



**Agenda Item No. 14.**

**Staff Report**

**Date:** April 13, 2023  
**To:** Mayor Kuhl and Council Members  
**From:** Rebecca Markwick, Planning and Building Director  
**Subject:** Progress Report on the Ross Facilities Master Plan Project

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**Recommendation**

It is recommended that the Town Council receive a progress report on the Ross Facilities Master Plan Project, discuss alternative concept options presented and provide direction to staff on the three concepts.

**Background**

The Town of Ross is moving forward with the preparation of a Facilities Master Plan for the Town's municipal facilities and emergency services, not including fire, but including both police and paramedic services. These facilities presently include Ross Town Hall, a Ross Public Safety Building, a Public Works Building, and a portable building immediately adjacent to Town Hall. This site, identified as Assessor's Parcel 073-191-16, measures approximately 2.33 acres in size and has Corte Madera Creek along its western boundary. A range of services and functions occupy this site including the Town Council chambers, administrative offices, documents and records storage, the development services permit center, police department, fire and paramedic services, public works assets, and a cellular communications facility. Onsite parking is also provided on this site to support these services and functions.

On October 13, 2022, the Town Council approved a Consultant Services Agreement in the amount of \$162,285 for preparation of the Town Master Facilities Plan and authorized the Town Manager to execute an agreement with The KPA Group.

At the February 9, 2023 Town Council meeting The KPA Group presented findings and concepts based on their initial site visits, programming changes, kick off discussions with staff, interviews and review of the Town's relevant codes and ordinances. The KPA Group presented three options to the Town Council, see Attachment 1, Town Council minutes February 9, 2023. The Town Council members had similar questions about all three concepts.

The questions and comments included:

- Height of the buildings
- Number of parking spaces provided
- Traffic flow onto Lagunitas Road
- Secure police parking
- The six housing units
- Timing of the project
- The size of the public works yard
- Project costs
- Town Hall removal/preservation
- When the Fire Department would be leaving

### **Discussion**

The KPA Group (KPA) has been working closely with Town staff to advance the project and refine concepts based on the February 9, 2023, Town Council meeting. KPA has provided a memo outlining three new concepts based on the feedback received. The three concepts included are Concept A, B and C. Additionally, KPA has provided preliminary cost estimate ranges and pros and cons for each concept. All three concepts retain Town Hall, add additional parking spaces, contain secured parking for police vehicles and propose changes to circulation. KPA has provided a comprehensive memorandum that elaborates on the details of their work on refinement of the concepts.

### **Fiscal Impact**

The cost to prepare the draft Facilities Master Plan is included in the FYE23 budget. No additional appropriation is requested.

### **Attachments**

- Memorandum: Report on the Ross Facilities Master Plan Project

**TOWN OF ROSS**  
**Facilities Master Plan**  
**Narrative Report**  
**Town Council Presentation – April 13, 2023**

**Introduction:**

The KPA Group presented an initial progress update on February 9, 2023, to the Town Council on the Facilities Master Plan project. The presentation included an overview of the existing site opportunities and constraints, vehicular and pedestrian circulation issues, and current deterioration and inefficiencies pertaining to the site's civic buildings and consideration for the housing element. KPA presented three alternative concept plans to the Town Council which sparked insightful discussions and relevant comments and input.

For reference, the concepts presented at the February 9, 2023, meeting are summarized below:

Concept Site Option 1 proposed renovation of the existing Town Hall building and restoration of the Public Safety building façade to retain and incorporate the Spanish Colonial architectural features to the new expanded two-story building that meets current and future programmatic needs.

Concept Site Option 2 suggested retaining and modernizing the existing Town Hall building. The existing Public Safety building would be completely replaced with a new two-story Civic Center building to house all government functions.

Concept Site Option 3 proposed to retain the Town Hall façade and provide a completely new continuous single-story building to house Council Chambers and all government functions.

At the conclusion of the presentation the Town Council requested KPA to produce an architectural rendering of Concept Site Option 3 New Town Civic Center, to provide greater visual comprehension of what can be expected of a new singular civic building with applied Spanish style architecture.

**Project Progress:**

KPA has continued to work closely with Town staff to confirm the department programs, advance the Facilities Master Plan and refine concepts based on feedback from the February 9, 2023 Council meeting. The follow-up concepts for April 13, 2023 focus on three viable planning options, each of which includes a rough order of magnitude estimated cost range, based on 2023 cost parameters, and identifies favorable and adverse attributes respectively.

### **Conceptual Site Options:**

For Council consideration, the three Concept updates are briefly described as follows:

**Concept A:** Proposes to retain and modernize the Town Hall building and restore the majority of the Public Safety building façade. The new construction would connect the original buildings together and create a continuous singular one-story building to house government functions. Paramedics is proposed for a separate building and located for optimal access to serve the community.

Concept A is estimated to cost between \$23 and \$26 million<sup>1</sup>. Forty (40) parking stalls are provided, which compares to an existing stall count of twenty-four (24).

Pros of Concept A include:

- The façade of the Public Safety facility is maintained
- New facility is able to maintain Spanish Colonial Revival architectural style
- Improved site circulation comes from a realigned main entrance and exit to the lighted intersection at Laurel Grove Ave, and a new entrance only access at Lagunitas Blvd
- Town work efficiencies will improve due to all departments being housed in singular overall building
- Paramedics are housed in separate facility with ideal access to serve community
- A secured Police parking yard contains parking for 4 police vehicles
- A public pedestrian entry court allows increased welcoming presence from Sir Francis Drake
- A new public entry plaza at the rear of the building is provided

Cons of Concept A include:

- Increased expenditure due to the preservation of the Public Safety façade. The façade must be detailed and portions reconstructed, and complexities related to selective demolition of the existing building are present

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<sup>1</sup> Rough Order of Magnitude (ROM) cost ranges of \$23-\$26M are estimated using 2023 dollars.

- The main building will be located on site at the same location as the existing Public Safety facility
- There may be additional considerations or implications to the façade regarding final site grading
- Building maintenance over the life of the building will involve specific maintenance requirements of façade portion

**Concept B:** Proposes to only retain and modernize the Town Hall building. The Public Safety building would be entirely removed for a new Civic Center building tied to Town Hall that creates a continuous singular one-story building to house government functions. Paramedics is proposed for a separate building and located for optimal access to serve the community.

Concept B is estimated to cost between \$19 and \$22 million<sup>2</sup>. Forty (40) parking stalls are provided, which compares to an existing stall count of twenty-four (24).

Pros of Concept B include:

- Increased building presence from street due to main building being moved closer to Sir Francis Drake Blvd
- New facility is able to maintain Spanish Colonial Revival architectural style or apply a new architectural style
- Improved site circulation comes from a realigned main entrance and exit to the lighted intersection at Laurel Grove Ave, and a new entrance only access at Lagunitas Blvd
- Town work efficiencies will improve due to all departments being housed in singular building
- Paramedics are housed in separate facility with ideal access to serve community
- A secured Police parking yard contains parking for 4 police vehicles
- A public pedestrian entry court allows increased welcoming presence from Sir Francis Drake

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<sup>2</sup> Rough Order of Magnitude (ROM) cost ranges of \$19-\$22M are estimated using 2023 dollars.

- A new public entry plaza at the rear of the building is provided and larger than that proposed in Concept A

Cons of Concept B include:

- Building setback from Sir Francis Drake Blvd may be reduced
- Façade of Public Safety facility is not maintained

**Concept C:** Proposes to retain and improve both driveways entering the site from Sir Francis Drake Blvd. The Town Hall building will be modernized and Public Safety building removed in its entirety to facilitate a new two-story Civic Center building to house government functions. Paramedics is proposed for a separate building and located for optimal access to serve the community.

Concept C is estimated to cost between \$21 and \$24 million<sup>3</sup>. Thirty-five (35) parking stalls are provided, which compares to an existing stall count of twenty-four (24).

Pros of Concept C include:

- Increased building presence from street due to main building being moved closer to Sir Francis Drake Blvd
- Town Hall remains completely standalone with no connection at rear to portions of a new facility
- New facility is able to maintain Spanish Colonial Revival architectural style or apply a new architectural style
- Improved site circulation comes from a realigned main entrance and exit to the lighted intersection at Laurel Grove Ave only
- Existing circulation drive between Town Hall and Public Safety is maintained, allowing Town Hall to stand separately from Town Operations and familiar vehicular circulation to be maintained
- Town work efficiencies will improve due to all departments being housed in singular building
- Paramedics are housed in separate facility with ideal access to serve community

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<sup>3</sup> Rough Order of Magnitude (ROM) cost ranges of \$21-\$24M are estimated using 2023 dollars.

- A secured Police parking yard contains parking for 4 police vehicles
- A new public plaza is adjacent to Town Hall off of Lagunitas Blvd
- Site renovation costs are reduced slightly due to less changes overall

Cons of Concept C include:

- Building setback from Sir Francis Drake Blvd may be reduced
- Additional expense is present due to construction of interior lobby, stairwell and elevator space required for a two-story facility
- Multi-level circulation and maintenance costs of these systems over the life of the building will be present
- Public pedestrian entry court is not present
- Façade of Public Safety facility is not maintained

All three concepts will include 6 units of housing in the same location, in the existing Corp yard.

At the Town Council meeting KPA will include three-dimensional models of each concept to visually comprehend building massing and scale and relative location on the site with respect to Sir Francis Drake Blvd. The presentation will then follow with renderings portraying potential architectural styles that may be applied to the new Civic Center building, Spanish Colonial Revival and Craftsman styles.

**Next Steps:**

The Town of Ross wishes to select the preferred concept to be included in the Facilities Master Plan Report. KPA will support the Town's decision on what is needed to keep the community informed on the production and documentation of the Ross Facilities Master Plan. The Preferred Master Plan Concept shall move forward into next phases of development through separate Request for Proposals issued by the Town of Ross.

Tasks anticipated over the next months include:

- Preferred Option further defined for inclusion in Facilities Master Plan
- ROM Cost Estimate finalized for Preferred Option
- Finalized additional considerations for inclusion in Report

- Documentation of Ross Facilities Master Plan Report for submission
- Town Council Presentation for adoption

The Final Ross Facilities Master Plan Report will be submitted in June/July 2023. Draft Concept Site Plans and respective renderings for Concepts A, B and C are attached herein.

**END OF NARRATIVE REPORT**

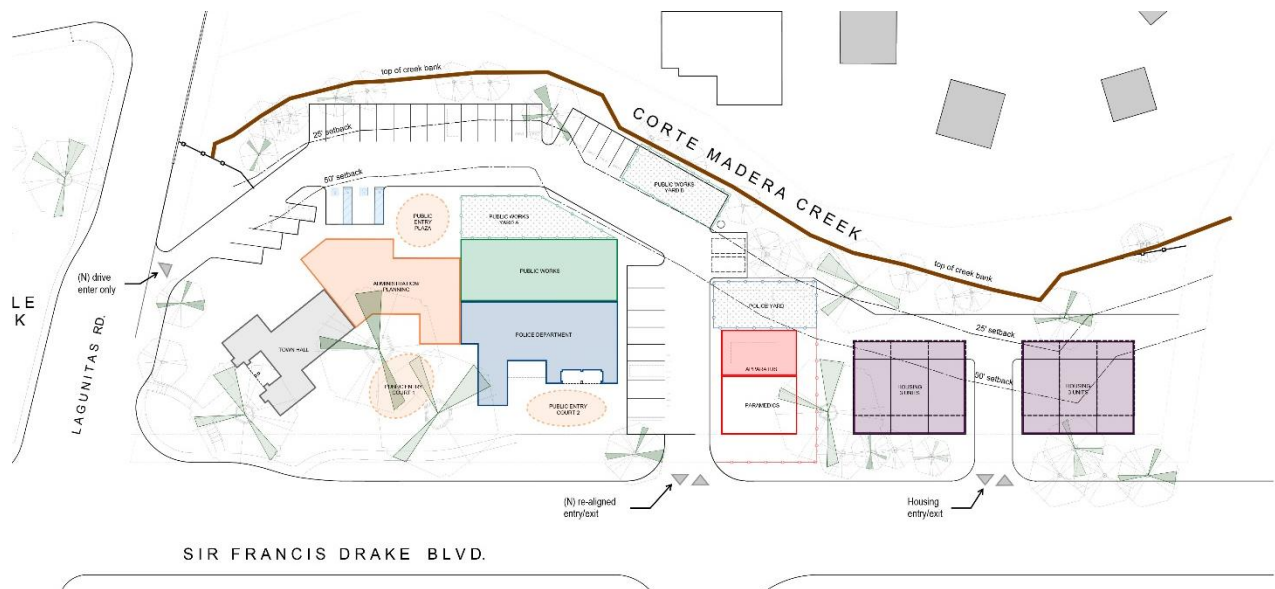


## ATTACHMENTS

### 1. DRAFT CONCEPT SITE PLANS AND RENDERINGS FOR CONCEPTS A, B & C

#### ATTACHMENT ONE

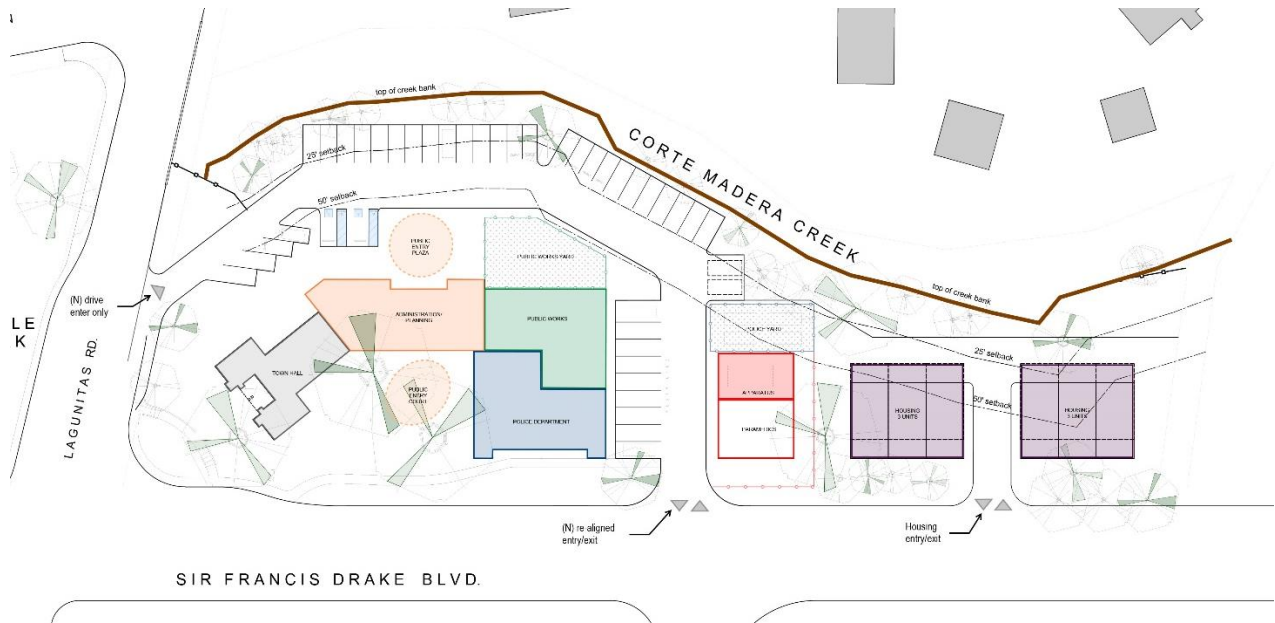
#### CONCEPT A – DRAFT CONCEPT SITE PLAN



#### CONCEPT A – DRAFT RENDERING



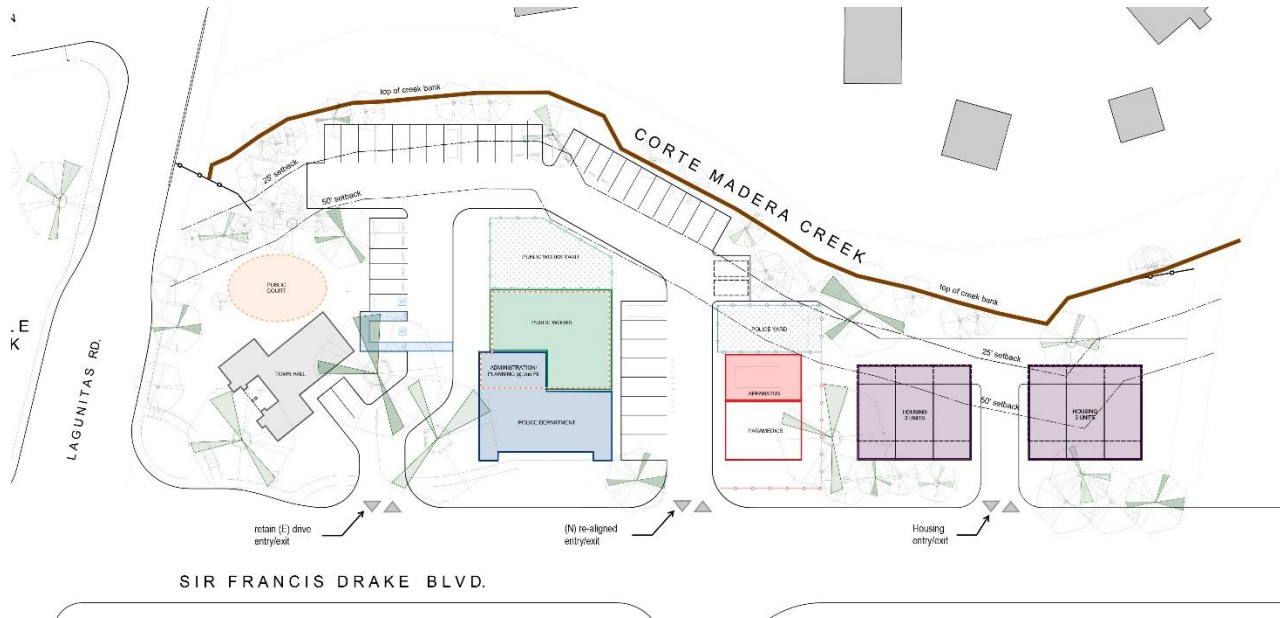
**CONCEPT B – DRAFT CONCEPT SITE PLAN**



**CONCEPT B – DRAFT RENDERING**



**CONCEPT C – DRAFT CONCEPT SITE PLAN**



**CONCEPT C – DRAFT RENDERING**

