



**Staff Report**

**Date:** May 12, 2016

**To:** Mayor Hoertkorn and Council Members

**From:** Heidi Scoble, Planning Manager

**Subject:** Manning Demolition Permit, Design Review, Variance, and Nonconformity Permit, 47 Poplar Avenue, File No. 2016-011

**Recommendation**

Town Council approval of Resolution 1948 conditionally approving a Demolition Permit, Design Review, side yard setback Variance and a Nonconformity Permit to allow the remodel of the existing single family residence, and denying a Variance to lot coverage.

**Property Information:**

**Owner:** Mark and Sonya Manning  
**Design Professional:** Sutro Architects  
**Location:** 47 Poplar Avenue  
**A.P. Number:** 073-273-01  
**Zoning:** R-1:B-7.5 (Single Family Residence 7,500 sq. ft. min. lot size)  
**General Plan:** Medium Low Density (3-6 units per acre)  
**Flood Zone:** Zone X (outside of high risk flood area)

<b>PROJECT DATA</b>			
	<b>Zoning Requirements</b>	<b>Existing</b>	<b>Proposed</b>
Lot Area	7,500 square feet	8,974 square feet	No change
Floor Area (FAR)	20%	3,416 sq. ft. (38%)	No change
Lot Coverage	20%	2,227 sq. ft. (24.8%)	2,325 sq. ft. (25.9%)
Impervious Surface	-	5,167 sq. ft. (57.5%)	4,969 sq. ft. (55.4%)
Height	30 Feet	21.643 Feet	24.143 Feet
Front Setback	25 Feet	29 Feet- Residence 140 Feet- Garage	No Change No Change

Right Side Setback	15 Feet	7 Feet- Residence 18 Feet- Garage	No change No Change
Left Side Setback	15 feet	12 Feet- Residence 3 Feet- Garage	9.25 Feet No Change
Rear Setback	40 Feet	95 Feet- Residence 13 Feet- Garage	87 Feet- Residence No Change

**Project Description**

The applicant is proposing an interior and exterior remodel to the existing single family residence. The remodel would include modifications to the exterior wall coverings, windows, exterior doors, and materials (e.g., Clear western red cedar siding finished with a Benjamin Moore Exterior Stain known as “Ashland Slate”, stucco finished with a Benjamin Moore paint known as Revere Pewter, aluminum frames windows with a dark bronze finish, aluminum framed doors within a dark bronze finish). The project would also include the new construction of a rear yard deck and a side yard access stair and landing. Lastly, the project would consist of landscape and hardscape improvements, such as the installation of stucco planters and a decomposed granite driveway to access the existing detached two-car garage. No changes to the garage are proposed as part of the project.

The project would not result in an increase in floor area, as the project is designed to be constructed within the existing footprint of the residence. The project would result in a 98 square foot increase in lot coverage and 198 square foot decrease in impervious surfaces. The project is also designed with a 2.5 foot building height increase to accommodate FEMA base flood elevation requirements. The applicant has indicated that the existing foundation of the residence would be utilized and that a new “crib wall” would be installed to address the base flood elevation flood requirements.

The proposed improvements require the following permits.

- **A Demolition Permit is required pursuant to Ross Municipal Code (RMC) Section 18.50.020** because the project would result in demolition of more than 25% of existing walls and exterior wall coverings of the main residence.
- **Design Review is required pursuant to Ross Municipal Code (RMC) Section 18.41.020** because the proposed improvements would result in demolition of more than 25% of existing walls and exterior wall coverings.
- **A Non-Conformity Permit is required pursuant to Ross Municipal Code (RMC) Section 18.52.030** to allow for the structural alteration to a nonconforming residence relative to floor area and setbacks related to the main residence.
- **A Variance is required pursuant to RMC Chapter 18.48** to allow for 98 square feet of additional lot coverage and to allow a new stair and landing to be constructed within the left side yard setback.

### **Background and Discussion**

The project site is comprised of a portion of lot 28 of the Cole Tract that was recorded with the County of Marin in 1899 and a portion of lot 13 of the Bosqui Tract that was recorded with the County of Marin in 1904. The project site is relatively flat with a 1.5% slope average. Access to the site is via Poplar Avenue. The single family residence was constructed on the site circa 1955. The detached garage was constructed circa 1958. The project site as known as 36 Poplar Avenue and was later changed to 47 Poplar Avenue.

Other than the two Residential Building Reports prepared in 2014 and 2015, the Town has limited history regarding the project site. The Residential Building report identifies the existing residence has nonconforming setbacks and provides Town Council minutes from 1955 and 1958 showing that a side yard setback Variance and a rear yard setback Variance were approved to allow for the construction of the residence and the garage. The Residential Building Report also identifies a second kitchen that was installed on the lower floor and a chicken coop that has been placed within a setback.

### **Advisory Design Group Review**

The project received Advisory Design Review (ADR) review on February 23, 2016 and March 22, 2016. At the February 23, 2016 meeting, the ADR reviewed an application for the demolition of the existing legal nonconforming residence and new construction of a single family residence within the footprint the existing residence. The architectural design was comprised of a modern rectilinear two-story building with a white stucco exterior finish. At the February 23, 2016 meeting, the ADR concluded their review by providing the following recommendation:

1. Consider modifying the design relative to the context of the neighborhood.
2. Consider incorporating more architectural layers to provide relief from the appearance of the building.
3. Consider reducing the height of the building to be more consistent with the existing heights along the street.
4. Incorporate the use of varying design and materials to provide articulation and architectural interest.
5. Provide earth tone colors.
6. Reduce the size of the exterior rear deck.
7. Incorporate landscaping to reduce the appearance of the design.

At the March 22, 2016, the applicant submitted a revised project to address the ADR's comments. Although the mass and scale of the submitted project that was evaluated in the March 22, 2016 ADR Staff Report was similar to the February 23, 2016 project, the applicant also presented a design alternative at the meeting which incorporated wood materials and more varied building wall articulation. The project alternative described at the ADR meeting is the project being represented in this application, with the exception of a four foot stucco wall located along the front property line. The stucco wall was removed from the scope of the project.

At the March 22, 2016 meeting, the ADR unanimously commended the applicant for addressing the aforementioned design concerns. Specifically, the ADR supported the reduced height, the incorporation of the wood siding material, and the added architectural articulation and detailing. The ADR also expressed appreciation regarding the additional information the applicant provided regarding the context of the neighborhood. The ADR supported the side yard stair and landing located within the left side yard setback, as well as the rear deck as proposed. Although the majority of the ADR supported the project subject to a landscape plan and elimination of the 4 foot tall stucco fence along the front property line, two ADR members expressed concern regarding the preference of the architectural style relative to the streetscape. However, the dissenting ADR members also stated that the proposed project was an enhancement beyond what currently exists.

## **Key Issues**

### ***Architectural Design***

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

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

1. New structures and additions should avoid monumental or excessively large size out of character with their setting or with other dwellings in the neighborhood. Buildings should be compatible with others in the neighborhood and not attract attention to themselves. When nonconforming floor area is proposed to be retained with site redevelopment, the Council may consider the volume and mass of the replacement floor area and limit the volume and mass where necessary to meet the intent of these standards.
2. To avoid monotony or an impression of bulk, large expanses of any one material on a single plane should be avoided, and large single-plane retaining walls should be avoided. Vertical and horizontal elements should be used to add architectural variety and to break up building plans. The development of dwellings or dwelling groups should not create excessive mass, bulk or repetition of design features.
3. Buildings should use materials and colors that minimize visual impacts, blend with the existing land forms and vegetative cover, are compatible with structures in the neighborhood and do not attract attention to the structures. Colors and materials should be

compatible with those in the surrounding area. High-quality building materials should be used.

4. Natural materials such as wood and stone are preferred, and manufactured materials such as concrete, stucco or metal should be used in moderation to avoid visual conflicts with the natural setting of the structure.
5. Soft and muted colors in the earthtone and woodtone range are preferred and generally should predominate.
6. Landscaping should include appropriate plantings to soften or screen the appearance of structures as seen from off-site locations and to screen architectural and mechanical elements such as foundations, retaining walls, condensers and transformers.

Consistent with the ADR's direction to support the project, staff concurs that the project meets the purpose of Design Review and suggests the requisite findings to approve the project can be achieved. Specifically, the project would upgrade the appearance of the existing residence as supported unanimously by the ADR. Additionally, the project would incorporate high quality materials as well as the using materials and soft muted colors that would minimize visual impacts. Consistent with the Design criteria and standards, staff is recommending a condition of approval that would require a final landscape plan to be submitted to staff prior to issuance of a building permit. Although the merits of the design without landscaping would meet the purpose and requisite findings related to Design Review, as detailed on the project plans and renderings, the mature landscaping shown on the plans provides an additional enhancement to the design and aesthetics of the building. Therefore, staff is recommending a condition of approval that would require that prior to issuance of a building permit a final landscape plan be prepared by a licensed landscape architect. The final landscape plan would show plant sizes that reflect the sizes depicted on the project renderings.

#### ***Lot Coverage and Side Yard Setback Variance***

The project is designed to include the demolition of existing structures that count towards lot coverage and reallocate the lot coverage area to accommodate a new stair and landing within the left side yard setback as well as the new construction of a rear yard deck. In total, the applicant is requesting a Variance to add 98 square feet of new lot coverage and to construct a new stairway and landing to be located within the left side yard setback.

In order to support the Variances to exacerbate the already nonconforming lot coverage and side yard setback, the Town Council needs to determine whether the requisite Variance findings can be achieved. The Variance finding that is most often difficult to support is whether there are "special circumstances applicable to the property, including size, topography, location or surroundings" that the strict application of the regulations deprives the property of privileges enjoyed by others in the neighborhood and under the same zoning classification. With the exception of the project site being located in a flood zone that requires a raised

building to address base flood elevations as required by FEMA, staff finds it difficult to support the special circumstance finding as follows:

1. The project site exceeds the minimum lot area requirements for the R1-B-7.5 zoning district (the 20% floor area ratio is based on a minimum lot area of 7,500 square feet, whereas the project site has approximately 8,900 square feet of land area);
2. The project site currently exceeds the 20% maximum lot coverage. The project site has 2,227 square feet of lot coverage, or 24.8%, whereas a maximum lot coverage of 1,794 would be permitted under the current zoning regulations.
3. The project site is flat and has no topographical constraints other than being located within a flood plain;
4. The project site is not irregularly shaped; and
5. The project has the ability to be redesigned within the current legal nonconforming lot coverage that currently exists on the project site. The redesign could include the demolition of existing structures, such as the garden shed that is attached to the garage, or other such existing project features that are defined as lot coverage.

Although the applicant provides justification to support the Variance due to FEMA and egress building code requirements and although aesthetically and functionally the stairway/landing and rear yard deck are desirable, the project has the ability to be redesigned so that the resultant lot coverage does not exceed the existing 2,227 square feet of lot coverage that has been permitted on the site. For example, the applicant could demolish the exiting garden shed that is attached to the garage, as well as other site features that meet the definition of lot coverage. As such, staff is recommending approval of the project provided that the resultant lot coverage of the project does not exceed the existing lot coverage of the site.

#### **Public Comment**

Public Notices were mailed to property owners within 300 feet of the project site. Apart from receiving two Neighbor Acknowledgement Forms, staff has not received comments as of the distribution of this report.

#### **Fiscal, resource and timeline impacts**

If approved, the project would be subject to one-time fees for a building permit, and associated impact fees, which are based the reasonable expected cost of providing the associated services and facilities related to the development. 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 operating or funding impacts associated with the project as the project applicant would be required to pay the necessary fees for Town staff's review of future building permit plan check and inspection fees.

#### **Alternative actions**

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

**Environmental review (if applicable)**

The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guideline Section 15301 –*additions to existing structures*, because it involves an addition to an existing single family residence, including a detached accessory structure with no potential for impacts as proposed. No exception set forth in Section 15301.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources.

**Attachments**

1. Resolution 1948
2. Project History
3. Applicant project information
4. Project plans
5. Neighborhood Acknowledgement Forms

# ATTACHMENT 1



**TOWN OF ROSS**

**RESOLUTION NO. 1948**

**A RESOLUTION OF THE TOWN OF ROSS APPROVING A DEMOLITION PERMIT, DESIGN REVIEW, SIDE YARD SETBACK VARIANCE, AND A NONCONFORMITY PERMIT TO ALLOW THE REMODEL OF AN EXISTING SINGLE FAMILY RESIDENCE AND DENYING A VARIANCE TO LOT COVERAGE AT 47 POPLAR AVENUE, APN 073-273-01**

**WHEREAS**, property owners Mark and Sonya Manning, have submitted an application for a Demolition Permit, Design Review, Variance and a Nonconformity Permit to allow the remodel of the existing single family residence at 47 Poplar Avenue (the “project”). The remodel would include modifications to the exterior wall coverings, windows, exterior doors, and materials (e.g., Clear western red cedar siding finished with a Benjamin Moore Exterior Stain known as “Ashland Slate”, stucco finished with a Benjamin Moore paint known as Revere Pewter, aluminum frames windows with a dark bronze finish, aluminum framed doors within a dark bronze finish). The project would also include the new construction of a rear yard deck and a side yard access stair and landing. Lastly, the project would consist of landscape and hardscape improvements, such as the installation of stucco planters and a decomposed granite driveway to access the existing garage. No changes to the existing detached two car garage are proposed as part of the project; and

**WHEREAS**, the project was determined to be categorically exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guideline Section 15301 –*additions to existing structures*, because it involves an addition to an existing single family residence no potential for impacts as proposed. No exception set forth in Section 15301.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources; and

**WHEREAS**, on May 12, 2016, the Town Council held a duly noticed public hearing to consider the proposed project; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit “A” approving a Demolition Permit, Design Review, Side Yard Setback Variance, and a Nonconformity Permit for the project described herein, subject to the Conditions of Approval attached as Exhibit “C”, and makes the finding set forth in Exhibit “B” to deny a Variance to lot coverage located at 47 Poplar Avenue.

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 12<sup>th</sup> day of May 2016, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Kathleen Hoertkorn, Mayor

**ATTEST:**

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Linda Lopez, Town Clerk

**EXHIBIT "A"**  
**FINDINGS TO APPROVE**  
**47 POPLAR AVENUE**  
**APN 073-273-01**

**A. Findings**

**I. Demolition Permit (RMC § 18.50.060) - Approval of a Demolition Permit for removal of existing single family residence is based on the findings outlined in Ross Municipal Code Section 18.50.060 as described below:**

**a) The demolition would 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 Demolition Permit is required to allow the demolition of more than 25% of the existing residence, in addition to allowing the remodel to the existing single family residence, which includes the installation of new windows, doors, and the removal of the existing chimney. The demolition related to the project would not negatively affect the aesthetic value of the existing residence as the entire scope of the project would result in a remodel of an existing residence that would maintain a similar mass, bulk, and scale as the existing residence.

**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.**

The project would retain the same design character, mass and bulk, and materials of the existing residence, therefore preserving the small town quality and feeling of the town.

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

With the exception of the existing legal nonconforming floor area, lot coverage, right side yard setback and rear yard setback, the project is consistent with the Ross general plan's residential land use designation and the R-1:B-7.5 zoning district general development standards.

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

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

**II. In accordance with Ross Municipal Code Section 18.41.070, Design Review is approved based on the following findings:**

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

The project would meet the purpose of the Design Review chapter through its high quality design and materials. The project is designed with a similar architectural style and materials of the existing residence. The project would not impact the “small town” character of the Town because the project is designed to maintain the overall mass, bulk, and style of the existing residence and garage. As conditioned, the project would also minimize visibility with landscaping to soften the appearance of the residence. Additionally, the project would not impact any unique environmental resources due to the location of the project site relative to any sensitive wildlife habitat, species, and/or creeks. Lastly, the project would be required to address drainage and stormwater prior to issuance of any building permit to allow for the construction of the project.

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

As summarized in the staff report dated May 12, 2016, the project would be consistent with the design review criteria and standards relative to architectural design, materials, colors, and landscaping. Lastly, the project would address health and safety through the issuance of a building permit to ensure compliance with the building, public works, and fire code regulations.

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

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

**III. Non-conformity Permit (RMC § 18.52.040) – Approval of a non-conformity Permit to allow reconstruction of the existing residence in its existing nonconforming location is based on the following 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 project site is comprised of a portion of lot 28 of the Cole Tract that was recorded with the County of Marin in 1899 and a portion of lot 13 of the Bosqui Tract that was recorded with the County of Marin in 1904. A single family residence was constructed on the site circa 1955. The detached garage was constructed circa 1958. Variances to approve the nonconforming side yard setbacks and rear yard setback were approved by the Town Council in 1955 and 1958 respectively. The project has not been substantially altered since its original construction.

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

These findings have been made under the demolition findings above.

- c) The project substantially conforms to relevant design review criteria and standards in Section 18.41.100.**

See Design Review Findings above.

- 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 project would not result in any increase to the existing floor area.

- 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 would allow for an overall improvement to the building exterior and improvement to the functionality of the building interior. The project would also be required to comply with the Town's Building Code and Fire Code requirements, therefore ensuring the health, safety, and general welfare of the residence residing or working in the neighborhood.

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

The project site is designed to comply with the base flood elevation requirements of FEMA.

- 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.**

The project has been reviewed by the Ross Valley Fire Department (RVFD). The RVFD has provided stated that the project can be approved subject to the installation of fire sprinklers, smoke detectors, and carbon monoxide detectors.

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

Indemnification requirements have been included as conditions of approval

- i) The site has adequate parking.**

The project would provide the required two on-site parking spaces, of which at least one parking space would be covered consistent with the R1-B7-5 zoning regulations.

**IV. In accordance with Ross Municipal Code Section 18.48.020, a Variance is approved based on the following findings:**

- 1. That there are special circumstances or conditions applicable to the land, building or use referred to in the application;**

Pursuant to Section 18.48.010(1), Variances shall only be granted because of a special circumstance to the property, such as size, shape, topography, location or surroundings. The project would reduce the existing 12 foot nonconforming setback to a 9.25 foot setback, where a 15 foot setback is required by the R1-B7.5 zoning regulations. Because of the substandard side yard setbacks, any modification to the building which would expand the footprint of the residence would exacerbate the side yard setback nonconformity. A Variance to the left side yard setback can be supported due to the existing development conditions of the site relative to the existing substandard left side yard setback and the fact that a prior Town Council authorized a past Variance in 1955 to allow for the substandard setbacks. Additionally, the project encroachment would be the minimum amount necessary to provide a new stairway/landing to access to the FEMA required raised first floor of the residence.

- 2. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights;**

The granting of the side yard Variance would be consistent with other Variances that have been granted for similar projects in similar zoning districts within the Town. The project would also allow the property owner to preserve the existing development right to allow the remodel of the existing residence while working within the Town Council approved building footprint.

- 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.**

The project would not adversely affect health and safety of nearby residents as the project would be constructed in compliance with the building code and fire codes. Additionally, the project encroachment would not negatively impact any adjacent properties, would still allow adequate vehicular circulation and access to the detached two car garage, and would be the minimum encroachment necessary to therefore the project is consistent with this finding.

**EXHIBIT "B"**  
**FINDINGS TO DENY**  
**47 POPLAR AVENUE**  
**APN 073-273-01**

**I. In accordance with Ross Municipal Code Section 18.48.020, a Variance is denied based on the following findings:**

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

Pursuant to Section 18.48.010(1), Variances shall only be granted because of a special circumstance to the property, such as size, shape, topography, location or surroundings. A Variance to lot coverage cannot be supported as there is an opportunity to design the project to comply with the existing legal nonconforming lot coverage. The zoning regulations permit a 20% maximum lot coverage of 1,795 square feet based on the size of the lot. The project site was legally permitted to have 2,227 square feet, or 24.8% because the project site was developed before the 20% maximum lot coverage regulations. As the project is comprised of the demolition of existing site features, there is an opportunity to redesign the project so that the project would be able to maintain the existing lot coverage of 2,227 square feet, therefore this finding cannot be supported.

**EXHIBIT "C"**  
**Conditions of Approval**  
**47 POPLAR AVENUE**  
**APN 073-273-01**

1. This approval authorizes a Demolition Permit, Design Review, Side Yard Setback Variance and a Nonconformity Permit to allow the remodel of the existing single family residence at 47 Poplar Avenue (the "project"). The remodel is approved to include modifications to the exterior wall coverings, windows, exterior doors, and materials (e.g., Clear western red cedar siding finished with a Benjamin Moore Exterior Stain known as "Ashland Slate", stucco finished with a Benjamin Moore paint known as Revere Pewter, aluminum frames windows with a dark bronze finish, aluminum framed doors within a dark bronze finish). The project is also approved to include the new construction of a rear yard deck and a side yard access stair and landing. Lastly, the project is approved to consist of landscape and hardscape improvements, such as the installation of stucco planters and a decomposed granite driveway to access the existing garage. No changes to the existing detached two car garage are proposed as part of the project. The new side yard stair/landing and rear yard deck may be constructed provided that the cumulative project does not exceed 2,227 square feet.
2. The building permit shall substantially conform to the plans entitled, "Manning Residence" consisting of 15 sheets prepared by Sutro Architects, date stamped received April 28, 2016 provided the maximum lot coverage does not exceed 2,227 square feet.
3. Prior to issuance of a building permit, the following conditions of approval shall be reproduced on the cover sheet of the plans submitted for a building permit. The property owner shall certify on the building permit plans that they have read and agree to the following conditions.
4. Prior to issuance of a building permit, a final landscape plan, prepared by a licensed architect, shall be reviewed and approved by the Planning Manager. The final landscape plan would show plant sizes that reflect the proposed project renderings.
5. 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.
6. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design



during construction may delay the completion of the project and will not extend the permitted construction period.

7. Prior to Building Permit Issuance, the applicant shall submit proposed exterior lighting fixtures if any new lighting will be installed as a result of the project. All lighting shall be shielded (no bare bulb light fixtures or down lights that may be visible from down-slope sites). Exterior lighting of landscaping by any means shall not be permitted if it creates glare, hazard or annoyance for adjacent property owners. Lighting expressly designed to light exterior walls or fences that is visible from adjacent properties or public right-of-ways is prohibited. No up lighting is permitted. Interior and exterior lighting fixtures shall be selected to enable maximum "cut-off" appropriate for the light source so as to strictly control the direction and pattern of light and eliminate spill light to neighboring properties or a glowing night time character.
8. The project shall comply with the Fire Code and all requirements of the Ross Valley Fire Department (RVFD).
9. 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 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 (ie 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, who may consult with the town hydrologist at the applicants' expense (a deposit may be required). The plan shall be designed, at a minimum, to produce no net increase in peak runoff from the site compared to pre-project conditions (no net increase standard). As far as practically feasible, the plan shall be designed to produce a net decrease in peak runoff from the site compared to pre-project conditions. Applicants are encouraged to submit a drainage plan designed to produce peak runoff from the site that is the same or less than estimated natural, predevelopment conditions which existed at the site prior to installation of impermeable surfaces and other landscape changes (natural predevelopment rate standard). Construction of the drainage system shall be supervised, inspected and accepted by a professional engineer and certified as-built drawings of the constructed facilities and a letter of certification shall be provided to the Town building department prior to project final.
- 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.
- 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 Final construction management plan shall be submitted in time to be incorporated into the job.
- k. 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.
- l. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.
- m. 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.
- n. Inspections shall not be provided unless the Town-approved building permit plans are available on site.
- o. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).
- p. 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.
- q. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all

times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.

- r. 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.
- s. 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.
- t. 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.
- u. 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.
- v. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
- w. 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.
- x. The applicant shall submit an erosion control plan with the building permit application for review by the building official/director of public works. The plan shall include a signed statement by the soils engineer that erosion control is in accordance with Marin County Stormwater Pollution Prevention Program (MCSTOPPP) standards. The erosion control plan shall demonstrate protection of disturbed soil from rain and surface runoff and demonstrate sediments controls as a "back-up" system. (Temporary seeding and mulching or straw matting are effective controls).
- y. 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.

10. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

# ATTACHMENT 2



## Town of Ross

### Building Department

Post Office Box 320, Ross, CA 94957

Telephone (415) 453-1453 ext. 106 Fax (415) 460-9761

www.townofross.org

## Report No. 1976-15

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### REPORT OF RESIDENTIAL BUILDING RECORD

#### Ross Municipal Code Chapter 15.32

*Report valid for six months from the date of inspection*

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**Assessor's Parcel Number:** 073-273-01  
**Street Address:** 47 Poplar Avenue  
**Present Owner:** Idella Massara Tr.  
**Realtor:** Marin Realty Group, Joan Parr  
**Telephone:** 415-518-5186  
**Report sent to:** call for pick up  
**Inspection date:** 7-8-15, 9-11 am  
**Expiration date:** 01-08-16

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The Town recommends that sellers provide this report to anyone interested in purchasing the property. This report shall be delivered by the owner to the buyer or transferee of the property prior to the consummation of the sale or exchange. The buyer or transferee shall complete and return the receipt back to the Town (R.M.C. §15.32.050).

**Contact the appropriate department for re-inspection after any mandatory corrections are made:**

Planning Department (415) 453-1453, Extension 121

Building Department (415) 453-1453, Extension 170

Public Works Department (415) 453-1453, Option 4

Ross Valley Fire Department (415)258-4686

If corrections are required, any corrections must be made in the time periods specified in this report. **Except in the case of emergency, no permits will be issued until all mandatory corrections are made.** Permits may be required for corrections. If the current or future property owner(s) fail to make any corrections required in this report, additional enforcement options may be used to gain compliance. These options include, but are not limited to, administrative fines, civil penalties, nuisance abatement, criminal prosecution or civil litigation. If corrections are not made, no future permits will be issued (except in the case of emergency) until all listed corrections have been completed. The Town makes no recommendation as to whom, seller or buyer, makes the required corrections.

*The preparation and delivery of this report shall not impose any liability upon the Town for any errors or omissions contained in the report, nor shall the town bear any liability not otherwise imposed by law (R.M.C. §15.32.090). No statement contained in this report shall authorize the use or occupancy of any building contrary to the provisions of any law or ordinance. This report does not constitute a full disclosure of all material facts affecting the property or the desirability of its sale. The scope of the report and inspection is necessarily limited and code deficiencies may exist which are not identified during the inspection.*

**ADDRESS: 47 Poplar, APN 073-273-01**

**Zoning Information, Ross Municipal Code Title 18**

Any available Town Council minute history for the site is attached. Planning files are available for review at the Planning Department.

*There are a number of issues that may arise during a discretionary planning review process that the Town will not identify in this report. For example, a structure may be considered "historic", or a site may contain sensitive archaeological resources, protected wildlife or habitat, or be considered a hillside lot subject to more restrictive development regulations. The Town does not independently verify the accuracy of any lot size, lot coverage, setback or floor area information that may be provided with this report.*

*All non-permitted structures cannot be included in existing floor area ratio unless the property owner can demonstrate they were built legally or prior to Town permit requirements.*

<b>Zoning District:</b>	R-1:B-7.5
<b>Existing Use(s):</b>	Single Family Residential
<b>On Site Parking Required:</b>	2 spaces (1 covered)
<b>Existing on site parking:</b>	<u>2+</u> uncovered <u>3</u> covered
	<input type="checkbox"/>
<b>Accessory Structures/Use:</b>	Detached garage and 2 chicken coops with enclosures, garden shed attached to garage
<b>Nonconformities noted:</b>	FAR may be nonconforming; unknown if chicken coops are nonconforming
<b>Comments on present use:</b>	single family residence with attached 1-car garage and detached 2-garage within 2 feet of side yard setback. Lower floor contains a second kitchen.

**Informational Items:** Detached garage is located within 2 feet of side yard through approval of variance by Town Council. Owner will need to demonstrate that second kitchen on lower floor was installed with permits. There is a large unfinished area adjacent to and open to the attached garage. Although this area is unfinished, it exceeds a height of 7 feet and currently contributes toward floor area. Chicken coops must comply with setback requirements established under RMC 8.16.090 (50 feet minimum from any residence other than the residence of the owner of the poultry, or within fifty feet of any street, highway, road, lane or other public place. Substantial Improvements proposed on this property will need to comply with flood hazard prevention standards outlined under RMC Chapter 15.36.

**Notice of Town Code Violations - Corrections Required by Planning Department:**

None known



**Flood Hazard Information, Ross Municipal Code Chapter 15.36**

The Town of Ross regulates construction and development in the floodplain to ensure that buildings will be protected from flood damage. Any development in flood hazard areas or the floodway will have to follow the Town Flood Damage Prevention regulations (R.M.C. Chapter 15.36). Flood insurance from the National Flood Insurance Program (NFIP) is available for any property in the Town of Ross. More information on flood insurance is attached. The Town of Ross has copies of elevation certificates for some properties in the floodplain. Questions regarding this report and the Town's floodplain management program are welcome by calling (415) 453-1453 ext. 121.

The property located at **47 Poplar Avenue** has been located on the Town's Flood Insurance Rate Map (FIRM). The following information is provided:

Community ID or NFIP number: **060179**

The property is located on panel number: **0458**, Suffix: **E**

The date of the FIRM index: **March 17, 2014**

The property is located in FIRM zone: **AE**

Is the property located in a Floodway?  NO  YES

Is the property located in a dam inundation area?  NO  YES

The main building on the property:

**IS located in a Special Flood Hazard Area.** The base flood elevation at the property  is \_\_\_\_\_ NAVD  has not been determined. Federal law requires that a flood zone determination be done as a condition of a federally backed grant or loan to determine if the structure is in an SFHA and if so, to require flood insurance. This letter is not to be considered a flood zone determination. It is up to the lender to determine whether flood insurance is required for a property.

**IS NOT located in a Special Flood Hazard Area.** However, the property may still be subject to local drainage problems or other unmapped flood hazard. Flood insurance from the National Flood Insurance Program (NFIP) is available at non-floodplain rates. A flood insurance policy can still be required by a lender.

A decision about the building's exact location cannot be made on the FIRM. A copy of the FIRM is attached for your information.

NOTE: This information is based on the Flood Insurance Rate Map for the Town. This letter does not imply that the referenced property will or will not be free from flooding or damage. A property not in a Special Flood Hazard Area may be damaged by a flood greater than that predicted on the FIRM or from a local drainage problem not shown on the map.

Flood insurance from the NFIP is available for any property in this Town. The Town maintains copies of FEMA Elevation Certificates. Questions about this document or about the Town's floodplain management program are welcome at this office by calling (415) 453-1453 or emailing [agjudice@townofross.org](mailto:agjudice@townofross.org). To find a local insurance agent that writes flood insurance in your area visit [www.floodsmart.gov](http://www.floodsmart.gov).

Attachments (if available or applicable):

- About the Mandatory Purchase of Flood Insurance
- Elevation Certificate(s) for property

- Historic Flood Information
- Floodway Information



### **About the Mandatory Purchase of Flood Insurance**

**The NFIP:** The National Flood Insurance Program (NFIP) is a federal program enabling property owners in participating communities to purchase flood insurance on eligible buildings and contents, whether they are in or out of a floodplain. This community participates in the NFIP, making federally backed flood insurance available to its property owners.

The NFIP insures most walled and roofed buildings that are principally above ground on a permanent foundation, including mobile homes, and buildings in the course of construction. Property owners can purchase building and contents coverage from any local property and casualty insurance agent. To find a local insurance agent that writes flood insurance in your area visit [www.floodsmart.gov](http://www.floodsmart.gov).

**Mandatory Purchase Requirement:** Pursuant to the Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994, the purchase of flood insurance is mandatory for all federal or federally related financial assistance for the acquisition and/or construction of buildings in Special Flood Hazard Areas (SFHAs). An SFHA is defined as any A (including AE) or V flood zone on a Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM).

The mandatory purchase requirement also applies to secured loans from such financial institutions as commercial lenders, savings and loan associations, savings banks, and credit unions that are regulated, supervised, or insured by federal agencies, such as the Federal Reserve, the Federal Deposit Insurance Corporation, the Comptroller of Currency, the Farm Credit Administration, the Office of Thrift Supervision, and the National Credit Union Administration. It further applies to all loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

Federal financial assistance programs affected by the laws include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration, and FEMA disaster assistance.

**How it Works:** When making, increasing, renewing, or extending any type of federally backed loan, lenders are required to conduct a flood zone determination using the most current FEMA FIRM to determine if any part of the building is located in an SFHA. If the building is in an SFHA, the federal agency or lender is required by law to provide written notification to the borrower that flood insurance is mandatory as a condition of the loan. Even though a portion of real property on which a building is located may lie within an SFHA, the purchase and notification requirements do not apply unless the building itself, or some part of the building, is in the SFHA. However, lenders, on their own initiative, may require the purchase of flood insurance even if a building is located outside an SFHA. Up to 25% of all NFIP flood losses arise from outside SFHAs (B, C, and X Zones).

Under federal regulations, the required coverage must equal the amount of the loan (excluding appraised value of the land) or the maximum amount of insurance available from the NFIP, whichever is less. The maximum amount of coverage available for a single-family residence is \$250,000 and for non-residential (commercial) buildings is \$500,000. Federal agencies and regulators, including government-sponsored enterprises, such as Freddie Mac and Fannie Mae, may have stricter requirements.

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**Building Department Inspection Information**

See building department file for construction, electrical, plumbing, mechanical permits issued for the site.

- The following building, mechanical, plumbing or electrical permits have been issued for work not yet completed on the premises:

The following corrections must be made within six (6) months of the date of this report. Please contact the Building Department at (415) 453-1453 ext. 170 to schedule a re-inspection. There is no fee for re-inspection.

Correction Required  
Permit Required  
Informational

**Electrical**

- |                                     |                                     |                          |     |   |
|-------------------------------------|-------------------------------------|--------------------------|-----|---|
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 1.  | All Edison based fuses must be fitted with type "S" fuses. Maximum 15 Amp for size 14 wire and 20 Amp for size 12 wire. |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 2.  | All exposed Romex wiring must be protected from physical contact below eight feet in height in                          |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3.  | All electrical outlet and junction boxes and switches to be covered in garage and in basement.                          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 4.  | All splices must be within junction boxes in  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 5.  | All thee prong outlets that are not grounded to be grounded or original two prong installed in                          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 6.  | Ground outlets in   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 7.  | Install exterior main disconnect switch for electric service  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8.  | Install Ground-Fault Circuit Interrupter (GFCI) outlets in bathrooms, kitchen and garage.                               |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9.  | Label all panels and breakers.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | 10. | Pool/Spa equipment to be grounded.  |

**Furnace**

- |                          |                          |                          |     |   |
|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. | Gas supply pipe to be stainless steel, flexible connector |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. | Provide a disconnect switch                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. | Repair bad joints or loose connection in flue pipe        |

**General**

- |                                     |                          |                          |     |  |
|-------------------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 14. | All stairways, interior and exterior, with more than three risers shall be provided with handrail at |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. | Chimney to be swept  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | 16. | Door from garage to dwelling must be solid core and self-closing                                     |

Correction Required  
 Permit Required  
 Informational

- 17. Guardrails shall be at least 42 inches high with openings sized so that 4" diameter sphere cannot pass through at
- 18. Install carbon monoxide (CO) device(s) in a manner consistent with building standards applicable to new construction
- 19. Install smoke alarms:  in each sleeping room  outside each separate sleeping area in the immediate vicinity of the bedrooms  on each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics
- 20. Post minimum 4 inch address numbers, contrasting color to background, plainly visible from street or road fronting property for each unit
- 21. Provide safety barriers to code in pool area
- 22. Provide sparks arrester at top of chimney(s), screening to be half-inch maximum square openings
- 23. Repair holes in Gypsum board and tape in
- 24. Repair and fill in joints in firebricks in fireplace
- 25. The required firewall of five eighth gypsum board type x fire taped must be installed on
- 26. Dishwasher, air gap on drain system required

**Water Heater**

- 27. Flue to be brought up to code
- 28. Gas supply pipe to be stainless steel flexible connector
- 29. Overflow pipe from pressure relief valve to be metallic same size as valve to extend to the outside or within six inches of the floor
- 30. Provide a pressure relief valve to the hot side of the water heater piping or to the appropriate manufacturer's connection
- 31. Strap to resist earthquake motion


**Unpermitted or Non-compliant Items**

- 32. Hose bids air preventer.

**33. – 40. Additional Requirements and Corrections and Additional Informational Items**

- 33. Verify that the lower basement kitchen and bathroom are legal.
- 34. Protect all old knob and tub wiring.

  
 Contract Building Inspector

  
 Date

ADDRESS: #47 Poplar Ave 11/4/2014

**Section D. Public Works Department Residential Building Report Information**

Does the property front on a Town maintained roadway?  Yes  No  Unknown

Corrections required for violations of Town Code must be made within sixty (60) days of the date of this report. Please contact Robert Maccario, Superintendent of Public Works, (415) 453-1453 ext. 163 to schedule a re-inspection.

Correction Required	Permit Required	Informational		Corrected (staff initials/date)
			<b>Urban Runoff Pollution Prevention R.M.C. Chapter 12.28 and Stormwater Management R.M.C. Chapter 15.54</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Pool equipment flushing system shall not be directly connected to storm drain system or waterway.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Runoff from pool hardscape shall not flow directly to storm drain system or waterway.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Roof runoff and/or area drains directly connected to the Town storm drain system. Does not comply with current Town code.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Video inspection of on-site culverts required. Contact public works for details and requirements.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The existing drainage system shall be cleaned, repaired or replaced as necessary.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Vegetation obstructing creek flow.	
			<b>Sidewalk, Etc., Repair and Construction R.M.C. Chapter 12.20</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. All cracked, broken or uplifted sidewalk fronting the property shall be repaired.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. All cracked, broken or uplifted sidewalk fronting the property shall be replaced. A -foot wide sidewalk shall be required.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Curb and gutter shall be repaired/replaced.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Sidewalk is not ADA compliant.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Collapsed, broken or damaged driveway culvert or driveway in a state of disrepair which causes a traffic hazard to exist or impedes the proper flow of roadside drainage. Culvert and/or driveway shall be repaired/replaced.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Driveway culvert impedes the proper flow of roadside drainage because of its size, shape or elevation and shall be replaced.	
			<b>Weeds, Trees and Vegetation R.M.C. Chapter 12.12</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Trim trees, hedges, plants, shrubs or vegetation, obstructing or impairing the free full public use of the sidewalk area or street.	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Remove Dutch Elm Disease infected trees. A tree removal permit required.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Remove Sudden Oak Death infected trees. A tree removal permit is required.	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Trim branches of trees and vegetation that extend lower than seven feet above the surface of the sidewalk area or lower than thirteen feet six inches above the street used for vehicular traffic, whether planted in the sidewalk area or upon private property.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Flowers, shrubs and other growth (except trees) in the sidewalk area exceed height limit under.	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Maintain the right-of-way from the property line to the edge of the pavement.	
			<b>Encroachments</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. A Revocable Encroachment Permit is required from the Public Works Department for all work within the right-of-way.	

**Additional Requirements and Corrections:**

**Noted encroachments in accepted right-of-way:**

- Unknown
- Landscaping
- Fence or wall
- Driveway
- Other:

**Public Works Informational Items**

- Property owner required to maintain the section of right-of-way from the property line to the edge of the road pavement. Maintenance shall include removal of leaves and weeds. All landscaping shall be approved by the director of public works. Maintenance of all landscaping shall be the responsibility of the property owners. (R.M.C. §12.12.015)
- Any person owning real property in the town shall repair any defective sidewalk, curb, park or parking strip lying in front of or along the side of his property. (R.M.C. §12.20.010)
- Owner of property shall, at all times, keep all creeks, channels or watercourses or portions thereof which flow upon, over, or across, the property free and clear of obstructions. (R.M.C. §13.16.010-13.16.020)
- Other:

Robert Maccario  
 Robert Maccario  
 Superintendent of Public Works

11/4/2014  
 Date



# Ross Valley Fire Department

777 San Anselmo Avenue, San Anselmo, CA 94960

Property Address: 47 Poplar, Ross

Date of Inspection: 7-8-15

Mark Mills  
FIRE CHIEF

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

Fee paid: Int.: 0 Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Occupancy Number: R5619

Email address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### RESALE INSPECTION FORM

Each seller must disclose that the property is required to meet the flammable vegetation clearance requirements of PRC 4291 and Ca Gov Code 51189. Section 4291 of the Public Resources Code, State of California, and Section 104.3 of the California Fire Code, authorizes the department to inspect properties for the purposes of ascertaining compliance with State and local Forest and Fire Laws.

Property located within the Wildland-Urban Interface Zone  Y  N

General: Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings, shall at all times do all of the following:

such abatement without further notice to the property owner, the cost of such abatement will be assessed as a lien against the property.

#### CFC Section 4907.2 Fire Hazard Reduction

- \_\_\_\_\_ Maintain a 30 foot firebreak around and adjacent to the building or structures by removing and clearing away all flammable vegetation or other combustible growth.
- \_\_\_\_\_ Maintain a 100 foot firebreak around and adjacent to the building or structure by removing all brush, flammable vegetation, or combustible growth.
- \_\_\_\_\_ Remove portions of trees which extend within 10 feet of the outlet of a chimney, or overhanging roofs or decks.
- \_\_\_\_\_ Maintain vegetation adjacent to or overhanging a building free of deadwood.
- \_\_\_\_\_ Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.
- \_\_\_\_\_ Minimum 4 inch address numbers shall be placed in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background.

Notes:

Passed inspection.

**WARNING:** Section 51185 of Government Code Title 5 states violations are infractions: first offense, \$100 - \$500; second offense within 5 years, \$250 - \$500; third offense within five years, misdemeanor (not less than \$500).

#### CFC Section 4907.3 Fire Hazard Reduction from Roadways

- \_\_\_\_\_ Clear flammable or other combustible growth within 10 feet of road or driveway.
- \_\_\_\_\_ CBC Section 2802.1 Chimneys used with fireplaces or heating appliances in which solid or liquid fuel is used shall be maintained with an approved spark arrester.

Any required corrections must be made within 30 days. Contact the Ross Valley Fire Department at 258-4686 to schedule a re-inspection. There is no fee for the 1<sup>st</sup> re-inspection. However, should uncorrected items be found at the scheduled 2<sup>nd</sup> visit, a fee of \$50.00 will be charged for each additional re-inspection.

Compliance Verified Date: \_\_\_\_\_ Int.: \_\_\_\_\_

Inspector Name: Ruben Martin

Inspector Signature: [Signature]

CFC Section 4907.4 Notice to Abate. The Fire Chief is hereby authorized to require the abatement of any nuisance condition described in Section 4907.2 and 4907.3. Should the abatement of the nuisance not be accomplished by the owner of the affected property within the period set forth, the Fire Chief is authorized to perform

Committed to the protection of life, property, and environment.

SAN ANSELMO • FAIRFAX • ROSS • SLEEPY HOLLOW

advised that it was his opinion the property could not be divided; that the zoning regulations had been adopted to serve a definite purpose and were a definite protection to the property owners of the Town.

The second hearing was then concluded.

Mr. L. Harris, 32 Southwood Ave., requested the granting of a variance as to side yard area for an addition to his residence. The plans disclosed that while the existing structure was not conforming the addition would not exaggerate the condition. On motion of Councilman Wolcott, seconded by Councilman Figone and by unanimous vote of the Council, Variance No. 35 was granted.

Bruce Selfridge of Walnut & Olive Aves., requested the granting of a variance as to side yard area for an addition to his residence. His plans indicated that the addition would not exaggerate the existing non-conforming structure. On motion of Councilman Wolcott, seconded by Councilman Cockburn and by unanimous vote of the Council Variance No. 36 was granted.

APRIL 14, 1955

\* Alfred Massara, 36 Poplar Ave., requested the granting of a variance as to side yard areas for construction of a new dwelling on a 50' lot. Since the side yard areas would aggregate 30% of the width of the lot, on motion of Councilman Figone, seconded by Councilman Cockburn and by unanimous vote of the Council, Variance No. 37 was granted.

Col. Fred J. Woods introduced Thos. W. Jones and asked the Council to confirm Mr. Jones appointment as vice-commander of the Ross Disaster Corps. The Council confirmed the appointment.

Col. Woods and Col. Brice then discussed items they felt should be purchased for use by the Disaster Corps. The items follow:

1. Warden Training Kit. Cost to Town-approximately \$115.00 after reimbursement by Federal Govt. Item approved.
2. Electric Motor Driven Siren. Total cost \$850.00. Discussion revealed that the Town's siren could give a blast of only about 3 minutes duration after which the air pressure would exhaust.

It was the consensus that before a decision was reached as to the electric motor driven siren, Col. Woods should check into the possibility of securing an auxiliary power generator, as the commercial power might well be cut off at the time of a disaster.

3. Two portable Walkie-Talkie Sets. Cost to Town-\$178.55. Since State would share in cost this equipment would be State property. This item was ordered carried over for decision.
4. Cooking and Miscellaneous Equipment for feeding large groups of people. Under the present Civil Defense dispersal plan this item was requested deferred.

Col. Woods then requested that the Town Clerk be instructed to advise the County Civil Defense Coordinator that he and Thos. Jones be appointed to the Joint Cities- County Planning Board as delegate and alternate delegate, respectively, in place of Col. Brice and Capt. Conklin. The Council approved the appointments.

Col. Woods advised that a letter had been received from Col. Engelhart asking that a physician be named as chief of medical services. This matter was ordered carried over.

Col. Brice stated that the bell & lights installation was



MINUTES OF THE REGULAR MEETING OF THE TOWN OF ROSS COUNCIL  
HELD ON APRIL 10, 1958

---

The meeting was called to order by Mayor Wolcott at 8:04 PM.

Present: Councilmen - Kanzee, McNab, Scott, Selfridge, Wolcott

Absent : Councilmen - None

The minutes of the regular meeting of March 13, 1958, were approved as mailed to the Councilmen and the reading thereof waived.

The following variance applications were heard:

a) Col. Robt. F. Fulton, Crest Ave., - 2nd floor addition to a non-conforming structure which is 10' from east side line of property.

Col. Fulton presented the plans and the approving signatures of the neighboring property owners.

On motion of Mr. Kanzee, seconded by Mr. Selfridge and by unanimous vote of the Council, Variance No. 93 was granted.

b) Lewis A. Denton, 30 Wellington Ave. - addition to existing residence which will extend to 29' from rear property line.

The plans and the approving signatures of the neighboring property owners were presented to the Council.

On motion of Mr. McNab, seconded by Mr. Kanzee and by unanimous vote of the Council, Variance No. 94 was granted.

\* c) Alfred Massara, 36 Poplar Ave. - construction of new garage with 2' side yard area on north side line.

The plans and the approving signatures of the adjoining property owners were presented to the Council.

On motion of Mr. Selfridge, seconded by Mr. Kanzee and by unanimous vote of the Council, Variance No. 95 was granted.

d) James D. Russell, Shanley Lane - construction of new carport with 21' front and 13' rear yard areas.

Mr. Russell presented the plans and the approving signatures of the neighboring property owners to the Council.

On motion of Mr. Kanzee, seconded by Mr. Selfridge and by unanimous vote of the Council, Variance No. 96 was granted.

e) Dorothy Katz Haberman, west end of Olive Ave. - construction of cabana with rear yard area of 25'.

The plans and the approving signatures of the neighboring property owners, except Richard Zoellner, were presented to the Council.

Mr. Zoellner was of the opinion that a 4' high retaining wall should be built at the base of the cut, starting about 15' from the west side line and running east about 15-20 feet. Mrs. Haberman agreed to this condition.

On motion of Mr. McNab, seconded by Mr. Selfridge and by unanimous vote of the Council, Variance No. 97 was granted, subject to construction of a retaining wall as requested by Mr. Zoellner.

Mr. Kanzee introduced and read in full the proposed Ordinance 196, "An Ordinance of the Town of Ross Regulating the Design, Construction, Maintenance or Alteration of Grading, Excavations, Hills Within the Town of Ross".

# ATTACHMENT 3

Re: 47 Poplar Ave, Ross  
April 2, 2016  
Project History

RECEIVED  
Planning Department

APR 28 2016

Dear Council Members.

In August of 2015 my wife Sonya & I purchased our first home at 47 Poplar Ave. We were motivated to buy this particular house not only because of the community & award winning school to raise children, but also because we had an appreciation for the design of the existing structure. In our prior 5-month effort to buy a house, we only considered modern or mid-century homes. Although in desperate need of updating, the house at 47 Poplar represented all we wanted.

From August 2015 until April 2016 I had numerous meetings, emails, & phone calls with the contract planner Ali Guidice, Leann Taagepera and most recently Heidi Scoble. I have given my best effort to understand what the Town of Ross (ADR & Council) would be looking for. Our architect & friend Stephen Sutro has been instrumental in helping us, but as the homeowner (*and owner of a construction company*) I have taken it upon myself to become well versed in the Ross General Plan, municipal codes and review past Council meeting notes to better understand the guidelines for design & process.

Our first ADR meeting was February 23<sup>rd</sup>. It was clear that our original design missed the mark. We not only needed to change the style of the house but minimize size & massing. With a laundry list of corrections from ADR members we focused on addressing *each* concern that was voiced. In advance of our second ADR meeting we emailed several designs to the ADR members. The designs ranged from having a majority of wood siding, partial wood siding, to classic mid-century stucco design and variants therein. We got additional feedback & recommendations that were very helpful

On March 22<sup>nd</sup> we went to ADR for the second time with a much more conservative design & lowered height of structure (minimum possible to conform to FEMA). Each ADR member voiced their appreciation for our effort in listening & working hard to incorporate their previous feedback – notably in decreasing the height & shifting away from the international modern look & white stucco. In total, we had 3 of 5 ADR members support our project. The three in support felt we effectively offered a high quality design that was consistent with the neighborhood in style & mass. Of the two in opposition, they felt there was too much massing in the set-back and were not in favor of a modern design on the street

Additionally, ADR members concluded the following :

- Support for the side egress & importance of entering into a mud room & pantry
- Support for the deck (lot coverage variance)
  - Stating the back deck would look awkward if made any smaller
- Support for the added landscape and green walls
  - Requested we detail the landscape formally in the Plan Set (*now incorporated*)
- Requested that the front 4' stucco wall be removed or set back from the sidewalk (*now incorporated*)
- Members supported the design iteration with wood at the front west vaulting (*now incorporated*)
  - Rejecting the mid-Century modern stucco iteration & rejecting wood siding wrapping lower half of house

In addition to the architectural drawings, I am now including the printed PowerPoint slides that we presented at our 3/22/16 ADR meeting. The slides detail how we addressed the ADR's original concerns & compared size/mass of structure to those on our street.

When we get together at the next Town Council meeting we look forward to formally introducing ourselves, and our project to you. We hope you will agree with our evidence to support the findings for the permits we are seeking, that we conform to the Ross General Plan and most importantly we have a design that will enhance our street & the neighborhood as a whole.

Kindly,



APR 26 2016

Town of Ross

47 Poplar Ave, Ross  
PROJECT MATERIAL BOARD

1. SIDING

- a. Siding (wood)
  - i. Clear Western Red Cedar
  - ii. Rough sawn custom milled boards with 2-1/2" face.
  - iii. Finish : Benjamin Moore Exterior Stain – "Ashland Slate" semi-solid at 50%
- b. Siding (stucco)
  - i. Steel trowel smooth finish
    - 1. Finish : integral custom color - Benjamin Moore – Revere Pewter (*warm grey*)

2. WINDOWS / DOORS

- a. Window Systems : aluminum framed with dark bronze finish
  - i. Manufacturer TBD : likely Blomberg or Western
- b. Exterior Doors : aluminum framed with dark bronze finish
  - i. Manufacturer : likely LaCantina

3. TRIMS

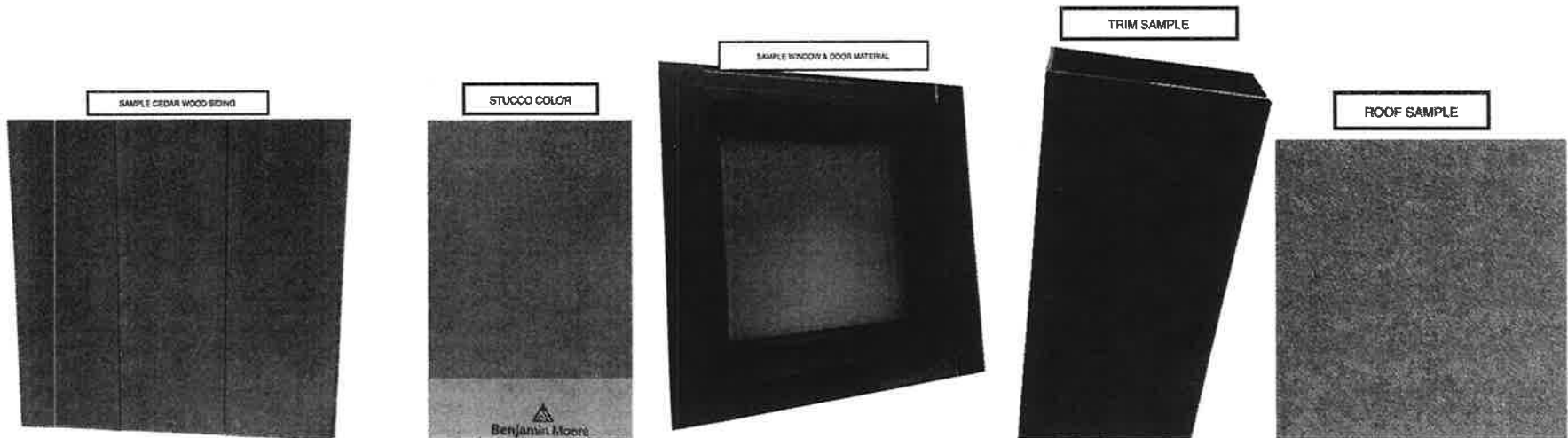
- a. Parapet Fascia : dark bronze paint over galvanized metal
- b. Juliette Balcony Railings : dark bronze paint over steel
- c. Side Gate : wood with dark bronze paint
- d. Guard Railings at Side Entry : wood with dark bronze paint
- e. Awning at Front Entry and Side Entry : wood with dark bronze paint

4. PLANTERS

- a. Stucco to match house
- b. Finish : integral custom color - Benjamin Moore – Revere Pewter (*warm grey*)

5. ROOFING (not seen from street elevation)

- a. Flintastic™ modified bitumen membrane roofing
- b. Color – TBD – *either Colonial Slate or Off White (for T24 calc)*



# 47 Poplar Ave

Manning Residence

Design Revision For ADR Consideration  
March 22<sup>nd</sup>, 2016

RECEIVED  
Planning Department

APR 23 2016

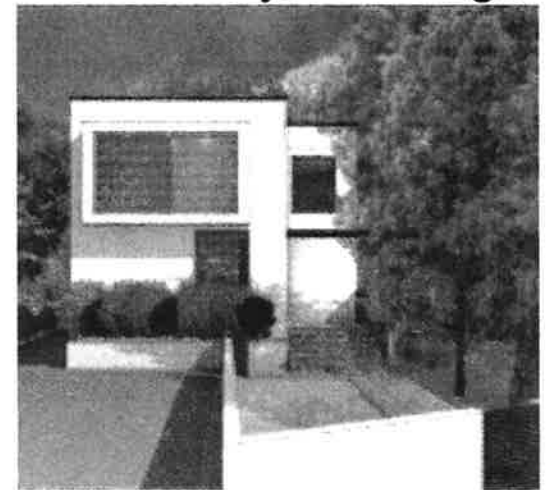
Town of Ross

# Direction from ADR At Last Meeting

Feedback given by ADR members on 02/23/16 :

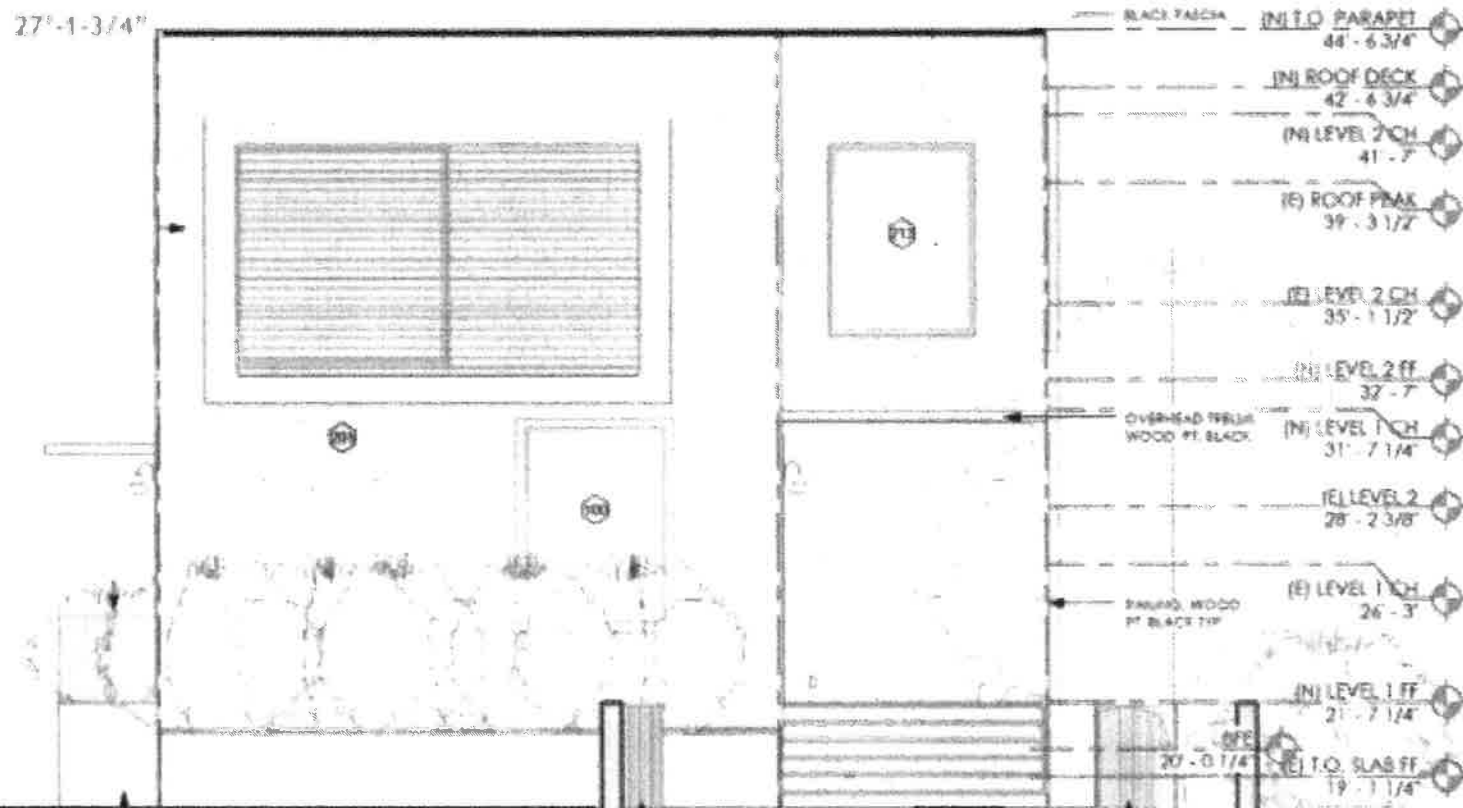
- Incorporate more architectural layers
- Incorporate the use of varying design & materials to provide articulation & architectural interest.
- Add landscape to reduce the predominance of the design
- Provide earth tones in lieu of all white
- Lower the height of the house relative to neighbors
- Reduce back deck / lot coverage ratio
- Ensure your car can clear the side egress to get to the back garage

**Feb.23<sup>rd</sup> Rejected Design**



At last meeting ADR/Staff recommended to  
lower the height from first design

\* original design shown below\*

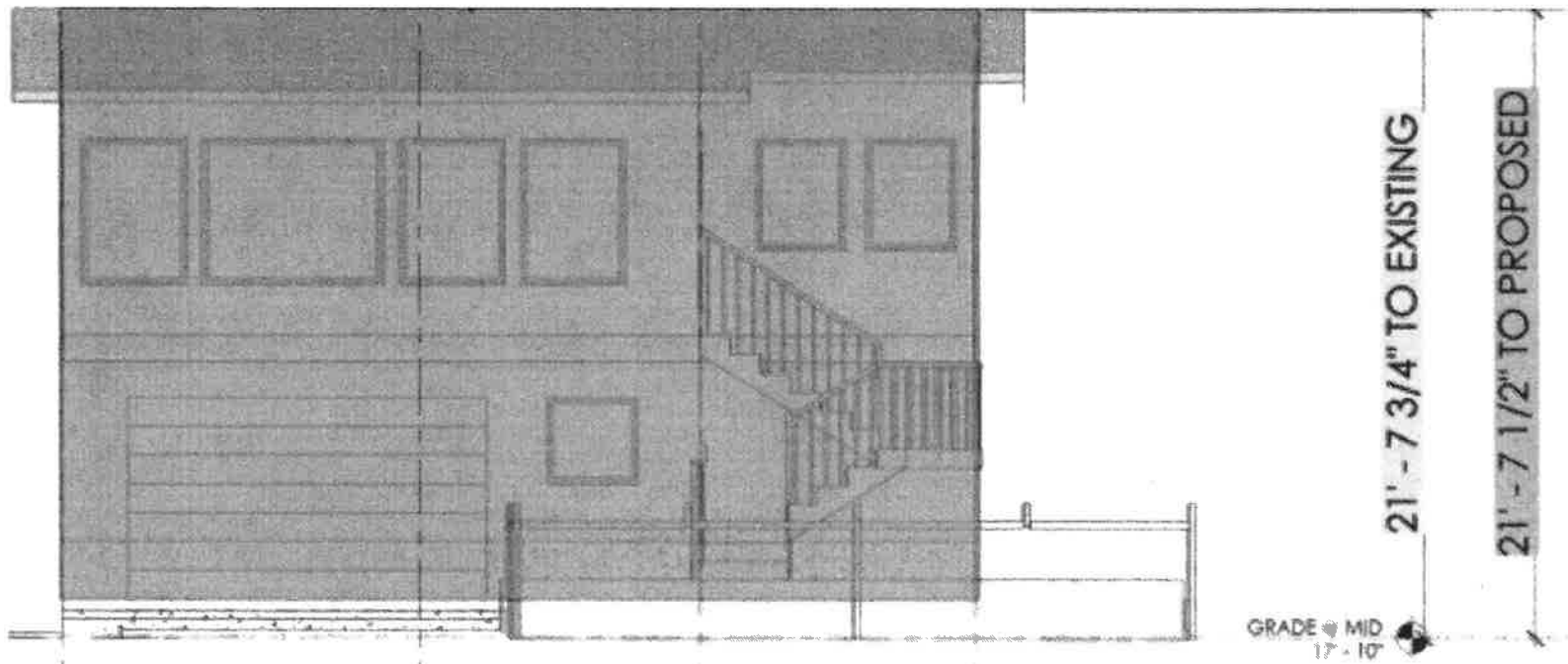


Per request, we re-designed and lowered height of house by 36"



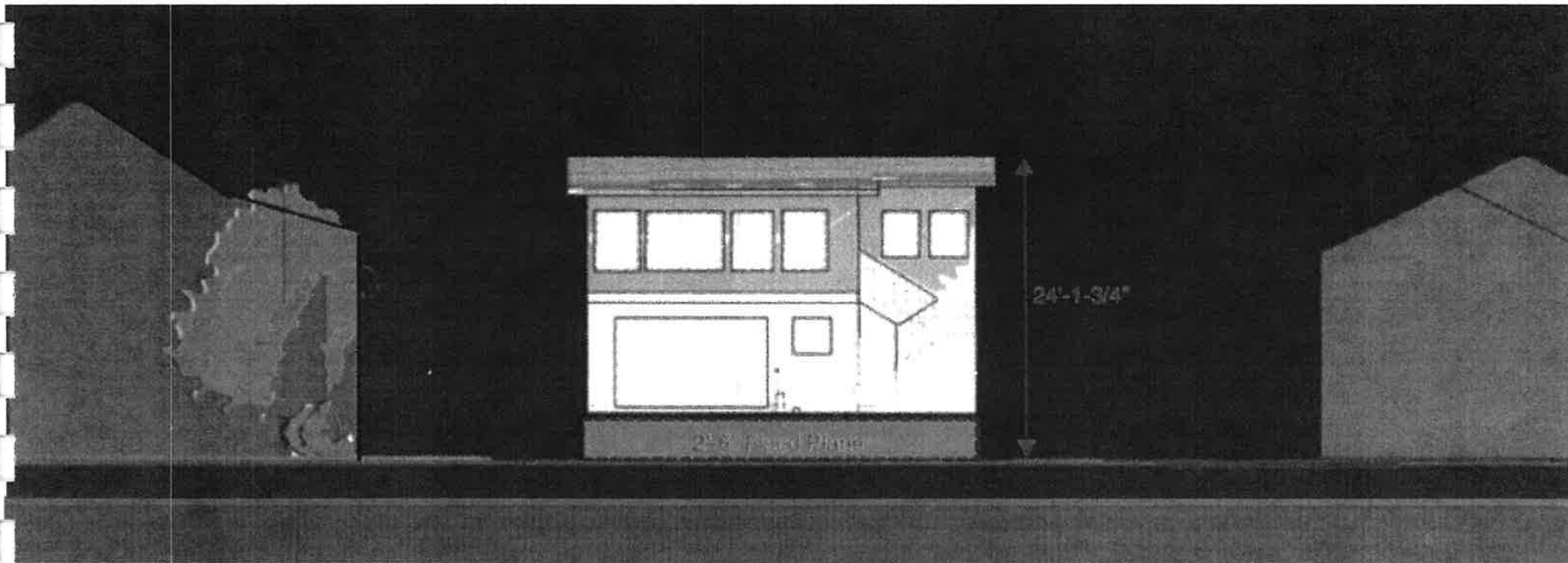


New height of proposed structure is equal to height of existing structure before lifting out of flood zone.



## Comparison of New Height to Neighbors

To comply with FEMA we need to get out of the flood plane by **2'-6"**  
The proposed new peak is **24'-1-3/4"** (*exactly 2'-6" above existing peak*)

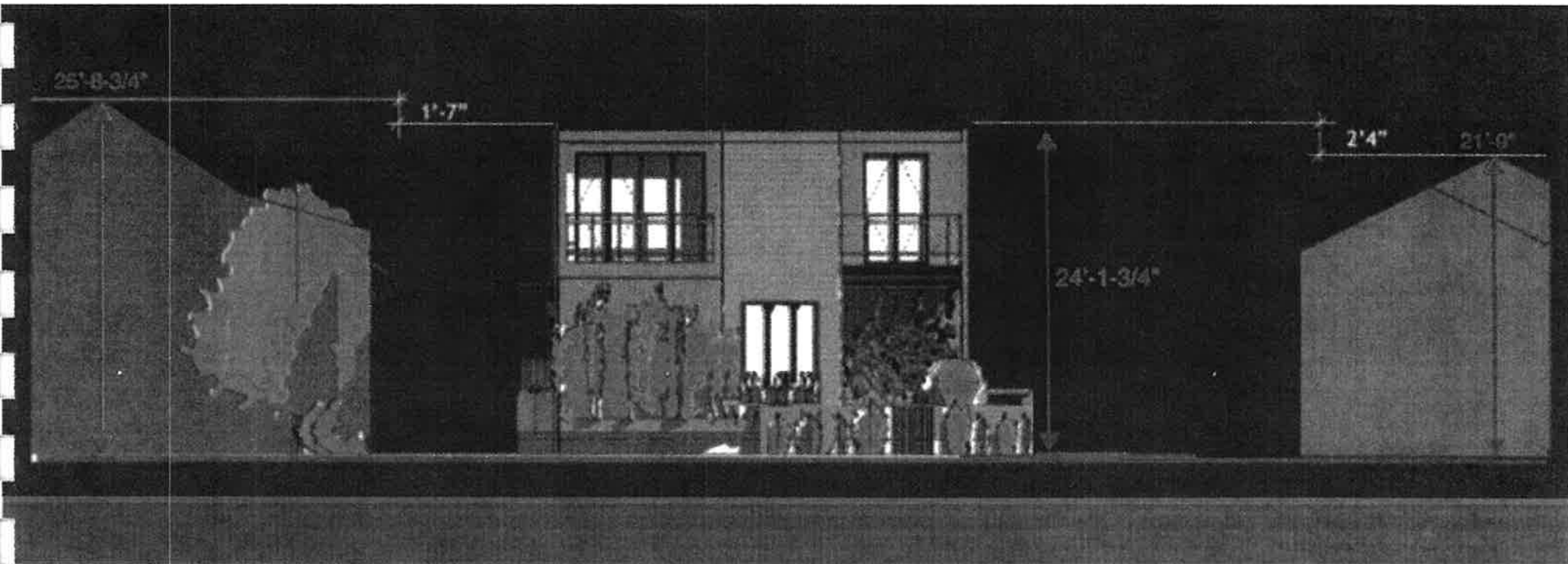


## Comparison of New Height to Neighbors

Per Ross General Plan, we have ensured that our height & massing is consistent with neighbors and neighborhood.

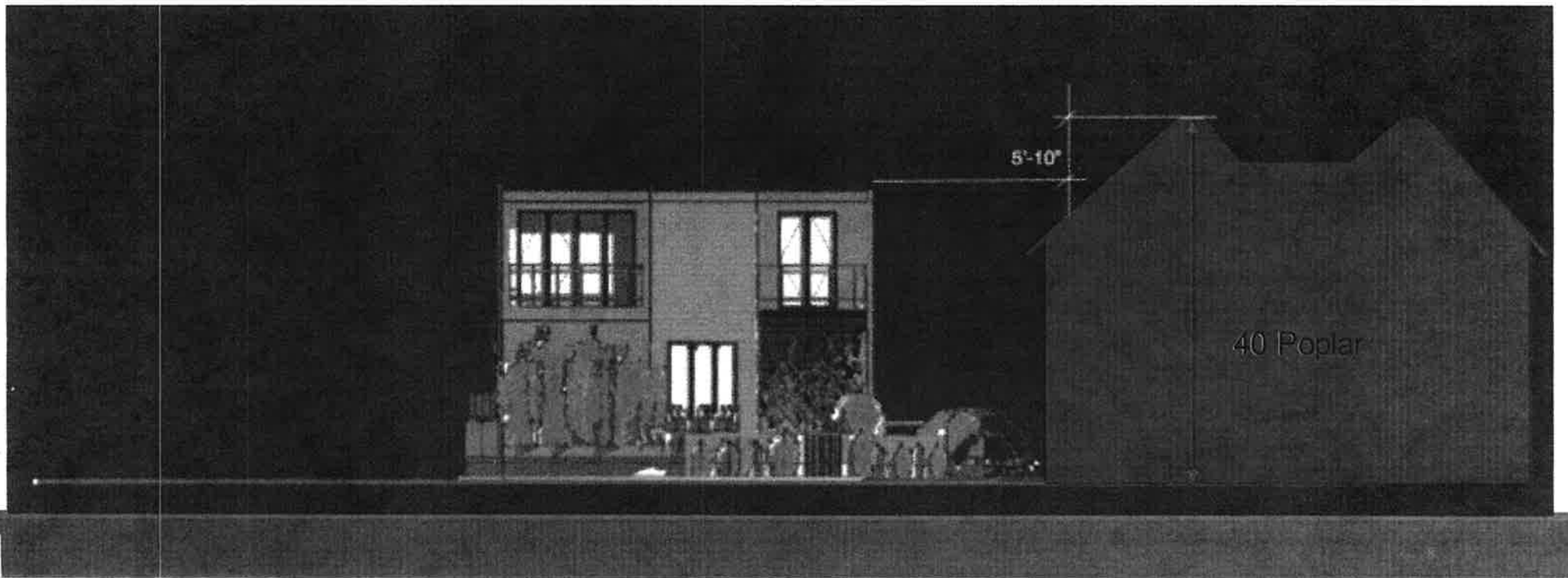
Proposed house is taller than south neighbor house by 2'-4"

Proposed house is shorter than north neighbor house by 1'-7"



## Comparison of New Height to Neighbors

Our proposed house is **5'-10"** *shorter* than the only other house visible from our property on Poplar Ave.



## Footprint Comparative to Neighborhood

Proposed house has a smaller footprint in most instances to those of neighbors on Poplar Ave.  
Most houses on Poplar sit in set-back as well.

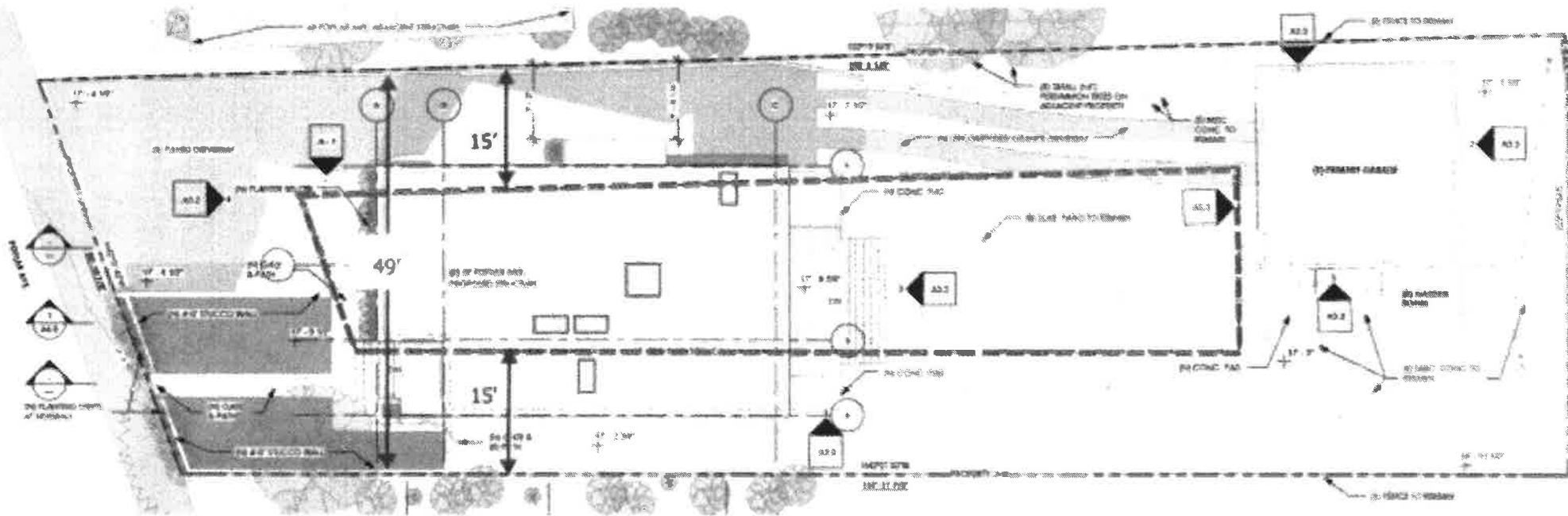


## Conforming to setbacks.

We studied the hypothetical scenario of what the envelope of the house would look like *if* we conformed to the side yard set backs.

## If we conform to side setback distances :

We would need to be 15' in from side property lines to conform.  
Our property is only 49' wide.



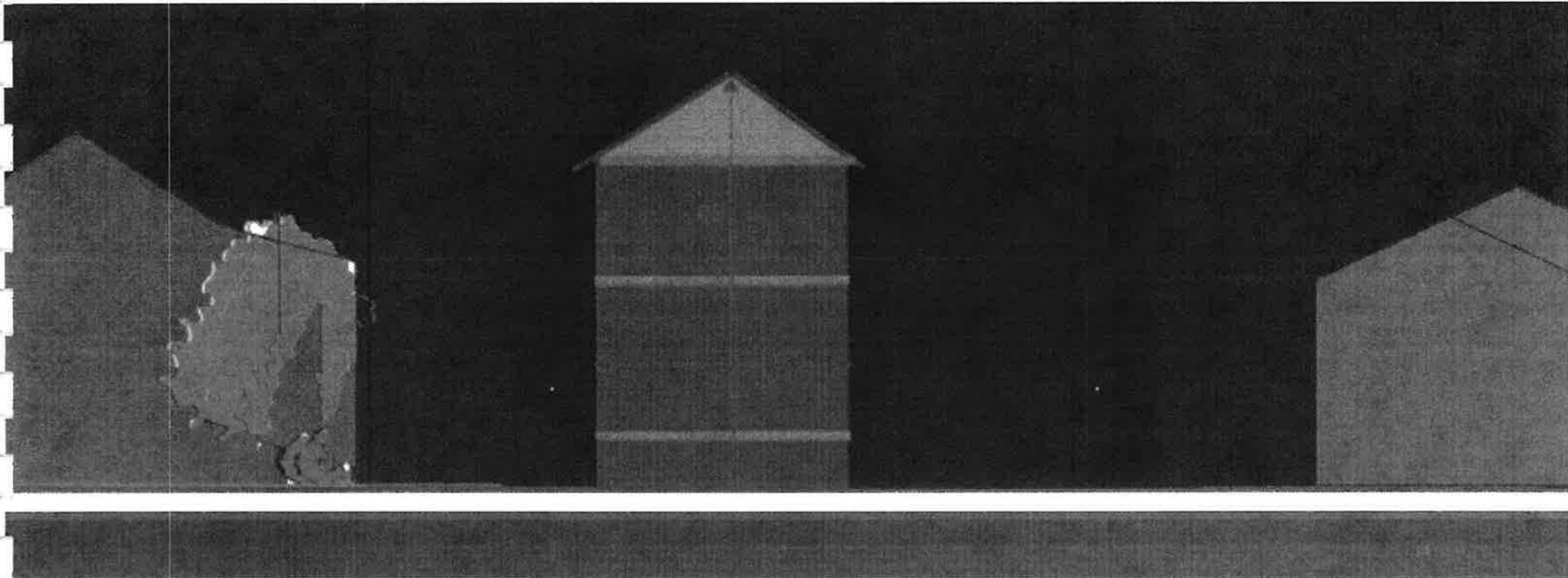






If we built a two story house to conform to side setbacks & incorporated a pitched roof to the design (hypothetical)

The house would be 28' tall by 19' wide. Not very attractive.



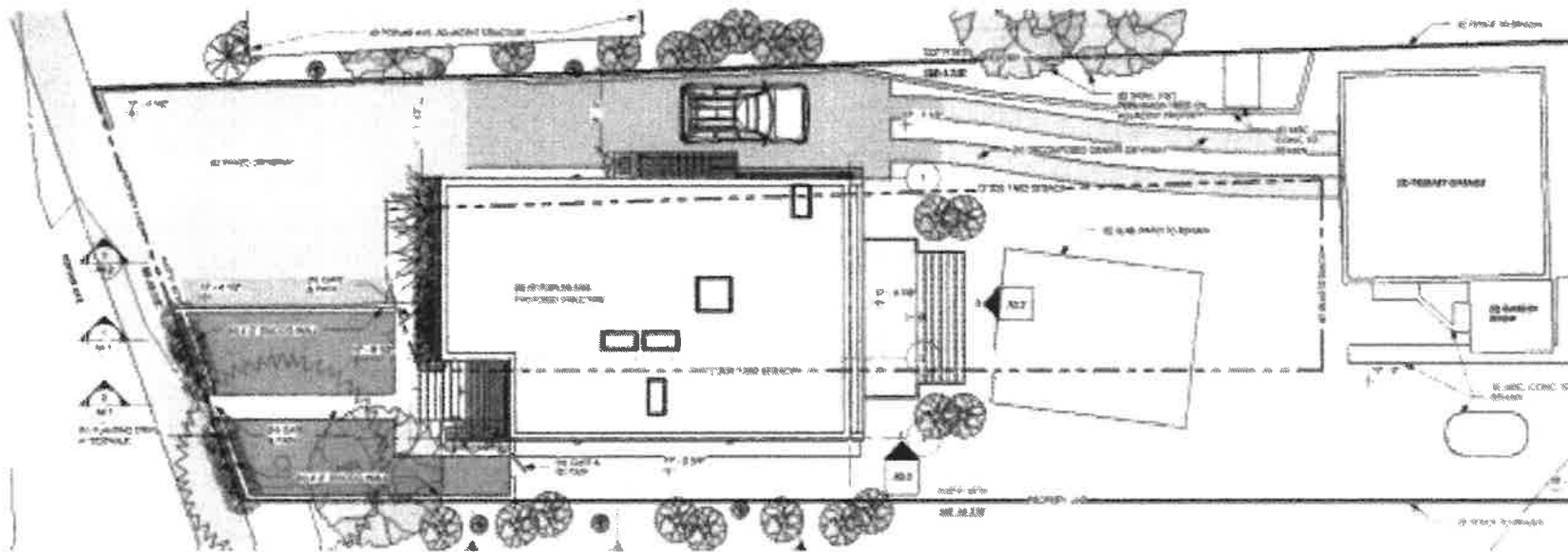
# ADDRESS CONCERNS ABOUT SIDE EGRESS

Our family has two SUVs - the biggest full size is **6'-3"** wide

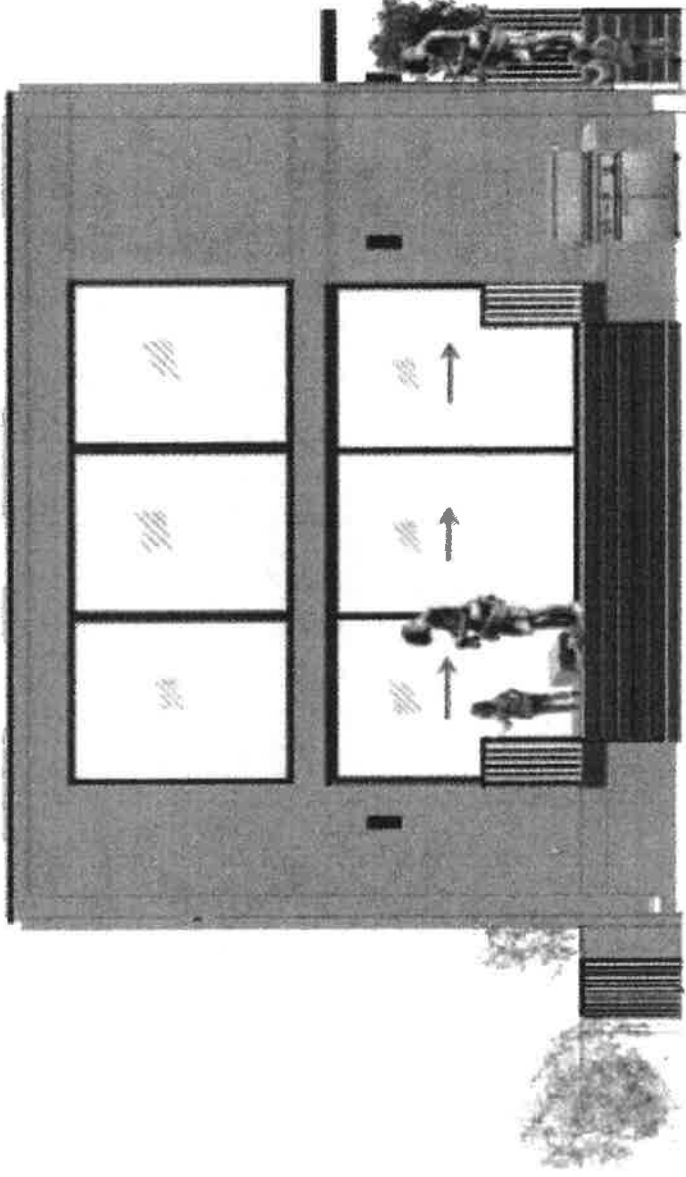
The proposed side egress landing has been reduced in width.

We have **9'-3"** at the narrowest point from proposed egress to fence.

We have measured it & there is no issue with getting to garage



# Concerns About Side Egress



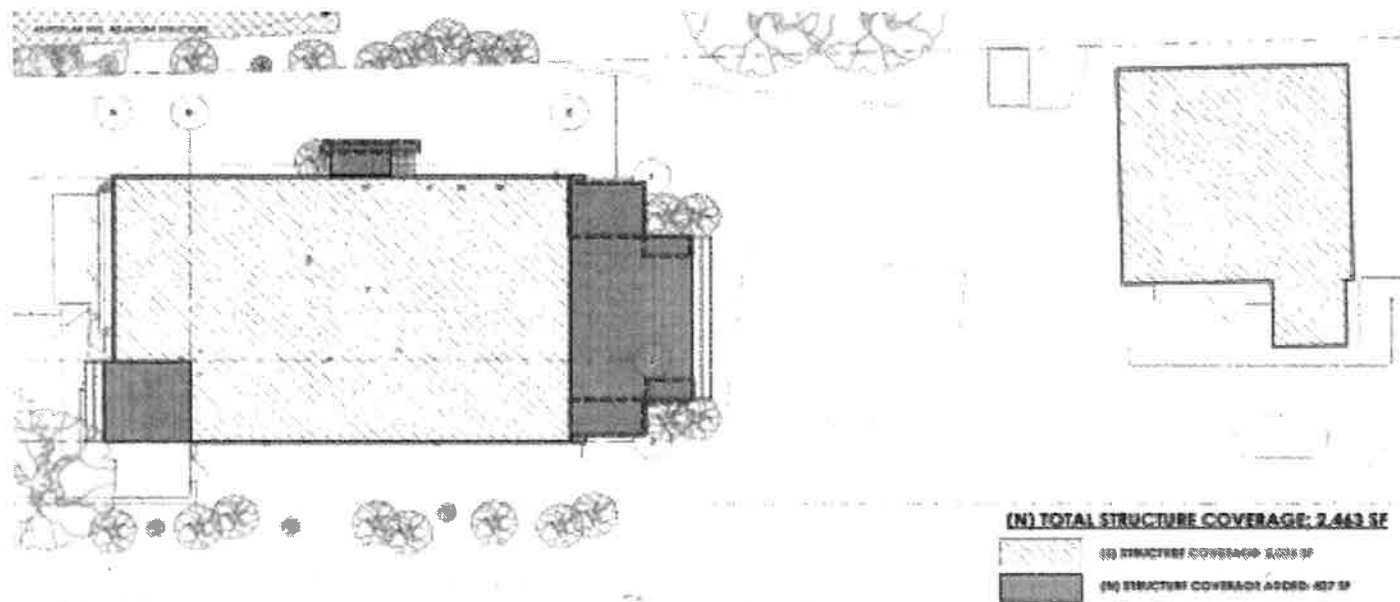
When parking in garage, the practical/reasonable access will be the side door to mud room & pantry.

Sliding glass doors are heavy stacking doors that enter into living room – not a practical entry from garage.

## Specific Requests By ADR

As requested, we reduced lot coverage on decks from 236 sq/t to 98 sq/ft over allowable structure.

We are asking for .05% over our allowable lot coverage so we can exit egress due to the raised house. If we were not required to raise the house, no decks would have been required or requested.



# Neighbors on Poplar

Discussion on how proposed design has a difficult challenge to conform to neighboring architecture when it is already very diverse.

# POPLAR NEIGHBORS



# Approved - Ross Modern Architecture

## #9 Woodside Way

Approved in 2016

Very modern design with flat roof – located on a small lot that is highly visible from the street





# Approved - Ross Modern Architecture

**#3 Upper Ames** - approved by ADR in 2012

Previously mid-century modern (Esherick) transitioned to modern

A similar mix of stucco and wood siding

Modern lines with flat roof



## Ross General Plan | Chapter 3 - Excellence of design


The first two sentences read like a mission statement whereby the authors of the General Plan *encourage* diversity & creativity in home design.

*“The town has encouraged diversity in home design. While Design review is based in part on the need to preserve architectural features that serve as significant reminders of the past, it nevertheless encourages 21st century creativity”*

# Excellence of Design

## OUR VISION OF ROSS IN YEAR 2025

The Town has encouraged diversity in home design. While design review is based in part on the need to preserve architectural features that serve as significant reminders of the past, it nevertheless encourages 21st century creativity. The Town has made investments in infrastructure resulting in architecture and landscaping that promote the aesthetic and sustainable needs of the community.



## New Design Now Includes All Recommendations from ADR

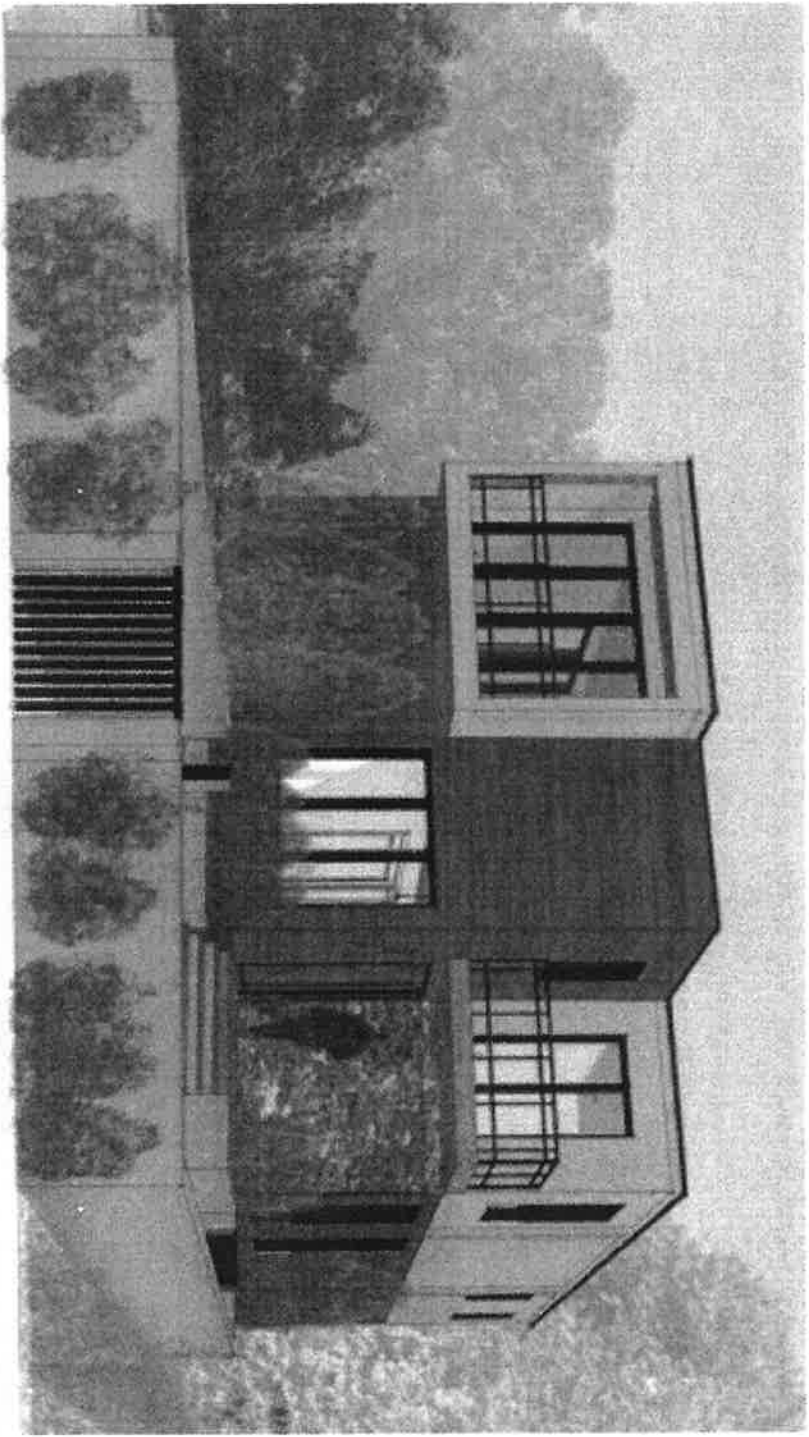
- ✓ We have incorporated more architectural layers
  - *Now include two new Juliette balconies , extended front frame for added depth & grew size of entry awning (as requested)*
- ✓ We made use of varying design & materials to provide articulation & architectural interest.
  - *We introduced wood siding to front of house on two planes, added windows & sliding doors & removed modern louvers*
- ✓ We added landscape to reduce the appearance of the massing
  - *Introduced landscape plan with green walls, hedges, plantings at all three visible sides of house*
- ✓ We incorporated earth tones (no white stucco)
  - *Now using earth tone stucco and soft stain color at cedar siding*
- ✓ Reduce back deck / lot coverage ratio
  - *Decks were reduced by 150 sq/ft per ADR request*
- ✓ Lower the height of the house relative to neighbors
  - *We decreased height by 36"*
  - *We demonstrated massing, footprint, and heights are consistent with neighbors*



# APPROVED DESIGN BY ADR



# Alternate Design



# Alternate Design



# Alternate design



# Alternate Designs

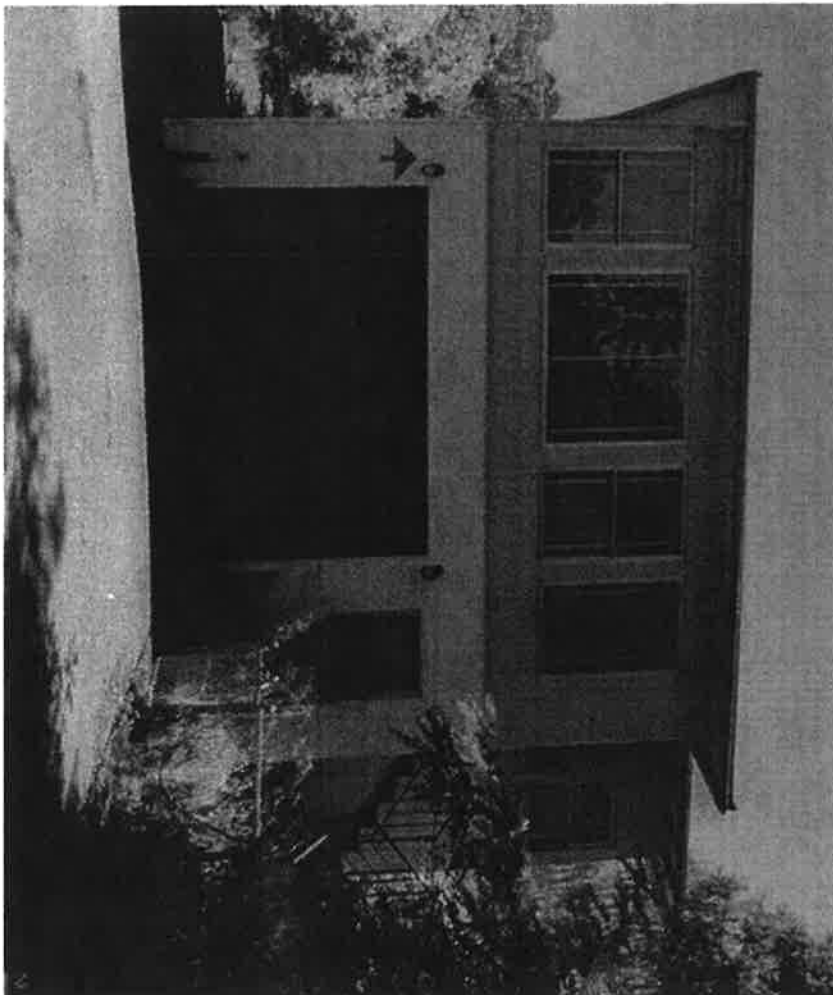




# Alternate Designs



# Existing House



# ATTACHMENT 4



# MANNING RESIDENCE

47 POPLAR AVE, ROSS CA 94957

## ABBREVIATIONS

A	and	HD	head	S.L.D.	see landscape drawings
C	at	HDR	header	S.M.D.	see mechanical drawings
F	finish or number	HGR	hanger	S.P.D.	see plumbing drawings
A.B	air or return	HORGZ.	hollow metal	SPEC	specification
A.C	air conditioning	HSP	hosp	STA	station
A.D.	air duct	H.R.	horizontal	STL	staircase steel
ADJ.	adjustable	HT	height	S.T. STL	see structural drawings
A.F.F.	above finish floor	H.W.H.	hot water heater	STN	staircase
AGGR	aggregate	ID	inside diameter	STN	stair
ALT	alternate	IN	inch	STN	stair
ALUM	aluminum	INT	interior	STOR	storage
APPROX	approximate	INTL	international	STRCT.	structural
ARCH	architectural	INTEL	intermediate	STRCT.	structural
B.R.	bracket black	JST.	joint	STRCT.	structural
BD	board	JT	joint	STRCT.	structural
BIB	bathroom	LAM	laminated	STRCT.	structural
BLOC.	block	LAV	lavatory	STRCT.	structural
BLK	block	LB	light bulb	STRCT.	structural
BLOC.	block	L.T.FXCT	light fixture	STRCT.	structural
BM	beam	LN	line	STRCT.	structural
B.O.	building	LN	line	STRCT.	structural
B.P.	building paper	LN	line	STRCT.	structural
B.R.	bracket	LN	line	STRCT.	structural
B.TWN	between	LN	line	STRCT.	structural
C	condition	MANC.	manhole	STRCT.	structural
CAB.	cabinet	MAT.	material	STRCT.	structural
CDM	ceiling	MAX	maximum	STRCT.	structural
CHNL	channel	MCHL.	mechanical	STRCT.	structural
C.I.	concrete joint	MCM.	mechanical	STRCT.	structural
C.L.D.	ceiling	MFR	manufacturer	STRCT.	structural
CLC	ceiling	MFR	manufacturer	STRCT.	structural
CLOS.	closet	MFR	manufacturer	STRCT.	structural
CLR	clear	MFR	manufacturer	STRCT.	structural
C.M.U.	concrete masonry unit	MFR	manufacturer	STRCT.	structural
C.O.	column	MFR	manufacturer	STRCT.	structural
COL.	column	MFR	manufacturer	STRCT.	structural
CONC.	concrete	MFR	manufacturer	STRCT.	structural
CONC.	concrete	MFR	manufacturer	STRCT.	structural
CONSTR.	construction	MFR	manufacturer	STRCT.	structural
CONF.	conference	MFR	manufacturer	STRCT.	structural
CON.	concrete	MFR	manufacturer	STRCT.	structural
CPY.	copy	MFR	manufacturer	STRCT.	structural
CR.	concrete	MFR	manufacturer	STRCT.	structural
C.W.	concrete	MFR	manufacturer	STRCT.	structural
D	door	MFR	manufacturer	STRCT.	structural
DEPT.	department	MFR	manufacturer	STRCT.	structural
DET.	detail	MFR	manufacturer	STRCT.	structural
DN	down	MFR	manufacturer	STRCT.	structural
DIA.	diameter	MFR	manufacturer	STRCT.	structural
DISP.	disposition	MFR	manufacturer	STRCT.	structural
DN	down	MFR	manufacturer	STRCT.	structural
D.P.	dry pipe	MFR	manufacturer	STRCT.	structural
D.W.	down	MFR	manufacturer	STRCT.	structural
DWG.	drawing	MFR	manufacturer	STRCT.	structural
DWR.	down	MFR	manufacturer	STRCT.	structural
E	end	MFR	manufacturer	STRCT.	structural
EA	equipment	MFR	manufacturer	STRCT.	structural
E.I.	equipment	MFR	manufacturer	STRCT.	structural
ELEV.	elevation	MFR	manufacturer	STRCT.	structural
ELEC.	electrical	MFR	manufacturer	STRCT.	structural
EMER.	emergency	MFR	manufacturer	STRCT.	structural
ENCL.	enclosure	MFR	manufacturer	STRCT.	structural
E.P.B.	electrical panel board	MFR	manufacturer	STRCT.	structural
EQ	equipment	MFR	manufacturer	STRCT.	structural
COMP.	equipment	MFR	manufacturer	STRCT.	structural
EXST.	existing	MFR	manufacturer	STRCT.	structural
EXP.	expansion	MFR	manufacturer	STRCT.	structural
F.A.	fire alarm	MFR	manufacturer	STRCT.	structural
F.A.U.	fire alarm unit	MFR	manufacturer	STRCT.	structural
F.D.	fire door	MFR	manufacturer	STRCT.	structural
F.E.C.	fire extinguisher cabinet	MFR	manufacturer	STRCT.	structural
FIN.	finish	MFR	manufacturer	STRCT.	structural
FINT.	finish	MFR	manufacturer	STRCT.	structural
FL.	floor	MFR	manufacturer	STRCT.	structural
FLASH.	flash	MFR	manufacturer	STRCT.	structural
FLBOR.	fluorescent	MFR	manufacturer	STRCT.	structural
F.O.C.	face of concrete	MFR	manufacturer	STRCT.	structural
F.O.F.	face of finish	MFR	manufacturer	STRCT.	structural
F.O.M.	face of masonry	MFR	manufacturer	STRCT.	structural
F.O.PLY.	face of plywood	MFR	manufacturer	STRCT.	structural
F.O.S.	face of stone	MFR	manufacturer	STRCT.	structural
F.P.	fire pipe	MFR	manufacturer	STRCT.	structural
FR.	frame	MFR	manufacturer	STRCT.	structural
F.R.P.	fiberglass reinforced panel	MFR	manufacturer	STRCT.	structural
FT.	foot	MFR	manufacturer	STRCT.	structural
F.T.M.	fire	MFR	manufacturer	STRCT.	structural
FUT.	future	MFR	manufacturer	STRCT.	structural
G.	gas	MFR	manufacturer	STRCT.	structural
GA.	gauge	MFR	manufacturer	STRCT.	structural
GAU.	gauge	MFR	manufacturer	STRCT.	structural
G.B.	gas bar	MFR	manufacturer	STRCT.	structural
G.D.	gas	MFR	manufacturer	STRCT.	structural
G.M.	gas	MFR	manufacturer	STRCT.	structural
G.F.I.	gas	MFR	manufacturer	STRCT.	structural
G.L.	gas	MFR	manufacturer	STRCT.	structural
GND.	ground	MFR	manufacturer	STRCT.	structural
G.O.	gas	MFR	manufacturer	STRCT.	structural
G.P.	gas	MFR	manufacturer	STRCT.	structural
G.S.M.	gas	MFR	manufacturer	STRCT.	structural
GYP.	gypsum	MFR	manufacturer	STRCT.	structural
H.B.	hand	MFR	manufacturer	STRCT.	structural
H.C.	hand	MFR	manufacturer	STRCT.	structural

## PROJECT DIRECTORY

OWNER:	MARK MANNING 47 POPLAR AVE ROSS, CA 94957	CONTRACTOR:	MARK MANNING 47 POPLAR AVE ROSS, CA 94957
ARCHITECT:	SUTRO ARCHITECTS 214 BATTERY ST. SAN FRANCISCO CA, 94111	STRUCTURAL ENGINEER:	TBD
INTERIOR DESIGNER:	TBD		

## SYMBOL LEGEND

Symbol Legend 1/4" = 1'-0"

ROOM NAME	Room name 101 100 SF
WALL TYPE	11
DOOR TYPE	101
WINDOW TYPE	10
POC ELEVATION	10
FINISH FLOOR ELEVATION	10
ELEVATION DATUM	Name Elevation
SECTION	1 Ref
DETAIL	1 Ref
ELEVATION	1 Ref
INTERIOR ELEVATION	1 Ref
COLUMN GRIDLINE	1 Ref
APPENDUM	1 Ref

## PROJECT DATA:

**SITE DATA:**  
PROJECT NAME: MANNING RESIDENCE  
PROJECT TYPE: RESIDENTIAL NEW CONSTRUCTION  
PROJECT ADDRESS: 47 POPLAR AVE, ROSS, CA 94957  
DESCRIPTION OF WORK: DEMOLITION OF EXISTING 2.555 SF SINGLE DOOR AND ROOF OF EXISTING 2.555 SF SINGLE FAMILY HOME. RECONSTRUCTION OF NEW ELEVATED, EXISTING HOUSE STRUCTURE TO BE LIFTED 2'-6" ABOVE EXISTING FIRST FLOOR ELEVATION TO CONFORM TO FEMA REQUIREMENTS. NEW WARM COLORED STUCCO & CEDAR WOOD SIDING TO EXTERIOR FACADE.

**BUILDING DATA:**  
APPLICABLE BUILDING CODES:  
2013 CALIFORNIA BUILDING CODE (CBC)  
2013 CALIFORNIA ELECTRICAL CODE (CEC)  
2013 CALIFORNIA FIRE CODE (FCF)  
2013 CALIFORNIA FIRE CODE (FCF)  
2013 GREEN BUILDING CODE  
2014 CALIFORNIA ENERGY CODE

**TYPE OF CONSTRUCTION:** 1B  
**SPRINKLER PROTECTION:** FULLY SPRINKLERED ON SEPARATE PERMIT  
**OCCUPANCY TYPE / USE:** R-3  
**ASSESSOR'S BLOOM / LOT:** 07-317-201  
**ZONING DISTRICT:** R-1: 18 P.S. FLOOD ZONE AE  
**NO. OCCUPIED FLOORS:** 2  
**NO. OF STORIES:** 2  
**NO. OF BASEMENTS:** 0  
**BUILDING HEIGHT:** 24'-1.3'-C MEASURED FROM AVG. BUILDING GRADE MIDPOINT, 17'-10" ABOVE SEA LEVEL  
**GROSS FLOOR AREA:**

**EXISTING MAIN HOUSE AREA:**  
(E) FIRST LEVEL: 1381 SF  
(E) SECOND LEVEL: 1381 SF  
(E) GARAGE & GARDEN: 864 SF  
TOTAL: 3,416 SF

**PROPOSED BLOCK AREA:**  
(N) FIRST LEVEL: 1381 SF  
(N) SECOND LEVEL: 1381 SF  
(E) GARAGE & GARDEN: 864 SF  
TOTAL: 3,416 SF

**FAR CALCULATION:**  
LOT AREA: 8,974 SF  
ALLOWABLE: 1,794 SF (FAR=20%)  
(E) HOOR AREA: 3,416 (FAR=38%)  
(N) FLOOR AREA: 3,416 (FAR=38%)

(E) LOT COVERAGE: 2,227 SF (24.8%)  
(N) LOT COVERAGE: 1,325 SF (14.9%)  
(E) IMPERVIOUS COVERAGE: 6,147 SF (68.5%)  
(N) IMPERVIOUS COVERAGE: 4,149 SF (46.2%)

## SHEET LIST

Submital	Sheet Number	Sheet Name	Sheet Issue Date
ADR REV 2 2016.04.25			
ADR REV 2 2016.04.25	A0.1	PROJECT INFORMATION	2016.04.25
ADR REV 2 2016.04.25	A1.0	EXISTING & PROPOSED SITE PLAN	2016.04.25
ADR REV 2 2016.04.25	A1.1	EXISTING & PROPOSED LOT COVERAGE	2016.04.25
ADR REV 2 2016.04.25	A1.2	EXISTING & PROPOSED LOT IMPERVIOUSNESS	2016.04.25
ADR REV 2 2016.04.25	A1.3	PROPOSED SW STREET VIEW	2016.04.25
ADR REV 2 2016.04.25	A1.4	HEIGHT DIAGRAMS	2016.04.25
ADR REV 2 2016.04.25	A2.3	EXISTING & PROPOSED 1ST FLOOR PLANS	2016.04.25
ADR REV 2 2016.04.25	A2.4	EXISTING & PROPOSED 2ND FLOOR PLANS	2016.04.25
ADR REV 2 2016.04.25	A2.5	EXISTING & PROPOSED ROOF PLANS	2016.04.25
ADR REV 2 2016.04.25	A3.0	SOUTH ELEVATIONS	2016.04.25
ADR REV 2 2016.04.25	A3.1	NORTH ELEVATIONS	2016.04.25
ADR REV 2 2016.04.25	A3.2	EAST & WEST ELEVATIONS	2016.04.25
ADR REV 2 2016.04.25	A3.3	(E) GARAGE	2016.04.25
ADR REV 2 2016.04.25	A4.0	BUILDING SECTIONS	2016.04.25

LAST SHEET PROJECT MATERIALS BOARD

11X17 HALF SIZE SET

47 POPLAR AVE



47 POPLAR AVE.

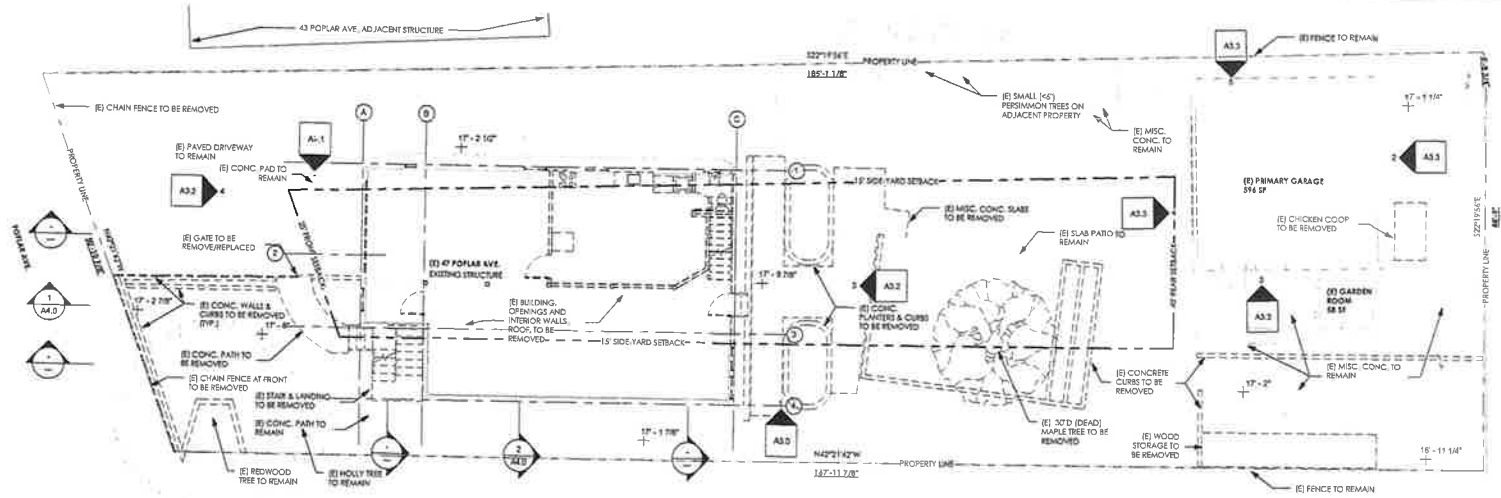


RECEIVED  
Planning Department

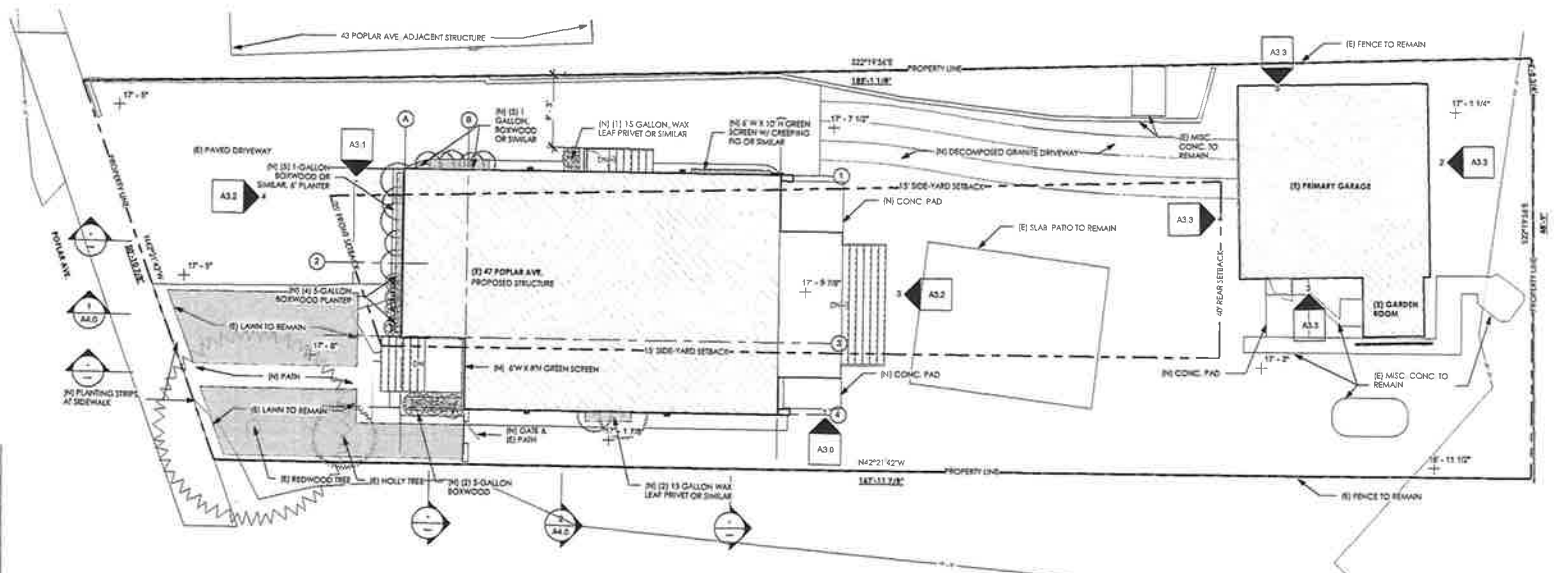
APR 28 2016

Town of Ross

Use of these sheets and specifications shall be restricted to the original site to which they were prepared and published. If they are used for any other project, the user shall be responsible for obtaining all necessary permits and specifications for the jurisdiction of the project. All dimensions and specifications shall be as shown on the drawings unless otherwise indicated. All dimensions and specifications shall be as shown on the drawings unless otherwise indicated.



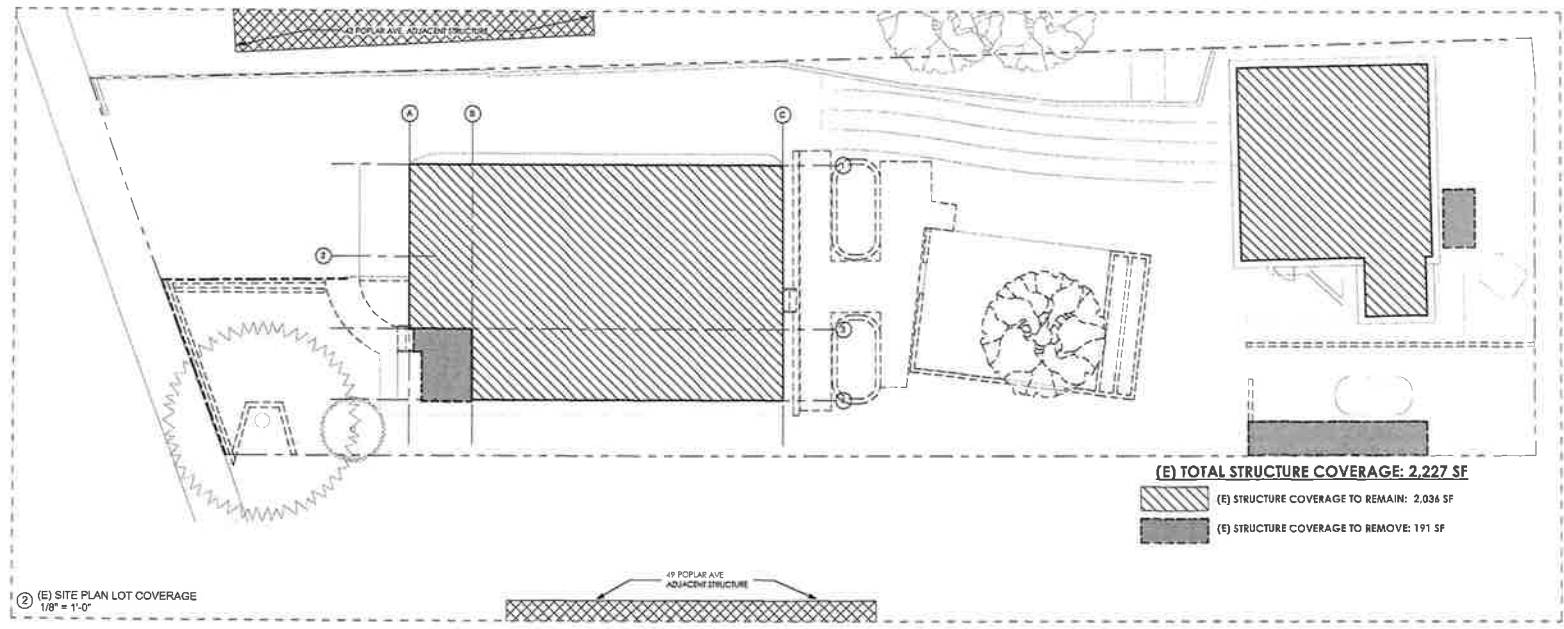
(E) SITE PLAN  
1/8" = 1'-0"



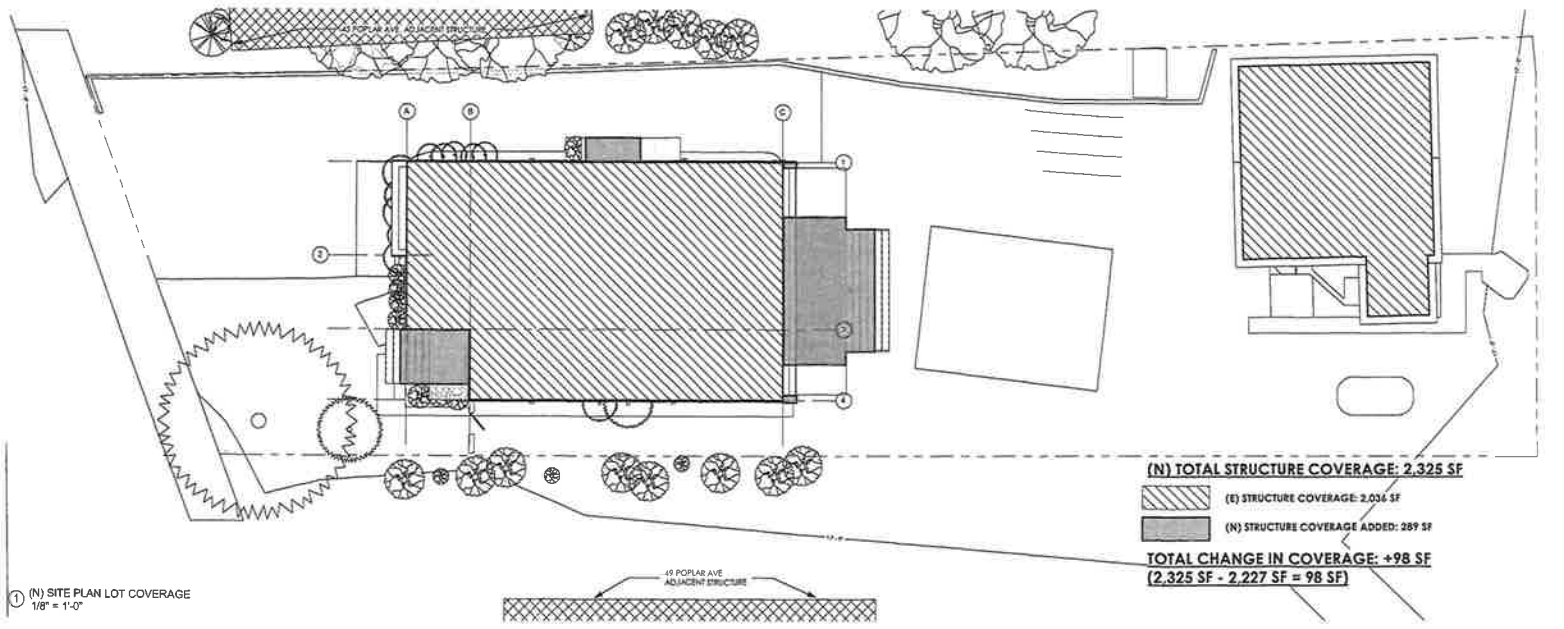
(N) SITE PLAN  
1/8" = 1'-0"



Note: All dimensions and specifications shall be verified in the field. All dimensions shall be based on the original site plan. All dimensions shall be based on the original site plan. All dimensions shall be based on the original site plan.

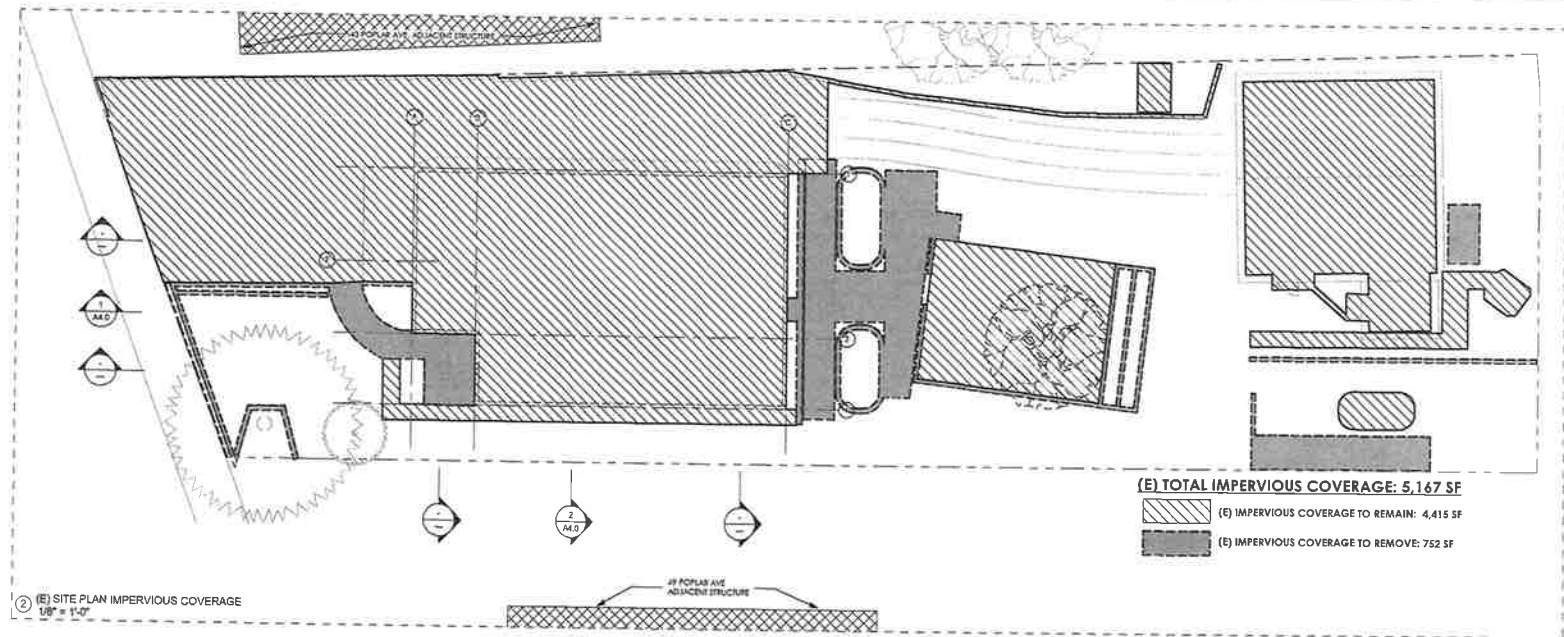


(E) SITE PLAN LOT COVERAGE  
 1/8" = 1'-0"

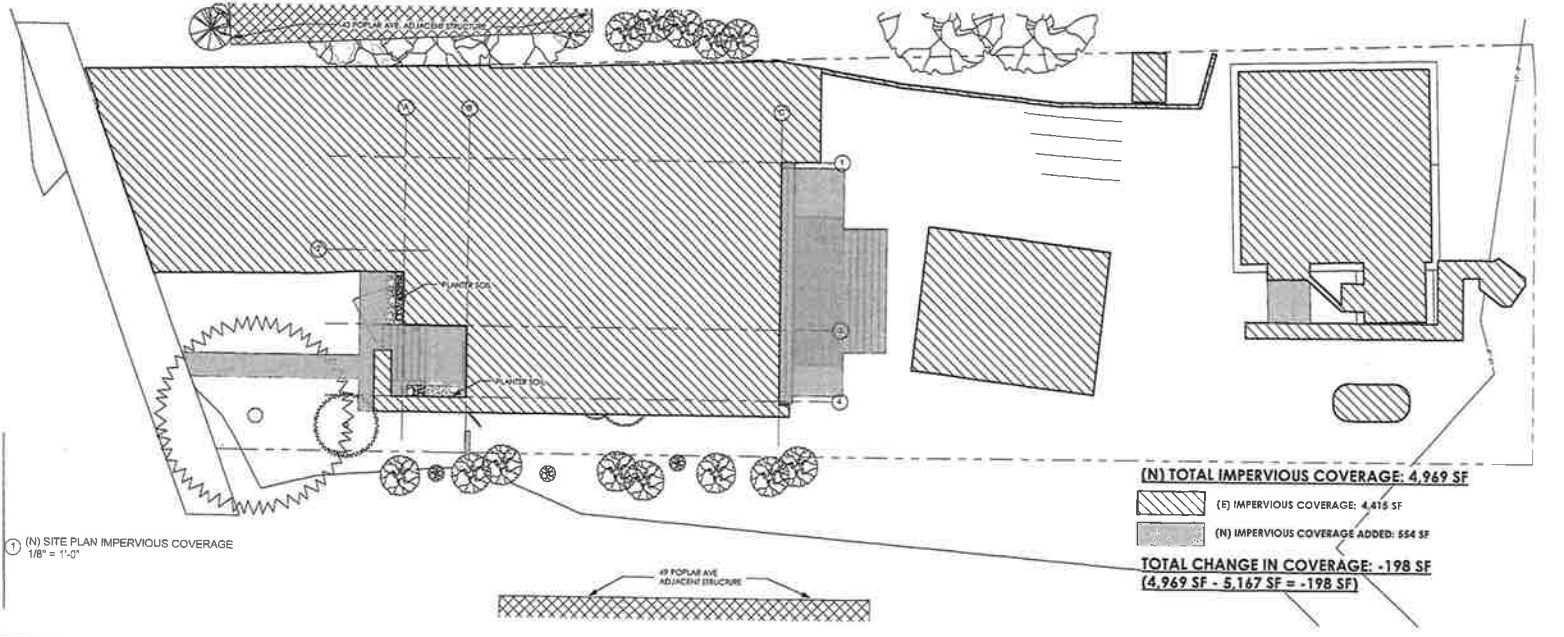


(N) SITE PLAN LOT COVERAGE  
 1/8" = 1'-0"

Use of this plan and specification shall be restricted to the project and for which they were prepared and published by the author. Reproduction or publication in any medium in whole or in part is prohibited. This is the owner and specifications remain with the author without prejudice. Final contract with these data and specifications shall render any printed or electronic version of these documents void.



② (E) SITE PLAN IMPERVIOUS COVERAGE  
 1/8" = 1'-0"

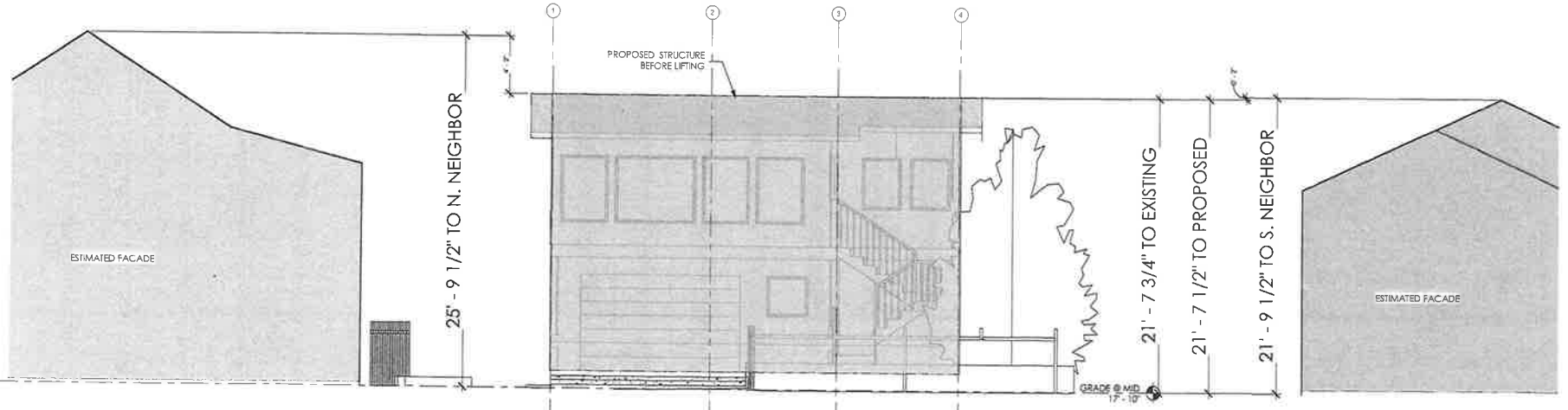


① (N) SITE PLAN IMPERVIOUS COVERAGE  
 1/8" = 1'-0"





Use of these plans and specifications shall be restricted to the original use for which they were prepared and published. No responsibility is assumed for any errors or omissions. This is to be given and specifications include with the project unless otherwise specified. Visit us online at [www.sutroarchitects.com](http://www.sutroarchitects.com) and specifications shall include the full address of the preparation of these drawings.



① SITE ELEVATION DIAGRAM E Copy 1  
 1/4" = 1'-0"

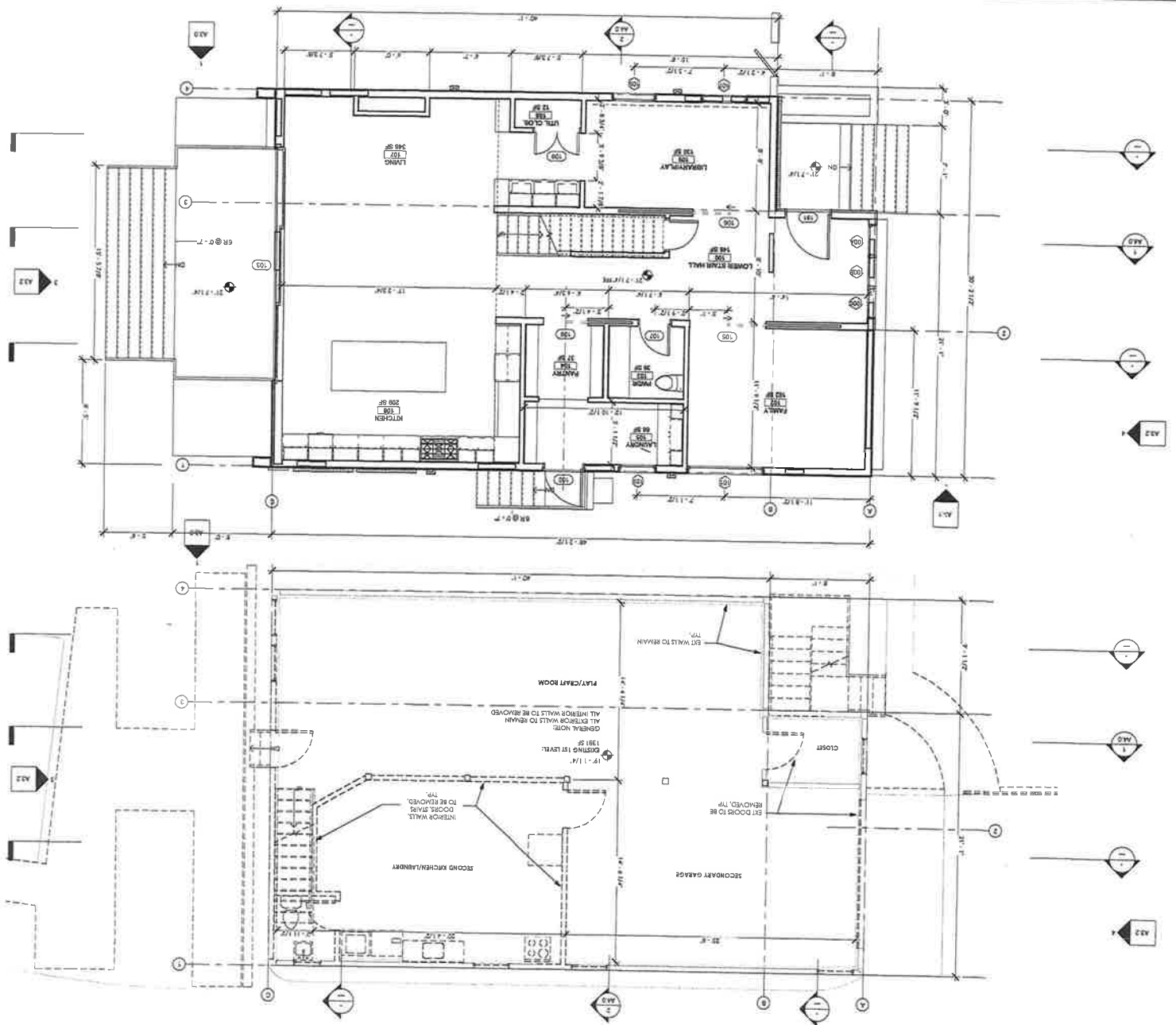


② SITE WEST ELEVATION  
 1/4" = 1'-0"

This document is the property of the architect and shall remain the property of the architect. It is to be used only for the project and site for which it is prepared. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the architect.

① (N) LEVEL 1  
1/4" = 1'-0"

② (E) LEVEL 1  
1/4" = 1'-0"

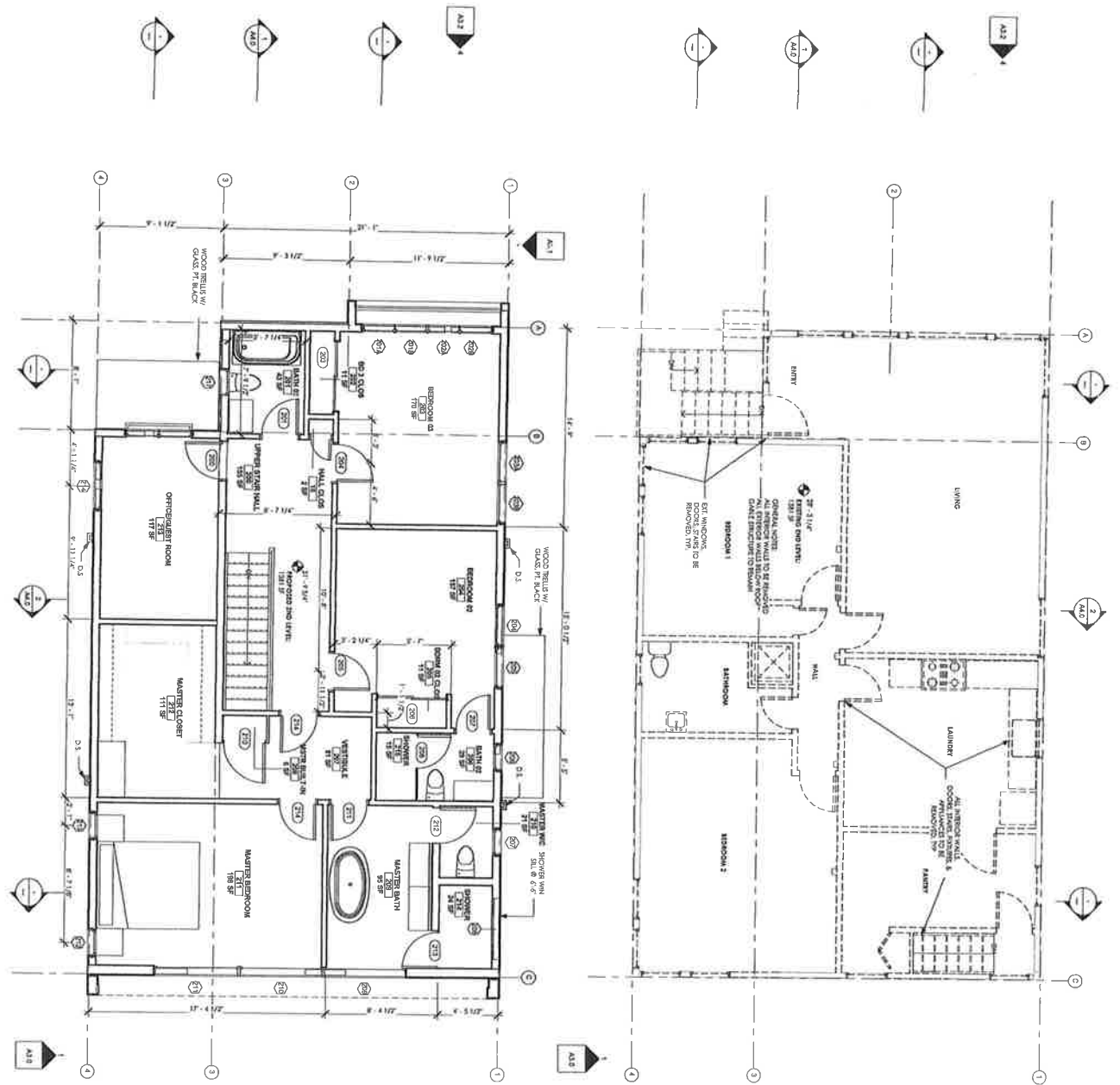


**A2.3**  
EXISTING & PROPOSED 1ST FLOOR PLANS  
A208 REV 2, 2016.09.31

**MANNING RESIDENCE**  
SUTRO ARCHITECTS  
4700 16th AVE, SUITE 200, SAN FRANCISCO, CA 94114  
415.764.4343  
www.sutroarch.com  
115 Battery Street, 11th Floor, San Francisco, CA 94111

① FLOOR PLAN  
1/4" = 1'-0"

② ELEVATION  
1/4" = 1'-0"



A2.4

DATE: 12-11-12  
 PROJECT: MANNING RESIDENCE  
 SHEET: EXISTING & PROPOSED FLOOR PLANS

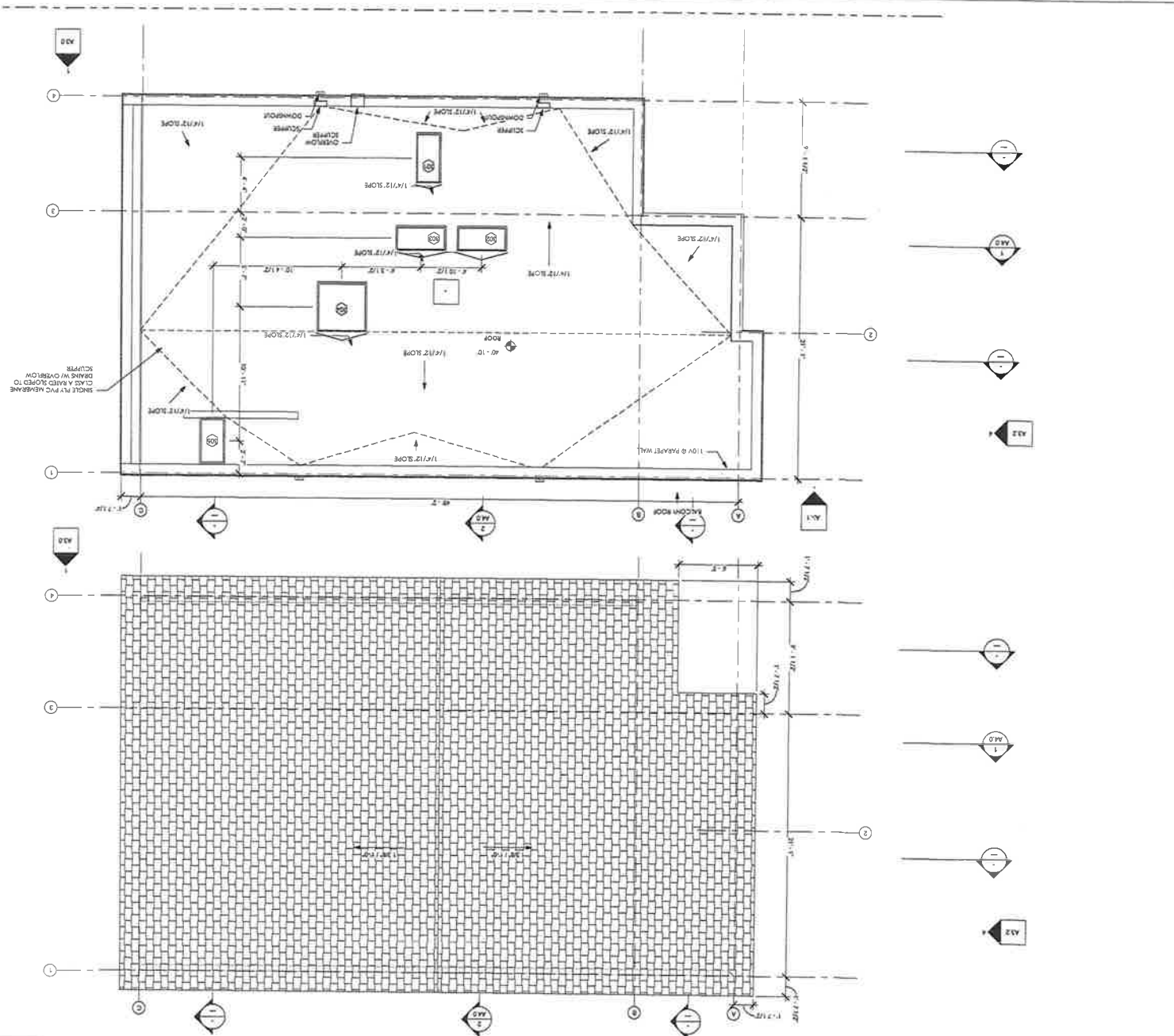
**MANNING RESIDENCE**  
 47 POPLAR AVE, ROSS, CA 94957

**SUTRO ARCHITECTS**  
 415.954.3445  
 10300RHILL.COM  
 715 Battery Street, 7th Floor, San Francisco, CA 94111

This set of plans was prepared by the architect and is intended to be used in conjunction with the project and other documents. It is the responsibility of the contractor to verify all dimensions and conditions on the job site. The architect is not responsible for any errors or omissions in this set of plans.

① (N) T.O. FRAMING  
1/4" = 1'-0"

② (E) ROOF RIDGE  
1/4" = 1'-0"

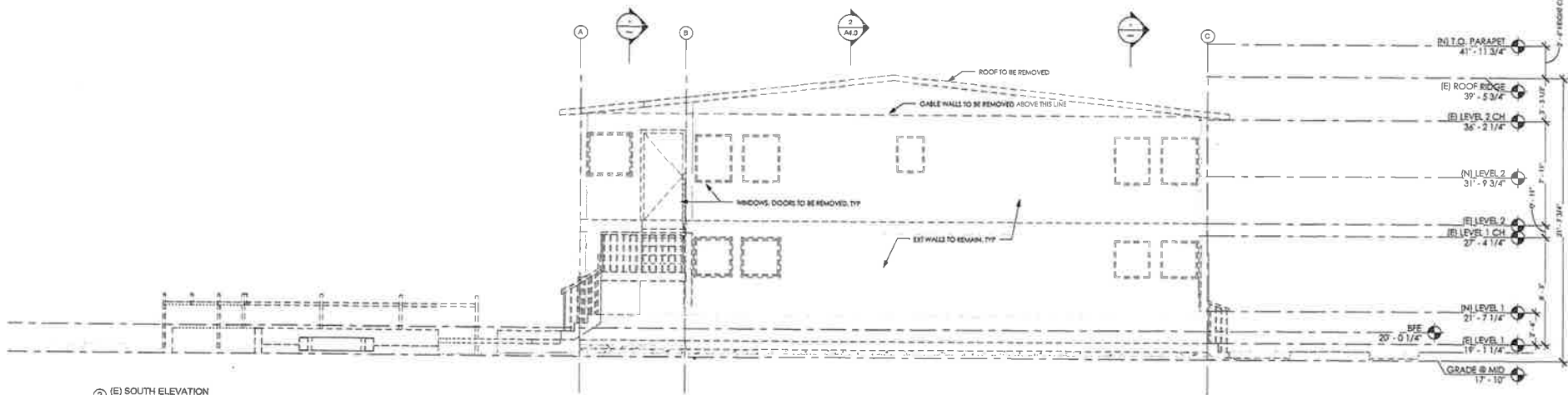


A2.5  
 1/4" = 1'-0"  
 EXISTING &  
 PROPOSED ROOF  
 PLANS  
 APR REV 2 2014 (A2.31)

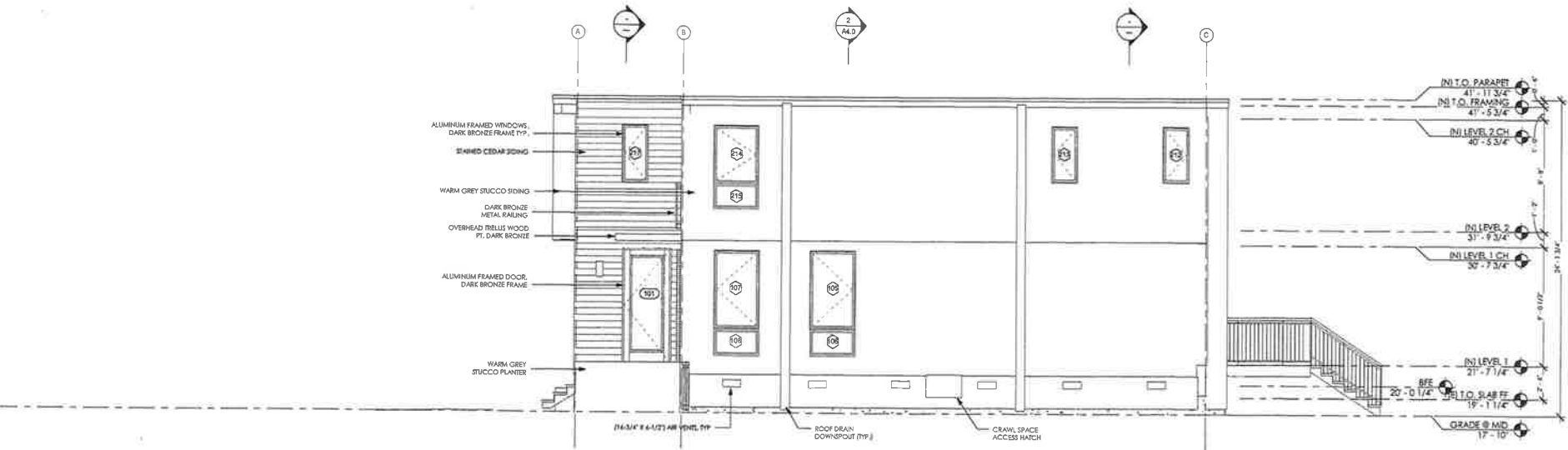
**MANNING RESIDENCE**  
 4700 LA AVE. SUITE CA 9137  
 VAN NUYS, CA 91411

**SUTRO ARCHITECTS**  
 915 BATTERY STREET, 10TH FLOOR, SAN FRANCISCO, CA 94111

All drawings shall be prepared and published in accordance with the original sets for which they were prepared and published. No reproduction or publication of any kind, in whole or part, is permitted. This is the final and authoritative version of the project. All drawings shall be prepared and published in accordance with the original sets for which they were prepared and published. No reproduction or publication of any kind, in whole or part, is permitted. This is the final and authoritative version of the project.



② (E) SOUTH ELEVATION  
 1/4" = 1'-0"



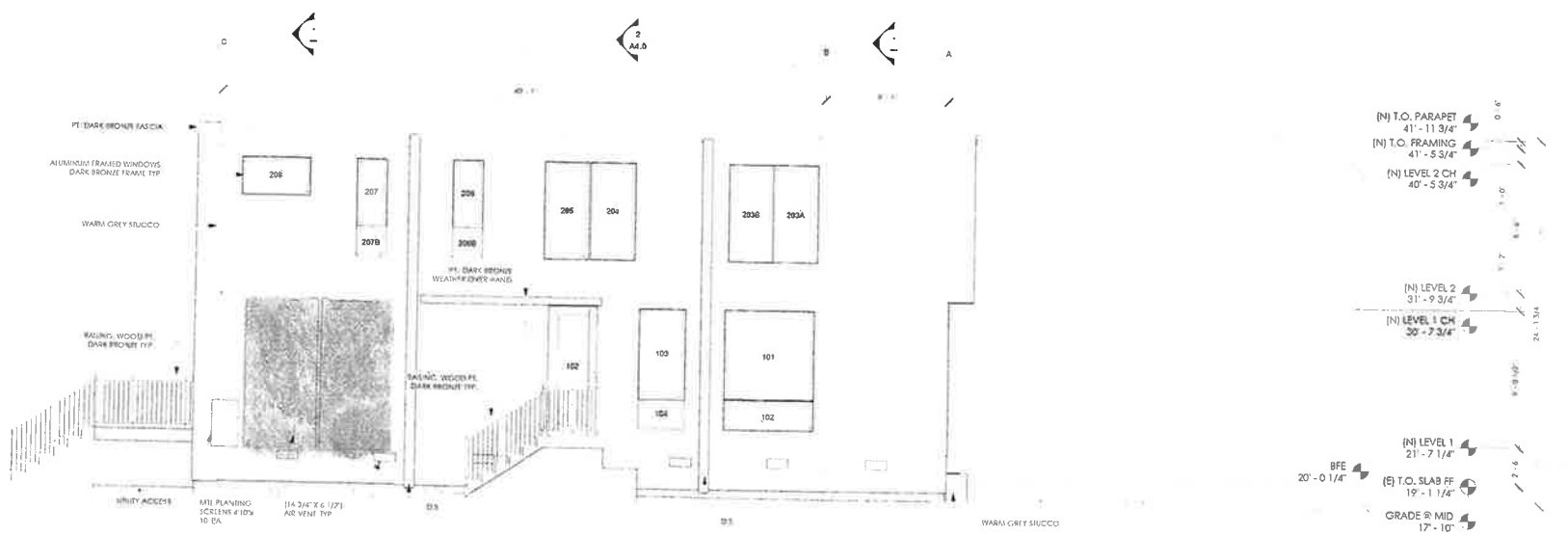
① (N) SOUTH ELEVATION  
 1/4" = 1'-0"

One of the primary and important responsibilities of the architect is to provide the client with a complete and accurate set of drawings. These drawings are prepared and submitted for the client's review and approval. The client is responsible for providing all necessary information and data. The architect is not responsible for the accuracy of the information provided by the client. The architect is not responsible for the accuracy of the information provided by the client.

2 (E) NORTH ELEVATION  
1/4" = 1'-0"

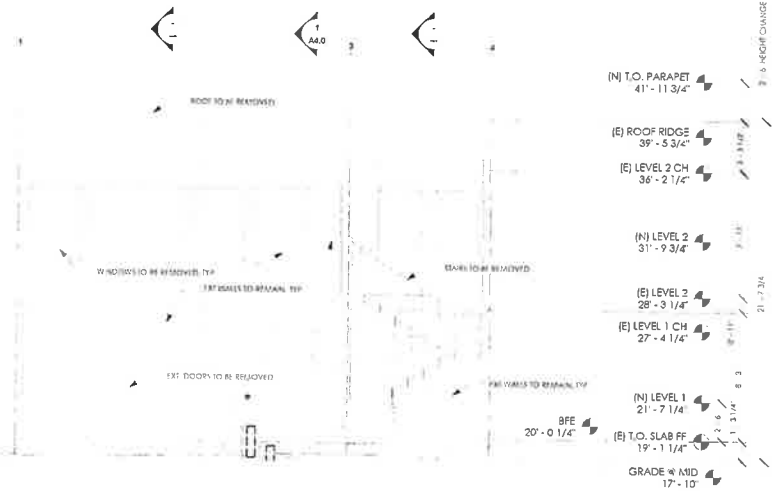


1 (N) NORTH ELEVATION  
1/4" = 1'-0"

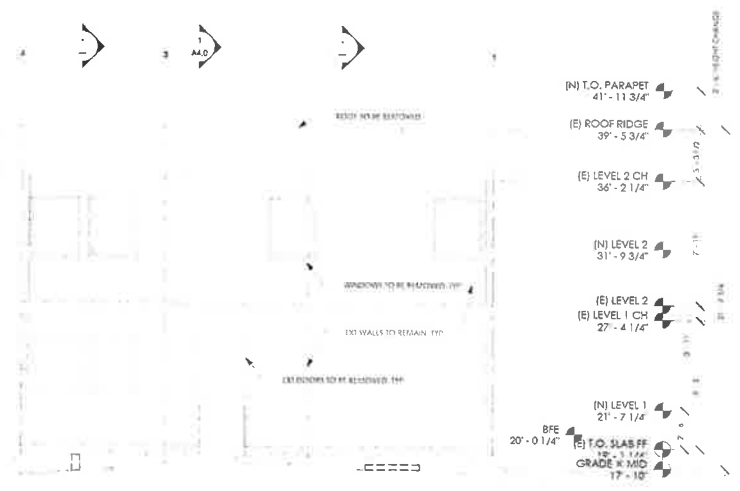


All drawings are the property of the architect and shall remain confidential. No part of these drawings may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written consent of the architect. The architect assumes no responsibility for the construction of the building or for the safety of the building. The architect is not responsible for the construction of the building or for the safety of the building.

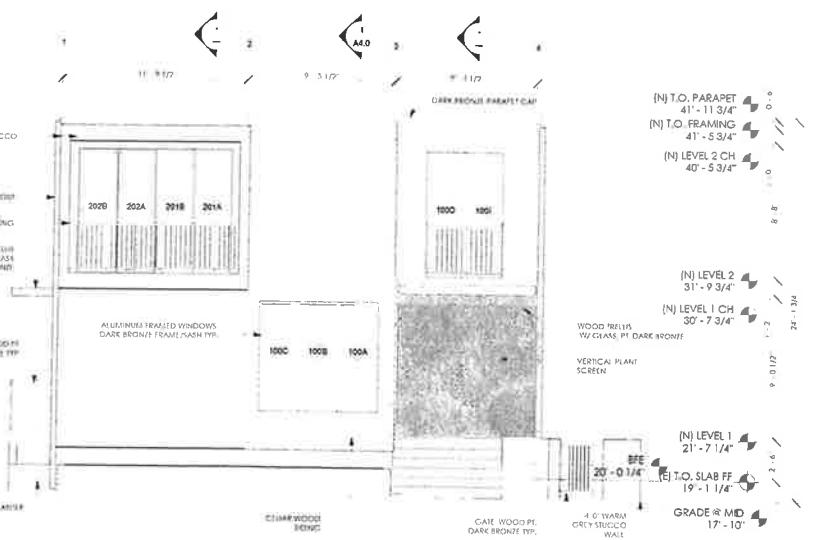
4 (E) WEST ELEVATION  
1/4" = 1'-0"



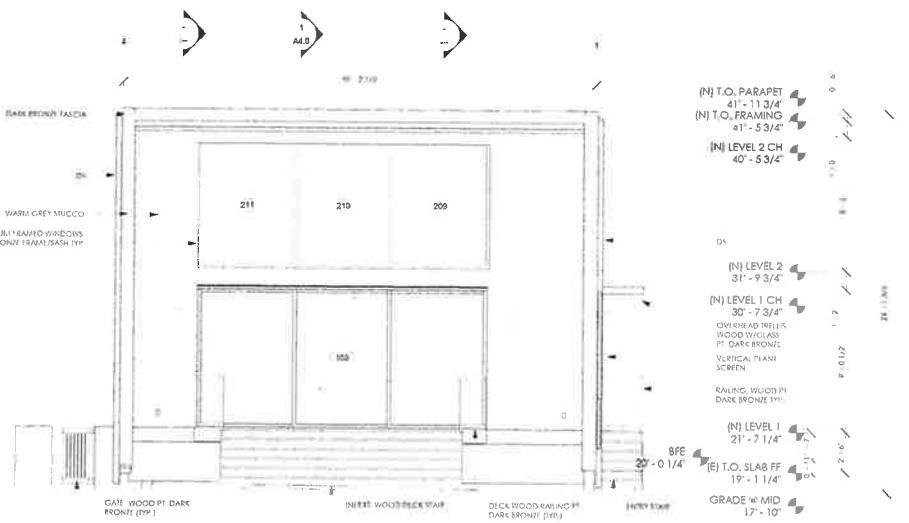
3 (E) EAST ELEVATION  
1/4" = 1'-0"



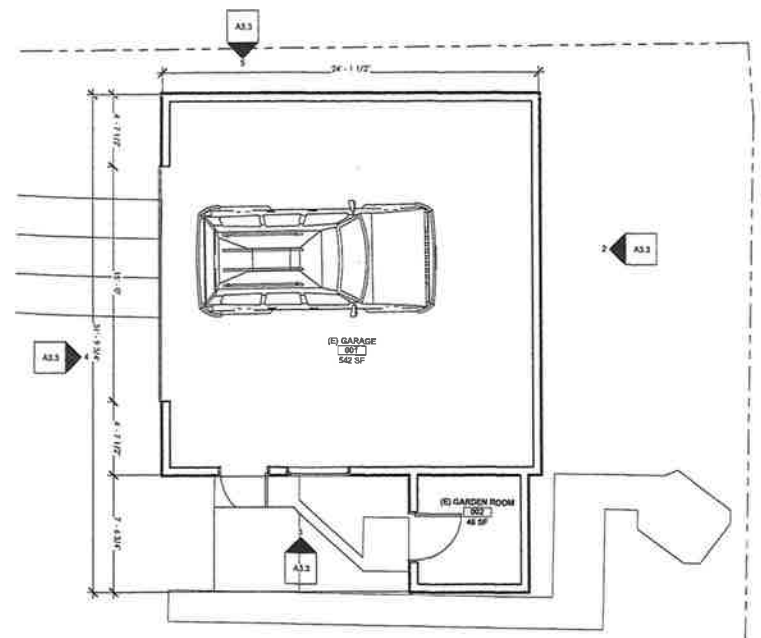
2 (N) WEST ELEVATION  
1/4" = 1'-0"



1 (N) EAST ELEVATION  
1/4" = 1'-0"



All of these items and dimensions shall be checked to the original site for which they were prepared and published. Forward a copy of this drawing to the original site for which they were prepared and published. Forward a copy of this drawing to the original site for which they were prepared and published. Forward a copy of this drawing to the original site for which they were prepared and published. Forward a copy of this drawing to the original site for which they were prepared and published.

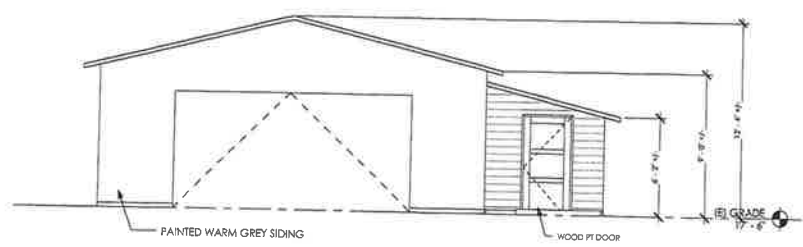


NOTE: NO PROPOSED CHANGES TO EXISTING GARAGE EXCEPT FOR WARM PAINT TO MATCH HOUSE COLOR.

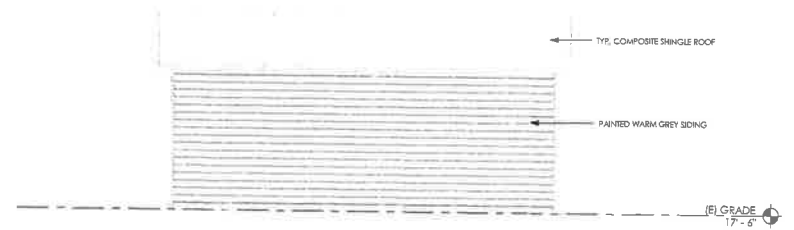
① (E) GARAGE  
1/4" = 1'-0"



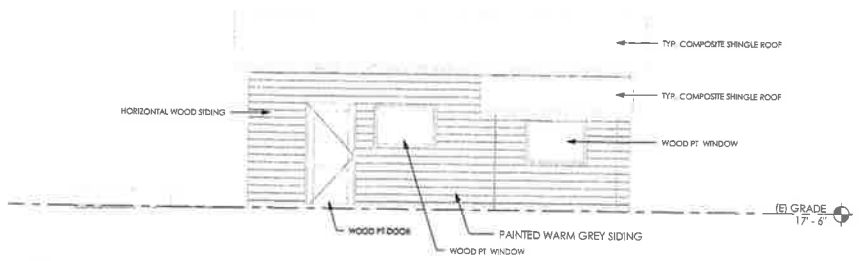
② (E) EAST GARAGE ELEVATION  
1/4" = 1'-0"



④ (E) GARAGE WEST GARAGE  
1/4" = 1'-0"



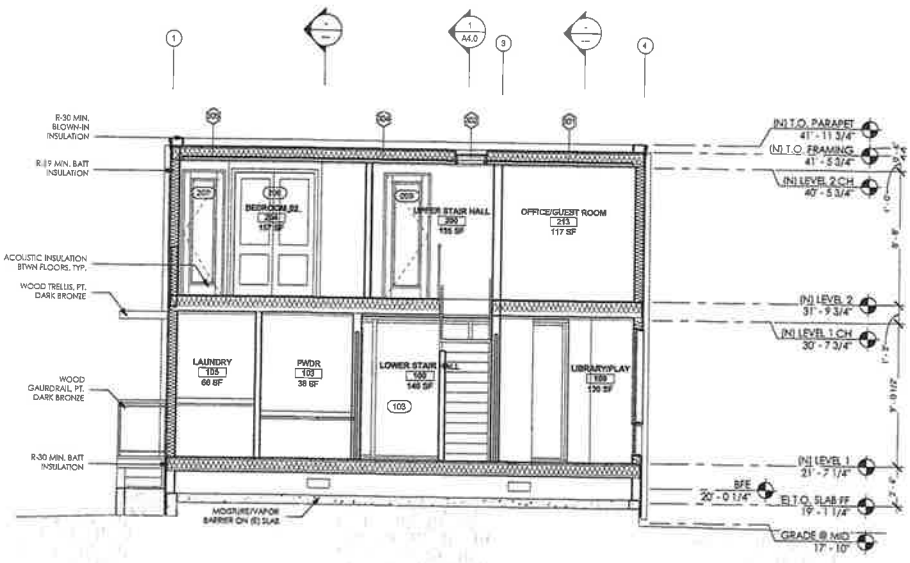
⑤ (E) GARAGE NORTH ELEVATION  
1/4" = 1'-0"



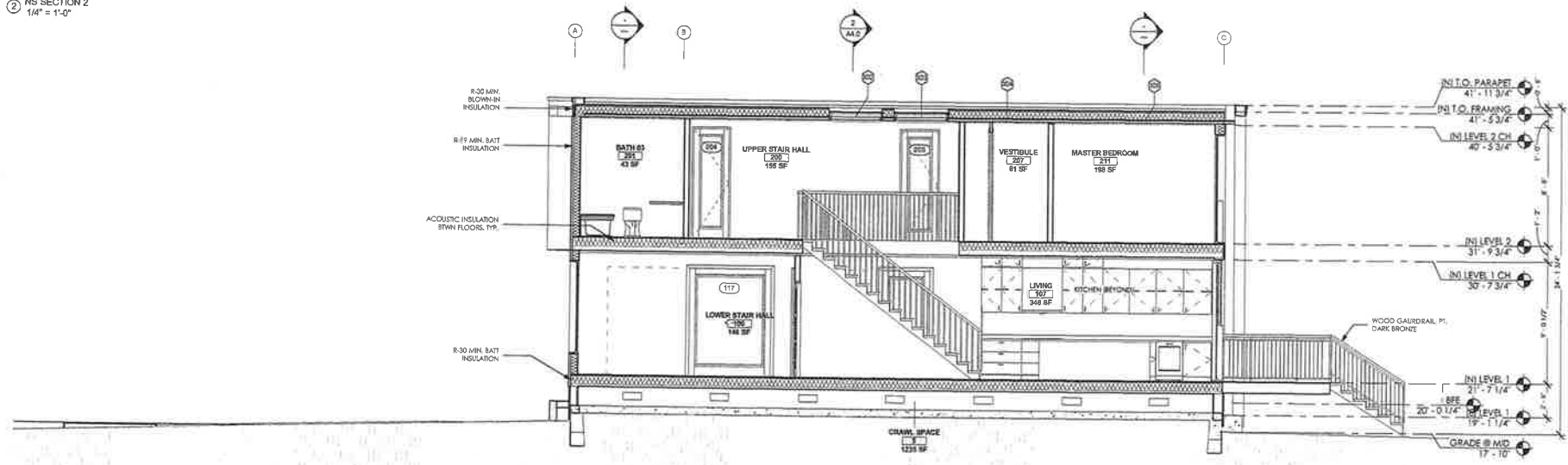
③ (E) SOUTH GARAGE ELEVATION  
1/4" = 1'-0"



Use of these plans and specifications shall be restricted to the project and for which they were prepared and published by any method in whole or part is prohibited. This includes the plans and specifications contained in the addendum without prejudice. These plans and specifications shall be void if they are not accompanied by the contract documents. These plans and specifications shall be void if they are not accompanied by the contract documents.



② NS SECTION 2  
1/4" = 1'-0"



① EW SECTION 1  
1/4" = 1'-0"

1. SIDING

- a. Siding (wood)
  - i. Clear Western Red Cedar
  - ii. Rough sawn custom milled boards with 2-1/2" face.
  - iii. Finish : Benjamin Moore Exterior Stain – "Ashland Slate" semi-solid at 50%
- b. Siding (stucco)
  - i. Steel trowel smooth finish
    - 1. Finish : integral custom color - Benjamin Moore – Revere Pewter (*warm grey*)

2. WINDOWS / DOORS

- a. Window Systems : aluminum framed with dark bronze finish
  - i. Manufacturer TBD : likely Blomberg or Western
- b. Exterior Doors : aluminum framed with dark bronze finish
  - i. Manufacturer : likely LaCantina

3. TRIMS

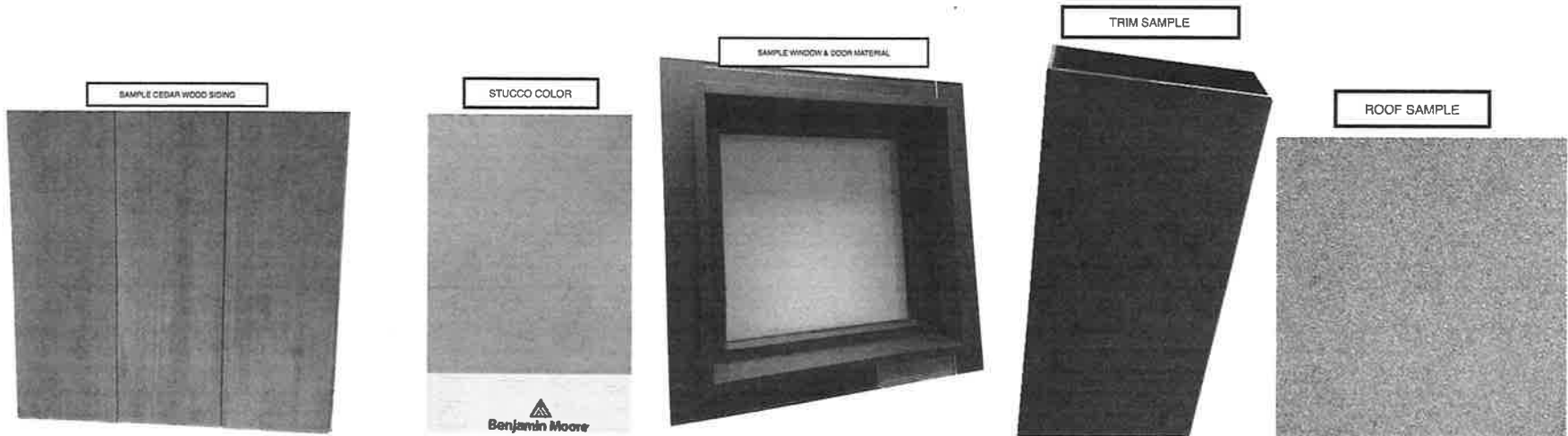
- a. Parapet Fascia : dark bronze paint over galvanized metal
- b. Juliette Balcony Railings : dark bronze paint over steel
- c. Side Gate : wood with dark bronze paint
- d. Guard Railings at Side Entry : wood with dark bronze paint
- e. Awning at Front Entry and Side Entry : wood with dark bronze paint

4. PLANTERS

- a. Stucco to match house
- b. Finish : integral custom color - Benjamin Moore – Revere Pewter (*warm grey*)

5. ROOFING (not seen from street elevation)

- a. Flintastic™ modified bitumen membrane roofing
- b. Color – TBD – either *Colonial Slate* or *Off White* (for T24 calc)



# ATTACHMENT 5



# Town of Ross

Planning Department  
P. O. Box 320, Ross, CA 94957  
Telephone (415) 453-1453 ext. 121  
www.townofross.org

Fax (415) 453-1950

## NEIGHBOR ACKNOWLEDGEMENT FORM

The Town of Ross requires applicants for development projects to review their plans with abutting neighbors prior to submitting the project to the Town. These plans should be considered **PRELIMINARY ONLY** and there may be modifications made by the applicant or required by the Town during the formal review period, including at the public meeting on the project. The Town will mail a notice of any public meeting regarding the project to the owner of your residence at least ten days prior to the meeting. You are invited to contact the Town Planning Department for more information.

Project Address and Assessor's Parcel No. 47 Poplar Ave Parcel No: 073-273-01

Owner(s) of Parcel Mark & Sonya Manning

Date of Plans 02/04/2016

I am a neighbor of the project site identified above. The applicant has reviewed the project plans with me and I understand the scope of work. I understand that the plans may change during the formal review process.

I approve the plans as proposed

I do not approve the plans as proposed for the following reasons (attach additional material if necessary):

*Note: the information on this form will become part of the public record for this project and providing personal information is optional. If you have any concerns with the plans, the Town encourages you to discuss them with the applicant. If the concerns are not resolved, please inform the Planning Department and/or the Town Council. Written comments received by the Planning Department by 5:00 p.m. the Thursday (7 days) prior to the Town Council meeting will be included in the Council agenda packet. Other written comments should be submitted at least 48 hours prior to the Council meeting so the Council has ample time to review the comments.*

Neighbor Name(s) Hoke + Linda SEGARR

Neighbor Signature(s) [Signature] Date 2/20/16

Neighbor Address 49 Poplar

Neighbor Phone Number and Email 415 461 6799; segarrhoke@gmail.com



# Town of Ross

Planning Department  
P. O. Box 320, Ross, CA 94957  
Telephone (415) 453-1453 ext. 121  
www.townofross.org

Fax (415) 453-1950

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The Town of Ross requires applicants for development projects to review their plans with abutting neighbors prior to submitting the project to the Town. These plans should be considered **PRELIMINARY ONLY** and there may be modifications made by the applicant or required by the Town during the formal review period, including at the public meeting on the project. The Town will mail a notice of any public meeting regarding the project to the owner of your residence at least ten days prior to the meeting. You are invited to contact the Town Planning Department for more information.

Project Address and Assessor's Parcel No. 41 Poplar Ave - 073 27301  
Owner(s) of Parcel MARK + SONYA MANNING  
Date of Plans 02-08-2016

I am a neighbor of the project site identified above. The applicant has reviewed the project plans with me and I understand the scope of work. I understand that the plans may change during the formal review process.

I approve the plans as proposed

I do not approve the plans as proposed for the following reasons (attach additional material if necessary):

*Note: the information on this form will become part of the public record for this project and providing personal information is optional. If you have any concerns with the plans, the Town encourages you to discuss them with the applicant. If the concerns are not resolved, please inform the Planning Department and/or the Town Council. Written comments received by the Planning Department by 5:00 p.m. the Thursday (7 days) prior to the Town Council meeting will be included in the Council agenda packet. Other written comments should be submitted at least 48 hours prior to the Council meeting so the Council has ample time to review the comments.*

Neighbor Name(s) Ken Soldavini  
Neighbor Signature(s) [Signature] Date 2/9/16  
Neighbor Address 45 Poplar Ave Ross 94957  
Neighbor Phone Number and Email 415 461-6557