



## **AGENDA**

Regular Meeting of the Ross Town Council  
Thursday, March 13, 2025

Town Hall  
31 Sir Francis Drake Boulevard  
Ross, CA 94957

*The meeting will be held in person. As a courtesy, and technology permitting, members of the public may participate remotely and provide public comment via Zoom. Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. Council meetings will not be canceled due to technical difficulties. If no members of the Town Council are attending the meeting via teleconference, and a technical error or outage occurs on the teleconference feed, the Town Council will continue the meeting in person in the Ross Town Hall, 31 Sir Francis Drake Boulevard, Ross, CA.*

Zoom Webinar: <https://us02web.zoom.us/j/86512972869>

Webinar ID: 865 1297 2869# or Call-in Number: +1 (669) 900-9128

Submit public comment by:

1. Emailing [cmartel@townofrossca.gov](mailto:cmartel@townofrossca.gov) prior to 4:00 P.M. the day before the meeting.
2. Attend the meeting in person and provide public comment.
3. If participating remotely, during the public comment portion of the Open Session select the “Raise Hand” icon in the Zoom meeting or press \*9 if calling into the meeting.

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1. **6:00 p.m. Call to Order.**
  2. **Posting of agenda/changes to agenda.**
  3. **Open Time for Public Expression.**  
Limited to three minutes per speaker on items not on the agenda.
  4. **Mayor's Report.**
  5. **Council Committee & Liaison Reports.**
  6. **Staff & Community Reports.**
    - a. **Town Manager**
    - b. **Ross Property Owners Association**

 Full agenda packet available online by clicking [here](#).

**7. Consent Agenda.**

The following items will be considered in a single motion, unless removed from the consent agenda:

**a. Minutes:**

Special Meeting, Closed Session, February 13, 2025 [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\)](#)

Regular Meeting, February 13, 2025 [!\[\]\(de95854c7ee024cfadc48187bbb781b2\_img.jpg\)](#)

**b. Demands for February 2025. (Johnson) [!\[\]\(8a7115b6ad76657d335c4fdc0aa0c32d\_img.jpg\)](#)****c. Town Council approval of the Town of Ross Annual Financial Report for the Year Ended June 30, 2024, with no findings. (Johnson) [!\[\]\(0736078b486d26d306221bc956d8cdf4\_img.jpg\)](#)****d. Town Council to review the information provided in the 6<sup>th</sup> Cycle Housing Element Update, Annual Progress Report (APR) and General Plan APR for 2024 and authorize its submittal to the Governor's Office of Land Use and Climate Innovation and to the State Department of Housing and Community Development with respect to the Housing Element. (Feliciano) [!\[\]\(9e0e766f70f739d8fa87fbef24ec1034\_img.jpg\)](#)****e. Town Council to approve and authorize Town Manager to award a Contract for Professional Consulting Services to Coastland|DCCM in the amount of \$127,855 for engineering and design services and provide a ministerial reserve of an additional \$19,000 (approximately 15%) if needed for unforeseen changes in scope for the Sir Francis Drake Boulevard/Morrison Road paving projects and various town-wide drainage projects. (Simonitch) [!\[\]\(d1e58ce8b876de7d6550061fb09de2a5\_img.jpg\)](#)****f. Town Council to approve and authorize the Town Manager to award a Contract in the amount of \$259,086 for Professional Consulting Services to Harris & Associates and provide a ministerial reserve of an additional \$40,000 (approximately 15%) if needed for unforeseen changes in scope for Engineering and Design services for the Town Administration Center Rule 20A Undergrounding Project. (Simonitch) [!\[\]\(db2e8a085c1cd7c8aa935c4abda15cf6\_img.jpg\)](#)**

**End of Consent Agenda.**

**8. Public Hearings on Planning Projects – Part 1.**

*Public hearings are required for the following planning applications. Staff anticipates that these items may be acted upon quickly with no oral staff report, Council discussion, or public comment. If discussion or public comment is requested, the Council may consider the item later in the agenda.*

**a. 11 Morrison Road, Design Review, Demolition Permit, Nonconformity Permit, Hillside Lot Permit, and Town Council adoption of Resolution No. 2508 approving the project, subject to conditions. (Lopez-Vega) [!\[\]\(9d719041f613822eec787d05809e9373\_img.jpg\)](#)**

11 Morrison LLC, 11 Morrison Road, A.P. No. 072-101-08, Zoning: R-1: B-5A, General Plan: VL (Very Low Density), Flood Zone: X (Moderate to Low Risk).

**Project Summary:** The applicant requests approval from the Town Council for Design Review, Demolition Permit, Nonconformity Permit, and Hillside Lot Permit. The project proposes a renovation of an existing ±3,200-square-foot (SF) single-family residence and detached art studio, reducing the floor area to ±1,800 SF and adding roof decks. The exterior of both structures will be updated with WUI-compliant wood cladding.

**b. 103 Bolinas Avenue, Variance/Exception and Town Council adoption of Resolution No. 2507 approving the project, subject to conditions. (Lopez-Vega) [📄](#)**

John Boesel and Arriana Van Meurs, 103 Bolinas Avenue, A.P. No. 073-041-12, Zoning: R-1, General Plan: M (Medium Density), Flood Zone: X (Moderate to Low Risk)

**Project Summary:** The applicant requests approval from the Town Council for a Variance/Exception. The project proposes a 40 square foot rear addition to the existing single-family residence, extending it by 3 feet and incorporating new French doors. The addition will incorporate exterior siding that matches the existing home, and the rear deck will also be expanded to align with the addition. A Variance/Exception is required to construct the new three-foot addition further into the rear yard and side setbacks, exceed the allowable floor area and building coverage, and place the heat pump in the side yard setback.

**End of Public Hearings on Planning Projects - Part 1.**

**Administrative Agenda.**

9. Town Council to receive a presentation from staff, engage in a general discussion regarding the provision of fire and emergency medical services in Ross and provide direction by a majority of the Council to the Town Manager to expend resources to conduct additional research. (Johnson) [📄](#)
10. Town Council to hold a cost confirmation hearing pursuant to Ross Municipal Code (RMC) § 12.20.150, to confirm all appropriate costs required to complete the nuisance abatement that occurred at 61 Shady Lane, Ross, CA from October 14, 2024 until October 16, 2024 and direct staff to record a special assessment pursuant to RMC § 12.20160, RMC § 9.04.160 and Cal. Gov. Code § 38773.5. At the hearing, Town Council shall hear the report, together with any objection which may be raised by any of the property owners liable to be assessed for the cost of the repairs. After conducting the hearing, the Town Council may make such modifications in the report as they deem necessary. After which, the Town Council shall confirm the report by adopting Resolution No. 2509. (Simonitch) [📄](#)

11. Town Council adoption of Resolution No. 2500, approving and authorizing the Mayor to execute the amended and restated employment agreement between the Town and Town Manager Christa L. Johnson to be effective November 8, 2024 and amending the Town's salary schedule to reflect the amended and restated agreement. (Stock) [📄](#)
12. Town Council adoption of Resolution No. 2501, making minor revisions to the Council Procedures Manual for the Town of Ross. (Johnson) [📄](#)
13. Town Council adoption of Resolution No. 2510 ratifying an Employment Agreement retaining David J. Kelley to serve as CalPERS Retired Annuitant Extra Help Senior Project Manager, a part time limited duration position established to implement the Ross Facilities Master Plan; authorizing a 180-day wait period exception as provided in Government Code Sections 7522.56 and 21224; and amending the Town's salary schedule to reflect the addition of the CalPERS Retired Annuitant Extra Help Senior Project Manager position. (Johnson) [📄](#)

**End of Administrative Agenda.**

**There are no Public Hearings on Planning Projects – Part II.**

14. **No Action Items: (Mayor)**
  - a. Council correspondence
  - b. Future Council items
15. **Adjournment.**

*If any of the matters discussed above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this notice or in written correspondence delivered at, or prior to, the Council meeting at which this matter will be heard. (Government Code Section 65009). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (415) 453-1453, extension 105 or email at [cmartel@townofross.org](mailto:cmartel@townofross.org). Notification at least 48 hours prior to the meeting will enable the town to make reasonable accommodation to help insure accessibility to this meeting.*