



AGENDA

Regular Meeting of the Ross Town Council
Thursday, June 11, 2026

Town Hall
31 Sir Francis Drake Boulevard
Ross, CA 94957

The meeting will be held in person. Members of the public have an opportunity to comment on items not on the agenda at the beginning of the meeting during Open Time for Public Expression. Members of the public have an opportunity to comment on items on the agenda following the staff presentation prior to the final Council deliberations. Speakers are allotted 3 minutes, though occasionally the mayor may choose a shorter time allocation. 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 attend 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 zkoblickdeleon@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.

Respectful Dialogue: *Courteous dialogue that supports freedom of speech and diversity of opinion is expected from the Town Council, staff, and members of the public.*

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1. **6:00 p.m. Call to Order.**
 2. **Posting of agenda/changes to agenda.**
Full agenda packet available online by clicking [here](#).
 3. **Disclosure of Ex Parte Communications on items where the Town Council acts in an adjudicatory or quasi-judicial capacity.**

Councilmembers must (1) disclose the general nature and substance of any ex parte communications relating to the matter; and (2) provide interested parties full and fair opportunity to rebut or explain the information obtained from those communications.

4. **Introduction of the New Building Inspector II, Matt Tahja (Feliciano)**
5. **Open Time for Public Expression.**
Limited to three minutes per speaker on items not on the agenda.
6. **Proclamation acknowledging National Gun Safety Day in the Town of Ross, June 5, 2026.** [📄](#)
7. **Mayor's Report.**
8. **Council Committee & Liaison Reports.**
9. **Staff & Community Reports.**
 - a. **Ross Property Owners Association**
 - b. **Town Manager**
10. **Consent Agenda.**

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

 - a. **Minutes:**
 - **Budget Hearing, April 23, 2026.** [📄](#)
 - **Regular Meeting, April 29, 2026.** [📄](#)
 - **Special Meeting, May 6, 2026.** [📄](#)
 - b. **Town Council to approve Demands: April 2026** [📄](#)
 - c. **Town Council to receive a report on the Status of Vacancies for the Town of Ross for calendar year 2026 as required by AB 2561. (Johnson)** [📄](#)
 - d. **Town Council to review the Town's FY 2026/27 Investment Policy and consider adopting Resolution No. 2634 to approve the FY 2026/27 Investment Policy. (Johnson)** [📄](#)
 - e. **Town Council to consider adopting Resolution No. 2624 re-appointing Josefa Buckingham, Mark Fritts, and Stephen Sutro to the Advisory Design Review Board for three-year terms ending August 25, 2029. (Feliciano)** [📄](#)
 - f. **Town Council to consider adopting Resolution No. 2625 appropriating Road Repair and Accountability Act (SB 1) funding to the Annual Operating Budget for Fiscal Year (FY) 2026/27, estimated as of January 2025 to be \$65,545, to fund portions of various pavement rehabilitation projects for the FY 2026-27 Roadway fund budget and adopting the list of projects to be funded by SB 1 in FY 2026-27. (Simonitch)** [📄](#)

- g. Town Council to consider authorizing the Town Manager to execute an amendment to the Professional Services Agreement with CSG Consultants for Building Plan Review, Inspection, and Building Official Services to increase the not to exceed amount of the agreement to \$160,000 for Fiscal Year 2025-26. (Feliciano) [📄](#)
- h. Town Council to consider authorizing the Town Manager to execute an agreement with Marin IT in an amount not to exceed \$172,550 for cybersecurity implementation and information technology managed services for the period July 1, 2026, through June 30, 2027. (Johnson) [📄](#)
- i. Town Council to consider authorizing the Town Manager to execute an agreement with the Town of Fairfax for police dispatch services for the term of July 1, 2026, to June 30, 2031, in the amount of \$81,000 in FYE27 increasing to \$120,738.34 in FYE31. (Johnson) [📄](#)
- j. Town Council to consider adopting Resolution No. 2636 appointing the Town Manager to the Pooled Liability Assurance Network Joint Exercise of Powers Agreement (PLAN JPA) Board of Directors with the Town Clerk as the alternate. (Johnson) [📄](#)
- k. Town Council to authorize the Town Manager to execute Contract Amendment #10 with Consor (formerly Quincy) Engineering in the amount of \$8,236 for costs associated with additional tasks related to compliance with the National Environmental Policy Act certification for the Winship Bridge replacement project, and extend the Professional Services Agreement termination date for the Consor contract from December 31, 2026, to December 31, 2028. (Simonitch) [📄](#)
- l. Town Council to consider adopting Resolution No. 2627 setting the dates/times for the regular Town Council meetings and annual Special Council meeting in 2027. (Koblick de León) [📄](#)

End of Consent Agenda.

11. Public Hearing 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. 3 Willow Road, Design Review, Hillside Lot Permit, Nonconformity Permit, Variance, and Town Council consideration of adoption of Resolution No. 2630 approving the project, subject to conditions. (Feliciano) [📄](#)

Scott Fletcher, Fisher Architecture, 3 Willow Hill Road, Parcel Number: 073-252-13, Zoning: R-1: B-A, General Plan: VL (Very Low Density), Flood Zone: X

Project Summary: Town Council consideration for Design Review, Nonconformity Permit, Hillside Lot Permit and a Variance. The project includes an interior remodel with new windows and doors, a Juliet balcony off the sunroom, and an exterior staircase connecting to the deck. Additionally, the project proposes reconstruction of the existing nonconforming two-level rear deck, with a reduction in size, and addition of a BBQ area and a steel trellis/sunshade at the upper level. New terraces with stacked stone walls and a hot tub are also proposed in the rear yard. A new parking deck is proposed adjacent to the garage. A Variance is required to construct the terraces, terrace walls, steel trellis/sunshade and hot tub in the side and rear yard setbacks, BBQ in the rear yard setback and a parking deck in the front yard setback.

b. 111 Bolinas Avenue, Design Review, ADU Permit, Nonconformity Permit and Town Council consideration of adoption of Resolution No. 2631 approving the project, subject to conditions. (Feliciano) [📄](#)

Tom and Tallie Fishburne, Jochum Architects, 111 Bolinas Avenue, Parcel Number: 073-041-07, Zoning: R-1, General Plan: M (Medium Density), Flood Zone: X

Project Summary: Town Council consideration for Design Review, Accessory Dwelling Unit (ADU) Permit, and a Nonconformity Permit. The project proposes converting the existing 492 square foot (SF) cottage into a detached ADU and transfer 206 SF of floor area to the primary residence. The scope of work includes an interior remodel with additions and no changes to exterior materials. The project also proposes to expand the rear deck to align with the addition. A Nonconformity Permit is required to allow the existing nonconforming single family residence and rear deck to be enlarged. An ADU Permit is required to transfer 206 SF as additions to the primary residence.

A Nonconformity Permit is required to allow extending the house, which is currently nonconforming with respect to setbacks. An ADU Permit is required to allow the existing 492 SF cottage to be converted to a new ADU and transfer 338 SF of floor area to the primary residence.

c. 101 Upper Road, Design Review, Hillside Lot Permit, and Town Council consideration of adoption of Resolution No. 2632 approving the project, subject to conditions. (Feliciano) [📄](#)

Property Owner: Jessica and Lexi Viripaeff, Applicant: Imprints Landscape, Street Address: 101 Upper Road, Parcel Number: 073-022-13, Zoning: R-1: B-A, General Plan: VL (Very Low Density), Flood Zone: X

Project Summary: Town Council consideration for Design Review, Hillside Lot Permit, and a Variance. The project consists of new landscape structures including a new pool/spa, pool equipment, patio, firepit, fountain wall, outdoor kitchen, retaining walls over 6-feet high, and an outdoor shower. A variance is required to allow the construction of new landscape structures within the side and rear yard setback and retaining walls over 6 feet. This project was previously approved by the Town Council on June 15, 2023, by Resolution No. 2316, and expired.

- d. **313 Upper Toyon Drive, Design Review and Town Council consideration of adoption of Resolution No. 2633 approving the project, subject to conditions. (Feliciano)** [📄](#)

313 Upper Toyon LLC, Element Outdoor Construction, 313 Upper Toyon Drive, Parcel Number: 072-061-18, Zoning: R-1: B-5A, General Plan: VL (Very Low Density), Flood Zone: X

Project Summary: Town Council consideration of Design Review and a Hillside Lot Permit. The project proposes constructing a new swimming pool on an existing flat terrace. An existing indoor pool is in the basement level. The existing indoor pool is currently under demolition, and the new outdoor pool would replace the indoor pool.

End of Public Hearing on Planning Projects.

Administrative Agenda.

12. **Town Council to receive and accept the Quarterly Investment Report for the nine-month period through March 31, 2026. (Johnson)** [📄](#)
13. **Town Council consideration to adopt Resolution No. 2635 approving the Ross Valley Paramedic Authority Amended and Restated Joint Powers Agreement, and authorizing the Town Manager to execute the Agreement. (Johnson)** [📄](#)
14. **Town Council consideration to adopt Resolution No. 2637 calling the November 3, 2026, calling for an election for renewal of the Ross Valley Paramedic Authority (“RVPA”) four-year special parcel tax for 2027-2031 and requesting the Marin County Board of Supervisors consolidate the election with the Statewide General Election, in accordance with Elections Code §10002 and §10418. (Mahoney)** [📄](#)
15. **Town Council consideration to adopt Resolution No. 2626 calling the November 3, 2026, candidate election for Two (2) Regular Term Four-Year (4-year) positions on the Ross Town Council and requesting the Marin County Board of Supervisors to consolidate said election with any other elections conducted on the same day, in accordance with Elections Code §10002 and §10418. (Koblick de León)** [📄](#)
16. **Town Council to:**
 - a) **Receive a presentation on the fiscal year ending June 30, 2027 (FYE 2027) budget;**
 - b) **Adopt Resolution No. 2628 approving the FYE 2027 budget, setting the public safety parcel tax rate, and amending the Town’s Salary Schedule;**
 - c) **Adopt Resolution No. 2629 setting the Town’s appropriations limit as provided in Government Code Section 7910 for the fiscal year ending June 30, 2027. (Johnson)** [📄](#)
17. **Town Council to receive an update from staff regarding the status of the implementation of the Town of Ross Facilities Master Plan. (Kelley)** [📄](#)

18. Town Council to:

- a) **Authorize issuance of a Request for Proposals (RFP) for professional planning, architectural, engineering, technical evaluation, and cost estimating services necessary to prepare an amendment to the Ross Civic Center Facilities Master Plan consistent with Resolution No. 2623; and**
- b) **Direct staff to distribute the RFP to the ten consulting teams that previously submitted Statements of Qualifications in response to the Town's Architectural and Engineering Services RFQ. (Kelley) [☞](#)**

End of Administrative Agenda.

19. No Action Items: (Mayor)

- a. **Council correspondence**
- b. **Future Council items**
- c. **Council Member participation at the communication table at the Ross Post Office on the next Council meeting day**

20. Meeting Evaluation.

21. 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 via email at zkoblickdeleon@townofrossca.gov or by phone at (415) 453-1453, ext. 105. Providing notification at least 48 hours prior to the meeting will enable the town to make reasonable accommodation to help ensure accessibility to this meeting.