



## **AGENDA**

Regular Meeting of the Ross Town Council

Thursday, July 11, 2024

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/81889055505>

Webinar ID: 818 8905 5505# or Call-in Number: +1 (669) 900-9128

Submit public comment by:

1. Emailing [cmartel@townofross.org](mailto:cmartel@townofross.org) 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: Regular Meeting, June 13, 2024** [📄](#)
- b. **Demands for June 2024.** [📄](#) (Johnson)
- c. **Town Council to waive the second reading, read by title only, and adopt Ordinance 726 amending the following Ross Municipal Code (RMC) chapters:**
  - **Chapter 18.41, Design Review. Zoning text amendments to Section 18.41.020(a)(8) pertaining to the removal or alteration of more than twenty-five percent of the exterior walls or wall coverings of a residence.**
  - **Chapter 18.50, Demolition of Structures. Zoning text amendments to 18.50.020(a) pertaining to the alteration of more than twenty-five percent of the exterior walls or exterior wall coverings. (Feliciano)** [📄](#)
- d. **Town Council to confirm the continued use of Resolution No. 2266 as there are no changes or updates to the Town of Ross Conflict of Interest Code. (Martel)** [📄](#)
- e. **Town Council to approve the relocation and replacement of the Ross Recreation equipment shed. (Borthwick)** [📄](#)
- f. **Town Council to adopt Resolution No. 2404 setting the dates/times for the regular Town Council meetings and annual Special Council meeting in 2025. (Johnson)** [📄](#)
- g. **Town Council to approve the Town of Ross response to the Marin County Civil Grand Jury Report entitled *With Power Comes Responsibility; Youths Under Age 16 Operating Class 2 E-Bikes: A Safety Risk* and authorize the Mayor to sign the attached letter. (Pata)** [📄](#)
- h. **Town Council to authorize the Town Manager to execute an Agreement with the County of Marin , to be implemented through the Marin County Office of Emergency Management for the period July 1, 2024 to June 30, 2027 for emergency services coordination, prevention, preparedness, response, recovery and mitigation efforts of the Marin Operational Area and Political Subdivisions; annual cost of \$7,500. (Johnson)** [📄](#)
- i. **Town Council to review and approve the Town’s June 13, 2024 Investment Policy. (Johnson)** [📄](#)
- j. **Town Council to adopt Resolution No. 2430 for a one-year time extension for Design Review and a Variance to construct a new pool, associated terrace, retaining wall**

and renovate landscaping in the south side and rear yards at 98 Laurel Gove. (Lopez-Vega) [📄](#)

#### 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. 34 Poplar Avenue, Design Review, Variance, Minor Exception Permit and Town Council adoption of Resolution No. 2428 approving the project, subject to conditions. (Lopez-Vega) [📄](#)**

Jeff and Cassie Shouger, 34 Poplar Avenue, A.P. No. 073-272-05, Zoning: R-1: B-7-5, General Plan: ML (Medium Low Density), Flood Zone: AE (Floodway).

**Project Summary:** The applicant requests approval for Design Review, Minor Exception Permit, and a Variance. The project involves constructing an outdoor service bar/kitchen in the covered patio area between the garage and the main house. The outdoor kitchen will include a sink, dishwasher, refrigerator, and ice maker. Additionally, the project includes installing a 4-foot horizontal board auto gate on Redwood Drive and a new 6-foot entry pedestrian gate on Poplar Avenue. It also involves placing a new heat pump unit within the side yard setback and adding a skylight to the front of the house. A Variance is required to construct an outdoor service bar/kitchen within the side yard setback, and a Minor Exception Permit is required for an air conditioner/heat pump within the side yard setback.




**b. 118 Winding Way, Design Review, Variance and Town Council adoption of Resolution No. 2429 approving the project, subject to conditions. (Lopez-Vega) [📄](#)**

James and Mary Buie, 118 Winding Way, A.P. No. 072-091-13, Zoning: R-1: B-5A, General Plan: VL (Very Low Density), Flood Zone: X (Moderate Risk).

**Project Summary:** The applicant requests approval of Design Review, and a Variance. The project proposes to construct two stone clad veneer retaining walls, one of the retaining walls will measure 10 feet in height. The project also includes expanding the approved gravel patio by 310 square feet, adding recessed step lighting, and two stone clad low seat walls. A Variance is required to construct retaining walls over 6 feet in height. A Variance is also required to construct a patio and retaining walls within the side yard setback.

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

**Administrative Agenda.**

9. Town Council to approve the Town of Ross Annual Financial Report for the Year Ended June 30, 2023, with no findings. (Johnson) 
10. Town Council to receive a presentation from staff regarding existing field rental and special event fees; review staff recommendations for fee adjustments; and adopt Resolution No. 2431, listing field rental rates. (Borthwick) 
11. Town Council to authorize the Town Manager to open a Town-administered separate general ledger account for the holding and tracking of residents' receipts and expenses related to the formation of a new utility undergrounding assessment district which would include certain properties along Upper Road, Woodhaven Road and Upper Road West. (Simonitch) 

**End of Administrative Agenda.**

**There are no Public Hearings on Planning Projects – Part 2.**

12. **No Action Items: (Mayor)**
  - a. Council correspondence
  - b. Future Council items
13. **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.*