



525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, February 22, 2022

7:00 PM

Town Council Chambers

<https://us02web.zoom.us/j/83380328884>

Or Telephone: +1 669 900 6833 | Webinar ID: 833 8032 8884

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@townofsananselmo.org before the meeting begins.

How to Participate During the Meeting: Members of the public will have the option to speak during the meeting through the Zoom application by using their phone or an electronic device.

For PC, Mac, or smart phone, Use "Raise hand" function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your computer

For landline phones, raise hand to be recognized with *9

1. 6:20 PM Interviews with applicants to the Historical Commission, Climate Action Commission and Marin Commission on Aging.

Attachments: [Staff Report](#)

[Attachment 1 - Board and Commission Status Report](#)

[Attachment 2 - Gene Ng](#)

[Attachment 3 - Michael Kamerick](#)

[Attachment 4 - Alex Friedman](#)

[Attachment 5 - Kimberly Norton](#)

7 PM Call to Order

Open time for public expression.

Council requests for future agenda items.

2. Consent Agenda:

- 2.1. Approve minutes of February 8, 2022.

Attachments: [Minutes - February 8, 2022](#)

- 2.2. Consider supporting Digital Marin Strategic Plan.

Attachments: [Staff Report](#)
[Attachment 1 Resolution](#)
[Attachment 2 Marin County Staff Report](#)
[Attachment 3 Digital Marin Strategic Plan](#)

- 2.3. Revenue and Expenditure Reports, January 2022

Attachments: [Staff Report](#)
[Budget Comparison Report - San Anselmo, CA Sub](#)
[Budget Comparison Report - San Anselmo, CA Dept](#)

- 2.4. January 2022 Financial Report on Recreation Fund

Attachments: [Staff Report](#)
[Jan 2022-Attachment](#)

- 2.5. Special Event Application - LONGWAY Block Party

Attachments: [Staff Report](#)
[Attachment 1 - Community-Based Event Application](#)

- 2.6. Review the report from a Marin Municipal Water District representative.

Attachments: [Staff Report](#)
[Attachment 1](#)

Council Items:

3. Appoint applicants to the Marin Commission on Aging, Climate Action Commission and Historical Commission

Attachments: [Staff Report](#)
[Attachment 1 -Board and Commission Status Report](#)
[Attachment 2 - Gene Ng](#)
[Attachment 3 - Michael Kamerick](#)
[Attachment 4 - Alex Friedman](#)
[Attachment 5 - Kimberly Norton](#)
[Attachment 6 - Richard Storms](#)
[Attachment 7 - Carol Acquaviva](#)

4. Consider approval of the resolution calling and giving notice of the holding of an election to be held on June 7, 2022 and requesting the Board of Supervisors of the County of Marin to Consolidate said election; and authorize the Town Clerk or her duly authorized officers and agency to carry out all the necessary procedures for said election submitting to the voters the question relating to a special tax for paramedic services.

Attachments: [Staff Report](#)
[Attachment 1 - Resolution calling election](#)
[Exhibit A - RVPA Tax Measure](#)
[Attachment 2 - ILG Ballot Measure Guidance](#)

5. POSTPONED TO A FUTURE MEETING: Award of Bike Spine Project.
6. Consider Adoption of Resolution Defining the Framework for the San Anselmo Arts Commission and Provide Feedback to Staff Re: Murals.

Attachments: [Staff Report](#)
[Resolution Defining the Framework for the San Anselmo Arts Commission](#)
[Redlined Copy of Resolution Comperted with Resolution No. 4313 Defining the Framework for the San ANselmo Arts Commission](#)

7. 89 Woodside Drive, Assessor's Parcel No. 005-273-03, request for setback variances to construct a 557 square foot garage and 232 square foot garage loft. The application includes a request to rescind a 1977 Town Council condition of approval that prohibited construction of a garage over the parking slab.

Attachments: [Staff Report](#)
[Attachment 1 Proposed Plan](#)
[Attachment 2 Standard Planning Conditions](#)
[Attachment 3 Photos of Story Poles](#)
[Attachment 4 Project History](#)
[Attachment 5 Existing and Proposed Conditions at site](#)

8. Introduction and First Reading of Amendments to Municipal Code Title 3 “Public Safety” Chapter 5 “Traffic” Article 17 “Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles from Private or Public Property; and Title 3 “Public Safety” Chapter 3 “Fire Prevention” Article 6 “Abatement of Fire Hazards Associated with Flammable Vegetation and Other Materials”

Attachments: [Staff Report](#)
[Item 8 Attachment 1 - Draft Ordinance.pdf](#)

9. Discussion of appointments to a newly formed Marin County Council of Mayors and Councilmembers’ City/County Services Subcommittee.

Attachments: [Staff Report](#)

Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Town Staff at email ckacmar@townofsananselmo.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.

Any writings or documents provided to a majority of the Town Council regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters 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 agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council’s decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is Tuesday, March 8, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, February 18, 2022.

Carla Kacmar, Town Clerk



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 1.

SUBJECT:

6:20 PM Interviews with applicants to the Historical Commission, Climate Action Commission and Marin Commission on Aging.

INTERVIEW SCHEDULE

Via Zoom during COVID

6:20 PM - Gene Ng - Marin Commission on Aging

6:30 PM - Michael Kamerick - Climate Action Commission

6:40 PM - Alex Friedman - Historical Commission

6:50 PM - Kimberly Norton - Historical Commission

Board, Committee, Commission <i>(total seats)</i>	Seats Expiring/ Vacant	Applicants	Term (Yrs)¹	Date of Interview
Arts Commission 7 seats + youth Dannielle Mauk <i>(Temporary Expansion to 8 seats)</i>			3	
Bicycle and Pedestrian Committee 7 seats Sean Condry			4	
Board of Review 5 seats Jeff Zuba	2		6	
Capital Programs Monitoring Committee 7 seats Sean Condry	4	Richard Berkson	4	3/8
Economic Development Committee 7 seats Elise Semonian			3	
Financial Advisory Committee 5 seats Jeff Zuba <i>(Temporary Expansion to 6 seats)</i>	2	Richard Berkson	3	3/8
Flood Committee 7 seats Sean Condry	2		4	
Historical Commission 11 seats+ youth Linda Kenton	2	Richard Storms* Carol Acquaviva* Kimberly Norton Alex Friedman	4	2/8 2/8 2/22 2/22
Library Advisory Board 7 seats+ youth Linda Kenton			4	
Library Tax Oversight Committee 5 seats Linda Kenton			3	
Marin Commission On Aging 1 seat	1	Gene Ng	3	2/22
Mosquito Abatement District 1 seat			2-4	
Open Space Committee 11 seats + youth Elise Semonian			4	
Parks & Recreation Commission 7 seats + youth Dannielle Mauk	1		4	
Planning Commission 7 seats Elise Semonian			4	
Racial Equity Ad Hoc Committee			1	
Climate Action Commission 7 seats+ youth Elise Semonian	1	Michael Kamerick	3	2/22
Ross Valley Paramedic Authority 1 seat			4	
Tax Equity Board 3 seats Jeff Zuba	1		3	

* Incumbent

¹ Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.

Print**Boards & Committee Applications - Submission #1432**

Date Submitted: 2/2/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

2/1/2022

**I wish to apply for an
appointment to a term/balance***

Marin Commission on Aging

**Name***

GENE THOON NG

Home Address*

225 SAN FRANCISCO BLVD

Occupation*

Retired

Employer's Address

225 SAN FRANCISCO BLVD

Home Phone*

4155178652

Work Phone

Cell Phone

415-517-8652

E-Mail*

GENENG40@GMAIL.COM

Number of years as resident of San Anselmo*

33 years

Number of years as a resident in Marin*

33 years

Education Level Achieved*

Graduate Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

George Lewis

1.) Phone*

415-302-2846

2.) Name*

Mary Miner

2.) Phone*

415-269-4954

3.) Name*

Tom McAllister

3.) Phone*

415-302-7562

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☐ YES
☒ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I have not served in any public office, or civic commissions, boards, committees. I was a teacher, administrator, athletic director for 42 years in Marin. I have attended countless board meetings in those 42 years so I am experience with local and county governments.

Reasons for this appointment.*

I am 81 years old and will be 82 in July. I am familiar with what senior citizens may need and also problems that senior citizens encounter. I am in care of my sister who is 90 years old. She lives in a senior care facility so I am knowledgeable of what the needs of people in care faciities are. I think I can bring a fresh look to the commission. I have ideas of how we can help our aging population.

What are your qualifications for this appointment.*

As I mentioned, I believe I know many of the needs of the aging population in Marin. I would also like to bring solutions to help our segment of society.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

1. Affordable housing. It would be wonderful if our aging population can afford to live on their own. A semblance of normality would be great for the mental health of senior citiizen. Living on their own with a caretaker would be a great help.
2. New Technology. I know first hand how difficult it is for us old folks to keep up with all the new technological advancement. Example: My sister is still trying to learn how to navigate all the features in the I-phone. I'm fortunate to have my son and daughter teaching me about Zoom, Facetime, etc.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Park & Recreation Commission

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

GENE NG

415-517-8652 – San Anselmo – geneng40@gmail.com

ABOUT ME

I have worked in Marin County for 42 years, and been a resident, parent, and grandparent of San Anselmo for 34 years. I am a retired educator with a passion for service to my community and am excited about the opportunity to further serve using my knowledge of senior care facilities, experience as a caretaker, and understanding of what Marin has to offer older residents.

PORTFOLIO HONORS

Gene Ng Day Proclamation, City of San Francisco, Mayor Gavin Newsom, May 23, 2008
 Marin County Coach of the Year, 1993
 Marin Athletic Foundation Hall of Fame, 2008
 North Coast Section Honor Coach of the Year, 2004
 President of the San Francisco Ng Family Benevolent Association, 2013-2015
 National President of the Ng Family Association, 2017-2019
 Executive Secretary of the Ning Yung Association, 2016

PROFESSIONAL HISTORY

Teacher, All Subjects, San Clemente School	1966 – 1972
Teacher, Math, History, and Physical Education – Hall Middle School	1972 – 1976
	1984 – 2000
Principal, Summer Schools, Neil Cummins and Hall School	1976 – 1978
Vice Principal, Neil Cummins and Hall Middle School	1978 – 1984
Athletic Director, Tamalpais High School	2002 – 2008
Varsity Women's Basketball Coach – Archie Williams High School	1984 – 1996
Varsity Women's Basketball Coach – Novato High School	1996 – 2002
Varsity Women's Basketball Coach – Tamalpais High School	2005 – 2007

VOLUNTEER HISTORY

Summer High School Basketball Coach	1985 – 2007
CYO Basketball Coach	1995 – 1996
Donaldina Cameron House Food Pantry	2012 – 2020
Ng Family Benevolent Association	1976 – Present
Ning Yung Benevolent Association	1990 – Present
Wong Family Scholarship Committee	1980 – Present

EDUCATION

San Francisco State University, BA in History	1965
San Francisco State University, MA in Educational Administration	1970

Miscellaneous

Served in the Army from 1958 – 1960 Deployed to Korea in 1959 – 1960 Honorable Discharge 1960

Print**Boards & Committee Applications - Submission #1435****Date Submitted: 2/5/2022**

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

2/5/22

**I wish to apply for an
appointment to a term/balance***

Climate Action Commission

**Name***

MICHAEL J KAMERICK

Home Address*

510 Sequoia Drive

Occupation*

Retired

Employer's Address

510 Sequoia Drive

Home Phone*

4154542624

Work Phone

Cell Phone

4152187553

E-Mail*

MKAMERICK@GMAIL.COM

Number of years as resident of San Anselmo*

20

Number of years as a resident in Marin*

20

Education Level Achieved*

College/University Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Richard Lucas

1.) Phone*

415-453-1175

2.) Name*

Steve Murch

2.) Phone*

415-419-6246

3.) Name*

Alan Bowker

3.) Phone*

415-559-0380

I would be able to regularly attend the meetings of this Board/Commission/Committee.*☒ YES☐ NO**I would be available to attend additional meetings when they are necessary.***☒ YES☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☐ YES
☒ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I have been involved in a number of activities in my immediate neighborhood that have required me to interact with various local government agencies on behalf of my neighbors. I organized the neighborhood into a recognized FireWise site, and I am the current FireWise leader our immediate area.

Reasons for this appointment.*

I have always been interested in the environment and the issues of climate change, and I want to whatever I can to mitigate those issues. I am a lifelong member of the Sierra Club, and member of the Environmental Forum of Marin. We installed solar panels on our roof in 2004, and we have updated the system to more recent technologies. We have owned a Chevrolet Bolt for over three years, and we plan to buy a second EV in the next few years.

What are your qualifications for this appointment.*

In my professional career, I have been involved many committees and commissions, so I am used to working cooperatively in diverse groups. I have served on the Board of Directors of my professional organization, the American Medical Informatics Association, requiring oversight of budgets and strategic directions for the organization.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

As a suburban/small town environment, San Anselmo is built for a car focused life. This is hard to overcome, though we can make various efforts, but I do think that vehicle electrification represents a more achievable goal in the short term, so I would focus on that. In terms of lowering the overall carbon footprint of San Anselmo, we face a difficult challenge because the Town serves as a transit point for so much traffic between east and west Marin, so we have consider how to measure our resident's impact vs. the impact of those traveling through.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Flood Committee

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Michael Kamerick-resume.docx

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Michael Kamerick

President, Sequoia Consulting
mkamerick@gmail.com
 +1/415-218-7553

Summary

I have held positions of leadership and management on the forefront of high technology for over 30 years. For the last 17 plus years I have been focused on the issues and challenges of the role of IT in the transformation of healthcare and bio-medical research. I have been active in the movement to leverage the data being captured in Electronic Medical Record systems to bring insight and intelligence to the business of medicine and medical research. I have participated in multiple national and international research initiatives, in both the public and private sectors, including EDRN, caBIG, the CTSA, and TriNetX. I have participated in and led teams that have built several distributed research networks and data warehouses providing Real World Evidence to investigators and have co-authored papers and posters on the subjects. In 2020 I was named as a Fellow of the American Medical Informatics Association.

My community activities include a lifetime membership in the Sierra Club, membership in the Environmental Forum of Marin and a graduate of their Master Class, MALT (Marin Agricultural Land Trust), training in CERT (Community Emergency Response Team) and Resilient Neighborhoods, and I am the organizer and leader of our local FireWise community.

Experience

President, Sequoia Consulting

March 2000 – Present

Consultation and expertise in Biomedical Research Organizations, Distributed Research Networks, Real World Data/Evidence, Healthcare Data Governance, Healthcare IT Security and Compliance, Clinical Research Informatics, Healthcare Data Warehousing

- Customers include Prognosis Data, LLC, TriNetX, Inc., Prometheus Research, Inc., GLG, Inc., and AlphaSights, Ltd.

VP of Provider Solutions at TriNetX, Inc.

June 2014 – March 2016

Sales and Business Development with customers of the TriNetX Real World Data networking solution set, member of the Executive Leadership Team.

First sales representative for TriNetX. Responsible for developing the initial markets for TriNetX, primarily among Academic Medical Centers and Health Sciences Campuses, and for mentoring new sales representatives as they were hired into the company.

- Customers included Georgetown University, Thomas Jefferson University, the University of Pennsylvania, University of Arizona, Medical University of South Carolina, University of Alabama Birmingham, University of Wisconsin-Madison, Medical College of Wisconsin, University of Iowa, University of Colorado

Chair, American Medical Informatics Association (AMIA) Industry Advisory Council, AMIA Board of Directors, ex-officio

January 2015 – December 2015

Led the development of Council initiatives and funding opportunities, helped develop panels and presentation sessions at AMIA conferences.

Participated in regular AMIA Board meetings, discussed strategic goals, specific initiatives, and budgets of the organization.

Specialist Leader, VP of Informatics at ConvergeHEALTH by Deloitte

October 2012 – June 2014

Responsible for leading and expanding the Informatics Services Group of ConvergeHEALTH

- Responsible for Informatics staff utilization metrics and project allocations.
- Sales, Strategic Consulting, Business Development, and Account Management
- Customers included U. of Colorado, Geisinger Health System, Ohio State University, University of California (UCSF, UC Davis, UCLA, UC Irvine, UC San Diego), University of Texas, University of Southern California, and others
- Partnerships include SAP, EMC/Greenplum, IBM, Forte Research
- Deloitte Representative on the AMIA Industry Advisory Council
- Member of Georgetown University's External Advisory Board for Informatics
- Led the development team for the SAFTINet project at U. Colorado, a Real World Data project focused on underserved populations with data derived from Federally Qualified Health Centers

Managing Director, Health Systems Solutions at Recombinant Data Corporation

December 2010 - October 2012

Business Development, Account Management, and Strategic Consulting for Academic Medical Centers in the US and Canada. Recombinant focused on the secondary use of healthcare data to build data warehouses, analytic solutions, and scientific tools providing Real World Data to support the data driven transformation of healthcare and translational medicine.

- Customers included the University of California, University of Colorado, Ohio State University, University of Texas Medical Branch, University of Minnesota

Director, Academic Research Systems, co-Director, Biomedical Informatics at UCSF, Interim Director, Enterprise Information Security and Chief Information Security Officer
October 2003 - November 2010

Co-Director, Biomedical Informatics, Clinical and Translational Sciences Institute – 2008 to 2010

Interim Information Security Officer and Director, Enterprise Information Security – June 2009 to Dec. 2009

- IT Director of campus-wide IT organization
- Co-Director of Biomedical Informatics for UCSF CTSA (Clinical and Translational Science Awards)
- Developed and modernized security policies for campus email, laptops and mobile devices
- Chair CTSA-wide Data Repository Working Group
- Member of CTSA-wide Informatics Key Function Committee
- Developed a centralized IT infrastructure to support the UCSF research community
- Negotiated and managed the outsourcing of IT infrastructure to cloud-based services
- Oversaw development of comprehensive data repository of clinical and life sciences data
- Provided a highly secure environment for storage and management of research data.
- Provided a HIPAA-defined Honest Broker service for UCSF investigators.
- Developed a clinical systems reporting function for research data.
- Developed clinical decision support tools for breast cancer patients

Partner at mVortex

2002 - 2003

- Developed technology strategy and product architecture for consolidated company.
- Analyzed existing companies for acquisition potential.
- Defined acquisition roadmaps.
- Engaged in funding/development efforts with private equity firms and late stage venture capitalists.

VP of Services at Ventaso

1998 - 1999

- Wrote original executive summary, helped secure first and second rounds of funding.
- Negotiated contracts and secured deals with original customers.
- Wrote Services Operations Plan, hired staff, articulated services strategy to industry analysts and venture firms

Director of Systems Engineering at Weblogic

May 1997 - September 1998

- Hired and managed staff in San Francisco, New York, Boston, Atlanta, Dallas, Washington, Denver, and Chicago.
- Designed compensation and training structures.
- Designed and delivered company presentations to customers and investors.

Enterprise Computing Consultant, Product Manager, Systems Engineer at Sun Microsystems

1985 - 1997

Contract Programmer at Space Sciences Lab, UC Berkeley

1984 - 1985

Education

San Francisco State University

BS, Computer Science, 1981 - 1984

Activities and Societies: Phi Beta Kappa

Select Publications and Presentations

- *Securing the Data Warehouse*, AMIA Clinical Research Informatics Conference, San Francisco, March 2010
- *Bio-Banking and Governance in the Clinical Research Enterprise*, University of Miami Bio-Repositories Retreat, Miami, May 2010
- *Research Information Exchanges in Healthcare*, Redwood Mednet HIE conference, Santa Rosa, CA, Jul 2010
- *The MyResearch Secure Research Information Portal*, Georgetown University CTSA Informatics Forum, Washington, DC, Nov 2010
- *Implementation of a deidentified federated data network for population-based cohort discovery.* **Journal of the American Medical Informatics Association** (impact factor: 3.61). 08/2011; 19(e1):e60-e67. DOI:10.1136/amiajnl-2011-000133
- *Governance of Secondary Data in Shared Infrastructure*, AMIA Annual Symposium, Chicago, November 2012
- *A Research Information Exchange for Oncology*, Cancer Informatics Summit, Dallas, January 2013
- *Scalable Architecture for Federated Translational Inquiries Network (SAFTINet) Technology Infrastructure for a Distributed Data Network*, eGEMS 07/2013; 1(1):Article 11. DOI:10.13063/2327-9214.1027
- *Organizing Drugs in RxNorm by Therapeutic Classes*
Poster presentation, AMIA Annual Symposium, San Francisco, November 2015
- *The Personal Journey – Informaticists Confront Their Own Health Issues*
Panel presentation, AMIA Annual Symposium, Washington, DC, November 2017

Print**Boards & Committee Applications - Submission #1311**

Date Submitted: 10/5/2021

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

10/5/21

**I wish to apply for an
appointment to a term/balance***

Historical Commission

**Name***

Alex Friedman

Home Address*

28 OAKLAND Ave

Occupation*

Physician Assistant

Employer's Address

28 OAKLAND Ave

Home Phone*

5306010045

Work Phone

Cell Phone**E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved*****Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.*

None

Reasons for this appointment.*

I have a masters degree in City and Regional Planning although not currently in that field anymore; however, I have a deep fondness for use of space over time and civic engagement.

What are your qualifications for this appointment.*

Masters in City and Regional Planning from Cal Poly SLO

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Loss of historical significance as time passes. In light of ongoing socioracial issues in the US I've recently found neighbors who have interesting historical documents from houses they've bought which contain very racially divided issues in San Anselmo that would be great to catalogue.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Print**Boards & Committee Applications - Submission #1261**

Date Submitted: 8/1/2021

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

August 1, 2021

**I wish to apply for an
appointment to a term/balance***

Historical Commission

**Name***

Kimberly Norton

Home Address*

47 Cypress Road

Occupation*

Designer

Employer's Address

Same as Above

Home Phone*

9499220282

Work Phone

9499220282

Cell Phone

4154103100

E-Mail*

kimberlynorton@mac.com

Number of years as resident of San Anselmo*

3

Number of years as a resident in Marin*

3

Education Level Achieved*

Some College

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Linda Levenberg

1.) Phone*

(301) 792-1206

2.) Name*

Eric Gelman

2.) Phone*

+1 (415) 686-1855

3.) Name*

Roger MacErlane

3.) Phone*

N/A

I would be able to regularly attend the meetings of this Board/Commission/Committee.*☒ YES☐ NO**I would be available to attend additional meetings when they are necessary.***☒ YES☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

Laguna Beach Chairman of Housing/Human Services, Chairman of Parking Traffic & Circulation, Alternate to Historical Committee and direct experience with Mills Act

Reasons for this appointment.*

Get Involved in my new Community

What are your qualifications for this appointment.*

Similar/Same Civic appointments in Laguna Beach/30+ years

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Historical preservation of our towns buildings and assets. My cottage is 820 sq ft built in 1923. I have restored it "as-if" I were applying Mills Act standards (I believe we SHOULD have) in San Anselmo.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Board of Review

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Choose File

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Town of San Anselmo

*525 San Anselmo Avenue
San Anselmo, CA 94960*



Minutes

Tuesday, February 8, 2022

7:00 PM

Town Council Chambers (Zoom during COVID)

Town Council

1. 6:30 pm Interview applicants for Historical Commission and Racial Equity Committee.

Attachments: [Staff Report](#)
 [Attachment 1 - Board and Commission Status Report](#)
 [Attachment 2 - Richard Storms](#)
 [Attachment 3 - Carol Acquaviva](#)
 [Attachment 4 - Denise Krawitz](#)

Call to Order

Council Member Burdo led the pledge of allegiance.

PRESENT: Fineman, Burdo, Burke, Greene, Colbert

ABSENT: None

Open time for public expression.

Tara Taupier, superintendent for the Tamalpais school district, announced their Facility Master Plan survey.

Council requests for future agenda items.

Councilmember Colbert spoke of the Hub study and thanked everyone for a great presentation. Colbert spoke of the Ross Valley Yellow Bus survey where they were trying to figure out traffic patterns. The Economic Development Committee met and spoke about the summer street closures. Colbert mentioned Marin Transit and the Golden Gate Transit strike which may affect some school routes. Colbert reported from the Transportation Authority of Marin that there is a visioning and strategy session for the smart train and the bridge tolls were due for an increase. Colbert asked if the University of Redlands site could be included in the new housing element. There was Council consensus for staff to do research on that.

Councilmember Burke took a tour of Office of Emergency Services and reported that the Millennium playground renovation group had begun work again. Burke thanked resident, Steve Emery, for his work on the playground.

Councilmember Greene was appreciative of the Red Hill trail. Greene thanked staff for accomplishing the organization that he was seeking for the agenda and packet. Marin clean energy was wrapping up a solicitation for large scale renewable energy and storage projects.

Vice Mayor Burdo also attended the Hub study meeting and thanked staff for their work. Burdo mentioned that he attended a Racial Equity Ad Hoc Committee meeting and was excited about what the committee had become.

Mayor Fineman mentioned that the Marin County Council of Mayor's and Councilmembers Water Policy Subcommittee will be inviting Congressman Jared Huffman to speak about the region's water needs and what the federal assistance is available. The Racial Equity Ad Hoc Committee had a robust discussion about the housing element and some of the intersections between housing status and

racial demographics in San Anselmo. The MCCMC Climate Action Committee is researching policies in relation to building electrification and bike infrastructure.

Town Manager Donery stated that a group of staff from Public Works and the Fire Station met at Station 20 with an architect to start the needs assessment and what the options are.

2. Consent Agenda:

Fineman pulled Items 2.6 and 2.8.

- 2.1. Approve minutes of January 25, 2022 Town Council meeting.

Attachments: [Minutes - January 25, 2022](#)

- 2.2. Consider Adoption of Resolution to Allow for Virtual Town Council, Board and Commission Meetings in Compliance with AB 361.

Attachments: [Staff Report](#)
[Resolution](#)

Resolution No. 4412

- 2.3. Appoint an applicant to the Racial Equity Ad Hoc Committee.

Attachments: [Staff Report](#)
[Attachment 1 -Board and Commission Status Report](#)
[Attachment 2 - Denise Krawitz](#)

- 2.4. Report of Warrants Issued, January 2022

Attachments: [Staff Report](#)
[Warrant Report January 2022](#)

- 2.5. Sale of Accessory Dwelling Units. Adopt "An Ordinance of the San Anselmo Town Council Amending Title 10 (Planning and Zoning), Chapter 6 (Accessory Dwelling Units), Adding New Section 10-6.210 for Sale of Accessory Dwelling Units for Low and Moderate Income Housing" to comply with 2021 Assembly Bill 345, which requires the town to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

Attachments: [Staff Report](#)
[Attachment 1 Ordinance](#)

Ordinance No. 1162

- 2.6. Special Event Application: First Responder Therapy Dog Bake Sale

Attachments: [Staff Report](#)
[Therapy Dogs Application](#)

With regards to Item 2.6, Fineman asked if the applicants for special events need to

adhere to single use foodware ordinance. Recreation Director Mauk said they could add it to the application moving forward.

M/s, Ford Greene, Eileen Burke, to approve Special Event Application: First Responder Therapy Dog Bake Sale

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

2.7. Special Event Application: Lion Dance by the Library

Attachments: [Staff Report](#)
[Lion Dance Application](#)

2.8. Authorize the Town Manager to Execute an Interagency Agreement with the Town of Fairfax to provide Climate Action Coordinator Services to the Town of San Anselmo.

Attachments: [Staff Report](#)
[Attachment 1 - Interagency Agreement with Fairfax for Climate Action Coordinator](#)

With regards to Item 2.8, Fineman wanted to call out the new position that San Anselmo and Fairfax would share.

M/s, Ford Greene, Eileen Burke, to authorize the Town Manager to Execute an Interagency Agreement with the Town of Fairfax to provide Climate Action Coordinator Services to the Town of San Anselmo.

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

2.9. Consider sending a letter to Governor Newsom and the California Public Utilities Commission (CPUS) supporting the Sustainable and Equitable Growth of Rooftop Solar, particularly for Low-Income and Disadvantaged Communities, via the Net Energy Metering (NEM) 3.0 Proceeding.

Attachments: [Staff Report](#)
[Attachment 1 - Town.MCE letter to Governor](#)

M/s, Ford Greene, Steve Burdo, to approve Items 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, and 2.9.

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

Council Items:

3. Fiscal Year 2020-2021 Audited Basic Financial Statements

Attachments: [Staff Report](#)
[San Anselmo Annual Financial Report FY21](#)

Finance Director Zuba and Katherine Yuen from Maze & Associates made a presentation. Council thanked Yuen for the report.

4. Receive presentation from Transportation Authority of Marin regarding a project connecting US-101 and I-580.

Town Manager Donery and Councilmember Colbert introduced Anne Richman and Dan Cherrier from Transportation Authority of Marin. TAM made a presentation.

5. Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department

Attachments: [Staff Report](#)
[Attachment 1 - Third Amendment to RVFD JPA](#)
[Attachment 2 - San Anselmo Town Council Staff Report "Policy Direction Surrounding Ross Fire Station Options related to Ross Valley Fire Department" - November 9, 2021](#)
[Attachment 3 - Ross Valley Fire Department Staff Report "Review of Proposed Third Amendment to the Amended and Restated Joint Powers Agreement" - January 12, 2022](#)

Fire Chief Weber made a presentation.

M/s, Ford Greene, Eileen Burke, to approve the third amended agreement of the Ross Valley Fire Joint Powers Authority.

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

6. Consider Ross Valley Fire Department budgeting options for staffing at Station 20.

Attachments: [Staff Report](#)
[Ross Valley Fire Department JPA Budgeting Attachment I](#)

Finance Director Zuba presented the staff report.

All of the Council mentioned that they would like to bring Station 20 up to the minimum standards of coverage. Council consensus was in support of fire protection being included in a Measure D renewal.

7. Consider adopting an urgency ordinance imposing a moratorium on the issuance of

entitlements for new gas station uses and expansion of gas station uses in the Town pursuant to Government Code Section 65858.

Attachments: [Staff Report](#)
 [Attachment 1 Urgency Ordinance](#)
 [Attachment 2 List of Gas Stations](#)
 [Attachment 3 Government Code Sec 65858](#)

Planning Director Semonian presented the staff report.

Kathleen Gundry, Sue Saunders, and Jodi Timms spoke in support of the ordinance.

Burke did not believe that the moratorium on gas stations would reduce gas emissions and that it was an immediate to public health.

Town Manager Donery read the title of ordinance.

M/s, Brian Colbert, Steve Burdo, to adopt an urgency ordinance (Ordinance No. 1163) imposing a moratorium on the issuance of entitlements for new gas station uses and expansion of gas station uses in the Town pursuant to Government Code Section 65858.

AYE: Mayor Fineman, Vice Mayor Burdo, Greene, and Colbert

NO: Burke

ABSENT: None

8. Consider approval of 2022 Slurry Seal project

Attachments: [Staff Report](#)
 [2022 slurry seal stc.pdf](#)

Assistant Public Works Director Schneider presented the staff report.

M/s, Ford Greene, Eileen Burke, to approve the 2022 Slurry Seal project

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

9. Review the list of Town Council committee assignments and make appointments for 2022.

Attachments: [Staff Report](#)
 [Attachment 1](#)

Town Clerk Kacmar presented the staff report. The committee assignments were appointed as follows:

ABAG General Assembly Burdo Alt: Greene
 Capital Programs Monitoring Committee Burdo, Fineman
 CDBG Upper Ross Valley Fineman
 Central Marin Police Authority Greene, Colbert Alt: Burke
 Chamber of Commerce liaison Colbert
 Economic Development Committee Colbert, Vacant
 Financial Advisory Committee Fineman, Colbert
 Flood Committee Burke, Greene
 Flood Control District Zone 9 Greene
 MCCMC Homeless Committee Burdo
 League of California Cities, North Bay Fineman, Alt: Colbert
 MCCMC Economic Recovery Committee Colbert
 MCCMC Disaster Preparedness Committee Greene, Alt: Fineman
 MCCMC Legislative Committee Fineman, Alt: Burdo
 MCCMC Climate Action Committee Fineman
 MCCMC Water Policy Ad Hoc Committee Fineman, Burke
 Marin Emergency Radio Authority (MERA) Burdo, 1st Alt: Condry, 2nd Alt: Donery
 Marin Clean Energy Greene, Alt: Fineman
 Marin Wildfire Prevention Agency Burdo, Alt: Burke
 Refuse and Recycling Subcommittee Greene, Burdo
 Ross Valley Fire Board Greene, Burdo, Alt: Burke
 Ross Valley School District Colbert
 Ross Valley Yellow Bus JEP A Colbert, Alt: Burdo Staff: Donery
 Safe Routes to School Colbert, Alt: Fineman
 Transportation Authority of Marin (TAM) Colbert, Alt: Burke
 Racial Equity Sub Committee Fineman, Burdo Alt: Colbert
 Creek Park Advisory Committee Colbert, Fineman Alt: Burdo
 Memorial Park Advisory Committee Burdo, Burke
 Minimum Wage Sub Committee Fineman, Burke

Burke was interested in looking at a policy for rotating the assignments.

10. Consider cancelling the regular Town Council meetings scheduled for July 12, August 9, and December 27, 2022.

Attachments: [Staff Report](#)

Town Clerk Kacmar presented the staff report. Councilmember Colbert stated he would like to add the meeting that was closest to Thanksgiving. There was Council consensus to add this date to the canceled meeting list.

M/s Brian Colbert, Ford Greene to approve canceling July 12, August 9, November 22, and December 27 meetings.

AYE: Mayor Fineman, Vice Mayor Burdo, Burke, Greene, and Colbert

NO: None

ABSENT: None

Adjourn



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 2.2.

FROM:

Elise Semonian, Planning Director

SUBJECT:

Resolution in Support of Digital Marin Strategic Plan

RECOMMENDATION

That the Town Council adopt a Resolution in Support of Digital Marin Strategic Plan, Attachment 1

BACKGROUND

See February 1, 2022, staff report to Marin County Board of Supervisors, Attachment 2, and Digital Marin Strategic Plan, Attachment 3.

DISCUSSION

Staff is recommending that the Town Council support the digital infrastructure strategic plan recently adopted by the County of Marin Board of Supervisors, called "Digital Marin." Digital Marin was a collaborative effort involving residents, business, education, government, healthcare, non-profits, utilities, and technology providers. As provided in the plan, "From the outset, the project envisioned a future where everyone in Marin has access to universally available, affordable, reliable, resilient, and safe broadband with robust devices, technical support, and the digital literacy needed to take part in an ever increasing digital world. This vision also included serving residents, businesses, and other organizations better through public and private collaborations and sharing of data and resources."

The COVID-19 pandemic highlighted many issues facing students, households in underserved areas, older adults and people with disabilities, and other individuals facing barriers to using the internet. The Digital Marin project involved a needs assessment to define where Marin is experiencing the digital divide, which includes certain areas of the County outside of San Anselmo as well as many older adults and persons with disabilities. The plan includes several strategies to move Marin to a better digital future by creating leadership, governance, collaboration, and actions that advance broadband deployment and digital adoption.

Planning Director Elise Semonian and San Anselmo resident Bruce Vogen served on the Executive Steering Committee for the project. There was extensive public outreach including work groups and surveys that resulted in feedback from over 3,000 Marin residents, business owners, community advocates, and employees from government, education, and other industries.

Digital Marin did receive concerns from residents regarding wireless technology and the plan includes

consideration of “all options including underground and aerial fiber, fixed wireless, wave broadband, satellite, and other available and emerging technologies” to assist with deployment of universally accessible public and public/private broadband service.

The Town’s support of the strategic plan will help Marin County advocate for implementation of the program and position the County to obtain funding for actions in the plan. The Town would not be bound to any specific actions.

FISCAL IMPACT

There is no fiscal impact associated with adopting the resolution.

GENERAL PLAN CONSISTENCY

The Town General Plan Conservation Element was drafted in 1975 and revised in 1984 and does not address the internet or access to digital technology.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The support of the joint platform would not be considered a project subject to review under the California Environmental Policy Act. Access to broadband supports working from home and other actions that reduce single occupant automobile use.

CONCLUSION

Adopt resolution supporting Digital Marin Strategic Plan.

RESOLUTION**RESOLUTION IN SUPPORT OF
DIGITAL MARIN STRATEGIC PLAN**

Whereas, The internet is a fundamental element of our lives and from our economy to education, it provides us with access to opportunities and critical services; and

Whereas, the COVID pandemic and other recent disruptive events underscore Marin’s need to end internet access inequities and bridge the digital divide - the economic, educational, and social inequalities between those who have computers and online access and those who do not have it; and

Whereas, students in San Anselmo need reliable home connections for distance learning, families need online access to information and support services, and our businesses and growing remote workforce demand more from internet providers to remain competitive; and

Whereas, the Town of San Anselmo envisions a future where everyone in Marin has access to universally available, affordable, reliable, resilient, and safe broadband with robust devices, technical support, and the digital literacy needed to take part in an ever increasing digital world; and

Whereas, the Town seeks to serve residents, businesses, and other organizations better through public and private collaborations and sharing of data and resources; and

Whereas, in 2019, the Marin County Board of Supervisors approved development of a Digital Infrastructure Strategic Plan, which became the Digital Marin project; and

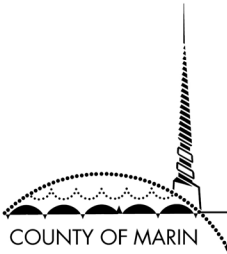
Whereas, in 2020 and 2021, the Digital Marin project conducted community outreach to sectors including business and economic development, education, government and emergency management, health and community based organizations, internet, communication and technology providers, planning, transportation, public works, and utilities, and residents; and

Whereas, the individual findings for each sector were analyzed and combined into a Needs Assessment Report that identified seven overall needs that represent challenges that must be overcome to achieve Digital Marin’s vision; and

Whereas, successful implementation of the Digital Marin Strategic Plan requires support from all communities in Marin County.

Now, therefore, be it resolved:

The Town of San Anselmo supports the Digital Marin Strategic Plan.



DEPARTMENT OF

INFORMATION SERVICES AND TECHNOLOGY

February 1, 2022

Liza Massey
CHIEF INFORMATION OFFICER

Honorable Board of Supervisors
Marin County Civic Center
San Rafael, CA 94903

1600 Los Gatos Drive
Suite 370
San Rafael CA 94903

415 473 6309 T
415 473 3792 F
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**SUBJECT:** Digital Marin Strategic Plan

Dear Board Members:

RECOMMENDATION: Adopt the proposed Digital Marin Strategic Plan

SUMMARY: In 2019, as part of the County's fiscal year 2019-20 budget, your Board approved one-time funding for development of a digital infrastructure strategic plan. At the same time, the Marin County Civil Grand Jury released the [Marin's Telecommunications Disconnect Report](#) underscoring the need for improved leadership and coordination of telecommunications efforts. The initiative, known as Digital Marin, became a collaborative effort involving representatives from every sector including residents, business, education, government, healthcare, non-profits, utilities, and technology providers. From the outset, the project envisioned a future where everyone in Marin has access to affordable, reliable, resilient, and safe broadband with robust devices, technical support, and the digital literacy needed to take part in an ever increasing digital world.

A digital needs assessment process was conducted through community outreach. This approach created collaborations among Marin's residents, businesses, and public and private sectors that will serve us well moving forward. The needs assessment better defined where Marin is experiencing the digital divide. While residents in five geographic areas - the Canal Neighborhood, Marin City, two areas in Novato, and West Marin - most disproportionately experience it, so do Marin's older adults and persons with disabilities. Findings also showed that lack of availability or competitive options, inconsistent service levels and pricing, and other barriers exist to varying degrees throughout Marin, even in affluent areas.

The resulting Strategic Plan is the roadmap to move Marin from where we are today to a better digital future by creating leadership, governance,

collaboration, and actions that advance broadband deployment and digital adoption. Specifically, four goals with enabling strategies were developed.

1. High-quality broadband is available to everyone in Marin.
 - a. Assist with the deployment of universally accessible public and public/private broadband services throughout Marin
 - b. Improve the quality, reliability, resiliency, and safety of Marin's broadband services
 - c. Increase access to affordable broadband service
2. Everyone in Marin can take advantage of all online opportunities.
 - a. Coordinate and expand digital literacy training in Marin
 - b. Expand community-based programs to provide end user devices and support
 - c. Help organizations create easy to use digital services that work for everyone
3. Marin has a high rate of digital adoption that benefits everyone.
 - a. Improve privacy, security, and digital accessibility across Marin
 - b. Address barriers through education and community problem solving
 - c. Increase public value from investments in technology
4. Marin has a community driven organization with a mission to deliver broadband for all.
 - a. Obtain funding and create an independent operating entity

Creation of the Plan was made possible by a cross-sector Executive Steering Committee, a large, diverse group of stakeholders, and the project's consultant, Magellan Advisors. It is better because of the advice, input, and feedback of over 3,000 Marin residents, business owners, community advocates, and employees from government, education, and other industries.

EQUITY IMPACT: This Plan includes recommendations for collaboration and cooperation for digital inclusion efforts and innovative connectivity solutions in communities most impacted by the digital divide. The key performance indicators will help evaluate outcomes to ensure that actions focus on bridging Marin's digital divide.

FISCAL IMPACT: There is no immediate financial impact from adoption of the Digital Marin Strategic Plan. Federal, State, and local funding sources will be pursued to fund resulting projects. We will return to your Board for authorization as needed.

Respectfully Submitted,



Liza Massey
Chief Information Officer

REVIEWED BY: ☒ County Administrator ☐ N/A
 ☐ Department of Finance ☒ N/A
 ☐ County Counsel ☒ N/A
 ☐ Human Resources ☒ N/A

DIGITAL MARIN STRATEGIC PLAN



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Requests for disability accommodations may be made by phoning 415-473-6309 (Voice), CA Relay 711 or by e-mail at Digital@MarinCounty.org. Copies of documents are available in alternative formats, upon request.

Executive Steering Committee

Ann Mathieson

Chief Executive Officer
Marin Promise Partnership

Bruce Vogen

Research Analyst
Marin Resident

Elise Semonian

Planning Director
Town of San Anselmo

Javier Trujillo

Chief Assistant Director
Marin County Information
Services and Technology

Jessica MacLeod

*Director, Digital Service
and Open Government*
City of San Rafael

Johnathan Logan

Vice President, Community Engagement
Marin Community Foundation

Liza Massey

Chief Information Officer
Marin County

Michael Frank

Executive Officer
Marin General Services Agency

Mike Blakeley

Chief Executive Officer
Marin Economic Forum

Rebecca Woodbury

Former Director
City of San Rafael

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*Director, IT Management
and Lecturer Golden Gate University*
Novato USD Trustee

Sarah Jones

Former Director
Marin County Free Library

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*Education Pioneers COVID
Response Fellow*
Marin Promise Partnership

Aidan Vermeulen

Former College Intern
Marin County Information Services
and Technology

Daniella Baker

Administrative Support
Marin County Information Services
and Technology

Nina Bell

Administrative Support
Marin County Information Services
and Technology

INTRODUCTION

The internet is a fundamental element of our lives. From our economy to education, it provides us with access to opportunities and critical services. The COVID pandemic and other recent disruptive events underscore Marin's need to end internet access inequities and bridge the digital divide - the economic, educational, and social inequalities between those who have computers and online access and those who do not have it. Students need reliable home connections for distance learning. Families need online access to information and support services. Our businesses and growing remote workforce demand more from internet providers to remain competitive. High speed internet has become equal to water and electricity.

In June 2019, the Marin County Board of Supervisors approved the development of a Digital Infrastructure Strategic Plan, which became the Digital Marin project. At the same time, the Marin County Civil Grand Jury released the [Marin's Telecommunications Disconnect Report](#) underscoring the need for improved leadership and coordination of telecommunications efforts. Digital Marin became a collaborative effort involving representatives from every sector including residents, business, education, government, healthcare, non-profits, utilities, and technology providers. From the outset, the project envisioned a future where everyone in Marin has access to universally available, affordable, reliable, resilient, and safe broadband with robust devices, technical support, and the digital literacy needed to take part in an ever increasing digital world. This vision also included serving residents, businesses, and other organizations better through public and private collaborations and sharing of data and resources.

The needs assessment findings solidified our belief that access to high-speed internet is crucial for participation in today's society, but barriers exist.

The digital needs assessment process was conducted through community outreach. This approach created collaborations among Marin's residents, businesses, and public and private sectors that will serve us well moving forward. It confirmed that the price and availability of internet services in Marin are consistent with other Bay Area counties. With that said, our consultants, Magellan Advisors, found that despite Marin County's position next to a global technology hub, the number of entities owning network infrastructure, and the relative affluence of our population, the County has few network assets. They also found that internet access infrastructure and broadband options are no better than most other communities across the country. The findings solidified our belief that access to high-speed internet is crucial for participation in today's digital society, but barriers exist for some residents. Residents and businesses without broadband service most often cited the lack of availability and cost of service as reasons for not having it.

The needs assessment also better defined where Marin is experiencing the digital divide. While residents in five geographic areas - the Canal Neighborhood, Marin City, two areas in Novato, and West Marin – most disproportionately experience it, so do Marin’s older adults and persons with disabilities. Findings also showed that lack of availability or competitive options, inconsistent service levels and pricing, and other barriers exist to varying degrees in Marin, even in affluent areas, and the need for improved digital literacy, better devices, and increased digital adoption cuts across all socio-economic groups. These findings influenced the Plan’s focus on equity. Details about the findings from the needs assessment and gap analysis are available in the Digital Marin Needs Assessment Report. (See Appendix 1)

Marin’s physical access to the internet has been left in the hands of private companies that are not required and do not provide universal service. This approach is not unusual for counties of all sizes and geographic makeup. It created the lack of competition, service gaps in less profitable areas like West Marin, and other outcomes we found. For example, the telecommunications industry is currently advertising “5G” as an alternative to wired internet. Based on past experience, this new technology will be installed where providers expect the highest return on investment, not where the systems are most needed in Marin, such as the Canal area.

Hands on leadership at the local level, backed by State and Federal government and partnerships with the private sector, are needed to solve our problems and meet local digital needs. Achieving Digital Marin’s vision also requires collaboration, time, funding, policies, programs, and a continued commitment particularly to those areas of Marin that are deemed un- or under-served by Federal and State laws. Establishing a community driven operating entity, launched and incubated within the County of Marin organization but supported by all sectors, is vital to success.

Actions taken to implement the Plan must include transparent tracking and reporting of performance, disaggregated by factors like race, age, and income, to ensure that resources are equitably applied especially to those with the most need. This Plan includes key performance indicators (KPIs) - quantifiable measures that gauge progress - that will be further refined during implementation of the Plan. Progress will be measured and reported using these KPIs.

This Strategic Plan is the roadmap to move Marin from where we are today to a better digital future by creating leadership, governance, collaboration, and actions that advance broadband deployment and digital adoption. Creation of the Plan was made possible by members of the Executive Steering Committee, Work Groups, Project Team, and the project’s consultant, Magellan Advisors. It is better because of the advice, input, and feedback of over 3,000 Marin residents, business owners, community advocates, and employees from government, education, and other industries.

GUIDING PRINCIPLES

From inception through completion of this Strategic Plan, the Digital Marin project followed four guiding principles.

Broadband for All

The digital divide is closed so every resident, community, and organization in Marin can take advantage of all digital opportunities and resources.

Inclusive & Equitable

Digital projects and initiatives are inclusive and equitable, involving and benefiting all of Marin's communities and sectors.

Community Driven

Digital solutions are community driven to address what communities say is important.

Forward Thinking

Digital projects are forward thinking with near-term wins and long-term gains.

METHODOLOGY



PROJECT APPROACH

Development of the Strategic Plan was managed as a project with a project plan, project manager, tasks, timeline, and monthly reporting.

Project leadership provided by an Executive Steering Committee.
Marin Managers Association served as project sponsors.



COMMUNITY INVOLVEMENT

Community outreach resulted in more than 3,700 touch points, including 12 surveys and more than 70 meetings, focus groups, briefings, and interviews.

Touch points also included providing comments, subscribing to the weekly newsletter, and participating as stakeholders, community advocates, or subject matter experts.



ASSET INVENTORY

The Project's consultant, Magellan Advisors, conducted an inventory, assessment, and gap analysis of Marin's network assets and services.

Magellan Advisors provided findings and recommendations including a phased, conceptual network design.



NEEDS ASSESSMENT

Community needs were used to develop a Needs Assessment Report that identified seven (7) digital needs.

The Report was made available for public comment, updates were made, and the final Report is posted on the [GoDigitalMarin](#) website.



BEST PRACTICES

Plans and projects from other government entities were reviewed, and we participated in development of the California State Broadband Action Plan.

We participated in workshops and other forums conducted by the FCC, CPUC, Smart Cities Connect, and other organizations, and are members of NBNCBC and NATOA.



ADOPTION AND ENDORSEMENT

The Strategic Plan was made available for public comment, updates were made, and the final Plan is posted on the [GoDigitalMarin](#) website.

We are seeking adoption or endorsement by boards, councils, commissions, and other leadership bodies for organizations in all sectors.

EXISTING ASSETS

The project's consultant, Magellan Advisors, conducted an inventory and gap analysis of Marin's digital infrastructure. They found a significant discrepancy between factors typically associated with well-connected regions and what was found in Marin.

According to Magellan Advisors,

Marin County has numerous private and public players in the network infrastructure and services space. In contrast, network assets and services are quite modest, particularly in comparison to leading communities, many of which are less affluent and densely populated, and much farther from major tech hubs than Marin.

While these findings and the information obtained through surveys, interviews, and focus groups outline the challenges faced in achieving Digital Marin's vision, we have existing assets to build upon.

Infrastructure

- California Open-Access Middle Mile Network (proposed)
- California Research and Education Network (CalREN)
- Commercial middle mile and backhaul networks
- Incumbent providers' networks
- Light and telephone poles
- Magellan Advisor's Recommended Conceptual Network Design
- Marin Emergency Radio Authority (MERA)
- MIDAS
- Public Benefit Fiber in SMART easement
- San Rafael Fiber Network
- Satellite service
- Towers

Collaborations

- Bolinas-Stinson Union School District Connectivity Committee
- Canal Neighborhood Wi-Fi Project
- Digital Marin Project
- Marin City Free Internet
- Marin General Services Authority (MGSA)
- Marin Broadband Taskforce
- Marin Information Security Collaboration
- Nicasio Broadband Network Project
- North Bay/North Coast Broadband Consortium
- Shoreline Connectivity Project

Data Sharing

- Community Information Exchange Movement
- Integrated Justice System
- MarinMap
- Marin Promise Partnership

Funding Sources

- California Advanced Service Fund Grant
- Community Foundations
- Federal Recovery and Infrastructure Funds
- Private Donors
- State Broadband Funds

MARIN'S DIGITAL NEEDS

The Digital Marin project conducted community outreach by dividing Marin's stakeholders into sectors and assigning at least one (1) member of the project's Executive Steering Committee as a liaison to each. The seven sectors are: business and economic development; education; government and emergency management; health and community based organizations; internet, communication and technology providers; planning, transportation, public works, and utilities; and residents. The individual findings for each sector were analyzed and combined into a [Needs Assessment Report](#) that identified seven (7) overall needs. These needs represent challenges that must be overcome to achieve Digital Marin's vision.

- 1 BROADBAND FOR ALL**
 Universally accessible, affordable, reliable, and safe broadband is needed throughout Marin.
- 2 AFFORDABLE INTERNET SERVICE**
 Affordable broadband service is needed throughout Marin, so cost is not a barrier to entry.
- 3 RESILIENT AND RELIABLE COMMUNICATION NETWORKS**
 Redundancy and resiliency are needed for all of Marin's digital infrastructure.
- 4 DEVICES FOR ALL**
 Marin's residents need safe, robust end user devices to access all digital resources and opportunities.
- 5 DIGITAL LITERACY**
 Digital literacy for providers and consumers of internet content and services is needed.
- 6 COLLABORATION AND DATA SHARING**
 Collaboration and sharing of data and resources are needed to improve service delivery to our residents.
- 7 DIGITAL ADOPTION**
 Building trust and knowledge of the benefits of participating in an ever increasing digital world is needed to increase digital adoption.

MARIN'S DIGITAL ROADMAP

Four (4) goals with enabling strategies emerged from the community outreach, needs assessment, asset inventory, and gap analysis. These goals and related strategies create Marin's digital roadmap.

Goal 1: High-quality broadband is available to everyone in Marin.

Strategies:

- Assist with the deployment of universally accessible public and public/private broadband services throughout Marin
- Improve the quality, reliability, resiliency, and safety of Marin's broadband services
- Increase access to affordable broadband service

Goal 2: Everyone in Marin can take advantage of all online opportunities.

Strategies:

- Coordinate and expand digital literacy training in Marin
- Expand community-based programs to provide end user devices and support
- Help organizations create easy to use digital services that work for everyone

Goal 3: Marin has a high rate of digital adoption that benefits everyone.

Strategies:

- Improve privacy, security, and digital accessibility across Marin
- Address barriers through education and community problem solving
- Increase public value from investments in technology

Goal 4: Marin has a community driven organization with a mission to deliver broadband for all.

Strategy:

- Obtain funding and create an independent operating entity



While our research found that five (5) geographic areas of Marin most acutely experience a lack of affordable access to broadband, findings also show that lack of availability, inconsistent service levels, and lack of provider competition exist in Marin, even in some affluent areas. The gap analysis revealed Marin's two primary providers offer internet service to approximately 99% of the households in urban Marin with varying levels of service, speeds, and pricing. Surveys revealed that cost and lack of available service are the top two reasons Marin residents give when they do not have broadband at home.

70% of respondents in subsidized housing identify cost as the primary reason they do not have broadband at home.

—Marin Housing Authority Residents Survey

According to the California Public Utilities Commission (CPUC) 2020 estimates, Marin County has 591 households that are unserved, i.e., either have no internet service available in their community or service that is below the 25 Mbps download/3 Mbps upload (25/3) broadband speed policy set by the Federal Communications Commission (FCC). Of those 591 households, 208 have service at or below 6 Mbps down/1 Mbps up (6/1). These households are deemed underserved. This data is questionable since it is self-reported by internet service providers and the threshold for identifying what households are "served" is low. Detractors believe that the number of un- and under-served households is higher than reported.

This issue appears to be the case in Marin. For example, in a small number of cases, our survey respondents' speed tests for households in served areas reported results as low as 681 kb/s down and 126 kb/s up. As such, these findings show that even "served" households, i.e., those identified as receiving at least 25/3 or higher, may experience speeds below the FCC standard for broadband. Given the sample size, more speed testing is required to better define un- and under-served households.

Our research also identified issues with quality of service. Survey responses about the quality of service revealed that despite paying 5.82% more for internet only service than the \$70/month national average, only 55% of residents rated their overall internet service as good or excellent. When asked about internet slowdowns and outages, over 61% of respondents indicated that they occurred several times a year.

Outages and inconsistent cell services hinder emergency response and communication during disasters.

—Public Safety Officials

While this Plan's actions aim to address issues of pricing, availability, and service, existing laws constrain state and local governments from regulating the activities of private providers. These and other findings show that high-quality, affordable broadband services are not as available as Marin prefers. Deploying broadband infrastructure, adopting quality standards, and increasing affordability will help to address these issues.

Strategy: Assist with the deployment of universally accessible public and public/private broadband services throughout Marin

Implementing this strategy requires designing Marin's broadband network and facilitating deployment of broadband infrastructure. Three high-level actions enable increasing broadband deployment throughout Marin.

Action 1 - Deploy an open access broadband network comprised primarily, but not exclusively, of publicly owned assets

Hire a consultant to assist with development of a detailed public broadband network design that delivers best in the U.S. high-speed service in Marin, with a goal of 1 Gbps symmetrical wherever needed and possible, with an emphasis on providing internet services to Marin government entities such as city halls, schools, county and municipal facilities, joint power agencies (JPAs), and special districts. Consider all deployment options including public, public/private partnerships, and commercial. Wherever possible, incorporate competition, overbuilding, use of existing public and private network assets and services, local control, and community ownership into the design.

Include the following as part of the design process.

- As a top priority, determine the ability to use the strands of dark fiber in the SMART easement allocated to the County and the cities through which it passes in the License Agreement between SMART and Sonic.
- Identify ways to offset the cost of constructing an open access broadband network including analysis of current spending and performance metrics, such as the number of circuits and speeds, used by government, schools, anchor institutions, and other publicly-funded entities to reduce spending or divert funding.
- Use Magellan Advisor's recommended conceptual network design as a basis for development of the detailed, open-access, publicly-owned network design. (See Appendix 2)
- Coordinate with the State's Open Access Middle Mile project to take advantage of available infrastructure and technical assistance.

- Incorporate public and privately owned internet infrastructure and assets to the greatest extent possible to reduce cost and increase the speed of deployment, while still resulting in a publicly owned, controlled, or managed network, wherever possible.
- Consider all options including underground and aerial fiber, fixed wireless, wave broadband, satellite, and other available and emerging technologies.

Action 2 – Use a phased implementation of stand-alone broadband components

After a detailed broadband network design is completed and resources become available, oversee deployment of broadband infrastructure using a phased implementation of stand-alone broadband network components. Manage each phase using project management best practices that include securing funds, hiring consultants, and obtaining other necessary resources. Upon completion of each proceeding phase, launch projects to deploy subsequent phases of Marin's public broadband network.

Action 3 – Expand deployment of broadband and increase local control

Use existing network infrastructure and services, develop residential community siting standards, adopt trench once/trench smart ordinances, standardize permit requirements and fees, and develop other rules, policies, and procedures, to the fullest extent possible. Work to update, change, or adopt laws, rules, policies, and procedures to increase deployment of broadband infrastructure with an emphasis on the deployment of publicly owned, controlled, or managed infrastructure.

Strategy: Improve the quality, reliability, resiliency, and safety of Marin's broadband services

Implementing this strategy requires collaboration among broadband service providers, regulatory agencies, network infrastructure and asset owners, and public agencies. Also, quality, reliability, resiliency, and safety must be incorporated into Marin's broadband network design. Two high-level actions advance improvements to broadband quality throughout Marin.

Action 4: Establish Marin's own internet service standards

Local government is and for the foreseeable future will be constrained from regulating the business practices of private companies providing internet services in Marin. Develop internet service standards for accessibility, speed, reliability, resiliency, safety, availability, consistency, affordability, open access, and other important aspects of broadband for all that meet or, if desired and where possible, exceed standards set forth by current laws, rules, policies, and procedures. Update, change, or adopt laws, rules, policies, and procedures to put in place and enforce these service standards. Use these internet service standards during development of the detailed public broadband network design and deployment of all internet infrastructure and services in Marin.

Action 5 - Improve incumbent internet providers' services

Obtain more information about incumbents' internet prices, speeds, resiliency, and quality by conducting a county-wide speed test coupled with an evaluation of individual service provider's costs, program offerings, and quality of service standards and ratings. Work with incumbent providers to ensure that their current and future internet services meet or exceed Marin's adopted standards in an agreed upon time frame.

Strategy: Increase access to affordable broadband service

Implementing this strategy requires collaboration among broadband service providers, funding sources, non-profits, and public agencies to identify opportunities, manage and coordinate services, and market availability.

Action 6 – Increase access to affordable broadband service

Increase access to affordable broadband services for everyone, especially for those least able to pay, by identifying or creating discounted and free programs. Manage the programs through a centralized agency, whenever possible, using Federal, State, local, and other funding sources. Remove barriers to entry by ensuring the process to get discounted or free internet service is easy to complete. Coordinate with other entities such as those providing social services. Ensure services provided through discount and free programs are consistent with full price options and meet or exceed Marin's internet service standards. Increase consumer education that helps lower consumers' out-of-pocket costs by providing information about options once more speed testing and price comparisons are completed.

KEY PERFORMANCE INDICATORS

- Increase the number of households served by broadband using 2020 CPUC data as a baseline and comparing it to updated CPUC data and surveys of Marin's households
- Improve residents' and businesses' ratings of internet quality and reliability using the Needs Assessment findings as a baseline and comparing it to future survey results

Goal 2
*Everyone in Marin can
take advantage of all
online opportunities*

Despite its relative wealth, Marin has residents who suffer from the digital divide. The needs assessment found that many people lack robust devices to access the internet, digital literacy, and adequate technical support. While availability of high-quality broadband is important, these other needs must be met for everyone in Marin to thrive in the digital world.

The needs assessment revealed a device disparity among Marin's residents. Devices include computers, laptops, tablets, mobile phones, landlines, and Internet of Things (IoT). When asked how many devices are connected to their home internet service, respondents to the Online Residents Survey reported 8.5 per household. In contrast, respondents to a survey conducted of residents in Marin Housing Authority's subsidized housing reported 2.6 per household. In the Canal Neighborhood, 57% of households reported not having a computer at home and 37% of students in the Bolinas-Stinson Union School District reported not having an adequate device at home.

57% of households surveyed in one neighborhood reported not having a computer at home.

—City of San Rafael Survey of Residents in the Canal Neighborhood

Even if they have devices, some residents and business owners report not knowing where to begin. They also lack knowledge of how to perform tasks such as signing up for an email account, requesting an Uber, or participating in a telehealth session. The research also revealed that various methods and types of training are needed. For example, online digital literacy training does not work when someone is unsure of how to get on the internet. The needs assessment also revealed that digital literacy training is needed for public service employees and educators.

Strategy: Coordinate and expand digital literacy training in Marin

Participants in the needs assessment recommended two high level actions. First, creating standards for Marin to better define what digital literacy means and help residents and businesses reach at least a basic level of literacy. Also, identifying and coordinating the various existing digital literacy training programs and filling the gaps to ensure various methods of training are available to meet Marin's diverse needs. For example, older adults say that they need training programs that tailor the content, speed, and delivery method to their needs.

Action 7 - Create Digital Literacy Standards for Marin

Develop a baseline standard of digital literacy for Marin. Work with schools and other training programs to incorporate these standards into their curriculum and

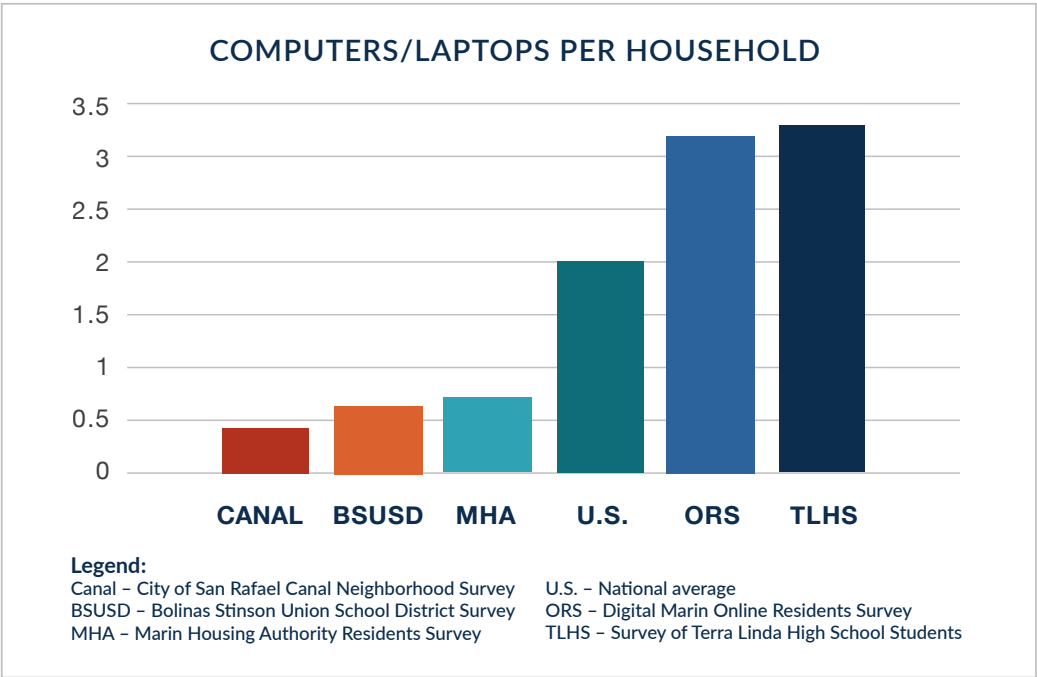
training programs. Conduct a marketing campaign to ensure that these standards are well known and adopted throughout Marin.

Action 8 - Integrate and Expand Digital Literacy Training Programs

Inventory digital literacy training programs, including those in K-12 and higher education, to determine gaps, identify redundancies, and ensure that digital literacy training is available for all Marin residents and businesses. Collect information such as intended audience, training method, curriculum, and whether the program is meeting Marin’s digital literacy standards. Ensure that resources spent on literacy training are optimized and that training is delivered in a variety of ways to meet the diverse needs of everyone in Marin.

Strategy: Expand community-based programs to provide end user devices and support

A 2020 study about consumer electronics found that U.S. households have an average of two computers. When comparing computers/laptops per household in Marin, survey respondents reported a range of less than one half (.4) per household in the Canal Neighborhood through 3.3 per household for students at Terra Linda High School in San Rafael. Even when they have adequate devices to access the Internet, some residents and business owners reported that they did not know how to take advantage of the capabilities and features, with some reporting that they never took their device out of the box.



Action 9 - Create Partnerships to Provide Devices for All

Create programs with eligibility standards to distribute low and no-cost devices to individuals and organizations. Identify needs, secure funding, determine eligibility, obtain, distribute, and track devices, and manage the program. To remove barriers, ensure that the process to obtain devices is easy to complete and coordinated with other entities such as those providing social services. Ensure that all low and no-cost devices are comparable to full price ones. Strive to create self-sustaining support models where recipients learn how to provide training and technical support for the devices to others.

Examples of potential projects identified through the needs assessment process include the following.

- Expanding School Information Systems (SIS) to include the ability to collect digital information such as availability of devices and internet service at home to address student households' needs, enable online and distance learning, and end the homework gap – when students cannot access foundational educational resources at home because of lack of devices and connectivity.
- Providing high-quality devices to all students in Marin's K-12 and higher education programs, on a one to one basis, and allowing students to keep a device upon graduation.
- Collaborating with Marin's non-profit, government, and community based organizations to provide Tech Connect Packs for residents of subsidized housing, older adults, social service recipients, homeless individuals, and other under-served people to ensure they have the devices, internet service, knowledge, and support to meet their digital needs.
- Partnering with community foundations and other organizations to distribute low and no-cost devices to non-profits and community based organizations to address their digital needs.
- Collaborating with economic development agencies and other organizations to partner with or create refurbishment programs to broaden Marin's distribution of low and no-cost devices and potentially create jobs, job training opportunities, and new businesses.

37% of students surveyed in one district reported not having a reliable device at home.

— *BSUSD Connection Committee Survey*

Action 10 - Create Community-Based Digital Support Networks

Create community-based digital support networks that serve individuals and organizations without the means to get technical support. Expand existing programs or establish new ones, potentially resulting in job creation, job training opportunities, and new businesses. Launch these projects based on each communities' specific needs and availability of resources.

Strategy: Help organizations create easy to use digital services that work for everyone

Participants from every sector expressed frustration with the difficulty in using online services. They reported poor experiences such as struggling with applications with poor user interfaces that are hard to operate or do not work on a mobile phone, do not follow digital accessibility requirements, or require scanned versions of documents instead of pictures.

Action 11: Educate providers to make online services easier to use and accessible for all

Assemble best practices for universal design and ease of use for online services. Work with schools, higher education, and other training programs to incorporate these best practices into their related curriculum and training programs. Share best practices with providers of online content and applications in all sectors. Conduct a marketing campaign to ensure that these practices are well known and adopted in Marin.

KEY PERFORMANCE INDICATORS

- Increase number of people with devices by using data collected through the needs assessment process, other sources, and additional surveys to establish a baseline to compare to future survey findings.
- Improve level of digital literacy throughout Marin by using data collected through the needs assessment process and other sources to establish a baseline to compare to future survey data.
- Improve users' ratings of online services by collecting data through surveys and other collection methods to establish a baseline and compare it to future results.



Goal 3

Marin has a high rate of digital adoption that benefits everyone

The needs assessment revealed other factors that keep people from participating in the increasingly digital world including lack of digital accessibility – the ability for people with a wide range of abilities and disabilities to use digital resources. Security and privacy concerns, as well as concerns about Electric Magnetic Field (EMF) and Radio Frequency (RF) radiation’s effect on human’s health and the environment keep people from using the internet. Also, some residents and business-people are unaware of the benefits of using the internet, so they do not pursue it.

More than 1,800 households in Marin can have internet access but choose not to do so.

—According to CPUC data

When broadband infrastructure is in place, public value is gained through deployment of smart technologies like sensors on critical infrastructure, wearable health monitors, intelligent transportation systems, temperature and moisture sensors for farming, and smart thermostats that save energy. Digital adoption also benefits the local economy through potential job creation, adding or expanding small, home-based, and digital businesses, and increasing our digital workforce.

Strategy: Improve privacy, security, and digital accessibility across Marin

Concerns with security and privacy were expressed often during the needs assessment process. Additionally, issues with accessibility of digital information and services were raised, especially by older adults and people with disabilities. These factors reduce digital adoption and decrease the value of investments in broadband infrastructure. Two high-level actions to address these issues were identified through the needs assessment process.

Action 12 - Establish a Marin Digital Accessibility Council

Establish a Marin Digital Accessibility Council to serve all sectors including public, non-profits, and private industry. Share information and resources and pursue projects and funding to improve access to digital resources and services.

Action 13 - Establish a Marin Security and Privacy Council

Expand the County-led Marin Information Security Collaboration (MISC), which currently serves government, education, non-profit, and similar public organizations, into a Marin Security and Privacy Council that includes other agencies and organizations, including for-profit enterprises. Continue to share cybersecurity information and resources, as well as broaden the focus to include digital privacy. Pursue projects and funding to improve and expand cybersecurity and privacy resources, policies, procedures, and laws that protect Marin’s residents and businesses.

Strategy: Address barriers through education and community problem solving

The research found other barriers that decrease digital adoption. One factor is a lack of knowledge about digital resources and the benefits of participating in the digital society. Another is health concerns related to digital infrastructure and devices. Educating Marin's residents and businesses and developing community-based solutions help increase Marin's digital adoption. Two high-level actions were identified through the needs assessment process.

Action 14 - Create an Education Campaign for Benefits of Digital Adoption

Educate the public about the availability and benefits of digital services. Include representatives from all sectors to ensure that the program serves Marin's residents and businesses. Help individuals and businesses identify the benefits of using digital solutions, so they can experience the full value of online services and digital opportunities.

The results of a recent survey of businesses in one of Marin's towns found that some owners are afraid to learn new technology, leaving haves and have-nots.

—Findings from Economic Development Focus Group

Action 15 - Address Residents' Concerns with Digital Technologies

Investigate community concerns including getting information from a wide-range of experts with differing opinions. Ensure that all voices are heard. Develop community-based solutions to address these concerns. Pursue these activities based upon specific needs and availability of resources.

Examples of potential topics identified during the needs assessment process include the following.

- The effect of Electric Magnetic Field (EMF) and Radio Frequency (RF) radiation on human's health and the environment.
- Privacy concerns related to data collection and aggregation, monitoring, surveillance, facial recognition, and other similar technology-enabled processes.

Strategy: Increase public value from investments in technology

Investments in broadband infrastructure and digital adoption must result in public and economic value. Value results from sharing data, applications, infrastructure, and other digital resources to improve service, increase buying power, and reduce support needs. This value is also achieved by deploying smart technologies and growing Marin's small, home-based, and digital businesses. Four high level actions were identified during the needs assessment process.

Action 16 - Identify and Increase Data Sharing Initiatives

Create collaborations, explore opportunities, develop project proposals, and get funding for data sharing initiatives to provide whole person care for individuals and families. Potential projects identified through the needs assessment process include the following.

- Expanding data sharing among schools, libraries, and education-focused community based organizations to support home access to educational resources and family and school communication while eliminating the homework gap.
- Increasing collaboration and data sharing among healthcare, mental health, social service, justice, education, non-profits, housing, and other organizations to provide wrap around services by:
 - Resourcing a backbone entity and providing community engagement, technology, and legal resources for a Community Information Exchange model;
 - Investing in data platforms for wrap around programs like Success Networks, community schools, etc.; and
 - Aligning goals and actions between existing collective impact initiatives.

Action 17 - Enable Shared Services Among Government and Educational Agencies

Create collaborations, explore opportunities, develop project proposals, and get funding for shared services among government and educational agencies to improve efficiency, streamline processes, and improve customer service. Potential projects identified through the needs assessment process include the following.

- Increasing network interconnectivity and shared digital solutions and resources to lower costs and increase consistency of services to the public.
- Standardizing processes and digital systems to make digital resources less costly and easier to buy and maintain and improve usability.
- Increasing data sharing to improve transparency, reporting, and accountability for shared goals.

Action 18 - Identify and Promote Smart Technologies

Create collaborations, explore opportunities, develop project proposals, and get funding for smart technologies that improve public service delivery and promote community engagement and public sector innovation. Include representatives from all sectors, including residents, to ensure that community needs are met, and security, privacy, and health concerns and risks are reduced or, where possible, eliminated. Base timing of these efforts upon specific needs and availability of resources.

Action 19 - Establish a Digital Business Incubator Program

Establish a digital business incubator to create or expand Marin's small, home-based, and online digital businesses. Include resources such as free or low-cost workspace, digital tools and technologies, mentorship, sharing of expertise, access to investors, and potentially, working capital in the form of grants and loans. Include representatives from business, economic development, chambers of commerce, education, and other relevant organizations.

KEY PERFORMANCE INDICATORS

- Decrease number of households not served by choice using 2020 CPUC data as a baseline and comparing it to updated CPUC data and surveys of Marin's households
- Prevent or reduce the number of cyber security and privacy incidents by collecting data before actions are taken to create a baseline and measuring again after actions are taken
- Increase digital accessibility for all sectors in Marin by measuring accessibility before actions are taken to create a baseline and measuring again after actions are taken
- Realize cost savings from sharing services among government and educational agencies by comparing costs before and after actions are taken
- Increase number of digital businesses started or grown by comparing data before and after actions are taken

Goal 4

Marin has a community driven organization with a mission of broadband for all



Adoption of the Digital Marin Strategic Plan by the County of Marin and Marin's cities, towns, and other public agencies, plus endorsement by educational, business, and community organizations will maximize return on the investment of time and funds in its development. Identifying or establishing an organization responsible for its implementation must also occur quickly to build on the momentum generated during the planning process and improve the ability for Marin to receive and wisely use Federal, State, and other funding. A delay in adoption and implementation of this Plan will result in the loss of community confidence and substantial funding opportunities.

Strategy: Obtain funding and create an independent operating entity

Federal and state governments are infusing billions of dollars into public and public/private broadband network development. Marin, like all counties in California, stands to benefit from these and other time-limited investments and grant opportunities. Funding from Federal, State, and local sources and private investments enable creation of the operating entity and establishment of an administrative team. The operating entity must have the ability to raise capital, invest and manage infrastructure if needed, and work with and influence organizations throughout Marin to achieve broadband for all. While taking these actions, the Digital Marin Project should continue as is, under guidance from the County of Marin and funded through the current California Advanced Services Fund (CASF) grant and the Digital Marin Strategic Plan's project budget. Two high-level actions related to this strategy were identified during the needs assessment process.

Evolve Digital Marin into a formal organization to develop, manage, and own public network assets with the Executive Steering Committee as initial Board of Directors.

—Magellan Advisors' Needs and Options Report

Action 20 - Establish a Digital Marin Operating Entity

Evolve the Digital Marin project into a community driven, independent operating entity with the ability to inform and influence policy makers and make decisions, raise capital, and spend funds to achieve Marin's shared digital goals. Secure the resources, determine the type of organization, and take all steps necessary to complete its establishment. Incubate the new entity within the County of Marin's Information Services and Technology (IST) Department until it is capable of operating independently.

Action 21 - Establish a Board of Directors

Establish a diverse, community-based Board of Directors for the Digital Marin operating entity. Have the project's Executive Steering Committee serve as the initial Board. Make modifications to the Board to ensure it represents all sectors and segments of Marin's population.

KEY PERFORMANCE INDICATORS

- Create an effective operating entity by measuring its progress toward meeting the Strategic Plan's goals within the time frames set forth in the Plan
- Represent all sectors and population groups on the Board of Directors by comparing the Board's membership to the most current census data

GETTING THERE

The roadmap to Marin's digital future is only as good as the ability to follow it. These steps ensure that Marin's digital strategy leads to realization of its vision.

Collaborative Vision

Use Digital Marin's shared vision to increase commitment and advance initiatives that improve Marin's digital future.

Community Owned

Foster community ownership and enhance local control for increased responsiveness to Marin's digital needs.

Accountable Leadership

Designate a knowledgeable, proven leader to centrally manage implementation of Marin's digital strategy.

Shared Goals

Secure adoption and endorsement of shared goals to increase the likelihood of success.

Measured Progress

Use Key Performance Indicators to measure progress toward intended results and ensure activities achieve what matters most.

Sustainable Funding

Identify sustainable funding sources to ensure that programs continue after the initial funding is used.

RISK AND IMPACT ANALYSIS

Since achieving broadband for all is resource intensive, strategies to achieve Digital Marin's vision must be evaluated for impact and risk. While developing a detailed broadband network design and deploying broadband have high impacts, they also have high levels of risk. Despite the risk level, these two initiatives are fundamental in achieving Digital Marin's vision. Establishing an independent operating entity is equally critical for completion of the other strategies.

Action Risk/Impact Matrix



- 1** Navy - Create operating entity, task forces, and councils. Develop business and project plans. Requires funding for operating costs including paid staff and consultants.
- 2** Red - Activities conducted by Digital Marin. Collaborate to deliver. Requires some funding. Maybe limited by lack of regulatory authority.
- 3** Purple - Physical broadband infrastructure design, development, deployment. Requires costly consultants, federal, state and local funding, cross-jurisdiction government collaboration, and a robust customer acquisition strategy. Timing must align with SB156 CA Middle Mile development and E-Rate funding cycles.

- 4** Green - Three legs of the digital inclusion stool (devices, connectivity, training) for the residents in need of assistance. Requires collaboration and funding.
- 5** Teal - Activities influenced by Digital Marin. Cost Dependent on projects.
- 6** Orange - Activities that build upon investments in the infrastructure and digital inclusion.
- \$** Indicates estimated level of funding required

TIMELINE



2022

FIRST QUARTER

Secure adoption and endorsement of the Strategic Plan
Determine organization type
Begin process to establish the community-driven operating entity

SECOND QUARTER

Begin development of a business plan
Launch the Marin Security and Privacy Council

THIRD QUARTER

Refine Strategic Plan based on the business plan
Launch the Marin Digital Accessibility Council

FOURTH QUARTER

Launch a project to develop the high-level broadband network design
Begin digital adoption efforts

2023

2023

Begin deployment of broadband infrastructure
Accelerate data and resource sharing projects
Initiate key programs for devices, support, and digital literacy training
Initiate projects to address affordability of internet service

2024

2024 & Beyond

Accelerate deployment of Smart Technologies
Establish a Digital Business Incubator Program

INITIATIVES TO BRIDGE THE DIGITAL DIVIDE

While this Strategic Plan was being developed, the COVID-19 pandemic continued to exasperate the issues facing students, households in underserved areas, older adults and people with disabilities, and other individuals facing barriers to using the internet. As a result, four projects were launched in communities around Marin - the Canal Neighborhood, Marin City, Bolinas-Stinson, and Shoreline. These projects were done in collaboration with but not led by Digital Marin. While the technical approaches taken to solve these areas' digital challenges varied, they all had strong community activism and collaboration among residents, education, government, and business.

Efforts to bridge the digital divide must continue, even if they are short-term solutions such as distributing free hot spots and providing free Wi-Fi to solve the most pressing needs until long-term solutions are available. In addition to the four collaborative digital divide projects already underway, additional projects are needed, even while the Strategic Plan is implemented.

- Identify and conduct additional needs assessment in the two under-served areas of Novato including identification of advocates to lead collaborative efforts to bridge the digital divide in their communities.
- Define, obtain funding, and provide internet service, devices, digital literacy training, and support to the five (5) subsidized housing residences for older adults and persons with disabilities.
- Further define and recommend solutions to address the specific needs of Marin's older adults and persons with disabilities and ensure that all digital projects and initiatives include addressing their needs.

More information about these and other collaborations is available on the [Digital Marin website](#).

APPENDICES

1 - Needs Assessment Report

Based on months of outreach to residents, government officials, schools, businesses, healthcare, and community-based organizations, the [Digital Marin Needs Assessment Report](#) was compiled to accurately define Marin's digital needs. The outreach process uncovered gaps that many people did not know existed and opened the door for collaboration between multiple entities.

2 - Magellan Conceptual Network Design

On June 24, 2021, Magellan Advisors presented their Digital Infrastructure Needs and Options Report to the Executive Steering Committee, Digital Marin project team, and the project's work group members. The Report informed this Strategic Plan. Topics included Marin's current internet infrastructure and services, and recommendations for an ongoing business model and a governance structure to move the Strategic Plan forward to project implementation. The [meeting notes and video](#) are available on the [GoDigitalMarin](#) website.

3 – Executive Steering Committee

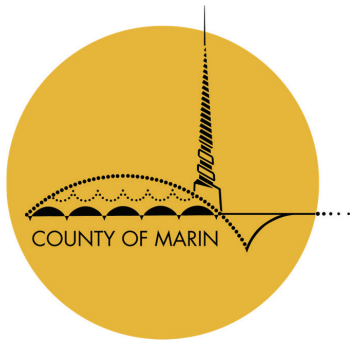
The Digital Marin project was guided by an [Executive Steering Committee](#), with representation from all of Marin's sectors. Members of this committee led public outreach within the various sectors, lent their time and expertise to development of the Plan, and continue to assist in its completion and eventual implementation.

4 - Project Administration

The Digital Marin project followed best practice project management processes. More information about the [planning process](#) is available on the [GoDigitalMarin](#) website.

FOUNDING PARTNERS

Visit Digital Marin’s [Partner Organizations’ page](#) to view our Supporting Partners.





Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 2.3.

FROM:

Jeff Zuba, Finance & Administrative Services Director

SUBJECT:

Revenue and Expenditure Reports, January 2022

RECOMMENDATION

Approve the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through January 31, 2022.

BACKGROUND

Every reporting period end, the Town of San Anselmo presents to the Town Council its operations as shown on the Revenue and Expenditure reports for discussion and approval. The Revenue and Expenditure reports are year-to-date summaries of revenues and expenditures from the Town's financial system ('Tyler Incode') for both the current as well as the prior corresponding fiscal year. These reports include the General Fund's operations given most of the Town-level operational activities are processed through the General Fund either directly or indirectly. This approval is to be obtained once a month within the fiscal year.

ANALYSIS

The revenue and expenditure data through January 31, 2022, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note about.

Revenues

Overall, through the January 2022 reporting period end, the Town's General Fund revenue has expanded its base relative to prior year by \$0.534M. This is primarily from the increase in property taxes, sales taxes, property transfer tax, and franchise tax offset by other fees and Transfers In. All other activity is either flat year-over-year or nets correspondingly to an immaterial change-all of which are within management's expectations.

Category	JAN YTD FY22	JAN YTD FY21	\$ Change	% Change
Property Tax	8,053,687.60	7,598,291.46	455,396.14	5.99%
Sales Tax	625,328.36	498,949.09	126,379.27	25.33%
Property Transfer Tax	122,440.00	97,866.00	24,574.00	25.11%
Franchise Taxes	303,797.50	278,089.43	25,708.07	9.24%
Licenses & Permits	576,159.24	589,913.18	(13,753.94)	-2.33%
Fines	46,031.10	23,173.56	22,857.54	98.64%
Cash & Investment Interest	6,641.26	6,972.30	(331.04)	-4.75%
Intergovernmental	85,257.31	75,406.65	9,850.66	13.06%
Other Fees	161,466.65	228,854.45	(67,387.80)	-29.45%
Transfers In	244,072.00	292,990.25	(48,918.25)	-16.70%
Total	10,224,881.02	9,690,506.37	534,374.65	5.51%

As shown above, the Town's revenue base overall increased by \$0.534M of which is driven by Property Taxes, Sales Tax, Property Transfer Tax and Franchise Taxes:

- Property Taxes increased by \$0.455M compared to the prior period due increased values and timing of collections from Marin County.
- Sales Taxes increased by \$0.126M compared to the prior period is a result of improving economic conditions from the COVID-19 Pandemic conditions within the Town's boundaries. With greater confidence in security and safety of public health, consumer sentiment is rising giving way to increased sales transactions.
- Property Transfer Tax increased by \$0.024M compared to the prior period following the active real estate market.
- Franchise Taxes increased by \$0.025M compared to the prior period due to rate increases by the service providers.

The largest decreases to note (\$0.067M) are other fees due to a reimbursement from CMPA for PERS UAL in FY21 and (\$0.048M) transfers into the General Fund. Due to the Covid-19 pandemic \$0.060M was returned in FY21 to the General Fund from the Robson House Fund as the project for dry rot repair and exterior painting was put on hold. As far as the other revenue streams, these changes either decreased or remained relatively flat year-over-year resulting in an immaterial change.

Expenditures

Overall, through the January 2022 reporting period end, the Town's General Fund expenditures have increased compared to the prior year by \$0.591M. This is primarily from increases in compensation, CalPERS retirement payments, Outside Services, and Transfers out. All other activity is either flat year-over-year or nets correspondingly to an immaterial change-all of which are within management's expectations.

Category	JAN YTD FY22	JAN YTD FY21	\$ Change	% Change
Compensation	1,859,555.14	1,741,128.61	118,426.53	6.80%
Retirement	790,564.39	694,630.64	95,933.75	13.81%
Training	15,387.00	4,081.68	11,305.32	276.98%
Outside Services	6,506,009.35	6,219,627.25	286,382.10	4.60%
Maintenance	70,115.42	66,643.16	3,472.26	5.21%
Utilities	118,639.44	132,407.59	(13,768.15)	-10.40%
Supplies	76,634.44	70,555.48	6,078.96	8.62%
Debt Service	117,132.54	116,857.77	274.77	
Other Expenditure	61,447.61	33,178.81	28,268.80	85.20%
Transfers Out	1,263,517.00	1,208,517.00	55,000.00	4.55%
Total	10,879,002.33	10,287,627.99	591,374.34	5.75%

As shown above, the Town's expenditures base overall increased by \$0.591M of which is driven by Compensation,

CalPERS Retirement payments, Outside Services, and Transfers Out payments:

- Compensation (Salaries & Wages and Benefits) increased by \$0.118M compared to the prior fiscal year primarily due to the 5% maximum salary reduction put in place for the previous fiscal year. This salary reduction affected both SEIU and Unrepresented Town employees through the end of the 2021 fiscal year. In addition, the employee groups received cost of living adjustments on July 1, 2021, and January 1, 2022.
- Expenditures relating to CalPERS retirement increased by \$0.095M due to the Town's required unfunded pension liability payment. The required retirement payment to CalPERS is a combination of both the contribution for the active and retired employees. This payment increased by \$80,985 as compared to the previous fiscal year.
- Outside Services increased by \$0.286M compared to the previous fiscal year due to the changes in payments for Public Safety JPA's and construction project activity.
- Transfers to other funds increased by \$0.055M due to Town Council recognizing the need to devote resources towards implementing its Climate Action Plan.

As far as the other expenditure streams, these changes either slightly changed or remained flat year-over-year resulting in an immaterial change. All other changes taken together are overall immaterial for further discussion and are expected given the Town's operations.

CONCLUSION

As inspected, the Town's financial position is continuously improving compared to the prior fiscal year given the economic recovery from the COVID-19 Pandemic. In anticipation through the end of the current fiscal year, these trends are expected to continue with increased revenue collection from this positive economic traction.

Attachments 1 & 2 - Budget Comparison Reports

Town of San Anselmo 2021-2022 Rev & Exp Report as of 01/31/2022 Fund: 01 - GENERAL FUND	2020-2021 Revised Budget	2020-2021 Audited Actuals	2020-2021 YTD Actuals	% of Audited Actuals	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	7,953,590.00	8,128,724.86	4,536,284.22	55.81 %	8,376,892.00	8,376,892.00	4,821,868.74	57.56 %
401 - PENSION	2,039,162.00	2,490,632.38	1,364,117.80	54.77 %	2,291,981.00	2,291,981.00	1,472,492.25	64.25 %
402 - PROPERTY TAX OTHER	2,717,576.00	3,376,535.46	1,697,889.44	50.28 %	3,265,116.00	3,265,116.00	1,759,326.61	53.88 %
410 - OTHER TAXES	1,218,100.00	1,456,718.47	596,835.09	40.97 %	1,324,486.00	1,440,000.00	747,768.36	51.93 %
411 - FRANCHISE TAXES	745,630.00	807,418.78	278,089.43	34.44 %	750,630.00	750,630.00	303,797.50	40.47 %
420 - BUSINESS LICENSE	180,000.00	292,105.63	72,566.68	24.84 %	240,000.00	240,000.00	41,755.75	17.40 %
421 - PARKING	5,500.00	11,264.58	2,466.21	21.89 %	24,500.00	24,500.00	2,742.74	11.19 %
422 - CONSTRUCTION	809,000.00	1,006,976.29	514,880.29	51.13 %	900,000.00	980,000.00	531,660.75	54.25 %
430 - VEHICLE CODE	10,000.00	18,042.79	5,657.57	31.36 %	10,000.00	17,500.00	9,466.13	54.09 %
431 - LIBRARY	200.00	1,205.41	137.17	11.38 %	0.00	0.00	595.23	0.00 %
432 - PARKING	27,000.00	42,314.81	17,378.82	41.07 %	50,000.00	65,000.00	35,969.74	55.34 %
440 - USE OF MONEY AND PROPERTY	10,000.00	76,486.94	6,972.30	9.12 %	15,000.00	15,000.00	6,641.26	44.28 %
450 - STATE REVENUE	144,800.00	152,155.19	75,406.65	49.56 %	107,500.00	107,500.00	85,257.31	79.31 %
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
480 - FEES FOR SERVICES	172,000.00	221,754.24	139,382.74	62.85 %	171,000.00	171,000.00	98,201.94	57.43 %
490 - MISCELLANEOUS REVENUE	90,900.00	78,215.46	89,471.71	114.39 %	97,500.00	97,500.00	63,264.71	64.89 %
519 - TRANSFERS IN	447,087.00	420,968.92	292,990.25	69.60 %	418,464.00	418,464.00	244,072.00	58.33 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	16,570,545.00	18,581,520.21	9,690,526.37	52.15 %	18,043,069.00	18,261,083.00	10,224,881.02	55.99 %
Expense								
600 - SALARIES AND WAGES	2,471,371.00	2,245,428.15	1,335,720.11	59.49 %	2,887,665.00	2,887,665.00	1,460,753.05	50.59 %
601 - RETIREMENT	830,820.00	779,893.84	694,630.64	89.07 %	960,932.00	960,932.00	790,564.39	82.27 %
602 - EMPLOYEE BENEFITS	671,150.00	555,400.10	359,508.50	64.73 %	782,423.50	782,423.50	361,530.54	46.21 %
604 - RETIREE BENEFITS	139,622.00	139,622.00	45,900.00	32.87 %	144,322.00	144,322.00	37,271.55	25.83 %
610 - TRAINING	32,200.00	10,659.57	4,081.68	38.29 %	40,200.00	40,200.00	15,387.00	38.28 %
611 - OUTSIDE SERVICES	10,380,759.00	10,826,178.87	6,219,627.25	57.45 %	11,039,241.00	11,249,241.00	6,506,009.35	57.84 %
613 - PUBLICATION / DUES	15,550.00	9,366.97	2,990.75	31.93 %	15,550.00	15,550.00	5,841.63	37.57 %
614 - MAINTENANCE	21,600.00	13,933.03	7,787.79	55.89 %	21,600.00	21,600.00	10,085.56	46.69 %
615 - BUILDING MAINTENANCE	128,950.00	154,733.30	58,855.37	38.04 %	189,950.00	189,950.00	59,887.95	31.53 %
616 - VEHICLE MAINTENANCE	6,500.00	2,425.66	0.00	0.00 %	6,500.00	6,500.00	141.91	2.18 %
617 - UTILITIES	221,740.00	252,211.91	132,407.59	52.50 %	210,740.00	210,740.00	118,639.44	56.30 %
618 - HIRING	0.00	2,357.11	632.11	26.82 %	1,000.00	1,000.00	10,776.04	1,077.60 %
619 - MISCELLANEOUS	19,000.00	-231.12	-500.00	216.34 %	18,500.00	18,500.00	0.00	0.00 %
620 - OFFICE SUPPLIES	34,800.00	20,755.39	9,868.05	47.54 %	36,200.00	36,200.00	12,054.81	33.30 %
622 - DEPARTMENT SUPPLIES	45,200.00	86,129.01	55,205.53	64.10 %	45,700.00	45,700.00	57,844.89	126.58 %
623 - BOOKS / MAGAZINES / VIDEOS	23,373.00	6,848.11	5,481.90	80.05 %	23,373.00	23,373.00	6,734.74	28.81 %
629 - MISCELLANEOUS	77,000.00	72,018.87	30,055.95	41.73 %	76,500.00	76,500.00	44,829.94	58.60 %
630 - EQUIPMENT	0.00	0.00	0.00	0.00 %	500.00	500.00	0.00	0.00 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	211,000.00	211,000.00	106,000.00	50.24 %	227,000.00	227,000.00	113,000.00	49.78 %
641 - INTEREST	19,018.00	16,901.83	10,857.77	64.24 %	11,208.00	11,208.00	4,132.54	36.87 %
670 - TRANSFERS OUT	1,348,517.00	1,348,517.00	1,208,517.00	89.62 %	1,263,517.00	1,263,517.00	1,263,517.00	100.00 %
Total Expense:	16,698,170.00	16,754,149.60	10,287,627.99	61.40 %	18,002,621.50	18,212,621.50	10,879,002.33	59.73 %
Total Fund: 01 - GENERAL FUND:	-127,625.00	1,827,370.61	-597,101.62		40,447.50	48,461.50	-654,121.31	
Report Total:	-127,625.00	1,827,370.61	-597,101.62		40,447.50	48,461.50	-654,121.31	

Town of San Anselmo 2021-2022 Rev & Exp Report as of 01/31/2022 Fund: 01 - GENERAL FUND Expense	2020-2021 Revised Budget	2020-2021 Audited Actuals	2020-2021 YTD Actuals	% of Audited Actuals	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	1,348,517.00	1,348,517.00	1,208,517.00	89.62 %	1,263,517.00	1,263,517.00	1,263,517.00	100.00 %
11 - TOWN COUNCIL	95,323.00	36,904.54	15,021.00	40.70 %	95,323.00	95,323.00	21,039.02	22.07 %
12 - ADMINISTRATION	1,196,257.00	1,082,515.02	627,670.14	57.98 %	1,403,741.50	1,403,741.50	660,596.36	47.06 %
16 - LEGAL SERVICES	205,000.00	315,276.23	124,071.33	39.35 %	300,000.00	300,000.00	148,188.07	49.40 %
18 - PLANNING	407,296.00	356,215.18	211,814.79	59.46 %	638,270.00	638,270.00	192,474.02	30.16 %
21 - NON-DEPARTMENTAL	1,056,651.00	967,944.26	839,034.15	86.68 %	1,159,369.00	1,159,369.00	912,089.37	78.67 %
30 - POLICE	4,540,998.00	4,546,888.17	2,669,264.18	58.71 %	4,685,857.00	4,685,857.00	2,753,467.76	58.76 %
32 - ROSS VALLEY FIRE SERVICE	4,391,395.00	4,382,001.59	2,542,105.44	58.01 %	4,611,448.00	4,611,448.00	2,639,781.06	57.24 %
40 - DEBT SERVICE	226,518.00	226,417.85	115,373.79	50.96 %	234,708.00	234,708.00	118,532.54	50.50 %
41 - ENGINEERING AND INSPECTION	1,167,307.00	1,283,354.81	687,721.06	53.59 %	1,326,648.00	1,406,648.00	811,635.58	57.70 %
42 - STREETS	835,488.00	900,353.28	484,328.98	53.79 %	890,957.50	920,957.50	520,137.03	56.48 %
71 - LIBRARY	613,159.00	561,377.89	366,729.72	65.33 %	729,255.50	729,255.50	369,026.43	50.60 %
81 - PARKS	361,249.00	505,007.96	254,979.33	50.49 %	382,079.50	482,079.50	320,807.45	66.55 %
82 - RECREATION/GENERAL FUND	253,012.00	241,375.82	140,997.08	58.41 %	281,447.50	281,447.50	147,710.64	52.48 %
Total Expense:	16,698,170.00	16,754,149.60	10,287,627.99	61.40 %	18,002,621.50	18,212,621.50	10,879,002.33	59.73 %
Total Fund: 01 - GENERAL FUND:	16,698,170.00	16,754,149.60	10,287,627.99	61.40 %	18,002,621.50	18,212,621.50	10,879,002.33	59.73 %
Report Total:	16,698,170.00	16,754,149.60	10,287,627.99	61.40 %	18,002,621.50	18,212,621.50	10,879,002.33	59.73 %



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 2.4.

FROM:

Dannielle Mauk, Community Services Director

SUBJECT:

January 2022 Financial Report on Recreation Fund

RECOMMENDATION

That Council approve the Recreation Fund Revenue and Expenditure Report for the period ending January 31, 2022.

BACKGROUND

The Recreation Department offers a wide variety of fee-based programs throughout the fiscal year including sports programs and leagues, youth and adult classes, childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION

As of January 31, 2022, 58% of the fiscal year has elapsed and the Recreation Fund is listed at 95% of projected revenues and 61% of projected expenditures.

Enrollment for recreation programs has increased. We had close to full enrollment for our summer and fall sports programs. Families are excited to see our programs returning, and we are continuing to work on rebuilding programs. The increase in program enrollment will be reflected in both the increased revenues and expenditures each month.

The State and County Public Health Orders for COVID-19 are designed to ensure and protect the health of our residents. The orders change the Recreation Department's ability to offer services, programs, and rentals. The Department continues to follow all guidance.

For historical comparison purposes, staff has developed the following table:

FY	Revenue				Expenditures				Rev Over/(Under) Ex	
	Budget	Actual	%		Budget	Actual	%		\$\$	%
2021-22	1,348,621	1,284,529	95%		1,460,894	616,611	61%		389,907	29%
2020-21	1,408,125	544,248	39%		1,550,667	094,433	43%		(122,845)	(9%)
2019-20	1,627,261	1,184,517	73%		1,669,992	245,599	59%		192,271	12%
2018-19	1,510,601	1,138,687	75%		1,591,838	425,533	53%		300,258	19.8%
2017-18	1,514,009	978,541	65%		1,644,819	945,500	50%		158,599	10.4%
2016-17	1,384,329	967,297	70%		1,500,804	765,544	54%		162,529	11.7%

2015-16		1,246,688	62,726	69%		1,356,851	58,63%		11,143	.008%
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Town of San Anselmo

Budget Report

Group Summary

For Fiscal: 2021-2022 Period Ending: 01/31/2022

SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	80,694.00	80,694.00	0.00	80,694.00	0.00	0.00 %
Department: 00 - UNDESIGNATED Total:	80,694.00	80,694.00	0.00	80,694.00	0.00	0.00 %
Department: 61 - SPORTS						
600 - SALARIES AND WAGES	36,000.00	36,000.00	160.00	29,797.50	6,202.50	17.23 %
602 - EMPLOYEE BENEFITS	2,754.00	2,754.00	12.24	2,279.58	474.42	17.23 %
611 - OUTSIDE SERVICES	91,250.00	91,250.00	7,367.42	63,187.41	28,062.59	30.75 %
629 - MISCELLANEOUS	46,500.00	46,500.00	8,172.25	34,485.46	12,014.54	25.84 %
Department: 61 - SPORTS Total:	176,504.00	176,504.00	15,711.91	129,749.95	46,754.05	26.49 %
Department: 62 - CULTURE						
611 - OUTSIDE SERVICES	51,190.00	51,190.00	4,948.21	58,615.41	-7,425.41	-14.51 %
629 - MISCELLANEOUS	300.00	300.00	0.00	0.00	300.00	100.00 %
Department: 62 - CULTURE Total:	51,490.00	51,490.00	4,948.21	58,615.41	-7,125.41	-13.84 %
Department: 63 - CHILD CARE						
600 - SALARIES AND WAGES	344,174.00	344,174.00	14,509.53	171,602.88	172,571.12	50.14 %
601 - RETIREMENT	27,011.00	27,011.00	1,136.98	11,085.37	15,925.63	58.96 %
602 - EMPLOYEE BENEFITS	88,412.00	88,412.00	4,013.13	42,983.42	45,428.58	51.38 %
611 - OUTSIDE SERVICES	176,683.00	176,683.00	192.63	124,275.96	52,407.04	29.66 %
629 - MISCELLANEOUS	14,930.00	14,930.00	445.80	6,454.61	8,475.39	56.77 %
Department: 63 - CHILD CARE Total:	651,210.00	651,210.00	20,298.07	356,402.24	294,807.76	45.27 %
Department: 64 - EVENTS AND OTHER						
611 - OUTSIDE SERVICES	2,000.00	2,000.00	0.00	71.18	1,928.82	96.44 %
Department: 64 - EVENTS AND OTHER Total:	2,000.00	2,000.00	0.00	71.18	1,928.82	96.44 %
Department: 65 - PROGRAM ADMINISTRATION						
600 - SALARIES AND WAGES	245,310.00	245,310.00	23,804.98	147,110.01	98,199.99	40.03 %
601 - RETIREMENT	23,390.00	23,390.00	2,073.74	13,256.30	10,133.70	43.32 %
602 - EMPLOYEE BENEFITS	51,655.00	51,655.00	4,544.75	31,843.47	19,811.53	38.35 %
610 - TRAINING	3,000.00	3,000.00	0.00	615.01	2,384.99	79.50 %
611 - OUTSIDE SERVICES	124,500.00	171,866.00	9,521.90	60,882.91	110,983.09	64.58 %
613 - PUBLICATION / DUES	1,000.00	1,000.00	24.98	788.56	211.44	21.14 %
614 - MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
615 - BUILDING MAINTENANCE	1,500.00	1,500.00	0.00	200.93	1,299.07	86.60 %
617 - UTILITIES	15,000.00	15,000.00	1,758.60	7,665.57	7,334.43	48.90 %
618 - HIRING	0.00	0.00	1,054.52	3,280.47	-3,280.47	0.00 %
619 - MISCELLANEOUS	1,500.00	1,500.00	0.00	175.00	1,325.00	88.33 %
620 - OFFICE SUPPLIES	25,000.00	25,000.00	310.01	1,208.40	23,791.60	95.17 %
622 - DEPARTMENT SUPPLIES	4,250.00	4,250.00	313.19	2,055.34	2,194.66	51.64 %
629 - MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	100.00 %
Department: 65 - PROGRAM ADMINISTRATION Total:	498,105.00	545,471.00	43,406.67	269,081.97	276,389.03	50.67 %
Expense Total:	1,460,003.00	1,507,369.00	84,364.86	894,614.75	612,754.25	40.65 %
Fund: 21 - RECREATION Total:	1,460,003.00	1,507,369.00	84,364.86	894,614.75	612,754.25	40.65 %
Report Total:	1,460,003.00	1,507,369.00	84,364.86	894,614.75	612,754.25	40.65 %



Town of San Anselmo

Budget Report Group Summary

For Fiscal: 2021-2022 Period Ending: 01/31/2022

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Revenue	1,348,625.00	1,348,625.00	134,946.78	1,284,521.93	-64,103.07	4.75 %
Expense	1,460,003.00	1,460,003.00	84,364.86	894,614.75	565,388.25	38.73 %
Fund: 21 - RECREATION Surplus (Deficit):	-111,378.00	-111,378.00	50,581.92	389,907.18	501,285.18	450.08 %
Report Surplus (Deficit):	-111,378.00	-111,378.00	50,581.92	389,907.18	501,285.18	450.08 %



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 2.5.

FROM:

Dannielle Mauk, Community Services Director

SUBJECT:

Special Event Application - LONGWAY Block Party

RECOMMENDATION

That Council approve the application for the LONGWAY Block Party sponsored by the Chamber of Commerce on March 4, 2022, from 5pm to 9pm.

BACKGROUND

After two years of COVID-19 and the resulting setbacks, LONGWAY is will be launching their Men's clothing line. The Chamber of Commerce is requesting public space for a celebration with the community by hosting a block party, sponsored by the Chamber of Commerce, on March 4, 2022 from 5pm to 9pm. The event will include a band, kid's activities, the Johnny's Doughnuts truck and a set-up for live chain stitch items. LONGWAY is inviting all business on the block to offer additional activities during their celebration.

DISCUSSION

The Chamber is requesting to close San Anselmo Avenue between Tamalpais and Magnolia Avenues. Town staff would set-up and take-down street closure in conjunction with community volunteers. A soft street closure at is being proposed at 5 pm, inbound traffic only, with a hard closure at 6 pm. The proposal has the street reopening at 9 pm. If the event is approved, Public Works staff will coordinate with the Central Marin Police Authority and the Ross Valley Fire Department on emergency vehicle lane and ADA requirements.

In accordance with the Town of San Anselmo's Ordinance 1136, all food vendors will provide takeout food in reusable food ware or compostable disposable food ware, or items composed entirely of aluminum. If a compostable disposable food ware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.

The attached application provides details of the event.

Attachment 1 - Community-Based Event Application



TOWN OF SAN ANSELMO

Recreation Department
1000 Sir Francis Drake Blvd.
San Anselmo, CA 94960
(415) 258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

Please complete this application if you wish to conduct an event in downtown San Anselmo on public property for more than 50 people, or involving the closure of a downtown street for more than fifteen minutes. The application will be reviewed by staff, and forwarded to the Town Council for approval.

EVENT INFORMATION

Name of event: Longway BLOCK PARTY
 Organization(s) presenting the event: chamber of commerce + Longway
 Other event sponsor(s), if any: _____
 Contact Person: Kris Galmarini Phone Number: _____
 Address _____ email: Kriselongwaycalifornia.com
 Event Date(s) March 4th
 Start and end times 5 to 9 (street close 5:30/6-9)
 Number of attendees (estimate) _____
 Location: street in front of Longway
 Will alcohol be served or sold? Yes ☒ No ☐
 Brief Description of Event:

Longway is launching a mens line - celebrating the launch w/ a party + celebrating our partnership w/ Johnny Doughnuts.

Public space requested:

☐ Creek Park ☐ Creek Park Parking Lot
☐ Pine Street Parking Lot ☐ Magnolia Parking Lot
☐ Town Hall Lawn ☐ Council Chambers
☐ Other

☒ San Anselmo Avenue: from (cross streets) Tamalpais to Magnolia
☐ Tunstead Avenue: from (cross streets) _____ to _____
☐ Other street(s): from (cross streets) _____ to _____
☐ Other space use (e.g. parking spaces) _____
☐ Other Facilities: _____

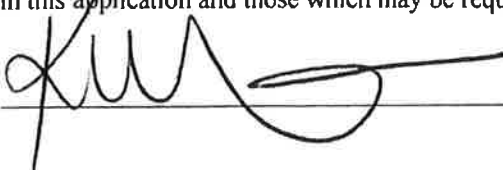
CONDITIONS OF APPROVAL

The following conditions apply to downtown events, unless waived or modified by the Town. Other conditions, as set by the Town Council and staff, may apply to particular events for public safety or other objectives of the Town.

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- F. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- G. **Noticing:** Events that include closure of the street will require a minimum of five days advance written notice to businesses and residents directly adjacent to the business or residential property.
- H. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- I. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.
- J. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.
- K. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- L. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.
- M. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.
- N. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

On behalf of the organization applying for the permit to conduct the event, I have read and agree to follow the standards for events, as stated in this application, and have read and agree to follow the permit conditions as stated in this application and those which may be required of me as conditions of approval.

Name



Date

2/10/2022

NAME OF EVENT:

DATE OF EVENT:

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	No Comments.	M. Norton
FIRE	Street barricade Should be moveable by one	R. Bastianon
RECREATION	Follow ADA Laws; Use recyclable materials	D. Mauk
PUBLIC WORKS	PW will coordinate Street Closures	S. Condry & A. Shaw
ADMINISTRATION	No Comments.	D. Donery



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 2.6.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Review the report from a Marin Municipal Water District representative.

RECOMMENDATION

That Council review the report from a Marin Municipal Water District representative.

BACKGROUND

At the August 24, 2021 Town Council meeting, Council requested staff coordinate monthly reporting from Marin Municipal Water District representatives during the drought. A report from the Marin Municipal Water District representative is attached.

FISCAL IMPACT

There would be no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed project is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

FOR IMMEDIATE RELEASE**February 16, 2022****Contact:** Adriane Mertens**Cell:** 707-328-4304**Email:** amertens@marinwater.org

Outdoor Irrigation Prohibition Lifted, Watering Now Allowed Up to Twice a Week

Corte Madera, CA – The Marin Water Board of Directors lifted its prohibition on outdoor irrigation on Tuesday and approved to allow customers to utilize sprinklers or drip irrigation for yard care up to two times a week prior to 9 a.m. or after 7 p.m. All other [water-use restrictions](#), such as swimming pool filling and at-home car washing, currently remain in effect, as does the prohibition on any landscape installations for new customer water connections.

As customers decide to turn their irrigation systems back on and initiate any plantings, the district encourages these households to refer to the district's WaterSmart Gardening Resources Library at marinwater.org/WaterSmartGardening. This new online information hub centralizes curated, expert guidance on irrigation, plant selection, fire-safe landscape design and more, so customers may conveniently explore ways to maximize water savings and utilize best practices in their garden and landscape projects. Information on the district's ongoing incentives programs, such as cash for grass and rebates for WaterSense irrigation controllers, can also be found there.

"Our community has done remarkable work to save water during the drought emergency, and we want to keep that momentum going as outdoor irrigation is allowed to resume," said President Larry Russell. "Some of the most impactful ways to reduce water waste can be achieved outside, and we invite customers to lean on the district's resources for extra help with water-conscious planning and maintenance of home landscape and garden projects."

The irrigation prohibition was approved in October and went into effect Dec. 1, 2021, along with several other water-use limits and restrictions. The mandate came after historic drought conditions last summer caused the district to take drastic measures to respond to critically low water supply levels and an imminent water shortage. Then, record rainfall in October and December restocked local reservoirs to near-full capacity. The board has taken incremental steps to ease some of the drought emergency water limits and restrictions since that time – first removing indoor household water-use limits and associated penalties in January and now addressing the outdoor irrigation restriction originally scheduled to remain in effect through May 2022. The board may consider lifting additional drought emergency restrictions in an upcoming meeting, though a date for this discussion has not yet been set.

With the district's water supply adequately replenished from early winter rainfall, the district has begun to refocus efforts to long-term drought resiliency planning. This includes the board's action earlier this month, to approve implementation of a [five-month strategic assessment](#) of various water supply projects that will supplement community needs in times of future water shortages.

For more drought information, reservoir data, and water supply updates, visit marinwater.org.

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Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 3.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Appoint applicants to the Marin Commission on Aging, Climate Action Commission and Historical Commission

RECOMMENDATION

That Council appoint one member to the Marin Commission on Aging, one member to the Climate Action Commission and two members to the Historical Commission.

BACKGROUND

The Marin Commission on Aging has one San Anselmo seat. There is one seat available and one applicant. Gene Ng has applied for the position. He has been interviewed.

The Climate Action Commission has a membership of seven seats. There is one seat available and one applicant. Michael Kamerick has applied and was interviewed tonight.

The Historical Commission has a membership of eleven seats. There are two seats available and four applicants. Richard Storms and Carol Acquaviva have reapplied. Alex Friedman and Kimberly Norton have applied. All applicants have been interviewed. Judy Coy, the chair of the Historical Commission did indicate to staff that she would like for the membership of the commission to remain at eleven seats.

Their applications are attached herewith.

The status report on current openings on the Town Boards, Commissions, and Committees is also attached.

FISCAL IMPACT

There would be no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed decision is exempt from the California Environmental Quality Act (CEQA), under the "common sense" exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

Board, Committee, Commission <i>(total seats)</i>	Seats Expiring/ Vacant	Applicants	Term (Yrs)¹	Date of Interview
Arts Commission 7 seats + youth Dannielle Mauk <i>(Temporary Expansion to 8 seats)</i>			3	
Bicycle and Pedestrian Committee 7 seats Sean Condry			4	
Board of Review 5 seats Jeff Zuba	2		6	
Capital Programs Monitoring Committee 7 seats Sean Condry	4	Richard Berkson	4	3/8
Economic Development Committee 7 seats Elise Semonian			3	
Financial Advisory Committee 5 seats Jeff Zuba <i>(Temporary Expansion to 6 seats)</i>	2	Richard Berkson	3	3/8
Flood Committee 7 seats Sean Condry	2		4	
Historical Commission 11 seats+ youth Linda Kenton	2	Richard Storms* Carol Acquaviva* Kimberly Norton Alex Friedman	4	2/8 2/8 2/22 2/22
Library Advisory Board 7 seats+ youth Linda Kenton			4	
Library Tax Oversight Committee 5 seats Linda Kenton			3	
Marin Commission On Aging 1 seat	1	Gene Ng	3	2/22
Mosquito Abatement District 1 seat			2-4	
Open Space Committee 11 seats + youth Elise Semonian			4	
Parks & Recreation Commission 7 seats + youth Dannielle Mauk	1		4	
Planning Commission 7 seats Elise Semonian			4	
Racial Equity Ad Hoc Committee			1	
Climate Action Commission 7 seats+ youth Elise Semonian	1	Michael Kamerick	3	2/22
Ross Valley Paramedic Authority 1 seat			4	
Tax Equity Board 3 seats Jeff Zuba	1		3	

* Incumbent

¹ Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.

Print**Boards & Committee Applications - Submission #1432**

Date Submitted: 2/2/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

2/1/2022

**I wish to apply for an
appointment to a term/balance***

Marin Commission on Aging

**Name***

GENE THOON NG

Home Address*

225 SAN FRANCISCO BLVD

Occupation*

Retired

Employer's Address

225 SAN FRANCISCO BLVD

Home Phone*

4155178652

Work Phone

Cell Phone

415-517-8652

E-Mail*

GENENG40@GMAIL.COM

Number of years as resident of San Anselmo*

33 years

Number of years as a resident in Marin*

33 years

Education Level Achieved*

Graduate Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

George Lewis

1.) Phone*

415-302-2846

2.) Name*

Mary Miner

2.) Phone*

415-269-4954

3.) Name*

Tom McAllister

3.) Phone*

415-302-7562

I would be able to regularly attend the meetings of this Board/Commission/Committee.*☒ YES☐ NO**I would be available to attend additional meetings when they are necessary.***☒ YES☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☐ YES
☒ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I have not served in any public office, or civic commissions, boards, committees. I was a teacher, administrator, athletic director for 42 years in Marin. I have attended countless board meetings in those 42 years so I am experience with local and county governments.

Reasons for this appointment.*

I am 81 years old and will be 82 in July. I am familiar with what senior citizens may need and also problems that senior citizens encounter. I am in care of my sister who is 90 years old. She lives in a senior care facility so I am knowledgeable of what the needs of people in care faciities are. I think I can bring a fresh look to the commission. I have ideas of how we can help our aging population.

What are your qualifications for this appointment.*

As I mentioned, I believe I know many of the needs of the aging population in Marin. I would also like to bring solutions to help our segment of society.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

1. Affordable housing. It would be wonderful if our aging population can afford to live on their own. A semblance of normality would be great for the mental health of senior citiizen. Living on their own with a caretaker would be a great help.
2. New Technology. I know first hand how difficult it is for us old folks to keep up with all the new technological advancement. Example: My sister is still trying to learn how to navigate all the features in the I-phone. I'm fortunate to have my son and daughter teaching me about Zoom, Facetime, etc.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Park & Recreation Commission

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

GENE NG

415-517-8652 – San Anselmo – geneng40@gmail.com

ABOUT ME

I have worked in Marin County for 42 years, and been a resident, parent, and grandparent of San Anselmo for 34 years. I am a retired educator with a passion for service to my community and am excited about the opportunity to further serve using my knowledge of senior care facilities, experience as a caretaker, and understanding of what Marin has to offer older residents.

PORTFOLIO HONORS

Gene Ng Day Proclamation, City of San Francisco, Mayor Gavin Newsom, May 23, 2008
 Marin County Coach of the Year, 1993
 Marin Athletic Foundation Hall of Fame, 2008
 North Coast Section Honor Coach of the Year, 2004
 President of the San Francisco Ng Family Benevolent Association, 2013-2015
 National President of the Ng Family Association, 2017-2019
 Executive Secretary of the Ning Yung Association, 2016

PROFESSIONAL HISTORY

Teacher, All Subjects, San Clemente School	1966 – 1972
Teacher, Math, History, and Physical Education – Hall Middle School	1972 – 1976
	1984 – 2000
Principal, Summer Schools, Neil Cummins and Hall School	1976 – 1978
Vice Principal, Neil Cummins and Hall Middle School	1978 – 1984
Athletic Director, Tamalpais High School	2002 – 2008
Varsity Women's Basketball Coach – Archie Williams High School	1984 – 1996
Varsity Women's Basketball Coach – Novato High School	1996 – 2002
Varsity Women's Basketball Coach – Tamalpais High School	2005 – 2007

VOLUNTEER HISTORY

Summer High School Basketball Coach	1985 – 2007
CYO Basketball Coach	1995 – 1996
Donaldina Cameron House Food Pantry	2012 – 2020
Ng Family Benevolent Association	1976 – Present
Ning Yung Benevolent Association	1990 – Present
Wong Family Scholarship Committee	1980 – Present

EDUCATION

San Francisco State University, BA in History	1965
San Francisco State University, MA in Educational Administration	1970

Miscellaneous

Served in the Army from 1958 – 1960 Deployed to Korea in 1959 – 1960 Honorable Discharge 1960

Print**Boards & Committee Applications - Submission #1435**

Date Submitted: 2/5/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

2/5/22

**I wish to apply for an
appointment to a term/balance***

Climate Action Commission

**Name***

MICHAEL J KAMERICK

Home Address*

510 Sequoia Drive

Occupation*

Retired

Employer's Address

510 Sequoia Drive

Home Phone*

4154542624

Work Phone

Cell Phone

4152187553

E-Mail*

MKAMERICK@GMAIL.COM

Number of years as resident of San Anselmo*

20

Number of years as a resident in Marin*

20

Education Level Achieved*

College/University Degree (Major)

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Richard Lucas

1.) Phone*

415-453-1175

2.) Name*

Steve Murch

2.) Phone*

415-419-6246

3.) Name*

Alan Bowker

3.) Phone*

415-559-0380

I would be able to regularly attend the meetings of this Board/Commission/Committee.*☒ YES☐ NO**I would be available to attend additional meetings when they are necessary.***☒ YES☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☐ YES
☒ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

I have been involved in a number of activities in my immediate neighborhood that have required me to interact with various local government agencies on behalf of my neighbors. I organized the neighborhood into a recognized FireWise site, and I am the current FireWise leader our immediate area.

Reasons for this appointment.*

I have always been interested in the environment and the issues of climate change, and I want to whatever I can to mitigate those issues. I am a lifelong member of the Sierra Club, and member of the Environmental Forum of Marin. We installed solar panels on our roof in 2004, and we have updated the system to more recent technologies. We have owned a Chevrolet Bolt for over three years, and we plan to buy a second EV in the next few years.

What are your qualifications for this appointment.*

In my professional career, I have been involved many committees and commissions, so I am used to working cooperatively in diverse groups. I have served on the Board of Directors of my professional organization, the American Medical Informatics Association, requiring oversight of budgets and strategic directions for the organization.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

As a suburban/small town environment, San Anselmo is built for a car focused life. This is hard to overcome, though we can make various efforts, but I do think that vehicle electrification represents a more achievable goal in the short term, so I would focus on that. In terms of lowering the overall carbon footprint of San Anselmo, we face a difficult challenge because the Town serves as a transit point for so much traffic between east and west Marin, so we have consider how to measure our resident's impact vs. the impact of those traveling through.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Flood Committee

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Michael Kamerick-resume.docx

Item 3- Attachment 3

Page 3 of 8

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Michael Kamerick

President, Sequoia Consulting
mkamerick@gmail.com
 +1/415-218-7553

Summary

I have held positions of leadership and management on the forefront of high technology for over 30 years. For the last 17 plus years I have been focused on the issues and challenges of the role of IT in the transformation of healthcare and bio-medical research. I have been active in the movement to leverage the data being captured in Electronic Medical Record systems to bring insight and intelligence to the business of medicine and medical research. I have participated in multiple national and international research initiatives, in both the public and private sectors, including EDNRN, caBIG, the CTSA, and TriNetX. I have participated in and led teams that have built several distributed research networks and data warehouses providing Real World Evidence to investigators and have co-authored papers and posters on the subjects. In 2020 I was named as a Fellow of the American Medical Informatics Association.

My community activities include a lifetime membership in the Sierra Club, membership in the Environmental Forum of Marin and a graduate of their Master Class, MALT (Marin Agricultural Land Trust), training in CERT (Community Emergency Response Team) and Resilient Neighborhoods, and I am the organizer and leader of our local FireWise community.

Experience

President, Sequoia Consulting

March 2000 – Present

Consultation and expertise in Biomedical Research Organizations, Distributed Research Networks, Real World Data/Evidence, Healthcare Data Governance, Healthcare IT Security and Compliance, Clinical Research Informatics, Healthcare Data Warehousing

- Customers include Prognosis Data, LLC, TriNetX, Inc., Prometheus Research, Inc., GLG, Inc., and AlphaSights, Ltd.

VP of Provider Solutions at TriNetX, Inc.

June 2014 – March 2016

Sales and Business Development with customers of the TriNetX Real World Data networking solution set, member of the Executive Leadership Team.

First sales representative for TriNetX. Responsible for developing the initial markets for TriNetX, primarily among Academic Medical Centers and Health Sciences Campuses, and for mentoring new sales representatives as they were hired into the company.

- Customers included Georgetown University, Thomas Jefferson University, the University of Pennsylvania, University of Arizona, Medical University of South Carolina, University of Alabama Birmingham, University of Wisconsin-Madison, Medical College of Wisconsin, University of Iowa, University of Colorado

Chair, American Medical Informatics Association (AMIA) Industry Advisory Council, AMIA Board of Directors, ex-officio

January 2015 – December 2015

Led the development of Council initiatives and funding opportunities, helped develop panels and presentation sessions at AMIA conferences.

Participated in regular AMIA Board meetings, discussed strategic goals, specific initiatives, and budgets of the organization.

Specialist Leader, VP of Informatics at ConvergeHEALTH by Deloitte

October 2012 – June 2014

Responsible for leading and expanding the Informatics Services Group of ConvergeHEALTH

- Responsible for Informatics staff utilization metrics and project allocations.
- Sales, Strategic Consulting, Business Development, and Account Management
- Customers included U. of Colorado, Geisinger Health System, Ohio State University, University of California (UCSF, UC Davis, UCLA, UC Irvine, UC San Diego), University of Texas, University of Southern California, and others
- Partnerships include SAP, EMC/Greenplum, IBM, Forte Research
- Deloitte Representative on the AMIA Industry Advisory Council
- Member of Georgetown University's External Advisory Board for Informatics
- Led the development team for the SAFTINet project at U. Colorado, a Real World Data project focused on underserved populations with data derived from Federally Qualified Health Centers

Managing Director, Health Systems Solutions at Recombinant Data Corporation

December 2010 - October 2012

Business Development, Account Management, and Strategic Consulting for Academic Medical Centers in the US and Canada. Recombinant focused on the secondary use of healthcare data to build data warehouses, analytic solutions, and scientific tools providing Real World Data to support the data driven transformation of healthcare and translational medicine.

- Customers included the University of California, University of Colorado, Ohio State University, University of Texas Medical Branch, University of Minnesota

**Director, Academic Research Systems, co-Director, Biomedical Informatics at UCSF,
Interim Director, Enterprise Information Security and Chief Information Security Officer**
October 2003 - November 2010

Co-Director, Biomedical Informatics, Clinical and Translational Sciences Institute – 2008 to 2010

Interim Information Security Officer and Director, Enterprise Information Security – June 2009 to Dec. 2009

- IT Director of campus-wide IT organization
- Co-Director of Biomedical Informatics for UCSF CTSA (Clinical and Translational Science Awards)
- Developed and modernized security policies for campus email, laptops and mobile devices
- Chair CTSA-wide Data Repository Working Group
- Member of CTSA-wide Informatics Key Function Committee
- Developed a centralized IT infrastructure to support the UCSF research community
- Negotiated and managed the outsourcing of IT infrastructure to cloud-based services
- Oversaw development of comprehensive data repository of clinical and life sciences data
- Provided a highly secure environment for storage and management of research data.
- Provided a HIPAA-defined Honest Broker service for UCSF investigators.
- Developed a clinical systems reporting function for research data.
- Developed clinical decision support tools for breast cancer patients

Partner at mVortex

2002 - 2003

- Developed technology strategy and product architecture for consolidated company.
- Analyzed existing companies for acquisition potential.
- Defined acquisition roadmaps.
- Engaged in funding/development efforts with private equity firms and late stage venture capitalists.

VP of Services at Ventaso

1998 - 1999

- Wrote original executive summary, helped secure first and second rounds of funding.
- Negotiated contracts and secured deals with original customers.
- Wrote Services Operations Plan, hired staff, articulated services strategy to industry analysts and venture firms

Director of Systems Engineering at Weblogic

May 1997 - September 1998

- Hired and managed staff in San Francisco, New York, Boston, Atlanta, Dallas, Washington, Denver, and Chicago.
- Designed compensation and training structures.
- Designed and delivered company presentations to customers and investors.

Enterprise Computing Consultant, Product Manager, Systems Engineer at Sun Microsystems

1985 - 1997

Contract Programmer at Space Sciences Lab, UC Berkeley

1984 - 1985

Education

San Francisco State University

BS, Computer Science, 1981 - 1984

Activities and Societies: Phi Beta Kappa

Select Publications and Presentations

- *Securing the Data Warehouse*, AMIA Clinical Research Informatics Conference, San Francisco, March 2010
- *Bio-Banking and Governance in the Clinical Research Enterprise*, University of Miami Bio-Repositories Retreat, Miami, May 2010
- *Research Information Exchanges in Healthcare*, Redwood Mednet HIE conference, Santa Rosa, CA, Jul 2010
- *The MyResearch Secure Research Information Portal*, Georgetown University CTSA Informatics Forum, Washington, DC, Nov 2010
- *Implementation of a deidentified federated data network for population-based cohort discovery.* **Journal of the American Medical Informatics Association** (impact factor: 3.61). 08/2011; 19(e1):e60-e67. DOI:10.1136/amiajnl-2011-000133
- *Governance of Secondary Data in Shared Infrastructure*, AMIA Annual Symposium, Chicago, November 2012
- *A Research Information Exchange for Oncology*, Cancer Informatics Summit, Dallas, January 2013
- *Scalable Architecture for Federated Translational Inquiries Network (SAFTINet) Technology Infrastructure for a Distributed Data Network*, eGEMS 07/2013; 1(1):Article 11. DOI:10.13063/2327-9214.1027
- *Organizing Drugs in RxNorm by Therapeutic Classes*
Poster presentation, AMIA Annual Symposium, San Francisco, November 2015
- *The Personal Journey – Informaticists Confront Their Own Health Issues*
Panel presentation, AMIA Annual Symposium, Washington, DC, November 2017

Print**Boards & Committee Applications - Submission #1311**

Date Submitted: 10/5/2021

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

10/5/21

**I wish to apply for an
appointment to a term/balance***

Historical Commission

**Name***

Alex Friedman

Home Address*

28 OAKLAND Ave

Occupation*

Physician Assistant

Employer's Address

28 OAKLAND Ave

Home Phone*

5306010045

Work Phone

Cell Phone**E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved*****Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.*

None

Reasons for this appointment.*

I have a masters degree in City and Regional Planning although not currently in that field anymore; however, I have a deep fondness for use of space over time and civic engagement.

What are your qualifications for this appointment.*

Masters in City and Regional Planning from Cal Poly SLO

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Loss of historical significance as time passes. In light of ongoing socioracial issues in the US I've recently found neighbors who have interesting historical documents from houses they've bought which contain very racially divided issues in San Anselmo that would be great to catalogue.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Choose File

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Print**Boards & Committee Applications - Submission #1261**

Date Submitted: 8/1/2021

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

August 1, 2021

**I wish to apply for an
appointment to a term/balance***

Historical Commission

**Name***

Kimberly Norton

Home Address*

47 Cypress Road

Occupation*

Designer

Employer's Address

Same as Above

Home Phone*

9499220282

Work Phone

9499220282

Cell Phone

4154103100

E-Mail*

kimberlynorton@mac.com

Number of years as resident of San Anselmo*

3

Number of years as a resident in Marin*

3

Education Level Achieved*

Some College

Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:**1.) Name***

Linda Levenberg

1.) Phone*

(301) 792-1206

2.) Name*

Eric Gelman

2.) Phone*

+1 (415) 686-1855

3.) Name*

Roger MacErlane

3.) Phone*

N/A

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.*

Laguna Beach Chairman of Housing/Human Services, Chairman of Parking Traffic & Circulation, Alternate to Historical Committee and direct experience with Mills Act

Reasons for this appointment.*

Get Involved in my new Community

What are your qualifications for this appointment.*

Similar/Same Civic appointments in Laguna Beach/30+ years

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

Historical preservation of our towns buildings and assets. My cottage is 820 sq ft built in 1923. I have restored it "as-if" I were applying Mills Act standards (I believe we SHOULD have) in San Anselmo.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

Board of Review

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Print**Boards & Committee Applications - Submission #1386**

Date Submitted: 1/11/2022

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

January 11, 2022

**I wish to apply for an
appointment to a term/balance***

Historical Commission

**Name***

Richard Storms

Home Address*

25 Scenic Ave San Anselmo Ca 94960

Occupation*

Retired

Employer's Address**Home Phone***

4154548937

Work Phone

n/a

Cell Phone

415 519 8937

E-Mail*

r.storms02@gmail.com

Number of years as resident of San Anselmo*

49

Number of years as a resident in Marin*

49

Education Level Achieved*

College/University Degree (Major)

**Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name***

Judy Coy

1.) Phone*

415 454 0307

2.) Name*

Richard Miner

2.) Phone*

415 6863363

3.) Name*

Antone Sousa

3.) Phone*

415 459 5503

I would be able to regularly attend the meetings of this Board/Commission/Committee.*☒ YES☐ NO**I would be available to attend additional meetings when they are necessary.***☒ YES☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions, boards, or committees.*

See Attached

Reasons for this appointment.*

See Attached

What are your qualifications for this appointment.*

See Attached

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

See Attached

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Historical Commission 2022.docx

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.

Richard Storms

25 Scenic Ave San Anselmo CA, 94960

415-454-8937 E-Mail: r.storms02@gmail.net

What I believe may be the reason for my failure to respond earlier.

I wish to apologize to the Town Council regarding my late application for re-appointment to the Historical Commission.

Today (January 11, 2022) I received an email from Judy Coy asking if I applied for re-appointment to the commission. Apparently, my term ended in September of 2021, but I did not receive any notification from the town that my term was ending (I did receive this when my first term was coming to an end).

When looking back at prior applications I realized that they (the town) had an old email address (r.storms@comcast.net). It was in early 2021 that we changed from Comcast to Gmail and I obviously neglected to inform the proper person at town hall.

Experience in public office, and/or civic commissions, boards, or committees

If selected, this will be my third appointment to Historical Committee. In the past I have served on a number of non-civic commissions, including volunteer work for the Merchants Association, St. Anselm's Church, other religious functions, and my vintage car club.

For the Merchants Association I worked on the "Hot August / Cool Cars" Show. My specific jobs were to solicit car clubs, associates, and collectors to enter and exhibit their vehicles; organization of the cars on the avenue; defining and setting the award classes; and judging of the vehicles.

For St. Anselm's both my wife and I have been involved in various aspects of teaching children and performing marriage preparation courses. Activities outside St. Anselm have been involved with giving retreats including talks, and organization and running of kitchens cooking for 60 plus attendees over a short 3-day weekend.

My activities with my vintage car club include serving as president, vice president, activities and building and maintaining the club's web site, as well as, organizing at least one driving event per year.

Reasons for this appointment

The major reason for my appointment is to help the commission to achieve its goals to research, collect, display and educate the public on the history of our town. After eight years, I feel that I'm well-schooled in the history of San Anselmo, although there is still a lot to learn.

Briefly what do you consider to be the most important, one or two current issues facing this Board / Commission / Committee

Number one is keeping the museum open during the Covid pandemic. This has been a tough process, with few docents and the constant threat of mingling with the public in an enclosed area (the museum) it puts a strain on all the volunteers. Even with all the protocol in place the current variant makes us all nervous.

What are your qualifications for this appointment

Over the past eight years, as a member of the commission, I have extended my knowledge of the town history. Including doing extensive research into the Bush Track, the "love affair" of the sport of baseball and the town, the Patterson Foot Bridge (green bridge), subdivisions and subdivision maps. I'm currently working on a personal long-term project to fully document the 1861 political duel between Charles Percy and Daniel Showalter

A number of my research projects have resulted in multiple articles in our newsletter and hallway displays.

During this same period, I have joined Dick Miner (another member) in the conducting historical walks of the town for the second-grade children of local schools (some outside of San Anselmo), the Dojo Summer Camp, as well as, the "adult" walking tour of downtown. Additionally, I docent at the museum two days a month.

Other background information

I attended and graduated from the University of California at Long Beach with a degree in Art History. I'm retired, but my professional life was in the field of Information Technology. Over the 40 plus years of my career I worked for North American Rockwell on the Apollo project, Fireman's Fund Insurance, American Express and General Electric. The earlier part of that time was in "learning the trade" and in the end I was doing advanced research and development in the area of artificial intelligence. Additionally I hold a professional patent titled "System and Method for using Medication and Medical Condition Information in Automated Insurance Underwriting."

I enjoy being with our family especially the grand children, working on our 102-year-old home (most of the time), walking as a form of exercise, and working on and driving our two vintage MGs. When I retired about twelve years ago, I acquired a 1948 MG that was for all intense and purposes a total wreck. It took almost 6 years of work, but it's now totally restored.

I am the family genealogist; I love reading historical non-fiction, although I admit for a passion for the writings of the Irish novelist Liam O'Flaherty. We enjoy collecting graphic art, rare children and illustrated books, Irish music and a glass of good wine while dining in San Anselmo.

Print**Boards & Committee Applications - Submission #1287**

Date Submitted: 9/8/2021

TOWN OF SAN ANSELMO

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date*

September 8, 2021

**I wish to apply for an
appointment to a term/balance***

Historical Commission

**Name***

Carol Acquaviva

Home Address*

15 San Rafael Avenue Apt 1, San Anselmo, CA 94960

Occupation*

Librarian & Archivist

Employer's Address

Marin County Free Library, 3501 Civic Center Dr., San Rafael, CA 94903

Home Phone*

4152507375

Work Phone

(415) 473-4247

Cell Phone**E-Mail*****Number of years as resident of San Anselmo*****Number of years as a resident in Marin*****Education Level Achieved*****Name and phone numbers of three San Anselmo residents who can be contacted for referral information about me:****1.) Name*****1.) Phone*****2.) Name*****2.) Phone*****3.) Name*****3.) Phone***

I would be able to regularly attend the meetings of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I would be available to attend additional meetings when they are necessary.*

- ☒ YES
☐ NO

I am familiar with the responsibilities and functions of this Board/Commission/Committee.*

- ☒ YES
☐ NO

I have attended meetings of the Board/Commission/Committee as a member of the public.*

- ☒ YES
☐ NO

List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.*

25 years experience working in public libraries; I am currently serving as a commissioner and the Treasurer for the San Anselmo Historical Commission; I am a member of area local history archivist groups; I am the editor and often write articles on local history for the California Room's weekly Community Newsletter.

Reasons for this appointment.*

I look forward to continuing to serve my San Anselmo community and help interpret, preserve, and disseminate our town's history to its residents and all who are interested.

What are your qualifications for this appointment.*

I've been a local history librarian and the digital archivist in the Anne T. Kent California Room, Marin County Free Library, for the past 19 years. I have a deep knowledge of and passion for local history and historic preservation. I can contribute my understanding of archival principles when needed by the San Anselmo Historical Museum.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?*

It is important to acknowledge how our community's history has been recorded and interpreted, and what events and groups have been marginalized along the way. Recognizing this is the first step to "correcting our course" for the future.

I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.*

- ☒ YES
☐ NO

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?*

None

You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.

Choose File

No file chosen

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Carla Kacmar, at ckacmar@townofsananselmo.org or 415-258-4660.



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 4.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Consider approval of the resolution calling and giving notice of the holding of an election to be held on June 7, 2022 and requesting the Board of Supervisors of the County of Marin to Consolidate said election; and authorize the Town Clerk or her duly authorized officers and agency to carry out all the necessary procedures for said election submitting to the voters the question relating to a special tax for paramedic services.

RECOMMENDATION

Approve the resolution calling and giving notice of the holding of an election to be held on June 7, 2022 and request the Board of Supervisors of the County of Marin consolidate said election; and authorize the Town Clerk or her duly authorized officers and agency to carry out all the necessary procedures for said election submitting to the voters the question relating to a special tax for paramedic services.

BACKGROUND

The RVPA is an eight member joint powers authority (JPA) established in 1982 for the purpose of delivering Fire Department paramedic services in the Ross Valley. The eight member communities of the RVPA are: Corte Madera, Kentfield, San Anselmo, Fairfax, Larkspur, Ross, Sleepy Hollow and unincorporated areas (CSA 27) in the Ross Valley area.

The RVPA JPA is one of the oldest and most successful regional partnerships in Marin County. The JPA was established in 1982 to share costs among the member agencies to provide Fire Department based paramedic first response and ambulance transport services to the communities in the Ross Valley. Since its launch, the JPA has evolved to continually provide exceptional levels of advanced life support care to our residents and visitors.

It is important to note that Fire Department based paramedic response holds service to our communities and patient care as our foremost objective. The seamless combination of Fire Department paramedic engine companies and ambulance units ensures for rapid and highly professional levels of care.

DISCUSSION

Special Tax

The primary funding mechanism for the RVPA is a parcel tax. Each taxable residential unit is taxed along with every 1,500 square feet of non-residential structures. This special tax-funding structure has been in place

since the inception of the RVPA and provides a significant portion of the approximately \$2.3 million annual budget.

Every four years, the voters who reside within the JPA member communities are required to vote to fund the tax for a four-year period. The current tax expires on June 30, 2023.

To maintain the RVPA revenue stream, each JPA member agency must place the matter on a ballot before the June 30, 2023 date. The Town has moved to even year elections per SB 415 which is a much less expensive election option since it is consolidated with the statewide elections. RVPA would like to move forward this year with the tax measure to make the election costs as minimal as possible.

Under California law, cities may impose special taxes only when the measure is approved by 2/3 of the voters voting in the election. (Cal. Gov. Code § 53722; see also Cal. Gov. Code § 50077(a)).

In June 2018, the RVPA proposed and the voters in all member agency jurisdictions (excluding Corte Madera) approved the current tax rate containing \$4 annual increases as follows:

2019-20	\$79.50
2020-21	\$83.50
2021-22	\$87.50
2022-23	\$91.50

ANALYSIS

For the next four years, beginning in 2023, the RVPA Board of Directors has approved a tax rate containing up to a \$3 annual increase as follows:

2023-24	\$94.50
2024-25	\$97.50
2025-26	\$100.50
2026-27	\$103.50

Annually, each member agency confirms the tax. At that time, the RVPA and staff from member agencies assess the financial condition of the RVPA and then make a recommendation on the rate for the next one-year period. If the financial condition of the paramedic program is stable, the JPA and member agencies can maintain the tax at its present level and defer the annual increase approved by the voters. This has been done in the past. Thus, while voters approve annual incremental increases, the JPA and member agencies can hold the tax at a lower level.

Proposed Ballot Language

The RVPA Board has approved the following ballot language for use by the member agencies:

To maintain rapid 9-1-1 emergency response times and preserve the number of on-duty paramedics ready to respond to accidents/ medical emergencies, shall the Ross Valley Paramedic Authority measure be adopted

continuing for four years the paramedic services special tax of \$94.50 per residential living unit or 1,500 square feet of developed nonresidential property, adjusted up to \$3 per year, generating approximately \$560,000 annually, subject to annual audits, public spending disclosure and all funds for local paramedic services?

The Ross Valley Paramedic Authority has provided excellent paramedic services to the Ross Valley since 1982 and the action requested of the Town Council would place a measure on the ballot to continue those services for another four years.

ELECTION

According to the Marin Registrar of Voters, the cost to place an item on the consolidated general election ballot ranges from \$19,000 to \$38,000 depending on the number of items on the ballot and the number of jurisdictions who participate in the election.

Election Timing

Dates

Deadlines

March 11th

Last day to file resolution consolidating election.

March 21st

Deadline for submission of primary arguments to Town Clerk and for receipt of Town Attorney's analysis.

March 31st

Deadline for submission of rebuttal arguments to Town Clerk.

CAMPAIGN

It is important for the Town Council to keep in mind that public resources may not be used for ballot measure campaign activities. If the Council adopts the attached resolution to put the measure on the June 7, 2022, ballot, Town officials may not engage in campaign activities while on Town time or use Town resources to advocate for the measure. Attached for your reference is a basic guide to Ballot Measure Activities and Public Resources from the Institute for Local Government.

FISCAL IMPACT

It is estimated that holding an election during a statewide primary will cost approximately \$19,000 to \$38,000. The Town Council has budgeted enough funds for elections in the general fund to cover the cost of this election.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the attached resolution is exempt from the California Environmental Quality Act, Public Resources Code section 21000 et seq. ("CEQA"), because it can be seen with certainty that there is no possibility that the activity authorized herein may have a significant effect on the environment. (CEQA Guidelines §15061(b)(3)).

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO CALLING A MUNICIPAL ELECTION TO BE HELD IN ITS JURISDICTION ON JUNE 7, 2022, FOR THE PURPOSE OF SUBMITTING TO THE VOTERS A MEASURE AUTHORIZING THE CONTINUATION OF A SPECIAL TAX FOR PARAMEDIC SERVICES; REQUESTING THE MARIN COUNTY BOARD OF SUPERVISORS TO CONSOLIDATE SAID ELECTION WITH THE GENERAL ELECTION CONDUCTED ON THAT DATE

WHEREAS, pursuant to Section 53722 of the California Government Code, the Town Council of the Town of San Anselmo (the “Town”) may submit to the voters a proposition for the imposition of a special tax, to be approved by a two-thirds vote of the voters voting in an election on the issue; and

WHEREAS, a statewide primary election will be held on June 7, 2022 (the “General Election”)

WHEREAS, on November 4, 2014 and on November 5, 2019, the electors of the Town of San Anselmo adopted a special tax for funding paramedic services through the Ross Valley Paramedic Authority (RVPA); and

WHEREAS, the RVPA special tax has been annually levied and each four years the tax rate is reset and submitted to the voters for approval by election; and

WHEREAS, the RVPA special tax is scheduled to expire on June 30, 2023; and

WHEREAS, the Town Council desires to submit to the voters at a statewide election on June 7, 2022, a measure authorizing the continuation of the special tax for RVPA services; and

WHEREAS, revenue from the special tax will be used exclusively to fund paramedic services through the RVPA; and

WHEREAS, through adoption of this Resolution, the Town Council desires and intends to submit a measure imposing a special tax to the Town voters at the General Election; and

WHEREAS, if the measure receives approval from two-thirds of the voters voting thereon, the resolution in the form attached hereto as Exhibit A shall be adopted; and

WHEREAS, under Section 10403 *et seq.* of the California Elections Code, it is appropriate for the Town Council to request consolidation of the election with any and all other elections to be held on June 7, 2022, and to request the Marin County Registrar of Voters to perform certain election services for the Town;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Recitals.

The foregoing recitals are true and correct, are incorporated herein by reference and are made an operative part hereof.

Section 2. Environmental Review.

Adoption of this resolution is exempt from the California Environmental Quality Act, Public Resources Code section 21000 et seq. ("CEQA"), because it can be seen with certainty that there is no possibility that the activity authorized herein may have a significant effect on the environment. (CEQA Guidelines §15061(b)(3)).

Section 3. Submission of Ballot Measure.

The Town Council of the Town hereby calls and orders to be held in the Town of San Anselmo, California, on June 7, 2022, an election for the purpose of submitting the following proposed measure to the voters:

To maintain rapid 9-1-1 emergency response times and preserve the number of on-duty paramedics ready to respond to accidents/ medical emergencies, shall the Ross Valley Paramedic Authority measure be adopted continuing for four years the paramedic services special tax of \$94.50 per residential living unit or 1,500 square feet of developed nonresidential property, adjusted up to \$3 per year, generating approximately \$560,000 annually, subject to annual audits, public spending disclosure and all funds for local paramedic services?	YES	
	NO	

Section 4. Text of Resolution.

The text of the proposed resolution to be submitted to the voters is attached hereto as Exhibit A and incorporated herein by reference.

Section 5. Consolidation of Election; Request to Provide Services.

The Marin County Registrar of Voters ("County Registrar") and the Marin County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on June 7, 2022, within the Town.

Pursuant to Section 1500 of the Elections Code, the Marin County Board of Supervisors is requested to permit the County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which the Town agrees to reimburse the County in full upon presentation of a bill from the County.

Section 6. Election Procedure.

- A. In all particulars not recited in this Resolution, the General Election shall be held and conducted as provided by law; and
- B. The Town Clerk is hereby directed to certify the passage and adoption of this Resolution and enter it into the book of original resolutions; and
- C. The Town Clerk is further directed to file a certified copy of this Resolution with the Marin County Elections Department; and
- D. Pursuant to California Elections Code section 9280, the Town Clerk shall transmit a copy of the measure to the Town Attorney who shall prepare an impartial analysis of the measure; and
- E. Written arguments for and against the measure may be filed in accordance with applicable provisions of the law and pursuant to California Elections Code section 9285, rebuttal arguments shall be permitted for this measure.

Section 7. Effective Date of Resolution.

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo held February 22, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST

Alexis Fineman, Mayor

Carla Kacmar, Town Clerk

EXHIBIT A
RESOLUTION
attached

EXHIBIT A

**A RESOLUTION OF THE TOWN OF SAN ANSELMO AUTHORIZING THE
CONTINUATION OF A SPECIAL TAX FOR
PARAMEDIC SERVICES**

THE PEOPLE OF THE TOWN OF SAN ANSELMO DO HEREBY RESOLVE, DECLARE,
DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1.

A. Purpose and Imposition of Tax

Pursuant to Government Code section 37100.5, a special tax for the purpose of paramedic services (“paramedic tax”) shall be imposed on all developed parcels of real property within the Town of San Anselmo for each fiscal year, commencing with fiscal year 2023-2024 as follows:

1. Residential Uses: A tax of \$94.50 per residential unit, as defined in section 10-3.1702 of the San Anselmo Municipal Code, on a parcel shall be imposed for fiscal year 2023-2024. Beginning with fiscal year 2024-2025, the Town Council may approve an annual increase to said amount not to exceed \$3.00 annually to a maximum of \$103.50 for fiscal year 2026-2027.
2. Non-Residential Uses: A tax of \$94.50 per 1,500 square feet of structure on the parcel shall be imposed for the fiscal year 2023-2024. Beginning in fiscal year 2024-2025, the Town Council may approve an annual increase to said amount not to exceed \$3.00 annually to a maximum of \$103.50 for fiscal year 2026-2027.

The records of the Marin County Assessor as of March 1st of each year shall determine the use and improvement of each parcel for calculation of the special tax applicable to that parcel in the following fiscal year.

For purposes of this resolution, the term “parcel” shall mean a parcel of real property having a separate assessor’s parcel number as shown on the last equalized assessment roll for the County of Marin.

B. Annual Report and Approval of Tax Levy

The Town Council shall receive an annual report regarding the paramedic tax pursuant to California Government Code section 50075.3. In addition, the Town Council shall annually approve a resolution establishing the amount of the special tax levy, in an amount that does not exceed the maximum amount specified in this resolution. The special tax shall not be measured by value of the property.

C. Special Account

Pursuant to California Government Code section 50075.1, the proceeds of the special tax imposed by this resolution shall be placed in a special fund to be used solely for the purpose of providing paramedic services.

D. Collection

The special paramedic tax imposed by this resolution shall be collected in the same manner, on the same dates, and shall be subject to the same penalties and interest as other charges and taxes fixed and collected by the County of Marin on behalf of the Town of San Anselmo. Said special tax, together with all penalties and interest thereon, shall constitute a lien upon the parcel upon which it is levied until it has been paid, and said special tax, together with all penalties and interest thereon, shall, until paid, constitute a personal obligation to the Town of San Anselmo by the persons who own the parcel on the date the tax is due.

E. Amendment

The Town Council shall be empowered to amend this resolution by three affirmative votes of its members to carry out the general purposes of this resolution, to conform the provisions of this resolution to applicable state law, to modify the methods of collection, or to assign the duties of public officials under this resolution

In no event shall the Town Council amend this resolution to increase the maximum amount of the special tax established in section A of this resolution, unless approved by two-thirds of the voters voting thereon.

F. Exemptions

The special paramedic tax shall not be imposed upon any parcel that is exempt from the special tax pursuant to any provision of the Constitution or any paramount law. The Town Council by resolution may adopt exemptions to the special tax imposed by this resolution.

G. Termination of Provisions. This resolution shall be null and void as of twelve o'clock midnight, June 30, 2027, and shall have no force and effect whatsoever after said time and date. Notwithstanding the previous sentence, Section D relating to the collection and enforcement of liens or obligations for the special tax previously levied hereunder, shall continue in effect until such time as the collection and enforcement procedures have been completed.

H. Accountability Measures. The Town Finance & Administrative Services Director shall annually file a special tax accountability report with the Town Council. The annual report shall contain both of the following: (a) the amount of funds collected and expended for the paramedic tax and (b) the status of any project required or authorized to be funded by such special tax, as required by California Government Code Section 50075.3, as such law is amended from time to time.

SECTION 2.

The Appropriations Limit of the Town of San Anselmo established under California Constitution Article XIII B, section 6, shall be increased by the proceeds received from the special tax imposed by this resolution.

SECTION 3.

If any section, subsection, sentence, phrase or clause of this resolution is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this resolution.

SECTION 4.

This resolution shall be adopted and become effective only if approved by 2/3rds of the voters voting thereon, at an election to be held on June 7, 2022.

I hereby certify that the foregoing resolution was PASSED, APPROVED AND ADOPTED by the people of the Town of San Anselmo voting on the 7th day of June 2022 by the following vote:

By:

ATTEST

Alexis Fineman, Mayor

Carla Kacmar, Town Clerk

Ballot Measure Activities & Public Resources



As important as ballot measures are to policymaking, public agencies and officials face important restrictions and requirements related to ballot measure activities.

The basic rule is that public resources may not be used for ballot measure *campaign* activities. Public resources may be used, however, for *informational* activities. The key difference between campaign activities and informational activities is that campaign activities support or oppose a ballot measure, while informational activities provide accurate context and facts about a ballot measure to voters.

This document summarizes some of the key applications of these principles. The law, however, is not always clear and the stakes are high. Missteps in this area are punishable as both criminal and civil offenses. Always check with agency counsel for guidance on how these rules apply in any specific situation.

Public Agency Resources May Be Used To

- ✓ Place a measure on the ballot.
- ✓ Prepare and distribute an objective and fact-based analysis on the effect a ballot measure may have on the agency and those the agency serves.
- ✓ Express the agency's views about the effect of the measure on the agency and its programs, provided the agency is exceedingly careful not to advocate for or against the measure's passage.
- ✓ Adopt a position on the measure, as long as that position is taken at an open meeting where all voices have the opportunity to be heard.
- ✓ Respond to inquiries about the ballot measure in an objective and fact-based manner.
- ✓ Agency communications about ballot measures should not contain inflammatory language or argumentative rhetoric.
- ✓ Public employees and elected officials may, on their own time and with their own resources, engage in the following activities:
 - Work on ballot measure campaigns or attend campaign-related events on personal time (for example, evenings, weekends and lunch hours).
 - Make campaign contributions to ballot measures, using one's own money or campaign funds (while observing campaign reporting rules).
 - Send and receive campaign related emails using one's personal (non-agency) computer and email address.

Ballot Measure Activities & Public Resources

Public Officials Should Not

- × Engage in campaign activities while on agency time or with agency resources.
- × Use agency resources (including office equipment, supplies, staff time, vehicles or public funds) to engage in advocacy-related activities, including producing campaign-type materials or performing campaign tasks.
- × Use public funds to pay for campaign-related expenses (for example, television or radio advertising, bumper stickers, or signs) or make campaign contributions.
- × Use agency computers or email addresses for campaign communication activities.

Best Practices

- ✓ Inform agency employees and public officials about these legal restrictions, particularly once a ballot measure affecting the agency has qualified for the ballot.
- ✓ Include language on informational materials that clarifies that they are for informational purposes only. For example, “these statements shall not be construed in support of or against XX ballot measure.”

WHEN DO THESE RESTRICTIONS KICK IN?

The rules against the use of public resources for campaign activities are triggered once a measure has qualified for the ballot. There may be more latitude before a measure has qualified, but consult with agency counsel regarding the permissibility of specific activities.

DISCLOSURE REQUIREMENTS

Ballot measure activities that cross the line into advocacy are also subject to disclosure (transparency) requirements under California's Political Reform Act (Government Code sections 81000 *et seq.*).

The Institute for Local Government (ILG) is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities, California State Association of Counties and the California Special Districts Association. Our mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities. For more resources related to ballot measures and campaigns, visit www.ca-ilg.org/campaigns.

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Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 6.

FROM:

Mattie O'Grady, Recreation Supervisor/Dannielle Mauk, Director of Community Services

SUBJECT:

Consider Adoption of Resolution Defining the Framework for the San Anselmo Arts Commission and Provide Feedback to Staff Re: Murals.

RECOMMENDATION

That the Town Council take the following actions:

- A. Adopt the attached resolution to define the framework for the San Anselmo Arts Commission (attachment 1); and
- B. Provide feedback and direction to staff regarding potential mural projects.

BACKGROUND

A. Arts Commission Resolution

In November 2019, the Town Council unanimously adopted Resolution No. 4313 defining the framework for the San Anselmo Arts Commission. Since the adoption of this resolution the Commission has evolved and set goals to pursue larger public art projects, including the Utility Art Boxes. While coordinating and implementing these public art projects, it became clear that additional parameters involving the approval process should be explicitly stated and the role of the Commission should be clearly defined.

In October 2021 the Town Council discussed the recommended revisions to the resolution and asked staff to come back after exploring additional parameters. The Council asked that the Resolution include the following items. First, an informal pre-approval of projects by the Town Council to ensure that the Commission does not commit too much time and resources to a project without Council support. Second, the Council requested a process to permit the Council to call up projects for review following approval by the Arts Commission.

B. Town-Sponsored Murals

The Arts Commission is interested in sponsoring mural projects in Town and is seeking input from the Town Council regarding its support for murals. Murals and signs have overlapping characteristics as both involve artistic expression and language. In general, murals typically differ from signs as they do not convey a commercial message. Although some jurisdictions regulate murals as "signs", historically, the Town has interpreted that the current Sign Ordinance does not allow murals. (Title 10, Chapter 9 "Signs".) For example, a mural does not fit within any of the "definitions" set forth in the Sign Ordinance, section 10-9.302.

Due to the increasing desire to allow for public murals as distinct from commercial signs, many California

jurisdictions have implemented specific public mural ordinances and regulations. Because mural ordinances implicate Constitutional free speech requirements, the rules must be crafted to address these concerns.

The First Amendment to the Federal Constitution prohibits any law that would “abridge the freedom of speech.” Except in rare circumstances, rules regulating speech - including murals - must be content and viewpoint neutral. (*See, i.e., Reed v. Town of Gilbert* (2015) 576 U.S. 155.)

A municipality may impose general time, place, and manner restrictions on outdoor murals as a legitimate exercise of police power to promote community aesthetics and traffic safety, for example. However, these rules must not discriminate against a certain viewpoint. Objective criteria are allowed and may include elements including size, height, shape, number, and location.

Moreover, murals cannot be denied based on their subjective appearance alone. (*City of Indio* (1983) 143 Cal.App.151, 160-161 [sign ordinance, that also governed murals, impermissible because based on subjective findings including architectural compatibility].)

In order to ensure that murals are separately regulated consistent with the Constitution, the Town would be required to adopt an amendment to the Sign Ordinance (Title 10, Chapter 9) specifically exempting murals and also clarifying the definitions of what constitutes a “mural” and a “sign”. The amendments would cross reference objective standards regarding approval of murals. As a zoning amendment, the proposed addition would require Planning Commission review prior to the Town Council.

DISCUSSION

A. Proposed Resolution

Town staff, the Town Attorney and the Arts Commission worked together to revise Resolution No. 4313 and incorporate Town Council feedback from the October 2021 meeting. The attached resolution includes the proposed amendments.

The process for developing and approving Arts Commission projects includes the following steps:

1. The Arts Commission will present a proposed project type and location to Town Council for a non-formal pre-approval.
2. The Arts Commission will work with Town staff and private property owners to establish objective guidelines for each specific site project.
3. A sub-committee of the Arts Commission will work with property owners and any specific stakeholders to identify a project theme, create an Open or Invitational Request for Proposals, review proposals, develop a short list, and select an artist.
4. The sub-committee of the Arts Commission will present the selection to the full Arts Commission for approval.
5. All neighbors within 300 feet of the proposed project location will be notified of the project at

least ten (10) days before the Arts Commission considers approval of the project.

6. Once a project is approved by the Commission it will undergo a staff review
7. All projects on public or private property will be reviewed by the Planning Director or Planning Commission to ensure compliance with the sign ordinance and other relevant Town regulations.
8. The Town Council will review and approve the use of public property or review and approve the location on private property.

The proposed revisions to the Resolution also include two additional items:

1. The Arts Commission retains the right to terminate an agreement with the artist at any time based on a majority vote of the commission and subject to the terms of the agreement.
2. Within ten (10) days of project approval by the Arts Commission, a Town Council member may call the project up for review if the project is not in compliance with the guidelines and process.

B. Potential Public Mural Projects

The Arts Commission has been working on adding murals to its project lists. However, before initiating the steps to allow for murals, the Commission and staff are seeking input from the Council about its interest in public art in the form of murals. If the Council supports the idea of Commission-sponsored murals in Town, staff will work on an amendment to the Sign Ordinance to create an exception for these projects. As mentioned above, the proposed amendment would go to the Planning Commission for review before it is considered by the Town Council.

CONCLUSION

Staff respectfully requests that the Council adopt the attached resolution and provide direction to staff regarding murals.

RESOLUTION NO. _____
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REPEALING
RESOLUTION NO. 4313 TO DEFINE THE FRAMEWORK FOR THE
SAN ANSELMO ARTS COMMISSION

WHEREAS, the growth and flourishing of art and culture enhances the quality of life in a community, and contributes to the public's enjoyment of life, education, sense of community pride, and local identity; and

WHEREAS, the encouragement of art and culture is an appropriate matter of concern of the Town; and

WHEREAS, the Town's prestige and general welfare will be promoted by providing recognition that art and culture, and the creative spirit which motivates them and which they personify, are valued as an essential part of the Town's resources; and

WHEREAS, San Anselmo has a rich history of citizen involvement and volunteerism; and

WHEREAS, the San Anselmo Arts Commission has been in existence for many years and need to update the guidelines for community service has been identified.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council re-establishes the parameters of the San Anselmo Arts Commission, as follows:

Section 1. Resolution No. 4313 is hereby repealed and replaced with the following provisions.

1. Charge: To add to the cultural character of the Ross Valley through any form of artistic expression.

2. Purpose:

- a. Act in an advisory capacity to the San Anselmo Town Council on artistic, aesthetic, and other cultural aspects of community life.
- b. Work cooperatively with Recreation Department staff, Community Services Director, and other public and private organizations in promoting art and cultural activities with the Ross Valley.
- c. Sponsor public art projects on behalf of the Town of San Anselmo.
 - 1) The Arts Commission shall be solely responsible for selecting and approving the artist and artwork for Commission-sponsored projects in accordance with the process outlined in section 7 below.
- d. Encourage public-private partnerships, including the raising of funds, to assure the survival of the arts in the Ross Valley.
- e. Report projects, shows, future endeavors, etc. to the San Anselmo Town Council.

3. Goals:

- a. Providing a structure to facilitate the creation of art in all disciplines in the community to provide enrichment and enjoyment for the public.

- b. Promoting and exhibiting art and cultural works produced by Ross Valley artists.
 - c. Promoting art education in the community and supporting art education in the schools using art displayed as a community outreach project.
 - d. Using funds raised by the Commission for the development and implementation of projects and programs that promote the purpose of the Commission.
 - e. Establishing a relationship between artists and the local business community.
 - f. Organizing local community resources to better serve local artists and art groups in the Ross Valley and its citizens.
4. Organization: Commission membership shall consist of seven (7) members appointed by the Town Council and shall serve without pay. The commission shall include up to two youth Commissioners appointed by commission. The Council shall consider, but is not restricted to, the following criteria in making appointments to the commission:
- a. Residency in the Ross Valley. No more than four (4) members of the commission shall be non-residents of the Town.
 - b. Representation to include a wide range of residents, with a variety of art disciplines and ability levels on the Commission.
 - c. Availability of time to participate actively as a working member of the commission, and to represent a broad cross section of interests.
5. Guidelines: The guidelines for the commission are as follows:
- a. The commission shall annually elect a chairperson, vice chairperson, secretary, and such other officers-as deemed necessary for the efficient functioning of the commission.
 - b. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act.
 - c. Regular meetings shall be held no less frequently than quarterly at a scheduled time and place in the Ross Valley.
 - d. Except as herein limited, the commission shall follow Rosenberg's Rules of Order.
 - e. The Commission may establish Ad Hoc Committees as it deems necessary to accomplish its goals and objectives.
6. Terms: Members will serve three (3) one-year terms, except when a member is appointed for a shorter period to fill the end of a vacated term. A goal is to stagger the appointment schedule so that no more than one-half of the seats shall expire in any one year. Any member who misses more than three (3) unexcused consecutive meetings will be removed from the commission.
7. Process for developing public art projects.
- a. Review and approval of each project will occur through a multi-step process with the Arts Commission.
 - 1. The Arts Commission will present a proposed project type and location to Town Council for a non-formal pre-approval.

2. The Arts Commission will work with Town staff and private property owners to establish objective guidelines for each project.
3. A sub-committee of the Arts Commission will work with property owners and any specific stakeholders to identify a project theme, create an Open or Invitational Request for Proposals, review proposals, develop a short list, and select an artist.
4. The sub-committee of the Arts Commission will present the selection to the full Arts Commission for approval.
5. All neighbors within 300 feet of the proposed project location will be notified of the project at least ten (10) days before the Arts Commission considers approval of the project.
6. Once a project is approved by the Commission it will undergo a staff review.
7. All projects on public or private property will be reviewed by the Planning Director or Planning Commission to ensure compliance with the sign ordinance and other relevant Town regulations.
8. The Town Council will review and approve the use of public property or review and approve the location on private property

b. The Arts Commission retains the right to terminate an agreement with the artist at any time based on a majority vote of the commission and subject to the terms of the agreement.

c. Within ten (10) days of project approval by the Arts Commission, a Town Council member may call the project up for review if the project is not in compliance with the guidelines and process.

I hereby certify that the foregoing resolution was duly passed and adopted at the regular meeting of the San Anselmo Town Council on _____, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

WORKING DRAFT

RESOLUTION NO. 4313

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO

REVISING/REPEALING

**RESOLUTION NO. ~~4283~~ DEFINING 4313 TO DEFINE THE FRAMEWORK FOR THE
SAN ANSELMO ARTS
COMMISSION**

WHEREAS, the growth and flourishing of art and culture enhances the quality of life in a community, and contributes to the public's enjoyment of life, education, sense of community pride, and local identity; and

WHEREAS, the encouragement of art and culture is an appropriate matter of concern of the Town; and

WHEREAS, the Town's prestige and general welfare will be promoted by providing¹ recognition that art and culture, and the creative spirit which motivates them and which they personify, are valued as an essential part of the Town's resources; and

WHEREAS, San Anselmo has a rich history of citizen involvement and volunteerism; and

WHEREAS, the San Anselmo Arts Commission has been in existence for many years and
a need to update the guidelines for community service has been identified.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council re-establishes the parameters of the San Anselmo Arts Commission, as follows:

Section 1. Resolution No. 4313 is hereby repealed and replaced with the following provisions.

1. Charge: To add to the cultural character of the Ross Valley through any form of artistic expression.

2. Purpose:

a. Act in an advisory capacity to the San Anselmo Town Council on artistic, aesthetic, and —other cultural aspects of community life².

~~b. —Work cooperatively with Recreation Department staff, Community Services Director, and the Parks and Recreation Commission, and other public and private~~

~~b. organizations in promoting art and cultural activities with the Ross Valley.~~

~~c. Sponsor public art projects on behalf of the Town of San Anselmo.~~

~~1) The Arts Commission shall be solely responsible for selecting and approving the artist and artwork for Commission-sponsored projects in accordance with the process outlined in section 7 below. The Commission's decision may not be only be appealed to the Town Council if the project is located on public property.~~

- ~~e.~~—Encourage public-private partnerships, including the raising of funds, to assure the
- ~~d.~~ survival of the arts in the Ross Valley.
- ~~d.e.~~ Report projects, shows, future endeavors, etc. to the San Anselmo Town Council ~~on~~
a semi-annual basis.

3. Goals:

- a. Providing a structure to facilitate the creation of art in all disciplines in the community to provide enrichment and enjoyment for the public.
- b. Promoting and exhibiting art and cultural works produced by Ross Valley artists.
- c. Promoting art education in the community and supporting art education in the schools using art displayed as a community outreach project.
- d. Using funds raised by the ~~commission~~ Commission for the development and implementation of projects and programs that promote the purpose of the ~~commission~~ Commission.
- e. Establishing a relationship between artists and the local business community.
- f. Organizing local community resources to better serve local artists and art groups in the Ross Valley and its citizens.

4. Organization: Commission membership shall consist of seven (7) members appointed by — the Town Council and shall serve without pay. The commission shall include up to two youth Commissioners appointed by commission. The Council shall consider, but is not — restricted to, the following criteria in making appointments to the commission:

- a. Residency in the Ross Valley. No more than four (4) members of the commission shall be non-residents of the Town.
- b. Representation to include a wide range of residents, with a variety of art disciplines and ability levels on the Commission.
- c. Availability of time to participate actively as a working member of the commission, and to represent a broad cross section of interests.

5. Guidelines: The guidelines for the commission ~~is~~ are as follows:

- a. The commission shall annually elect a chairperson, vice chairperson, secretary, and such other officers-as deemed necessary for the efficient functioning of the commission.
- ~~b.~~ b. All meetings of the commission shall be ~~public.~~ held in accordance with the Ralph M. Brown Act.
- ~~b.~~ c. Regular meetings shall be held no less frequently than quarterly at a scheduled time and place in the Ross Valley.
- ~~e.d.~~ c. Except as herein limited, the commission shall follow Rosenberg's Rules of Order.
- ~~d.e.~~ d. The Commission may establish Ad Hoc Committees as it deems necessary to ~~+~~ accomplish its goals and objectives. ~~→~~

6. Terms: Members will serve three (3) one-year terms, except when a member is

appointed for a shorter period to fill the end of a vacated term. A goal is to stagger the appointment schedule so that no more than one-half of the seats shall expire in any one year. Any member who misses more than three (3) unexcused consecutive meetings will be removed from the commission.

7. ~~Brown Act: All meetings of the Commission shall be public and noticed on the public~~Process for developing public art projects. [Note—this level of detail about the review process may be appropriate for the Art in Public Places Resolution when it comes forward, but it would be helpful to get the Council's input on the process, even if it is ultimately moved to the other resolution]

~~notice bulletin board.~~

a. Review and approval of each project will occur through a multi-step process with the Arts Commission.

1. The Arts Commission will present a proposed project type and location to Town Council for a non-formal pre-approval.
2. The Arts Commission will work with Town staff and private property owners to establish objective guidelines for each project.
3. A sub-committee of the Arts Commission will work with property owners and any specific stakeholders to identify a project theme, create an Open or Invitational "Call for Submissions" Request for Proposals, review proposals, develop a short list, and select an artist.
4. The sub-committee of the Arts Commission will present the selection to the full Arts Commission for approval.
5. All neighbors within 300 feet of the proposed project location will be notified of the project at least ten (10) days before the Arts Commission considers approval of the project.
6. Once a project is approved by the Commission it will undergo a staff review.
7. All projects on public or private property will be reviewed by the Planning Director -or Planning Commission to ensure compliance with the sign ordinance and other relevant Town regulations.
8. The Town Council will review and approve the use of public property or review and approve the location on private property

b. The Arts Commission retains the right to terminate an agreement with the artist at any time based on a majority vote of the commission and subject to the terms of the agreement.

c. Within ten (10) days of project approval by the Arts Commission, a ~~The Town Council~~ member may call the project up for review a commission project (on public and private property) if the project is not in compliance with the guidelines and process defined in this document.

I hereby certify that the foregoing resolution was duly passed and adopted at the regular

meeting of the San Anselmo Town Council on ~~November 26, 2019~~ _____, ~~2021~~, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 7.

FROM:

Elise Semonian, Planning Director

SUBJECT:

89 Woodside Drive, Assessor's Parcel No. 005-273-03

RECOMMENDATION

That the Town Council approve the application and rescind the 1977 condition of approval that prohibited construction of a garage over the parking slab based on the findings and conditions of approval in the staff report and the conditions in Attachment 2.

SUMMARY OF REQUEST

Applicant: Moritz Steiner
Project Address: 89 Woodside Drive
Assessor's Parcel No.: 005-273-03
Zoning: Single Family Residential, above 150 Mean Sea Level
General Plan: Single Family Residential
FIRM Flood Zone: Zone X (0.2%) - area inundated by 0.2% annual chance flooding

The applicant requests a variance to construct a 557 square foot garage for two vehicle spaces with a 232 square foot loft. The garage would replace the existing uncovered parking area. Setback variances are requested to allow the garage to encroach into the front setback with a 2'-6" setback (20-foot side setback required) and side setback 6'-6" setback (8 feet required). New landscape stairs are proposed on the east side of the garage. The maximum building height would be 9' at the front and 17'-3" at the rear of the garage structure (up to 35 feet allowed). The application includes a request to rescind a 1977 Town Council condition of approval that prohibited construction of a garage over the parking slab.

Lot Size	9,168 sq. ft.
Existing Lot Coverage	2,654 sq. ft. 29%
Proposed Lot Coverage	3,211 sq. ft. 35% (up to 35% allowed)
Existing Adjusted Floor Area (FAR)	2,495 sq. ft. 27%
Proposed FAR	2,784 sq. ft. 30% (2,917 sq. ft. maximum allowed)

BACKGROUND

The project site is Lot 60 of the 1960 Map of Woodland Park Unit Three subdivision, known as 89 Woodside

Drive. In 1975, the Planning Commission considered a request for a front setback variance for a new house and carport at the site that failed by a tie vote. The Town Council approved the request on appeal with a condition that the applicant record a covenant "that the carport cannot be converted to a garage and no additional structure may be built in the front 20' of the lot other than this carport." The project was not built.

In 1977, the Planning Commission, by a 3-2 vote, approved a request for a front yard setback variance to allow the existing parking area with a 2' 6" setback from the front property line with a condition that "The westerly retaining wall should be flared in a manner to provide site distance as approved by the Town Engineer." The staff appealed the approval to the Town Council to add a condition to require a recorded covenant to preclude the parking area from being converted to a garage in the future. The Town Council, by a 4-1 vote, approved the variance and required a covenant to preclude the parking area from being sided or covered "and no additional structure can be built in the front 20 feet."

The applicant applied on August 31, 2021, to construct a garage and loft storage area in the front setback of the site. The application was complete on November 30, 2021. The application was reviewed by the Planning Commission at two public hearings. At the first meeting on December 20, 2021, the Planning Commission considered the project and required the applicant to reduce the depth of the garage on the left side, required a transparent side door to improve visibility of oncoming traffic, and asked the applicant to lower the roof or increase the roof pitch to further reduce the front garage wall height. The Commission was concerned with visibility at the site. The Commission continued the public hearing.

In response to the Commission's direction at the December meeting, the applicant pulled the left side of the garage back from the front property line 2'-6" and lowered the front wall height from 12'-2" to 11'-8" and the back wall height from 17'-6" to 17'-3". The Town Attorney confirmed that the Town Council must rescind the condition that precludes a garage structure. The Public Works department reviewed the application and recommended painting the curb red 40-feet uphill from the parking area to preclude parking and improve visibility.

On February 7, 2022, the Planning Commission held a second public hearing to consider the revised plans. While the design of the garage was modified, it did not meet the overall intent of the Commission's direction to reduce the height of the structure as viewed from Woodside Drive by modification of the roof pitch or reduction in building height. The garage door remained solid. The Commission recommended the Town Council approve the project if modified to reduce the front wall of the garage to 9 feet and if the side pedestrian door is transparent. The recommended conditions included painting the curb red as recommended by Public Works staff.

DISCUSSION

The proposed garage encroaches approximately 350 square feet into the front and side yard setbacks and approval of front and side setback variances are required. While variances are typically reviewed by the Planning commission, here the Town Council must consider the variances and whether to rescind the prior Town Council condition of approval that precluded construction of a garage.

The applicant has revised the plans in response to the Planning Commission's direction to lower the front wall to 9 feet and include a transparent side pedestrian door. See project plans (Attachment 1). The story poles

have been revised to reflect the revised design with bright orange ribbon indicating the proposed/reduced height. Green ribbons indicate the prior design. Refer to Attachment 3 for photographs of the story poles.

The revised design complies with the recommendations of the Planning Commission. As proposed, the bulk and mass of the garage has been reduced to be compatible with the site and surrounding environment and would not be a visual disruption to the streetscape along this portion of Woodside Avenue. Staff supports the variance and removal of the 1977 condition based on the following findings and subject to the following conditions of approval.

FINDINGS AND CONDITIONS OF APPROVAL

Make findings to approve the front and side yard setback variance under SAMC Section 10-3.1405 based on the discussion above and the following findings:

- 1. The Due to special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the controlling zoning ordinance or regulation deprives the property of privileges enjoyed by other property in the vicinity and under an identical zoning classification, and the granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated; and*

The site is very steeply sloped with a large mature Oak tree located in front of the house. Therefore, there is no area on the site that complies with setback regulations where covered parking could be located without significant excavation. Other sites on the street have been allowed covered parking.

- 2. The granting of the variance, under the circumstances of the particular case, 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 such neighborhood.*

The variance request, as conditioned, will not be detrimental to the area and does not exacerbate the existing visibility conditions. The garage structure is primarily below grade and does not jut out into the public right-of-way, thereby minimizing the impact on the street frontage, and does not result in a line-of-sight issue when one travels up or down Woodside Avenue. The materials are compatible with the existing development of the parcel.

Approve the application based on the findings above and subject to the following conditions:

1. The Town Council rescinds the 1977 condition of approval that prohibited construction of a garage over the parking slab. Town staff is authorized to record any documents necessary to rescind this condition.
2. Planning Commission approval is for the plans for 89 Woodside Drive prepared by Digne de Lenea & Co., dated February 14, 2022, as reviewed by the Town Council on February 22, 2022.
3. The Street curb shall be painted red 40 feet uphill from uphill edge of garage approach and the property owner shall be responsible to maintain the red curb painting so long as the garage structures exists.

4. The project shall be subject to Attachment 2, the Standard Conditions of Planning Approval, Attachment 2.

FISCAL IMPACT

None.

GENERAL PLAN CONSISTENCY

The project is consistent with the Town General Plan as the improvements do not detract from neighborhood character. The addition of a garage does not change the use of the parcel or violate any policy in the General Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Categorically Exempt: Section 15303 as construction of a new garage. No exception set forth in Section 15300.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources (existing parking area); (b), which relates to cumulative impacts (existing parking area and no major projects proposed in the area); Subsection (c), which relates to unusual circumstances (existing parking area and project does not involve grading or significant construction); or Subsection (f), which relates to historical resources (existing parking area, no grading proposed). The project does not conflict with any program in the Climate Action Plan. The garage is desired for storage of items including bicycles, which may support bicycle transportation by residents.

CONCLUSION

That the Town Council approve the application and rescind the 1977 condition of approval that prohibited construction of a garage over the parking slab based on the findings and conditions of approval in the staff report and the conditions in Attachment 2.

Digne
de Lenea -
& Co.

Design & Architecture

Digne B. de Lenea
Architect Lic. # C-18415
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San Rafael, CA 94915
(415) 456-9566
Fax 456-9574

Steiner Garage Remodel
89 Woodside Drive
San Anselmo, California
A.P.# 005-273-03

Site Plan & Data

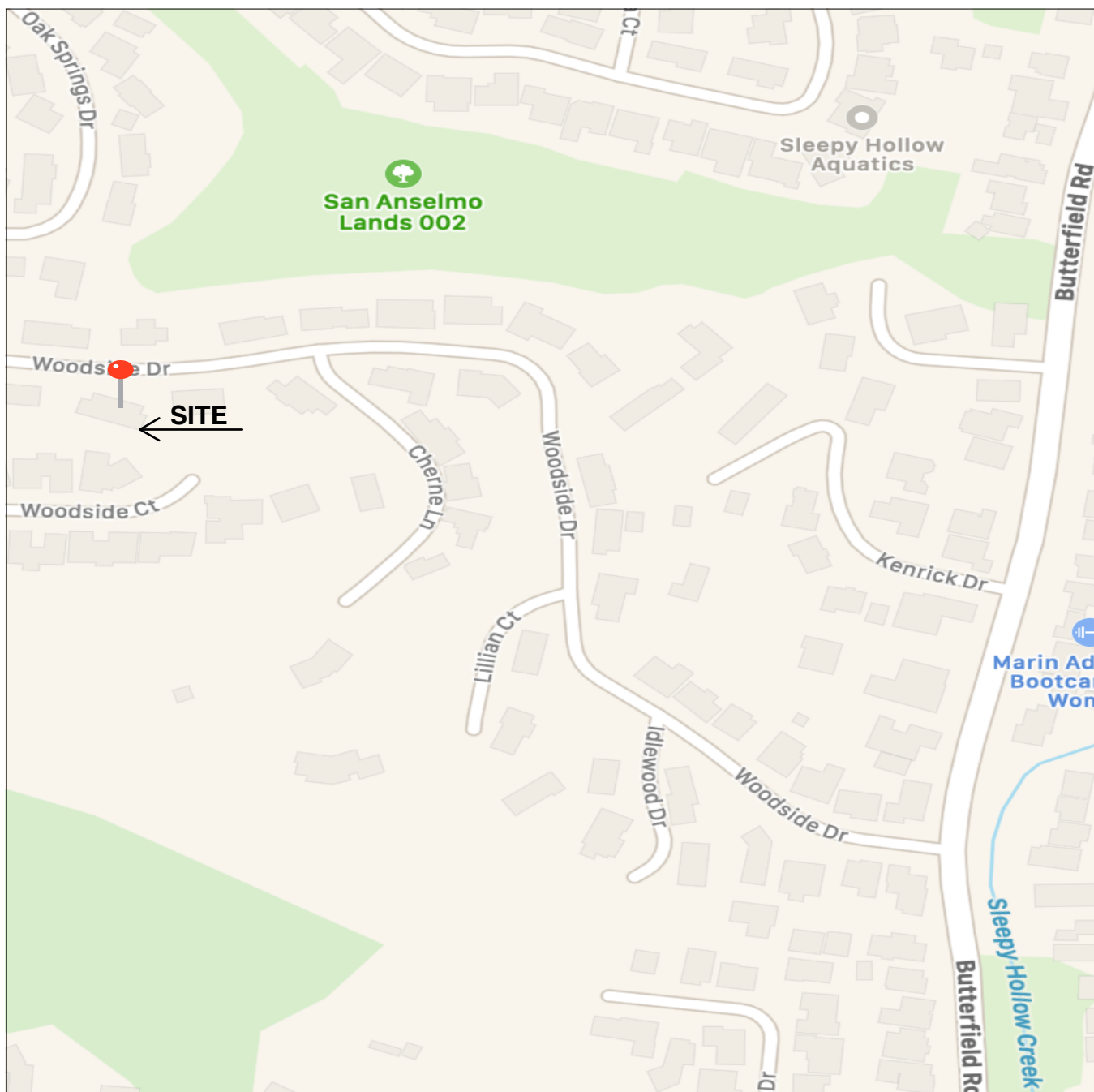
ISSUE	DATE	DESCRIPTION
	26 AUG '21	REVIEW
	15 SEP '21	REVIEW
	23 SEP '21	REVIEW
1	8 NOV '21	REVIEW
2	1 JAN '22	PLANNING COMMISSION
	9 FEB '22	PLANNING COMMISSION
	14 FEB '22	PLANNING COMMISSION

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SHEET NO.

A1.0

OF 5



VICINITY MAP

GENERAL NOTES

1. A REVIEW OF THE BUILDING PROJECT HAS BEEN COMPLETED FOR VERIFICATION OF COMPLIANCE UNDER THE 2019 CODES EFFECTIVE JANUARY 1, 2020:

2019 California Building Code, Volume 1 and 2 (CBC)
2019 California Residential Code (CRC)
2019 California Electric Code (CEC)
2019 California Mechanical Code (CMC)
2019 California Plumbing Code (CPC)
2019 California Green Building Standards (CGBSC)
2019 California Energy Code Supplement (CEnc)

2. VERIFY EXISTING DIMENSIONS AND CONDITIONS ON SITE. CALLED-OFF DIMENSIONS TO TAKE PRECEDENCE OVER SCALED-OFF DIMENSIONS ARE FACE OF STUD UNLESS OTHERWISE NOTED. ANY ERRORS, OMISSIONS OR AMBIGUITIES IN THE DRAWINGS ARE TO BE REPORTED TO THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.

3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES AND SEQUENCES OF CONSTRUCTION. THE CONTRACTOR SHALL ALSO BE SOLELY RESPONSIBLE FOR ALL SAFETY PROGRAMS AND PROCEDURES DURING CONSTRUCTION. THE CONTRACTOR MUST PROVIDE ADEQUATE SHORING AND BRACING OF THE STRUCTURE DURING CONSTRUCTION AND SHALL MAINTAIN THE SHORING AND BRACING UNTIL THE NEW PERMANENT STRUCTURE CAN PROVIDE ADEQUATE VERTICAL AND LATERAL SUPPORT.

4. ALL MATERIALS AND EQUIPMENT ARE TO BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATIONS.

DIRECTORY

ABBREVIATIONS

∠	Angle	F.A.H.	Forced Air Heater	O.C.	On Center
C	Centerline	F.D.	Floor Drain	O.D.	Outside Diameter (Dim.)
#	Pound Or Number	FDN.	Foundation	OPP.	Opposite
(E)	Existing	FIN.	Finish		
ADJ.	Adjustable	FLUOR.	Fluorescent	PL.	Plate
A.F.F.	Above Finish Floor	F.O.	Face Of	PLAM.	Plastic Laminate
AGGR.	Aggregate	FT.	Foot or Feet	PLYWD.	Plywood
ALUM.	Aluminum	FTG.	Footings	P & SH.	Pole & Shelf
APPROX.	Approximate	FUR.	Furring	P.T.D.F.	Pressure Treated Douglas Fir
ASPH.	Asphalt	GA.	Gauge	RAD.	Radius
		GALV.	Galvanized	REINF.	Reinforced
		G.S.M.	Galv. Sheet Metal	REQ'D.	Required
		GYP.	Gypsum	R.O.	Rough Opening
BLDG.	Building	H.B.	Hose Bibb	RWD.	Redwood
BLKG.	Blocking	H.C.	Hollow Core	R.W.L.	Rain Water Leader
B.O.	Bottom Of	HDWD.	Hardwood	S.C.	Solid Core
B.U.R.	Built-Up Roof	HDWE.	Hardware	SCHED.	Schedule
CAB.	Cabinet	H.M.	Hollow Metal	SHWR.	Shower
C.B.	Catch Basin	HORIZ.	Horizontal	SIM.	Similar
CER.	Ceramic	HT.	Height	SPEC.	Specification
C.J.	Control Joint	I.D.	Inside Diameter (Dim.)	S.STL.	Stainless Steel
CLG.	Ceiling	INSUL.	Insulation	STRUCT.	Structural Steel
CLR.	Clear	INT.	Interior	SYM.	Symmetrical
COL.	Column	JT.	Joint	T.&B.	Top & Bottom
CONC.	Concrete	MAX.	Maximum	T.&G.	Tongue & Groove
CONN.	Connection	M.C.	Medicine Cabinet	T.P.D.	Toilet Paper Dispenser
CONSTR.	Construction	MECH.	Mechanical	T.O.	Top Of
CONT.	Continuous	MEMB.	Membrane	UNF.	Unfinished
CTSK.	Countersunk	MFR.	Manufacturer	U.O.N.	Unless Otherwise Noted
		MISC.	Miscellaneous	VERT.	Vertical
DBL.	Double	N.I.C.	Not in Contract	V.I.F.	Verify In Field
DIA.	Diameter	N.T.S.	Not To Scale	W/	Width
DM.	Dimension	O.A.	Overall	WD.	Wood
DN.	Down	OBS.	Obscure	W/O	Without
DWG.	Drawing			WT.	Weight
EA.	Each				
E.J.	Expansion Joint				
ELEV.	Elevation				
ELEC.	Electrical				
EQ.	Equal				
EXT.	Exterior				

SHEET INDEX AND NOTES

- A1.0 SITE PLAN & NOTES
- A2.0 GARAGE PLAN & ELEVATIONS
- A2.1 (E) CARPORT PLAN & ELEVATIONS W/ STORY POLES PLAN
- A3.0 (E) HOUSE PLANS
- A3.1 (E) HOUSE ELEVATIONS

PROJECT DESCRIPTION:
OWNER PROPOSES TO REMODEL CARPORT INTO A 2-CAR GARAGE USING THE EXISTING FOOTPRINT.
EXTERIOR MATERIALS TO MATCH THE HOUSE.

VARIANCE APPLICATION TO THE FRONT YARD SETBACK FOR THE 75% ENCROACHMENT OF THE GARAGE.

PLANNING DATA

PARCEL NO. 005-273-03
SITE AREA 9,168.0 S.F. (PLANNING)

AVERAGE SLOPE.....59.1%
STORIES.....2-STORIES (HOUSE)
OCCUPANCY.....R3

ZONING R-1
SETBACKS.....STREET 20', SIDES 8', REAR 20'
HEIGHT LIMIT.....35 FT. MAX.
SITE COVERAGE.....35% MAX.
LIVING AREA 2,177.0 S.F. (ASSESSOR)

WILDFIRE ZONE.....YES (PER MARIN MAP REPORT)
FIRE SPRINKLERS.....NO

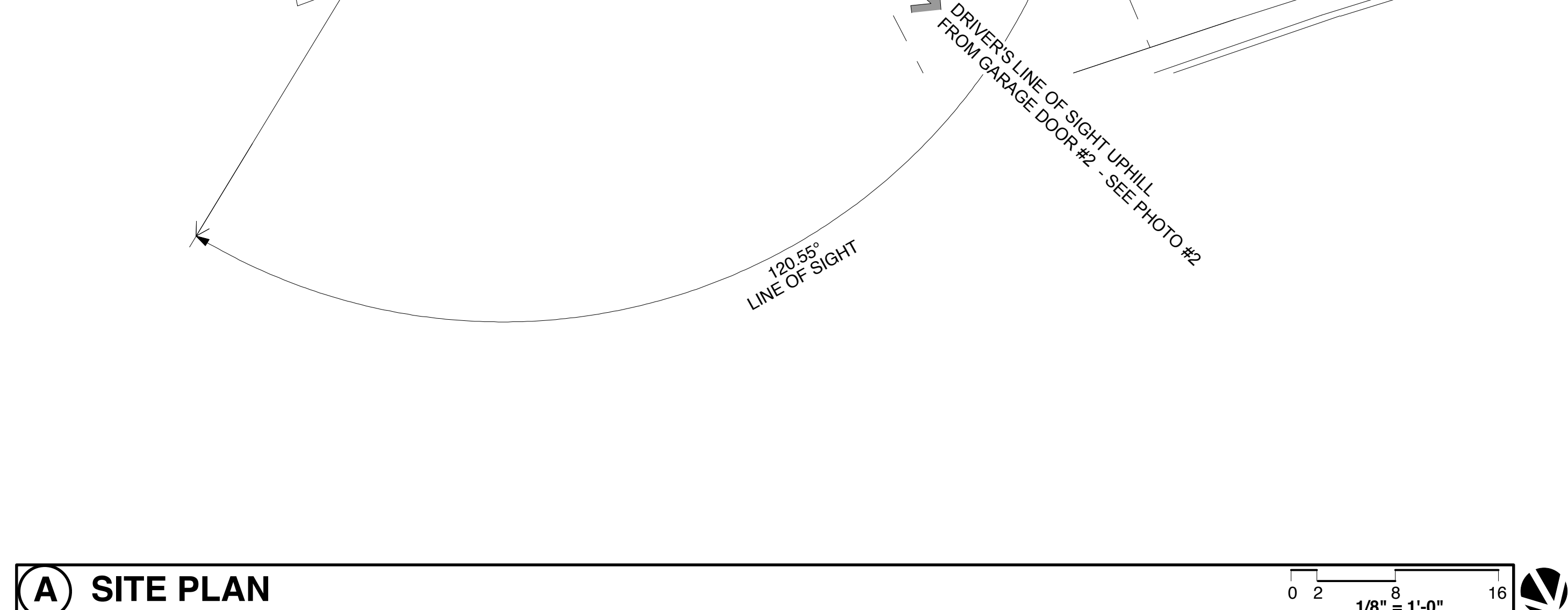
FLOOR AREA	EXISTING	PROPOSED	TOTAL
HOUSE 1ST FLOOR	1,216.0	0.0	1,216.0
HOUSE 2ND FLOOR	1,096.0	0.0	1,096.0
2ND FL. VAULTED CEIL'G	183.0	0.0	183.0
CARPORT (NO ROOF)	(680.0)	0.0	0.0
GARAGE	0.0	557.0	557.0
GARAGE LOFT	0.0	232.0	232.0
TOTAL	3,175.0	789.0	3,284.0

SITE COVERAGE	EXISTING	PROPOSED	TOTAL
HOUSE FOOTPRINT	1,758.0	0.0	1,758.0
DECK/STAIRS	896.0	0.0	896.0
CARPORT (NO ROOF)	(680.0)	0.0	0.0
GARAGE	0.0	557.0	557.0
TOTAL	2,654.0	557.0	3,211.0
SITE (35% MAX. COVERAGE)	28.9%		35.0%

SYMBOLS

	ELEVATION
	PROJECT NORTH ARROW
	NOTATION TO FACE/AREA
	REVISION AFTER BIDDING OR START OF CONSTRUCTION
	ROOM NAME
	ROOM NO. - FIRST DIGIT IS FLOOR NO. - IF USED
	SECTION (SECTION 1 ON SHEET A4)
	WINDOW DESIGNATION
	DOOR NUMBER (HARDWARE GROUP IN DOOR SCHEDULE)
	COLUMN/ GRID LINES
	DETAIL KEY (DETAIL 1 ON SHEET A5)
	DETAIL/AREA KEY (DETAIL 2 ON SHEET 6)
	DIMENSION LINE
	DISCONTINUITY
	WORK, CONTROL, OR DATUM POINT
	LOCATION OF POINT IF NOT CENTER OF SYMBOL
	ELEVATION GROUP
	STORAGE
	STORAGE
	STORAGE

A SITE PLAN



0 2 8 16
1/8" = 1'-0"

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Garage Remodel Plan

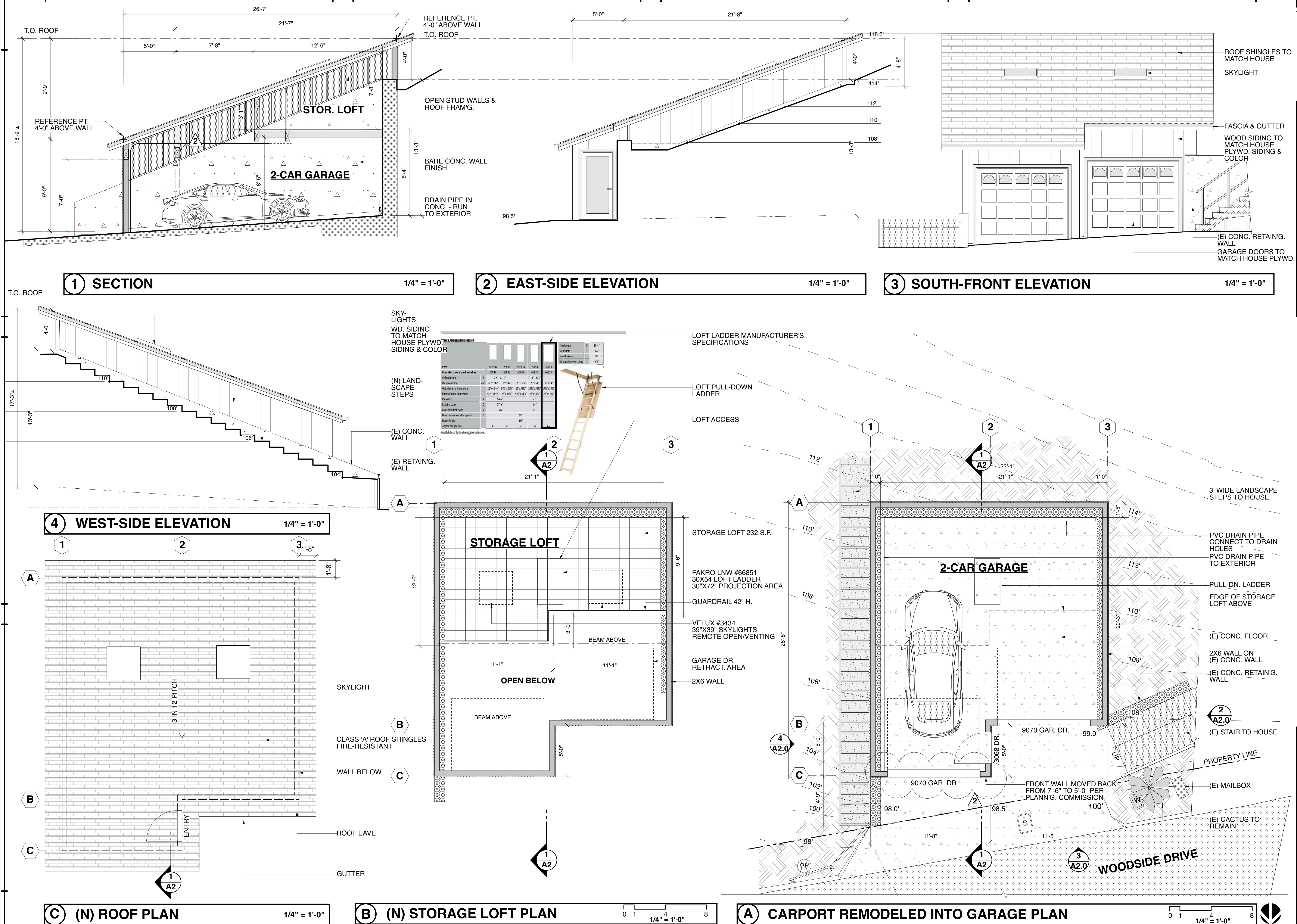
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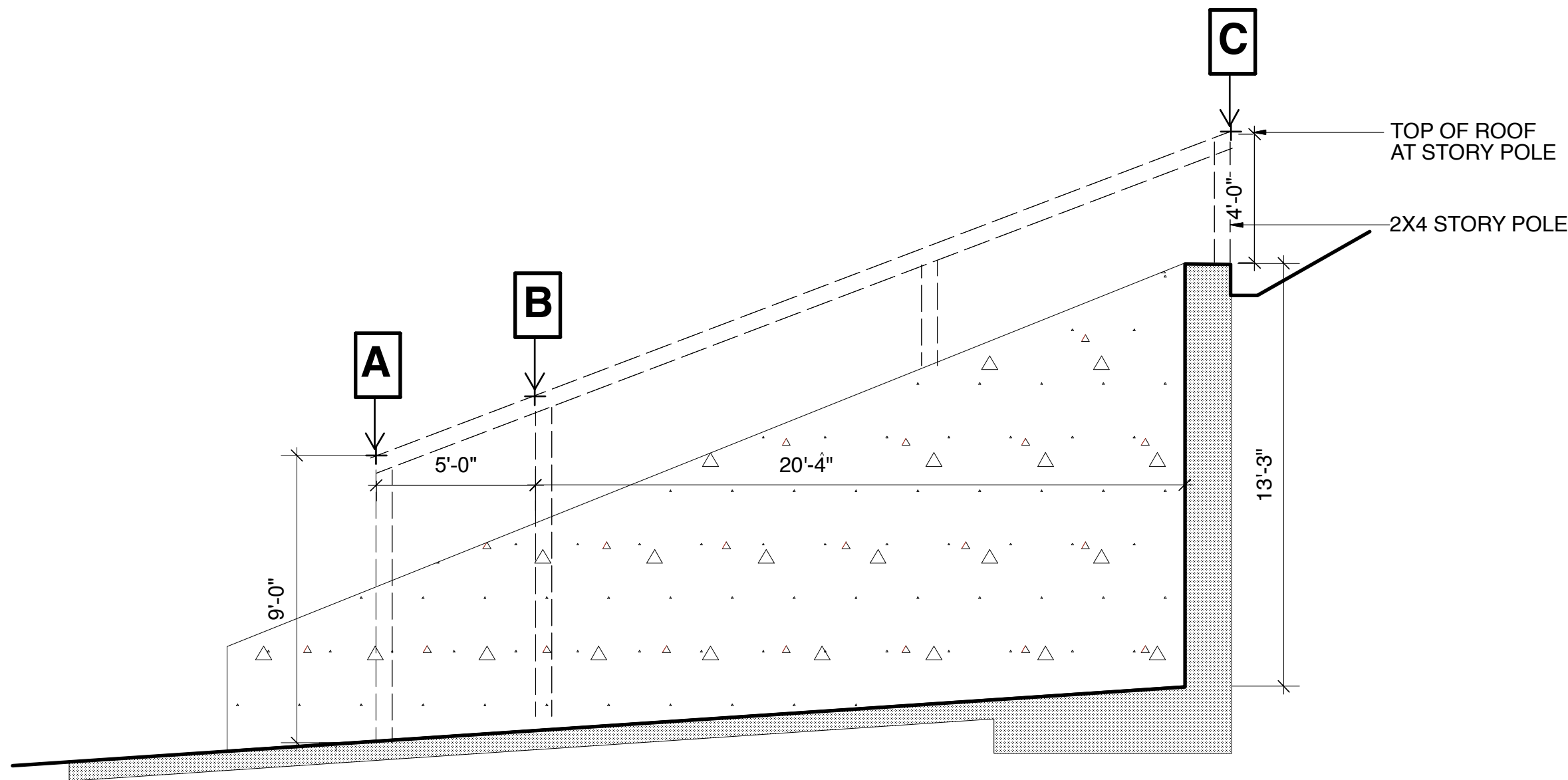


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de Lenea -
& Co.

Design & Architecture

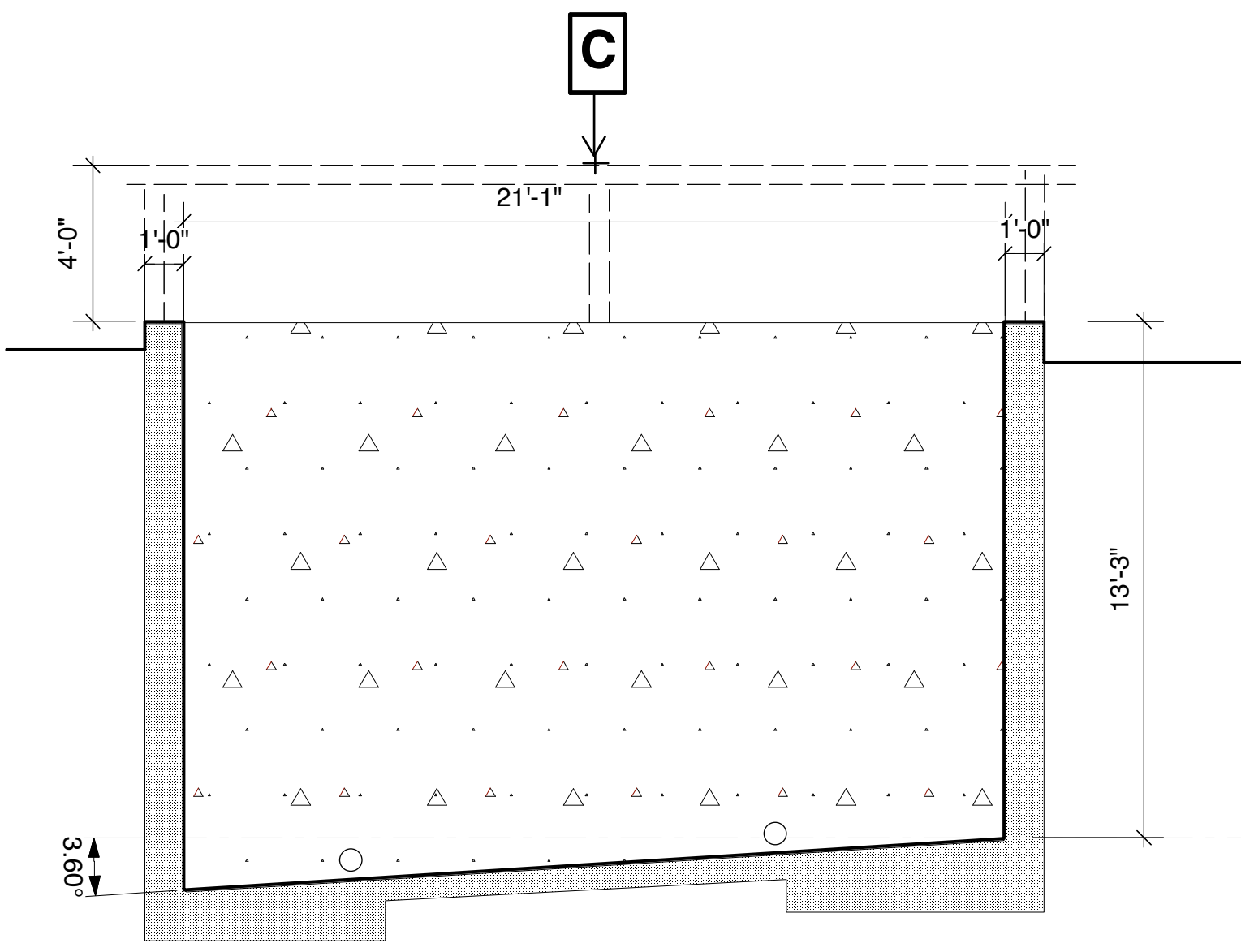
Digne B. de Lenea
Architect Lic. # C-18415
P.O. Box 1438
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(415) 456-9566
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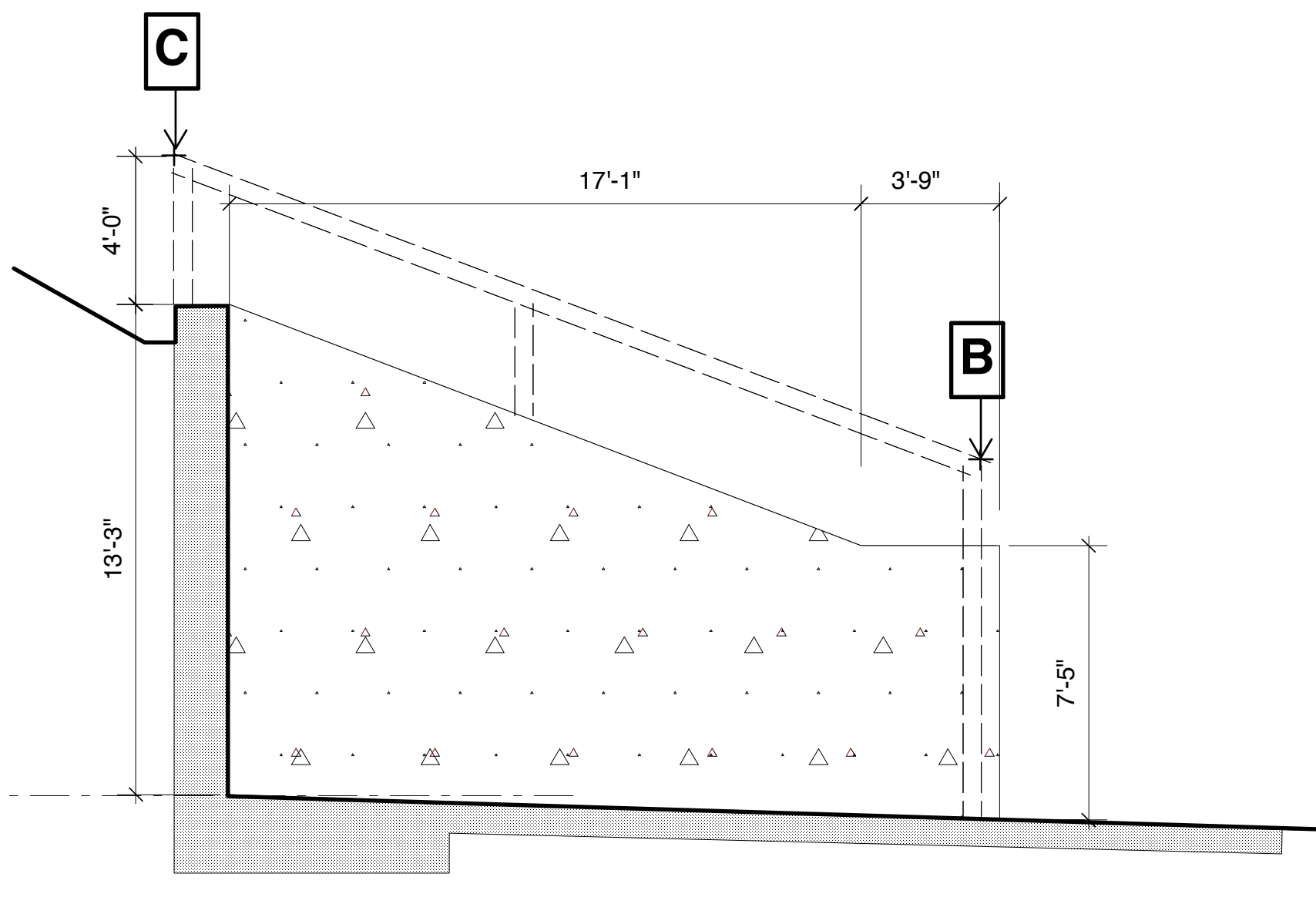
1 LEFT SIDE WALL ELEVATION

1/4" = 1'-0"



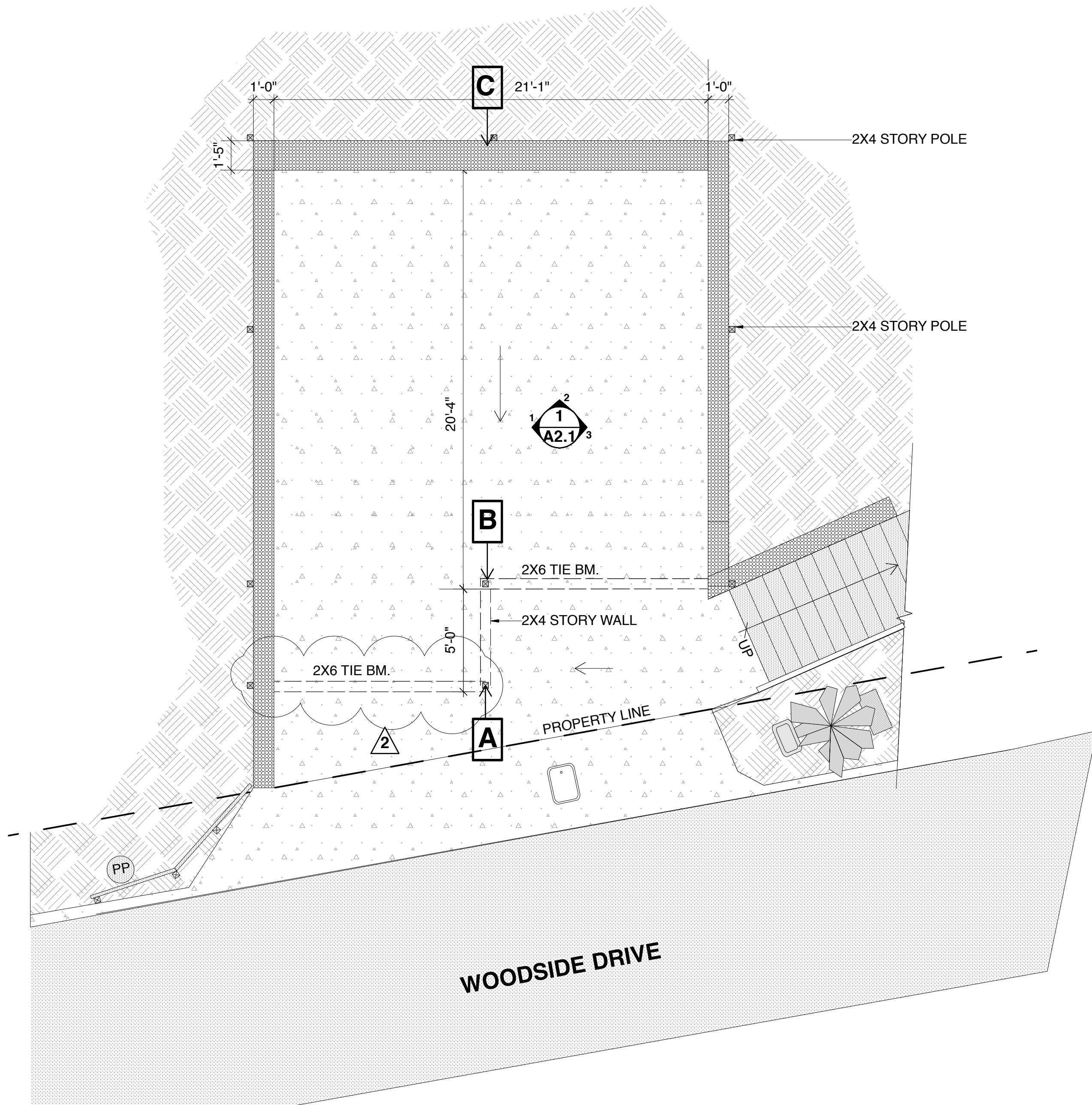
2 BACK WALL ELEVATION

1/4" = 1'-0"



3 RIGHT SIDE WALL ELEVATION

1/4" = 1'-0"



A (E) CARPORT PLAN W/ STORY POLE PLAN

0 1 4 8
1/4" = 1'-0"



(E) Carport Plan

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Town of San Anselmo

Standard Conditions of Planning Approval

1. All conditions of approval shall be included on the first sheet after the cover sheet of the construction drawings submitted for a building permit.
2. Except as otherwise noted in these conditions of approval, the plans submitted to the Building Department for plan check shall be identical to those approved by the Planning Commission or Planning Director. If any changes are made to the approved plans the applicant is responsible for clearly identifying all such changes and reviewing them with the Planning Department prior to submitting for a Building Permit or a revision to the Building and/or Grading Permit. All changes made to the Design Review Plans approved by the Planning Commission/Planning Director and the Building Permit construction document submittal must be clearly highlighted with a “bubble” or “cloud” on plans and marked with a “Delta ‘P’” at the time of initial Building Permit submittal. A list describing in detail all such changes shall be submitted and attached to the plans. Any changes that have not been clouded on the plans and noted in a transmittal memo and explicitly approved by staff are not approved. Construction, demolition or grading that does not conform to the Planning Commission/Planning Director approval is not valid and shall be subject to stop work orders and may require removal.
3. Site landscaping shall be generally consistent with any approved landscape plan. Plans for any irrigation of the site shall be incorporated into the landscape plan. All planting shown on the approved plan shall be installed prior to occupancy and project final, whichever occurs first, except during the Water Shortage Emergency when Marin Water may require landscaping irrigated with potable water to be deferred until after the termination of the Water Shortage Emergency. During the Water Shortage Emergency, rehabilitated landscapes shall only be watered on days approved by Marin Water. Upon the request of an applicant to receive a Temporary Certificate of Occupancy or defer landscaping due to the drought, and at the discretion of the Planning Director, landscape installation may be guaranteed by posting a cash bond equal to 100% of the cost and installation of any landscape improvements. As required by San Anselmo Municipal Code Section 10-3.604 “Landscape Maintenance,” all landscaping shall be maintained in a healthy condition in accordance with approved landscaping plans.
4. Acceptance of the construction drawings and specifications does not release the applicant and owner from correction of mistakes, errors, or omissions contained therein. If, during the course of construction, the public interest requires a modification or a departure from these

accepted plans, the Town shall have the authority to require such modifications or departure and specify the manner in which the same is to be made.

5. 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 attorneys of the Town's choice, with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

Planning Department Standard Conditions of Approval:

6. This approval shall be final either 10 calendar days following the date of action by the Planning Director, Planning Commission, or Town Council, whichever is last. This approval is effective from the date of approval until the building permit is issued and shall expire one year after approval should a building permit not be issued. If building permits are issued during the effective life of the approval, the expiration date of the approval shall be automatically extended to concur with the expiration date of the building permit. The approval may be renewed once by the Planning Director for one year if the applicant submits a written statement to the Planning Director showing good cause prior to expiration of the application.
7. Prior to issuance of a building permit, the applicants shall reimburse the Town for any known unpaid costs associated with the project, including work done by consultants and the Town Attorney. Prior to project final the applicants shall reimburse the Town for any other unpaid costs associated with the project, including work done by consultants and the Town Attorney.
8. The light source for all exterior lighting fixtures shall be shielded from adjacent properties. Cut sheets for all exterior lighting shall be submitted as part of the building permit. Lighting shall be designed to focus the light onto only the areas necessary to be illuminated and minimize overflow of lighting off-site. Exterior lighting shall not include unnecessary illumination of building or site walls. Town staff will review compliance with this condition after installation of the lighting and reserves the right to require adjustment or elimination of lighting that violates this condition.

Department of Public Works Standard Conditions of Approval:

9. For all improvements within the public right of way, the applicant shall submit plans to adequately describe the work. Plans shall include but not be limited to drainage details, cross-sections, driveway/roadway grades and utility locations as necessary.

10. The project shall comply with the Town of San Anselmo Urban Runoff Pollution Prevention Ordinance. If the project paves or otherwise creates more than 150 square feet of impervious surface, a Flatwork Permit is required from the Public Works Department. In addition to the site design measures and Flatwork Permit required for small projects, new and redeveloped projects that create or replace more than 500 square feet of impervious surface may require bioretention or permanent stormwater controls designed to remove sediment and other pollutants and to mimic the pre-project site hydrology by controlling the flow rates and/or the volume of stormwater runoff from the project's added and/or replaced impervious surfaces and a Stormwater Control Plan (SCP) (San Anselmo Municipal Code Section 5-8.11).
11. Appropriate Best Management Practices (BMPs) shall be implemented to prevent the discharge of construction wastes or contaminants from construction materials, tools, and equipment from entering storm drains or watercourses. Plans for adequate BMPs to be installed, implemented, and maintained during construction and after final stabilization shall be submitted with the building permit application. The combination of BMPs used, and their execution in the field, must be customized to each site using up-to-date standards and practices. The Town will provide references to current guidance manuals and BMP information on request. (San Anselmo Municipal Code Section 5-8.10)
12. The Director of Public Works may require dedication of street rights-of-way or improvements. No permit for the development of any parcel of land abutting a public street shall be issued until the Director certifies that frontage improvements in accordance with the current Town specifications in use by the Department of Public Works and at the location prescribed by the Town Engineer in accordance with the Streets and Highways Plan of the Town: 1.) have been installed at no cost to the Town; or 2.) will be installed as a part of the development and prior to occupancy; or 3.) that in lieu of the improvements the applicant has deposited the estimated cost of the improvements with the Town. (San Anselmo Municipal Code Section 7-10.101)
13. Any improvements, public or private, damaged during construction shall be replaced, by the applicant, in-kind or with new improvements. All cracked, broken, or uplifted sidewalk, driveway and/or curb and gutter fronting the property shall be replaced. Applicant shall coordinate with the Department of Public Works prior to the start of the project improvements to identify the extents and limits of replacement.
14. 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. A minimum of 12' passable auto traffic clearance (paved travel way) shall be maintained at all times along the roadway. The placing of portable restroom facilities in the Town right-of-way will not be permitted unless there is not an appropriate location on the subject property and Public Works approves placement in the right of way.
15. If a permeable paving system is to be used as a part of the site development strategy, the analysis shall include but not be limited to the following:

- a. For drainage purposes, the underlying intent, either retention or detention, shall be fully quantified. If retention is to be used, a soils report, including percolation of the soils shall be submitted as a part of the plans. If detention is to be used, peak runoff quantities, storage capacity of the system, discharge rates, discharge points, impacts to existing facilities etc. shall be included. For small to medium projects, the Town and County prescriptive method outlined in the Homeowner's Guide to Stormwater Management may be used if approved by Public Works.
 - b. The structural adequacy of the system that accommodates vehicle loading including emergency response vehicles (i.e. fire trucks) if the access is to be designated for that purpose.
 - c. Provisions for ongoing maintenance of the pavers shall be included in the submittal package.
16. Drainage improvements shall implement Low Impact Development standards, including but not limited to:
- a. No increase in stormwater runoff as compared to existing conditions
 - b. Maintain natural drainage patterns
 - c. No concentration of flows, allowing drainage to flow naturally and to percolate and mimic existing and sheet flow conditions.
 - d. Rock rip-rap outfalls shall be located as far from property lines as possible and shall be designed to mimic existing drainage conditions (i.e. sheet flow, velocity dissipater, etc.)
 - e. All stormwater runoff lines (such as building downspout lines, landscape drain lines, etc.) must be discharged in a manner that conforms to the current stormwater discharge practices in Marin County and as outlined in the Town's Homeowner's Guide to Stormwater Management on the Town website.
17. A Construction Management Plan (CMP) shall be submitted to the Town as part of the Building Permit and/or Grading Permit and shall be incorporated into the plans. This plan shall be a binding document. Failure to adhere to the plan may result in a "Stop Work Notice" being placed on the project. An electronic copy of the APPROVED CMP shall be submitted to the Town and may be posted to the Town's website. This plan shall be updated as project conditions warrant. Updates to the plan shall be provided to the Town for review and approval. The CMP shall include but not be limited to:
- a. Work schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates).
 - b. A video of the right of way in front of and adjacent to the property and the haul route as required by Public Works before any work commences.
 - c. Construction Hours-Construction hours may be changed before or during construction as needed and determined by Public Works.
 - d. Construction Waste Management Plan
 - e. Staging/storage type and location
 - f. Travel routes and turn-around locations

- g. Road and/or lane closures (Applicant to provide information on how many anticipated road closures, and the reasons for each road closure).
- h. Worker auto parking space locations/construction parking
- i. Phasing (if applicable)
- j. If construction improvements are in areas of steep slopes, the Contractor shall provide safe temporary hard surface stair access to the improvements. This access shall be shown on the CMP.

The CMP may be more stringent if the project is located close to schools or in impacted neighborhoods. A CMP may be required to be modified if a neighborhood becomes "impacted" during the construction. Impacted neighborhoods are defined as areas in geographic proximity (i.e. using the same streets for access) with a significant number of simultaneous construction projects.

Delivery times shall be determined at the time of Building Permit review and included on the Construction Management Plan sign.

Prior to issuance of a building permit, the applicant shall post a sign during construction in a location clearly readable from the public right of way, substantially in the same format at the image below. When approving the Construction Management Plan, the Department of Building or Public Works may require the plan to be incorporated on the sign.

The sign shall include the following information:

- a. Address of the project site.
- b. Permitted hours of construction and of deliveries/off-haul.
- c. Name, e-mail address and direct phone number of the General Contractor.
- d. Name, e-mail address and direct phone number of the person responsible for managing the project.
- e. Name and direct phone number of the party to call in case of an emergency.
- f. Town of San Anselmo Building Department contact information.

36 in

8 ISLAND DRIVE

24 in



Permitted Hours of Construction:

- Monday through Fridays from 7:00 a.m. to 8:00 a.m. quiet work only unless authorized by the Public Works Director or his designee and from 8:00 a.m. to 7:00 p.m.
- Saturdays from 9:00 a.m. to 6:00 p.m.
- Sundays from 12:00 p.m. to 5:00 p.m.
- Work hours may be extended until 8:00 p.m. for homeowners or residents working alone on their own property.

Contact Information:

- General Contractor: Eric Splitter, PE, CSLSB
eric@craftedearth.com • 415.693.9662
- Crafted Earth, Inc.,
186 Alpine Street, San Rafael, CA 94901
- Project Manager: Jose Zacarias
jose@craftedearth.com • 415.724.6614
- Emergency Contact: Jonathan Perez
jonathan@craftedearth.com • 612.434.9621

City of San Francisco Building Department
333 San Antonio Ave. 4th
San Francisco, CA 94102
(415) 229-1515

Building Department – Standard Conditions of Approval:

18. All construction shall comply with the California Building Code, Plumbing Code, Electrical Code, and Mechanical Code, and other applicable Title 24 Codes in effect at the time of building permit submittal.
19. It is the responsibility of the designer(s) to ensure that all of the above Title 24 codes, as well as any applicable San Anselmo Municipal Codes are incorporated into the design.
20. The hours of construction activity shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturdays and 12:00 p.m. to 5:00 p.m. on Sundays. These hours may be changed as required by Public Works or Building.
21. A mechanical permit is required for any exterior mechanical equipment. Prior to the issuance of a mechanical or building permit for mechanical equipment, the applicant shall provide adequate information, reports and data to the Building Department demonstrating that the noise level from any exterior mechanical equipment or exterior vents, when measured at the property line boundary, complies with Town Noise Ordinance decibel limits.
22. All portions of the job site shall be maintained in an organized and professional condition. All trash, debris, construction scraps and broken/deteriorated machinery shall be removed from the site by the end of each week. If off loaded construction materials are not used within 2 weeks, they shall be screened from public view. All sidewalks, driveways and public/private roadways fronting the subject site shall be broom cleaned at the end of each business day.
23. **A Pre-Construction Meeting is required.** Unless waived by the Building Official, prior to initiation of any work on the proposed project, the applicant shall arrange a pre-construction meeting that shall be attended by Town of San Anselmo staff, the owner, general contractor, and sub-contractors responsible for demolition, foundation and excavations, framing, roofing and major deliveries to review these conditions of approval, permitted hours of operation, etc. Staff may require additional subcontractors depending on project scope. The general contractor is responsible for ensuring that all contractors adhere to the Construction Management Plan and all Conditions of Project Approval and Conditions of all permits (Building, Grading, Encroachment, etc.).
24. All required construction signage and any required tree-protection shall be posted and available for Town inspection at the time of the Pre-construction meeting. If these measures are not in place at the time of the pre-construction meeting, a re-inspection fee will be required and issuance of building permit will be delayed.
25. Any project within a Special Flood Hazard Area shall comply with the standards of construction and standards for utilities in San Anselmo Municipal Code Title 7, Chapter 11.
26. All electrical and communication service laterals, including those for cable television service, to any new building or structure or building or structure undergoing a substantial

improvement as defined by California Building Code Chapter 2 shall be placed underground from the main service equipment within the building or structure to a location designated by the supplying utility in accordance with the supplying utility's applicable rules, regulations and tariffs on file with the Public Utilities Commission of the State or other competent jurisdiction. The Building Official may grant an exception to this condition when it is found that the undergrounding of the utility service laterals will cause an unnecessary hardship or results inconsistent with the intent of San Anselmo Municipal Code Title 9, Chapter 4. (SAMC Sec. 9-4.01-9.4.03)

27. Every building shall be numbered by placing the appropriate number on or adjacent to the main entrance to the building so as to be readily seen from the street. Address numbers must be Arabic numerals or alphabetical letters with a minimum stroke width of one-half inch. Numbers on residential buildings shall be self-illuminated, internally-illuminated or placed adjacent to a light which is controlled by a photocell and switched only by a breaker so it will remain illuminated all night. Building numbers shall be a color that clearly contrasts with the color of the background upon which they are placed. Residential building numbers shall be not less than four inches in height and non-residential /commercial building numbers shall be not less than six inches in height. All numbers shall be of proportionate width to the height, shall be made of permanent material, and shall be placed in a manner as to not be easily defaced or removed. (San Anselmo Municipal Code Sections 9-5.03 and 9-5.06).
28. Building plans shall include a green building program description and completed checklist that demonstrate the project shall comply with the applicable Green Building Standards adopted by the Town Council including the green building rating system(s); minimum compliance thresholds; and methods for verification of compliance with the adopted standards. The checklist shall be incorporated onto a separate full-sized plan sheet included with the building plans. A qualified green building rater, if required, shall provide evidence that the project, as indicated by the project plans and green building program description, will achieve the applicable Green Building Standards prior to issuance of a building permit. The green building rating system in effect at the time of building permit submittal shall be that which is applicable to the development project throughout the project construction. During the construction process, alternate green building measures may be substituted, provided that the qualified green building rater or applicable individual provides documentation of the proposed change and the project's continued ability to achieve the Green Building Standards to the Chief Building Official. Prior to final building inspection and occupancy, a qualified green building rater, if required, shall provide evidence that project construction has achieved the required compliance. Where certification through GreenPoint Rated or Leadership in Energy and Environmental Design (LEED) is required and such certification is only available subsequent to occupancy of the completed building, the applicant shall provide documentation of such certification within one (1) year of the date of the final building inspection for the project. (San Anselmo Municipal Code Section 9-19.040)
29. The applicant shall submit a Construction and Demolition Diversion Report to the Building Department prior to final inspection of the project and granting of occupancy. Prior to

obtaining any final inspection and grant of occupancy from the Building Department, the person who has obtained a building permit shall pay an Avoided Disposal Regulatory Fee if the Building Official determines that the applicant has not satisfied the diversion requirements. (San Anselmo Municipal Code Section 9-20.02)

30. All permits and/or inspection fees required shall be paid in full prior to final occupancy being granted.

Fire Dept. Standard Conditions of Approval:

31. The project shall comply with the Ross Valley Fire Department Plan Review memorandum for the project. The memo details items required for compliance and required inspections.
32. Final occupancy approval shall not be granted by the Fire Department unless all conditions have been met.
33. Fire Department and Town personnel shall be granted access to private driveways and private roadways in order to enforce applicable ordinances related to fire codes, municipal and penal codes pertaining to maintaining road access for emergency vehicles.

Ross Valley Sanitary District – Standard Conditions of Approval:

34. The project shall comply with all requirements of the Ross Valley Sanitary District prior to project final. Any private sewer lateral may be required to be tested, repaired or replaced prior to project final. Evidence of compliance shall be submitted to the Building Department prior to project final.

Marin Water – Standard Conditions of Approval:

35. The applicant shall comply with all requirements of the Marin Municipal Water District (MMWD) for water service prior to project final including compliance with all indoor and outdoor requirements of MMWD District Code Title 13 – Water Conservation.
36. All landscape and irrigation plans must be designed in accordance with the most current Marin Municipal Water District (MMWD) landscape requirements. New construction and rehabilitated (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet. The Code requires a landscape plan, an irrigation plan, and a grading plan. Evidence of compliance (compliance letter or exemption) shall be submitted to the Building Department as part of the building permit review process. Any question regarding the MMWD's current water conservation and landscape Ordinance should be directed to (415) 945-1497 or plancheck@marinwater.org.
37. Indoor plumbing fixtures must meet specific efficiency requirements.

38. Installation of a gray water recycling system is required for all projects that require installation of new water service and existing structures undergoing “substantial remodel” that necessitates an enlarged water service in compliance with MMWD Ordinance No. 429.
39. Backflow protection may be required as a condition of water service.
40. Prior to project final inspection, the applicant shall provide evidence to the Town Building Department that the project has received final approval (or is exempt from review) from the following three MMWD departments: Water Efficient Landscaping, Engineering, and Backflow Prevention.
41. NEW FOR DROUGHT: During the Water Shortage Emergency the project shall comply with Marin Water restrictions, which may include a requirement that applicant submit a written acknowledgement to Marin Wter that no new landscaping that will be irrigated with potable water will be installed in connection with the proposed project until after the termination of the Water Shortage Emergency. Existing and rehabilitated landscapes shall only be watered on limited irrigation watering days.

END OF STANDARD CONDITIONS OF APPROVAL



ORANGE TAPE = PROPOSED HEIGHT
GREEN TAPE = ORIGINAL PLANS

ITEM 7 - ATTACHMENT 3



ITEM 7 - ATTACHMENT 3

2 of 4

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MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, February 7, 2022

This meeting was conducted via Zoom.

COMMISSIONERS PRESENT: Vice Chair Thomas Tunny, Tim Heiman, Leyla Hilmi, Daniel Krebs, Gary Smith, Jennifer Asselstine

COMMISSIONERS ABSENT: None

1. CALL TO ORDER

Acting Chair Tunny called the meeting to order at 7:00 p.m. and announced how the public may participate in the meeting.

2. OPEN TIME FOR PUBLIC EXPRESSION

No one wished to speak during open time.

3. PLANNING DIRECTORS REPORT

Planning Director Elise Semonian reported that the Town Council will be considering a moratorium for new and expanded gas stations in response to a recommendation by the Climate Action Commission to limit new and expanded gas stations. The Town has received an application for a gas station expansion. She announced that the appeal hearing for 9 Laurel is scheduled for February 22, 2022.

4. APPROVAL OF MINUTES The minutes of the December 20, 2021, meeting were approved unanimously.

5. PUBLIC HEARINGS

A. 89 WOODSIDE DRIVE – VARIANCE AND DESIGN REVIEW Make a recommendation to the Town Council regarding application for variance to construct a 567 square foot garage for two vehicle spaces and a loft. The garage would replace the existing open parking area. A variance is requested to allow the garage to encroach into the front yard setback with a 3-foot setback (20-foot front setback required) and into the side setback with a 7-foot setback (8 feet required). The garage height would be 11' 8" at the street and 17' 3" at its rear, measured from the existing grade at the parking area (height up to 35 feet above average grade allowed). The application includes a request

the Town to rescind a 1977 condition of approval that prohibited construction of a garage over the parking slab.

Lot Size	9,168 sq. ft.
Existing Lot Coverage	2,654 sq. ft. 28.5%
Proposed Lot Coverage	3,230 sq. ft. 34.8% (up to 35% allowed)
Existing Adjusted Floor Area (FAR)	3,175 sq. ft. 34.1%
Proposed FAR	3,314 sq. ft. 35% (maximum allowed 35% +325 sq. ft. with design review.

Contract planner Lorraine Weiss presented the staff report and recommended modifications to the design and answered commissioner questions. She recommended that the Planning Commission recommend that the Town Council approve the project based on the findings and conditions in the staff report, including a transparent glass pedestrian door, reducing the front garage wall height and painting the curb red 40 feet uphill.

Applicant Moritz Steiner indicated that the roof pitch is identical to the house roof pitch and that he does not see the necessity of a transparent door, but he is willing to do it if it is a requirement for the project. He is also open to the idea of adding mirrors, flashing lights and cameras for safety if needed.

The public hearing was opened. No one from the public wished to comment on the project.

Commissioner Heiman questioned the purpose of the loft. Applicant Steiner seeks the extra space for the additional storage for electric bicycles and other things that are hard to carry up and down 50 stairs.

Commissioner Smith questioned the size of space needed for the garage and emphasized the importance of the transparent door. He suggested a staggered height for the loft if a taller vehicle is desired.

Commissioner Asselstine agreed that the size of the garage could be smaller, keeping the height at the back and just bringing the roofline down at the front.

The Planning Commission discussed the visibility issues and size of the loft space and building height. Upon motion duly made by _____ and seconded by Asselstine, the Planning Commission recommended that the Town Council approve the project based on the findings and conditions in the staff report. The motion carried unanimously.

B: PROPOSED ORDINANCE AND GENERAL PLAN AMENDMENT Reconsider draft ordinance and consider draft General Plan amendment to allow higher floor area for multifamily projects in the commercial zoning districts and modifications to standards for multifamily districts to implement 2021 Senate Bill 478 and make a recommendation to the Town Council.

MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, December 20, 2021

This meeting was conducted via Zoom.

COMMISSIONERS PRESENT: Chair David Swaim, Vice Chair Thomas Tunny, Tim Heiman, Leyla Hilmi, Daniel Krebs, Gary Smith, Jennifer Asselstine.

COMMISSIONERS ABSENT: Leyla Hilmi

1. CALL TO ORDER

Chair Swaim called the meeting to order at 7:00 p.m. and announced how the public may participate in the meeting.

2. OPEN TIME FOR PUBLIC EXPRESSION

No one wished to speak during open time.

3. PLANNING DIRECTORS REPORT

Planning Director Elise Semonian reported that the Town Council will be hearing the appeal of 75 Jones and a presentation from the County of Marin on the racially restrictive covenant modification program and Affirmatively Further Fair Housing in January 2022. She announced she would cover Affirmatively Furthering Fair Housing at the Planning Commission special meeting date of January 10.

4. APPROVAL OF MINUTES

It was M/s Krebs/Smith to approve the September 20, 2021, minutes. The motion carried by a 3-0-4 vote (Commissioners Swaim, Asselstine and Heiman abstained from the vote and Hilmi absent).

5. PUBLIC HEARINGS

- A. 89 WOODSIDE DRIVE – VARIANCE FOR GARAGE** - Request for variance to construct a 587 square foot garage for two vehicle spaces and a loft. The garage would replace the existing open parking area. A variance is requested to allow the garage to encroach into the front yard setback with a 0 setback (20-foot front setback required) and into the side setback with a 7-foot setback (8 feet required). The garage height would be 12' 2" at the street and 17' 6" at its rear, measured from the existing grade at the parking area (height up to 35 feet above average grade allowed). The application includes a request the Town to rescind a 1977 condition of approval that prohibited construction of a garage over the parking slab.

Contract planner Lorraine Weiss presented the staff report and recommended approval of the project based on the findings and conditions in the staff report, which including increasing the pitch of the garage roof to reduce the garage height.

In response to a question by Commissioner Heiman, staff verified that the staff report numbers

for floor area and lot coverage are correct, and the project complies with the allowable floor area and lot coverage.

In response to a question by Commissioner Krebs, staff indicated that the 1977 approval restricted construction of a garage due to the mass, to protect the oak, and due to visibility concerns. The Planning Commission can consider the request and determine if findings can be made for the variance today.

Weiss confirmed that the roof shingles would match the residence.

Applicant Moritz Steiner indicated that he wanted to cover the existing parking lot to have a garage to store his car and bicycles. He does not want to bring bicycles and other items up the stairs into the house after every single use. He noted that all other residences except two have garages, and it would fit into the streetscape. The garage materials would match the house. He believed it would be more attractive than the bare concrete walls. He has support from the neighbors, particularly the one across the street. The roof has two different pitches, and he would match the steeper slope and not the one above the high windows. He noted one utility easement exists in the area. Staff confirmed that the Town received a note in favor of the project with the reduced roof height.

David Potter, directly across the street from the proposed garage, spoke in support of the project.

Commissioner Krebs confirmed that the staff recommendation was to reduce the height further than what the applicant has proposed, but the applicant has not agreed to that. Staff confirmed that they were seeking a standard front garage door height for the wall closest to the street. Storage area would remain at the first level and the rear of the garage would remain over 13 feet tall, which would allow room for storage above. Commissioner Krebs indicated that it was a nicely designed garage. He was uncomfortable rescinding a prior determination to preclude the garage without rationale for the decision.

Commissioner Smith was concerned with visibility for vehicles in the left staff. As it currently exists, one can partially look around the concrete retaining wall to see traffic coming down the hill. And with the new plan, the placement of the wall is close to the concrete apron, and a vehicle would need to be out into the street before it can view vehicles coming down Woodside. He questioned if there should be a window that enables someone to look up hill when they are pulling the vehicle out of the garage.

Commissioner Heiman shared concerns about the depth of the parking stall on the left side and believes there is a blind spot when the car backs out. He observed vehicles driving down the road fast. If you read the narrative of the 1977 history in the agreement, number two specifically says that the parking areas shall remain open above grade to provide a proper visibility for cars leaving the parking area. He believes it may create an unsafe condition. As far as the height of the garage, he agrees with staff that the front elevation appears very tall, like a commercial firetruck garage, and would prefer it to be lower, more like a normal garage height, and without a transom window on the left side. He would be open to some compromise on the depth of the extension of the left

parking place, like four feet or something. But he did not support the proposed design.

The Commissioners discussed the visibility issues. Staff indicated that Public Works did not bring up any concerns with visibility.

Commissioner Tunny was comfortable with the proposal and would allow staff to work with the applicant on improving visibility, such as by adding windows.

Commissioner Asselstine could not find more than one other property on the street that did not have a garage. Her concern was regarding visibility. She thought the left side could be pulled back and still allow for a side door. A glass door may improve visibility. She was concerned that the story poles may not accurately reflect the design.

Commissioner Swaim believed it would be an aesthetic improvement to the neighborhood. He agreed that the height should be lowered. He was concerned with the visibility issues.

The applicant confirmed that vehicles travel down the hill at very high speeds. He indicated he has no visibility today and is careful pulling out. He must put the back of the car onto the street before he can see anything because the concrete wall and stairs block visibility. He believes the garage will not make the situation worse. He agreed that it is really dangerous, and he felt uncomfortable every time he exists his parking area. He wanted to install a mirror or a camera. He was willing to pull the wall back a foot and a half.

The Commissioners discussed the project and if a pedestrian door is required.

There was consensus to reduce the depth of the garage on the left side, to require a transparent door so one can see oncoming traffic, lower the roof as agreed with the neighbors, and increase the roof pitch to further reduce the wall height. The story poles should reflect the proposed height of the structure. There was one suggestion for a warning light to alert vehicles driving down the road that a vehicle may be pulling out. Staff agreed to confirm that the Planning commission is authorized to change a Town Council condition.

It was m/s Krebs/Asselstine to continue the matter to the next meeting after which the applicant has submitted revised plans consistent with their recommendations. The motion carried 6-0-1 (Hilmi absent). Staff noted that staff may not have time to place it on January 10 agenda since staff is all on vacation.

6. ITEMS FROM PLANNING COMMISSION

None.

7. ADJOURN

Chair Swaim adjourned the meeting at 8:10 p.m.

M/S Reed, Signorelli to pass consent agenda.

1. Approved minutes of March 22nd with correction to Item No. 5 - Parking Variance, 89 Woodside Dr. - adding to motion "that the required covenant shall refer to 'parking slab' rather than 'carport' and shall provide that it cannot be sided or covered and that no structure can ever be built in the front 20 feet." Approved minutes of March 24, 1977.

5. APPEAL PLANNING COMMISSION GRANT OF PARKING VARIANCE. 89 WOODSIDE DR. (VAR-714)

Applicant Thomas McNally and architect Alfred Morrisette were present, and were advised that the subject to the appeal was the Planning Commission's omission of the condition heretofore placed on the granting of a variance by the Town Council on the subject property that a covenant be recorded to run with the land to the effect that the carport cannot be converted to a garage and no additional structure can be built in the front 20 feet.

A motion was made, which died for lack of a second, by Councilman Signorelli to deny the appeal. Thereafter,

M/S Colteaux, Capurro to grant the appeal. Motion passed on a 4-1 vote with Councilman Signorelli voting no.

The applicant agreed to execute such a covenant.

T.C. 3/22/77

1. VAR-714 - Thomas McNalley, 89 Woodside Drive, A/P 5-273-03, application for a 20' frontyard variance to allow parking 0' from the front property line.

Applicant was present. He stated his engineer had proposed the present layout since it was the most efficient way to use the lot. Mr. Robbins stated the foundation work would be out of the ancient slide area.

Commissioner Goltz stated he would vote against this application since the building was not away from the ancient slide area.

M/S Buckle, Hulpke to approve VAR-714 for a 17.6" frontyard variance at 89 Woodside Drive, A/P 5-273-03, to allow parking 2.6" from the front property line on the basis that a hardship exists in the steep upslope of the site, and that this project will not be substantially detrimental to the neighborhood and is necessary to allow use of a legal building site. The westerly retaining wall should be flaired in a manner to provide site distance as approved by the Town Engineer.

Motion carried: Ayes: Buckle, Ollinger, Ragan
Nays: Goltz, Hulpke

pe
3/21/77

Applicant was advised of the 10-day appeal period.

T

TOWN OF SAN ANSELMO

REVOCABLE VARIANCE NO. 714

Under the provisions of Ordinance No. 485, effective January 10, 1963, the Zoning Ordinance of the Town of San Anselmo, County of Marin, State of California:

A VARIANCE IS HEREBY GRANTED TO:

THOMAS MCNALLEY

PERMITTING THE: 17.6 frontyard variance to allow parking 2.6" from the front property line.

AT:

89 Woodside Drive.

ON PROPERTY LEGALLY DESCRIBED AS ASSESSOR'S PARCEL NO: 5-273-03

SITUATED IN A R-1 DISTRICT.

PROPERTY OWNED BY:

Thomas and Cam McNalley, 56 Canyon Rd., Fairfax, CA
(Name and address)

VARIANCE CONDITIONAL UPON COMPLIANCE OF SPECIAL CONDITIONS LISTED BELOW:

Flair westerly retaining wall in a manner to provide site distance,

as approved by Town Staff. *X*

VARIANCE GRANTED IS BASED ON DRAWING DATED Received by Public Works 2/16/77

DRAWN BY Alfred Morrissette

SECTION 10-3.2105(b) OF THE SAN ANSELMO MUNICIPAL CODE STATES: "IN ANY CASE WHERE A GRANTED VARIANCE HAS NOT BEEN USED OR ACCOMPLISHED WITHIN ONE YEAR AFTER THE DATE OF GRANTING THEREOF, THEN, WITHOUT FURTHER ACTION BY THE COUNCIL, THE VARIANCE GRANTED SHALL BE NULL AND VOID.

SAN ANSELMO PLANNING COMMISSION

By C. Carpenter, Secretary

EFFECTIVE DATE: 3/18/77

*Original
sent to
McNally for
signature 4/27/27
Clayton*

A G R E E M E N T

THIS AGREEMENT is made in the County of Marin between Thomas and Cam McNally and the Town of San Anselmo ("Town") with reference to these facts:

1. McNally's wish to construct a parking area in conjunction with a new home to be constructed at 89 Woodside Drive in San Anselmo and have applied to the Town for a variance from structural set back requirements set forth in the San Anselmo Municipal Code.

2. Town has agreed to grant the variance requested provided McNally's execute an agreement (to be recorded at the office of the Marin County Recorder) agreeing that the said parking area shall remain open above grade to provide for proper visibility for cars leaving the parking area.

Accordingly, it is agreed:

A. McNally's may cause the construction of a parking area to be constructed in conjunction with construction of a new home at 89 Woodside Drive, San Anselmo, A/P 5-273-03, Lot No. 60, recorded December 9, 1960 in Volume 10 of Maps at page 92, Woodland Park, Unit 3, Marin County Records, in accordance with variance number 714 granted March 22, 1977 by Town.

B. Said parking area shall remain with open sides above grade in perpetuity and there shall be no construction above natural grade at any time within the front yard area.

C. The whole of this agreement shall be binding upon the parties, their successors and assigns, and shall constitute a covenant and a servitude and a lien upon and running with the

land described in paragraph A above. In the event of default herein, the lien shall include the right of Town to recover reasonable attorney's fees and court costs. Further, McNally's agree for themselves and successive owners, the said lien shall be at all times a first lien so that it shall take priority over any other lien of any deed of trust or other encumbrance now existing or hereafter created against the said real property, excepting the lien of any licensed and recognized lending institution.

Executed on the _____ day of _____, 1977 at

_____, California.

TOWN OF SAN ANSELMO

Thomas McNally

By _____
Pieter Toal, Mayor

Cam McNally

ATTEST:

OWNERS

Town Clerk

STATE OF CALIFORNIA)

_____)
COUNTY OF MARIN)

On this _____ day of _____, 1977, before me, the undersigned, a Notary Public in and for said County and State, personally appeared THOMAS McNALLY and CAM McNALLY, known to me to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same.

WITNESS my hand and official seal.

Notary Public in and for said
County and State

Pieter Toal
Mayor

James F. Reed
Vice-Mayor

Woodrow V. Capurro
Councilman

John H. Colteaux
Councilman

A.C. Signorelli
Councilman

Town of San Anselmo

P.O. Box 726 525 San Anselmo Avenue

San Anselmo, California 94960

(415) 453-0392

March 23, 1977

Alan Bruce
Town Administrator

Hadden Roth
Town Attorney

Caroline Foster
Town Clerk

M.G. Sheldon
Town Treasurer

Mr. Thomas McNally
56 Canyon Road
Fairfax, Ca. 94930

Dear Mr. McNally:

This will confirm the action of the Town Council at its March 22nd meeting on the appeal of the Planning Commission's grant of variance for parking, 89 Woodside Dr.

The variance is subject to the condition that a covenant will be recorded to run with the land that the carport cannot be converted to a garage and no additional structure can be built in the front 20'. The Town Attorney is preparing a proper form of covenant, which will be forwarded for signature in due course.

Research today by the Planning Department reveals that the subject property is in the Conservation Zone and therefore the entire lot development plan will be subject to approval by the Design Review Committee.

Very truly yours,

Alan Bruce
ALAN BRUCE
Administrator

cc Planning Department
Hadden Roth, Town Attorney

ROUTING			
To	Dept.	Initial	Date
	Admin.		
	Clerk		
	Compt.		
1	Pub. Wks.	MC	3-23-77
2	Engr.		
	Streets		
	Bldg.		
	Planning		
	Police		
	Fire		
	Merch.		
	Parks		
3	CATHY		
	Files		

PLANNING COMMISSION ACTION MEMO

3/4/77

For the meeting of 3/7/77

RE: VAR-714

NAME: THOMAS McNALLEY

SUBJECT: 89 Woodside Drive, A/P 5-273-03

STATUS: Application for a 20' frontyard variance for parking spaces.

AUTHORITY: Section 10-3.2101

HISTORY: See minutes of Commission denial and Town Council approval of an application for front and sideyard setbacks for a previous application. This request was based on the copy of sketch noted VAR-610, 1975.

STAFF COMMENT: Commission can see in comparing their old and previous requests that the current request does remove additional trees. These will be located on Staff's copy of the drawing for the meeting.

At the time of the previous hearing a soils report was not available. We have now received such a report, made in October 1976, which concurs with the feasibility of construction as presently proposed.

Staff recommends moving the parking area 2'6" to the north to lessen the cut required and height of the retaining wall.

This project is categorically exempt under Class 3a of our environmental procedures.

SUGGESTED
MOTION: Move to approve a 20' frontyard variance (VAR-714) for 89 Woodside Drive, A/P 5-273-03, to allow parking 0' from the front property line on the basis that a hardship exists in the steep upslope of the site, that this project will not be materially detrimental to the neighborhood and is necessary for property rights to allow use of a legal building site. This variance is approved with the condition that a covenant be recorded to run with the land that the parking area cannot be covered or any structure built in the front yard setback.

CHARLES R. LEITZELL, P.E.
DIRECTOR OF PUBLIC WORKS/PLANNING

By 
T. J. ROBBINS
ASSOCIATE ENGINEER/PLANNER

TJR/cc

TOWN OF SAN ANSELMO
APPLICATION FOR VARIANCE

ITEM 7 - ATTACHMENT 4

FEE: \$100.00

This application is submitted under the provisions of Section 10-3.2101, of Ordinance 485 (Zoning Ordinance) of the Town of San Anselmo, and as subsequently amended.

Thomas P. & Cam McNally
Applicant's name
56 Canyon Rd.
Address
San Jose 457-5287
City Telephone

Thomas & Cam McNally
Property Owner
56 Canyon Rd.
Address
San Jose Ca. 2-5-77
City Date acquired

Deed Restrictions, if any, please describe:

Variance being applied for:

☒ foot frontyard setback _____ foot rearward setback
_____ foot sideyard setback Other _____

to permit Car park within 20' parking ordinance
(State fully what is proposed to be done on or with the property)

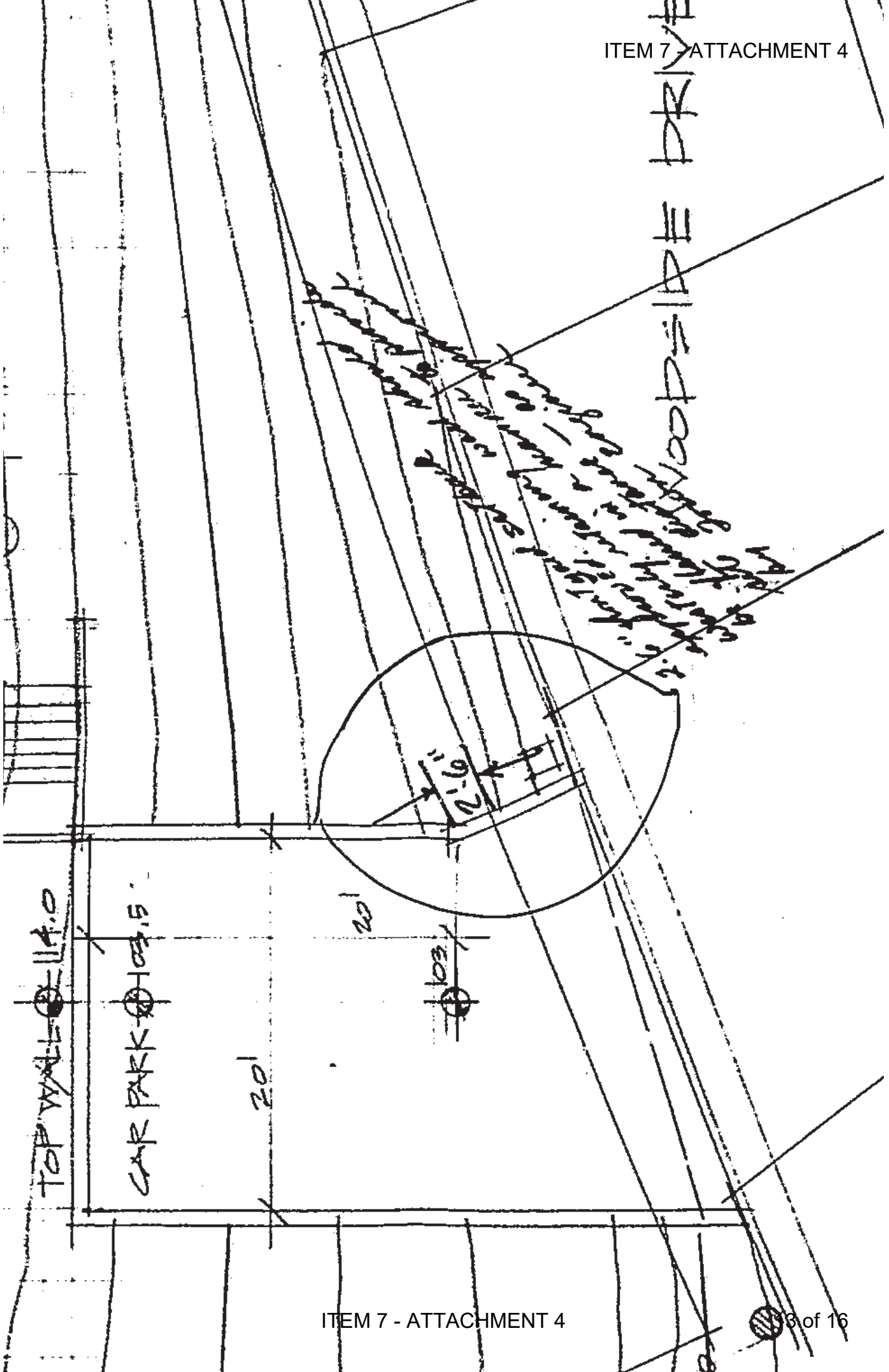
on property located at #89 Woodside Drive San Anselmo
Assessor's Parcel No. 5-273-03 Lot 60 Block _____ Tract _____
situated in a _____ District. Area of Site 9500 approx.
Dimensions of site 106.93' x 89.53' x 105' x 90.63' Square feet
Structure is 2
stories. Shortest distance between the structure and the front lot line
is 27 feet.

List below special circumstances or conditions applying to the land, building or use showing why the variance should be granted.

Extreme lot slope and limited site.

List below reasons why the variance is necessary for the preservation and enjoyment of substantial property rights.

Do not want to destroy site by digging into the hill.
Soils Engineer has recommended minimal cutting into
site



4. VAR-610 - Ned Dillon, 89 Woodside Drive, A/P 5-273-01 ITEM 7 - ATTACHMENT 4
Application to construct a single family dwelling with a 0' frontyard and 6' sideyard setback.

Applicant was present and had reviewed Staff Report. He was in agreement with the Staff Report and stated he would withdraw his request for a 6' sideyard setback.

Chairman Goltz and Commissioner Fairchild felt Condition #2 of the Use Permit, which stated that applicant "Leave existing vegetation on the ancient slide area undisturbed" had not been met. She felt she would be happier about granting a variance on the carport if the applicant would resite his house away from the slide area and away from the trees.

Mr. Tim Moore, 93 Woodside questioned whether the lot had been inspected by a soils engineer. Commission informed him this was a requirement before the building permit was issued.

Mr. Larry Terzian, 25 Woodside Court stated he would like to see the applicant get the value out of his lot, but he did not want any structural damage to his lot. Mr. Terzian also mentioned there were two empty houses on Woodside, and if this house was being built for speculation there might be three.

Sharon Asbell, 17 Woodside Court was anxious for the house to go before Design Review. Applicant stated he had no objection to going before Design Review.

Mr. Robbins asked the Commission to ask the applicant to remove the roof of his carport.

Commissioner Strassman felt the carport should be reviewed by Design Review. He personally did not have any objections to a roof that close to the street and felt he would rather see a roof than a car.

M/S Strassman, Ragan, that VAR-610 for Ned Dillon at 89 Woodside A/P 5-273-03 for a 20' frontyard variance to construct a single family dwelling 0' from the front property line be granted based on drawing dated April 20, 1975 on the basis that a hardship does exist in providing necessary parking area in any other location without further variance due to steep slope and that variance is necessary for appreciation of substantial property rights and that it will allow reasonable development of a legal lot and while there may be some detrimental visual effect due to nature of this detrimental effect will not be substantial; and further move that the design of the carport be referred to the Design Review Committee with specific request that they consider the height of side retaining walls so that site line for vehicle parking is kept as open as possible.

Tie vote: Motion failed. Ayes: Ragan, Strassman
Noes: Fairchild, Goltz
Abstain: Ainsworth

15. APPEAL BY NED DILLON OF PLANNING COMMISSION DENIAL OF FRONT SETBACK VARIANCE FOR PARKING AREA, 89 WOODSIDE DR. (VAR-610)

After hearing from applicant and consideration by Council,

M/S Anderson, Capurro to grant 0' frontyard set back variance for the construction of a two-car carport at 89 Woodside Drive subject to the conditions that a covenant be recorded to run with the land that the carport cannot be converted to a garage and no additional structure may be built in the front 20' of the lot other than this carport and that the design of the carport shall be subject to the approval of the Design Review Committee.

Ayes: Councilmen Anderson, Capurro, Colteaux
Noes: Councilmen Toal, Blinder

Ned Dillon, the applicant, agreed to the conditions included in the above motion.

PLANNING COMMISSION ACTION MEMO

For the meeting of May 5, 1975

May 2, 1975

RE: VAR-610

NAME: NED DILLON, Owner

SUBJECT: 89 Woodside Dr., A/P 5-273-03

AUTHORITY: Section 10-3.2101

HISTORY: GPC use permit U-397 was approved by the Planning Commission on 3/3/75 with the following conditions:

1. Applicant submit a special soils report and foundation design satisfactory to City Engineer;
2. Leave existing vegetation on the ancient slide area undisturbed.

STATUS: This is an application for a 20' frontyard variance to construct a parking area 0' from the front property line and a 2' west sideyard variance to construct a dwelling 6' from the property line.

STAFF COMMENT: As noted in the discussion at the approval of the GPC use permit this is in an area of known slides. The lot directly across Woodside (as located by the newer sidewalk construction) suffered a slide in 1967 and extensive repairs to the street and to the road were made. There is also an ancient slide area on the road adjacent to and downhill from the subject lot. See copies of Sketch A attached, which resulted from the investigation of the slide in 1967.

An extensive soils report and foundation recommendations, including recommendations for any necessary stabilization, has already been noted as a requirement prior to issuance of a building permit.

For the Commissioners' location information the property begins at the power pole downhill from the developed lot at #93 Woodside. There is a corner stake behind the power pole and the lot line is marked in blue lumber crayon in the gutter; the uphill lot line is also marked in the gutter. Sighting uphill from the west side line the southwest property corner can be identified by a wood lath between the beginning of the heavy growth on the left and the small isolated bush on the right. The side lines of the dwelling projected to the curb line are also marked in yellow lumber crayon in the gutter.

The 0' frontyard setback is believed justified because of the steep upslope. The 6' west sideyard setback is not believed justified as the house could either

ROUTING			
To	Dept.	Initial	Date
	Admin.		
	Clerk		
	Compt.		
	Pub. Wks.		
	Engr.		
	Streets		
	Bldg.		
	Planning		
	Police		
	Fire		
	Mech.		
	Parks		
	Files		

Planning Commission Action Memo
 May 2, 1975
 Page Two

be reduced in size or a different layout made without appreciable difficulty to conform to sideyard setbacks.

Staff believes that the condition of the approved use permit of "leaving existing vegetation on the ancient slide area undisturbed" should be an additional consideration after the soil investigation. The actual location of suitable bedrock may dictate encroaching more into the growth area than shown on the proposed layout.

An alternative to the current variance application would be for the applicant to have a soils investigation made and then submit a more definite dwelling location. However, Staff does believe that the 20' parking variance denial or approval should be known by the applicant to give him a more definite basis for location prior to the soils investigation. Therefore, the current request is reasonable.

**SUGGESTED
 MOTION:**

Move to approve VAR-610 application for a 20' frontyard variance to construct a single family dwelling 0' from the front property line on the basis that hardship exists in providing the necessary parking area in any other location without a variance due to the steep slope, and that the variance is necessary for appreciation of substantial property rights as it will allow reasonable development of a legal lot, and while there will be some detrimental visual effect in the neighborhood this detrimental effect will not be substantial.

Further move to deny the 2' west sideyard variance to construct the dwelling 6' from the side property line on the basis that the justification for variance does not exist.

CHARLES R. LEITZELL, P.E.
 PLANNING DIRECTOR

By T. J. Robbins (cc)
 T. J. ROBBINS
 ASSOCIATE ENGINEER/PLANNER

TJR/cc

Existing and Proposed Conditions

	Existing	Proposed	Code
Zoning	R-1 Single Family, above 150 Mean Sea Level	Same	Same
General Plan	Single Family	Same	Same
Flood Zone	Zone X (outside Special Flood Hazard Area)	Same	Same
Lot Size (sq. ft.)	9,168 sq. ft.	Same	7,500 sq. ft. min.
Lot Coverage (sq. ft.)	House Footprint 1,758 Deck/Stairs 896 Garage 0 Total 2,654	House Footprint (same) Deck/Stairs (same) Garage 557 Total 3,211	3,257.8 sq. ft.
Lot Coverage (%)	28.9%	35.0%	35%
Adjusted Floor Area (sq. ft.)	House 1st Story 1,216 House 2nd Story 1,096 Vaulted Ceiling 183 Garage 0 Total 2,495	House 1st Story same Second Story same Vaulted Ceiling same Garage 557 Garage Loft 232 Total 2,784	2,917 sq. ft.
Adjusted Floor Area Ratio sq. ft. (%)	27.2%	30.3%	31.8%
Setbacks for garage	N/A	Front: 2.5 feet Rear: 20+ feet East side: 6.5 feet West side: 8+ feet	Front: 20 feet Rear: 20 feet Sides: 8 feet
On-Site Parking	2 in uncovered area in setback	2 (9' x 19') in garage in setback	Two 9' x 19' that meet setbacks and One 9' x 19' tandem/in setbacks
Stories	N/A	1	3
Maximum Height (Garage) Above Average Existing Grade	N/A	17' 3"	35 feet



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 8.

FROM:

Sean Condry, P.E., Director of Public Works

SUBJECT:

Introduction and First Reading of Amendments to Municipal Code Title 3 “Public Safety” Chapter 5 “Traffic” Article 17 “Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles from Private or Public Property; and Title 3 “Public Safety” Chapter 3 “Fire Prevention” Article 6 “Abatement of Fire Hazards Associated with Flammable Vegetation and Other Materials”

RECOMMENDATION

Introduce by title only and waive further reading of ordinance amendments of the Town Council of the Town of San Anselmo amending Municipal Code Title 3 (Public Safety) Chapter 5 (Traffic) Article 17 (Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles from Private or Public Property) to allow enforcement by Public Works Director or his/her designee; and amending Title 3 (Public Safety) Chapter 3 (Fire Prevention) Article 6 (Abatement of Fire Hazards Associated with Flammable Vegetation and Other Materials) to authorize enforcement by Public Works Director or his/her designee.

BACKGROUND AND DISCUSSION

In response to neighbor complaints and community concern, Town staff has recently begun action to abate nuisances on certain properties within the Town. These nuisances include hazardous and substandard structures, excessive debris and trash in yards, and overgrown brush and vegetation that present a fire hazard. Additionally, there are several properties that contain abandoned and inoperable vehicles, many of which are overgrown with years of vegetation growth, that present blight and public safety concerns.

For property-related nuisances (such as substandard buildings and excessive debris/trash) Town staff has been proceeding pursuant to the nuisance abatement Code sections found in the Town’s administrative nuisance abatement ordinance, section 1-2.01 - 10 “Penalty Provisions and Abatement of Public Nuisances”.

Additionally, the Town has two other nuisance abatement tools that allow the abatement of abandoned vehicles under SAMC, § 3-5.1701-1717 (Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles from Private or Public Property) [the “Abandoned Vehicle Ordinance”] and fire hazards under SAMC, § 3-6.602 (Abatement of Fire Hazards Associated with Flammable Vegetation and Other Materials) [the “Fire Hazard Abatement Ordinance”]. However, the Abandoned Vehicle Ordinance and the Fire Hazard Abatement Ordinance do not allow direct Town enforcement, but rather provide for Police Chief and Fire Chief enforcement, respectively.

As explained below, staff recommends Council approval of ordinance amendments to allow the Town to directly enforce these nuisance abatement ordinances, giving staff additional tools to abate nuisances and hazards within the Town, thereby promoting public health and safety.

1. Amendment to Abandoned Vehicle Ordinance.

The storage of abandoned, wrecked, and inoperable vehicles on both private and public property constitutes a public nuisance and creates conditions promoting blight and the reduction of neighborhood property values, as well as presenting fire hazards and attractive nuisances to minors. The California Vehicle Code authorizes a municipality to adopt an ordinance establishing procedures for the removal of abandoned, wrecked, dismantled, or inoperative vehicles of parts thereof from private or public property, and for the recovery of enforcement costs. (Veh. Code, § 22660.) The Town has such an ordinance. (SAMC, § 3-5.1701-1717 “Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles From Private or Public Property”.) Among other things, such an ordinance must contain certain provisions including providing notice to the Department of Motor Vehicles and an exemption for vehicles that are stored completely within a closed building where it is not visible from the street, or other public or private property. (Veh. Code, § 22661.)

For historical reasons, the San Anselmo Code authorizes only the Police Chief to remove abandoned and inoperable vehicles on private or public property. (SAMC, §§ 1-2.11; 3-5.1704.) Prior to joining the Central Marin Police Authority in January 2013, the Town had an independent police department. Based on conversations, it is Town staff’s understanding that the Central Marin Police Department will remove abandoned vehicles from a public right-of-way, but not private property, at this time.

As such, Town staff recommends a municipal code amendment authorizing the Town’s Public Works Director or his/her designee to abate abandoned vehicle nuisances directly on behalf of the Town. This authority will allow the Town to independently remove abandoned vehicles from private property without Police Department action.

In addition, the proposed draft ordinance includes updates including additional notice provisions as required by recent case law, and other minor clean-up changes.

2. Amendment to Fire Hazard Abatement Ordinance.

The Fire Hazard Abatement Ordinance provides another tool for nuisance abatement. San Anselmo code section 3-3.601 declares that dry weeds and brush constitute a public nuisance and fire hazard. Section 3-3.602 authorizes the Fire Chief to abate such nuisance conditions; however, it does not give such authority to any Town official.

The proposed ordinance amendment gives fire hazard nuisance abatement authority to the Public Works Director or his/her designee so that the Town has the ability to directly abate such conditions.

FISCAL IMPACT

Staff time will be the main impact on a day-to-day basis. If the Town is forced to removed abandoned vehicles or fire hazards, it can seek compensation through a nuisance abatement procedure or summary abatement.

GENERAL PLAN CONSISTENCY

The proposed ordinance amendments are consistent with the Town General Plan that seeks to preserve and maintain the character and quality of life in San Anselmo’s neighborhoods. (General Plan Objective 11; Policies 11.1-11.3.)

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Staff finds that the proposed amendments are not a “project” under the California Environmental Quality Act (“CEQA”), because they do not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Res. Code § 21065).

ORDINANCE NO. _____

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AMENDING MUNICIPAL CODE TITLE 3 (PUBLIC SAFETY) CHAPTER 5
(TRAFFIC) ARTICLE 17 (REMOVAL OF ABANDONED, WRECKED, DISMANTLED,
OR INOPERATIVE VEHICLES FROM PRIVATE OR PUBLIC PROPERTY) TO
ALLOW ENFORCEMENT BY CODE ENFORCEMENT
OFFICER OR HIS/HER DESIGNEE**

AND

**TITLE 3 (PUBLIC SAFETY) CHAPTER 3 (FIRE PREVENTION) ARTICLE 6
(ABATEMENT OF FIRE HAZARDS ASSOCIATED WITH FLAMMABLE
VEGETATION AND OTHER MATERIALS) TO AUTHORIZE ENFORCEMENT BY
PUBLIC WORKS DIRECTOR OR HIS/HER DESIGNEE**

WHEREAS, pursuant to authority granted by the State of California under California Vehicle Code section 22660 that allows the removal and abatement of abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, as public nuisance, the Town of San Anselmo has adopted San Anselmo Municipal Code (“SAMC”) Title 3 (Public Safety) Chapter 3 (Traffic) Article 17 (Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles from Private or Public Property) (the “Abandoned Vehicle Ordinance”); and

WHEREAS, the Abandoned Vehicle Ordinance allows for the removal and abatement of abandoned vehicles on both private property and in the public right of way after proper notice consistent with State law; and

WHEREAS, SAMC Section 3-5.1704 provides that the Chief of Police shall administer the Abandoned Vehicle Ordinance; and

WHEREAS, the Town of San Anselmo joined the Central Marin Police Authority in 2013 and since that time had not operated an independent Town police department; and

WHEREAS, the Town Council desires to authorize the Public Works Director or his/her designee to directly remove and abate abandoned vehicles under the Abandoned Vehicle Ordinance in addition to the Police Chief, so that the Town may more efficiently remove abandoned vehicles that pose a nuisance (the “Abandoned Vehicle Ordinance Amendment”); and

WHEREAS, the Town Council also desires to include additional ministerial updates to the Abandoned Vehicle Ordinance; and

WHEREAS, the Town Council finds and determines the removal of abandoned vehicles and parts thereof through the Town’s enforcement of the Abandoned Vehicle Ordinance Amendment furthers the public health, safety, and welfare because the storage of abandoned, wrecked, and inoperable vehicles on both private and public property constitutes a public nuisance and creates

conditions promoting blight and the reduction of neighborhood property values, as well as presenting fire hazards and attractive nuisances to minors; and

WHEREAS, the Town’s Municipal Code, Title 3 (Public Safety) Chapter 3 (Fire Prevention) Article 6 (Abatement of Fire Hazards Associated with Flammable Vegetation and Other Materials) (the “Fire Hazard Abatement Ordinance”) authorizes the Fire Chief to abate fire nuisance conditions including dry weeds and brush; and

WHEREAS, the Town Council desires to authorize the Public Works Director or his/her designee to directly abate fire hazard nuisances under the Fire Hazard Abatement Ordinance so that the Town may more efficiently remedy fire hazard nuisances; and

WHEREAS, the Town Council finds and determines that the abatement of fire hazard nuisances through the Town’s enforcement of the Fire Hazard Abatement Ordinance furthers the public health, safety, and welfare by reducing and abating fire hazards in the Town; and

WHEREAS, the Town Council held a duly noticed public hearing on November 9, 2021 to consider said proposed ordinance amendments; and

WHEREAS, the Town Council has found that the provisions of said ordinance amendments are consistent with the goals and policies of the Town’s General Plan to preserve, maintain, and enhance the character and quality of life in San Anselmo, and other adopted ordinances and regulations of the Town.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES ORDAIN AS FOLLOWS:

SECTION 1: Environmental Review. The Town Council finds and determines that adoption of said ordinance amendments are not a “project” under the California Environmental Quality Act, because they do not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Res. Code § 21065.)

SECTION 2: The above recitals are true and correct and are incorporated as findings herein.

SECTION 3: Title 3 (Public Safety) Chapter 5 (Traffic) Article 17 (Removal of Abandoned, Wrecked, Dismantled, or Inoperative Vehicles from Private or Public Property) is amended as follows:

New language in underline deleted language in ~~strikeout~~.

3-5.1701 - Statement of necessity and definitions.

In addition to and in accordance with the determination made and the authority granted by the State pursuant to the provisions of Section 22660 of the Vehicle Code of the State to remove abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, as public nuisances, the Council hereby makes the following findings and declarations:

The accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, on private or public property, not including highways, is hereby found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for rodents and insects, and to be injurious to the health, safety, and general welfare. Therefore, the presence of an abandoned, wrecked, dismantled, or inoperative vehicle, or part thereof, on private or public property, not including highways, except as expressly permitted by the provisions of this article, is hereby declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this article.

As used in this article:

- (a) "Vehicle" shall mean a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved by human power or used exclusively upon stationary rails or tracks.
- (b) "Vehicle, abandoned" shall mean a vehicle left on a highway, public property, or private property in such inoperable or neglected condition that it may be reasonably concluded that the owner intends to relinquish all further rights or interests in it.
- (c) "Vehicle, dismantled" is any vehicle that is partially or wholly disassembled.
- (d) "Vehicle, inoperative" is any motor vehicle that cannot be moved under its own power.
- (e) "Highway" shall mean a way or place of whatever nature, publicly maintained and open to the use of the public for the purposes of vehicular travel. "Highway" shall include "street."
- (f) "Public property" shall include "highway."
- (g) "Owner of the land" shall mean the owner of the land on which the vehicle, or part(s) thereof, is located, as shown on the last equalized assessment roll.
- (h) "Owner of the vehicle" shall mean the last registered owner and legal owner of record.
- (i) ~~"Inoperative vehicle" shall mean a vehicle that cannot be moved under its own power or vehicles not currently registered with the Department of Motor Vehicles excluding those vehicles that have been filed as a nonoperational status.~~

3-5.1702 – Public Nuisance Declared.

An abandoned wrecked, dismantled, or inoperative vehicle, or parts thereof, which is located on private or public property, and/or in the public right-of-way, is declared to be a public nuisance, except as covered by an exemption set forth in this article.

3-5.1703 - Exemptions.

The provisions of this article shall not apply to:

- (a) A vehicle, or part thereof, which is completely enclosed within a building in a lawful manner where such vehicle, or part thereof, is not visible from the street or other public or private property; or
- (b) A vehicle, or part thereof, which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler, licensed vehicle dealer, or junk dealer or when such storage or parking is necessary to the operation of a lawfully conducted business or commercial enterprise.

The provisions of this section shall not authorize the maintenance of a public or private nuisance as defined by provisions of law other than Chapter 10 (commencing with Section 22650) of Division 11 of the Vehicle Code of the State and this article.

3-5.1704 - Article not exclusive regulation.

The provisions of this article shall not be the exclusive regulations of abandoned, wrecked, dismantled, or inoperative vehicles within the Town City. The provisions of this article shall supplement and be in addition to the other regulatory codes, statutes, and laws heretofore or hereafter enacted by the Town City, the State, or any other legal entity or agency having jurisdiction.

3-5.1705 - Administration and enforcement.

Except as otherwise provided in this article, the provisions of this article shall be administered and enforced by the Town's Public Works Director or his/her designee and/or the Chief of Police. In the enforcement of the provisions of this article, the Town's Public Works Director or his/her designee and/or the Chief of Police and his/her deputies may enter upon private or public property to examine a vehicle, or parts thereof, or obtain information as to the identity of a vehicle, and to remove or cause the removal of a vehicle, or part thereof, declared to be a nuisance by the provisions of this article.

3-5.1706 - Contractors authorized to enter on private property.

When the ~~Council~~ Town has contracted with or granted a franchise to any person, such person shall be authorized to enter upon private property or public property to remove or cause the removal of a vehicle, or parts thereof, declared to be a nuisance by the provisions of this article.

3-5.1707 - Administrative costs and Reimbursement.

The Council shall from time to time determine and fix an amount to be assessed as administrative costs (excluding the actual cost of removal of any vehicle, or part thereof) for the purposes of administering the provisions of this article.

3-5.1708 - Authority to abate or remove vehicles.

Upon discovering the existence of an abandoned, wrecked, dismantled, or inoperative vehicle, or parts thereof, on private property or public property within the Town City, the Town's Public Works Director or his/her designee and/or the Chief of Police shall have the authority to cause the abatement and removal thereof in accordance with the procedure set forth in this article.

3-5.1709 - Notices of intention.

A ten (10) day notice of intention to abate and remove the vehicle, or parts thereof, as a public nuisance shall be mailed by registered mail to the owner of the land and to the owner of the vehicle, and posted to the vehicle, unless the vehicle is in such condition that the identification numbers of the vehicle are not available to determine ownership. If the vehicle is located on private property, said notice shall also be mailed to the last registered and legal owner of record. The notices of intention shall be in substantially the following forms:

NOTICE OF INTENTION TO ABATE AND REMOVE AN ABANDONED, WRECKED, DISMANTLED, OR INOPERATIVE VEHICLE, OR PARTS THEREOF, AS A PUBLIC NUISANCE

(Name and address of the owner of the land)

As owner shown on the last equalized assessment roll of the land located at (address), you are hereby notified that the undersigned, pursuant to the provisions of Article 17 of Chapter 5 of Title 3 of the San Anselmo Municipal Code, has determined that there exists upon said land an (or parts of an) abandoned, wrecked, dismantled, or inoperative vehicle registered to _____, license number _____, which constitutes a public nuisance pursuant to the provisions of Section 3-5.1701 of the San Anselmo Municipal Code.

You are hereby notified to abate said nuisance by the removal of said vehicle (or said parts of a vehicle) within ten (10) days from the date of mailing of this notice, and, upon your failure to do so, the same will be abated and removed by the Town City and the costs thereof, together with administrative costs, assessed to you as owner of the land on which said vehicle (or said parts of a vehicle) is located.

As owner of the land on which said vehicle (or said parts of a vehicle) is located, you are hereby notified that you may, within ten (10) days after the mailing of this notice of intention, request a public hearing, and, if such a request is not received by the Town Public Works Director or his/her designee and/or the Chief of Police within such ten (10) day period, the Town Public Works Director or his/her designee and/or the Chief of Police shall have the authority to abate and remove said vehicle (or said parts of a vehicle) as a public nuisance and assess the costs as aforesaid without a public hearing. You may submit a sworn written statement within such ten (10) day period denying responsibility for the presence of said vehicle (or said parts of a vehicle) on said land, with your reasons for denial, and such statement shall be construed as a request for a hearing at which your presence is not required. You may appear in person at any hearing requested by you or the owner of the vehicle or, in

lieu thereof, may present a sworn written statement as aforesaid in time for consideration at such hearing.

Notice Mailed _____s/_____

(date) (locally designated officer)

NOTICE OF INTENTION TO ABATE AND REMOVE AN ABANDONED, WRECKED, DISMANTLED, OR INOPERATIVE VEHICLE, OR PARTS THEREOF, AS A PUBLIC NUISANCE

(Name and address of the last registered and/or legal owner of record of vehicle; notice should be given to both if different)

As last registered (and/or legal) owner of record of (description of vehicle—make, model, license, etc.), you are hereby notified that the undersigned, pursuant to Section 3-5.1701 of the San Anselmo Municipal Code, has determined that said vehicle (or parts of a vehicle) exists as an abandoned, wrecked, dismantled, or inoperative vehicle at (describe location on public or private property) and constitutes a public nuisance pursuant to the provisions of Article 17 of Chapter 5 of Title 3 of the San Anselmo Municipal Code.

You are hereby notified to abate said nuisance by the removal of said vehicle (or said parts of a vehicle) within ten (10) days from the date of mailing of this notice. As registered (and/or legal) owner of record of said vehicle (or said parts of a vehicle), you are hereby notified that you may, within ten (10) days after the mailing of this notice of intention, request a public hearing, and, if such a request is not received by the Public Works Director or his/her designee or the Chief of Police within such ten (10) day period, the Public Works Director or his/her designee or the Chief of Police shall have the authority to abate and remove said vehicle (or said parts of a vehicle) without a hearing.

Notice Mailed _____s/_____

(date) (locally designated officer)

3-5.1710 – Requests for hearings: Notices.

Upon request by the owner of a vehicle or owner of the land received by the Public Works Director or his/her designee or the Chief of Police within ten (10) days after the mailing of the notices of intention to abate and remove, a public hearing shall be held by the Traffic Sergeant or the Town Manager, or his/her designee, on the question of abatement and removal of the vehicle, or parts thereof, as an abandoned, wrecked, dismantled, or inoperative vehicle and the assessment of the administrative costs and the costs of removal of the vehicle, or parts thereof, against the property on which it is located.

If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on his land within such ten (10) day period, such statement shall be

construed as a request for a hearing which does not require his/her presence. Notice of the hearing shall be mailed, by registered mail, at least ten (10) days before the hearing to the owner of the land and to the owner of the vehicle unless the vehicle is in such condition that identification numbers are not available to determine ownership. If such a request for a hearing is not received within ten (10) days after the mailing of the notice of intention to abate and remove, the Town shall have the authority to abate and remove the vehicle, or parts thereof, as a public nuisance without holding a public hearing.

3-5.1711 - Hearings: Determinations.

All hearings held pursuant to the provisions of this article shall be held before the Town Manager or his/her designated representative, or the Traffic Sergeant, or his/her designee (the "Hearing Officer") who shall hear all facts and testimony he/she deems pertinent. Such facts and testimony may include testimony on the condition of the vehicle, or parts thereof, and the circumstances concerning its location on private property or public property. The Hearing Officer ~~Traffic Sergeant, or his/her designee~~, shall not be limited by the technical rules of evidence. The owner of the land may appear in person at the hearing, or present a sworn written statement in time for consideration at the hearing, and deny responsibility for the presence of the vehicle on the land, with his/her reasons for such denial.

The Hearing Officer ~~Traffic Sergeant, or his/her designee~~, may impose such conditions and take such other action as he/she deems appropriate under the circumstances to carry out the purposes of this article. He/she may delay the time for removal of the vehicle, or parts thereof, if, in his/her opinion, the circumstances so justify. At the conclusion of the public hearing, the Hearing Officer ~~Traffic Sergeant, his/her designee~~, may find that a vehicle, or parts thereof, has been abandoned, wrecked, dismantled, or is inoperative on private or public property, order the same removed from the property as a public nuisance and disposed of as provided in this article, and determine the administrative costs and the costs of removal to be charged against the owner of the land. The order requiring removal shall include a description of the vehicle, or parts thereof, and the correct identification number and license number of the vehicle, if available at the site.

If it is determined at the hearing that the vehicle was placed on the land without the consent of the owner of the land and that he has not subsequently acquiesced in its presence, the Hearing Officer ~~Traffic Sergeant, or his/her designee~~, shall not assess the costs of administration or removal of the vehicle against the property upon which the vehicle is located or otherwise attempt to collect such costs from such owner of the land.

If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on his/her land but does not appear, or if an interested person makes a written presentation to the Hearing Officer ~~Traffic Sergeant, or his/her designee~~, but does not appear, he/she shall be notified in writing of the decision

3-5.1712 - Hearings: Appeals.

Any interested party may appeal the decision of the Hearing Officer Traffic Sergeant, or his/her designee, by filing a written notice of appeal with the Public Works Director or his/her designee or the Chief of Police within five (5) days after his/her decision.

Such appeal shall be heard by the Council which may affirm, amend, or reverse the order or take other action deemed appropriate.

The Town City Clerk shall give written notice of the time and place of the hearing to the appellant and those persons specified in Section 3-5.1709~~8~~ of this article.

In conducting the hearing, the Council shall not be limited by the technical rules of evidence.

3-5.1713 - Time for removal of vehicles.

Five (5) days after the adoption of the order declaring the vehicle, or parts thereof, to be a public nuisance, or five (5) days from the date of mailing of the notice of the decision, if such notice is required by the provisions of 3-5.1711~~0~~ of this article, the vehicle, or parts thereof, may be disposed of by removal to a scrapyard or automobile dismantler's yard. After a vehicle has been removed it shall not thereafter be reconstructed or made operable.

3-5.1714 - Notices to Department of Motor Vehicles and to the Department of Justice.

Within five (5) days after the date of removal of the vehicle, or parts thereof, notice shall be given to the Department of Motor Vehicles of the state identifying the vehicle, or parts thereof, removed. At the same time there shall be submitted to the Department of Motor Vehicles any evidence of registration available, including registration certificates, certificates of title, and license plates according to the provisions of Section 22852 of the Vehicle Code. The Department of Justice shall be notified upon the removal of the vehicle according to the provisions of Section 22853 of the Vehicle Code.

3-5.1715 - Uncollected costs: Assessment.

If the administrative costs and the costs of removal which are charged against the owner of the land pursuant to the provisions of Section 3-5.1711~~0~~ of this article are not paid within thirty (30) days from the date of the order, or the final disposition of an appeal therefrom, such costs shall be assessed against the parcel of land pursuant to the provisions of Section 38773.5 of the Government Code of the State and shall be transmitted to the Tax Collector for collection. Such assessment shall have the same priority as other Town City taxes.

3-5.1716 - Violations: Abandonment of vehicles.

- (a) No person shall abandon a vehicle upon any highway.

- (b) No person shall abandon a vehicle upon public or private property without the express or implied consent of the owner or person in lawful possession or control of the property.
- (c) No person shall abandon, park, store, or leave, or permit the abandonment, parking, storing, or leaving, of any licensed or unlicensed vehicle, or part(s) thereof, which is in an abandoned, wrecked, dismantled, or inoperative condition upon public or private property with the express or implied consent of the owner or person in lawful possession or control of the property in excess of three (3) days unless such vehicle, or part(s) thereof, is completely enclosed within a building in a lawful manner where such vehicle, or part(s) thereof, is not plainly visible from the street or other public or private property, or unless such vehicle is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler, licensed vehicle dealer, or a junk yard.
- (d) Any person acting in violation of this section shall be guilty of an infraction and shall be punished by a fine not less than One Hundred and no/100ths (\$100.00) Dollars and shall provide proof that the cost of removal and disposition of the vehicle have been paid. No part of any fine imposed shall be suspended.
- (e) Proof that the cost of removal and disposition of the vehicle have been paid shall not be required if proof is provided to the court that the vehicle is stolen prior to the abandonment. That proof may consist of a police report or other evidence acceptable to the court.
- (f) The costs required to be paid for the removal and disposition of any vehicle determined to be abandoned pursuant to Vehicle Code Section 22669 shall not exceed those of towing and seven (7) days of storage. This section does not apply if the registered owner or legal owner has completed and returned to the lien holder a "declaration of opposition" form within the time specified by Vehicle Code Section 22851.8.

3-5.1717 - Abandonment: Presumption.

- (a) The abandonment of any vehicle in a manner as provided in this article ~~Section 3-5.1715~~ shall constitute a prima facie presumption that the last registered owner of record is responsible for the abandonment and is thereby liable for the cost of removal and disposition of the vehicle.
- (b) An owner who has made a bona fide sale or transfer of a vehicle and has delivered possession of the vehicle to a purchaser may overcome the presumption prescribed in subsection (a) of this section by demonstration that he or she has complied with Vehicle Code Section 5900 or by providing other satisfactory proof.

3-5.1718 - Violations: Failure to remove abandoned vehicles

It shall be unlawful for any person to fail or refuse to remove an abandoned, wrecked, dismantled, or inoperative vehicle, or part thereof, or to refuse to abate such nuisance when ordered to do so in accordance with the abatement provisions of this article or State law where such State law is applicable.

SECTION 4: Title 3 (Public Safety) Chapter 3 (Fire Prevention) Article 6 (Abatement of Fire Hazards Associated with Flammable Vegetation and other Materials) is amended as follows:

New language in underline deleted language in ~~strikeout~~.

3-3.601 - Nuisance declared.

All rubbish, weeds, dry brush, dry grass and other rank growth, and all trimmings and cuttings thereof, or of trees, and all dead trees and all bushes, brush or grass or other matter which is in such state or condition as to be or become a fire menace because of the dryness thereof, or which are otherwise dangerous as a fire menace and which are on any lot or premises in the Town, or on the street or sidewalk area in front of such lot or premises or adjacent thereto, are declared to be a public nuisance and shall be abated as herein provided.

3-3.602 - Notice to abate.

The Public Works Director or his/her designee or the Fire Chief is hereby authorized to require the abatement of any nuisance condition described in Section 3-3.601. Notice requiring the abatement of such nuisance shall be given by mail to the owner of the property upon which, or in front of which, such nuisance exists at such owner's address as shown on the last equalized assessment roll of the County. Such notice shall contain the following:

- (a) The street address and Assessor's parcel number for the affected property;
- (b) The date of the inspection of the property by the Fire Department during which such nuisance was discovered;
- (c) A description of the nuisance and its location on, or in front of, the property;
- (d) The abatement action which the owner is required to take and a time limit for such abatement;
- (e) A statement that if the owner fails to abate such nuisance within the prescribed time the Fire Department, or other Town agent, will abate the nuisance;
- (f) A statement that if the Fire Department, or other Town agent, is required to abate the nuisance the cost of such abatement will be assessed as a lien against the property.

3-3.603 - Abatement and assessment of cost.

Should the abatement of the nuisance not be accomplished by the owner of the affected property within the period set forth in the notice requiring abatement, the Public Works Director or his/her designee or the Fire Chief is authorized to perform such abatement and shall keep an accurate account of the cost of such abatement. The Public Works Director or his/her designee or the Fire Chief shall mail written notice of such cost to the owner of the affected property who may, within fifteen days of the date of such mailing, request a hearing by the Fire Chief with respect to such cost. The Public Works Director or his/her designee or the Fire Chief shall hold hearing within thirty (30) days of receiving the request. The decision of the Public Works Director or his/her designee or the Fire Chief shall be final. The cost of such

abatement as finally fixed and determined by the Public Works Director or his/her designee or the Fire Chief shall constitute a special assessment against the affected property. The Public Works Director or his/her designee or the Fire Chief shall cause an order confirming such assessment to be recorded in the office of the County Recorder at which time a lien for such assessment shall attach to the affected property. The Public Works Director or his/her designee or the Fire Chief shall also file a copy of the order confirming the assessment with the County Auditor and the amount of such assessment shall, thereafter, be collected at the time and in the manner of ordinary property taxes. If delinquent, the amount of such assessment shall be subject to the same penalties and procedure for foreclosure and sale provided for ordinary property taxes.

SECTION 5: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 6: Effective Date. These ordinance amendments shall go into effect thirty (30) days from its adoption and shall be posted or published as required by State law.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on November 9, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSED:

APPROVED: _____
Alexis Fineman, Mayor

ATTEST: _____
Carla Kacmar, Town Clerk



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Town Council

2/22/2022

Item #: 9.

FROM:

Carla Kacmar, Town Clerk

SUBJECT:

Discuss Council appointments to a newly formed Marin County Council of Mayors and Councilmembers' City/County Services Subcommittee.

RECOMMENDATION

Staff recommends that the Town Council decide whether to appoint representatives for a newly formed Marin County Council of Mayors and Councilmembers' City/County Services Subcommittee.

BACKGROUND

At the January 26th MCCMC meeting, MCCMC voted to form a temporary City/County Services Subcommittee to better understand the services provided by the County and how they are funded. Each jurisdiction can appoint up to two representatives. Participation on the subcommittee is voluntary and if the Council does not wish to participate, then it does not need to appoint a representative.

The following is the committee description:

In recent years, challenging issues such as homelessness, mental health, and disaster preparedness have produced new and sometimes innovative partnerships between Marin's eleven cities and the County. In pursuing these partnerships, though, tension and misunderstanding have occasionally developed - particularly as city leaders try to understand the mandates, commitments, and funding sources of the County.

Funding is a concern for all local government and as the County seeks partnerships with the cities, it is important that councils make informed decisions about the investment of city funds and resources. It is proposed that MCCMC form a committee to better understand the services provided by the County and how they are funded. Through the work of the committee, we hope to better identify the most strategic opportunities for collaboration that will return the greatest benefit to Marin's residents.

DISCUSSION

If Council decides to participate, Council should decide who should represent the Council on the committee.

FISCAL IMPACT

There would be no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed project is exempt from the California Environmental Quality Act (CEQA), under the “common sense” exemption, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).