



### Staff Report

**Date:** December 14, 2023  
**To:** Mayor Brekhus and Council Members  
**From:** Roberta Feliciano, Planning and Building Director  
**Subject:** Rosseau Residence, 45 Poplar Avenue

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#### Recommendation

Town Council consideration for Design Review, Nonconformity Permit, Demolition Permit and Variance for the project described below located at 45 Poplar Avenue. The Town Council may adopt Resolution No. 2342 (Attachment 1) approving the project, subject to conditions.

**Property Address:** 45 Poplar Avenue  
**A.P.N.:** 073-273-02  
**Applicant:** Geiszler Architects  
**Property Owner:** Kyle and Kathryn Rosseau  
**Zoning:** R-1:B-7-5  
**General Plan:** ML (Medium Low Density)  
**Flood Zone:** AE (Floodway)

#### Project Data

	Code Standard	Existing	Proposed
Lot Area	7,500 SF	9,871 SF	No change
Floor Area (FAR)	20%	1,207 SF (12.2%)	1,974 SF (20%)
Building Coverage	20%	1,542 SF (15.6%)	1,974 SF (20%)
Front Setback	25'	19'- 5"	22'-11"

	Code Standard	Existing	Proposed
<b>Left Side Setback</b>	15'	12'-11"	No Change
<b>Right Side Setback</b>	15'	2'- 9"	3'
<b>Rear Setback</b>	40'	House 126'-3"	House 109'-6" Accessory Structure 5'
<b>Building Height</b>	30'	House 26'-1"	House 30' Accessory Structure 14'
<b>Parking</b>	2 (1 Covered)	2 (0 Covered)	No Change
<b>Impervious Surface Coverage</b>	Minimize and/or mitigate for any increase.	1,720 SF	2,788 SF

**Project Description:**

The applicant requests consideration for Design Review, a Nonconformity Permit, Demolition Permit, and Variance. The project involves the demolition of an existing single-family residence. The applicant proposes a new two-story single-family residence in the same location as the existing home, maintaining the existing nonconforming front and side yard setbacks. The proposed residence consists of an 807 square-foot (SF) second floor and 1,005 SF first floor. The roof height will be raised from its existing height of 26'- 1" to 30'. Additionally, a new accessory structure will be constructed within the rear yard setback. The proposed exterior building materials are wood shingles and stone ledge siding. A new wooden deck is proposed in the rear yard providing an inviting outdoor space, and new pavers will be installed for a walkway in the front entrance area. The project also includes rehabilitating the existing landscape. A Variance is required for a new accessory structure within the rear yard setback. A Nonconformity Permit is required to reconstruct the existing nonconforming structure with regards to the north and south side yard setbacks. A separate application has been submitted for ministerial review of a 635 SF Accessory Dwelling Unit (ADU) in the front portion of the residence. The ADU is not subject to discretionary review.

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

The proposed project is subject to the following approvals:

- **Design Review Permit is required pursuant to RMC Section 18.41.010** to allow for construction of a new building.

- **Nonconformity Permit is required pursuant to RMC 18.52.040** to allow reconstruction of the nonconforming structure with regards to the north and south side yard setbacks.
- **Demolition Permit is required pursuant to RMC Section 18.50.020** to allow for demolition of a dwelling unit.
- **A Variance is required pursuant to RMC 18.48.010** to construct a new accessory structure within the rear yard setback.

### **Background**

The project site is a 9,871 square-foot rectangular lot on Poplar Avenue. The property is located within the Federal Emergency Management Agency (FEMA) Special Flood Hazard Area Zone AE Floodway, which is defined as an area subject to inundation by the 1- percent-annual-chance flood event (also referred to as the base flood or 100-year flood). The existing single-family residence is a nonconforming structure because it does not meet the current front and side yard setback requirements.

### **Advisory Design Review**

Pursuant to Resolution No. 1990, Advisory Design Review is required for all applicants seeking discretionary land use permits, such as Design Review, a Demolition Permit, a Nonconformity Permit, (Exceptions for Attics), a Hillside Lot Permit, and/or a Variance.

On September 19, 2023, the Advisory Design Review Group (ADR) unanimously recommended that the project is consistent with the purpose of Design Review and the Design Review Criteria and standards per Section 18.41.100. The minutes from the ADR meeting are included as **Attachment 5**.

### **Discussion**

The proposed project is subject to the following approvals pursuant to the Ross Municipal Code:

#### ***Design Review***

Design Review is intended to guide new development to preserve and enhance the special qualities of Ross and to sustain the beauty of the town's environment. Other specific purposes include: 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; 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; and 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.

The Town Council may approve, conditionally approve, or deny an application for Design Review

Approval. The Town Council shall include conditions necessary to meet the purpose of Design Review pursuant to Chapter 18.41 and for substantial compliance with the criteria set forth in this chapter. If Council intends to approve Design Review, staff recommends that the required findings for approval be satisfied for the proposed project, as follows:

- The project is consistent with the purpose of Design Review as outlined in Section 18.41.010. (Section 18.41.070 (b) (1))
- The project is in substantial compliance with the design criteria of Section 18.41.100. (Section 18.41.070 (b) (2))
- The project is consistent with the Ross General Plan and zoning ordinance. (Section 18.41.070 (b) (3))

Town Council may consider the Design Review for this application as summarized below and supported by the findings in the attached Resolution (Exhibit "A").

The proposed project design is consistent with the scale and quality of existing development; preserves and enhances the historical "small town," provides low-density character and identity that is unique to the Town of Ross; preserves lands which are unique environmental resources; enhances the area in which the project is located; and promotes and implements the design goals, policies, and criteria of the Ross General Plan. The project is not monumental or excessively large in size and is compatible with other development in the neighborhood. The project proposes materials and colors that minimize visual impacts, blend with the existing landforms and vegetative cover, are compatible with structures in the neighborhood and do not attract attention to the structures. Exterior lighting is shielded and directed downward to avoid creating glare, hazard or annoyance to adjacent property owners or passersby. Landscaping protects privacy between properties, all proposed lighting is down lit with covered bulbs. The post-project stormwater runoff rates from the site would be no greater than pre-project rates.

#### ***Demolition Permit***

The "small town" quality and feel of the town are heavily shaped by the attributes, integrity, historical character, and design scale of existing residential and commercial neighborhoods. The preservation, enhancement and continued use of a structure with historic, architectural, cultural and/or aesthetic importance is essential in retaining this community character. The Town Council, after considering citizen and professional input, as necessary, should decide whether a structure may be demolished and reconstructed within the neighborhood fabric of Ross.

Pursuant to Section 18.50.20, the proposed project requires a Demolition Permit to demolish an existing dwelling unit.

Town Council may consider a Demolition Permit, as summarized below and as supported by the findings in Exhibit "A" of the attached Resolution.



1. 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.
2. 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.
3. The project is consistent with the Ross general plan and zoning ordinance.
4. 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. (b) The town council shall deny any project for which it cannot make the findings required in this section.

#### ***Nonconformity Permit***

Many residential structures in the town do not conform to the requirements of this Zoning Code because they were established before the adoption of zoning or before residential floor area limits were established in 1967. The purpose of this section is to allow for the continued existence, reconstruction and modification of nonconforming residential structures, subject to limitations set forth in this section. The intent of these regulations is to protect historic buildings and those that contribute to the Town's small-town character; to permit floor area nonconformities to be retained on site redevelopment where the design is appropriate; and to allow other nonconformities to be maintained when reasonable and where they create the same or fewer impacts than strict conformance with town regulations.

Pursuant to Sections 18.32.050 and 18.32.060, which establish development standards in the R-1:B-7.5 district, the minimum side setback is 15 feet and front setback is 25 feet. The existing nonconforming structure does not meet the current code for front and side yard setbacks. Pursuant to Section 18.52.030, the project requires a Nonconformity Permit to enlarge, extend, reconstruct, and/or structurally alter the existing residential structures which are nonconforming with respect to the setbacks.

Town Council may consider a Nonconformity permit, as summarized below and as supported by the findings in Exhibit "A".

- (a) The nonconforming structure was in existence at the time the ordinance that now prohibits the structure was passed. The structure must have been lawful when constructed. The property owner has the burden to prove by substantial evidence the nonconforming and legal status of the structure.
- (b) The Town Council can make the findings required to approve any required demolition

permit for the structure: 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.

- (c) The project substantially conforms to relevant design review criteria and standards in Section 18.41.100, even if design review is not required.
- (d) Total floor area does not exceed the greater of: a) the total floor area of the existing conforming and or legal nonconforming structure(s); or b) the maximum floor area permitted for the lot under current zoning regulations. The town shall apply the definition of floor area in effect at the time of the application for a nonconformity permit.
- (e) Granting the permit will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
- (f) The project will comply with the Flood Damage Prevention regulations in Chapter 15.36.
- (g) The Fire Chief has confirmed that the site has adequate access and water supply for firefighting purposes, or that the project includes alternate measures approved by the Fire Chief.
- (h) The applicant has agreed in writing to the indemnification provision in Section 18.40.180.
- (i) The site has adequate parking. For purposes of this section, adequate parking shall mean that the site complies with at least the minimum number of parking spaces required for the zoning district (covered or not covered). If the site does not comply with the covered parking requirement, the Town Council may require covered parking to be provided.

The nonconforming structure was in existence prior to adoption of the Zoning Ordinance that now requires the above-mentioned side and front yard setbacks. The structure was constructed in 1915. 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. The project conforms to the design review standards, and the proposed single-family home does not expand the nonconformity. The project will comply with all Flood regulations.

### ***Variance***

Pursuant to RMC Section 18.48.010, where practical difficulties, unnecessary hardships and results inconsistent with the general purpose of the zoning ordinance may result from the strict application of certain provisions thereof, variances, exceptions and adjustments may be granted, by the Town Council in appropriate cases, after public notice and hearing as provided in the zoning ordinance. Variances shall be granted only when, because of special circumstances

applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

In accordance with RMC Section 18.48.010 (c), a Variance is recommended for approval to construct a new accessory structure based on the following mandatory findings:

- 1) That there are special circumstances or conditions applicable to the land, building or use referred to in the application.
- 2) That the granting of the application is necessary for the preservation and enjoyment of substantial property rights.
- 3) That the granting of the application will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

#### **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 on the reasonable expected cost of providing the associated services and facilities related to the development. The improved project site may be reassessed at a higher value by the Marin County Assessor, leading to an increase in the Town's property tax revenues. Lastly, there would be no net funding impact on the Town associated with the project.

#### **Alternative actions**

1. Continue the item to gather further information, conduct further analysis, or revise the project; or
2. Make findings to deny the application.

#### **Environmental Review**

The project is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15302 (Replacement or Reconstruction), Section 15303 (Construction of Small Structures), and Section 15311 (Accessory Structures).

#### **Public Comment**

Public Notices were mailed to property owners within 300 feet of the project site 10 days prior to the meeting date and no comments were received at the time of writing this report.

#### **Attachments**

1. Resolution No. 2342
2. Project Plans
3. Project Application and Materials
4. Correspondence
5. Draft ADR Meeting Minutes, September 19, 2023

# ATTACHMENT 1

# TOWN OF ROSS

## RESOLUTION NO. 2342

### RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW, NONCONFORMITY PERMIT, DEMOLITION PERMIT, AND VARIANCE TO DEMOLISH AND RECONSTRUCT AN EXISTING SINGLE-FAMILY RESIDENCE, WITH A SECOND STORY AND A NEW ACCESSORY STRUCTURE IN THE REAR YARD AT 45 POPLAR AVENUE A.P.N. 073-273-02

**WHEREAS**, the applicant, Geiszler Architects, on behalf of property owners, Kyle and Kathryn Rosseau, submitted an application requesting approval of Design Review, Nonconformity Permit, Demolition Permit, and a Variance to demolish and reconstruct an existing single-family residence. The new single-family home includes a first-floor rear addition and a new 807 square-foot second-story. The roof height will be raised from its current measurement of 26' 1" to a new height of 30'. Additionally, a new accessory structure will be constructed in the rear yard. The Variance is required to construct the new accessory structure within the rear yard setback at 45 Poplar Avenue APN 073-273-02 (herein referred to as "the Project").

**WHEREAS**, the Project is determined to be exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), because it consists of the demolition and reconstruction of a single-family residence, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

**WHEREAS**, on December 14, 2023, the Town Council held a duly noticed public hearing to consider the Project; and

**WHEREAS**, the Town Council has carefully reviewed and considered the staff reports, correspondence, and other information contained in the project file, and has received public comment; and

**NOW, THEREFORE, BE IT RESOLVED** the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit "A", and approves Design Review, Nonconformity Permit, Demolition Permit, and a Variance to approve the Project, subject to the Conditions of Approval attached as Exhibit "B".

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 14<sup>th</sup> day of December 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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Cyndie Martel, Town Clerk

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Elizabeth Brekhus, Mayor

**EXHIBIT "A"**  
**FINDINGS**  
**45 Poplar Avenue**  
**A.P.N. 073-273-02**

**A. Findings**

**I. In accordance with Ross Municipal Code (RMC) Section 18.41.070, Design Review is approved based on the following mandatory findings:**

**a) The project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010.**

As recommended by the Advisory Design Review (ADR) Group, the Project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010. It provides excellence of design consistent with the scale and quality of existing development; preserves and enhances the historical "small town," provides very low-density character and identity that is unique to the Town of Ross; preserve lands which are unique environmental resources; enhances the area in which the Project is located; and promotes and implements the design goals, policies and criteria of the Ross general plan.

**b) The project is in substantial compliance with the design criteria of RMC Section 18.41.100.**

As recommended by the Advisory Design Review (ADR) Group, the Project is in substantial compliance with the design criteria of RMC Section 18.41.100. The site would be kept in harmony with the general appearance of neighboring landscape. Lot coverage and building footprints would be minimized, and development clustered, to minimize site disturbance area and preserve large areas of undisturbed space. Buildings use materials and colors that minimize visual impacts and blend with the existing landforms and vegetative cover, including wood and stone. Good access, circulation and off-street parking would be provided consistent with the natural features of the site. Open fencing would be aesthetically attractive and not create a "walled-in" feeling or a harsh, solid expanse. Landscaping would be integrated into the architectural scheme to accent and enhance the appearance of the development, including attractive, fire-resistant, native species and replacement trees for trees removed by development. Landscaping would create and maintain defensible spaces around buildings and structures as appropriate to prevent the spread of wildfire. The Project would maximize permeability and reduce the overall impervious surface coverage on the property, by removing existing impervious surfaces to more than offset the new development, so that the post-development stormwater runoff rates from the site would be no greater than pre-project rates.

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

The Project is consistent with the allowed uses and general development standards associated with the Medium Low-Density land use designation of the General Plan, the Single-

Family Residence and Special Building Site zoning regulations, therefore the Project is found to be consistent with the Ross General Plan and Zoning Ordinance.

**II. In accordance with Ross Municipal Code Section 18.50.050, Demolition Permit is approved based on the following mandatory findings:**

- 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.**

The existing property is not designated as a significant architectural, historical, or cultural resource at the local, state, or federal level as noted in the Summary of Findings by Watson Heritage Consulting included as Attachment 3 of the Staff Report. The existing single-family residence does not possess historical, architectural, cultural, or aesthetic values.

- 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.**

As recommended by the ADR Group, the Project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010. It preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross.

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

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

- 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 will not be detrimental to public welfare and material injury to properties in the vicinity by complying with the Design Review criteria and standards (RMC Section 18.41.100) and with maintaining its existing single family residential use.

**III. In accordance with Ross Municipal Code (RMC) Section 18.52.030 (c), Nonconformity Permit is approved based on the following mandatory findings:**

- (a) The nonconforming structure was in existence at the time the ordinance that now**

**prohibits the structure was passed. The structure must have been lawful when constructed. The property owner has the burden to prove by substantial evidence the nonconforming and legal status of the structure.**

The existing nonconforming single-family home was originally constructed in approximately 1915 per the records from the County Assessor.

- (b) The town council can make the findings required to approve any required demolition permit for the structure: 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.**

The project does not result in the demolition of a single-family home that is considered a building of historic, architectural, cultural or aesthetic value. The project applicant has submitted a historic report prepared by Watson Heritage Consulting which determines the structure is not a historic resource under CEQA.

- (c) The project substantially conforms to relevant design review criteria and standards in Section 18.41.100, even if design review is not required.**

As described in the Design Review findings in Section I above, the project is consistent with the Design Review criteria and standards per RMC Section 18.41.100.

- (d) Total floor area does not exceed the greater of: a) the total floor area of the existing conforming and or legal nonconforming structure(s); or b) the maximum floor area permitted for the lot under current zoning regulations. The town shall apply the definition of floor area in effect at the time of the application for a nonconformity permit.**

The proposed project meets the floor area allowed in the current Zoning Regulations.

- (e) Granting the permit will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.**

The project will promote public health, safety and welfare, and avoid material injury to properties and improvements in the vicinity. The subject residence will be re-constructed in compliance with building and fire codes.

- (f) The project will comply with the Flood Damage Prevention regulations in Chapter 15.36.**

The project is located in the AE Floodway and will comply with all requirements in Chapter 15.36 of the Ross Municipal Code.

- (g) The fire chief has confirmed that the site has adequate access and water supply for firefighting purposes, or that the project includes alternate measures approved by the**



**fire chief.**

Adequate access and water supply exist for firefighting purposes.

**(h) The applicant has agreed in writing to the indemnification provision in Section 18.40.180.**

Condition of Approval No. 9 requires indemnification pursuant to RMC Section 18.40.180.

**(i) The site has adequate parking. For purposes of this section, adequate parking shall mean that the site complies with at least the minimum number of parking spaces required for the zoning district (covered or not covered). If the site does not comply with the covered parking requirement, the Town Council may require covered parking to be provided.**

The project maintains the existing two parking spaces available on site.

**IV. In accordance with Ross Municipal Code (RMC) Section 18.48.010(c), a Variance is approved based on the following mandatory findings:**

**a) That there are special circumstances or conditions applicable to the land, building or use referred to in the application.**

The special circumstances and conditions applicable to the land include the narrow shape of the lot which makes it difficult to construct new improvements that are entirely compliant with the minimum required yard setback, such as to construct a new accessory structure. The applicant would like to make use of and enjoy their rear yard, because of these constraints they are proposing to locate the new accessory structure on the east side of the property line, and this happens to be outside the setback area.

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

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

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

The proposed new accessory structure would not adversely affect the health and safety of nearby residents as the lot has a thick screening of trees and bushes and is adjacent to tennis

courts on Frederick's Allen Park. The project would also be constructed in compliance with the building code and fire codes and all conditions of approval.

**EXHIBIT "B"**  
**CONDITIONS OF APPROVAL**  
**45 Poplar Avenue**  
**A.P.N. 073-273-02**

1. The building permit shall substantially conform to the plans entitled, "Rosseau Residence" dated 08-03-23 and re-submitted to Planning staff on 11-29-23 and reviewed and approved by the Town Council on 12-14-23.
2. Except as otherwise provided in these conditions, the Project shall comply with the plans submitted for Town Council approval. Plans submitted for the building permit shall reflect any modifications required by the Town Council and these conditions. The base exterior color of the single-family residence shall be painted grey.
3. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design during construction may delay the completion of the Project and will not extend the permitted construction period.
4. The Project shall comply with the Fire Code and all requirements of the Ross Valley Fire Department (RVFD).
5. The Town staff reserves the right to require additional landscape screening for up to three (3) years from project final to ensure adequate screening for the properties that are directly contiguous to the project site. The Town staff will only require additional landscape screening if the contiguous neighbor can demonstrate through pre-project existing condition pictures that their privacy is being negatively impacted as a result of the Project.
6. BEFORE FINAL INSPECTION, the applicant shall call for a Planning staff inspection of approved landscaping, building materials and colors, lighting and compliance with conditions of project approval at least five business days before the anticipated completion of the Project. Failure to pass inspection will result in withholding of the Final Inspection approval and imposition of hourly fees for subsequent re-inspections.
7. A Tree Permit shall not be issued until the project grading or building permit is issued.
8. The Project shall comply with the following conditions of the Town of Ross Building Department and Public Works Department:
  - a. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Applicant shall provide the names

of the owner, architects, engineers and any other people providing project services within the Town, including names, addresses, e-mail, and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.

- b. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.
- c. The building department may require the applicant to submit a deposit prior to building permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of the Project. Any additional costs incurred by the Town, including costs to inspect or review the Project, shall be paid as incurred and prior to project final.
- d. The applicant shall submit an erosion control plan with the building permit application for review by the building official/director of public works. The Plan shall include a signed statement by the soils engineer that erosion control is in accordance with Marin County Stormwater Pollution Prevention Program (MCSTOPP) standards. The erosion control plan shall demonstrate protection of disturbed soil from rain and surface runoff and demonstrate sediment controls as a "back-up" system (i.e., temporary seeding and mulching or straw matting).
- e. No grading shall be permitted during the rainy season between October 15 and April 15 unless permitted in writing by the Building Official/Director of Public Works. Grading is considered to be any movement of earthen materials necessary for the completion of the Project. This includes, but is not limited to cutting, filling, excavation for foundations, and the drilling of pier holes. It does not include the boring or test excavations necessary for a soils engineering investigation. All temporary and permanent erosion control measures shall be in place prior to October 1.
- f. The drainage design shall comply with the Town's stormwater ordinance (Ross Municipal Code Chapter 15.54). A drainage plan and hydrologic/hydraulic analysis shall be submitted with the building permit application for review and approval by the Building Official/Public Works Director.
- g. An encroachment permit is required from the Department of Public Works prior to any work within a public right-of-way.
- h. The plans submitted for a building permit shall include a detailed construction and traffic management plan for review and approval of the building official, in consultation with the town planner and police chief. The plan shall include as a minimum: tree protection, management of worker vehicle parking, location of portable toilets, areas for material storage, traffic control, method of hauling and haul routes, size of vehicles, and washout areas. The plan shall demonstrate that on-street parking associated with construction workers and deliveries are prohibited and that all project deliveries shall occur during the allowable working hours as identified in the below condition 8n.

- i. The applicant shall submit a schedule that outlines the scheduling of the site development to the Building Official. The schedule should clearly show completion of all site grading activities prior to the winter storm season and include implementation of an erosion control plan. The construction schedule shall detail how the Project will be completed within the construction completion date provided for in the construction completion chapter of the Ross Municipal Code (Chapter 15.50).
- j. A preconstruction meeting with the property owner, project contractor, project architect, project arborist, representatives of the Town Planning, Building/Public Works and Ross Valley Fire Department and the Town building inspector is required prior to issuance of the building permit to review conditions of approval for the Project and the construction management plan.
- k. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.
- l. The Building Official and other Town staff shall have the right to enter the property at all times during construction to review or inspect construction, progress, compliance with the approved plans and applicable codes.
- m. Inspections shall not be provided unless the Town-approved building permit plans are available on site.
- n. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).
- o. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.

- p. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and rights-of-way free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand, or other materials that can be blown by the wind.
- q. Applicants shall comply with all requirements of all utilities including, the Marin Municipal Water District, Ross Valley Sanitary District, and PG&E prior to project final. Letters confirming compliance shall be submitted to the building department prior to project final.
- r. All electric, communication and television service laterals shall be placed underground unless otherwise approved by the director of public works pursuant to Ross Municipal Code Section 15.25.120.
- s. The Project shall comply with building permit submittal requirements as determined by the Building Department and identify such in the plans submitted for building permit.
- t. The applicant shall work with the Public Works Department to repair any road damage caused by construction. Applicant is advised that, absent a clear video evidence to the contrary, road damage must be repaired to the satisfaction of the Town prior to project final. Damage assessment shall be at the sole discretion of the Town, and neighborhood input will be considered in making that assessment.
- u. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
- v. The Public Works Department may require submittal of a grading security in the form of a Certificate of Deposit (CD) or cash to cover grading, drainage, and erosion control. Contact the Department of Public Works for details.
- w. BEFORE FINAL INSPECTION, the Soils Engineer shall provide a letter to the Department of Public Works certifying that all grading and drainage has been constructed according to plans filed with the grading permit and his/her recommendations. Any changes in the approved grading and drainage plans shall be certified by the Soils Engineer and approved by the Department of Public Works. No modifications to the approved plans shall be made without approval of the Soils Engineer and the Department of Public Works.
- i. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc., are implemented.

- ii. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way.
  - iii. The applicant shall provide a hard copy and a CD of an as-built set of drawings, and a certification from all the design professionals to the building department certifying that all construction was in accordance with the as-built plans and his/her recommendations.
9. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding (“action”) against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the Project or alleging any other liability or damages based upon, caused by, or related to the approval of the Project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorney fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

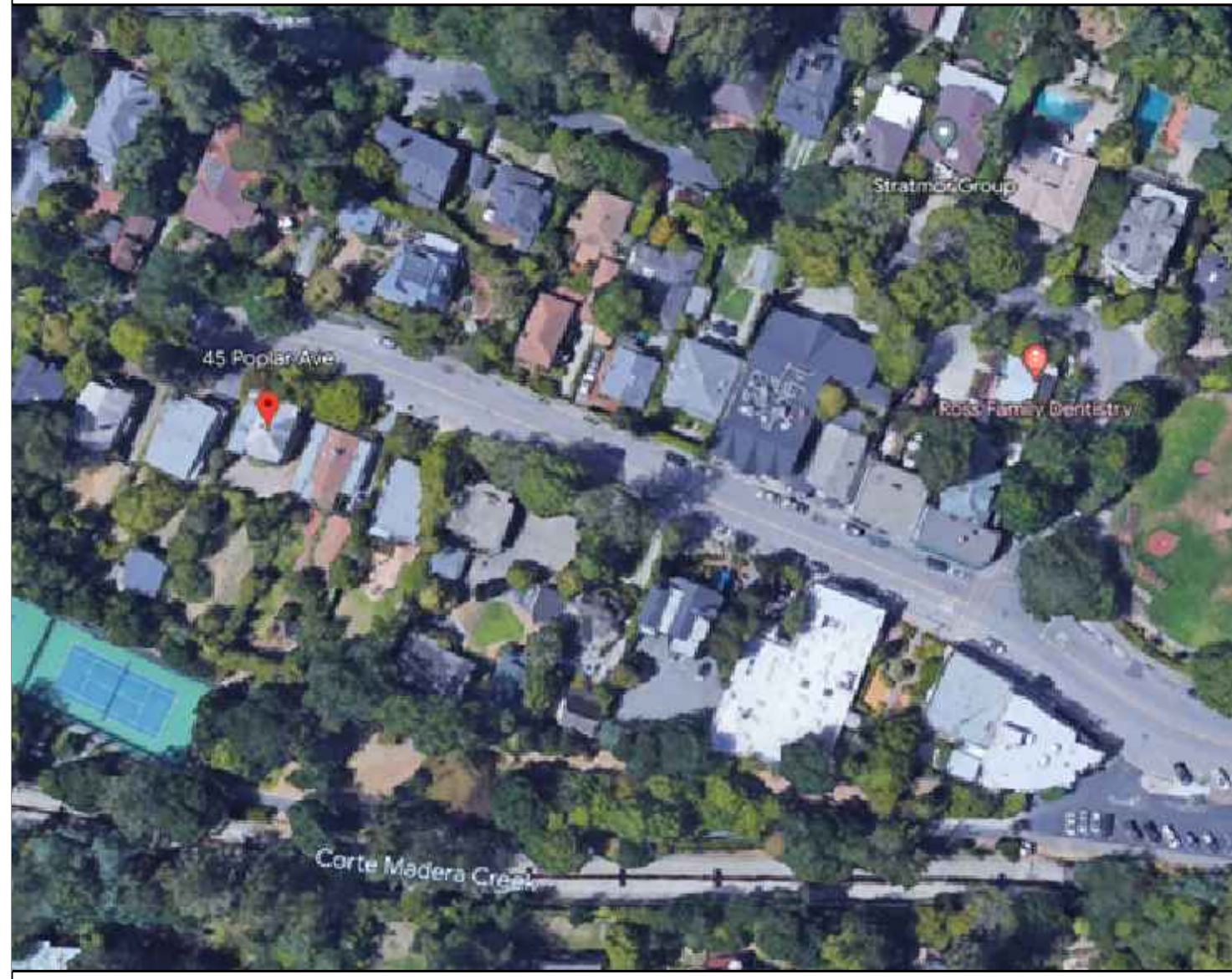
# ATTACHMENT 2



# ROSSEAU RESIDENCE

45 POPLAR AVENUE, ROSS, CA

## VICINITY MAP



## SITE DATA

ADDRESS	45 POPLAR AVENUE, ROSS, CA
APN:	073-273-02
ZONING DISTRICT:	R-1_B-7.5
MAX ALLOWED HEIGHT:	30'-0"
STORIES:	2
PARCEL AREA:	9,871 SQ.FT.
OCCUPANCY CLASS:	R-3
CONSTRUCTION TYPE:	V-B
FRONT YARD SETBACK:	25'-0"
REAR YARD SETBACK:	40'-0"
SIDE YARD SETBACK:	15'-0"
SITE COVERAGE:	20 %
FAR:	20 %
WUI:	YES
FLOOD ZONE:	YES

## PROJECT DIRECTORY

OWNER:	KYLE AND KATHRYN ROSSEAU
	45 POPLAR AVE., ROSS, CA
ARCHITECT:	GEISZLER ARCHITECTS
	401 FRANCISCO STREET, SAN FRANCISCO, CA 94133
STRUCTURAL ENGINEER:	T.B.D.
GENERAL CONTRACTOR:	T.B.D.
SOILS ENGINEER:	T.B.D.
T24 CONSULTANT:	T.B.D.

## SCOPE OF WORK

DEMOLITION OF EXISTING RESIDENCE DUE TO POOR STRUCTURAL CONDITION. NEW RESIDENCE BUILT WITHIN PERIMETER OF EXISTING NON-CONFORMING RESIDENCE WITH ADDITIONAL REAR ADDITION AT FIRST FLOOR. NEW SECOND STORY ADDITION. FIRST FLOOR FINISH FLOOR TO BE AT FLOOD LEVEL MINIMUM. NEW PLUMBING, MECHANICAL, AND ELECTRICAL.

## CODES

ALL WORK SHALL CONFORM TO THE 2022 CALIFORNIA BUILDING CODE (CBC), 2022 CALIFORNIA MECHANICAL CODE (CMC), 2022 CALIFORNIA PLUMBING CODE (CPC), CALIFORNIA ELECTRICAL CODE (CEC), 2022 CALIFORNIA ENERGY CODE (CEC), 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE (CGBSC), AND 2022 CALIFORNIA FIRE CODE (CFC), AS ADOPTED BY THE CITY OF SAN FRANCISCO. THE PROJECT SHALL CONFORM TO ENERGY CONSERVATION MEASURES AS SET FORTH IN TITLE-24.

## SQUARE FOOTAGE SUMMARY

	CODE STANDARD	EXISTING	PROPOSED
LOT SIZE:	7,500 SQ.FT.	9,871 SQ.FT.	NO CHANGE
BUILDING COVERAGE:			
RESIDENCE:		1,462 SQ.FT.	1,437 SQ.FT.
ACCESSORY STRUCTURE			144 SQ.FT.
DECKS OVER 18"		80 SQ.FT.	393 SQ.FT.
BUILDING COVERAGE TOTAL:	20%	1,542 SQ.FT. (15.6%)	1,974 SQ.FT. (20%)
ADU (SEPARATE PERMIT)		N/A	250 SQ.FT.(SEP.PERMIT)
FLOOR AREA:			
FIRST FLOOR:		1,207 SQ.FT.	1,005 SQ.FT.
SECOND FLOOR:		N/A	807 SQ.FT.
ACCESSORY STRUCTURE		N/A	144 SQ.FT.
FLOOR AREA TOTAL:	20%	1,207 SQ.FT. (12.2%)	1,974 SQ.FT. (20%)
ADU FLOOR AREA:		N/A	635 SQ.FT. (SEPARATE PERMIT)
FRONT SETBACK	25'-0"	19'-5"	22'-11"
LEFT SETBACK	15'-0"	12'-11"	NO CHANGE
RIGHT SETBACK	15'-0"	2'-9"	3'-0"
REAR SETBACK	40'-0"	122'-3"	109'-6"
			(ACCESSORY) 5'-0"
BUILDING HEIGHT	30'-0"	26'-1"	30'-0"
			(ACCESSORY) 14'-0"
IMPERVIOUS SURFACE:		1,650 SQ.FT.	2,127 SQ.FT.
SEMI PERVIOUS WOOD DECK		70 SQ.FT.	661 SQ.FT.
PERVIOUS SURFACE:		8,151 SQ.FT.	7,083 SQ.FT.
GRADING CUT:			0
GRADING FILL:			12 CU. YDS.
PARKING:	2 (1 COVERED)	2 (0 COVERED)	NO CHANGE

## SITE FACADE



## NOTES

- ALL WORK SHALL COMPLY WITH THE REQUIREMENTS OF THE TOWN OF ROSS SECTION 15.36 FLOOD DAMAGE PREVENTION CODE, INCLUDING FINISH FLOOR ELEVATION=BFE+L' FLOOD VENTING AND LOCATION & ELEVATION OF MECHANICAL EQUIPMENT.
- A PRE-CONSTRUCTION ELEVATION CERTIFICATE (EC) SHALL BE PROVIDED PRIOR TO ISSUANCE OF THE BUILDING PERMIT VERIFYING THAT THE DESIGN FF ELEVATION IS 1.0' MINIMUM ABOVE THE 100-YR BASE FLOOD ELEVATION. A "DURING CONSTRUCTION" EC SHALL BE PROVIDED DEMONSTRATING THAT THE FF ELEVATION WILL COMPLY WITH THE DESIGN FF ELEVATION. A "FINISHED CONSTRUCTION" EC WILL BE REQUIRED PRIOR TO PERMIT FINAL.
- ALL CONSTRUCTION SHALL BE BUILT IN ACCORDANCE WITH WILDLAND URBAN INTERFACE CONSTRUCTION.

## SYMBOLS

0'-0" AFF FLOOR FINISH

UP

ELEVATION HEIGHTS

CEILING / STRUCTURE HEIGHTS

NOTE TAG

#TAG - PROPOSED NOTE TAG

#TAG - DEMO PLAN NOTE TAG

ELEVATION MARKER

# ON SHEET VIEWS

SHEET #

ROOM TITLE

WALL TYPE

WINDOW TYPE

DOOR TYPE

GRID X AXIS

GRID Y AXIS

CENTER LINE

DETAIL SECTION MARKER

SECTION MARKER

ELEVATION MARKER

DRAWING TITLE

SCALE 1/4" = 1'-0"

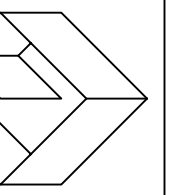
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## DRAWING INDEX

ARCHITECTURAL			
A0.0	COVER SHEET		
C.1	SITE SURVEY		
A0.1	MODEL IMAGES		
A0.2	MATERIALS BOARD	2	
A0.3	PROJECT DIAGRAM		
A1.0	EXISTING SITE PLAN		
A1.1	PROPOSED SITE PLAN W/ GRADING		
A1.2	PROPOSED LANDSCAPE PLAN		
A1.3	(P) STORMWATER CONTROL PLAN		
A2.1	1ST FLOOR PLAN		
A2.2	2ND FLOOR PLAN		
A2.3	ROOF PLAN		
A3.0	EXTERIOR ELEVATIONS		
A3.1	EXTERIOR ELEVATIONS		
A3.2	EXTERIOR ELEVATIONS		
A3.3	EXTERIOR ELEVATIONS	1	
A3.4	EXTERIOR ELEVATIONS		
A4.0	BUILDING SECTIONS		

REVISION:	
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10-18-23	4

GEISZLER ARCHITECTS



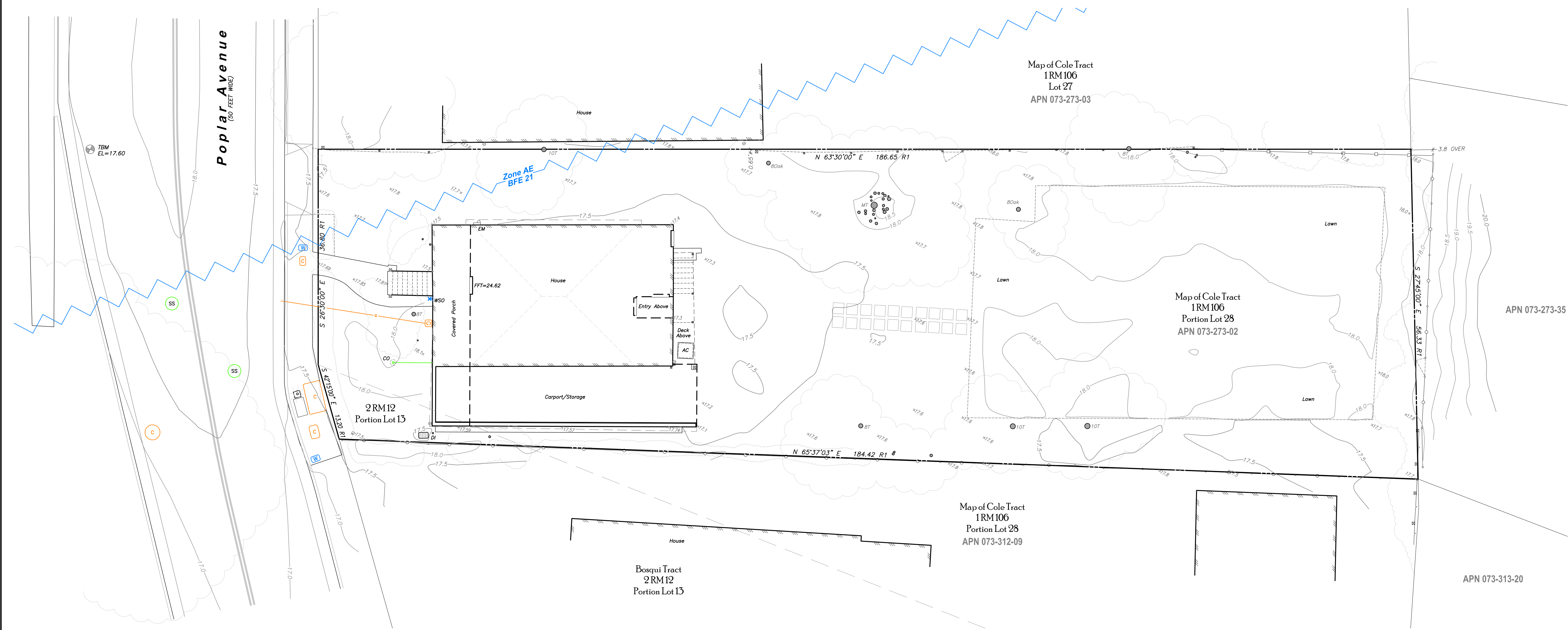
ROSSEAU RESIDENCE  
45 POPLAR AVENUE, ROSS, CA  
APN: 073-273-02

COVER PAGE

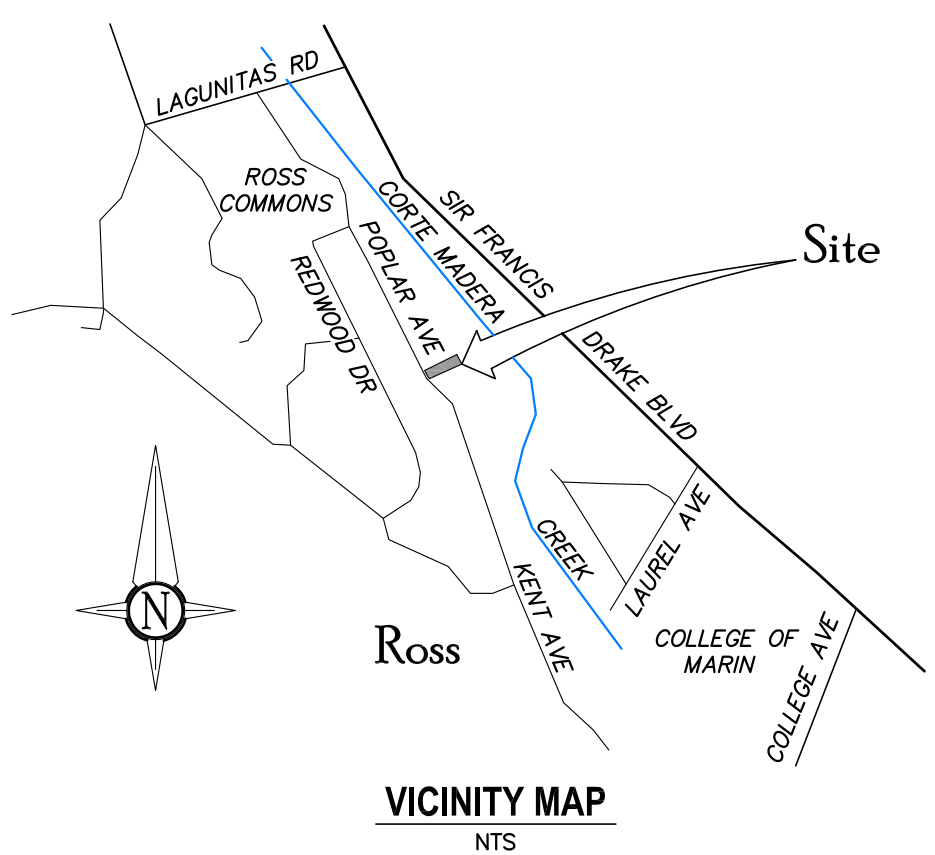
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ADR 08-03-23

A0.0





- NOTES**
1. TOPOGRAPHIC INFORMATION SHOWN HERE IS BASED UPON A FIELD SURVEY PERFORMED BY 1031SURVEY, INC. IN MARCH 2023 USING TERRESTRIAL LIDAR.
  2. VERTICAL DATUM: MARIN COUNTY BENCHMARK BRASS DISK, LOCATED AT SIR FRANCIS DRAKE BLVD AND LAGUNITAS ROAD, ELEVATION=26.6, NGVD29 DATUM; ADDED 2.69 PER VERTCON TO ACHIEVE NAVD88 DATUM. A TEMPORARY BENCHMARK (TBM) IS LOCATED ON THE SOUTH SIDE OF POPLAR AVENUE, OPPOSITE SUBJECT DRIVEWAY, ELEVATION=17.60, NAVD88 DATUM.
  3. PARCEL IS LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA, ZONE AE WITH A BFE OF 21 AS SHOWN ON THE FEMA FIRM, PANEL 06041C0458F, DATED MARCH 16, 2016.
  4. BOUNDARY IS BASED UPON A RECORD OF SURVEY THAT IS CURRENTLY IN THE MAP REVIEW PROCESS WITH THE COUNTY SURVEYOR'S OFFICE. FOR ALL BOUNDARY RELATED INFORMATION, REFER TO SAID SURVEY. BOUNDARY INFORMATION SHOWN HEREON IS CONSIDERED PRELIMINARY AND WILL BE UPDATED WITH APPROPRIATE INFORMATION AFTER THE FILING OF SAID RECORD OF SURVEY, IF NEEDED.
  5. TREES WERE MEASURED AT BREAST HEIGHT ABOVE THE GROUND WHERE PRACTICAL. TREES MAY EXIST ON SITE THAT HAVE MULTIPLE TRUNKS OR HAVE GROWN IN AN IRREGULAR MANNER. IT IS RECOMMENDED THAT AN ARBORIST REPORT BE OBTAINED TO DETERMINE TREE SPECIES, HEALTH AND HERITAGE STATUS.
  6. UNDERGROUND UTILITIES WERE PLOTTED USING SURFACE EVIDENCE. UNDERGROUND UTILITIES MAY EXIST THAT ARE NOT SHOWN HEREON. UNDERGROUND UTILITIES MAY NOT BE LOCATED AS SHOWN HEREON. IT IS RECOMMENDED THAT AN UNDERGROUND UTILITY LOCATION COMPANY MARKS THE UTILITIES PRIOR TO ANY CONSTRUCTION. ONLY BY POT-HOLING FOR EXISTING UTILITIES CAN THEIR LOCATION BE KNOWN.
  7. THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF 1031SURVEY, INC. UNAUTHORIZED USE, COPYING, DISCLOSURE OR PUBLICATION BY ANY METHOD IS PROHIBITED WITHOUT THE WRITTEN APPROVAL OF 1031SURVEY, INC. 1031SURVEY, INC. ASSUMES NO RESPONSIBILITY FOR ANY UNAUTHORIZED DUPLICATION OF INFORMATION THAT MAY APPEAR ON ANOTHER PLAN OR MAP.
  8. THIS MAP IS PROVIDED IN AN ELECTRONIC FORMAT (ON COMPUTER DISK) AS A COURTESY TO THE CLIENT. THE DELIVERY OF THE ELECTRONIC FILE DOES NOT CONSTITUTE THE DELIVERY OF OUR PROFESSIONAL WORK PRODUCT. THE SIGNED PRINT DELIVERED WITH THIS ELECTRONIC FILE CONSTITUTES OUR PROFESSIONAL WORK PRODUCT, AND IN THE EVENT THE ELECTRONIC FILE IS ALTERED, THE PRINT MUST BE REFERRED TO FOR THE ORIGINAL AND CORRECT SURVEY INFORMATION. WE SHALL NOT BE RESPONSIBLE FOR ANY MODIFICATIONS MADE TO THE ELECTRONIC FILE, OR FOR ANY PRODUCTS DERIVED FROM THE ELECTRONIC FILE WHICH ARE NOT REVIEWED, SIGNED AND SEALED BY US.

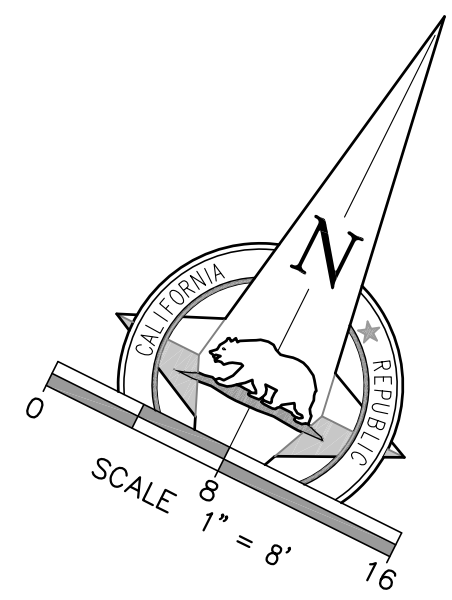


**ABBREVIATIONS**

AC	AIR CONDITIONING UNIT
APN	ASSESSOR'S PARCEL NUMBER
BFE	BASE FLOOD ELEVATION
C	COMMUNICATIONS
DI	DROP INLET
EM	ELECTRIC METER
FFT	FINISHED FLOOR AT THRESHOLD
FIRM	FLOOD INSURANCE RATE MAP
G	GAS
MCR	MARIN COUNTY RECORDS
MT	MULTI-TRUNK TREE
NTS	NOT TO SCALE
SS	SANITARY SEWER
CO	SANITARY SEWER CLEAN OUT
T	TREE
TBM	TEMPORARY BENCHMARK
W	WATER
WSO	WATER SHUT OFF
R1	RECORD OF SURVEY CURRENTLY IN PROCESS OF REVIEW

**LEGEND**

	BUILDING
	FENCE, WOOD
	FENCE, CHAIN LINK
	SANITARY SEWER
	GAS LINE
	BASE FLOOD ELEVATION LINE
	RETAINING WALL, WOOD
	CONCRETE
	AIR CONDITIONING UNIT
	DOWNSPOUT
	DROP INLET
	ELECTRIC MAIN
	GAS METER
	GATE(S)
	SANITARY SEWER CLEANOUT
	TEMPORARY BENCHMARK
	TREE, TO SCALE, WITH DRIPLINE, DIAMETER & TYPE
	WATER METER
	WATER SHUT OFF VALVE



LANDS OF ROSSEAU  
45 POPLAR AVENUE  
APN 073-273-02  
ROSS, MARIN COUNTY, CALIFORNIA

**Topographic Map**

**1031Survey, Inc.**  
HIGH DEFINITION SURVEYING  
1857 Rainier Circle, Petaluma, California 94954  
415-827-6370 www.1031survey.com

DATE: 2023.03.31 SURVEY DATE: MAR2023  
SCALE: 1" = 8' SHEET: 1 OF 1  
FILE: 23452Topo





NORTH ELEVATION -



WEST ELEVATION - STREET VIEW

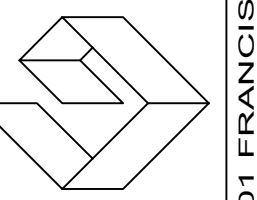


SOUTH ELEVATION -

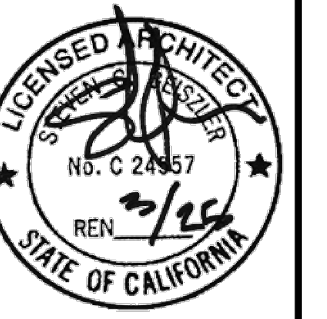


EAST ELEVATION -

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ARCHITECTS



PH: 415.409.7000  
geislerarchitects.com  
401 FRANCISCO ST.  
SF, CA 94133



ROSSEAU RESIDENCE

45 POPLAR AVENUE, ROSS, CA  
APN: 073-273-02

MODEL  
IMAGES

ISSUE:  
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A0.1





ROOF:  
COMPOSITION SHINGLES  
LANDMARK CHARCOAL / BLACK



EXTERIOR WALL SHINGLES  
WESTERN RED CEDAR-  
GRAPHITE STAIN



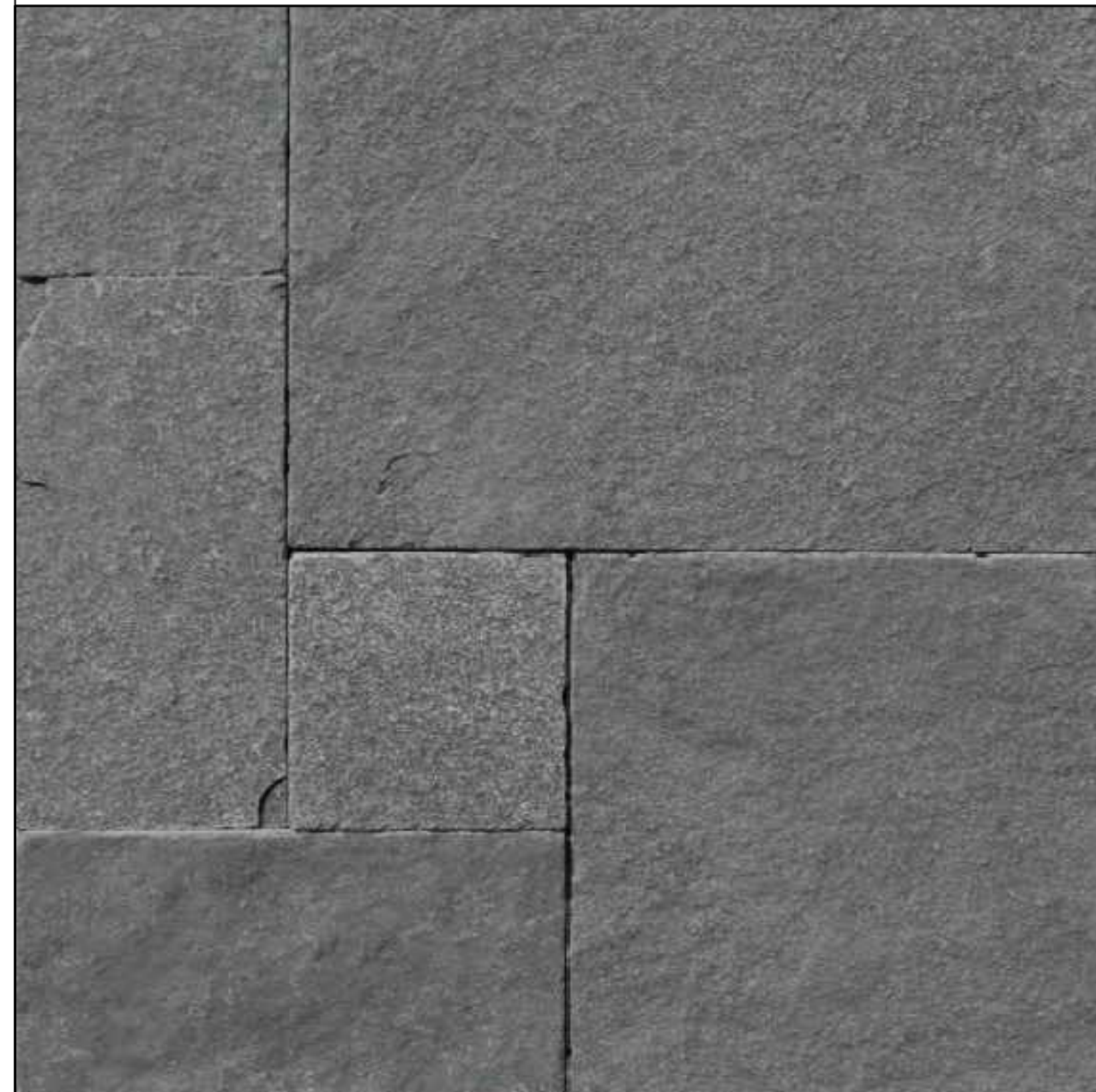
EXTERIOR TRIM -  
KELLY MOORE SWISS COFFEE  
TO MATCH WINDOWS AND DOORS.



CLAD WINDOWS AND DOORS.  
MARVIN  
STONE WHITE



STONE VENEER:  
CANYON CREEK  
LEDGE

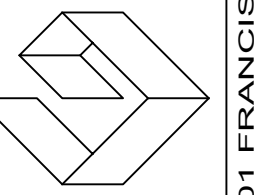


EXTERIOR PAVING:  
INDIAN BLUESTONE

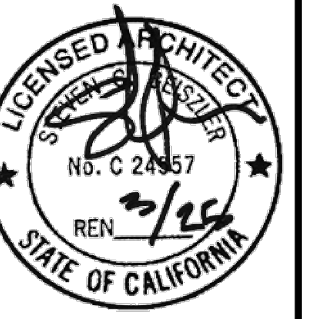


EXTERIOR LIGHTING:  
DANBURY LED  
DARK SKY COMPLIANT

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ROSSEAU RESIDENCE

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APN: 073-273-02

MATERIAL  
BOARD

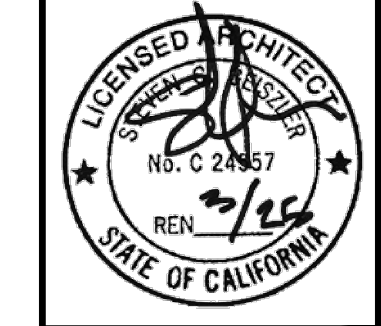
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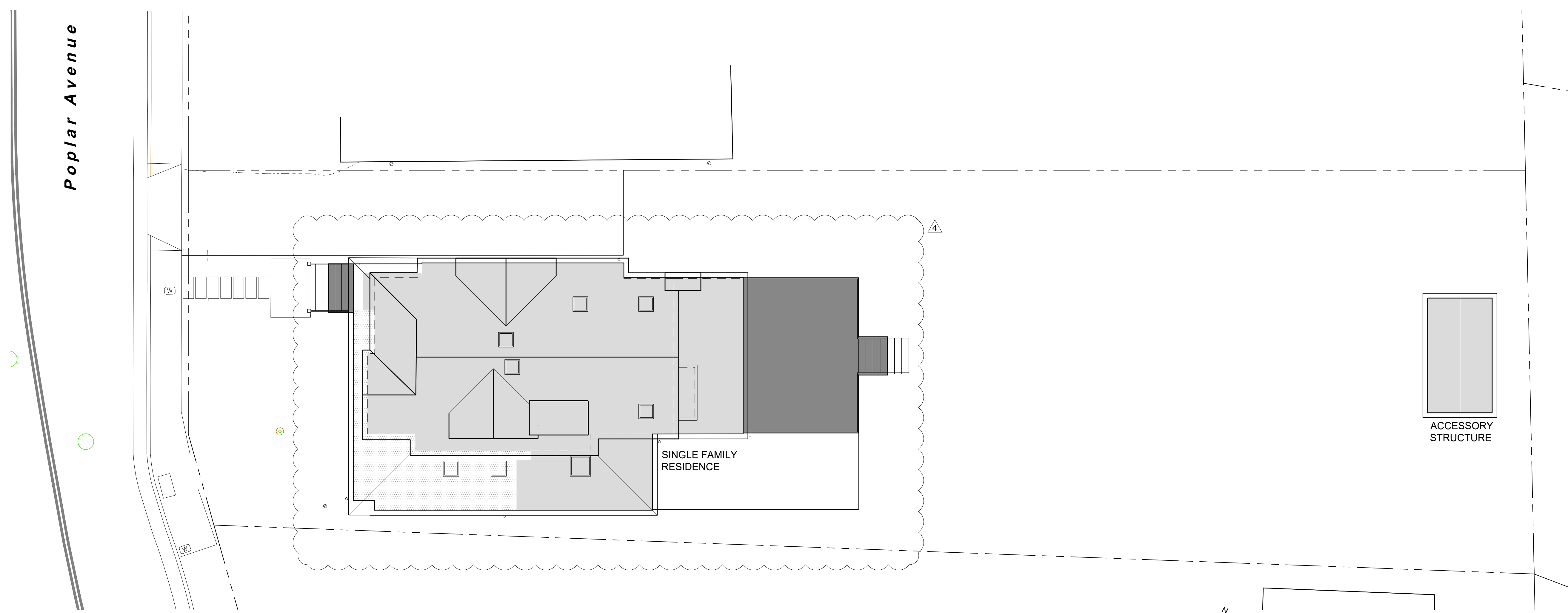


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 079-273-02

**PROJECT DIAGRAMS**

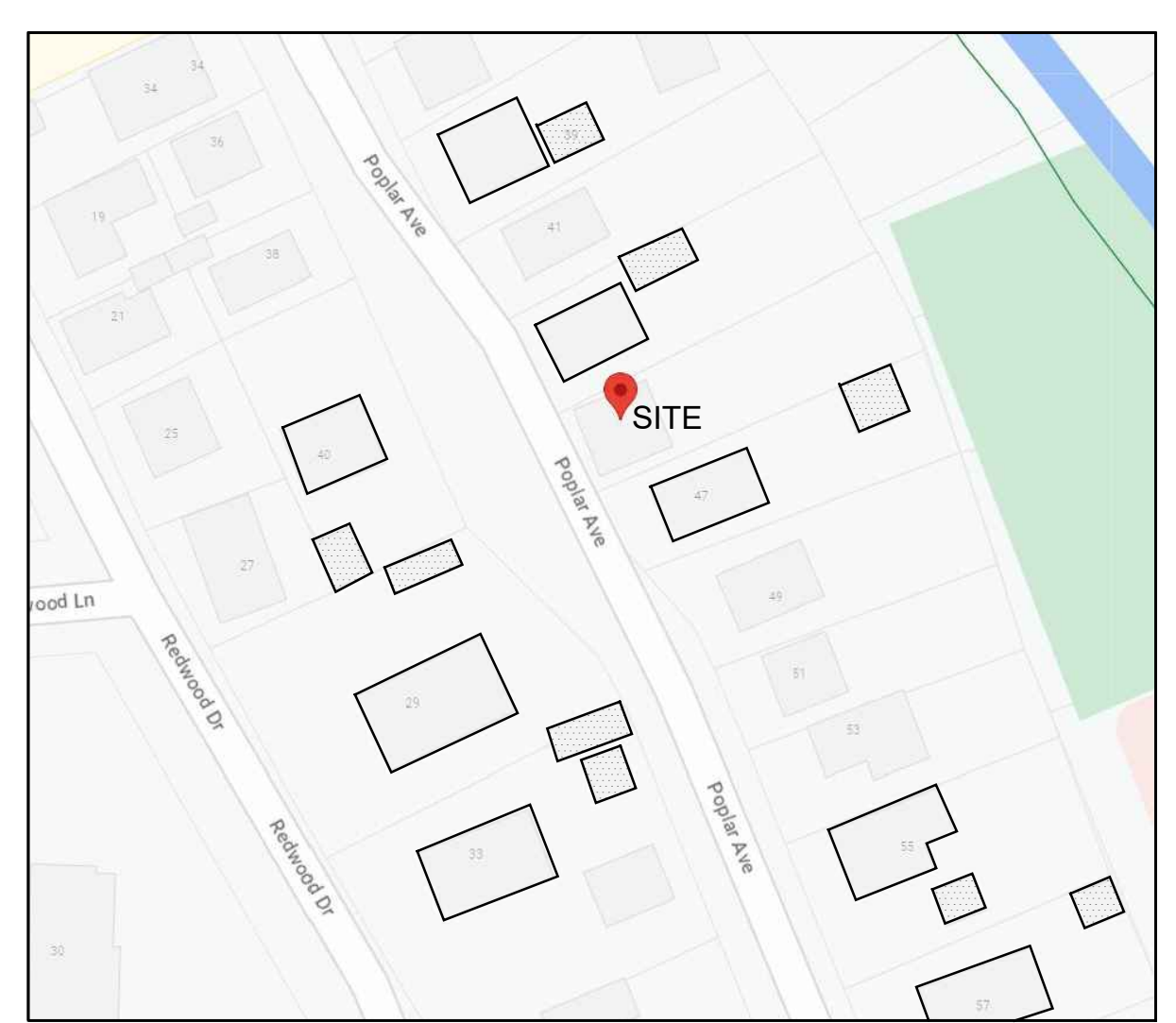
ISSUE:	
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**A0.3**



**1 BUILDING COVERAGE DIAGRAM**  
 SCALE 1/8" = 1'-0"

- AREA OF BUILDING COVERAGE
- AREA OF WOOD DECK COVERAGE OVER 18" HIGH
- AREA OF ADU COVERAGE (UNDER SEPARATE PERMIT)



**2 NEIGHBORHOOD MAP WITH ACCESSORY STRUCTURE LOCATIONS**  
 N.T.S.



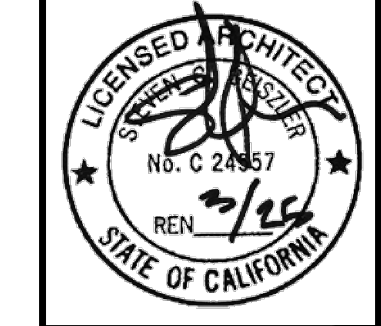






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 geiszlerarchitects.com  
 401 FRANCISCO ST.  
 SF CA 94133



**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 079-273-02

**PROPOSED LANDSCAPE PLAN**  
 ISSUE: 08-03-23  
 ADR

**A1.2**



**1**  
**A1.2** PROPOSED LANDSCAPE PLAN  
 SCALE 1/8" = 1'-0"

**GENERAL NOTES:**

EXISTING LANDSCAPE TO REMAIN UNLESS NOTED.

**PROPOSED LANDSCAPE PLAN NOTES:**

- ① EXISTING GRAVEL DRIVEWAY TO REMAIN.
- ② INSTALL NEW PAVERS FOR WALKWAY AND FRONT ENTRANCE
- ③ NEW WOOD DECK AND STAIRS.
- ④ EXISTING LANDSCAPE TO REMAIN.
- ⑤ EXISTING TREE TO BE REMOVED.
- ⑥ NEW ORNAMENTAL, FIRE RESISTANT TREE OR SHRUB.
- ⑧ EXISTING TREE.

- ⑦ COLLECTION OF DROUGHT TOLERANT, FIRE RESISTANT PERENNIALS.  
 LAVANDULA SPECIES (15) 5 GAL. CONTAINERS.  
 SALVIA SPECIES (15) 5 GAL. CONTAINERS.  
 IRIS (15) 5 GAL. CONTAINERS.

**LEGEND AND PLANT LIST:**

- LANDSCAPE PAVERS, BLUESTONE.
- EXISTING TURF
- WOOD DECK
- (E) TREE TO BE REMOVED.



**BEST MANAGEMENT PRACTICES:**

STABILIZE SITE ENTRANCE AND TEMPORARY DRIVEWAY - USE 3-4" CRUSHED ROCK FOR A MIN. OF 50' OR AS FAR OUT AS POSSIBLE TO PREVENT TRACKING SOIL OFFSITE. THIS CAN BE USED IN CONJUNCTION WITH A TIRE WASH OR RUMBLE PLATES.

USE STRAW WATTLES ALONG CONTOURS OF SHORT SLOPES OR SLOPES 3:1 OR FLATTER KEYED INTO GROUND AT LEAST 3" DEEP (TYP. 25' APART). SEE 1/A1.7.

INSTALL SILT FENCE ALONG CONTOURS AS SECONDARY MEASURE TO KEEP SEDIMENT ONSITE AND TO MINIMIZE VEHICLE AND FOOT TRAFFIC BEYOND LIMITS OF SITE. DISTURBANCE. SILT FENCING MUST BE KEYED IN. SEE 2/A1.7.

INSTALL EROSION CONTROL BLANKETS ON ANY DISTURBED SITE WITH 3:1 SLOPES OR STEEPER, KEYED INTO THE GROUND AT LEAST 3"

COVER ALL STOCKPILES AND LANDSCAPE MATERIAL AND BURM PROPERLY WITH STRAW WATTLES OR SAND BAGS. KEEP BEHIND SILT FENCE, AWAY FROM WATER BODIES. HAZARDOUS MATERIALS MUST BE KEPT IN CLOSED CONTAINERS THAT ARE COVERED AND UTILIZE SECONDARY CONTAINMENT, NOT DIRECTLY ON SOIL.

USE PEA-GRAVEL BAGS AROUND DRAIN INLETS LOCATED BOTH ONSITE AND IN GUTTER AS A LAST LINE OF DEFENSE.

COVER ALL EXPOSED SOIL WITH STRAW MULCH AND TACKIFIER (OR EQUIVALENT).

EXISTING VEGETATION SHOULD BE PRESERVED AS MUCH AS POSSIBLE. AREAS OF DISTURBED SOIL/VEGETATION SHOULD BE REVEGETATED AS SOON AS PRACTICAL. TREE PROTECTION TO BE INSTALLED DURING CONSTRUCTION.

PREVENT EQUIPMENT FLUID LEAKS ONTO GROUND BY PLACING DRIP PANS OR PLASTIC TARPS UNDER EQUIPMENT.

CONSTRUCT A CONCRETE WASHOUT SITE ADJACENT TO STABILIZED ENTRANCE. CLEAN AS NEEDED AND REMOVE AT END OF PROJECT.

PLACE A PORT-A-POTTY NEAR STABILIZED SITE ENTRANCE, BEHIND A CURB AND AWAY FROM GUTTERS, STORM DRAIN INLETS, AND WATER BODIES.

**PLAN NOTES:**

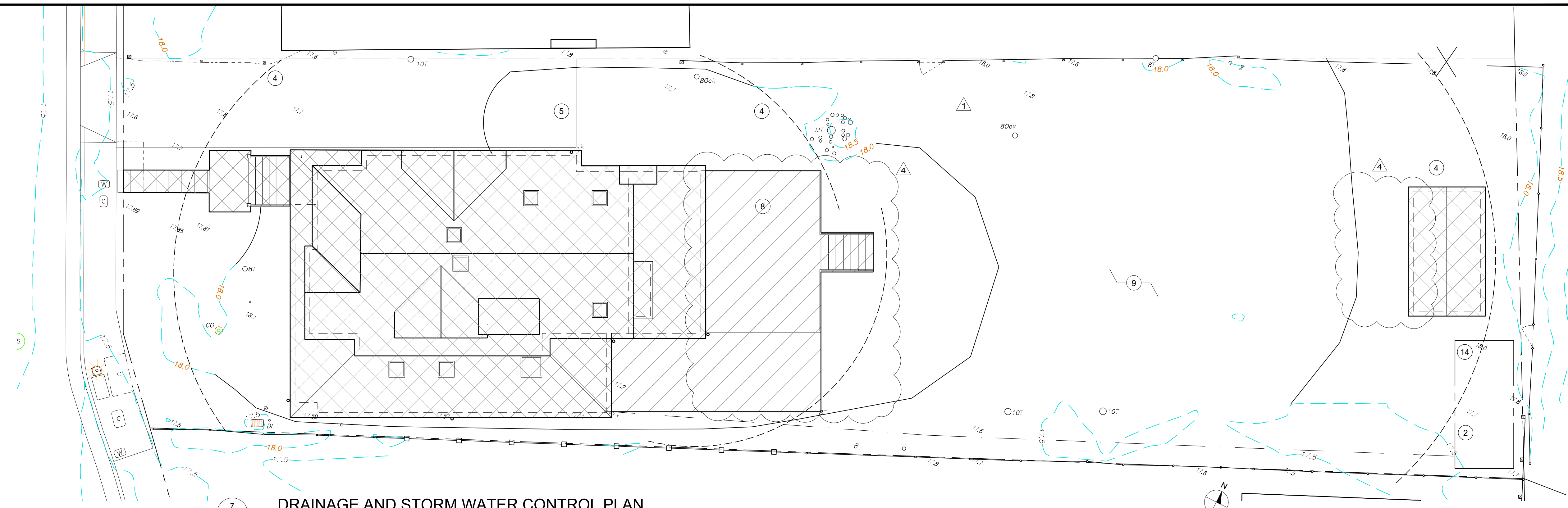
- 1 IMPERVIOUS PAVING TO DRAIN TO LANDSCAPE PER EXISTING CONDITIONS.
- 2 PROVIDE INFILTRATION PIT. SEE CALCULATIONS FOR PIT SIZING REQUIREMENTS.
- 3 ALL DOWNSPOUTS TO BE TIED TO UNDERGROUND SUBSURFACE DRAINAGE SYSTEM WITH 4" SOLID PIPE. STORM DRAIN PIPE SHALL BE RCP, PVC, OR HDPE MEETING CALTRANS SEC. 64 SPECIFICATIONS.
- 4 STRAW WATTLE USE DURING CONSTRUCTION.
- 5 CONCRETE WASHOUT

	AREA OF IMPERVIOUS SURFACE: 2,127 SF
	AREA OF SEMIPERVIOUS SURFACE (WOOD DECK) 661 SF
	AREA OF PERVIOUS SURFACE: 7,083 SF

**BIORETENTION AREA/ INFILTRATION PIT.**

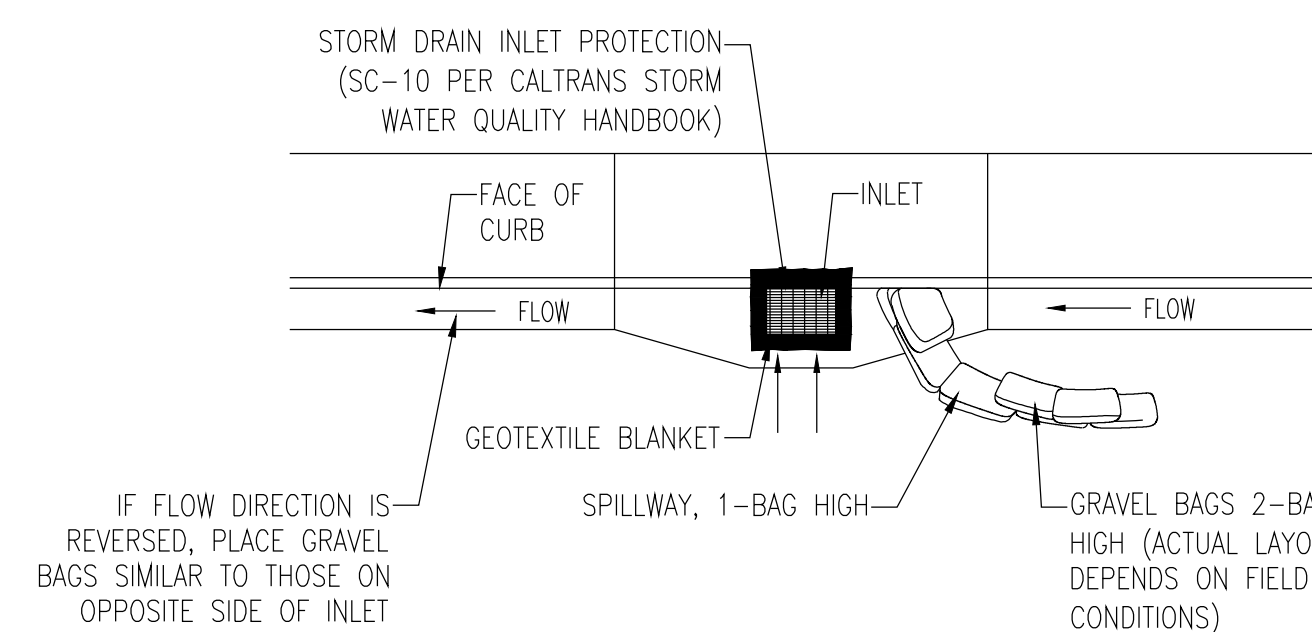
DMA NAME	DMA AREA	POST PROJECT SURFACE TYPE	DMA RUNOFF FACTOR	DMA AREA x RUNOFF FACTOR	MINIMUM IMP SIZE
	2130 SF	ROOF AREA IMPERVIOUS SURFACES	1.0	2130 SF x .04	86 SF

\*[DMA AREA x RUNOFF FACTOR] x .04 = MINIMUM IMP SIZE

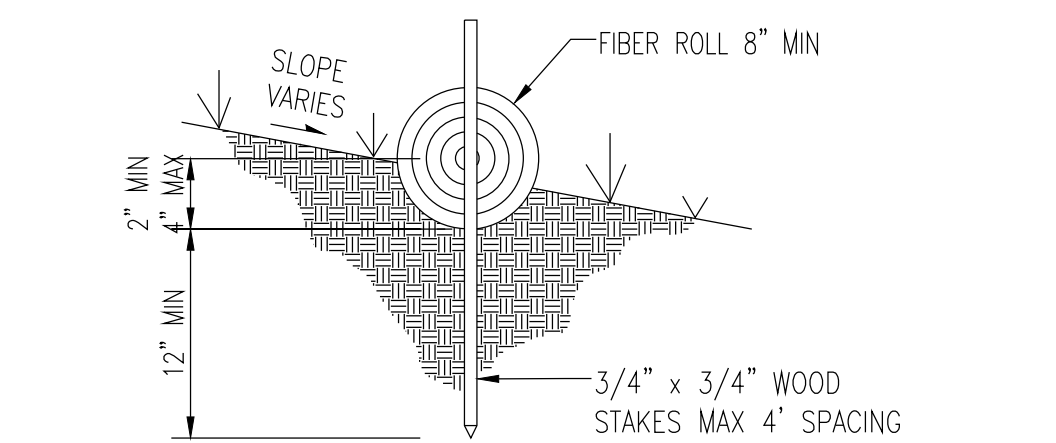
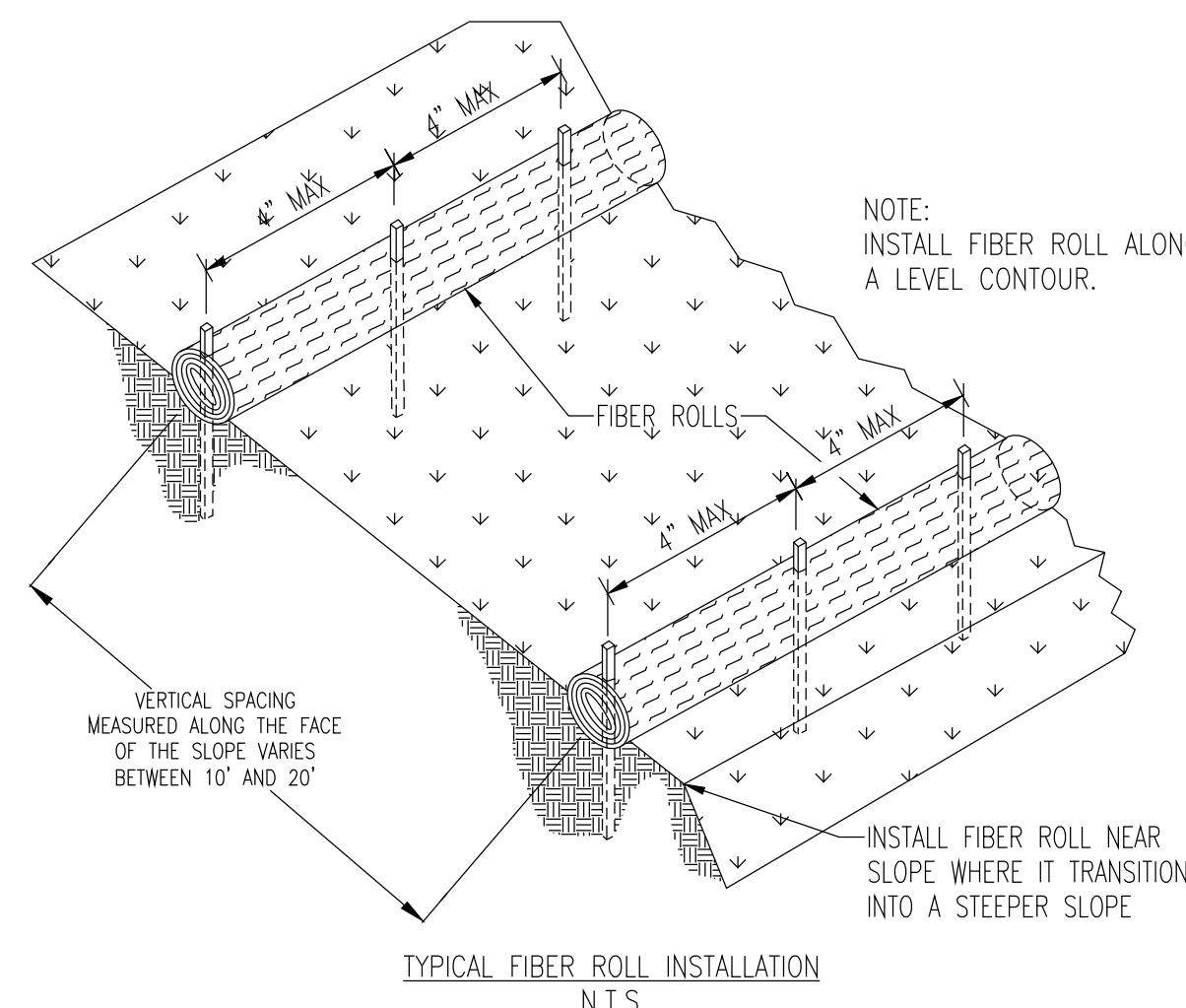


**DRAINAGE AND STORM WATER CONTROL PLAN**

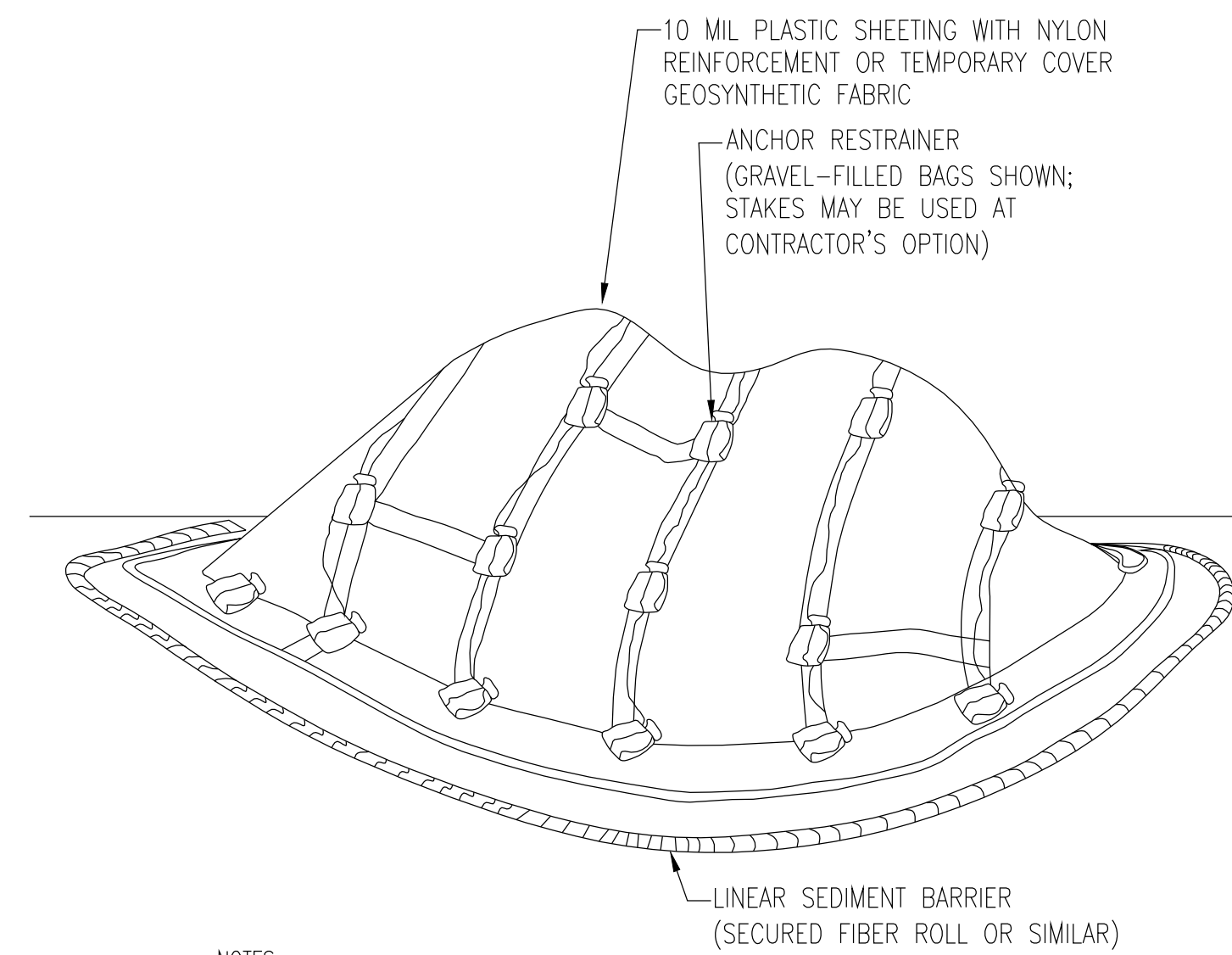
SCALE 1/8" = 1'-0"



**1** **STORM DRAIN INLET PROTECTION**  
NO SCALE - GENERAL DETAIL

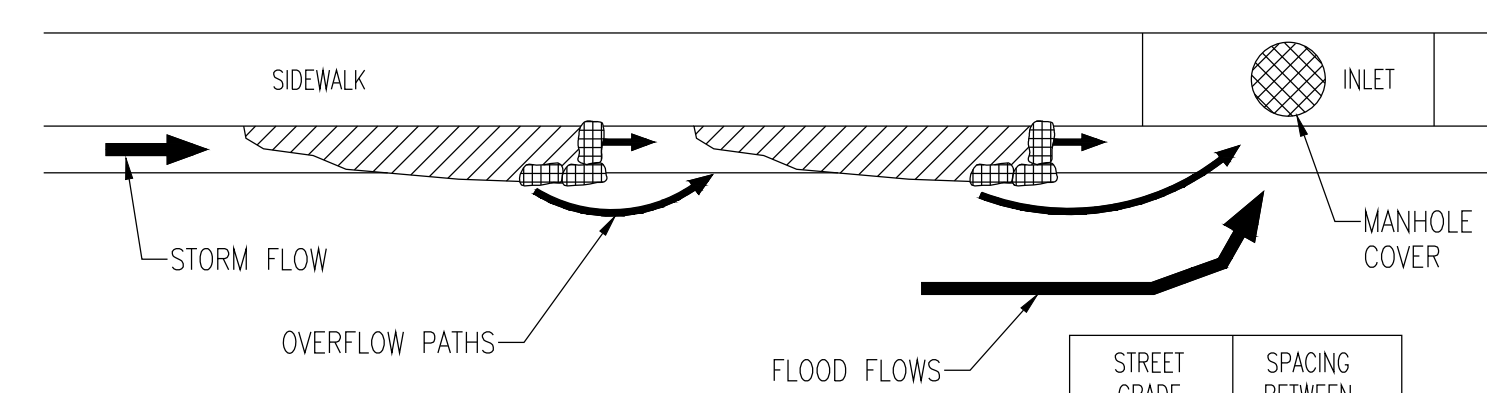


**2** **FIBER ROLL**  
NO SCALE - GENERAL DETAIL



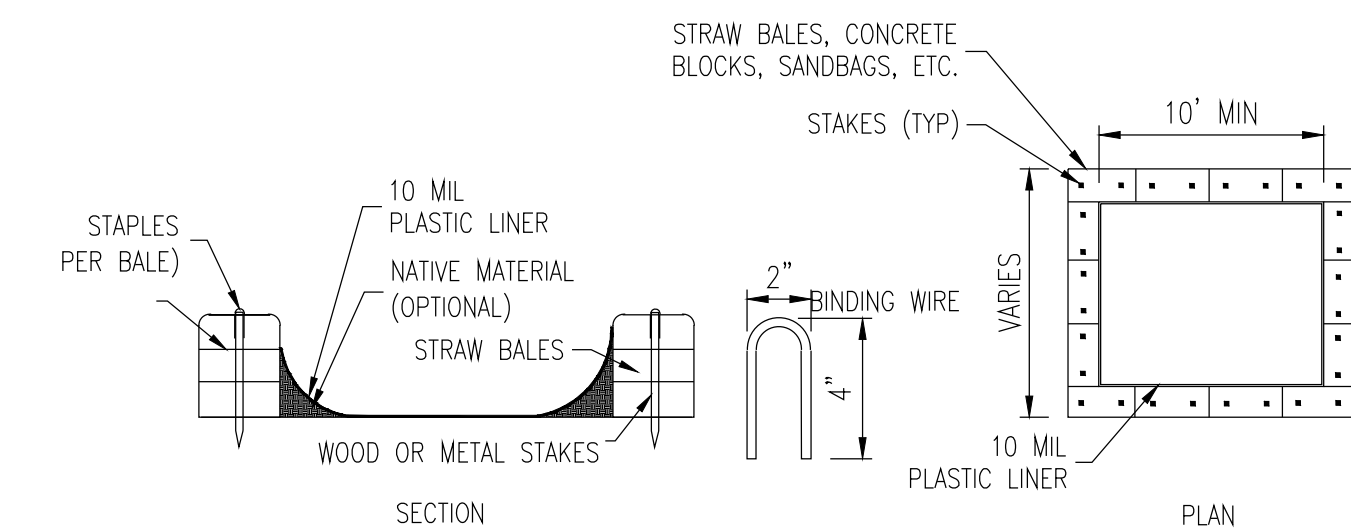
**3** **TEMPORARY COVER ON STOCKPILE**  
NO SCALE - GENERAL DETAIL

- NOTES:
1. ALL STOCKPILES SHALL BE CONTAINED AND COVERED WHEN NOT ACTIVE, AND SECURED AT THE END OF EACH DAY.
  2. STOCKPILES SHALL BE SECURELY COVERED OVERNIGHT, AND PRIOR TO, DURING, AND AFTER RAIN EVENTS.
  3. NO MATERIAL SHALL LEAVE THE SITE OR MOVE INTO STREET.
  4. PLASTIC SHEETING HAS LIMITATIONS DUE TO SUNLIGHT BREAKDOWN, HARD TO MANAGE IN WINDY CONDITIONS, AND CAN INCREASE RUNOFF ISSUE FOR PERIMETER CONTROLS. INSPECT FREQUENTLY OR USE GEOSYNTHETIC FABRIC AS APPLICABLE.
  5. DO NOT LOCATE WITHIN 50 FEET OF A STORM DRAIN.



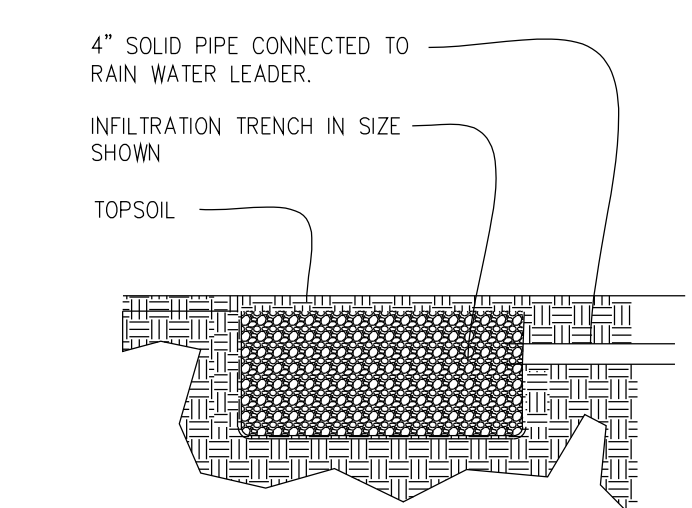
- NOTES:
1. FILL GRAVEL BAGS ABOUT 2/3 FULL BEFORE PLACING IN THE GUTTER.
  2. PLACE TWO OR MORE SETS OF GRAVEL BAGS IN A MANNER THAT RESULTS IN MAXIMUM SUPPORT. THE FLOW LINE BAG MUST BE LOWER THAN THE TOP OF THE CURB.

**4** **CURB AND GUTTER CONTAINMENT**  
NO SCALE - GENERAL DETAIL



- NOTES:
1. ACTUAL LAYOUT DETERMINED IN FIELD
  2. THE CONCRETE WASHOUT SIGN SHALL BE INSTALLED WITHIN 30 FT. OF THE TEMPORARY CONCRETE WASHOUT FACILITY

**5** **CONCRETE WASHOUT**  
NO SCALE - GENERAL DETAIL



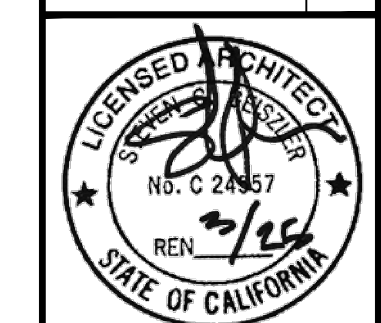
NOTE:  
ALL RAIN WATER LEADERS ARE TO BE CONNECTED TO SUBSURFACE 4" PIPES AND GRAVITY FED TO INFILTRATION PITS.

**6** **INFILTRATION PIT DETAIL**  
SCALE 1/8" = 1'-0"

REVISION:

08-30-23	
09-12-23	
10-18-23	

**GEISZLER ARCHITECTS**  
PH 415.409.7000  
geislerarchitects.com  
401 FRANCISCO ST.  
SF CA 94133



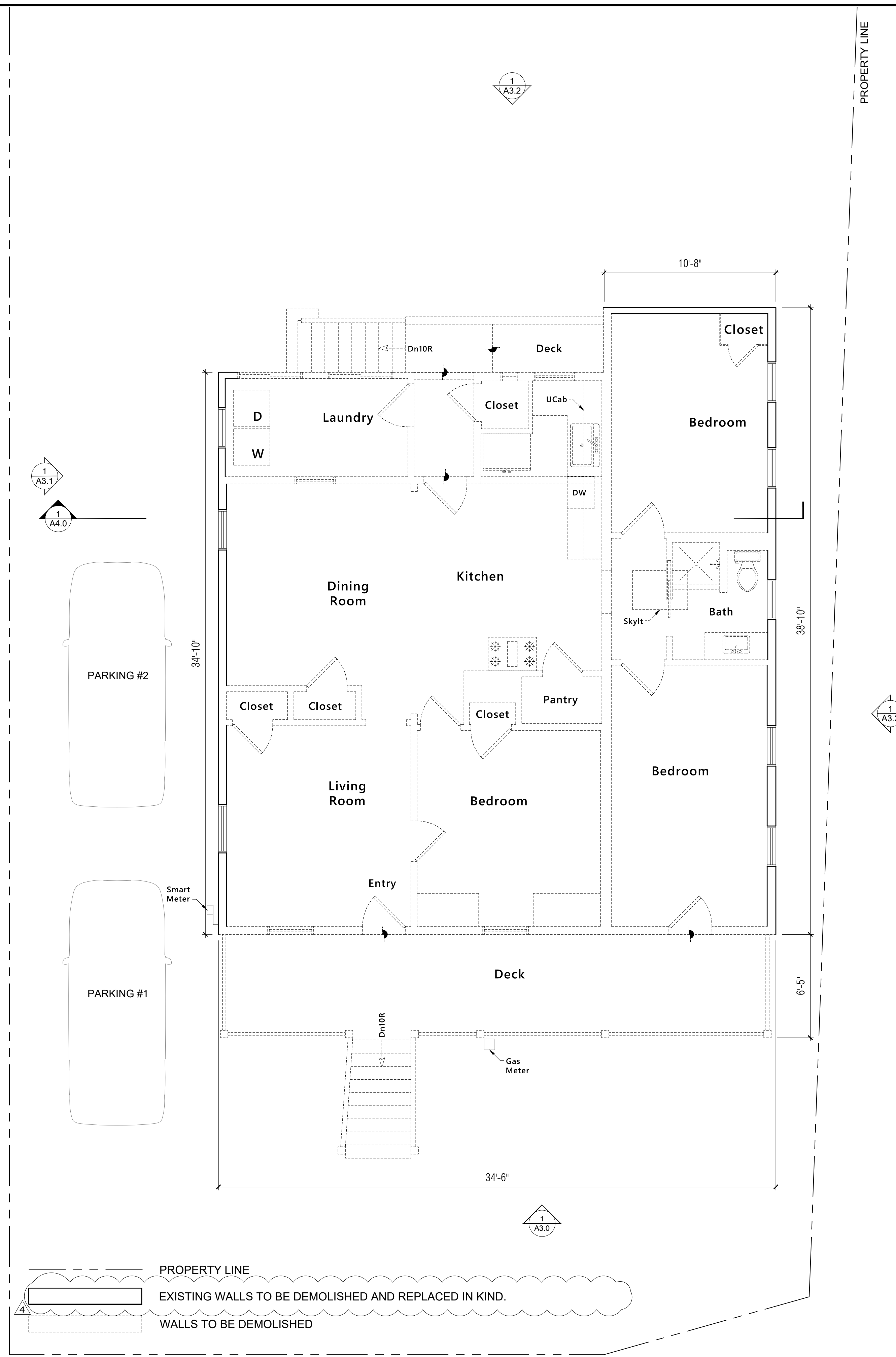
**ROSSEAU RESIDENCE**  
45 POPLAR AVENUE, ROSS, CA  
APN: 079-273-02

**DRAINAGE/ STORMWATER CONTROL PLAN**

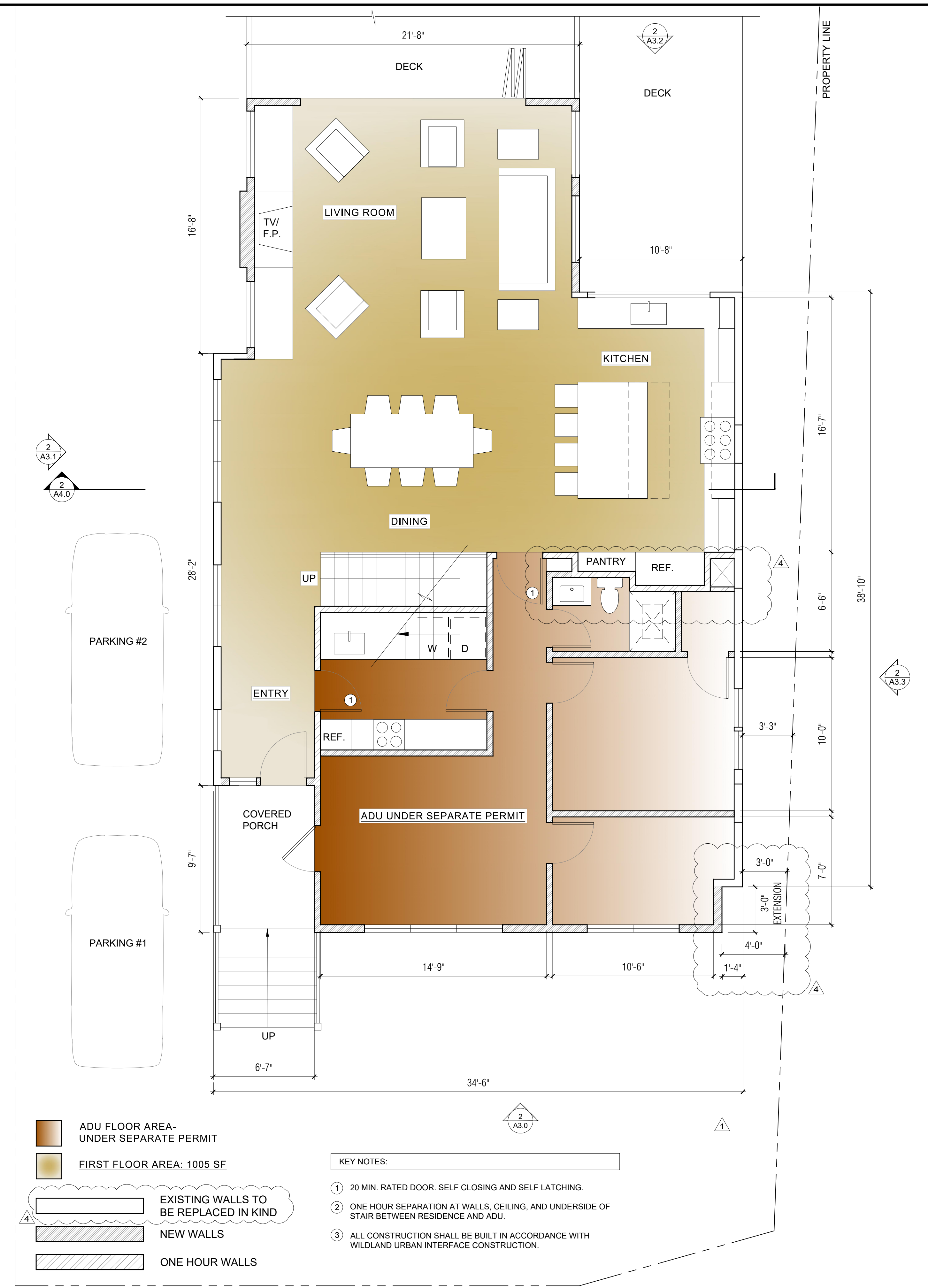
ISSUE:  
ADR 08-03-23

**A1.3**





1  
A2.1  
EXISTING FIRST FLOOR WITH DEMOLITION  
SCALE 1/4" = 1'-0"



1  
A2.1  
PROPOSED FIRST FLOOR  
SCALE 1/4" = 1'-0"

- ADU FLOOR AREA- UNDER SEPARATE PERMIT
- FIRST FLOOR AREA: 1005 SF
- EXISTING WALLS TO BE REPLACED IN KIND
- NEW WALLS
- ONE HOUR WALLS

- KEY NOTES:
- 1 20 MIN. RATED DOOR, SELF CLOSING AND SELF LATCHING.
  - 2 ONE HOUR SEPARATION AT WALLS, CEILING, AND UNDERSIDE OF STAIR BETWEEN RESIDENCE AND ADU.
  - 3 ALL CONSTRUCTION SHALL BE BUILT IN ACCORDANCE WITH WILDLAND URBAN INTERFACE CONSTRUCTION.

REVISION:	
08-30-23	
09-12-23	
10-18-23	

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 APN: 079-273-02

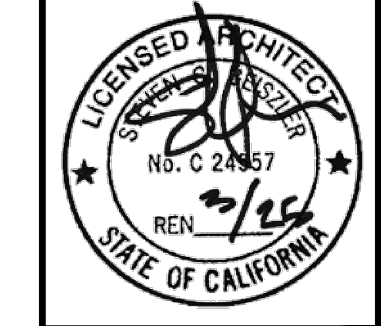
FIRST FLOOR PLAN

ISSUE: 08-03-23  
 ADR

A2.1

REVISION:	
08-30-23	▲
09-12-23	▲
10-18-23	▲

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 SF CA 94133

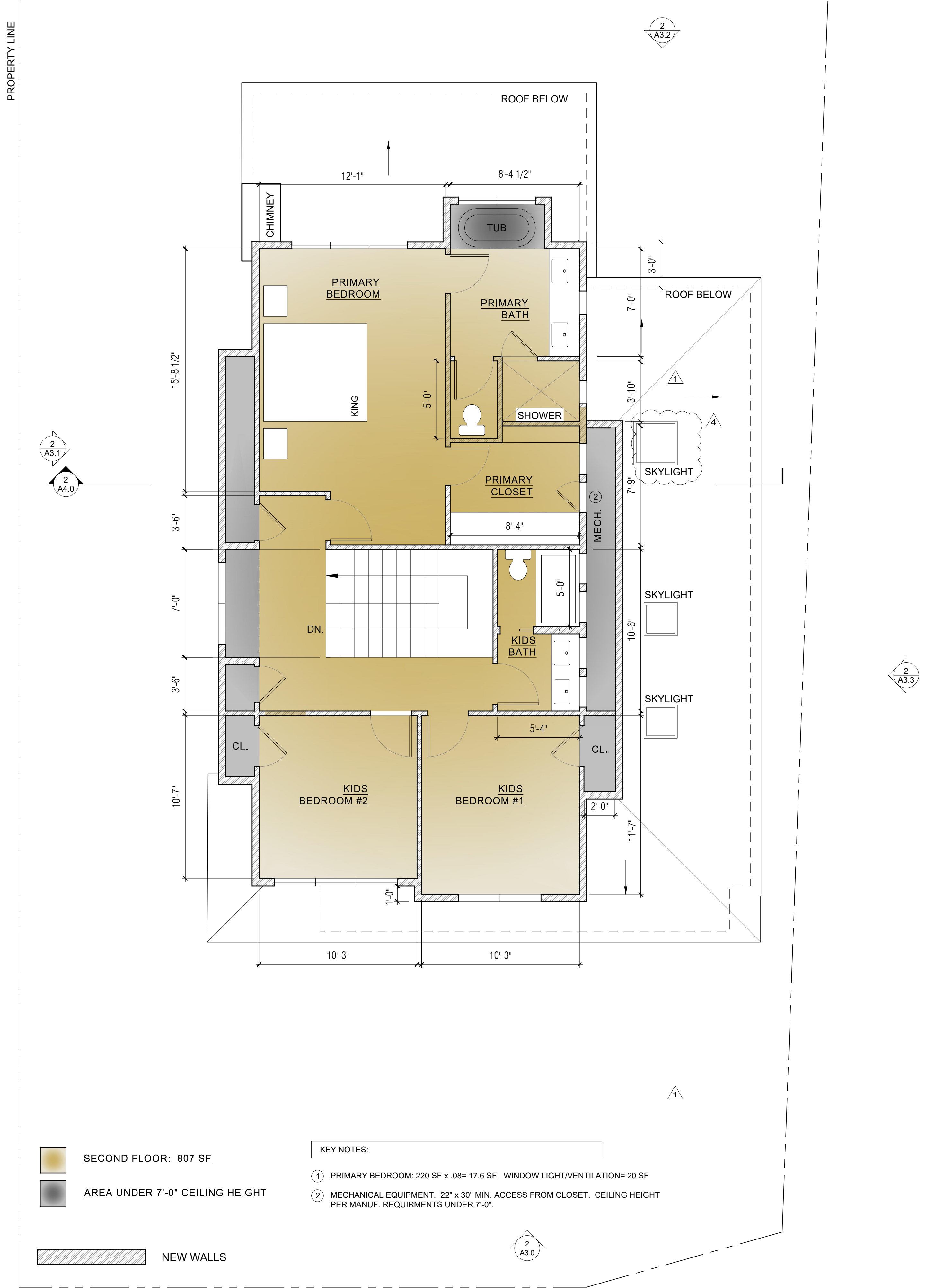


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 079-273-02

**SECOND FLOOR PLAN**

ISSUE:  
 ADR 08-03-23

**A2.2**

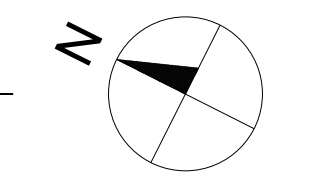


- SECOND FLOOR: 807 SF
- AREA UNDER 7'-0" CEILING HEIGHT
- NEW WALLS

- KEY NOTES:
- ① PRIMARY BEDROOM: 220 SF x .08= 17.6 SF. WINDOW LIGHT/VENTILATION= 20 SF
  - ② MECHANICAL EQUIPMENT, 22" x 30" MIN. ACCESS FROM CLOSET. CEILING HEIGHT PER MANUF. REQUIREMENTS UNDER 7'-0".

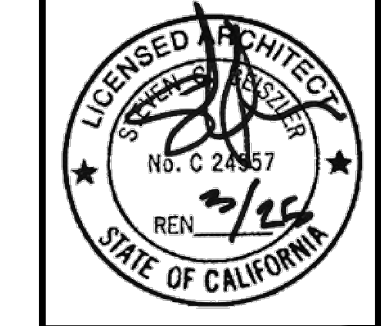
2  
A2.2

**PROPOSED SECOND FLOOR PLAN**  
 SCALE 1/4" = 1'-0"



REVISION:	
08-30-23	▲
09-12-23	▲
10-18-23	▲

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 SF CA 94133

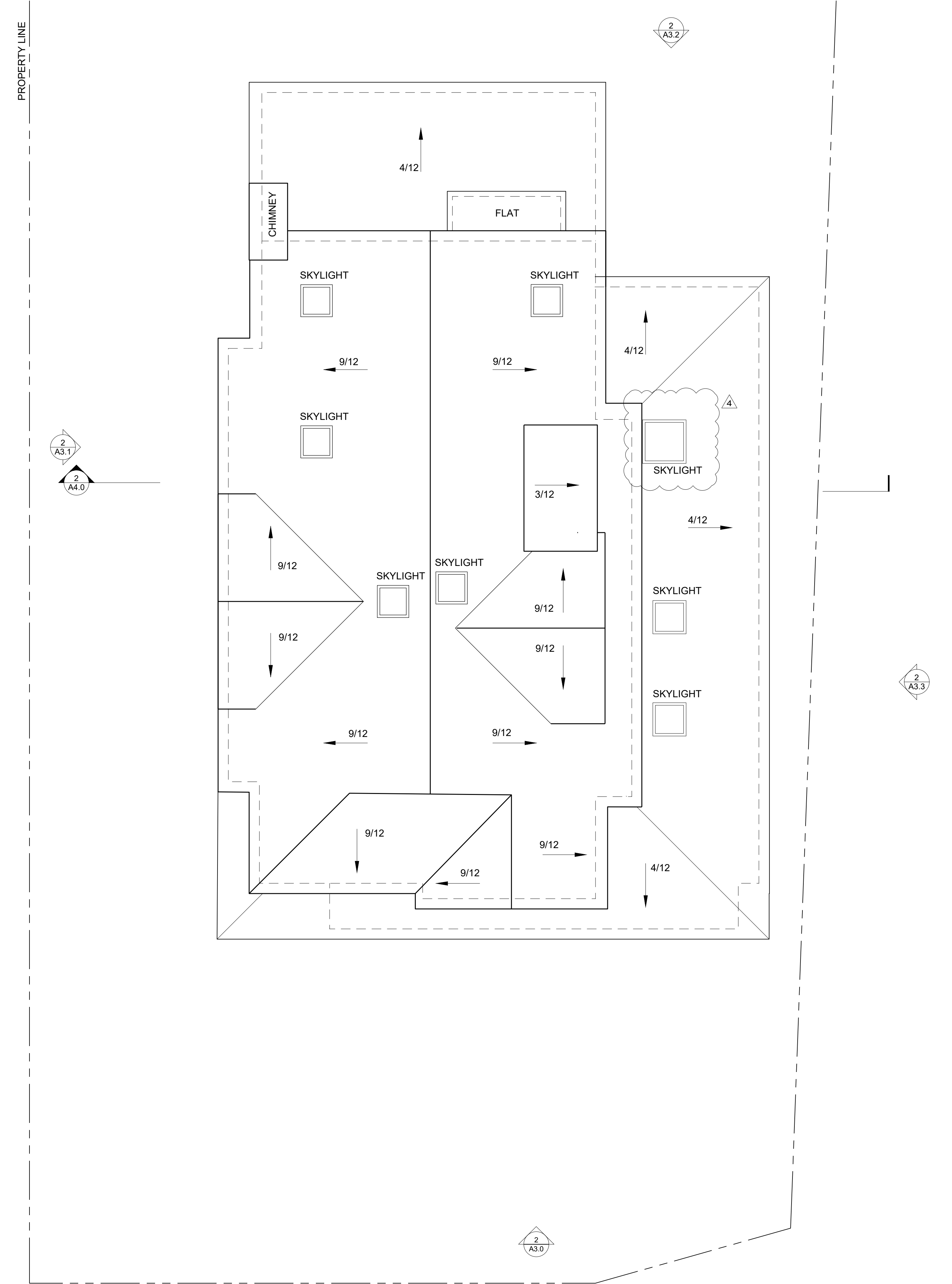


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 079-273-02

**PROPOSED ROOF PLAN**

ISSUE:  
 ADR 08-03-23

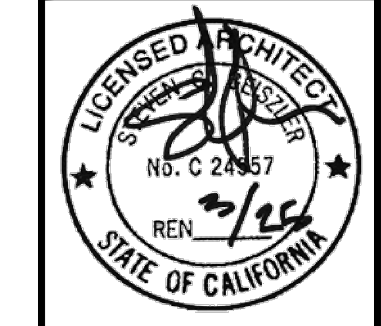
**A2.3**



**PROPOSED ROOF PLAN**  
 SCALE 1/4" = 1'-0"

REVISION:	
08-30-23	△
09-12-23	△
10-18-23	△

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 401 FRANCISCO ST.  
 SF CA 94133

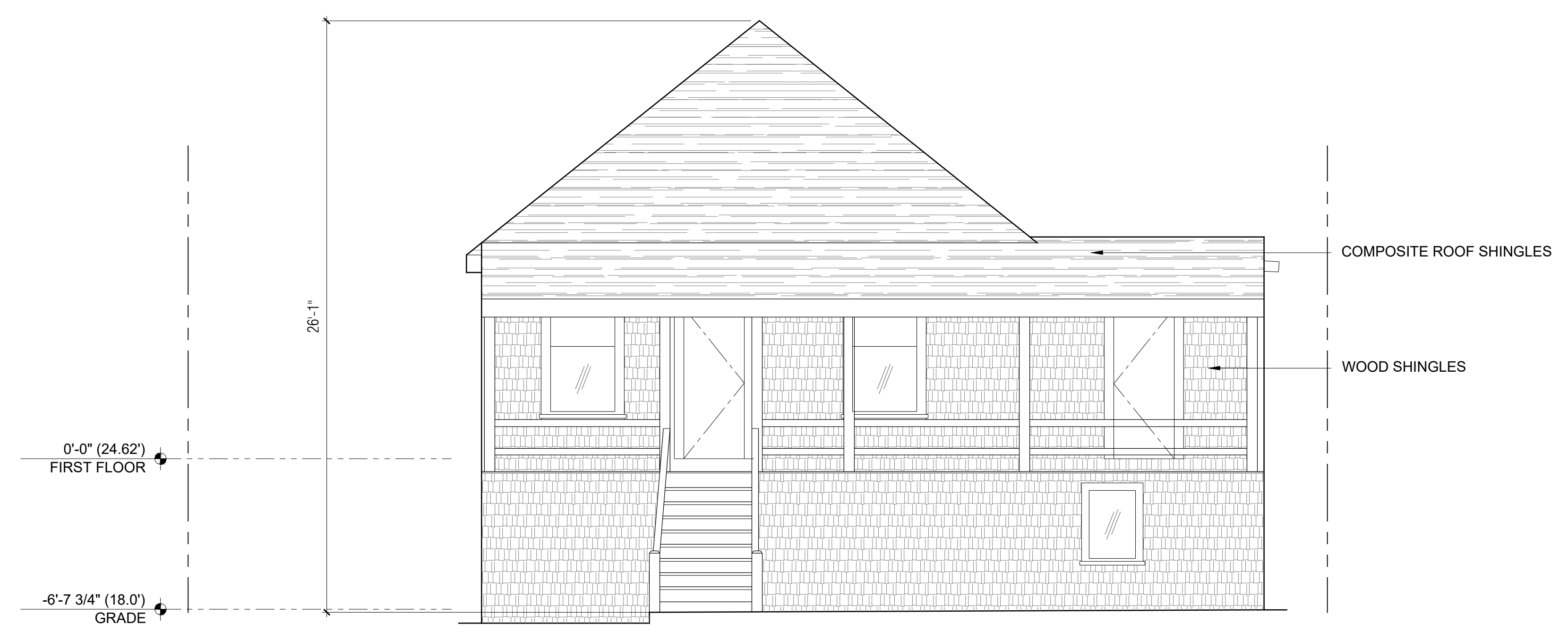


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 073-273-02

**EXTERIOR ELEVATION**

ISSUE:  
 ADR 08-03-23

**A3.0**



1  
 A3.0  
**EXISTING WEST ELEVATION - STREET VIEW**  
 SCALE 1/4" = 1'-0"

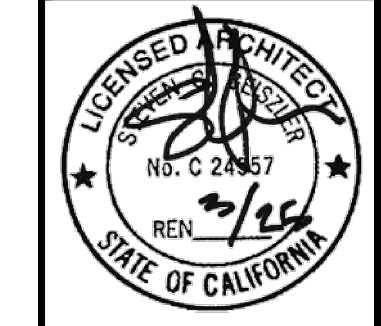


2  
 A3.0  
**PROPOSED WEST ELEVATION - STREET VIEW**  
 SCALE 1/4" = 1'-0"



REVISION:	
08-30-23	▲
09-12-23	▲
10-18-23	▲

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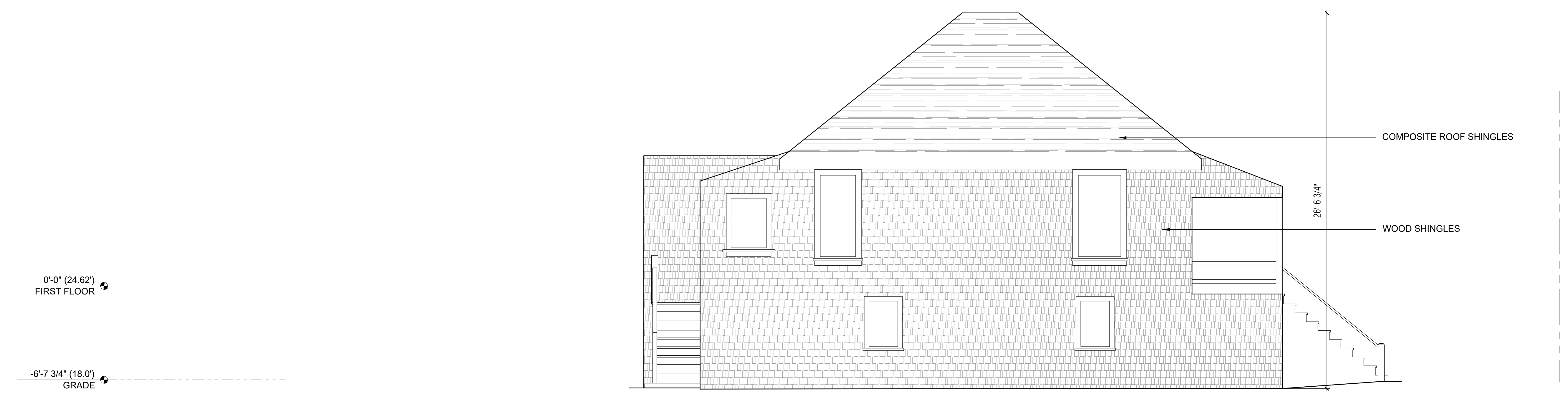


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 073-273-02

**EXTERIOR ELEVATIONS**

ISSUE:  
 ADR 08-03-23

**A3.1**



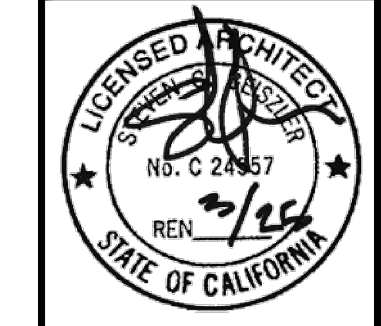
1  
 A3.1  
**EXISTING NORTH ELEVATION**  
 SCALE 1/4" = 1'-0"



2  
 A3.1  
**PROPOSED NORTH ELEVATION - STREET VIEW**  
 SCALE 1/4" = 1'-0"

REVISION:	
08-30-23	▲
09-12-23	▲
10-18-23	▲

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**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 073-273-02

**EXTERIOR ELEVATIONS**

ISSUE:  
 ADR 08-03-23

**A3.2**



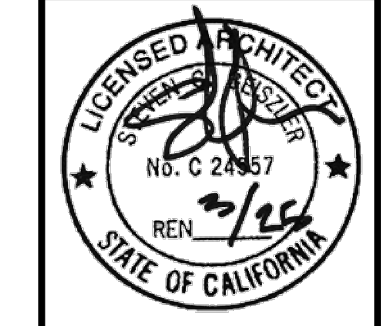
**1 EXISTING EAST ELEVATION**  
 SCALE 1/4" = 1'-0"



**2 PROPOSED EAST ELEVATION**  
 SCALE 1/4" = 1'-0"

REVISION:	
08-30-23	▲
09-12-23	▲
10-18-23	▲

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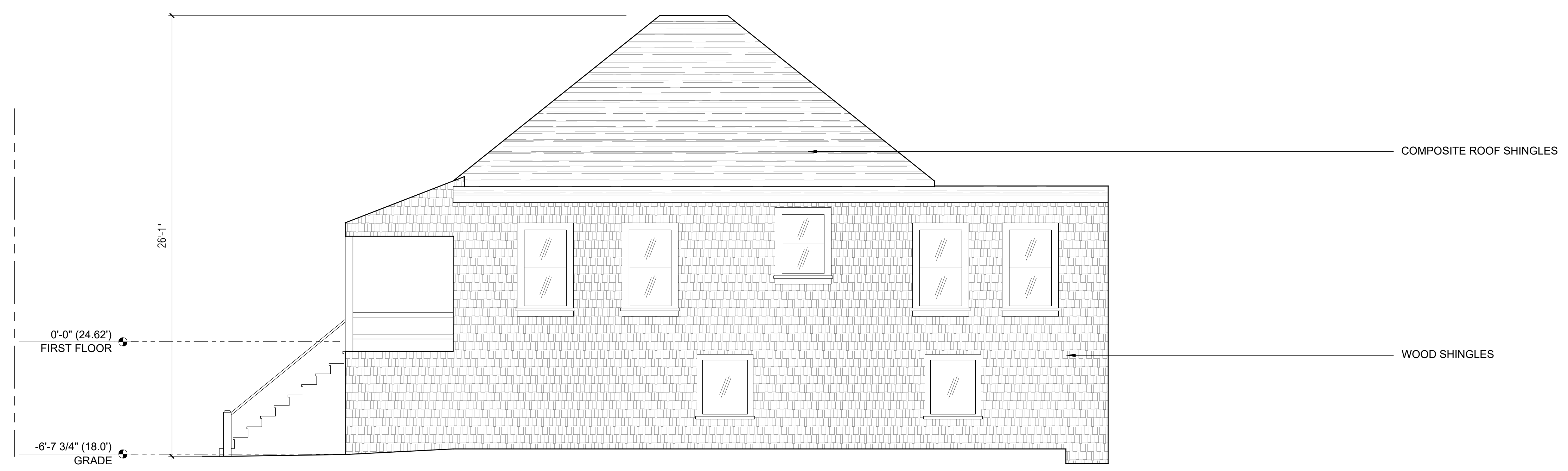


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 073-273-02

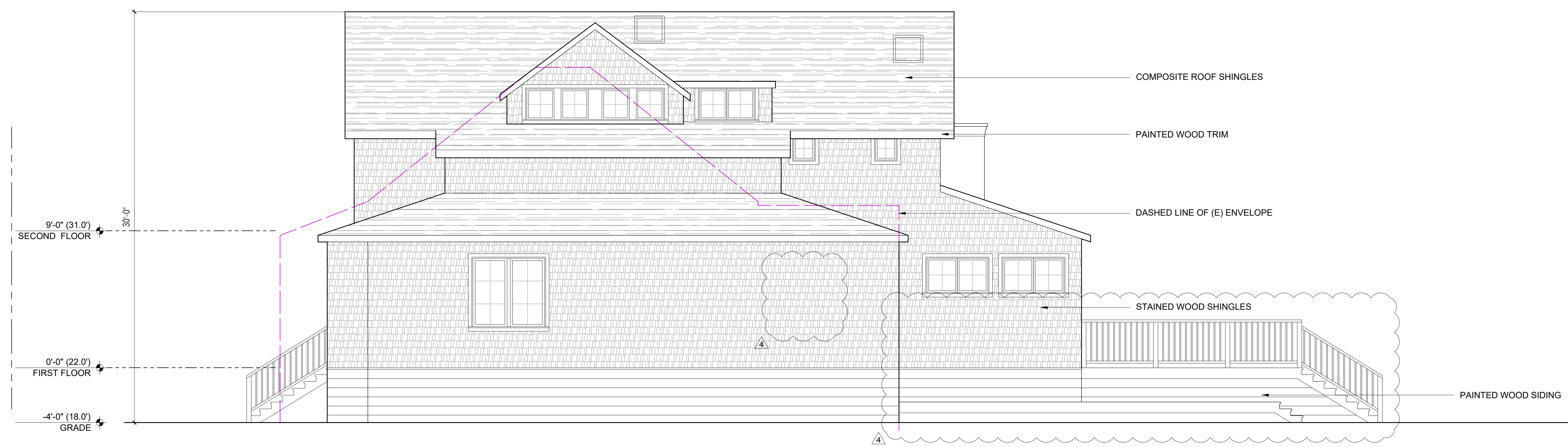
**EXTERIOR ELEVATIONS**

ISSUE:  
 ADR 08-03-23

**A3.3**



1  
 A3.3  
**EXISTING SOUTH ELEVATION**  
 SCALE 1/4" = 1'-0"

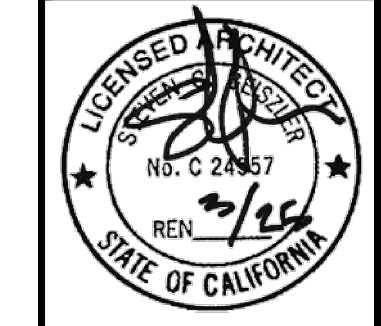


2  
 A3.3  
**PROPOSED SOUTH ELEVATION**  
 SCALE 1/4" = 1'-0"



REVISION:	
08-30-23	▲
09-12-23	▲
10-18-23	▲

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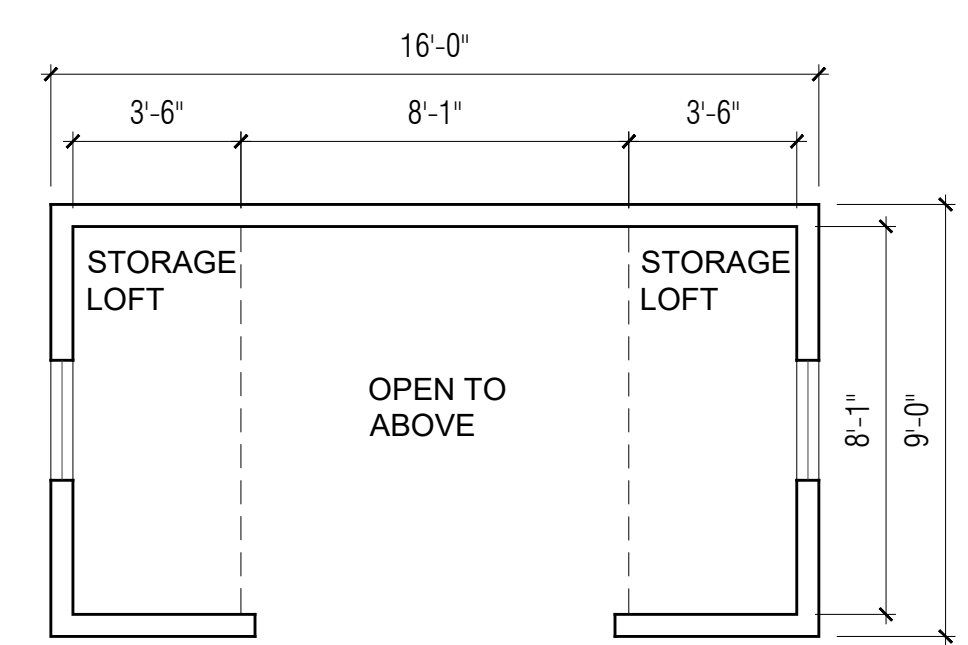


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 073-273-02

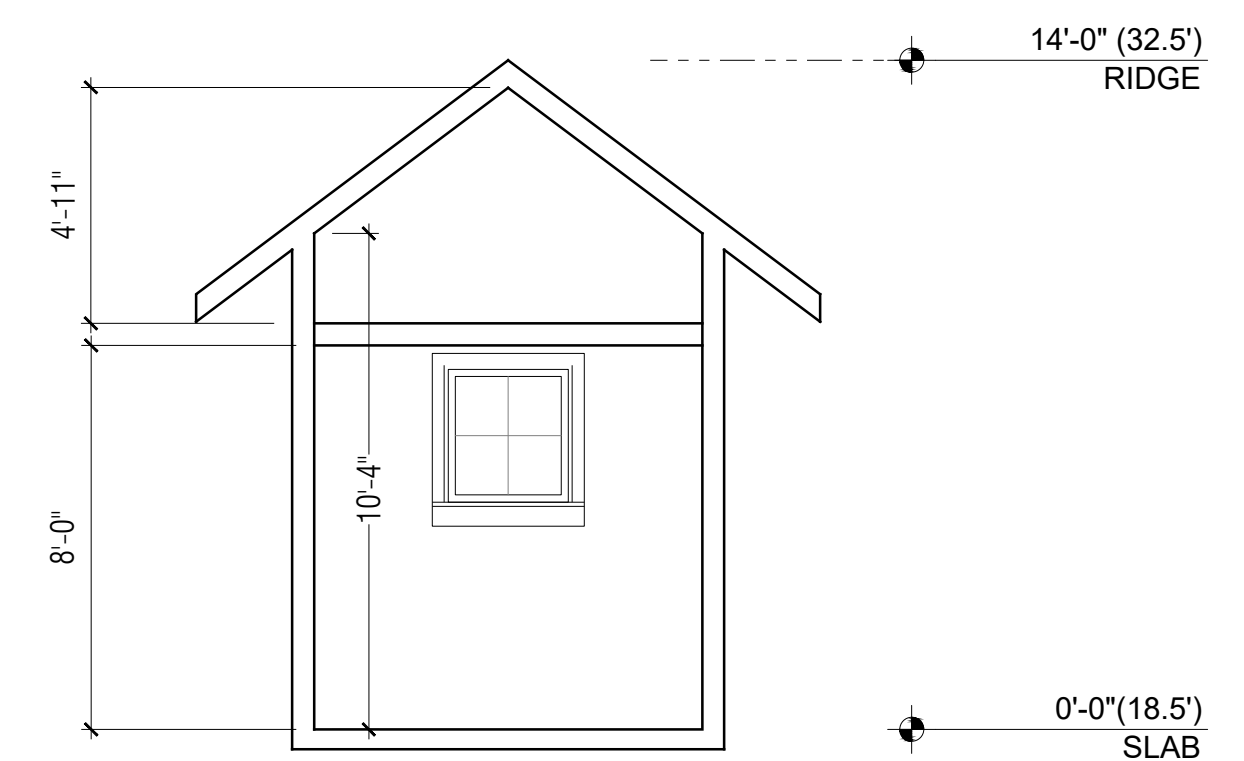
**ACCESSORY STRUCTURE**

ISSUE:  
 ADR 08-03-23

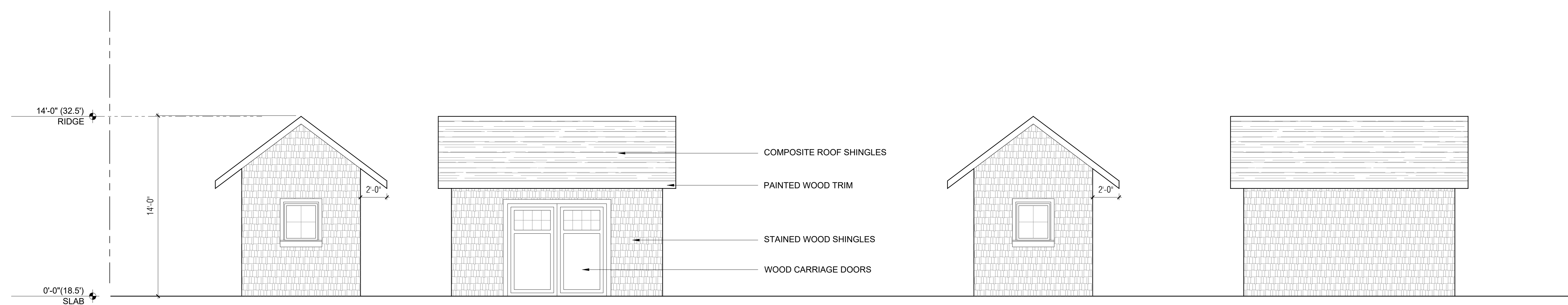
**A3.4**



1 PROPOSED FLOOR PLAN- ACCESSORY STRUCTURE  
 SCALE 1/4" = 1'-0"



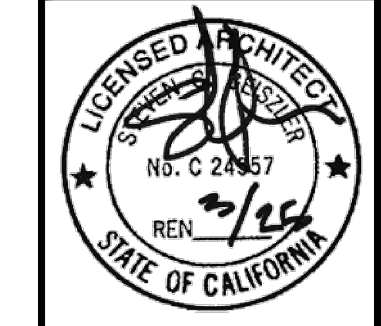
2 PROPOSED BUILDING SECTION- ACCESSORY STRUCTURE  
 SCALE 1/4" = 1'-0"



3 PROPOSED EXTERIOR ELEVATIONS - ACCESSORY STRUCTURE  
 SCALE 1/4" = 1'-0"

REVISION:	
08-30-23	△
09-12-23	△
10-18-23	△

**GEISZLER ARCHITECTS**  
 PH 415.409.7000  
 geislerarchitects.com  
 401 FRANCISCO ST.  
 SF CA 94133

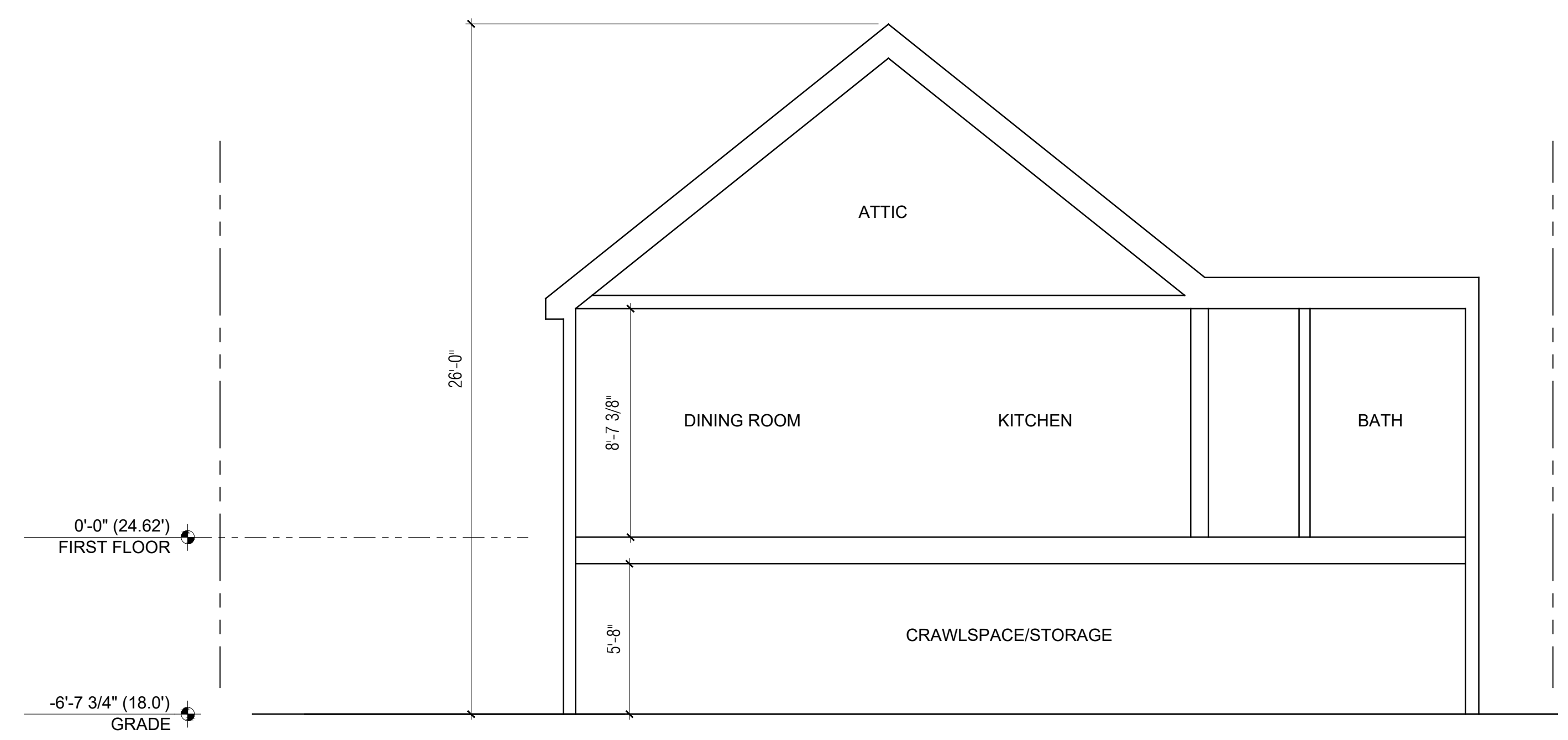


**ROSSEAU RESIDENCE**  
 45 POPLAR AVENUE, ROSS, CA  
 APN: 073-273-02

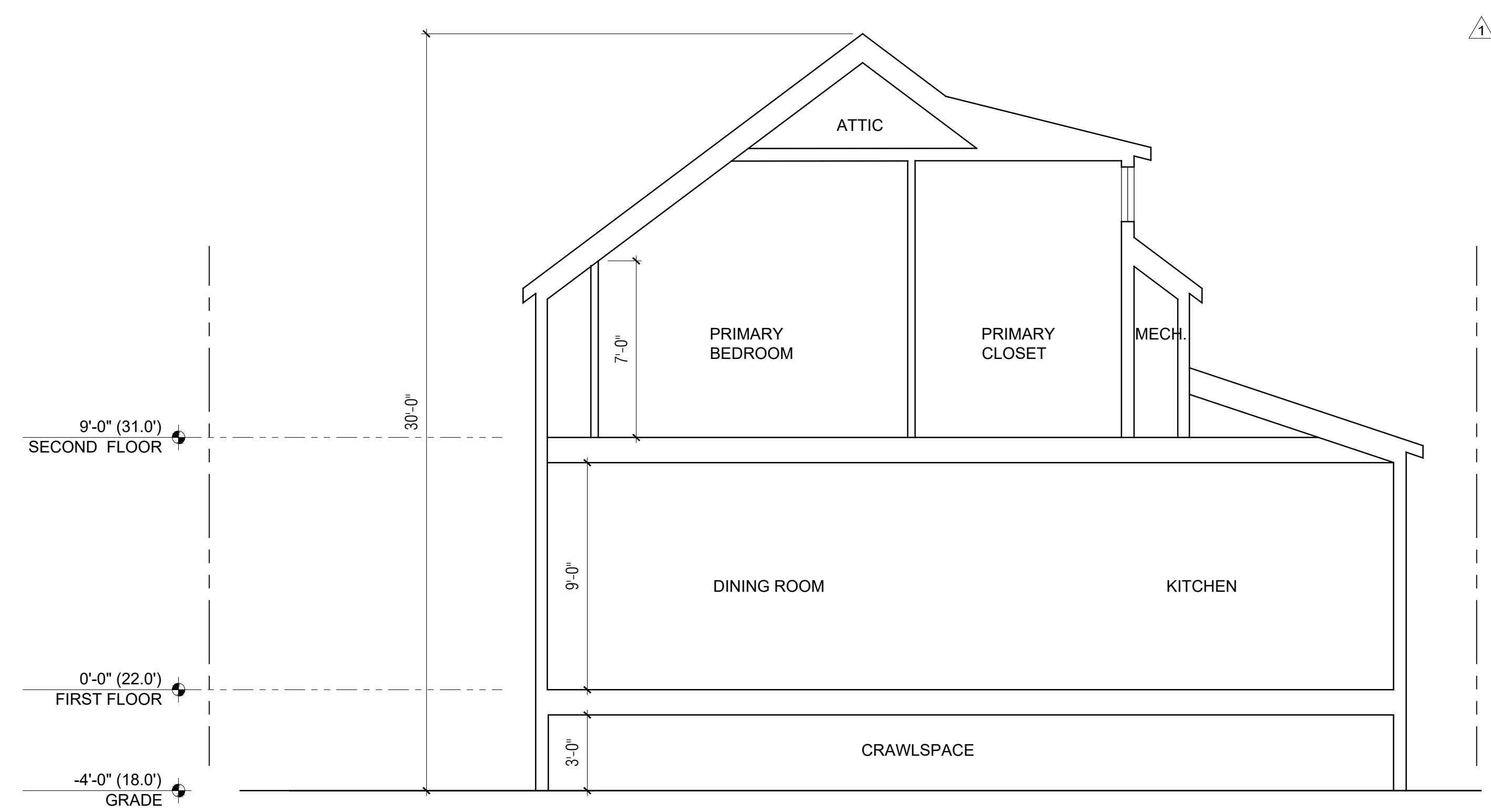
**BUILDING SECTION**

ISSUE:	
ADR	08-03-23

**A4.0**



**1**  
**A4.0**  
**EXISTING BUILDING SECTION**  
 SCALE 1/4" = 1'-0"



**2**  
**A4.0**  
**PROPOSED BUILDING SECTION**  
 SCALE 1/4" = 1'-0"

# ATTACHMENT 3



## Town of Ross

### Planning Department

Post Office Box 320, Ross, CA 94957

Telephone (415) 453-1453, Ext. 121 Fax (415) 453-1950

www.townofross.org

#### PLANNING APPLICATION FORM

#### Type of Application (check all that apply):

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

#### To Be Completed by Applicant:

Assessor's Parcel No(s): 073-273-02

Project Address: 45 POPLAR AVE.

Property Owner: KYLE AND KATHRYN ROSSEAU

Owner Mailing Address (PO Box in Ross): 45 POPLAR AVE.

City/State/Zip: ROSS, CA 94957 Owner's Phone: \_\_\_\_\_

Owner's Email: kdrosseau@gmail.com

Applicant: BRANDY DUBS - GEISZLER ARCHITECTS

Applicant Mailing Address: 1151 BROADWAY AVE. #202

City/State/Zip: SONOMA, CA 95476 Applicant's Phone: 707-934-8610

Applicant's Email: brandy@geiszlerarchitects.com

Primary point of Contact Email:  Owner  Buyer  Agent  Architect

#### To Be Completed by Town Staff:

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

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

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

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

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

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

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

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

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

Date paid: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

Make checks payable to Town of Ross. Fees may not be refunded if the application is withdrawn.

**SUBDIVISION INFORMATION ONLY**

Number of Lots: \_\_\_\_\_

**LOT LINE ADJUSTMENT ONLY**

Describe the Proposed Lot Line Adjustment:

\_\_\_\_\_

Existing Parcel Size(s) *Parcel 1:* \_\_\_\_\_ *Parcel 2:* \_\_\_\_\_

Adjusted Parcel Size(s) *Parcel 1:* \_\_\_\_\_ *Parcel 2:* \_\_\_\_\_

PARCEL ONE	PARCEL 2
Owners Signature: _____	Owner's Signature: _____
Date: _____	Date: _____
Owner's Name (Please Print): _____	Owner's Name (Please Print): _____
Assessor's Parcel Number: _____	Assessor's Parcel Number: _____

\* If there are more than two affected property owners, please attach separate letters of authorization.

**REZONING OR TEXT AMENDMENT ONLY**

The applicant wishes to amend Section \_\_\_\_\_ of the Ross Municipal Code Title 18.

The applicant wishes to Rezone parcel \_\_\_\_\_ from the \_\_\_\_\_ Zoning District to \_\_\_\_\_.

**GENERAL OR SPECIFIC PLAN AMENDMENT ONLY**

Please describe the proposed amendment:

\_\_\_\_\_

**CERTIFICATION AND SIGNATURES**

I, the property owner, do hereby authorize the applicant designated herein to act as my representative during the review process by City staff and agencies.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the applicant, do hereby declare under penalty of perjury that the facts and information contained in this application, including any supplemental forms and materials, are true and accurate to the best of my knowledge

Owner's Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURE:**

I hereby authorize employees, agents, and/or consultants of the Town of Ross to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application.

I hereby authorize Town staff to reproduce plans and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.

I further certify that I understand the processing procedures, fees, and application submittal requirements.

*I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application form and all the exhibits are complete and accurate. I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the Town of Ross. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this application was signed at*

**Sonoma**

\_\_\_\_\_, California on

**08-30-23**

DocuSigned by:  
*Kyle Rosseau*  
CC404C3647014B1



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

**Notice of Ordinance/Plan Modifications**

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

Alternate Format Information

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

---

**Consultant Information**

The following information is required for all project consultants.

**Landscape Architect**

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

**Civil/ Geotechnical Engineer**

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

**Arborist**

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

**Other**

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

**Other**

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



GEISZLER  
ARCHITECTS

August 30, 2023

Ross Planning Department  
Ross, CA 94957

RE: 45 Poplar Ave.  
Neighbor notification

To Whom it May Concern:

The owners of the property, Kyle and Kathryn Rosseau contacted adjoining neighbors to review the proposed design. Each neighbor was shown an existing and proposed site plan and the colored model images. All neighbors were supportive of the project.

Please find the list of neighbors and meeting dates.

40 Poplar Ave. Met 8/22/23 at their front porch.

47 Poplar Ave. Sent plans 8/6/23 with follow up discussion.

43 Poplar Ave. Met twice. Most recent discussion on 8/21/23.

49 Poplar Ave. Sent plans 8/17/23.

41 Poplar Ave. Sent plans 8/8/23.

Many thanks,

Brandy Dubs

Geiszler Architects.





GEISZLER  
ARCHITECTS

November 15, 2023

Ross Planning Department  
Ross, CA 94957

RE: 45 Poplar Ave.  
Written project description for design review submittal

To Whom it May Concern:

Please find the attached drawings and documents relating to the Design Review submittal for a demolition permit, variance, and non-conformity permit for a new single family residence at 45 Poplar Ave.

This project is a demolition of the existing residence for the removal of more than 25% of the existing building and poor structural condition. We are requesting a non-conformity permit due to an existing setback non-conformity at the side setbacks that will remain. A new residence will be built within the perimeter of the existing non-conforming residence with an additional rear addition at the first floor. The first floor of the house will be lowered to minimum flood level. A second story addition will be added within the Town of Ross height requirements. A variance is requested for a new accessory structure within the rear setback. A front addition for a new attached ADU is proposed under a separate permit.

The proposed project intends to create a new street façade that fits in with the character of the Town of Ross. The cottage style gabled massing, street side windows, and formal entry create a welcoming relationship with the street and neighborhood. Exterior materials are stained wood shingle and siding, a traditional palate in Marin.

Please feel free to contact us with any questions you may have.

Many thanks,

Brandy Dubs

Geiszler Architects.

## Variance Application:

### Special Circumstances

*That because of special circumstances applicable to the property, including size, shape, topography, location, and surroundings, the strict application of the Zoning Ordinance deprives the property of the privileges enjoyed by other properties in the vicinity and under identical zoning classification. **Describe the special circumstances that prevent conformance to pertinent zoning regulations.***

The property at 45 Poplar Ave. is a very narrow lot with setback distances that dramatically reduce the buildable area on the lot. Existing trees create a nice sense of privacy for all neighbors but also reduce the accessibility on the site. The entrance to the site is from the busy road of Poplar Ave. and Ross Common. Each of these conditions deprive the property of a safe and convenient location for an accessory structure. The proposed location reduces the impact to the street and adjoining neighbors.

### Substantial Property Rights.

*That the variance is necessary for the preservation and enjoyment of the substantial property rights. **Describe why the project is needed to enjoy substantial property rights.***

The previously described narrow lot with current setbacks limits a convenient, accessible location for the storage of sports equipment and other items best suited outside the residence. There is a large precedent for similarly located garages and accessory structures in the neighborhood.

### Public Welfare

*That the granting of a variance will not be detrimental to the public welfare or injurious to other property in the neighborhood in which said property is situated. **Describe why the variance will not be harmful to or incompatible with other nearby properties.***

The series of properties leading up from Poplar Avenue to Ross Common have similarly spaced lots with similarly located residences. A majority of these properties have accessory structures that are located within the side and rear setbacks and very close to neighboring property lines. The location of the proposed accessory structure will only impact the rear property line which neighbors the Town of Ross municipal tennis courts. The proposed structure will reduce the privacy and sound impact at 45 Poplar Ave. from the tennis courts without infringing on the current use of the tennis courts.

SUMMARY OF FINDINGS  
45 POPLAR AVENUE, ROSS, CA



Prepared for:  
Roberta Feliciano  
Planning and Building Director  
Town of Ross  
415.453.1453, ext. 121  
rfeliciano@townofross.org

Prepared by:  
Watson Heritage Consulting  
Oakland, CA  
November 27, 2023

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# SUMMARY OF FINDINGS

## Introduction

This Summary of Findings was prepared by Shayne Watson of Watson Heritage Consulting. Ms. Watson meets the Professional Qualification Standards as defined by the National Park Service, Secretary of the Interior, and as published in the Code of Federal Regulations. This report presents a summary history of 45 Poplar Avenue (subject property) and a preliminary evaluation of the property's potential historic significance as defined in the California Environmental Quality Act (CEQA) Statutes and Guidelines.

The subject residence appears on the 1914 Sanborn Fire Insurance Company map, which likely means it was built prior to 1914. The Marin County Assessor identifies the construction date as 1915.<sup>1</sup>

The subject property's APN is 073-273-02. The neighborhood is zoned Single-Residential - Improved.

There are no records on file with the Town of Ross indicating that the subject property has been evaluated for individual eligibility for listing in the California Register of Historical Resources (CRHR).<sup>2</sup>

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<sup>1</sup> Marin County Assessor Recorder. Access at <https://apps.marincounty.org/TaxRollSearch/Record?P=073-273-02>.

<sup>2</sup> Email from Barbara Reher, Town of Ross, to Shayne Watson, November 3, 2023.



- CRHR Criterion 1 (events or patterns of events):
  - The subject property was constructed during an early period of development in Ross, California, but the residence is not an outstanding representation of that event in the Town's history. An association with significant events or historical patterns was not identified during research on the subject property;
- CRHR Criterion 2 (important persons):
  - An association with significant individuals was not identified during research on the subject property;
- CRHR Criterion 3 (architecture):
  - Preliminary research did not identify an architect or builder for the subject property. The Town of Ross does not have the original building permit in the planning files. While the subject property represents an earlier example of vernacular architecture in Ross, it is not an outstanding example of architecture from the period. There are better examples of early architecture in Ross on nearby parcels.

**Note:**

These findings are based on preliminary research and evaluation. Further research into the history of events, owners/occupants, and architect/builder may locate material not included in this report. At the time of publication, the subject property does not appear to be associated with events or individuals that are significant enough to qualify the subject property for individual listing in the CRHR under Criterion 1 and 2. Additionally, an architect or master builder was not identified for the subject property (Criterion 3). If additional research indicates the name of the architect or builder, the subject property's significance should be reevaluated in the context of their work. Eligibility under CRHR Criterion 4 (archaeological resources) is beyond the scope of this summary.



## SUBJECT PROPERTY HISTORY

### Architectural History

The architect and builder for this property are unknown. The original building permit either does not exist or could not be located.<sup>3</sup> The Marin County Assessor-Recorder parcel report says the subject property was constructed in 1915,<sup>4</sup> but the subject residence appears on the 1914 Sanborn Fire Insurance Company map, suggesting a construction date prior to 1914. (There are only two Sanborn maps in the SFPL Sanborn archive for Ross, CA: 1914 and 1942). A newspaper article from January 1900 shows that the lot (Lot 28 on the map of the Cole Tract) sold that year to a “P.H. Shafer.”<sup>5</sup> No other information has been uncovered as of the date of this publication about the architectural history of this property.

The 1914 Sanborn map shows a 1-story-over-basement residence facing west on Poplar Avenue. The building has a roughly square footprint and a porch running the width of the primary (west) facade. There are no outbuildings on the property. The residence is bounded by driveway space to the north and south and a very large rear yard to the east.



*Detail of 1914 Sanborn Fire Insurance Company map (left) and 2023 Google map (right).  
(Source: San Francisco Public Library and Google Maps)*

There is no visible change to the subject property’s footprint between 1914 and the 1942 Sanborn map publication. (See Sanborns and other historic maps at the end of this report.)

After viewing historic aerial photographs from 1968 to 2005, and using the comparison between the 1914 Sanborn map and a 2023 aerial photograph (above), it appears that this property’s

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<sup>3</sup> Email from Barbara Reher, Town of Ross, to Shayne Watson, November 3, 2023.

<sup>4</sup> Marin County Assessor Recorder. Access at <https://apps.marincounty.org/TaxRollSearch/Record?P=073-273-02>.

<sup>5</sup> “Real Estate Transfers,” *Marin Journal*, Volume 39, No. 44, January 4, 1900, 13.



footprint hasn't changed substantially since at least 1914. The southern third of the residence appears to be an addition that swallowed up the original driveway to the south. The addition can't be verified through permit history at the Town of Ross, but a visual inspection indicates that this was a pre-1960 early addition, as the porch, fenestration, and siding details appear to be pre-1960 construction (e.g., double-hung wood windows and decorative porch features). It's not clear on the 1968 aerial photograph (below) if the addition was there, but it is obvious on the 2002 aerial.

## Owner / Occupant History

A search of the known addresses\* for the subject property in many archival databases did not reveal occupants significant to local, state, or national history who may have lived at the residence at 45 Poplar Avenue.

In January 1900, the *Marin Journal* announced that the London & San Francisco Bank had sold Lot 28 on the map of the Cole Tract in Ross Valley (the subject property) to "P.H. Shafer" for \$10.00.<sup>6</sup>

A German immigrant named Philip Schafer lived in San Anselmo in 1900, but it can't be confirmed if this was the "P.H. Shafer" who purchased Lot 28 in 1900. Schafer was born in Germany in 1847 and worked as a cabinet maker in Marin. He lived with his wife, four children, and a servant in San Anselmo, according to census records.<sup>7</sup> Schafer suffered an early death in 1903 at the age of 57. By 1910, Philip's widowed wife and four children lived on Laurel Grove Avenue in San Rafael (now Kentfield?). Philip's son, Fred W. Schafer, was a carpenter in the house-building industry in 1910; he was 30 and lived with his mother and siblings (also in their 20s and 30s) in the house on Laurel Grove.<sup>8</sup>

\* The subject property is shown at 69 Poplar Avenue on the Sanborn map in 1914. In 1942, the property's address was designated as 34 Poplar Avenue on the Sanborn map.

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<sup>6</sup> "Real Estate Transfers," *Marin Journal*, Volume 39, No. 44, January 4, 1900, 13.

<sup>7</sup> Ancestry.com. *1900 United States Federal Census* [database on-line]. Lehi, UT, USA: Ancestry.com Operations Inc, 2004.

<sup>8</sup> Ancestry.com. *1910 United States Federal Census* [database on-line]. Lehi, UT, USA: Ancestry.com Operations Inc, 2006.

## Relevant Historical Context

The area now known as Ross was once part of the enormous Mexican land grant called *Rancho de Punta de Quentin*, which comprised Kentfield, Ross, and San Anselmo. The land was eventually subdivided and sold. The subject property is located in an area originally developed as the Bosqui and Cole Tracts, described by José Moya del Pino Library - Ross Historical Society:

Near downtown, along Ross Common, Poplar Avenue and Redwood Drive, [the Bosqui and Cole Tract] features homes of varying sizes and styles, many on small lots, some dating back to the late 1800s and many from the early 1900s. Of note are the site of the original James Ross Home at 30 Redwood Drive, the Queen Anne Victorian Helbing House at 8 Redwood Drive and the Stationmaster's House at 29 Poplar Avenue. The business district still has old charm with restaurants, galleries and other businesses filling the storefronts.<sup>9</sup>

All of the empty lots in the Bosqui and Cole Tracts sold by 1900. In June of that year, the *Marin County Tocsin* announced that the lots in the Cole Tract near Ross Station had been sold and two new dwellings were already under construction.<sup>10</sup>

The Town of Ross incorporated in 1908.<sup>11</sup> According to the Ross Historical Society, there were 750 dwellings, including summer homes.<sup>12</sup> The following excerpt describes Ross in 1911:

The town was incorporated in 1908 and is conducted on good business lines, her trustees being business men well fitted to handle the reins of government. The census reports for 1910 gives the population at 556, but the town continues to grow and now has more than 600 people whose homes scattered throughout the shaded canyons, surmounting the crests of gently sloping hills, and tucked away in the primeval forests that are still and for years to come will be one of the prides of Marin.

Many of San Francisco's most prominent business men have in the past chosen this garden spot for a few months' rest and outing in the summer and from this have grown to love Ross, and its surroundings, resulting in the erection of mansions and the development of gardens that are a continual source of wonder and admiration. These same citizens, many of them, now make Ross their permanent home....

---

<sup>9</sup> "Neighborhoods of Ross," curated by José Moya del Pino Library - Ross Historical Society. Accessed at <https://www.moya-rhs.org/neighborhoods.html>

<sup>10</sup> "Along the Line," *Marin County Tocsin*, Volume 22, No. 10, June 30, 1900.

<sup>11</sup> "Ross, The Countrified City," *Marin Journal*, Volume 51, Number 1 (March 23, 1911), np. Cited in "A Look Back - Historical Articles of Ross," articles curated by the [Moya Library/Ross Historical Society](https://www.moya-rhs.org/). Accessed at <https://www.townofross.org/community/page/look-back-historical-articles-ross>.

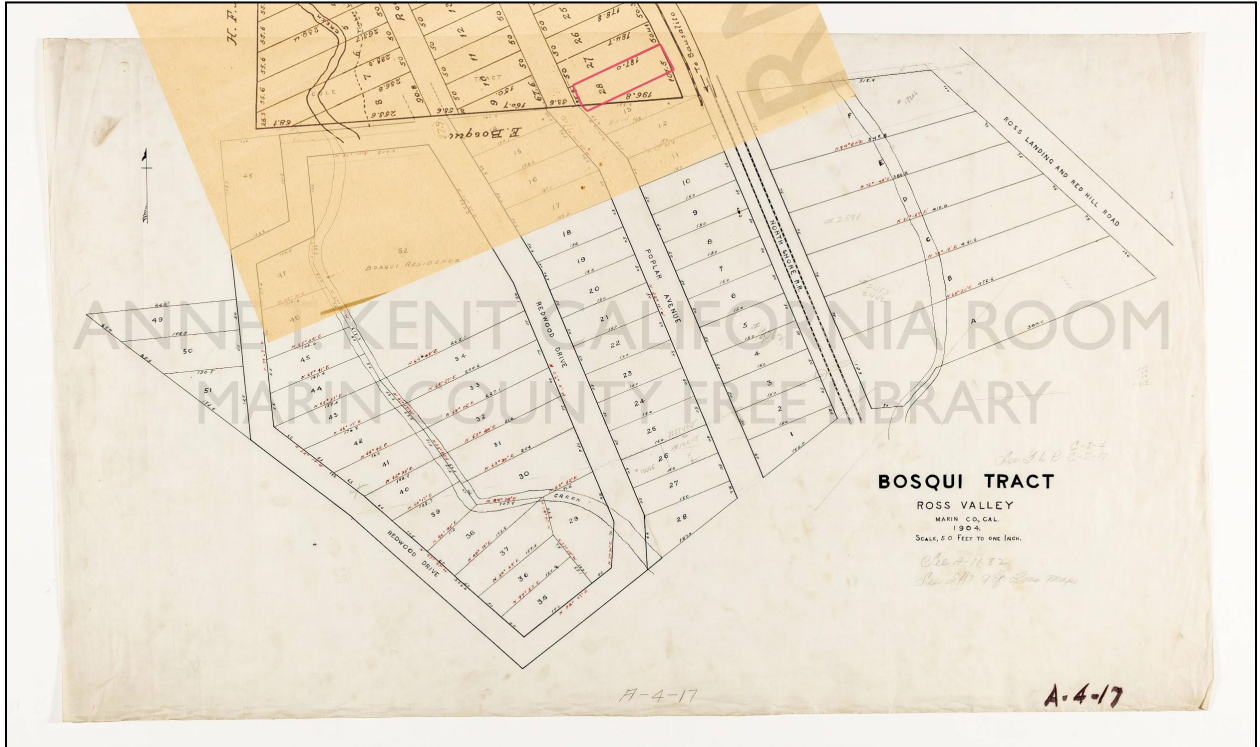
<sup>12</sup> "A Ross History Timeline," curated by José Moya del Pino Library - Ross Historical Society. Accessed at <https://www.moya-rhs.org/timeline.html>.

While it is so thoroughly "countrified" and natural, still the conveniences of a developed civilization are at hand. Pure mountain water, electric lights, gas, a perfect sewer system, and telephones which put the house holder in direct communication with accommodating and energetic trades people in San Anselmo or San Rafael, bring the Ross residents into a close touch with civilization as a nature loving person could wish. Enormous sums have been expended upon the public roads and highways within the corporate limits of Ross, and these roads have been brought to a condition of perfection, by the exercise of the best engineering skill available.<sup>13</sup>

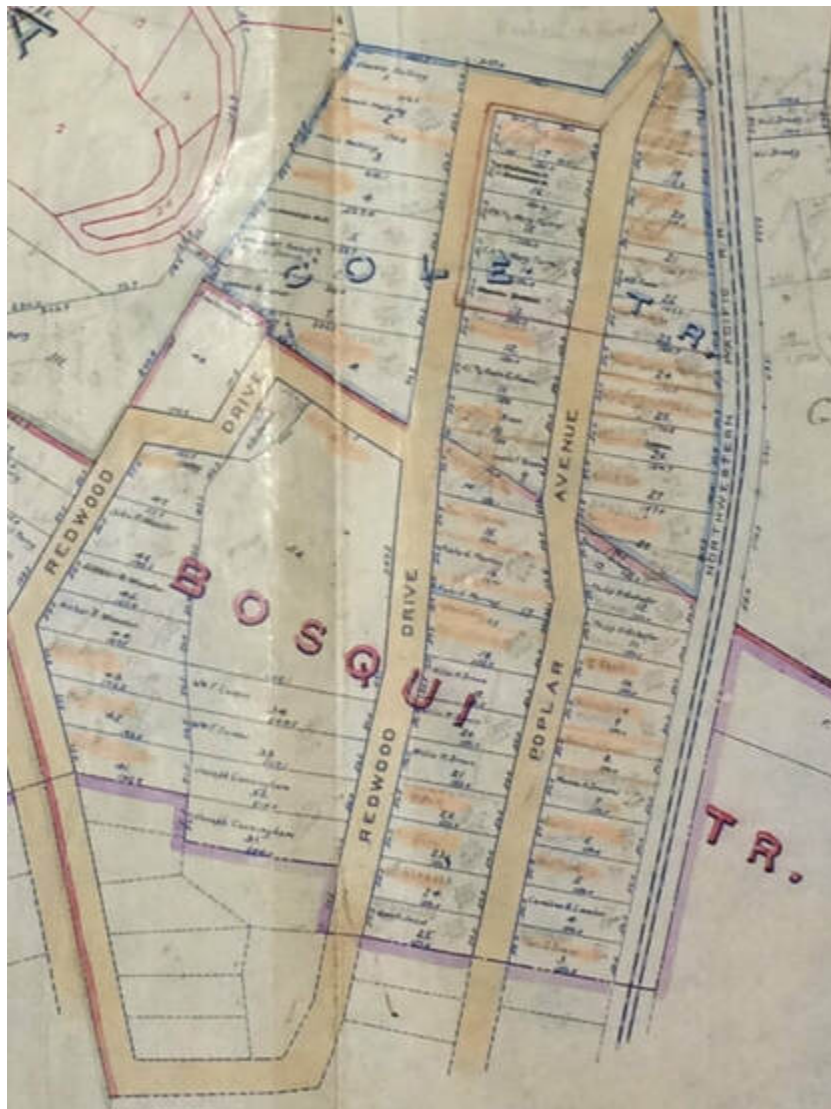
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<sup>13</sup> "Ross, The Countrified City," Marin Journal, Volume 51, Number 1 (March 23, 1911), np. Cited in "A Look Back - Historical Articles of Ross," articles curated by the Moya Library/Ross Historical Society. Accessed at <https://www.townofross.org/community/page/look-back-historical-articles-ross>.

## HISTORIC MAPS

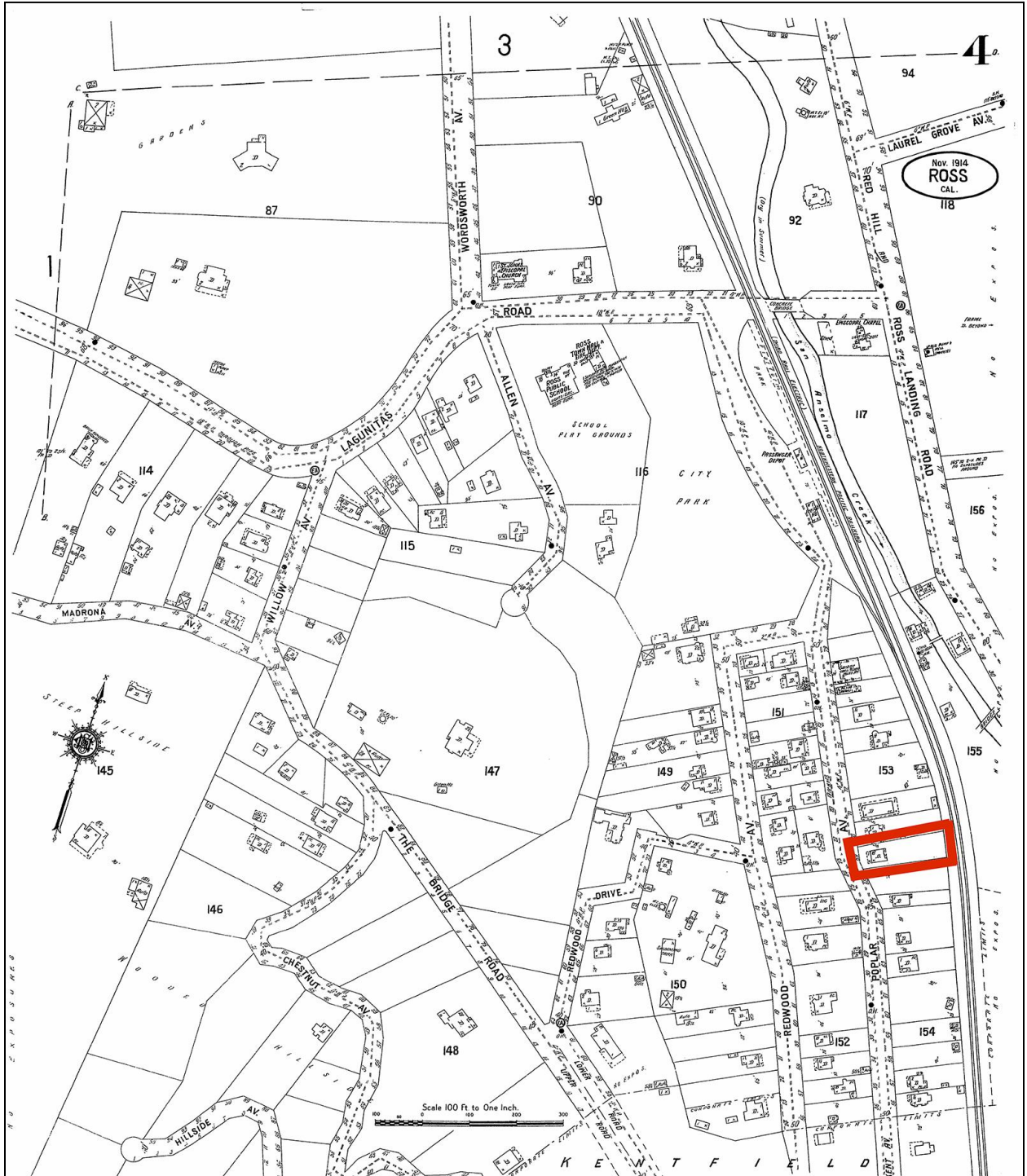


*Bosqui Tract map (1904) with Cole Tract overlay (undated); subject property outlined in red (Source: Anne T. Kent California Room, Marin County Free Library)*



*Tract map showing Bosqui and Cole Tracts (undated)*  
(Source: José Moya del Pino Library - Ross Historical Society)

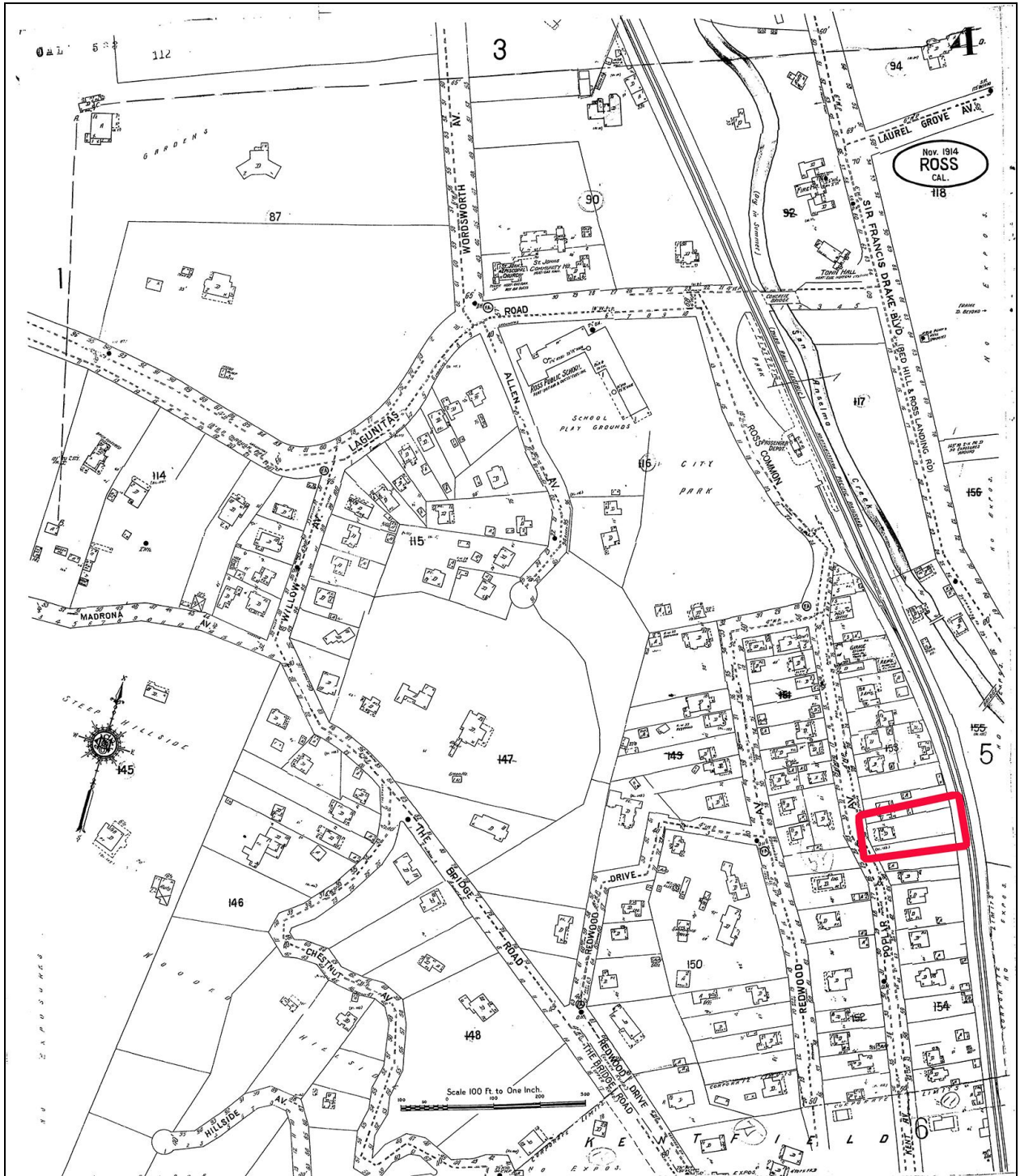
Town of Ross, Summary of Findings, 45 Poplar Avenue



Sanborn Fire Insurance Map, November 1914; subject property outlined in red  
(Source: San Francisco Public Library)



Town of Ross, Summary of Findings, 45 Poplar Avenue



Sanborn Fire Insurance Map, January 1942; subject property outlined in red  
(Source: San Francisco Public Library)



*Detail of historic aerial photograph of Ross, 1968  
(Source: HistoricAerials.com)*





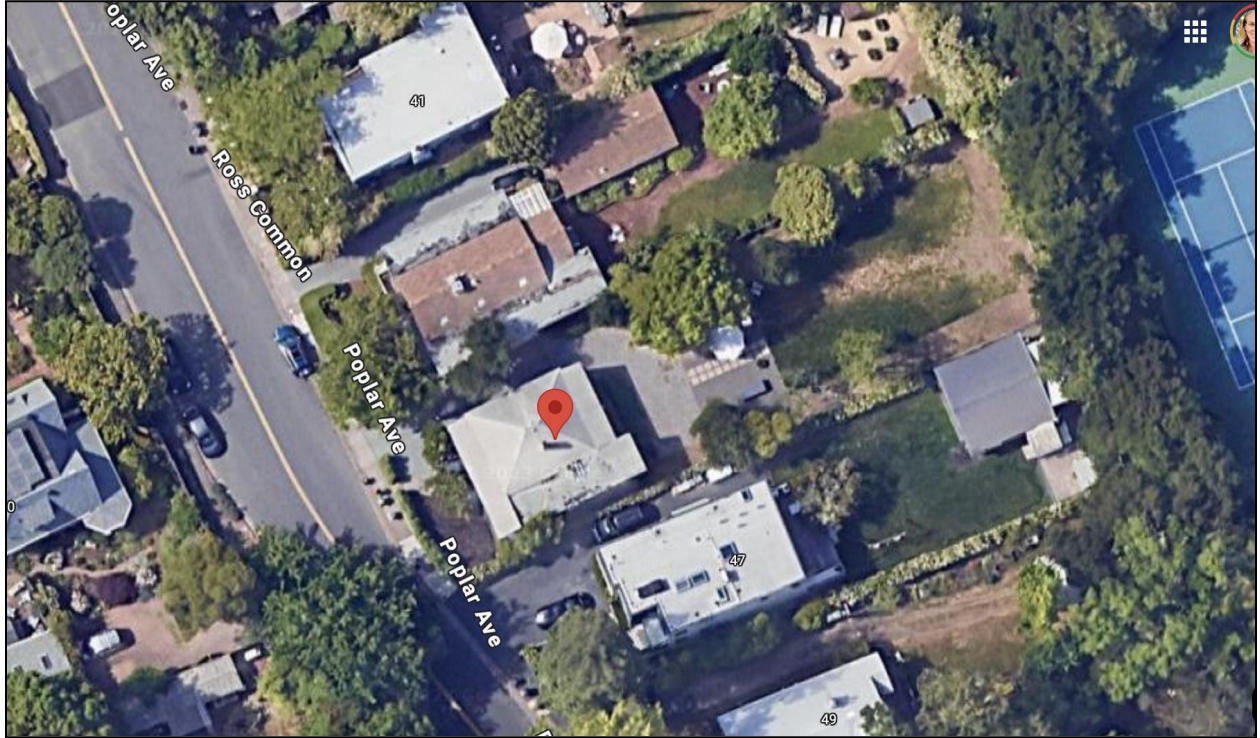
*Detail of historic aerial photograph of Ross, 2002  
(Source: HistoricAerials.com)*



*Detail of historic aerial photograph of Ross, 2005  
(Source: HistoricAerials.com)*



## EXISTING CONDITIONS



*Google aerial photograph of Ross, 2023  
(Source: Google Maps)*



*West facade, 45 Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*





*Primary entrance, west facade, 45 Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*





*Entrance porch, west facade, 45 Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*



*North facade, 45 Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*





*Rear yard looking southeast, 45 Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*





*South facade, 45 Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*



*Streetscape to north of subject property, looking northeast on Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*





*Streetscape to west of subject property, looking northwest on Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*



*Streetscape to south of subject property, looking southeast on Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*





*Streetscape southwest of subject property, looking south on Poplar Avenue, November 2023  
(Source: Watson Heritage Consulting)*

## PERMIT RECORDS

*Building Address File*

*Address: 45 Poplar Avenue*

*APN: 073-273-02*

*Notes:*

**TOWN OF ROSS --- INSPECTION REQUEST**

DATE 2/20/19 REMARKS furnace  
 ADDRESS 45 Poplar  
 NAME Kyle 271-2186  
 DATE RECEIVED \_\_\_\_\_

BUILDING	PLUMBING	ELECTRICAL	HEATING	POOL
Site Grade	Under Floor	Temp. Pole	Under Floor	Site
Footings / Foundation	2nd Floor	U Ground	Ducts	Steel
Piers Slab	Rough	Roof	Vents	Plumbing
Fireplace Roof	Topout	Slab	Air Cond.	Electric
Structural Frame	Gas Piping	Rough	Radiant	Heater
Floor Frame	Water Service	New Service	Final	Gas Piping
Drywall Lath	Chemical Toilet	Final		Pre-gunnite
Scratch Brown	Sewer			Final
Insulation	Final			
Close-In				
Final	Solar			
Approved	Approved	Approved	Approved	Approved
Correction	Correction	Correction	Correction	Correction
FINALED	FINALED	FINALED	FINALED	FINALED

*Handwritten signature and date: Kyle 2/20/19*



**TOWN OF ROSS --- INSPECTION REQUEST**

DATE 2/14/19 REMARKS furnace  
 ADDRESS 45 Poplar  
 NAME ty/e 271-2186  
 DATE RECEIVED \_\_\_\_\_

BUILDING	PLUMBING	ELECTRICAL	HEATING	POOL
Site Grade	Under Floor	Temp. Pole	Under Floor	Site
Footings / Foundation	2nd Floor	U Ground	Ducts	Steel
Piers Slab	Rough	Roof	Vents	Plumbing
Fireplace Roof	Topout	Slab	Air Cond.	Electric
Structural Frame	Gas Piping	Rough	Radiant	Heater
Floor Frame	Water Service	New Service	Final	Gas Piping
Drywall Lath	Chemical Toilet	Final		Pre-gunnite
Scratch Brown	Sewer			Final
Insulation	Final			
Close-In				
Final	Solar			
Approved	Approved	Approved	Approved	Approved
Correction	Correction	Correction	Correction	Correction
FINALED	FINALED	FINALED	FINALED	FINALED

*2/14/19 ER  
 No access, reschedule*

Town of Ross, Summary of Findings, 45 Poplar Avenue

**BUILDING PERMIT APPLICATION**

TOWN OF ROSS P.O. Box 320 Ross, CA 94957 (415) 453-1453 ext. 106

TOWN OF ROSS PERMIT NUMBER P/19-0819

FOR APPLICANT TO FILL IN	APPLICATION FOR PERMITS	INSPECTIONS																																																																																																																																																																																																																																																																																																												
Assessor's parcel No. <u>073-273-02</u> Project address <u>45 Poplar</u> Project description: <u>Furniture + ductwork</u> New construction: <u>Replacement</u> Remodel-Addition _____ Repair _____ Owner <u>Ryle Rousseau</u> Telephone # <u>415-271-186</u> Contractor <u>Element Heating + Air</u> Address <u>6114 La Salle Ave #130</u> <u>Oakland CA 94611</u> Telephone # <u>888-780-4882</u> Please initial appropriate section below: _____ "I certify in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California." <input checked="" type="checkbox"/> I certify as the applicant I am licensed under the provisions of the Contractor's License Law and further that my License No. <u>94737</u> in Classification <u>CE-1</u> is in full force and effect; or <input checked="" type="checkbox"/> I certify I am exempt from the "Licensed Required" provisions of the Contractor's License Law. (State basis of exemption.) I hereby acknowledge I have read this application and state that the above is correct and agree to comply with all Town and State Laws regulating building and improvements. I (We) agree to save, indemnify and keep harmless the Town of Ross against liabilities, judgments, costs and expenses which may in any way accrue against said Town in consequence of the granting of this permit. SIGNATURE OF APPLICANT/CONTRACTOR _____ DATE <u>1-26-19</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">ELECTRICAL PERMIT INSTALLATION</th> <th>NO.</th> <th>EACH</th> <th>FEE</th> </tr> </thead> <tbody> <tr> <td>Light Outlets <input type="checkbox"/></td> <td>Switches <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Circuits <input type="checkbox"/></td> <td>Receptacles <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Range <input type="checkbox"/></td> <td>Cook Top <input type="checkbox"/></td> <td>Oven <input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dryer <input type="checkbox"/></td> <td>Dishwasher <input type="checkbox"/></td> <td>Garb. Disp. <input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>120 Volt Outlet <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Construction Pole</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>New Service-100 amp.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Each additional 100 amp or Portion</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>New Construction per 100 sq. ft.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>120 Volt Motor 1 H.P. or less. Each add'l 1.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Electric Heaters</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Misc. 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# ATTACHMENT 4

## Renovation at 45 Poplar



Tim Hill <t.hill@ggsir.com>

To Alex Lopez-Vega

Cc kdrosseau@gmail.com



Tue 9/19/2023 1:44 PM

Dear Town Council et al.

I have reviewed the Rosseau residence plans and happen to live 2 doors down from them at 49 Poplar Ave. I feel their upcoming renovation will be an excellent addition to our neighborhood with tastefully designed improvements that will not affect me but will contribute to the overall beauty of our street. I hope the process of approval goes quickly and without controversy. It's a winner !!!

Best

Tim Hill

### **Tim Hill**

**REALTOR**

GOLDEN GATE SOTHEBY'S INTERNATIONAL REALTY

415.793.3969

tim.hill@sir.com

189 Sir Francis Drake Blvd.

Greenbrae, CA 94904

Lic.# 01093008

**GOLDENGATESIR.COM**

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**From:** Mindy Whittington <mindy02@gmail.com>  
**Sent:** Wednesday, November 29, 2023 10:50 AM  
**To:** Roberta Feliciano  
**Cc:** Michael Whittington  
**Subject:** Support for the Proposed Project at 45 Poplar Ave

Hi Roberta,

We are neighbors of the Rosseaus at 45 Poplar Ave and we are in full support of their renovation plans. We appreciate how much time and thought they've put into designing plans that will serve the neighborhood well, in addition to their own needs. We welcome the changes.

Please let us know if you have any questions,

Mindy & Michael Whittington  
41 Poplar Ave

--

Mindy Whittington  
(310) 403-6978



# ATTACHMENT 5

**MINUTES**  
Meeting of the  
Ross Advisory Design Review Group  
7:00 PM, Tuesday, September 19, 2023

**Video and audio recording of the meeting is available online at the Town's website at:**  
[townofross.org/meetings](http://townofross.org/meetings).

**1. 7:00 p.m. Commencement**

ADR Group Chair Kruttschnitt called the meeting to order.

Present: Laura Dewar, Mark Fritts, and Joey Buckingham

Assistant Planner Alex Lopez-Vega and Interim Planning & Building Director David Woltering were present representing staff.

**2. Approval of Minutes.**

The ADR Group minutes were not approved.

**3. Open Time for Public Comments**

No comments were provided.

**4. Planning Applications/Projects**

a.

<b>Property Address:</b>	45 Poplar Avenue
<b>A.P.N.:</b>	073-273-02
<b>Applicant:</b>	Geiszler Architects
<b>Property Owner:</b>	Kyle and Kathryn Rosseau
<b>Zoning:</b>	R-1:B-7.5
<b>General Plan:</b>	ML (Medium Low Density)
<b>Flood Zone:</b>	AE (Floodway)

**Project Summary:** The applicant requests approval for Design Review, a Nonconformity Permit, and a Variance. The project includes interior and exterior remodeling at the single-family residence. The project proposes a first-floor addition to be added in the rear and a second-story addition. A Nonconformity Permit is required to enlarge, extend, reconstruct, or structurally alter existing nonconforming structures. A Variance is required for a new accessory structure within the rear yard setback. A Variance is also required to exceed the allowable building coverage.

Mark Fritts

- Screening on the north side of the lot
- Parking- grandfathered non-conforming
- Was not sure about the pervious calculation
- Supports the project

Joey Buckingham

- Supports the project as drawn
- The design fits in our town
- Supports the shed in the setback since there's a public right-of-way (path) behind the home and other homes in the neighborhood have similar sheds in the rear yard

Mark Kruttschnitt

- Agrees with Joey's comments
- Would suggest a new structure instead of attempting to repair the foundation
- Accessory structure is okay in the rear yard due to the loud tennis/pickle ball courts in the back

Laura Dewar

- Project is a great improvement for the property
- Will sit great with the neighborhood
- Little concern about the massing and privacy on the north side of the home
- Great job lowering the floor height to add the second-story
- Great job adding the JADU
- Supports the project

**5. Conceptual Advisory Design Review.**

**Property Address:** 30 Sir Francis Drake Boulevard  
**A.P.N.:** 072-231-23, 072-231-01, 072-231-02, 072-119-01  
**Applicant:** Marin Art and Garden Center/Fairchild Broms Design  
**Property Owner:** Marin Art and Garden Center  
**Zoning:** C-C (Community Cultural)  
**General Plan:** RC (Limited Specialized Recreational/Cultural)  
**Flood Zone:** AE (Special Flood Hazard Area)

**Project Summary:** The application is being evaluated for required permits and approvals which may include, but not be limited to, the following: approvals for Design Review related to proposed fencing over 48" in a setback area near a public right-of-way, site work within 25' of a creek, renovation and expansion of landscaped areas and pathways over 2,500 square feet, alteration to existing structures including demolition, and a Variance related to reducing on-site parking to increase landscaped areas and permeable surfaces.

Joey Buckingham

- Genuinely supports all of the improvements, since the garden is an asset for the community

- Entry kiosk seems a little cold
- Kiosk and buildings be more warm and have more natural materials, not too commercial
- Supports removing parking from the studio
- Deer fence is consistent since the site is a garden

Laura Dewar

- Appreciate all the changes and improvements
- Supports creating more green space and removing the parking in the studio area
- Improving the signage is great
- Adding the kiosk in the entry is great
- Keeping the deer makes sense
- Encourages identification as a special garden center
- Adding more planting to the exterior side of the fence would be a nice touch, to make it more welcoming

Mark Fritts

- Entry gate did not relay something that was there before, from an architectural point would want to see design pull from any building for example the Livermore room
- The site can be confusing to navigate
- Keep re-enforcing how to navigate the site so it can help people discover what's in the Marin Art Garden Center
- Asked if deer is an issue
- For safety protocols, is the Marin Art & Garden Center ensuring safety of the site when it comes to people using electric scooters
- Agrees with the parking to the south is strange
- Restoration of the old buildings should be applauded

Mark Krushnitt

- Agrees with Mark F and Joey's comments about the arch way and pathways
- It's a good project
- Agrees with Laura's comments about making the place more welcoming
- Agrees with that improvements are needed

**6. Information and Discussion.**

**7. New Agenda Items.**

**Adjournment, 8:45 PM.**

**Next scheduled regular meeting date and time: November 14, 2023, at 7:00 PM.**