



Agenda Item No. 10d.

Staff Report

Date: June 14, 2016

To: Mayor Hoertkorn and Council Members

From: Heidi Scoble, Planning Manager

Subject: Keefe Design Review Permit, 648 Goodhill Road, File No. 2016-21-DR

Recommendation

Town Council adopt Resolution 1951 approving Design Review to allow for the installation of a 5'-6" high by 16'-0" wide hinged automobile gate with 6'-0" high columns adjacent to the front property line.

Property Information:

Owner: Ken and Kerry Keefe
Design Professional: Bill O'Callaghan
Location: 648 Goodhill Road
A.P. Number: 074-291-17
Zoning: R-1:B-5A (Single Family Residence 5 acre minimum lot size)
General Plan: Very Low Density (.1 - 1 unit per acre)
Flood Zone: Zone X (outside of high risk flood area)

PROJECT DATA			
	Zoning Requirements*	Existing	Proposed
Lot Area	1 acre (43,560 square feet)	136,349 square feet	No Change
Floor Area (FAR)	20%	3,416 sq. ft. (38%)	No Change
Lot Coverage	20%	4,039 sq. ft. (2.96%)	No Change
Impervious Surface	-	-	-
Height	30 Feet	not applicable	Not Applicable/ No Change
Front Setback	25 Feet	25 Feet- Garage	No Change

		52 Feet- Residence	No Change
Right Side Setback	15 Feet	37 Feet- Residence 68 Feet- Garage	No Change No Change
Left Side Setback	15 feet	75 Feet- Residence 43 Feet- Garage	No Change No Change
Rear Setback	40 Feet	62 Feet- Residence 93 Feet- Garage	No Change No Change

Project Description

The applicant is proposing to construct and install a 5'-6" high by 16'-0" wide hinged automobile gate with 6'-0" high columns adjacent to the front property line. The gate would be located 3 feet from the front property line, while the nearest column would be 1 foot from the front property line along Goodhill Road. The project is designed such that each gate would hinge off a 24-inch square stone faced column, 6'-0" in height. The gate would be made of 1 by 4 horizontal and vertical lattice Redwood on a steel frame and a Redwood cap. The columns are 'Bitter Root' stone with Bluestone Caps. A control key switch pad and fire access Knox box would be installed in a steel mast at the existing rock wall adjacent to the driveway.

No other changes are proposed to the residence.

Design Review is required pursuant to Ross Municipal Code (RMC) Section 18.41.020 because gates and fences that are forty eight inches (48") or greater in height as measured from the bottom of footing to top of wall are subject to design review. Design review is also required for gate columns and other decorative fence elements that exceed the permitted fence height limits.

Background and Discussion

The project site is located primarily located within the Town of Ross and partially located within an unincorporated area of Marin County known as the Kent Woodland Subdivision. Access to the site is via Goodhill Road. The portion of the project site where the project would occur is located within the Town of Ross proper.

The single family residence was constructed in 1969. On June 11, 2015, the Town Council adopted Resolution 1901 approving a substantial remodel to the existing residence. A building permit for the project has been issued and the residence is currently under construction.

Fire Department Review

The project received Ross Valley Fire Department review on May 20, 2016. The Fire Inspector commented that the gate project as described either meets or exceeds the minimum Fire Code requirements. As such, no further review by the Fire Department is required.

Key Issues

Architectural Design

The overall purpose of Design Review is to provide excellence in design consistent with the same and quality of existing development, to preserve and enhance the historical “small town,” low-density character and identity that is unique to the Town of Ross, to discourage the development of individual buildings which dominate the townscape or attract attention through color, mass or inappropriate architectural expression, and to upgrade the appearance, quality and condition of existing improvements in conjunction with new development or remodeling of a site. Accordingly, pursuant to Section 18.41.100 of the Ross Municipal Code, a series of Design Review criteria and standards have been developed to guide development.

In reviewing the project, the following design review criteria and standards are most relevant to the project:

1. 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.
2. Soft and muted colors in the earthtone and woodtone range are preferred and generally should predominate.

Staff finds that the project meets the purpose of Design Review and suggests the requisite findings to approve the project can be achieved. Specifically, the project would incorporate high quality materials as well as the using materials and soft muted colors that would minimize visual impacts. The front yard vehicular gate would be transparent to let light and lines of sight through the gate. Additionally, the driveway gate would be automatic to encourage use of onsite parking. The proposal viewed in relationship to the overall existing on-site conditions is compatible and harmonious with the residence and site characteristics.

Public Comment

Public Notices were mailed to property owners within 300 feet of the project site. Staff has not received comments as of the distribution of this report.

Fiscal, resource and timeline impacts

If approved, the project would be subject to one-time fees for a building permit, and associated impact fees, which are based the reasonable expected cost of providing the associated services and facilities related to the development. There would be no operating or funding impacts associated with the project as the project applicant would be required to pay the necessary fees for Town staff’s review of future building permit plan check and inspection fees.

Alternative actions

1. Continue the project for modifications; or
2. Make findings to deny the application.

Environmental review

The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guideline Section 15303 *-new construction or conversion of small structures*, because it involves installation of an automobile gate and columns (detached accessory structure) at an existing single family residence with no potential for impacts as proposed. No exception set forth in Section 15301.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources, applies to this project.

Attachments

1. Resolution 1951
2. Project History
3. Applicant project information
4. Project plans

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 1951

A RESOLUTION OF THE TOWN OF ROSS APPROVING A DESIGN REVIEW PERMIT TO ALLOW THE INSTALLATION OF A NEW GATE AT 648 GOODHILL ROAD, APN 074-291-17

WHEREAS, Bill O'Callaghan, on behalf of Ken and Kerry Keefe, has submitted an application for a Design Review Permit to allow construction of a 5'-6" high by 16'-0" wide hinged automobile gate with 6'-0" high columns adjacent to the front property line on an existing single family residence at 648 Goodhill Road, Assessor's Parcel Number 074-291-17 (the "project"); and

WHEREAS, the project was determined to be categorically exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guideline Section 15303 –*new construction or conversion of small structures*, because it involves installation of an automobile gate and columns at an existing single family residence with no potential for impacts. No exception set forth in Section 15300.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources; and

WHEREAS, on June 14, 2016, the Town Council held a duly noticed public hearing to consider the proposed 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 for the project described herein, located at 648 Goodhill Road, 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 14th day of June 2016, by the following vote:

AYES: Council Members

NOES:

ABSENT:

ABSTAIN:

Kathleen Hoertkorn, Mayor

ATTEST:

Linda Lopez, Town Clerk

EXHIBIT "A"
FINDINGS TO APPROVE
648 GOODHILL ROAD
APN 074-291-217

A. Findings

- I. Design Review Permit (RMC § 18.41.070) - Approval of a Design Review Permit for construction of a 5'-6" high by 16'-0" wide hinged automobile gate with 6'-0" high columns adjacent to the front property line at an existing single family residence is in accordance with Ross Municipal Code Section 18.41.070, Design Review, and is approved based on the findings**

- a) The project is consistent with the purpose of the Design Review chapter as outlined in Ross Municipal Code Section 18.41.010:**

The project would meet the purpose of the Design Review chapter through its high quality design and materials. The project is designed with a similar architectural style and materials of the existing residence. The project would not impact the "small town" character of the Town because the project maintains the overall mass, bulk, and style of the existing residence and garage as no change is made to these structures on the property. The project would also minimize visibility from public vantages through its design, materials, and project siting, and would be consistent with the development patterns within the neighborhood to relative to the neighborhood. Additionally, the project would not impact any unique environmental resources due to the location of the project site relative to any sensitive wildlife habitat, species, and/or creeks.

- b) The project is in substantial compliance with the design criteria of Ross Municipal Code Section 18.41.100.**

The project would be consistent with the design review criteria and standards relative to having a nominal impact on the existing site conditions by providing an architectural design that is compatible with the architecture, materials, and colors of the existing residence utilizing natural materials including wood and stone for the automobile gate and columns and with earthtone and woodtone colors. Lastly, the project would address health and safety through the issuance of a building permit to ensure compliance with the building, public works, and fire code regulations.

- c) The project is consistent with the Ross General Plan and zoning ordinance.**

The scope of the project is consistent with the allowed structures and uses that may be permitted within the Very Low Density land use designation of the General Plan and the single family residence chapter of the zoning ordinance.

- d) The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.**

The project would be required to comply with the Town's Building Code and Fire Code requirements, therefore ensuring the health, safety, and general welfare of the residence residing or working in the neighborhood.

EXHIBIT "B"
CONDITIONS OF APPROVAL
648 GOODHILL ROAD
APN 074-291-217

1. This approval authorizes the Design Review Permit to allow a 5'-6" high by 16'-0" wide hinged automobile gate with 6'-0" high columns adjacent to the front property line at an existing single family residence at 648 Goodhill Road, Assessor's Parcel Number 074-291-17.
2. Except as otherwise provided in these conditions, the building permit shall substantially conform to the plans entitled, "New Autogate 648 Goodhill Road" consisting of 1 sheet prepared by Bill O'Callaghan and Planning date stamp received May 3, 2016.
3. 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.
4. BEFORE ISSUANCE OF A BUILDING PERMIT, the following conditions of approval shall be reproduced on the cover sheet of the plans submitted for a building permit. The property owner shall certify on the building permit plans that they have read and agree to the following conditions.
5. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall revise the site plan or other first sheet of the office and job site copies of all necessary Building Permit plan sets to list all standard and project specific conditions of approval as notes.
7. Any changes or additions to the project shall be submitted to the Planning Department in writing for review and approval before the contemplated modifications may be initiated. Construction involving modifications that do not substantially conform to the approved project, as determined by the Planning Department staff, may be required to be halted until proper authorization for the modifications is obtained by the applicant.
8. 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.
10. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.

11. 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.
12. Inspections shall not be provided unless the Town-approved building permit plans are available on site.
13. 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, 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).
14. 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.
15. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways 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.
16. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
17. 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 attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

ATTACHMENT 2

TOWN OF ROSS

RESOLUTION NO. 1901

A RESOLUTION OF THE TOWN OF ROSS APPROVING MINOR EXCEPTION FOR A 7-FOOT HIGH RETAINING WALL AND DEMOLITION PERMIT AND DESIGN REVIEW FOR EXTERIOR IMPROVMENTS TO AN EXISTING RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS AT 648 GOODHILL ROAD, APN 74-291-17

WHEREAS, Ken and Kerry Keefe submitted an application for a Minor Exception, Demolition Permit, Design Review, pursuant to Title 18 of the Ross Municipal Code for exterior modifications to an existing single family residence located at 648 Goodhill Road, Assessor's Parcel Number 074-291-17, including installation of a 7-foot high retaining wall; complete replacement of siding from T1-11 to Hardie shingle siding with batten and board accents at the gable end walls; new gable dormers at the front of the building; changes to the entry path; new gas fire pit; removal of stacked rock wall in the front yard and installation of stone faced retaining wall (less than 4 feet in height); widening of the driveway approach, removal of asphalt driveway and installation of permeable concrete pavers; removal of wood deck and replacement with structural concrete deck; and installation of pergola over deck area and associated landscape fencing improvements (the "project"); and

WHEREAS, the project was determined to be categorically exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guideline Section 15301 -*existing facilities*, because it involves alterations to an existing single-family residence in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and the area in which the project is located is not environmentally sensitive; and

WHEREAS, no exception set forth in Section 15300.2 of the CEQA Guidelines (including but not limited to subsection (a) which relates to impacts on environmental resources; subsection (b) which relates to cumulative impacts, subsection (c) which relates to unusual circumstances; or subsection (f) which relates to historical resources) was found to apply to the project; and

WHEREAS, on June 11, 2015, the Town Council held a duly noticed public hearing to consider the proposed 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 Minor Exception, Demolition and Design Review for the project described herein located at 648 Goodhill Road, 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 11th day of June 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elizabeth Brekhus, Mayor

ATTEST:

Linda Lopez, Town Clerk

EXHIBIT "A"
Findings In Support Of Project Approval
648 Goodhill Road, APN 74-291-17

A. Findings

1. Minor Exception- (RMC § 18.45.050) Minor Exception for the 7 foot high retaining wall located in the rear yard is approved based on findings outlined in Ross Municipal Code Section 18.45.050 as described below:

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

The project site is not located within a Special Flood Hazard Area.

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

The retaining wall will be located more than 3 feet from the side property line and over 100 feet from the rear property line, thereby complying with separation requirements.

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

The 7-foot high retaining wall is located within the side yard setback area. The applicant has submitted written verification from neighboring properties. Staff has not received opposition to the proposed retaining wall.

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

The 7-foot high retaining wall is the only exception being requested for this lot.

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

The proposed project does not include new mechanical equipment.

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

The 7-foot high retaining wall is necessary given lot slope.

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

The proposed 7-foot high retaining wall faces north toward the forest preserve area. The retaining wall will not be visible from adjacent lots.

2. Demolition Permit (RMC § 18.50.060) - Approval of a Demolition Permit for removal of existing retaining walls, removal of exterior residential wall coverings and minor wall demolition work at the entryway is based on the findings outlined in Ross Municipal Code Section 18.50.060 as described below:

a) The demolition will not remove from the neighborhood or town, nor adversely affect, a building of historical, architectural, cultural or aesthetic value. The demolition will not adversely affect nor diminish the character or qualities of the site, the neighborhood or the community.

b) The proposed redevelopment of the site protects the attributes, integrity, historical character and design scale of the neighborhood and preserves the "small town" qualities and feeling of the town.

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

d) The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The Town does not have a historic resource inventory and considers discretionary projects on a case by case basis against federal and state historic listing standards. The proposed demolition will result in minor alteration to the exterior wall at the entry way and will alter the entire exterior wall covering. The site is not associated with events that have made a significant contribution to the broad patterns of local or regional history or the cultural heritage of California or the United States. Based on a review of the Town files, the site is not associated with the lives of persons important to local, California or national history. Since the structure is altered, the site and residence does not embody the distinctive characteristics of a type, period, region or method of construction or represents the work of a master or possesses high artistic values. The site and residence has not yielded, and does not have the potential to yield, information important to the prehistory or history of the local area, California or the nation

The proposed change in exterior wall coverings of the site protects the attributes, integrity, and design scale of the neighborhood and preserves the "small town" qualities and feeling of the town because the proposed residence maintains the mass and design of the existing development and uses traditional materials and colors that are in keeping with the site setting and the neighborhood.

3. Design Review (RMC § 18.41.070(b))-Approval of Design Review for exterior improvements to a developed lot is based on the findings outlined in the Ross Municipal Code Section 18.41.070(b) as described below:

a) The project is consistent with the purposes of the Design Review chapter as outlined in Ross Municipal Code Section 18.41.010:

(1) To preserve and enhance 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 and to sustain the beauty of the town’s environment.

(2) 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;

(3) 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;

(4) 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;

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

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

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

(8) 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;

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

(10) 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.

The project maintains the scale and character of the existing development and will be well screened from public view. The proposed materials and colors, which include shingle siding with batten and board gables, copper gutters, will integrate the residence with its setting and the neighborhood. The project would maintain the existing drainage pattern and increase the amount of impervious surfaces. The proposed changes will not result in encroachment into the Forest Preserve and will not result in tree removal.

b) The project is in substantial compliance with the design criteria of Ross Municipal Code Section 18.41.100.

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

(a) 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, ridgelines 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.

The project will not encroach into the existing forest preserve area. Protective fencing will be installed to protect existing mature landscaping. There are no watercourses within the project site.

(b) 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.

The general appearance of the existing landscaping will be maintained.

(c) 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.

Lot coverage and building footprints will be well below the 15% permitted for the site.

(2) 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.

The proposed project does not significantly change existing mass. Dormers will add interest to the front of the residence.

(3) Minimizing Bulk and Mass.

(a) 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.

(b) 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.

The proposed improvements are not monumental or excessively large in size and out of character with their setting or other dwellings in the neighborhood. Proposed dormers add architectural interest to the building and break up building façade.

(4) Materials and Colors.

(a) Buildings should use materials and colors that minimize visual impacts, blend with the existing land forms 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.

(b) 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.

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

High quality materials are proposed including gray shingle siding, copper gutter and downspouts, galvanized metal light fixtures, decorative stone walls, painted wood windows and door trim.

(5) Drives, Parking and Circulation.

(a) 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.

(b) 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.

(c) 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.

The project would improve the access to the site by widening the driveway approach. Replacement of asphalt paving with permeable pavers will increase permeability and water

infiltration.

(6) 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.

Lighting is shielded and directed downward. Lamps will be low wattage.

(7) 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.

The proposed rear yard concrete retaining wall will be screened by existing mature vegetation. Additional plants (concord grapes) will be replanted at the base of the wall to soften the appearance of the wall.

(8) 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.

The project will not impact views from public streets and parks.

(9) Natural Environment.

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) Safe and adequate drainage capacity should be provided for all

watercourses.

The project is not near a watercourse and is not in a flood zone. Proposed improvements will not encroach into the forest preserve area located in the rear portion of the lot. Tree protective fencing will be installed to protect mature redwoods and oaks during construction.

(10) Landscaping.

(a) 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.

(b) 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.

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

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

(e) 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.

The existing mature vegetation will be retained to the maximum extent possible. Installation of additional plants will blend with existing landscaping. Tree protective fencing will be installed to protect existing mature redwoods and oaks on the downslope and near the proposed work. Juniper shrubs at the front of the property will be removed and replaced with flowering shrubs and groundcover adding interest to the front yard as viewed from the street. Defensible Space will be required by the Ross Valley Fire Department.

(11) 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.

The project must comply with the current Fire and Building Codes.

(12) Visual Focus.

(a) 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.

(b) 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.

The residence will remain the primary structure on the site. Existing accessory structures will remain subordinate to the residential use. The proposed landscaping improvements and accessory structures will contribute to the primary use of the site.

(13) 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.

The proposed project will not result in impacts on privacy to surrounding properties.

(14) 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 as a condition of project approval.

Not applicable

(15) Relationship of Project to Entire Site.

(a) 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.

(b) 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.

The proposed design changes to the existing residence and associated landscape improvement are appropriate for the site and reflect a holistic approach to combining development with the natural environment.

(16) 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.

Based on the scale of the residence, proposed retaining wall, and proposed accessory structures there is no need to impose more restrictive development standards to meet the design criteria. The proposed floor area will not increase and is compatible with the size of other development in the neighborhood.

(17) 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.

The project does not reduce housing stock.

(18) 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.

The proposed floor area is less than 10,000 square feet.

(19) 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.

No creek is near the development.

(20) 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.

(a) 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.

(b) 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.

(c) 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.

The project proposes to maintain the existing site runoff and to disperse runoff on site. The project will be required to comply with the Town Stormwater Management Ordinance.

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

(1) Ross General Plan Policy (RGP) 1.1 Protection of Environmental Resources. Protect environmental resources, such as hillsides, ridgelines, creeks, drainage ways, trees and tree groves, threatened and endangered species habitat, riparian vegetation, cultural places, and other resources. These resources are unique in the planning area because of their scarcity, scientific value, aesthetic quality and cultural significance.

The site is previously disturbed. The proposed improvements will not encroach into the forest preserve area and tree protective fencing will be installed to protect mature trees locating downslope of the proposed work.

(2) RGP 1.2 Tree Canopy Preservation. Protect and expand the tree canopy of Ross to enhance the beauty of the natural landscape. Recognize that the tree canopy is critical to provide shade, reduce ambient temperatures, improve the uptake of carbon dioxide, prevent erosion and excess stormwater runoff, provide habitat for wildlife and birds, and protect the ecosystem of the under-story vegetation.

The existing mature vegetation will be retained to the maximum extent possible. Tree protective fencing will be installed to protect existing mature redwoods and oaks on the downslope and near the proposed work.

(3) RGP 1.3 Tree Maintenance and Replacement. Assure proper tree maintenance and replacement.

See (2) above.

(4) RGP 1.4 Natural Areas Retention. Maximize the amount of land retained in its natural state. 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.

The project will not encroach into the forest preserve area on the northern portion of the property. Tree protective fencing will be installed to protect existing mature redwoods and oaks on the downslope and near the proposed work.

(5) RGP 2.1 Sustainable Practices. Support measures to reduce resource consumption and improve energy efficiency through all elements of the Ross General Plan and Town regulations and practices, including:

(a) Require large houses to limit the energy usage to that of a more moderately sized house as established in design guidelines.

(b) Choose the most sustainable portion of a site for development and leaving more of a site in its natural condition to reduce land impacts on the natural environment.

(c) Use green materials and resources.

(d) Conserve water, especially in landscaping.

(e) Increase the use of renewable energy sources, including solar energy.

(f) Recycle building materials.

Town regulations require the construction materials to be recycled. The house will be more energy efficient than existing development with the replacement of windows with new windows and compliance with Title 24. The project will be required to comply with applicable Calgreen for residential remodels. The landscaping is required to comply with Marin Municipal Water District (MMWD) water conserving landscape requirements.

(6) RGP 2.2 Incorporation of Resource Conservation Measures. To the extent consistent with other design considerations, public and private projects should be designed to be efficient and innovative in their use of materials, site construction, and water irrigation standards for new landscaping to minimize resource consumption, including energy and water.

See (5) above.

(7) RGP 2.3 Reduction in the Use of Chemicals and Non-Natural Substances. Support efforts to use chemical-free and toxic-free building materials, reduce waste and recycle building waste and residential garbage. Encourage landscape designs that minimize pesticide and herbicide use.

It is unknown if materials are chemical-free or toxic free. Construction and demolition debris must be recycled under existing Town regulations. Use of pesticides and/or herbicides will likely be reduced because the existing lawn area will be removed and replaced with decomposed granite.

(8) RGP 2.4 Footprints of Buildings. Utilize smaller footprints to minimize the built area of a site and to allow the maximum amount of landscaped and/or permeable surfaces.

The project will not expand footprint of structures. Existing lot coverage is 3.15 percent and will be reduced to 2.96 percent as proposed. In addition, total impervious surface will be reduced from 1.6 percent of total lot area to .89 percent of total lot area due to removal of asphalt and replacement with permeable concrete pavers.

(9) RGP 3.1 Building and Site Design. Design all structures and improvements to respect existing natural topographic contours. Open areas and buildings shall be located to protect land forms and natural site features, including cultural places and resources, wherever possible. Where feasible, site development must avoid intact or previously disturbed cultural resources during excavation and grading.

The project largely maintains existing topographic contours and will not encroach onto the forest preserve areas. There are no known cultural resources existing on this property and accidental discovery of cultural resources is unlikely.

(10) RGP 3.2 Landscape Design. Where appropriate, encourage landscape designs that incorporate existing native vegetation, enhance the cohesiveness of the Town's lush, organic landscape and integrate new planting with existing site features. Plans shall recognize the importance of open space on a lot and shall address the look and feel of the space between structures so as to avoid overbuilding.

The proposed landscape plan demonstrates that existing mature landscaping which consists of a mix of native and drought tolerant trees, shrubs, and ground cover, will be maintained. Installation of additional plants will blend with existing landscaping. Tree protective fencing will be installed for trees located in the rear property to protect trees during construction activity. Juniper shrubs at the front of the property will be removed and replaced with flowering shrubs and groundcover adding interest to the front yard as viewed from the street.

(11) RGP 3.3 Buildings on Sloping Land. New buildings and additions to existing residential buildings constructed on sloping land should be designed to relate to the current landforms with the goal of integrating the building with the site (e.g., step with the slope). Low retaining walls are encouraged where their use would minimize uphill cutting, and large single-plane retaining walls should be avoided. Cut and fill areas and on/off-hauling should be minimized, especially in locations of limited or difficult access. Special care should be taken to final grade all disturbed areas to a natural appearing configuration and to direct stormwater runoff to areas where water can naturally infiltrate the soil.

The proposed landscape improvements include a rear yard 7-foot concrete retaining wall facing the north toward the forest preserve area. The 7-foot height is necessary given the slope of the

lot. Due to existing vegetation the retaining wall will not be visible from off-site. Nonetheless, the applicant proposes to relocate 8 concord grapes in front of the wall to provide screening.

(12) RGP 3.4 Bulk, Mass and Scale. Minimize the perception of building bulk and mass so that homes are not out of scale, visually or structurally, with neighboring residences and their setting. Consider building bulk and mass during the design review process, and when applying requirements and guidelines addressing Floor Area Ratio (FAR), maximum home floor area and other development standards. Building heights should stay in scale with surrounding vegetation and buildings.

The proposed exterior changes will not change the single story design of the home. The height of the home and proposed improvements will be in scale with the existing residence and the size of neighboring structures. The proposed retaining wall will not face downslope toward the forest preserve and is well screened by existing vegetation.

(13) RGP 3.5 View Protection. Preserve views and access to views of hillsides, ridgelines, Mt. Tamalpais and Bald Hill from the public right-of-way and public property. Ensure that the design look and feel along major thoroughfares maintains the “greenness” of the Town.

The project is not along major thoroughfare and does not impair views of hillsides and ridgelines.

(14) RGP 3.6 Windows, Roofs, and Skylights. Window and skylight size, placement and design should be selected to maximize the privacy between adjacent properties. To the extent consistent with other design considerations, the placement and size of windows and skylights should minimize light pollution and/or glare.

The applicant proposes replacement of existing roof materials with and dark grey asphalt shingle roof (Class A). Two new dormers are proposed on the south elevation (toward the street). The dormers are for aesthetic purposes and will not impact privacy. Six new skylights are proposed: two are south facing (toward the street), two are north-facing (toward the forest preserve), two are east facing and two are west facing. Due to the distance between this home and other nearby homes and the amount of tree vegetation that exists on this site and the adjoining lots the skylights will not result in glare impacts on adjoin residents.

(15) RGP 3.7 Materials and Colors. Buildings should be designed using high-quality materials and colors appropriate to their neighborhood and natural setting.

High quality materials are proposed including gray shingle siding, copper gutter and downspouts, galvanized metal light fixtures, decorative stone walls, painted wood windows and door trim.

(16) RGP 3.8 Driveways and Parking Areas. Driveways and parking areas should be designed to minimize visibility from the street and to provide safe access, minimal grading and/or retaining walls, and to protect water quality. Permeable materials should be used to increase water infiltration. Driveways and parking areas should be graded to minimize stormwater runoff.

No major modification to the existing parking areas are proposed. Minor changes to the driveway approach are proposed, however, this change will not affect visibility of the garage and parking areas. All asphalt within the driveway will be removed and replaced with permeable concrete block therefore increasing permeability of the site.

(17) RGP 4.1 Historic Heritage. Maintain the historic feel of Ross by preserving and maintaining historic buildings, resources and areas with recognized historic or aesthetic value that serve as significant reminders of the past.

The building is not historic.

(18) RGP 4.2 Design Compatibility with Historic Resources. Require new construction to harmonize with existing historic buildings and resources, and ensure a compatibility of landscaping with Ross' historic character.

The building is not historic.

(19) RGP 4.4 Preservation of Existing Housing Supply. Discourage the demolition or combining of existing residential units that will reduce the supply of housing in Ross.

The project will not eliminate any housing units.

(20) RGP 4.5 Archaeological Resources. Implement measures to preserve and protect archaeological resources. Whenever possible, identify archaeological resources and potential impacts on such resources. Provide information and direction to property owners in order to make them aware of these resources. Require archaeological surveys, conducted by an archaeologist who appears on the Northwest Information Center's list of archaeologists qualified to do historic preservation fieldwork in Marin County, in areas of documented archaeological sensitivity. Develop design review standards for projects that may potentially impact cultural resources.

The discovery of cultural resources is unlikely due to the location of the site and known archaeological areas.

(21) RGP 5.2 Geologic Review Procedures. At the time a development is proposed, Ross geologic and slope stability maps should be reviewed to assess potential geologic hazards. In addition, suitability for development must be based on site-specific geotechnical investigations.

The proposed construction is not within areas that have been identified as instable.

(22) RGP 5.3 Fire Resistant Design. Buildings should be designed to be fire defensive. Designs should minimize risk of fire by a combination of factors including, but not limited to, the use of fire-resistant building materials, fire sprinklers, noncombustible roofing and defensible landscaping space.

The structure will be required to comply with Ross Valley Fire Department including sprinklers and maintaining defensible landscaping.

(23) RGP 5.4 Maintenance and Landscaping for Fire Safety. Ensure that appropriate fire safety and landscaping practices are used to minimize fire danger, especially in steeper areas. Due to the high fire hazard in the steeper areas of Town, special planting and maintenance programs will be required to reduce fire hazards in the hills and wildland areas, including removal of invasive non-native vegetation such as broom, acacia and eucalyptus.

Applicant will be required to ensure an effective firebreak around the structure is provided as required by Ross Valley Fire Department.

(24) RGP 5.5 Fire Safety in New Development. New construction will adhere to all safety standards contained in the Building and Fire Code. Hazards to life and property shall be minimized by such measures as fire preventive site design, fire resistant landscaping and building materials, and the use of fire suppression techniques and resources.

This finding can be made as noted under finding #22 above.

(25) RGP 5.12 Access for Emergency Vehicles. New construction shall be denied unless designed to provide adequate access for emergency vehicles, particularly fire fighting equipment.

The project will include widening the entry driveway. Existing conditions will be improved from a fire safety perspective.

(26) RGP 6.4 Runoff and Drainage. Stormwater runoff should be maintained in its natural path. Water should not be concentrated and flow onto adjacent property. Instead, runoff should be directed toward storm drains or, preferably to other areas where it can be retained, detained, and/or absorbed into the ground.

An engineered drainage plan is required.

(27) RGP 6.5 Permeable Surfaces. To the greatest extent possible, development should use permeable surfaces and other techniques to minimize runoff into underground drain systems and to allow water to percolate into the ground. Landscaped areas should be designed to provide potential runoff absorption and infiltration.

The project will reduce the amount of impervious surface from 1.6 percent to .85 percent. An engineered drainage plan is required as part of building permit submittal.

(28) RGP 6.6 Creek and Drainageway Setbacks, Maintenance and Restoration. Keep development away from creeks and drainageways. Setbacks from creeks shall be maximized to protect riparian areas and to protect residents from flooding and other hazards. Encourage restoration of runoff areas, to include but not be limited to such actions as sloping banks, providing native Creek access vegetation, protecting habitat, etc., and work with property owners to identify means of keeping debris from blocking drainageways.

Work is not proposed near riparian areas.

EXHIBIT "B"
648 Goodhill Road
Conditions of Approval

The following conditions of approval shall be reproduced on the cover sheet of the plans submitted for a building permit. The property owner shall certify on the building permit plans that they have read and agree to the following conditions.

1. Except as otherwise provided in these conditions, the project shall comply with the plans for the residence approved by the Town Council on June 11, 2015. Plans submitted for the building permit shall reflect any modifications required by the Town Council and these conditions.

2. Demolition work is limited to removal of exterior wall coverings, minor demolition of wall at the entry, removal of retaining walls and removal of asphalt driveway. The existing structure is not approved for complete demolition and planning department shall be contact if additional demolition is expected to exceed what is shown on the approved Council plans and these conditions of approval. Additional Town Council review may be necessary to exceed the proposed demolition. The project architect shall certify the demolition shown on the architectural drawings are consistent with the structural plans prior to permit issuance.

3. Landscaping shall be installed in substantial conformance with the approved landscape plan prior to project final. The Town staff reserves the right to require modifications to the landscape to protect mature trees and to comply with MMWD water conserving landscape requirements or fire code clearance requirements. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.

4. A tree protection plan for all protected trees on or near the project site is required with the building permit application. The plan shall comply with the requirements of Ross Municipal Code Section 12.24.100. The applicants'/project arborist shall review the final construction-level drawings and landscape plans, including civil, structural, grading, drainage, irrigation and utility plans (arborist should note the dates of the plans reviewed). All tree protection conditions recommended by the project arborist shall be included on all relevant sheets of the building permit plans to ensure compliance with the arborist recommendations. The plan shall include a schedule of when the consulting arborist will inspect the site or be present for activities such as trenching in the tree protection area. The applicant shall submit a deposit to cover the cost of town arborist review of the Tree Protection Plan and periodic site inspections.

5. Tree protection fencing and other tree protections, such as mulch, steel plates or other protection against compaction around un-fenced trees, shall be installed prior to building permit issuance as recommended by the project arborist on the tree protection plan. Tree protection fencing shall be constructed of sturdy material and identified with signs that include the words, "tree protection fence" and "do not remove without permission from the Town of Ross." The project arborist shall inspect the site prior to issuance of a building

permit to determine if tree protection fencing has been properly installed and shall submit written confirmation to the town planner that the tree protection is in place prior to building permit issuance.

6. 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.

7. Exterior Lighting shall be consistent with the fixtures approved by the Town Council on June 11 2015. Lighting shall be shielded (no bare bulb light fixtures or down lights that may be visible from down-slope sites). Exterior lighting of landscaping by any means shall not be permitted if it creates glare, hazard or annoyance for adjacent property owners. Lighting expressly designed to light exterior walls or fences that is visible from adjacent properties or public right-of-ways is prohibited. No up lighting is permitted. Interior and exterior lighting fixtures shall be selected to enable maximum "cut-off" appropriate for the light source so as to strictly control the direction and pattern of light and eliminate spill light to neighboring properties or a glowing night time character.

8. The applicant shall comply with the conditions of approval imposed by the Kent Woodlands Architectural Review Committee outlined in their letter dated May 15, 2015.

9. Applicants shall comply with all requirements of PG&E prior to project final. Letter or email confirming compliance shall be submitted to the building department prior to project final.

10. The applicant shall comply with all requirements of the Marin Municipal Water District (MMWD) for water service prior to project final including compliance with all indoor and outdoor requirements of District Code Title 13 – Water Conservation. Indoor plumbing fixtures must meet specific efficiency requirements. Landscape plans shall be submitted, and reviewed to confirm compliance. The Code requires a landscape plan, an irrigation plan, and a grading plan. Any questions regarding District Code Title 13 - Water Conservation should be directed to the Water Conservation Department at (415) 945-1497. Should backflow protection be required, said protection shall be installed as a condition of water service. Questions regarding backflow requirements should be directed to the Backflow Prevention Program Coordinator at (415) 945-1559. Letter or email confirming compliance shall be submitted to the building department prior to project final.

11. The project shall comply with the Fire Code and all requirement of the Ross Valley Fire Department (RVFD) as outlined in their memo dated June 2, 2015.

12. Based on the scope of the project, the Town shall require sprinklers to be installed in the structures.

13. The project shall comply with the following conditions of the Town of Ross Building Department and Public Works Department:

a. Applicants may be required to return for additional Town Council review, which requires payment of additional application fees, for any roof projections that are not identified on the plans submitted for Town Council review. Where a roof area is visible from off site, roof projections shall be located to minimize their appearance. Exposed galvanized material is discouraged. All vents and flue pipes shall utilize a finish to blend into adjacent surfaces. If possible, vents may be concealed from view in forms compatible with the structure. Vents for cooking appliances should be located or directed to avoid noise and odor impacts to adjacent sites and shall be located out of required setback areas.

b. The plans submitted for the building permit shall detail the gutter and downspout design and location for review and approval by the Town. Applicants may be required to return for additional Town Council review, which requires payment of additional application fees, for any gutters or downspouts that are not identified on the plans submitted for Town Council review. A specification sheet shall be provided and the proposed color and finish material shall be specified. Downspouts should be located to minimize their appearance from off site locations. Gutters and downspouts should have a finish to blend into adjacent surfaces or underlying trim. Exposed galvanized material is not permitted.

c. 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.

d. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.

e. Property lines and location of foundation relative to property line shall be physically identified (string line or equal) and must be certified by a licensed land surveyor to be in compliance with the approved plans at the time of the first foundation-related inspection. The building inspector shall not provide foundation-related inspections until the information is provided.

f. Floor elevation shall be physically surveyed and certified by a licensed land surveyor to be in compliance with the approved plans after the floor(s) are completed.

g. 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.

h. 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.

i. Prior to any demolition or issuance of a building permit for the new structure, which was constructed prior to 1985, an asbestos and lead-based paint survey shall be provided to the Town building department for review by the Building Official. If asbestos-containing materials are determined to be present, the materials should be abated by a certified asbestos abatement contractor in accordance with the regulations and notification requirements of the Bay Area Air Quality Management District. If lead-based paint is identified, then federal and state construction worker health and safety regulations should be followed during renovation or demolition activities. If loose or peeling lead-based paint is identified, it should be removed by a qualified lead abatement contractor and disposed of in accordance with existing hazardous waste regulations.

j. 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, who may consult with the town hydrologist at the applicants' expense (a deposit may be required). The plan shall be designed, at a minimum, to produce no net increase in peak runoff from the site compared to pre-project conditions (no net increase standard). As far as practically feasible, the plan shall be designed to produce a net decrease in peak runoff from the site compared to pre-project conditions. Applicants are encouraged to submit a drainage plan designed to produce peak runoff from the site that is the same or less than estimated natural, predevelopment conditions which existed at the site prior to installation of impermeable surfaces and other landscape changes (natural predevelopment rate standard). Construction of the drainage system shall be supervised, inspected and accepted by a professional engineer and certified as-built drawings of the constructed facilities and a letter of certification shall be provided to the Town building department prior to project final.

k. An encroachment permit is required from the Department of Public Works prior to any work within a public right-of-way.

l. 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.

m. 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).

n. 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.

o. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.

p. 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.

q. Inspections shall not be provided unless the Town-approved building permit plans are available on site.

r. 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, 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).

s. 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.

t. A single geotechnical engineering report, containing all recommended geotechnical design criteria for the project, shall be submitted with the building permit plans for review by the building official. All geotechnical aspects of the proposed project and preliminary development of plans shall continue to be evaluated by the project geotechnical consultant. A letter from the project geotechnical consultant shall be prepared that approves all geotechnical aspects of the proposed site development layout, verifies project geotechnical feasibility, and verifies conformance with the geotechnical consultant's design recommendations.

u. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways 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.

v. 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.

w. 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.

x. Carbon monoxide alarms shall be provided outside of each dwelling unit sleeping area in the immediate vicinity of the bedroom(s) and on every level of a dwelling unit.

y. Address numbers at least 4" tall shall be in place adjacent to the front door. If not clearly visible from the street, additional numbers are required. The address numbers shall be internally illuminated or illuminated by an adjacent light controlled by a photocell and switched only by a breaker so the numbers will remain illuminated all night.

z. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance (copies available at www.townofross.org). If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice. As provided in the Town of Ross Municipal Code Section 15.50.040, construction shall be complete upon the final performance of all construction work, including: exterior repairs and remodeling; total compliance with all conditions of application approval, including required landscaping; and the clearing and cleaning of all construction-related materials and debris from the site. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.

aa. A Grading Permit is required from Department of Public Works for site grading. The applicant shall comply with the requirements of Chapter 15.24 of the Ross Municipal Code

bb. The Public Works Department may require a grading security to be submitted 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.

cc. 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 a signed statement by the soils engineer that erosion control is in accordance with Marin County Stormwater Pollution Prevention Program (MCSTOPPP) 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. (Temporary seeding and mulching or straw matting are effective controls.).

dd. 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.

ee. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc, are implemented

ff. 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.

gg. 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.

14. 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 attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

REGULAR MEETING of the ROSS TOWN COUNCIL
THURSDAY, JUNE 11, 2015
*****EXCERPT*****

11f. 648 Goodhill Road, Design Review No. 2002, and Town Council consideration of adoption of Resolution No. 1901

Ken and Kerry Keefe, 648 Goodhill Road, A.P. No. 74-291-17, R-1:B-5A (Single Family Residence, 5-Acre min. lot size), Very Low Density (.1-1 unit per acre). Application for the following: 1) Design Review for exterior improvements to an existing single-family residence including installation of new gable dormers, minor exterior changes to the front entry and replacement of the siding; and 2) Minor Exception for installation of a retaining wall reaching a height of up to 7 feet.

Mayor Brekhus expressed concern for a demolition permit being on the consent agenda and desired an explanation of the difference between "*by motion*" and "*by resolution*." Contract Planner Giudice responded that the demolition permit involves demolition of removal of exterior wall coverings and that is required per code. It is on consent agenda because it was relatively small in terms of the work that would be done. Staff received neighbor support as well. Staff further noted that resolutions are standard practice and the best way to handle projects moving forward.

Bill O'Callagan, architect, is present to answer any questions of the Council.

Mayor Brekhus opened the public hearing on this item, and seeing no one wishing to speak, the Mayor closed the public portion and brought the matter back to the Council for action.

Mayor Brekhus asked for a motion.

Mayor Pro Tempore Hoertkorn moved and Council Member Small seconded, to approve 648 Goodhill Road, Design Review No. 2002, and adopt Resolution No. 1901. Motion carried unanimously.

ATTACHMENT 3

\$ 433-02
\$ 156-22
\$ 448-Nohze
\$ 32.70-Tech Fee

2016-21-02



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

Phone (415) 453-1453, Ext. 121

Fax (415) 453-1950

Web www.townofross.org

Email hscoble@townofross.org

Staff Use Only

Received By: HS

Date: 5-3-16

Fees Paid: 1069.70

Date: 5-3-16

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Planning Department

PLANNING PERMIT APPLICATION

MAY - 3 2016

Type of Application (check all that apply):

- ☒ Design Review
☐ Variance(s)
☐ Hillside Lot Application
☐ Basement or Attic Exception
☐ Other:
☐ Residential Second Unit
☐ Use Permit
☐ Minor Exception
☐ Demolition Permit

Town of Ross

Parcel Address and Assessor's Parcel No. 074-291-17

Owner(s) of Parcel KEN and KERRY KEEFE

Mailing Address (PO Box in Ross) 648 GOODHILL ROAD.

City KENTFIELD State CA. ZIP 94904

Day Phone 415. Evening Phone _____

Email krkeefe@comcast.net

Architect (Or applicant if not owner) Bill O'CALLAGHAN

Mailing Address PO BOX 24

City SAN ANSELMO State CA. ZIP 94979

Phone 415-456-3467

Email wro82@earthlink.net

Primary Contact for Application (name) Bill O'CALLAGHAN

Existing and Proposed Conditions (For definitions please refer to attached fact sheet.)

Gross Lot Size _____ sq. ft. Lot Area 130,349 sq. ft.

Existing Lot Coverage 4,039 sq. ft. Existing Floor Area 2,510 sq. ft.

Existing Lot Coverage 2.96 % Existing Floor Area Ratio 1.84 %

Coverage Removed _____ sq. ft. Floor Area Removed _____ sq. ft.

Coverage Added _____ sq. ft. Floor Area Added _____ sq. ft.

Net Change- Coverage 0 sq. ft. Net Change- Floor Area 0 sq. ft.
 Proposed Lot Coverage 0 sq. ft. Proposed Floor Area 0 sq. ft.
 Proposed Lot Coverage 0 % Proposed Floor Area Ratio 0 %
 Existing Impervious Areas _____ sq. ft. Proposed Impervious Areas _____ sq. ft.
 Existing Impervious Areas _____ % Proposed Impervious Areas _____ %
 Proposed New Retaining Wall Construction _____ ft. (length) _____ ft. (max height)
 Proposed Cut _____ cubic yards Proposed Fill _____ cubic yards

Written Project Description – may be attached.

A complete description of the proposed project, including all requested variances, is required. The description may be reviewed by those who have not had the benefit of meeting with the applicant, therefore, be thorough in the description. For design review applications, please provide a summary of how the project relates to the design review criteria in the Town zoning ordinance (RMC §18.41.100).

PROPOSAL IS FOR CONSTRUCTING 10'-0" WIDE
 AUTO GATE @ EXISTING DRIVEWAY. (2) 8'-0"
 WIDE X 5'-0" HT. HINGED GATES. EACH GATE
 WILL HINGE OFF A 24" SQUARE / STONE FACED
 COLUMN. (6'-0" HT.) GATE MATERIAL WILL
 BE 1X4 REDWOOD. STONE @ COLUMNS WILL
 BE 'BITTER ROOT' WITH BLUESTONE CAP.
 KEY PAD AND FIRE ALARMS (KNOX) BOX
 INCLUDED. ALL HARDWARE AND STEEL FRAME
 WILL BE PAINTED BLACK.

Consultant Information

The following information is required for all project consultants.

Landscape Architect

Firm Bill O'Callaghan
 Project Landscape Architect _____
 Mailing Address PO BOX 24
 City SAN ANSELMO State CA. ZIP 94979
 Phone 415-450-3467 Fax _____
 Email WRO82@earthlink.net
 Town of Ross Business License No. 00300470 Expiration Date 12-31-2016

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 _____

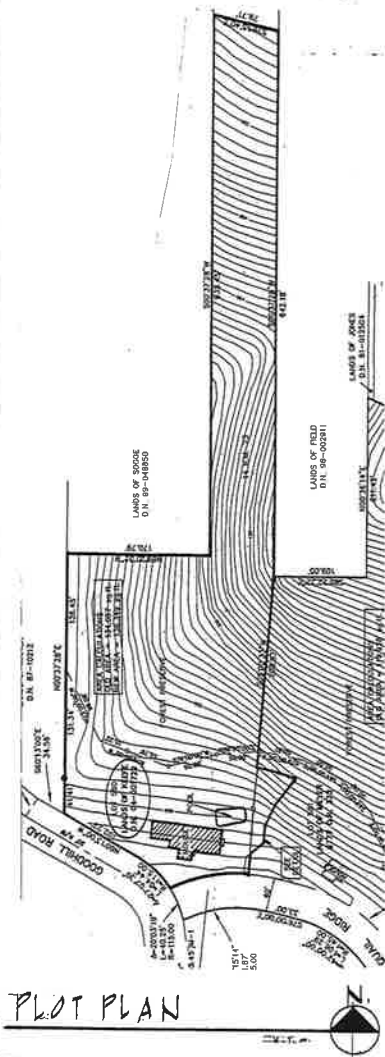
Other

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

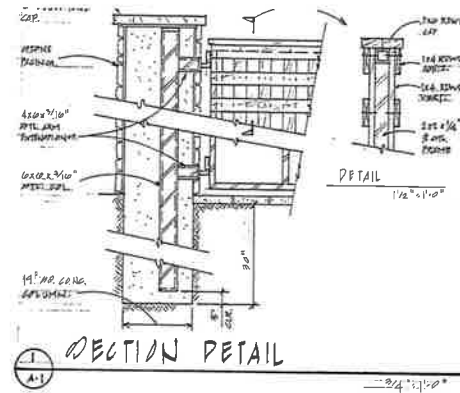
Alternate Format Information

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.

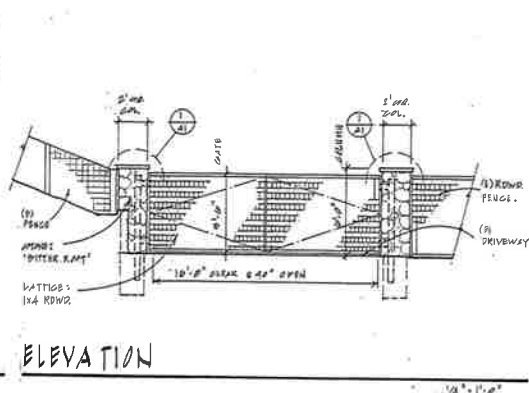
ATTACHMENT 4



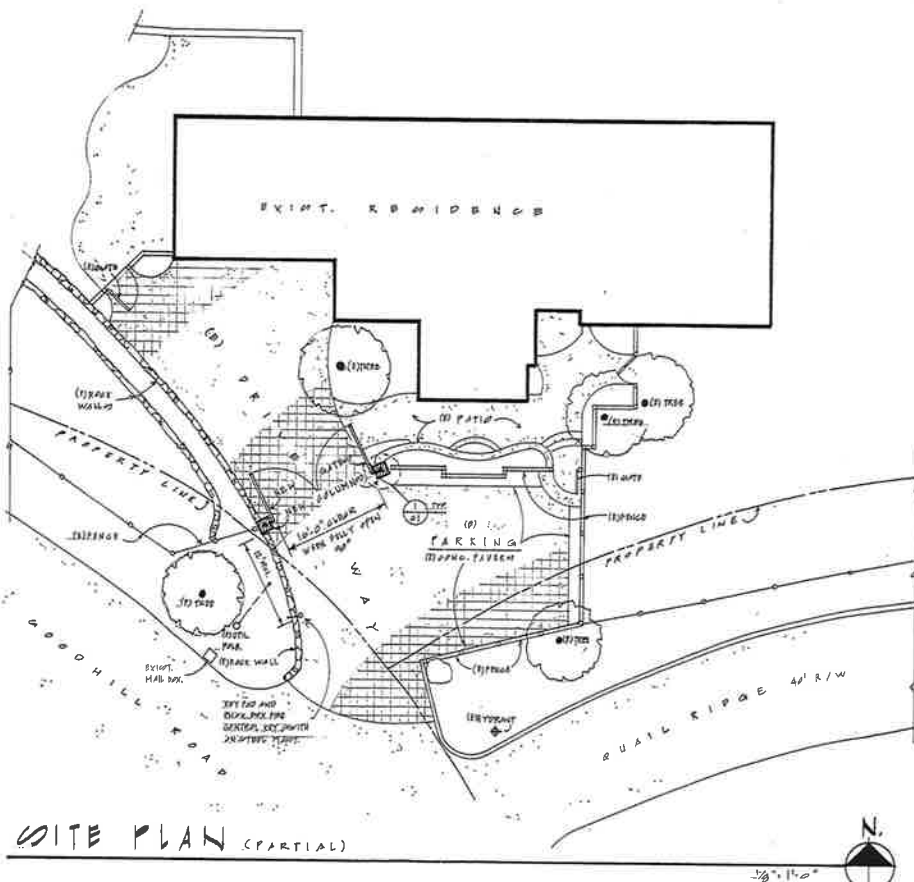
PLOT PLAN



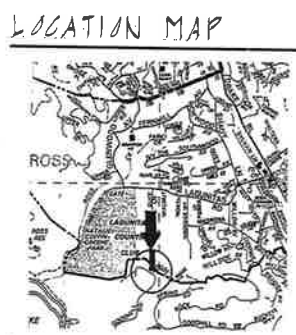
SECTION DETAIL



ELEVATION



SITE PLAN (PARTIAL)



SITE DATA

OWNERS:	KEN & KERRY KEEFE 688 GOOD HILL ROAD ROSS, CALIFORNIA
A.P.#	076-291-17
LOT AREA	136,349 SQ. FT.
LOT SLOPE	52 %
ZONING	R-1-B-A

NOTES:

- * CODES EDITIONS USED FOR DESIGN OF THIS PROJECT: 2013 EDITIONS OF THE CALIFORNIA BUILDING CODE, CALIFORNIA RESIDENTIAL CODE, CALIFORNIA PLUMBING CODE, CALIFORNIA MECHANICAL CODE, CALIFORNIA ELECTRICAL CODE, CALIFORNIA ENERGY CODE AND CALIFORNIA GREEN BUILDING STANDARDS CODE.
- * ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE AS AMENDED BY THE LOCAL BUILDING OFFICIAL.
- * ALL WORK CONNECTED WITH THIS PROJECT SHALL BE DONE IN A PROFESSIONAL MANNER IN ACCORDANCE WITH THE TRADITIONALLY AND LEGALLY DERIVED "BEST ACCEPTED PRACTICE" OF THE TRADE INVOLVED.
- * THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING DESIGNER AND OWNER OF ANY UNUSUAL FOUNDATION CONDITIONS, DISCREPANCIES OR OMISSIONS WITHIN THE PLANS OR ANY DEVIATIONS OR CHANGES FROM THE WORK INVOLVED. OTHERWISE THE CONTRACT DRAWINGS SHALL BE ASSUMED ADEQUATE FOR PROPER COMPLETION OF PROJECT.
- * LAYOUT ALL STRUCTURAL WORK BY REFERRING TO DIMENSIONS AND ELEVATIONS NOTES ON ARCHITECTURAL DRAWINGS.
- * CONTRACTOR SHALL BE TOTALLY RESPONSIBLE FOR BRACING AND SHORING DESIGN AND IMPLEMENTATION.
- * NOTES ON COMMERCIAL AND RESIDENTIAL RENOVATIONS: THE PLANS REFLECT SOME EXISTING CONDITIONS WHOSE STRUCTURAL CONFIGURATIONS WERE ASSUMED. CONTRACTOR SHALL VERIFY THESE CONDITIONS DURING CONSTRUCTION AND CONTACT DESIGNER OR OWNER WITH THE ACTUAL CONFIGURATIONS.

RECEIVED
Planning Department

MAY - 3 2016

Town of Ross

REVISIONS

BY

BILL O'CALLAGHAN

Bill O'Callaghan Design

7418455 3447 - P 415 455 4403

bill@billcallaghan.com

PO Box 24 - San Jose, CA 95129

648 GOODHILL ROAD

ROSS CALIFORNIA

OWNERS: KEN & KERRY KEEFE

W R O

CHECKED

DATE

SCALE

JOB NO.

SHEET

MAY, 2, 2016

A-1