TOWN OF
SAN ANSELMO
EST. 1907

In the Council Chambers at 525 San Anselmo Avenue, San Anselmo, CA 94960 and via Zoom

Town Council
Agenda

Tuesday, February 24, 2026 **6:00 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/89034169431

Or Telephone: +1 669 900 6833 | Webinar ID: 890 3416 9431

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@ sananselmo.gov or eComments on the Agendas and Meeting webpage 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 the 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 electronic device.

For landline phones, Raise Hand to be recognized with *9

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Town Council's regular meeting will not be cancelled if any technical problems occur during the meeting.

Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

A. 6:00 PM Closed Session

Mayor Burdo announces that item A.1 will be discussed in Closed Session

A.1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Sections 54956.9(d)(2) and (e)(1): (1 or more cases)

PUBLIC COMMENT on Closed Session Items (3 Minutes Each)

Council adjourns to Closed Session

7:00 PM The Town Council Reconvenes in the Council Chambers at 525 San Anselmo Avenue San Anselmo CA 94960 and via Zoom.
Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

Open time for public expression.

The public is welcome to address the Council at this time on matters not on the agenda that are within the jurisdiction of the Council. Please be advised that pursuant to Government Code Section 54954.2, Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than three minutes and should be respectful to the community.

Council requests for future agenda items.

Council committee liaison reports, questions and comments to staff; staff miscellaneous items.

Special Presentation. There are no Special Presentations.

1. Consent Agenda:

The opportunity for public comment on consent agenda items will occur prior to Council discussion of the consent agenda. The Council may approve the entire consent agenda with one action. In the alternative, items on the consent agenda may be removed by any Council or staff member, for separate discussion and vote.

1.1 Approve the Draft Minutes of the Regular Meeting of February 10, 2026
Staff Report (DOC)
Attachment 1- Draft Minutes fo the February 10, 2026 Regular Town Council Meeting (DOC)

1.2 Receive and File the Financial Report on Recreation Fund ending January 31, 2026
Staff Report (DOC)
Attachment 1 - January 2026 Budget Report (PDF)
Attachment 2 - January 2026 Recreation Capital Outlay (PDF)

1.3 Review and Approve the 2026 San Anselmo Arts Commission's Beatles in the Park Fundraiser Special Event Application
Staff Report (PDF)
Attachment 1 - Event Application (PDF)

1.4 Review and Approve the 2026 Teen Battle of The Bands Special Event Application

Staff Report (DOC)
Attachment 1 - Event Application (PDF)

1.5 Receive and File the January 2026 Revenue and Expenditure Reports
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by Subcategory, January 2026 (PDF)
Attachment 2 Budget Comparison Report by Department, January 2026 (PDF)
Attachment 3 Budget Comparison Report by Subcategory Measure J, January 2026 (PDF)
Attachment 4 Budget Comparison Report by Department Measure J, January 2026 (PDF)

2. Council Business Items:

In general, the following procedural order applies to items of business:
•Presentation
•Town Council questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.1
Approve a Lease Agreement for the Public Use of Building Bridge 2 Concrete Platform. Approval of the Proposed Lease Agreement is Categorically Exempt from the California Environment Quality Act (CEQA) under CEQA Regulations Sections 15301 and 15304.

Staff Report (DOC)
Attachment 1- Proposed Lease Agreement (PDF)
Public Comment- Page (PDF)
Public Comment- Asselstine (PDF)

2.2 Residential Resale Program Review and Policy Direction. Receiving this report is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code §21065).
Staff Report (WORD)
Attachment 1 - RBR webpage (PDF)
Attachment 2 - RBR Application (PDF)
Attachment 3 - RBR Template Instructions (PDF)
Attachment 4 - RBR Redacted Report Redacted (PDF)
Attachment 5 - RBR Marin Comparison Chart (PDF)
Public Comment- Capurro (PDF)
Public Comment- Nelson (PDF)
Public Comment- Morris (PDF)
Public Comment- McCarthy (PDF)
Public Comment- Eggert (PDF)
Public Comment- Silva (PDF)
Public Comment- Backer (PDF)
Public Comment- Reid (PDF)
Public Comment- Svenson (PDF)
Public Comment- Caldwell (PDF)

Public Comment- Korzelius (PDF)
Public Comment- Lenert (PDF)
Public Comment- Gennarelli (PDF)
Public Comment- Hughes (PDF)
Public Comment- Grossman (PDF)
Public Comment- Welch (PDF)
Public Comment- Farber (PDF)
Public Comment- Burnett (PDF)
Public Comment- Steinhart (PDF)
Public Comment- Luttemo (PDF)
Public Comment- Schaub (PDF)

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 savila@sananselmo.gov. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodations to help ensure 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 March 10, 2026.

Administration Department
Town Hall
525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4691

Town Council
Steve Burdo, Mayor
Chantel Walker, Vice Mayor
Yoav Schlesinger, Councilmember
Eileen Burke, Councilmember
Tarrell Kullaway, Councilmember

Staff
David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian
Jeff Zuba, Finance and Admin Services Director
Megan Holt Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director

Mattie O'Grady, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, Fire Chief

DECLARATION OF POSTING
This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the Town of San Anselmo website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: February 24, 2026

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of February 10, 2026

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting of February 10, 2026.

ATTACHMENT:

Attachment 1- February 10, 2026 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, January 27, 2026

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT: Steve Burdo (Mayor)
Chantel Walker (Vice Mayor) arrived at 7:01 PM
Eileen Burke
Yoav Schlesinger
Tarrell Kullaway

COUNCILMEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Linda Kenton, Assistant Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Jeff Zuba, Finance & Admin Srvs. Director (Zoom)
Sean Condry, Public Works Director (Zoom)

Open Time for Public Expression

Johathan (Open Space Committee and member of board of directors for Marin Open Space trust) shared that his trust entered a purchase contract for a 7-acre parcel for open space near bald hill, marking the 6th addition to the bald hill reserve. Open space committee has pledged 800k towards the purchase, and the committee will soon embark on fundraising efforts.

Emily Frischman spoke about the fiscal crisis facing Ross Valley School District is facing.

Council requests for future agenda items; Committee liaison reports; questions and comments to staff; miscellaneous items

Vice Mayor Walker gave an update to the recently held finance committee meeting and Ross Valley Fire Department's new website.

Councilmember Kullaway reported she attended the Racial Equity Committee meeting, and shared that more members of the committee will attend future town council meetings. She mentioned that the committee requested that the general plan be considered through a lens of diversity, equity, inclusion, and belonging. She also stated she attended the Bicycle Pedestrian Advisory Committee and the Transportation Authority of Marin meeting and gave brief updates on both.

Councilmember Schlesinger brought the devastating rain that Spain and Portugal have endured recently to the council's attention, noting that preparedness for flood is something to be considered.

Mayor Burdo reported on his attendance to the Marin Women's Hall of Fame induction ceremony, and briefly commented on the recent protests held in San Anselmo.

Town manager Donery gave an update on the new Firefighter Station 21, mentioning that the firefighters have moved in and a grand opening will be held soon.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Town Council Meeting of January 27, 2026

1.2 Receive and Accept the Fiscal Year 2024-2025 Audited Annual Financial Report

1.3 Adopted Ordinance No. 2026-1198 to Amend Title 10 "Planning and Zoning", Section 10-3.302 "Land Use Regulation Table" and Section 10-3.1702 "Definitions" to Limit Live Entertainment in Restaurants to 10:00 P.M. and Require a Conditional Use Permit for Live Entertainment After 10:00 P.M.; and make associated CEQA Exemption Finding.

1.4 Adopted Resolution No. 2026-4608 Establishing Policy for Disposition of Unclaimed Money Pursuant to California Government Code Section 50050 et seq

1.5 Received and Filed Report of Checks Issued for January 2026

1.6 Reviewed the List of Town Council Committee Assignments and Ratified Councilmember Kullaway's Assignments for 2026

1.7 Received the Quarterly Treasurer's Investment Report for December 2025

Mayor Burdo opened the item for Public Comment.

There was no Public Comment

Mayor Burdo closed Public Comment

Councilmember Kullaway requested to pull consent calendar item 1.6.

M/s, Walker/Schlesinger, Motion to approve Consent Calendar items #1.1, 1.2, 1.3, 1.4, 1.5, and 1.7.
AYES: Burke, Kullaway, Schlesinger, Vice Mayor Walker, Mayor Burdo
ABSENT: None

1.6 Review the List of Town Council Committee Assignments and Ratify Councilmember Kullaway's Assignments for 2026

Councilmember Kullaway requested an amendment be made to 1.6, stating she wishes to be removed from EDC and added to Racial Equity and BPAC, and retaining all other previously held appointments..

M/s, Kullaway/Schlesinger, Motion to approve Consent Calendar item #1.6 to ratify Councilmember Kullaway appointments including her amendments as requested
AYES: Schlesinger, Kullaway, Burke, Vice Mayor Walker, Mayor Burdo
ABSENT: None

Council Business Items

2.1 Receive and File the Community Development Department Permit Improvement Program Phase I Findings and Next Steps. The Town Council's consideration of the Permit Improvement Program Phase I report and potential direction to enter Phase II does not constitute a "project" as defined by the California Environmental Quality Act (CEQA).

Director Scoble introduced Rick Wells and Casey Mazzoni from the Marin Builders Association who gave a Powerpoint presentation on the Permit Improvement Program's Phase I.

Mayor opened the item for questions from Town Council.

Councilmember Burke asked about the metrics available from other jurisdictions who have worked with the Marin Builders Association.

Councilmember Schlesinger asked several questions pertaining to the data derived and required for the study.

Councilmember Kullaway asked about steps other jurisdictions have taken and if it has seen success.

Mayor Burdo asked about data of citizens who do not choose to permit their work, as well as the general scope of the study.

Mayor Burdo opened the item for Public Comment

Jenn Pfeiffer, a realtor in Marin, spoke on her concerns regarding the time that permits take to obtain, as well as the restrictions that resale inspections put on the housing market, buyers, and sellers.

Chris Backer, a realtor in Marin County, gave support for the introspective look the town is taking to improve it's permitting process. He also commented on the resale inspections, and how they can be burdensome on the process.

Pascal, San Anselmo resident, gave feedback about the permitting process, highlighting customers service issues, bottlenecks, and processing timelines.

Councilmember Walker commented that she would like to see an easier process, more safety, and ensuring that the process is successful. She also mentioned that she is supportive of pursuing Permit Improvement Program Phase II.

Mayor Burdo closed Public Comment

Councilmember Burke stated that she is in support of Phase II and noted that her main concerns are timelines and getting projects completed.

Council Member Schlesinger mentioned that the data collected from Phase I may be outdated,

and his biggest priority is shortening the permitting process timeline.

Mayor Burdo expressed his appreciation to staff, realtors, and contractors who have contributed to the study. He also suggested that some case studies might supplant the information already obtained to bolster the permitting process, and supported Phase II.

Councilmember Kullaway expressed her support for a Phase II and mentioned that the concerns regarding resale inspections would be discussed at next week's Council Meeting.

2.2 Receive the Community Development Department and Department of Public Works FY 2025–26 Q2 Report (October-December). Receiving this report is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code §21065).

Director Scoble presented the Community Development Department staff report and used a PowerPoint presentation. Director Sean Condry was part of the presentation for the Public Works staff report and used a PowerPoint presentation.

Mayor Burdo and Councilmembers Burke, Schlesinger, Kullaway, and Walker discussed the item and gave insights as to data collection and permit processing metrics.

Mayor Burdo opened the item for Public Comment

There was no Public Comment

Mayor Burdo closed Public Comment

2.3 Approved Resolution No. 2026-4609, Amending the 2025-2026 Budget. The Council's discussion and acceptance of this item is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code §21065).

Director Zuba presented the budget staff report and used a PowerPoint presentation and answered questions.

Mayor Burdo opened the item for Public Comment

There was no Public Comment

Mayor Burdo closed Public Comment

M/s, Burke/Walker Motion to Approve Resolution No. 2026-4609 Amending the 2025-2026 Budget.
AYES: Schlesinger, Kullaway, Burke, Vice Mayor Walker, Mayor Burdo,
ABSENT: None

There being no further business to discuss, Mayor Burdo adjourned the meeting at 9:34 PM

Respectfully submitted | Serge Avila | Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item 1.2

MEETING DATE: 2/24/26

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That Town Council review the Recreation Fund revenue and expenditure report for the period ending January 31, 2026.

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, and childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION/ANALYSIS

As of January 31st, 2025, 58% of the fiscal year has elapsed and the Recreation Fund is listed at 66% of projected revenues and 57% of projected expenditures.

Attached are the department's capital outlay budget and the Recreation Fund revenue and expenditure report. For this fiscal year, the Recreation Department has allocated funds to support special events and older adult programming that are not expected to be cost-recoverable.

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2025-26		**2,362,320**	**1,571,232**	**66%**		**2,360,320**	**1,345,575**	**57%**		**225,656**	**9%**
2024-25		2,210,355	1,616,783	73%		2,210,355	1,169,948	53%		446,834	20%
2023-24		1,984,971	1,465,717	73%		1,984,971	1,177,179	59%		288,538	15%
2022-23		1,875,414	1,525,694	81%		1,848,926	1,020,006	55%		505,688	27%
2021-22		1,348,625	1,284,522	95%		1,460,003	894,615	61%		389,907	29%
2020-21		1,408,125	544,248	39%		1,550,947	667,093	43%		(122,845)	(9%)
2019-20		1,627,269	1,184,519	73%		1,669,863	992,248	59%		192,271	12%
2018-19		1,510,604	1,138,682	75%		1,591,144	838,424	53%		300,258	19.8%
2017-18		1,514,000	978,541	65%		1,644,385	819,942	50%		158,599	10.4%

Attachment 1 - Revenue & Expenditure Report FY 2025-26: Recreation Fund as of 1/31/2026
Attachment 2 – Capital Outlay Report FY 2025-26 as of 1/31/2026

Town of San Anselmo

Budget Report

Group Summary

For Fiscal: 2025-2026 Period Ending: 01/31/2026

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	38,815.00	38,815.00	0.00	38,815.00	0.00	0.00%
Department: 00 - UNDESIGNATED Total:	**38,815.00**	**38,815.00**	**0.00**	**38,815.00**	**0.00**	**0.00%**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	669,000.00	669,000.00	73,937.44	509,039.48	-159,960.52	23.91%
600 - SALARIES AND WAGES	30,120.00	30,120.00	-1,364.24	25,258.50	4,861.50	16.14%
602 - EMPLOYEE BENEFITS	2,304.00	2,304.00	1,590.31	1,932.35	371.65	16.13%
611 - OUTSIDE SERVICES	305,000.00	305,000.00	6,500.00	117,661.95	187,338.05	61.42%
629 - MISCELLANEOUS	44,990.00	44,990.00	-1,357.51	33,090.69	11,899.31	26.45%
Department: 61 - SPORTS Surplus (Deficit):	**286,586.00**	**286,586.00**	**68,568.88**	**331,095.99**	**44,509.99**	**-15.53%**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	181,000.00	181,000.00	46,851.16	116,943.16	-64,056.84	35.39%
611 - OUTSIDE SERVICES	110,800.00	110,800.00	0.00	47,141.80	63,658.20	57.45%
629 - MISCELLANEOUS	1,500.00	1,500.00	21.92	505.89	994.11	66.27%
Department: 62 - CULTURE Surplus (Deficit):	**68,700.00**	**68,700.00**	**46,829.24**	**69,295.47**	**595.47**	**-0.87%**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,461,000.00	1,461,000.00	160,741.75	911,789.21	-549,210.79	37.59%
600 - SALARIES AND WAGES	615,904.00	615,904.00	31,289.23	426,498.87	189,405.13	30.75%
601 - RETIREMENT	33,755.00	33,755.00	2,948.51	21,011.87	12,743.13	37.75%
602 - EMPLOYEE BENEFITS	127,125.00	127,125.00	20,432.80	73,560.57	53,564.43	42.14%
611 - OUTSIDE SERVICES	336,200.00	336,200.00	1,252.70	200,128.40	136,071.60	40.47%
622 - DEPARTMENT SUPPLIES	7,000.00	7,000.00	0.00	2,389.58	4,610.42	65.86%
629 - MISCELLANEOUS	42,600.00	42,600.00	-202.01	18,436.29	24,163.71	56.72%
Department: 63 - CHILD CARE Surplus (Deficit):	**298,416.00**	**298,416.00**	**105,020.52**	**169,763.63**	**-128,652.37**	**43.11%**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	31,020.00	31,020.00	597.00	22,060.00	-8,960.00	28.88%
611 - OUTSIDE SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**11,020.00**	**11,020.00**	**597.00**	**22,060.00**	**11,040.00**	**-100.18%**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	20,300.00	20,300.00	3,725.00	11,400.45	-8,899.55	43.84%
600 - SALARIES AND WAGES	313,039.00	313,039.00	16,690.09	187,089.18	125,949.82	40.23%
601 - RETIREMENT	29,741.00	29,741.00	2,095.32	17,088.01	12,652.99	42.54%
602 - EMPLOYEE BENEFITS	104,879.00	104,879.00	13,686.81	56,230.56	48,648.44	46.39%
610 - TRAINING	7,500.00	7,500.00	-373.50	3,341.57	4,158.43	55.45%
611 - OUTSIDE SERVICES	114,748.00	114,748.00	240.50	42,671.31	72,076.69	62.81%
613 - PUBLICATION / DUES	1,000.00	1,000.00	0.00	172.65	827.35	82.74%
614 - MAINTENANCE	850.00	850.00	0.00	0.00	850.00	100.00%
615 - BUILDING MAINTENANCE	11,000.00	11,000.00	277.00	1,691.99	9,308.01	84.62%
617 - UTILITIES	14,450.00	14,450.00	0.00	5,902.37	8,547.63	59.15%
618 - HIRING	4,000.00	4,000.00	0.00	834.87	3,165.13	79.13%
620 - OFFICE SUPPLIES	33,500.00	33,500.00	25.82	20,914.64	12,585.36	37.57%
622 - DEPARTMENT SUPPLIES	11,500.00	11,500.00	-29.45	3,206.94	8,293.06	72.11%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-625,907.00**	**-625,907.00**	**-28,887.59**	**-327,743.64**	**298,163.36**	**47.64%**
Report Surplus (Deficit):	**0.00**	**0.00**	**192,128.05**	**225,656.45**	**225,656.45**	**0.00%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	192,128.05	225,656.45	225,656.45
Report Surplus (Deficit):	**0.00**	**0.00**	**192,128.05**	**225,656.45**	**225,656.45**

Town of San Anselmo

Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
SubCategory: 619 - MISCELLANEOUS							
21.64.61185	SPECIAL EVENT EXPENSE	10,000.00	10,000.00	162.30	2,763.03	7,236.97	72.37 %
21.64.61200	OLDER ADUILT PROGRAMMING	15,000.00	15,000.00	366.21	2,921.46	12,078.54	80.52 %
	SubCategory: 619 - MISCELLANEOUS Total:	**25,000.00**	**25,000.00**	**528.51**	**5,684.49**	**19,315.51**	**77.26%**
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION							
21.65.63100	CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	7,550.00	69,087.79	230,912.21	76.97 %
	SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	**300,000.00**	**300,000.00**	**7,550.00**	**69,087.79**	**230,912.21**	**76.97%**
	Expense Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**
	Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**
	Report Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
619 - MISCELLANEOUS	25,000.00	25,000.00	528.51	5,684.49	19,315.51	77.26%
631 - CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	7,550.00	69,087.79	230,912.21	76.97%
Expense Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**
Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**
Report Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**

Fund Summary

Fund		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
21 - RECREATION		325,000.00	325,000.00	8,078.51	74,772.28	250,227.72	76.99%
	Report Total:	**325,000.00**	**325,000.00**	**8,078.51**	**74,772.28**	**250,227.72**	**76.99%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.3

MEETING DATE: 2/24/26

AGENDA TITLE: Special Event Application - San Anselmo Arts Commission's Beatles in the Park Fundraiser 2026

FROM: Mattie O'Grady – Community Services Director

RECOMMENDATION: That Council approve the San Anselmo Art Commission's application for "Beatles in The Park Tribute" fundraiser scheduled for July 25th, 2026, in Creek Park.

BACKGROUND

This will be the 22nd annual Beatles Tribute concert this year. The proceeds from this event help fund Arts Commission projects throughout the year, including the youth art show, Teen Battle of the Bands, public art projects, beautification initiatives, murals, and other partnered projects.

DISCUSSION/ANALYSIS

The annual Beatles Tribute is a ticketed event and attracts an average attendance of 1000 people. For the fourth year in a row, the Arts Commission will not be hosting beverage or food concession booths at the event and instead will be encouraging attendees to support local restaurants. This event will fall within the framework of Live on the Avenue but will run independently from the series with staff oversight.

With the potential reopening of Creek Park Plaza later this year, the Arts Commission is requesting use of the plaza for the event and an increase in the maximum attendance to 1,200. This event format was successfully implemented in 2021 and 2022 prior to the temporary closure of the plaza.

The Arts Commission must manage the event garbage by hauling out or contacting Marin Sanitary. They must also provide the Town with special event insurance and make sure to comply with all ADA regulations.

The attached application provides details of the event with comments and conditions from Town staff.

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).

ATTACHMENTS

Attachment 1- Event Application

TOWN OF SAN ANSELMO
1000 Sir Francis Drake Blvd, Suite # 14
San Anselmo, CA 94960
415-258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

Please complete this application if you wish to conduct a community-based event (non-commercial) in 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: Beatles in the Park

Organization(s) presenting the event: Arts Commission/Friends of the Ross Valley Arts

Other event sponsor(s), if any: TBD

Contact Person: Elizabeth Grasso **Phone Number:** 415-258-4640

Address: **Email:** arts@sananselmo.gov

Event Date(s): Saturday, July 25

Start and end times: 6:00-9:00 **Number of attendees (estimate):** 1K-1.2K (plaza)

Location: Creek Park

Will alcohol be served or sold?

Yes_☐_ No_☑_

Brief Event Description:

Creek Park Public Space Requested for max 1,000 attendees. Additional request for use of plaza space if available at time of event for an additional 200 attendees. Will encourage purchase and picnic from local vendors.

Public space requested:

_☑_**Creek Park** _☑_**Creek Park Parking Lot**
_☐_**Pine Street Parking Lot** _☐_**Magnolia Parking Lot**
_☐_**Town Hall Lawn** _☐_**Council Chamber**
_☐_**Imagination Park** _☐_**Memorial Park**
_☑_**Other:** Possibly Creek Park Plaza

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

Additional Comments on the Public Space Requested:

Request 2 tables in parklet area, space at park/bridge entrance for ticket-taking and several umbrellas along San Anselmo ave. We will usher ticket holders to line up along sidewalk away from retail entrances.

To be qualified for consideration, applicants must fall into one of the following categories:

- Town-Sponsored Events
- Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- Ross Valley* Youth Organized Sporting of Cultural Events
- Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501(c)(6)
- Merchant associations located in incorporated San Anselmo and established as of 2006

*Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax, and Ross

Standards & Objectives

The Town Council, with input from downtown merchants, property owners, and local residents, has adopted the following criteria they will consider when reviewing applications for the closure of roadways or other public space in the downtown area.

Does the event:

- ✓ Attract local residents
- ✓ Attract people throughout the Bay Area
- ✓ Attract families
- ✓ Generate interest for people to return and spend money in local businesses
- ✓ Create a positive impact for real estate stimulation
- ✓ Provide a overall positive impact on business
- ✓ Provide an opportunity for downtown merchants to participate in the event
- ✓ Provide access to neighborhood streets during the event
- ✓ Avoid conflicting with a retail holiday
- ✓ Assure public safety
- ✓ Provide adequate parking
- ✓ Benefit the Town
- ✓ Provide access for persons with disabilities
- ✓ Provide for clean-up by event organizers
- ✓ Provide emergency vehicle access
- ✓ Assure that any booths or other structures are designed and placed so that storefronts have access and visibility
- ✓ Allow local businesses to exhibit merchandise on the sidewalk area in front of their stores, without charge, while maintaining wheelchair access

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

F. **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.

G. **Traffic control**: A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.

H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.

I. **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.

J. **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.

K. **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.

L. **Creek Park**: No more than three booths are allowed inside the turf areas of the park.

M. **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.

N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.

O. **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: 2.4.26

NAME OF EVENT:Beatles in the Park DATE OF EVENT: 7/25/26

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		D. Mahoney
RECREATION	Must obtain event insurance	M. O'Grady
PUBLIC WORKS	Requires compliance with all ADA regulations	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.4

MEETING DATE: 2/24/26

AGENDA TITLE: Special Event Application – Teen Battle of The Bands 2026

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That Council approve the event application for Teen Battle of the Bands scheduled for Saturday, May 30th in Creek Park from 4:00-7:00pm.

BACKGROUND

The San Anselmo Arts Commission, in partnership with the Town of San Anselmo, proposes to host the third annual Teen Battle of the Bands competition. This popular community event showcases the talents of local high school musicians, offering a fun and supportive venue for emerging artists to perform live in front of peers, family, and community members.

The Teen Battle of the Bands has become a cornerstone of the Town's and Commission's youth engagement efforts, providing a platform that encourages creative expression. Each year, the event draws strong community interest and fosters a unique family-friendly atmosphere in downtown San Anselmo.

DISCUSSION/ANALYSIS

The 2026 Teen Battle of the Bands will invite student musicians in grades 9-12 from across Marin County to compete for top honors and cash prizes. Each participating band will perform a short set of three songs during the live competition. A panel of local music professionals and community representatives will evaluate performances based on musicianship, stage presence, originality, and audience engagement.

The first-place band will receive a $1,000 cash prize and the opportunity to perform at *Live on the Avenue 2026*. The runner-up will receive a $500 cash prize. Both awards are funded by the San Anselmo Arts Commission.

The event is scheduled to take place in Creek Park and will remain a free, non-ticketed event open to the public.

The attached application provides details of the event with comments and conditions from Town staff.

FISCAL IMPACT

The San Anselmo Arts Commission approved a $2,500 expenditure to support the event, which includes prize money, marketing, and logistical costs. The Town of San Anselmo will contribute an additional $1,000 toward production expenses such as professional sound engineering, backline equipment, stage management, and general event operations. Both the Town and Arts Commission plan on securing sponsorships to help offset the cost.

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).

ATTACHMENTS

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EVENT INFORMATION

Name of event: Teen Battle of the Bands

Organization(s) presenting the event: Recreation Department & SA Arts Commission

Other event sponsor(s), if any: TBD

Contact Person: Mattie O'Grady **Phone Number:** 415-258-4661

Address: N/A **Email:** mogrady@sananselmo.gov

Event Date(s): 05/30/26

Start and end times: 4:00pm - 7:00pm **Number of attendees (estimate):** +/- 350

Location: Creek Park, San Anselmo

Will alcohol be served or sold?

Yes_☐_ No_☑_

Brief Event Description:

The San Anselmo Recreation Department in conjunction with the San Anselmo Arts Commission would like to host their third Annual Teen Battle of the Bands Competition for high school age musicians with the goal of nurturing and engaging young musicians in the community. The Battle of Band Competition is scheduled for May 30th in Creek Park from 4:00pm - 7:00pm. The bands will be judged by a panel of judges and the champion will be awarded $1,000 and a chance to play at Live on the Avenue 2026. The runner-up will win $500. Cash prizes are awarded by the San Anselmo Arts Commission. The event will not require a street closure or fencing off of the park as it will be free to attend.

Public space requested:

☑ **Creek Park**
☐ **Pine Street Parking Lot**
☐ **Town Hall Lawn**
☐ **Imagination Park**
☐ **Other:** _____
☐ **Creek Park Parking Lot**
☐ **Magnolia Parking Lot**
☐ **Council Chamber**
☐ **Memorial Park**

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

Additional Comments on the Public Space Requested:

To be qualified for consideration, applicants must fall into one of the following categories:

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- Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
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Standards & Objectives

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Does the event:

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- ✓ Attract families
- ✓ Generate interest for people to return and spend money in local businesses
- ✓ Create a positive impact for real estate stimulation
- ✓ Provide a overall positive impact on business
- ✓ Provide an opportunity for downtown merchants to participate in the event
- ✓ Provide access to neighborhood streets during the event
- ✓ Avoid conflicting with a retail holiday
- ✓ Assure public safety
- ✓ Provide adequate parking
- ✓ Benefit the Town
- ✓ Provide access for persons with disabilities
- ✓ Provide for clean-up by event organizers
- ✓ Provide emergency vehicle access
- ✓ Assure that any booths or other structures are designed and placed so that storefronts have access and visibility
- ✓ Allow local businesses to exhibit merchandise on the sidewalk area in front of their stores, without charge, while maintaining wheelchair access

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

F. **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.

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O. **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: Mattie O'Grady Date: 2/11/26

NAME OF EVENT: Teen Battle of the Bands DATE OF EVENT: 05/30/26

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		D. Mahoney
RECREATION		M. O'Grady
PUBLIC WORKS	Event must be ADA compliant (i.e. no blocking of sidewalks).	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.5

MEETING DATE: February 24, 2026

AGENDA TITLE: Revenue and Expenditure Reports, January 2026

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through January 31, 2026.

SUMMARY

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.

BACKGROUND

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 that most of the Town-level operational activities are processed through the General Fund either directly or indirectly. The Town Council approves these reports monthly throughout the fiscal year.

DISCUSSION/ANALYSIS

The revenue and expenditure data through January 31, 2026, 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 carried out by identifying the key trends the Town Council should take note of.

Revenues
Overall, through the January 2026 reporting period, the Town's general fund revenue increased its base relative to the prior year by $0.624M. A majority of the Town's revenue is collected at specific times.

Category	JAN YTD FY26	JAN YTD FY25	$ Change	% Change
Property Tax	9,746,547.82	9,323,529.22	423,018.60	4.54%
Sales Tax	591,539.61	583,187.74	8,351.87	1.43%
Property Transfer Tax	48,692.58	67,579.59	(18,887.01)	-27.95%
Franchise Taxes	341,675.44	331,784.39	9,891.05	2.98%
Licenses & Permits	876,018.72	752,274.71	123,744.01	16.45%
Fines	16,118.03	36,685.66	(20,567.63)	-56.06%
Cash & Investment Interest	-	-	-	-
Intergovernmental	94,623.01	177,795.60	(83,172.59)	-46.78%
Other Fees	398,980.55	214,670.70	184,309.85	85.86%
Transfers In	199,170.69	201,577.57	(2,406.88)	-1.19%
Total	**12,313,366.45**	**11,689,085.18**	**624,281.27**	**5.34%**

As shown above, the Town's overall revenue base increased by $0.624M due to the following:

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by $0.423M. The Town budgeted a 3.78% increase in property taxes in fiscal year 2025-2026 and is right on track.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been comparable to the prior year and remain on track with the budgeted amount.
- Revenue from Licenses & Permits increased by $0.123M compared to the previous period, due to construction activity in the Town and a slight increase in business license collections for fiscal year 2025-2026 compared to FY2024-2025.
- Intergovernmental revenues decreased by $0.083M compared to the previous period due to receiving $0.065M Leap grant for the Housing Element from the State in FY24-25 and no similar grant in FY25-26.
- Other Fees have increased by $0.184M compared to the previous period due to an increase in resale inspections, planning fees, and Friends of the Library donation towards the library refresh project.

As far as the other revenue streams, these changes either decreased or remained flat year-over-year resulting in an immaterial change.

Expenditures
Overall, through the January 2026 reporting period end, the Town's General Fund expenditures have increased by $0.822M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and debt service. All other activity is either flat year-over-year or nets to an immaterial change, all of which are within management's expectations.

Category	JAN YTD FY26	JAN YTD FY25	$ Change	% Change
Compensation	2,929,048.96	2,562,810.17	366,238.79	14.29%
Retirement	408,690.04	272,565.92	136,124.12	49.94%
Training	30,955.24	31,769.30	(814.06)	-2.56%
Outside Services	1,295,530.45	1,356,031.58	(60,501.13)	-4.46%
Outside Services - Public Safety	6,832,487.97	6,400,044.08	432,443.89	6.76%
Maintenance	166,971.40	74,372.20	92,599.20	124.51%
Utilities	19,503.69	12,052.66	7,451.03	61.82%
Supplies	75,222.66	122,667.01	(47,444.35)	-38.68%
Debt Service - Pension Bond	680,096.16	638,811.71	41,284.45	6.46%
Other Expenditure	130,640.33	128,290.07	2,350.26	1.83%
Internal Service Charge	1,054,138.12	1,151,223.55	(97,085.43)	-8.43%
Transfers Out	555,000.00	605,000.00	(50,000.00)	0.00%
Total	**14,178,285.02**	**13,355,638.25**	**822,646.77**	**6.16%**

As shown above, the Town's expenditures base overall increased by $0.822M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by $0.366M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Retirement increased by $0.136M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by $0.060M compared to the previous period due to lower allocated costs for Animal Control Services with the County and Library Marinet Membership, no contracted building inspector, and fewer plan check fees for third party consultants.
- Outside Services – Public Safety increased by $0.432M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department. These increases are in line with the budgeted amounts set by the Police Council and Fire Board.
- Debt Service increased by $0.041M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge decreased by $0.097M compared to the previous period due to decreased payment to the Internal Service Funds for Insurance and vehicle replacement, offset by increases for Building Maintenance and Information Technology.
- Transfers Out decreased by $0.050M compared to the previous period due to no budgeted transfers to the Parks Capital Improvement Fund in fiscal year 2025-2026 because of budget constraints.

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 are immaterial for further discussion and are expected given the Town's operations.

Overall, the General Fund is in good financial standing for 7 months through fiscal year 2025-2026. We remain on track with our projections and only see a couple of items that will be discussed at our mid-year budget review meeting.

MEASURE J

Revenues

Overall, through the January 2026 reporting period, the Town's Measure J Fund revenue increased its base relative to the prior year by $0.030M.

Category	JAN YTD FY26	JAN YTD FY25	$ Change	% Change
Sales Tax	1,018,959.68	991,710.44	27,249.24	2.75%
Cash & Investment Interest	-	-	-	-
Reimbursement	2,390.87	-	2,390.87	(2,390.87)
Total	**1,021,350.55**	**991,710.44**	**29,640.11**	**2.99%**

- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been comparable to the prior year and remain on track with the budgeted amount.

Expenditures

Overall, through the January 2026 reporting period end, the Town's Measure J expenditures have increased by $0.920M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and construction. 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 FY26	JAN YTD FY25	$ Change	% Change
Compensation	141,844.85	124,057.29	17,787.56	14.34%
Retirement	10,846.39	9,744.69	1,101.70	11.31%
Training	-	-	-	-
Outside Services	173,743.44	159,709.36	14,034.08	8.79%
Construction	2,072,748.73	1,185,519.00	887,229.73	74.84%
Transfers Out	-	-	-	-
Total	**2,399,183.41**	**1,479,030.34**	**920,153.07**	**62.21%**

- Outside Services increased by $0.017M compared to the prior period due to Ross Valley Fire Department staffing costs, including a 3% COLA, 3% equity adjustment, and continued step increases for Firefighter/Paramedic personnel.
- Construction increased by $0.887M compared to the previous period due to the Fire Station 20 Project and Isabel Cook Community Center Roof Project. In the prior period through September, the Town had completed some bridge design work, repairs on concrete roads, wrapped up of Town Hall roof & HVAC project,

minor work at Memorial Park, and slurry seal project. There is no slurry seal project scheduled for FY25 due to major ongoing projects at Fire Station 20 and the Resilience Hub. The Town anticipates a slurry seal project in fiscal year 2026-2027.

- The Fire Station 20 project is still on target to be completed on time. The project has had about 18% change orders on the original contract amount of $3,449,000.

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and approval of this report is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment #1: Budget Comparison Report by Subcategory, January 2026
Attachment #2: Budget Comparison Report by Department, January 2026
Attachment #3: Budget Comparison Report by Subcategory Measure J, January 2026
Attachment #4: Budget Comparison Report by Department Measure J, January 2026

Town of San Anselmo 2025-2026 Rev & Exp Report as of 01/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Revenue								
400 - PROPERTY TAX GENERAL	10,030,351.00	10,050,213.98	5,610,964.54	55.83%	10,487,401.00	10,487,401.00	5,870,331.01	55.98%
401 - PENSION	3,020,000.00	3,171,137.39	1,731,569.72	54.60%	3,097,000.00	3,097,000.00	1,825,011.99	58.93%
402 - PROPERTY TAX OTHER	3,998,058.00	4,062,920.53	2,048,574.55	50.42%	4,109,847.00	4,109,847.00	2,099,897.40	51.09%
410 - OTHER TAXES	1,530,000.00	1,454,484.46	583,187.74	40.10%	1,471,120.00	1,471,120.00	591,539.61	40.21%
411 - FRANCHISE TAXES	936,500.00	939,820.99	331,784.39	35.30%	976,000.00	976,000.00	341,675.44	35.01%
420 - BUSINESS LICENSE	290,000.00	325,689.18	125,447.29	38.52%	298,000.00	298,000.00	148,475.20	49.82%
421 - PARKING	0.00	192.54	0.00	0.00%	0.00	0.00	3,848.76	0.00%
422 - CONSTRUCTION	1,091,000.00	1,167,221.10	626,827.42	53.70%	1,105,000.00	1,105,000.00	723,694.76	65.49%
430 - VEHICLE CODE	15,000.00	13,101.62	5,331.22	40.69%	0.00	0.00	4,420.56	0.00%
431 - LIBRARY	1,500.00	2,351.93	877.39	37.31%	2,500.00	2,500.00	758.55	30.34%
432 - PARKING	117,990.00	82,449.77	30,477.05	36.96%	10,000.00	10,000.00	10,938.92	109.39%
440 - USE OF MONEY AND PROPERTY	100,000.00	420,448.71	0.00	13.06%	135,000.00	135,000.00	0.00	0.00
450 - STATE REVENUE	235,500.00	256,356.88	177,795.60	69.35%	171,000.00	171,000.00	94,623.01	55.34%
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	198,500.00	214,551.93	121,024.44	56.41%	215,500.00	215,500.00	177,496.68	82.37%
490 - MISCELLANEOUS REVENUE	115,555.00	279,866.05	93,646.26	33.46%	157,500.00	157,500.00	221,483.87	140.62%
519 - TRANSFERS IN	403,318.00	398,987.58	201,577.57	50.52%	413,185.00	413,185.00	199,170.69	48.20%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	**22,083,272.00**	**22,839,794.64**	**11,689,085.18**	**51.42%**	**22,649,053.00**	**22,649,053.00**	**12,313,366.45**	**54.37%**
Expense								
600 - SALARIES AND WAGES	3,552,174.00	3,493,701.89	2,033,308.57	58.20%	3,922,641.00	3,922,641.00	2,336,560.75	59.57%
601 - RETIREMENT	428,706.00	407,334.57	272,565.92	66.91%	568,476.00	568,476.00	408,690.04	71.89%
602 - EMPLOYEE BENEFITS	872,566.00	832,705.82	479,357.41	57.57%	953,970.00	953,970.00	543,086.84	56.93%
604 - RETIREE BENEFITS	180,796.00	180,796.00	50,144.19	27.74%	190,028.00	190,028.00	49,401.37	26.00%
610 - TRAINING	68,750.00	51,805.43	31,769.30	61.32%	69,750.00	69,750.00	30,955.24	44.38%
611 - OUTSIDE SERVICES	2,734,465.00	2,525,643.13	1,356,031.58	53.69%	2,112,045.00	2,112,045.00	1,295,530.45	61.34%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,974,172.00	10,971,504.08	6,400,044.08	58.33%	11,732,115.00	11,732,115.00	6,832,487.97	58.24%
613 - PUBLICATION / DUES	27,522.00	19,719.73	13,222.06	67.05%	28,645.00	28,645.00	12,551.46	43.82%
614 - MAINTENANCE	123,485.00	80,460.09	49,030.26	60.94%	104,250.00	104,250.00	47,972.65	46.02%
615 - BUILDING MAINTENANCE	60,000.00	48,951.16	12,119.88	24.76%	42,500.00	42,500.00	106,447.29	250.46%
616 - VEHICLE MAINTENANCE	16,050.00	19,072.48	12,052.66	63.19%	16,050.00	16,050.00	19,503.69	121.52%
617 - UTILITIES	0.00	119,494.51	69,682.77	58.31%	0.00	0.00	36,667.72	0.00%
618 - HIRING	1,000.00	13,318.46	12,687.10	95.26%	0.00	0.00	985.43	0.00%
619 - MISCELLANEOUS	25,000.00	4,562.64	3,225.00	70.68%	15,500.00	15,500.00	0.00	0.00%
620 - OFFICE SUPPLIES	32,754.00	33,760.59	25,177.83	74.58%	1,800.00	1,800.00	7,508.67	417.15%
622 - DEPARTMENT SUPPLIES	133,197.00	192,875.10	94,264.18	48.87%	134,450.00	134,450.00	67,713.99	50.36%
623 - BOOKS / MAGAZINES / VIDEOS	29,000.00	32,201.33	15,068.81	46.80%	30,750.00	30,750.00	10,300.15	33.50%
628 - Internal Service Charge	1,437,812.00	1,437,811.80	1,151,223.55	80.07%	1,307,094.00	1,307,094.00	1,054,138.12	80.65%
629 - MISCELLANEOUS	105,500.00	67,845.10	30,851.39	45.47%	183,800.00	183,800.00	82,687.03	44.99%
630 - EQUIPMENT	500.00	12,740.74	0.00	0.00%	0.00	0.00	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	465,000.00	465,000.00	465,000.00	100.00%	510,000.00	510,000.00	510,000.00	100.00%
641 - INTEREST	173,929.00	173,811.71	173,811.71	100.00%	170,189.00	170,189.00	170,096.16	99.95%
670 - TRANSFERS OUT	640,000.00	640,000.00	605,000.00	94.53%	555,000.00	555,000.00	555,000.00	100.00%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**13,355,638.25**	**61.19%**	**22,649,053.00**	**22,649,053.00**	**14,178,285.02**	**62.60%**
Total Fund: 01 - GENERAL FUND:	**894.00**	**1,014,678.28**	**-1,666,553.07**		**0.00**	**0.00**	**-1,864,918.57**	

Report Total:	**894.00**	**1,014,678.28**	**-1,666,553.07**	**0.00**	**0.00**	**-1,864,918.57**

Town of San Anselmo 2025-2026 Rev & Exp Report as of 01/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	640,000.00	640,000.00	605,000.00	94.53%	555,000.00	555,000.00	555,000.00	100.00%
11 - TOWN COUNCIL	71,446.00	72,327.28	28,241.43	39.05%	64,260.00	64,260.00	26,243.37	40.84%
12 - ADMINISTRATION	1,669,529.00	1,671,278.59	938,207.26	56.14%	1,712,209.00	1,712,209.00	1,006,178.51	58.76%
16 - LEGAL SERVICES	330,000.00	220,398.50	82,287.50	37.34%	280,000.00	280,000.00	100,710.50	35.97%
18 - PLANNING	1,169,800.00	1,050,424.51	492,460.55	46.88%	916,720.00	916,720.00	554,294.85	60.47%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	1,134,173.00	1,134,173.00	676,646.07	59.66%
21 - NON-DEPARTMENTAL	1,488,431.00	1,472,164.52	1,232,418.01	83.71%	1,494,217.00	1,494,217.00	1,284,996.26	86.00%
30 - POLICE	5,474,469.00	5,476,919.00	3,195,890.25	58.35%	5,814,695.00	5,814,695.00	3,391,905.39	58.33%
32 - ROSS VALLEY FIRE SERVICE	5,559,703.00	5,531,890.03	3,214,213.78	58.10%	5,959,920.00	5,959,920.00	3,448,529.87	57.86%
40 - DEBT SERVICE	640,429.00	640,111.71	640,111.71	100.00%	681,689.00	681,689.00	681,696.16	100.00%
41 - ENGINEERING AND INSPECTION	1,774,695.00	1,760,842.33	991,349.40	56.30%	669,661.00	669,661.00	390,280.53	58.28%
42 - STREETS	1,278,642.00	1,251,926.33	753,516.10	60.19%	1,302,235.00	1,302,235.00	736,158.30	56.53%
71 - LIBRARY	899,716.00	958,206.51	559,449.57	58.39%	952,892.00	952,892.00	685,057.69	71.89%
81 - PARKS	768,688.00	763,422.31	425,499.99	55.74%	752,314.00	752,314.00	439,354.87	58.40%
82 - RECREATION/GENERAL FUND	316,830.00	315,204.74	196,992.70	62.50%	359,068.00	359,068.00	201,232.65	56.04%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**13,355,638.25**	**61.19%**	**22,649,053.00**	**22,649,053.00**	**14,178,285.02**	**62.60%**
Total Fund: 01 - GENERAL FUND:	**22,082,378.00**	**21,825,116.36**	**13,355,638.25**	**61.19%**	**22,649,053.00**	**22,649,053.00**	**14,178,285.02**	**62.60%**
Report Total:	**22,082,378.00**	**21,825,116.36**	**13,355,638.25**	**61.19%**	**22,649,053.00**	**22,649,053.00**	**14,178,285.02**	**62.60%**

Town of San Anselmo 2025-2026 Rev & Exp Report as of 01/31/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 15 - SALES TAX - MEASURE J								
Revenue								
410 - OTHER TAXES	2,539,700.00	2,479,818.93	991,710.44	39.99%	2,493,023.00	2,493,023.00	1,018,959.68	40.87%
440 - USE OF MONEY AND PROPERTY	0.00	43,562.13	0.00	0.00%	20,000.00	20,000.00	0.00	0.00%
490 - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	363,005.00	363,005.00	2,390.87	0.66%
Total Revenue:	**2,539,700.00**	**2,523,381.06**	**991,710.44**	**39.30%**	**2,876,028.00**	**2,876,028.00**	**1,021,350.55**	**35.51%**
Expense								
600 - SALARIES AND WAGES	184,552.82	178,688.70	103,319.17	57.82%	194,877.00	194,877.00	117,939.06	60.52%
601 - RETIREMENT	17,403.96	16,871.90	9,744.69	57.76%	18,606.00	18,606.00	10,846.39	58.30%
602 - EMPLOYEE BENEFITS	43,971.10	37,283.51	20,738.12	55.62%	41,874.00	41,874.00	23,905.79	57.09%
611 - OUTSIDE SERVICES	261,716.00	268,757.71	159,709.36	59.43%	332,653.00	332,653.00	173,743.44	52.23%
631 - CAPITAL OUTLAY - CONSTRUCTION	2,807,857.00	1,859,183.28	807,770.30	43.45%	2,245,912.00	2,245,912.00	2,072,748.73	92.29%
632 - SLURRY	200,000.00	377,748.70	377,748.70	100.00%	0.00	0.00	0.00	0.00%
670 - TRANSFERS OUT	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**1,479,030.34**	**54.01%**	**2,958,573.00**	**2,958,573.00**	**2,399,183.41**	**81.09%**
Total Fund: 15 - SALES TAX - MEASURE J:	**-975,800.88**	**-215,152.74**	**-487,319.90**		**-82,545.00**	**-82,545.00**	**-1,377,832.86**	
Report Total:	**-975,800.88**	**-215,152.74**	**-487,319.90**		**-82,545.00**	**-82,545.00**	**-1,377,832.86**	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 12/31/2025	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 15 - SALES TAX - MEASURE J								
Expense								
00 - UNDESIGNATED	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
32 - ROSS VALLEY FIRE SERVICE	261,716.00	565,658.44	130,858.02	23.13%	1,282,653.00	1,282,653.00	1,202,163.16	93.72%
41 - ENGINEERING AND INSPECTION	2,725,427.88	1,544,573.13	1,004,826.68	65.06%	1,020,269.00	1,020,269.00	815,334.53	79.91%
71 - LIBRARY	0.00	0.00	0.00	0.00%	100,000.00	100,000.00	0.00	0.00%
81 - PARKS	175,000.00	66,735.47	59,282.47	88.83%	375,000.00	375,000.00	180.26	0.05%
90 - Climate Action	353,357.00	561,566.76	109,663.99	19.53%	56,000.00	56,000.00	235,109.21	419.84%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**1,304,631.16**	**47.64%**	**2,958,573.00**	**2,958,573.00**	**2,252,787.16**	**76.14%**
Total Fund: 15 - SALES TAX - MEASURE J:	**3,515,500.88**	**2,738,533.80**	**1,304,631.16**	**47.64%**	**2,958,573.00**	**2,958,573.00**	**2,252,787.16**	**76.14%**
Report Total:	**3,515,500.88**	**2,738,533.80**	**1,304,631.16**	**47.64%**	**2,958,573.00**	**2,958,573.00**	**2,252,787.16**	**76.14%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #:2.1

MEETING DATE: February 24, 2026

AGENDA TITLE: Approve Lease Agreement for Public Use of Building Bridge 2 Concrete Platform and find the approval categorically exempt from the California Environment Quality Act (CEQA) under CEQA Regulations Sections 15301 and 15304

FROM: Dave Donery, Town Manager

RECOMMENDATION: That the Town Council approve a proposed lease agreement with the Marin County Flood Control and Water Conservation District for temporary public use of the concrete platform at 632-636 San Anselmo Avenue (Attachment 1, hereinafter "Lease Agreement"), authorize the Town Manager to execute the Lease Agreement and find the approval categorically exempt from CEQA.

BACKGROUND

The Marin County Flood Control and Water Conservation District ("District") acquired 632-636 San Anselmo Avenue, Assessor Parcel No. 006-102-28, (hereinafter "Building Bridge 2" or "BB2"), as part of the San Anselmo Flood Risk Reduction ("SAFRR") project. The SAFRR project includes the planned removal of BB2, because the structure obstructs creek water flow and poses a flood risk to properties.[1] The planning and approval process for the removal have taken longer than anticipated. As a result, the Town and District entered into a lease for public use of BB2 in 2020 during the Coronavirus pandemic, along with a cooperative agreement that outlined the responsibilities of the Town and District in relation to the SAFRR project.[2] The District terminated the 2020 lease in September 2022 following a report that the property could be unstable. However, subsequent monitoring of strain gauges has shown no further movement of the structure.

The District previously estimated that BB2 would be removed in 2026, but recent developments related to FEMA mitigation requirements are likely to delay that work to 2027 or beyond, or potentially stop the plans for removal altogether. Recognition of this delay, along with the strain gauge data and the public's desire to use the platform, led the District and the Town to negotiate the proposed Lease Agreement to allow the BB2

[1] For more information about the SAFRR project, please see https://flooddistrict.marincounty.gov/building-bridge-2-removal/

[2] See April 28, 2020 Town Council meeting related to SAFRR project at https://sananselmo-ca.granicus.com/MetaViewer.php?view_id=8&clip_id=413&meta_id=67650

concrete platform to be used for outdoor dining and recreation until the District's planned project commences.

DISCUSSION/ANALYSIS

The proposed Lease Agreement reflects a collaborative partnership between the District and the Town to support downtown vitality, community gathering, and placemaking in a manner that prioritizes public safety and preserves the District's flood control responsibilities. The Agreement would enable residents and visitors to access this public space for pedestrian use, small gatherings, and outdoor activity, while clearly maintaining that the use is temporary, closely managed, and fully separate from the District's ongoing and future flood risk reduction planning along San Anselmo Creek.

To ensure that the platform can safely be used by the public, the Town retained a structural engineering consultant to evaluate the integrity of the structure. Public use of the area will only proceed if the engineer's report confirms the property can safely withstand the intended pedestrian use. After receiving the consultant's report and recommendations, the Town intends to either make necessary improvements to the structure to ensure structural stability for the intended use or discuss with the District whether the Town's proposed use is infeasible.

The proposed Lease Agreement provides for public use of the concrete platform for pedestrian use for a term of three years, with the option to extend if the District's proposed project does not proceed. Either party may terminate the Agreement with 60 days' notice. Throughout the term of the Lease, the District will retain access for inspection, maintenance, and emergencies, exclusive control of subsurface areas, and assurance that Town use will not unreasonably interfere with District operations.

Under the proposed Lease Agreement the Town can make temporary, reversible modifications such as railings, benches, and decking, subject to written approval from the District. Administrative oversight for the District is delegated to the Director of Public Works or her/his/their designee. The Agreement also serves to formally terminate the April 2020 cooperative agreement, consolidating all responsibilities regarding the property into a single instrument.

To preserve public safety, the proposed Lease Agreement establishes a maximum occupancy of 250 persons, requires the Town to perform monthly visual inspections of the support structure and authorizes the Town to close the platform during high-flow storm events. The Town agrees to maintain the leased area, including trash removal, vandalism repair, and nuisance abatement. Finally, the Agreement provides that the Town will indemnify the District for losses related to the Town's use of the concrete platform and that the District will indemnify the Town for losses related to the property that do not arise from the Town's use under the Lease, including flooding.

FISCAL IMPACT
Under the terms of the proposed Lease Agreement, the Town will lease the concrete platform at a rental rate of $1 per month.

GENERAL PLAN CONSISTENCY
Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY
Approval of the proposed Lease Agreement is an administrative action allowing temporary use of an existing structure and does not authorize new construction or physical changes to San Anselmo Creek. The action is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15301 (Existing Facilities) and 15304 (Minor Alterations to Land). None of the exceptions listed in CEQA Guidelines Section 15300.2 apply in this instance.

ATTACHMENTS
Attachment #1: Proposed Lease Agreement

LEASE AGREEMENT

THIS LEASE is entered into March __, 2026, by and between MARIN COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a political subdivision of the State of California, hereinafter called "District" and TOWN OF SAN ANSELMO, hereinafter called "Town".

WITNESSETH

WHEREAS, District is the owner of certain real property frequently referred to as 632-636 San Anselmo Avenue, San Anselmo, County of Marin, State of California, and commonly referred to as Assessor Parcel No. 006-102-28, hereinafter called "the Property"; and

WHEREAS, District acquired the Property which abuts San Anselmo Creek with the intent to construct the proposed flood control project known as the San Anselmo Flood Risk Reduction Project, hereinafter referred to as "the District's proposed Project"; and

WHEREAS, on June 9, 2020, the Town and District, collectively referred to as "the Parties", entered into a lease agreement for Town's use of the Property for public benefit, including public pedestrian use (hereinafter the "2020 Lease Agreement"); and

WHEREAS, on or about September 12, 2022, the District received a report indicating that the Property may be unstable and therefore terminated the 2020 Lease Agreement; and

WHEREAS, District placed strain gauges on the Property and Town and District have monitored the strain gauges and the strain gauges have not shown movement of the Property; and

WHEREAS, Parties desire to enter into an agreement to reopen the concrete structure to allow the Town to use a portion of the Property as a gathering area for outdoor dining and recreation until such time as construction of the District's proposed Project can commence; and

WHEREAS, Town has retained GFDS Engineers ("Consultant") to evaluate the structural stability and integrity of the Property, and specifically the concrete structure, to ensure the Property can safely withstand the Town's proposed use of the Property; and

WHEREAS, after receiving the Consultant's report and recommendations, the Town intends to either make necessary improvements to the structure to ensure structural stability for intended use or discuss with District whether the Town's proposed use is infeasible; and

WHEREAS, the Town intends to determine structural parameters for loading based upon the 2025 California Building Code prior to use; and

WHEREAS, once the Town and its Consultant have completed their evaluation and testing, and determined the Property is structurally stable for the Town's intended use, the Town will proceed with the use of the Property as set forth in this Lease Agreement; and

WHEREAS, the Parties agree that there is a public benefit to allow for the use and management of said Property through a Lease Agreement between the Parties; and

WHEREAS, the Parties entered into a Cooperative Agreement on April 21, 2020, that identified the roles and responsibilities related to construction of the District's proposed Project and the Parties seek to terminate said Cooperative Agreement.

NOW, THEREFORE, District, for and in consideration of the rents, covenants and promises contained herein, does hereby lease unto Town and Town hereby rents from District the Property.

This Lease is made upon the following terms, covenants and conditions to which the Parties hereby agree.

1. ADMINISTRATION

This Lease shall be administered on behalf of District by the Principal, Real Estate Division, Department of Public Works, whose mailing address is:

Marin County Department of Public Works
Real Estate Division
Attn: Christy McRoy
P.O. Box 4186
San Rafael, CA 94913

and on behalf of Town by:

Town of San Anselmo
Department of Public Works
Attn: Sean Condry
525 San Anselmo Avenue
San Anselmo, CA 94960

Any notice or notices provided by this Lease or required by law to be given or served upon District or Town, may be given or served by depositing the same in the United States Mail, postage prepaid, addressed as set out in this section.

2. DESCRIPTION OF PROPERTY

The Property herein leased is more particularly described as a portion of that real property commonly referred to as 632-636 San Anselmo Avenue, San Anselmo also known as Assessor's Parcel No. 006-102-28, and more specifically identified as the "Pedestrian Area" as shown on Exhibit "A", attached hereto and by reference made a part hereof. The Parties agree that the Town is leasing the concrete platform for pedestrian use ("Leased Premises") but the portion of the Property beneath the concrete platform that includes the underground storage tank (UST) shall remain in the control of District.

3. TERM, TERMINATION

The term of this Lease shall be for a period of three (3) years commencing on the date this Lease is executed by both parties. Either Party may terminate this Lease for any reason during the Lease by providing sixty (60) days written notice to the other Party. Town acknowledges that this tenancy is temporary because District has acquired the Property for flood control purposes. The Parties agree that if construction of the District's proposed Project does not proceed, the Town's use of the platform will continue under this Lease until terminated by either Party or the Parties enter into a new agreement.

4. RENT

Town shall pay to District monthly rent in the amount of ONE DOLLAR ($1.00) for the Property. Rent payments shall be made payable to Marin County Flood Control and Water Conservation District and sent to:

Marin County Department of Public Works
Real Estate Division
P.O. Box 4186
San Rafael, CA 94913
Reference: BB2 Viewing Deck

5. COOPERATIVE AGREEMENT

The Parties entered into a Cooperative Agreement on April 21, 2020, that set forth the Parties roles and responsibilities related to the Property and the District's proposed Project. The Parties hereby set forth the complete agreement related to the use of the Property in this Lease and hereby terminate the Cooperative Agreement.

6. TOWN'S PERMITTED USE

District agrees to lease the Property to Town specifically for public use of the concrete platform for public pedestrian use as a gathering area, which shall include use as an outdoor dining and recreation area. Town is permitted to modify the Leased

Premises so long as such modifications do not impede the District's proposed Project. Such modifications include, but are not limited to, railings, fencing, and decking, and benches, tables, and other appurtenance for use so long as such items do not modify the structure in a manner that cannot be reversed or repaired by the Town after termination of the Lease. Town shall provide notice to District of any proposed modifications and receive written permission of District, which permission shall not be unreasonably withheld. District hereby delegates approval of such modifications to the County of Marin's Department of Public Works Director or his/her/their designee. The use of the Property is restricted as set forth in Paragraph 7 below. Town shall be responsible for property management related purposes which shall include day-to-day incidental maintenance, temporary improvements, and nuisance abatement (if necessary), subject to the limitations described herein.

Town agrees there shall be no unreasonable interference with District's use of the Property by any work herein authorized. Town understands that District may be required to enter the Property below the Leased Premises to perform work in the creek area, including, but not limited to, remediation of soil around the UST. Town further understands that District may be required to enter the Property on the concrete platform to access the UST for inspection, testing, or remediation. The Parties agree to work in good faith to identify a mutually agreeable time for District to perform such work. The Parties agree that if there is an emergency, either party may take immediate steps to address the emergency on the Property, providing notice to the other party as soon as practicable. Town agrees to comply with all applicable laws and regulations when using Property for said purposes. Any other uses by the Town not specifically granted herein shall be requested in writing. No other uses will be allowed under this Lease unless prior written approval is provided by District.

7. SPECIAL CONDITIONS

Prior to the Town's use of the Property, the Parties will review the Consultant's report and only if the report finds that the following special conditions can be met will the Town's use of the Property proceed:

a. The Consultants' report confirms that the Property can safely withstand the Town's proposed use.

b. The Leased Premises shall have a maximum capacity of 250 persons at any given time.

c. The Property shall be visually inspected by Town monthly to ensure the support structure is not overburdened based on a visual inspection. Further, Town will enact any other monitoring as recommended by Consultant's report.

d. Town may make temporary improvements to the Property with written consent by District and to the extent such improvements are consistent with Consultant's recommendation and report.

e. Town will monitor for high flow events and determine if the Town should close the Property to pedestrian use during such events.

f. That Town shall not interfere with District's use of Property to construct and maintain the District's proposed Project and San Anselmo Creek.

8. MAINTENANCE OF PROPERTY

Town shall furnish at its sole expense all maintenance, trash removal, nuisance abatement (if necessary), and vandalism repair services which may be required by its use of the Property. Such services shall be provided at the level necessary to maintain the Property in a clean and orderly condition.

9. INSURANCE

Town, at Town's own cost and expense, shall maintain commercial general liability insurance, with coverage in an amount not less than $2,000,000 per occurrence for bodily injury, personal injury, and property damage on an "occurrence" basis for the benefit of the Town as named insured and the County of Marin and Marin Flood Control and Water Conservation District, its officers, elected and appointed officials, agents, boards, commissions, and employees as additional covered parties against claims for bodily injury, death, personal injury and property damage liability in connection with the any negligent acts or omissions of the Town related to the Town's use of the Leased Premises.

Town, at Town's own cost and expense, shall maintain auto liability insurance for owned vehicles, with coverage in an amount not less than $1,000,000 per occurrence for bodily injury and property damage.

Town, at Town's own cost and expense, shall maintain workers' compensation insurance for its employees as required by the State of California and Employer's Liability insurance in an amount not less than $1,000,000 per occurrence.

The Town may satisfy all of the insurance obligations contained in this section by providing self-insurance equivalents for the coverage requirements. The District shall receive thirty (30) days written notice from the insurer prior to any cancellation of coverage or diminution of limits except ten (10) days' notice of cancellation for nonpayment of premium.

If Town engages any contractor, consultant, engineer, or other party to perform work or services under this Lease, Town shall require each such party to provide and maintain insurance coverage identical in type and limits to that required of Town under

this Lease. Each such contractor, consultant, or other party shall name Town and the Marin County Flood Control and Water Conservation District, including their officers, agents, elected and appointed officials, boards, commissions, and employees, as additional insureds for general liability coverage.

It shall be the Town's responsibility to collect, verify, and maintain current certificates or memoranda of coverage and endorsements evidencing such insurance from all parties performing work under this Lease, and to provide copies of such evidence to the District upon request.

Town, at Town's own cost and expense, shall require that any architect, engineer, or design professional engaged by or on behalf of Town in connection with any alteration, modification, or improvement to the Property maintain Professional Liability (Errors and Omissions) insurance with limits of not less than Two Million Dollars ($2,000,000) per claim and Two Million Dollars ($2,000,000) annual aggregate, covering liability arising out of any negligent acts, errors, or omissions in the performance of professional services.

Evidence of such insurance shall be provided to District prior to commencement of any design or construction work. Such insurance shall be maintained for a period of not less than three (3) years following completion of the work.

Any deductible or self-insured retention shall be the sole responsibility of the insured design professional. The District reserves the right to approve the carrier and coverage form to ensure compliance with this section.

The requirement of Professional Liability insurance shall be in addition to and not in lieu of any other insurance or indemnification obligations contained in this Lease.

On or before the commencement date of this Lease, Town shall furnish District with a certificate evidencing the aforesaid insurance coverages and renewal policies or certificates shall be furnished to the District at least thirty (30) days prior to the expiration date of each policy.

10. WAIVER OF SUBROGATION RIGHTS

District and Town hereby grant to each other, on behalf of an insurer providing workers compensation, both primary, self-insurance or excess insurance of District with respect to the Property, a waiver of any right of Subrogation, which an insurer of one party may acquire against the other by virtue of payment of any loss under such insurance except coverage as it may relate to benefits payable under District's workers' compensation program.

11. ALTERATIONS AND IMPROVEMENTS

No Town improvements or alterations permanently affecting the Property shall be made without District's prior written approval. Town shall submit plans of any and all

proposed improvements or alterations to District for review and District staff shall review and provide approval if such improvements are consistent with the terms of this Lease. In no event shall any improvements or alterations be made or approved that in any way interfere with the District's use of the Property. The Parties agree that any alterations or improvements by Town shall not transfer ownership or control of the Property to Town beyond the obligations set forth in this Lease.

12. DAMAGE TO THE IMPROVEMENTS

It is agreed that while using, maintaining and/or improving the Property or adjoining lands (San Anselmo Creek), District shall take reasonable care to not damage any existing temporary improvements. It is further agreed that the District shall not be held responsible for any damage to the Property caused by members of the public, whether said damages occur through negligent or intentional acts of the public.

13. COVENANT FOR MECHANIC'S LIENS

Town will save District free and harmless, and indemnify it against any and all claims for labor and materials in connection with any improvements, repairs, or alterations to the Property made by Town and also the cost of defending against any and all such claims including reasonable attorneys' fees and court costs.

14. WASTE QUIET CONDUCT

Town shall not dispose of, or store, any waste, including but not limited to hazardous waste, upon said Property, nor commit, or suffer to be committed any nuisance, or other act or thing which may disturb the quiet enjoyment of others. Likewise, Town, by paying said rent and performing the conditions and agreements under this Lease, shall and may at all times during the said term peaceably and quietly have, hold and enjoy the Property according to the terms and conditions set forth in this Lease.

15. ABANDONMENT OF PROPERTY

Town shall not vacate or abandon the Property at any time during the term.

16. ACCEPTANCE OF PROPERTY AS IS. SURRENDER AT END OF TERM

By entry hereunder, Town accepts the Property as being in good and sanitary order, condition and repair and agrees on the last day of said term, or upon sooner termination of this Lease, to surrender unto District said Property in the same condition as when received, reasonable use and wear thereof, Act of God or by the elements excepted. Town shall ensure that any and all improvements placed on the Property by Town will be removed at the termination of this Lease.

17. INDEMNIFICATION

This Lease is made on the express condition that District shall be free from all liability or loss by reason of injury to any person or property, from whatever cause, while using the Leased Premises for uses set forth in this Lease, including any liability for injury to the person or property of Town, its agents, officers, employees or invitees, during the term of this Lease. Town hereby covenants and agrees to, and shall indemnify and defend District and save District harmless from any and all liability, loss, costs, or obligations on account of, or arising out of, any such injury or losses to the extent related to the negligent use of the Leased Premises for purposes set forth in this Lease.

District shall indemnify and defend Town from any and all liability, loss, costs, or obligations on account of, or arising out of, any such injury or losses to the extent related to the Property that do not arise from the Town's use under this Lease, including flooding.

18. CONDEMNATION

If all or any part of the Property shall be taken or appropriated for public or quasi public use by right of eminent domain with or without litigation or transferred by agreement in connection with such public or quasi-public use, either party hereto shall have the right at its option exercisable within thirty (30) days of receipt of notice of such taking to terminate this Lease as of the date possession is taken by the condemning authority, provided, however, that before Town may terminate this Lease by reason of taking or appropriation as provided hereinabove, such taking or appropriation shall be of such an extent and nature as to substantially handicap, impede, or impair Town's use of the Property. If any part of the Property shall be so taken or appropriated, District shall have the right at its option to terminate this Lease. No award for any or entire taking shall be apportioned, and Town hereby assigns to District any award which may be made in such taking or condemnation, together with any and all rights of Town now or hereafter arising in or to the same or any part thereof. In the event of a partial taking, which does not result in a termination of this Lease, rent shall be abated in the proportion which the part of the Property so made unusable bears to the rented area of the Property immediately prior to the taking. No temporary taking of the Property and/or of Town's rights therein or under this Lease shall terminate this Lease or give Town any right to any abatement of rent thereunder; any award made to Town by reason of any such temporary taking shall belong entirely to Town and District shall not be entitled to share therein.

19. ENTRY BY DISTRICT

Town shall permit District and its agents to enter onto and upon said Leased Premises at all times for the purpose of inspecting the Property.

20. ASSIGNMENT OR SUBLETTING

No assignment or sublet of the Property shall be permitted.

21. CONTINUATION OF LEASE AFTER BREACH

Should Town breach this Lease, the Lease will continue in effect so long as District does not terminate Town's right to possession at District's option. District may enforce all its rights and remedies under this Lease including the right to recover rent as it becomes due hereunder.

22. DEFAULT

In the event that District or Town shall default in the performance of any term or condition of this Lease and shall fail to cure such default within 30 days following service upon the defaulting party of a written notice of such default specifying the default or defaults complained of, the complaining party may forthwith terminate this Lease by serving the defaulting party written notice (per Paragraph 1, Administration) of such termination.

23. WAIVER

The waiver by District of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant, or condition contained herein. The subsequent acceptance of rent hereunder by District shall not be deemed to be a waiver of any preceding breach by Town of any term, covenant, or condition of this Lease, other than the failure of Town to pay the particular rental so accepted, regardless of District's knowledge of such preceding breach at the time of acceptance of such rent.

24. HOLDING OVER

There shall be no holding over without the express written consent of District. Any holding over so granted after the term of this Lease shall be construed to be a tenancy from month-to-month, subject to the terms of this Lease so far as applicable, except the rent shall be increased to market rate, as established by District staff, and paid monthly.

25. INUREMENT

The terms, covenants and conditions of this Lease shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

26. ORDINANCES AND STATUTES

Town shall comply with the requirements of all Municipal, State and Federal authorities now in force, or which may hereafter be in force, pertaining to the Property, and shall faithfully observe in the use of the Property all Municipal Ordinances and State and Federal Statutes now in force or which may hereafter be in force. The judgment of any court of competent jurisdiction, or the admission of Town in any action or proceeding against Town whether District be a party thereto or not, that Town has violated any such ordinance or statute in the use of the Property, shall be conclusive of that fact as between District and Town.

Town agrees to abide by Marin County Code, Chapter 23.19 (Integrated Pest Management Policy). If there is a conflict with another code or law, then the more restrictive language will control.

27. DISTRICT'S RIGHT

It is further understood and agreed by Town that District's rights to Property are paramount to this Lease. Town shall in no way interfere or permit or tolerate interference with District's right to use, access or possess the Property, except as expressly set forth in this Lease.

28. NO PRESUMPTION REGARDING DRAFTER

The Parties acknowledge and agree that the terms and provisions of this Lease have been negotiated and discussed between the Parties and their attorneys, and this Lease reflects their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Lease, and therefore no presumption for or against validity or as to any interpretation hereto, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Lease.

29. ENTIRE AGREEMENT

This Lease contains the entire agreement between the Parties hereto and no term or provision thereof may be changed, waived, discharged or terminated unless the same be in writing executed by both Parties hereto.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, on the day and year first written above, the parties hereto have caused this Lease to be executed.

LESSOR:
MARIN COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

_____
Eric Lucan
President, Board of Supervisors

ATTEST

_____
Deputy Clerk

Approved as to form

_____
Chief Deputy County Counsel

LESSEE:
TOWN OF SAN ANSELMO

Date: _____

_____
David Donery
Town Manager

Outlook

FEB 24 Agenda, Item 2.1 BB2 Lease Question

From Garril Page (IMAP) <obility@comcast.net>
Date Sun 2/22/2026 12:23 PM
To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Council Members:

Does the Council really intend to allow the county to take possession and charge market rate fees for use of BB2 after the proposed 3 year lease has ended? This assumes District transparency and good faith that have been, putting it politely, sporadic over the term of SAFRR.

Based on over forty years of flood project experience, including a Section 106 partnership status dating from the 1980s, I suggest that clause [**Lease Agreement #24,Holding Over**] is very unwise and represents an unjustified sacrifice of a town asset.

SInce the BOS is likely to have approved this before your Feb 24 meeting, I hope you will append a qualifying clause before agreeing to the current document that clarifies your approval being conditioned upon the Assumption that said lease will be extended by the District without any such fiscally punitive action.

Better still, obtain from the District before you accept this Lease the added Agreement modifying **Clause #24, Holding Over** lest the town abrogate this opportunity to safeguard continuous future access to BB2.

Garril Page

Public Comment at the BOS as Marin County Flood District

Ross Asselstine

February 24, 2026

I believe the proposed lease before you should be re-worked to be equitable to the public and San Anslemo as it will better enable opening of the land to the public.

First, I would like to thank Garril Page of Sleepy Hollow for raising this issue with San Anslemo Town Council of whom meets tonight to review the proposed lease. I have forwarded my comments here to them as well.

While the draft document was a part of a "collaborative process" it is not balanced nor fair. I suggest it can be re-worked and presented again in a more acceptable form.

The main issue is that after the initial term of three years, the lease is to increase from one dollar a month to "market rate". This may appear to be a reasonable fiduciary aspect of management of District land, but other precedents suggest it is not.

1) The Water Code Appendix Chapter 68: Marin County Flood Control and Water Conservation District Act of 1953 acknowledges "recreational enhancement" and "preservation of the scenic beauty". See a portion of Section 68-5 Nature or district: powers text below:

15. In addition to its other powers, the district shall have the power to preserve and enhance its properties, including related recreational enhancement, and, upon a finding by the board of supervisors that the acquisition is necessary for such purposes, to acquire, preserve, and enhance lands or interests in lands within the County of Marin contiguous to its properties, for the protection and preservation of the scenic beauty and natural environment for such properties or such lands.

2) What is happening in the lease is that in fact, San Anselmo is doing the work of "enhancing it's properties, including recreational enhancement". This is fair as the flood fee language does not include funds for this aspect.
3) I think it is more than obvious that the public footpaths and bikeways along the concrete channel in Ross is not leased at "market rate" to the Town of Ross for public access.
4) I cannot imagine the public footpaths and bikeways along the concrete channel in Kentfield nor tops of levees in Kentfield, Larkspur, Greenbrae nor Unincorporated Marin are not leased at "market rate" to those towns and areas.
5) I note that the Town of San Anselmo has by my estimate, contributed about 24% of the flood fees to Flood Zone 9. One could consider the increased rent as somewhat of a last slight after years of paying for so little outcome.

In summary, "market rate" rent on a lease for this property for the sole intent of public use is entirely contrary to the Water Code intent as well as 60 years of use of lands in the tidal zone.

I suggest the clause be deleted and any agreement terms after the initial three year period be negotiated at that time.

Thank you

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: February 24, 2026

AGENDA TITLE: Residential Resale Program Review and Policy Direction

FROM: Community Development- Code Enforcement

RECOMMENDATION:

1. File and receive this report; and
2. Provide policy direction to staff on whether to:
   a) Maintain the current Full-Service Residential Resale Program;
   b) Modify the program (e.g., convert to File Review Only and/or adjust fees and procedures); or
   c) Repeal Chapter 9-23 of the San Anselmo Municipal Code (eliminate the program).

Staff will return with an ordinance amendment package consistent with Council direction.

SUMMARY

The Town's Residential Resale Program has been in place since 1969 and requires sellers of residential property to obtain and provide a Town-issued Residential Building Record (RBR) Report prior to transfer of ownership. The current program operates as a Full-Service model, including a comprehensive file review (Building, Planning, and Public Works records), a physical site inspection, and identification of state and local code concerns.

The Council is being asked to evaluate whether to maintain, modify, or repeal the program based on consumer protection, processing timelines, staffing capacity, fiscal neutrality, and regional consistency.

This report provides:

- A history and overview of the Town's current regulations
- A comparison of other Marin County jurisdictions' resale practices
- Policy Considerations

BACKGROUND/ DISCUSSION

History and Overview of the Town's Current Regulations

The Town's Residential Building Record Report (residential resale inspection) requirement was established in 1969 with adoption of Ordinance No. 590,[1] which added Chapter 5 to Title 10 of the Municipal Code. The ordinance made it unlawful to sell or exchange residential property without first obtaining a Residential Building Record Report from the Town and delivering it to the purchaser prior to completing the sale. The report was compiled from Town records and identified the authorized use, occupancy, and zoning classification of the property. A $25 fee was established in the Code, and limited exemptions were provided for certain newly subdivided properties.

In 1971, Ordinance No. 621[2] amended the program to require that the report be based not only on Town records but also on a physical inspection of the property. The ordinance established an additional inspection fee and provided exemptions from the inspection requirement if less than one year had elapsed since issuance of the original certificate of occupancy, or if the property had changed ownership within the prior year and a report had already been issued.

In 1976, Ordinance No. 707[3] was adopted as an urgency measure to modify the fee structure. The ordinance repealed the fixed fee provision in the Municipal Code and authorized the Town Council to establish fees for the inspection and report by resolution, while maintaining the requirement that the report be based on both Town records and a physical inspection.

Collectively, these actions evolved the program from a records-based disclosure requirement into a formal resale inspection program with Council authority to adjust fees by resolution.

The current regulations are codified in Chapter 23 of Title 9[4] of the Municipal Code. San Anselmo's program includes:

- Review of Building, Planning, DPW, and encroachment records
- Identification of expired permits, abatement cases, and past-due fees
- Physical inspection to reconcile records with existing conditions
- Mandatory correction list for life-safety issues
- Compliance order requiring resolution within 60 days of transfer (unless otherwise agreed)

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[1] https://www.sananselmo.gov/DocumentCenter/View/4485/Ordinance-590?bidId=

[2] https://www.sananselmo.gov/DocumentCenter/View/4516/Ordinance-621?bidId=

[3] https://www.sananselmo.gov/DocumentCenter/View/4602/Ordinance-707?bidId=

[4] https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT9BURE_CH23SAREPRREREBURE_9-23.07INFE

The Resale webpage (**Attachment 1**) outlines the overall process. The RBR Instruction Template (**Attachment 2**) details the scope of review, including permit history, safety checklist items, and any applicable compliance orders**. Attachment 3** provides a redacted example of a completed RBR for reference.

The Town processes approximately 140 Resale Reports annually. Staff has the capacity to process four reports per week with a maximum peak turnaround of up to four weeks from completed applications.

Fees for the inspection and report are set by Town Council resolution. The current fee is designed to operate on a cost-recovery basis and reflects the average staff time required to conduct the file review, inspection, and prepare the report. While actual staff time may vary by property, the fee is structured to achieve overall cost neutrality over time. The current fee range is $1,010–$1,240. It is estimated the average staff time from application to report issuance is 4.5 hours.

Reports are valid for six months and may be extended administratively.

Comparison to Marin County Residential Resale Programs
A 2026 survey of Marin County jurisdictions was conducted (See Attachment 3).

1. *Full Service Programs (File Review and Inspection*)
   Jurisdictions including Ross, Tiburon, Fairfax, San Rafael, and Belvedere administer full-service resale programs that include both file review and physical site inspection. Fees range from approximately $250 to $1,260. San Anselmo's program is among the most comprehensive, as it includes reconciliation of Town records to existing site conditions as well as review of Planning and Public Works records.

   Typical processing times for a Residential Building Record (RBR) report range from approximately 1.5 to 4 weeks. San Anselmo and Tiburon may take up to four weeks during peak periods, while Fairfax and San Rafael generally have the shortest turnaround times at approximately 1.5 weeks.

2. *File Review Only Programs*
   Corte Madera, Larkspur, Mill Valley, and Sausalito operate resale programs that consist of record review only and do not include a physical site inspection. Fees range from approximately $130 to $600. Because these programs rely solely on municipal records, existing site conditions are not verified. Typical processing times range from one day to two weeks, with Mill Valley averaging one day and Sausalito and Larkspur taking up to two weeks.

3. *No Resale Programs*
   The County of Marin has never had a resale program, and Novato discontinued its program in 2022. According to the City of Novato's City Manager's Office, the City eliminated the program for several reasons. The primary factor was budget reduction; however, the program was also considered administratively burdensome and challenging for property owners.

Evaluation of Policy Considerations
Based on current operations and regional comparison, the Town Council has four primary options:

Option 1: Maintain Full-Service Program (Current Practice)

PROS

- Verifies legal use, occupancy, and zoning as required by § 9-23.01
- Reconciles records to actual site conditions
- Identifies unpermitted work, violations, and hazards
- Strongest enforcement tool
- Highest level of consumer protection

CONS

- Higher cost relative to file-review-only programs
- Requires staff time and administrative capacity
- May extend transaction timelines if not ordered in a timely manner

In summary, Option 1 provides the highest level of protection for buyers who assume responsibility for any outstanding Health and Safety, Municipal Code, and Building Code violations. It also offers the strongest enforcement mechanism, while placing the greatest administrative and financial burden on sellers and staff. Under this option, the Council may adjust the fee as appropriate**.** and/or direct staff to amend Section 9-23.03 to remove any reference to a Title or Escrow Company as these companies no longer handle disclosure forms resulting in sellers and agents not returning the required acknowledged receipts for resale reports.

Option 2: Convert to File Review Only

PROS

- Reduced Cost
- Reduced staff time
- Faster turnabout
- Provide a level of transparency regarding permit history

CONS

- No site verification
- Reduced enforcement opportunity
- Greater risk to buyers for undiscovered violations
- Would require amendment to § 9-23.01 to remove “all other pertinent information” language and § 9-23.07 physical inspection requirement

In summary, Option 2 reduces administrative burden while providing limited information, as there is no site inspection by Town staff to evaluate whether work has been done without permits or if any health and safety violations are present on the property. Under this option the Council may adjust the fee as appropriate and direct staff to amend § 9-23.01 and 07 to reflect the changes in process.

Option 3: Eliminate Program

PROS	CONS
• No administrative burden • No seller cost	• No Town verification of legal status prior to sale • Eliminate enforcement mechanism • Loss of structured consumer protection program • Would require repeal of Chapter 9-23

In summary, Option 3 would eliminate the program entirely, shifting responsibility to private code compliance inspections and complaint-driven enforcement. Under this option, the Council would direct staff to repeal Chapter 9-23 of Title 9 of the Municipal Code.

Closing Summary

Based on the historical purpose of the Residential Resale Program, the regional comparison of Marin jurisdictions, and the operational and fiscal analysis presented in this report, the Town Council may wish to consider maintaining the current Full-Service Residential Resale Program, with targeted updates to improve efficiency and cost alignment.

The Full-Service model is the only option that combines comprehensive record review with a physical site inspection, thereby verifying legal use, occupancy, zoning, and reconciling Town records with existing site conditions. This structure provides the highest level of consumer protection, records transparency and supports code compliance and community safety objectives.

To improve efficiency and cost alignment, the Council could consider the following refinements:

- Adjusting the report fee to an amount directed by Council that reduces the financial burden on sellers while supporting continued administration of the program.
- Modernizing administrative procedures, including updating acknowledgment requirements in § 9-23.03 to reflect current real estate practices
- Standardizing report templates and internal workflows, where feasible, to ensure consistent review practices and reduce processing variability.
- Evaluating whether certain administrative functions can be streamlined or reassigned, while preserving experienced staff oversight of technical review and inspection components.

In summary, retaining the Full-Service program with procedural refinements and a recalibrated fee would preserve the program’s consumer protection and enforcement benefits while enhancing operational efficiency and affordability.

FISCAL IMPACT

The Residential Resale Program is designed to operate on a cost-recovery basis. The current fixed fee is established by Town Council resolution and reflects the average staff time required to conduct the file review, inspection, and prepare the report.

While actual staff time may vary by property, the fee is structured to achieve overall cost neutrality over time. The Town Council may lower the fee at its discretion; however, any reduction below full cost recovery would require a General Fund subsidy.

If the program is modified or eliminated, staff workload and related fee revenue would decrease accordingly.

GENERAL PLAN CONSISTENCY

Maintaining a resale program aligns with policies supporting safe housing stock, lawful land use, and transparent property information.

CEQA

The proposed action involves policy direction regarding the structure, administration, and potential amendment of the Town's Residential Resale Program under Title 9, Chapter 23 of the San Anselmo Municipal Code. The action does not authorize physical development, construction activity, or any change in land use designation.

Accordingly, the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to:

- CEQA Guidelines § 15061(b)(3) (Common Sense Exemption), as it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment; and
- CEQA Guidelines § 15378(b)(5), as administrative activities of government that will not result in direct or indirect physical changes to the environment are not considered "projects" under CEQA.

If Council ultimately directs amendments to Chapter 9-23, adoption of those amendments would likewise be administrative in nature and exempt from CEQA.

CLIMATE ACTION PLAN CONSISTENCY

The Residential Resale Program is an administrative regulatory program governing the disclosure of building record information at the time of property transfer. The program itself does not authorize new development, construction activity, or changes in land use.

If the Program is Maintained: Continuing the program may indirectly support Climate Action Plan (CAP) goals by maintaining oversight of building records and identifying unpermitted construction. Because current building codes incorporate energy efficiency standards (including Title 24 requirements), ensuring that improvements are properly permitted and inspected can contribute to long-term building performance, safety, and resilience objectives outlined in the CAP.

If the Program is Modified or Repealed: Eliminating or reducing the scope of the program would not directly conflict with the Climate Action Plan, as property improvements would remain subject to State and local building and energy codes at the time permits are obtained. Climate-related standards would continue to apply to new permitted construction and alterations regardless of the existence of a resale program.

Overall, the decision to maintain, modify, or repeal the Residential Resale Program is administrative in nature and does not, in itself, result in measurable greenhouse gas emissions, energy use changes, or climate impacts.

ATTACHMENTS

Attachment 1 - RBR Website Resale Process
Attachment 2 - RBR Application
Attachment 3 - RBR Template Instruction Sheet
Attachment 4 - RBR Actual Redacted Report
Attachment 5 - Comparison of Marin County Residential Resale Process

https://www.sananselmo.gov/1653/Residential-Resale-Report---RBR

Residential Resale Report - (RBR)

REQUIREMENT:

All San Anselmo residential properties require a Residential Resale Report (AKA Residential Building Record - RBR) from the Town to be delivered to and acknowledged by the Buyer prior to the transfer of ownership (San Anselmo Municipal Code -SAMC 9-23.03). Each and every time ownership is transferred.

Contact the below agencies for possible additional resale requirements:

1. Ross Valley Fire

2. Ross Valley Sanitary

INTENT:

The Town Residential Resale Report is intended to identify the regularly authorized and legal use, occupancy, and zoning classifications of the property and all other pertinent information relating thereto. (SAMC 9-23.02).

This includes California Health and Safety Code - HSC 17920.3.

Buyers, protect yourself by insisting on seeing a current RBR even for off market sales. All responsibility for unpermitted and substandard work transfers to you.

SCOPE:

1. PROPERTY HISTORY: The property history is based on a limited search of sources available to the Town at the time of inspection.

2. PHYSICAL INSPECTION: A limited visual inspection of accessible areas of the property is required. Note: Open permits must be finaled prior to the physical inspection unless the property is being sold with open permits.

IMPORTANT TIMEFRAME:

Three weeks is the shortest possible time from Accepted Application to receiving the Report. This timeframe allows for a reasonable file investigation and report preparation; we do not make exceptions.

AGENTS: Do not wait until the property is on the market or in escrow to apply for the RBR.

QUESTIONS:

1) Resale Application / Payment / Inspection Scheduling Questions permits@sananselmo.gov

2) Resale Inspection Findings / Resale Report Questions / Resale Report Revisions bjohnson@sananselmo.gov

APPLICATION: 2025 - 2026 Fees are now in effect

1. Email the Completed Resale Application to permits@townofsananselmo.org. Incomplete applications will not be processed nor inspection scheduled until application is complete and payment processed. To be complete: A) All application questions must be answered with applicant signature. B) The signature of the resident or a signed statement of vacancy by the owner must be included at the bottom of the application for each unit to allow Town access. Use multiple applications with address and signatures for each additional unit.
2. You will receive email instructions for online payment only after the staff processes a Completed Application.
3. Once the payment has processed staff will reach out to Schedule the Physical Inspection.
4. Single Family Resale Application Fee of **$1,010** and **$130** for each additional structure or additional unit.
5. Multi-Family Resale Application Fee of **$1,240** and **$130** for each additional structure or additional unit
6. APPLICATION https://www.townofsananselmo.org/DocumentCenter/View/29803/Resale-Report-Application
7. The inspection must be scheduled within 6 months of a Accepted Application.

INSPECTION:

1. SCHEDULING INSPECTION: With a Completed Application Physical Inspections must be scheduled at least one week in advance of the desired inspection date and are on a first come first served basis with limited availability. Inspections are Wednesdays and Thursdays at 1:15 and 2:00 PM.

2. ACCESSIBILITY: All areas of the property and all structures must be accessible. Where possible utilities should be on.

3. OWNER REPRESENTATION: An owner, agent or tenant with authority to allow access to all areas must be present at the time of inspection.

REPORT:

REPORT DELIVERY: A reasonable effort will be made to email the completed report to the applicant by the end of the week following the On-Site Inspection.

REPORT REVISIONS: There will be a **$230** hourly staff time fee for reports revised for completed corrections or change in information. No fee for staff caused corrections.

EXPERATION OF REPORT: Reports are good for 6 months from issuance to the owner prior to transfer. Work with or without permits during that **6 months** will void the report and necessitate the issuance of a revised report at **$230** hourly staff time.

EXTENTION OF EXPIRATION: Provided that no work has been done during the initial 6 month period the Report may be extended for 6 months one time with a walkthrough and issuance of a revised report at **$230** hourly staff time.

CORRECTIONS: ***NEW*** - The last page is a **Compliance Order** for **Mandatory Corrections** and a **Certificate of Receipt** by the Buyer.

If deficiencies listed as Mandator are not corrected by the seller, you as the purchaser will be required to correct the items within 60 days of the date of transfer of ownership or such time as may be agreed to in writing by the Building Official, Planning Director or Director of Public works, depending on the permit issuing department. A Case File will be opened at the time the report is issued.

PERMIT ISSUES: Any discovered unpermitted work or unfinalized permits will be referenced in the report. The responsibility for permit issues whether discovered or not run with the property and transfers to the new owner if not remedied prior to transfer of title. Permit issues are treated in the same manner as corrections.

1. Fines for unpermitted work will be assessed in accordance with Town ordinances and unless paid by seller transfer to the new owner with title.
2. Future Permit Applications: Per municipal code, no permits for work on a property shall be issued until all outstanding fines, fees, and/or penalties have been paid and all inspections completed on expired/incomplete permits that were never finalized. (SAMC 9-1.501)
PLANNING ISSUES: Planning Issues will be assigned a separate Case Number and treated in the same manner as Corrections.

LIFE SAFETY ISSUES: Life safety items deemed significant will be posted for immediate abatement.

FAILURE TO COMPLY:

It shall be unlawful for the owner of a residential building in the Town of San Anselmo to sell or exchange such building without first having obtained and delivered to the buyer or transferee a Report of the Residential Building Record, RBR (SMAC 9-23.05)

Property Transfer Public Records are monitored for compliance and new owners contacted where no RBR was issued prior to transfer of ownership. Transferors of such properties may have significant legal exposure from transferees for damages resulting from enforcement of unpermitted use or unpermitted work.
RBR Program is subject to change without notice.

TOWN OF SAN ANSELMO BUILDING DEPARTMENT

RESIDENTIAL RESALE REPORT APPLICATION

INTENT: This report is intended to identify the regularly authorized and legal use, occupancy, and zoning classifications of the property and all other pertinent information, San Anselmo Municiple Code 9-23.02, and required by Code 9-23.05.

RESALE PROCESS (REQUIRED): Go to bit.ly/RESALE-RBR or scan the QR code. Read and Understood ☐

APPLICATION SUBMITTAL: Complete and sign the form. Occupant must sign or applicant must provide a statement that the property is vacant. Email to permits@sananselmo.gov.

PROPERTY ADDRESS: _____

APPLICANT: _____ TITLE: _____

BUSINESS ADDRESS: _____

CELL: _____ PHONE: _____

EMAIL: _____

PROPERTY INFORMATION: Number of Units: ____

Number of Structures: Primary: ____ ADU: ____ JADU: ____ Shed: ____ Garage/Carport: ____

Number of Bedrooms: Primary Dwelling: ____ ADU: ____ JADU: ____

Number of Bathrooms: Primary Dwelling: ____ ADU: ____ JADU: ____

PARKING (each space minimum 9' x 19'):

Number of Parking Spaces: Garage: ____ Carport/Deck: ____ Open Driveway: ____

Note: Ross Valley Sanitary District requires the seller or buyer to meet lateral testing requirements upon point of sale.

Note: Ross Valley Fire requires an inspection at point of sale.

OWNER RESPONSIBILITY:

I am the ☐ owner, or ☐ legal agent of the legal owner, of the property listed above. I understand that prior to consummation of sale or exchange of this property, the law requires the seller to obtain a Report of Residential Building Records (RBR) and deliver this report to the buyer. Prior to closing or transfer, the owner shall obtain from the buyer a written acknowledgment of receipt of the Report of Residential Building Records. (Municipal Code Title 9-23.03; California Government Code Section 38780).

SIGNATURE OF APPLICANT: _____ DATE: _____

AUTHORIZATION TO INSPECT PREMISES - REPRESENTITIVE REQUIRED:

I am the ☐ owner, or ☐ tenant of the property listed above. I give my permission to the Town of San Anselmo to enter and inspect the property. A written authorization is required for each unit. We will not enter a residence without this authorization and the owner, owner representitive or tenant present.

PROPERTY IS VACANT ☐

SIGNATURE OF RESIDENT (OWNER IF VACANT): _____ DATE: _____

Updated November 2025

Town of San Anselmo
525 San Anselmo Avenue, San Anselmo, CA 94960
415-258-4654 bjohnson@sananselmo.gov

REPORT TEMPLATE INSTRUCTIONS
REPORT OF RESIDENTIAL BUILDING RECORD
(RBR - Resale Report)

PROPERTY: Final Reviewed: Initial, Date

In accordance with section 9-23.01 et seq. of the San Anselmo Municipal Code this report is compiled from the results of a physical inspection of the property for compliance with the Town's building regulations and from a good-faith effort to locate and review relevant Town records for the property. This report is necessarily limited in scope, and deficiencies may exist that were not identified during the inspection. This report is not intended to serve as a complete and thorough examination of the soundness of the structure, quality of construction, or full compliance with current building codes.

NOTICE TO BUYER, attached to this report, must be read carefully, then signed by the Buyer and Seller, and returned to bjohnson@sananselmo.gov prior to the close of escrow. San Anselmo Municipal Code 9-23.03

GENERAL PROPERTY INFORMATION reported and found. Data Recorded: Initial, Date

Parcel Number: Construction Date from Public Records: Date

From Application # of Units: __

Number of Structures: PRIMARY: __, ADU: __, JADU: __, SHED: __, Detached GARAGE /CARPORT: ___

Number of Bedrooms: PRIMARY DWELLING: __, ADU: __, JADU: __

Number of Bathrooms: PRIMARY: __, ADU: __, JADU: __

Number of Parking Spaces (9 x 19) GARAGE: __, CARPORT / DECK: __, OPEN DRIVEWAY: __

From Marin Maps and Town Files

FEMA Flood Zone: ☐ Floodway† ☐ Zone AE*† ☐ Zone X

(* = 100-year floodplain; † = Flood insurance required for federally insured mortgage)

Town Maintained Street: ☐ Yes ☐ No, - Within Bald Hill Area: ☐ Yes ☐ No

Wildland Urban Interface: (WUI) Zone? ☐ Yes ☐ No

Partial Owner's Maintenance Responsibility: Property owners are responsible for the maintenance of 1) abutting sidewalks, 2) abutting parkway street trees and plants, and 3) storm drains located on their property.

FOUND PLANNING / ZONING INFORMATION: Data Recorded: Initial, Date

Town Planning Department staff did not conduct a physical inspection of the site. This report reflects only the information that was found in Town records. Accordingly, issues may arise during a discretionary planning review process that the Town will not identify in this report. Planning files are available for review at the Planning Department.

Zoning District: R-1 Single Family, below 150 Mean Sea Level (MSL). Required Parking Spaces: __

Number of Authorized Dwelling Units Found Per Records: PRIMARY: __, ADU: __, JADU: __

FOUND PLANNING PROJECTS

Data Recorded: Initial, Date

Planning Project #	Approval Date	Project Description and Document

FOUND PERMITS

Data Recorded: Initial, Date

Permit Type / Number	Issue Date	Scope of Work

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, ENC=Encroachment, F=Fence, GH=Grading
* Indicates that the permit has expired, as not all inspections were not performed or not requested by the Town as required by the Building and Municipal Code. The Town cannot validate conformance to State Laws or Town Ordinances.

FOUND RELEVANT ABATEMENT CASES

Data Recorded: Initial, Date

Case Number	Opened Date	Resolved Date	Issue

FOUND PAST DUE FEES AND FINES

Data Recorded: Initial, Date

Fee Type	Date	Amount Due	Description

Let overflow to a new page. Do not combine with any portion of the next page.

LIMITS OF THIS REPORT: This report is provided for your information only and is not a substitute for obtaining inspections from any licensed professionals of your choosing.

This report was compiled from found records. Although the Town has made a good-faith effort to provide accurate information from these records, the Town will not warrant that the report lists every Building and Planning action for this property.

Despite this good-faith effort the property may contain code violations, safety hazards, and other defects that are not contained in this report. The Town assumes no responsibility for any error or omissions in the report, nor does the preparation and delivery of this report make the Town liable for any damages that may result from said errors or omissions. Please contact Ross Valley Fire Department, Marin Municipal Water District and Ross Valley Sanitary District for any additional requirements.

Also, this report does not constitute a full disclosure of all the material facts affecting the property. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

This form may be revised at any time without notice.

- -

REQUIRED FIRE DEPARTMENT INSPECTION:
All properties are required to meet the flammable vegetation clearance requirements of PRC 4291 and CA Gov Code 51189. Section 4291, Government Code sections 51189-2 and 104.3 of the California Fire Code authorizes the Ross Valley Fire Department to inspect properties to ascertain compliance with State and local Laws. Please visit https://rossvalleyfire.org/prevention/resale-inspections or email prevention@rossvalleyfire.org.

- -

OVERNIGHT PARKING:
Overnight parking is not allowed on any street in San Anselmo between 2:00 AM and 6:00 AM unless the vehicle has a valid overnight hardship or guest parking permit properly displayed. https://www.sananselmo.gov/766/Parking#overnight-parking

- -

ON-SITE INSPECTION:

By: Initial, Date

KEY:
OK - No Noncompliance Noted
CA - Correction Advised (Optional)
CR - Correction Required (Mandatory)
NA - Not Applicable

REFERENCE:
CRC - 2022 California Residential Code
CPC - 2022 California Plumbing Code
CEC - 2022 California Electrical Code
CMC - 2022 California Mechanical Code
CBC - 2022 California Building Code
CENC - 2022 California Energy Code
ASTM - The American Society of Testing Materials

SEE NEXT PAGE

ON-SITE INSPECTION (CONTINUED) – Use a separate checklist set for each unit **(UNIT #1)**

OBSERVED CONDITIONS:		OK	CA	CR	NA	CORRECTION DESCRIPTION:
R1	All lighting throughout should be high-efficacy or comply with the California Energy Code.	☐	☐		☐	All descriptions must be actionable instructions not descriptions of anonymity.
R2	All hose bibs should have backflow prevention per CPC 602.3.	☐	☐		☐	"
R3	Glazing in windows should be safety tempered when located within 24 inches of a door edge, or within 18 inches of a walking surface when pane is >9 square feet, or when adjacent to stairs, landings, and ramps. All glazing located in shower/tub enclosures should be tempered in accordance with CRC R308.4.	☐	☐	☐	☐	"
R4	All guardrail openings should be reduced to less than four inches in clear width per CRC R312.1.3.	☐		☐	☐	"
R5	Gas fireplace needs shut-off - **CR** Fireplaces should have tight-fitting glass doors or comply with the California Energy Code. - **CA**	☐	☐	☐	☐	"
R6	All doors should have full landings per CRC R311.3, except at non-required egress doors when there are stairs with two or fewer risers per CRC R311.3.2, Exception.	☐	☐	☐	☐	"
R7	All Stairs with more than 4 risers must have a continuous, graspable handrail with returned ends, 1¼" to 2" in cross section, if circular: 4" to 6¼" in perimeter if non-circular. Must be located 34" to 38" above nosing, per CRC R311.7.8.	☐	☐	☐	☐	"
R8	All stairs should have illumination per CRC R303.7.	☐	☐	☐	☐	"
R9	The gas meter should have an emergency shutoff wrench.	☐	☐		☐	"
R10	Garage door(s) should have an auto-reverse device per ANSI/UL 325-1982.	☐		☐	☐	"
R11	Exterior lights should be sealed with gaskets or an appropriate caulking compound.	☐	☐		☐	"
R12	The water heater temp-pressure relief (TPR) valve must discharge to the exterior of building 6" to 24" to grade or other approved device such as Watts 210	☐		☐	☐	"
R13	The dishwasher must discharge into the building waste/drain system via an approved air gap device per CPC 807.4.	☐	☐		☐	"
R14	WUI vents do not comply with San Anselmo Title 9-1.215 outside opening protection.	☐	☐	☐	☐	"
R15	OTHER, as specified under the Detailed Description.	☐	☐	☐	☐	"

ON-SITE INSPECTION (CONTINUED) **(UNIT #1)**

OBSERVED CONDITIONS CONTINUED		OK	CA	CR	NA	CORRECTION DESCRIPTION:
R16	Install smoke alarms in each bedroom, in the hall leading to bedrooms, and at each floor level of the dwelling per CRC R314.	☐	☒	☐	☐	Required Health and Safety Code Section 13113.8. Must Conform by Close of Escrow (COE).
R17	Install carbon monoxide alarms in the hall immediately outside of bedrooms and at each floor level of the dwelling per CRC R315.	☐	☐	☐	☐	Required Health and Safety Code Section 13113.8. Must Conform by Close of Escrow (COE).
R18	Install (2) seismic straps on the water heater; one at the upper 1/3 of the tank and one 4 inches above the control mechanism at the bottom 1/3. An additional strap is required for capacities over 52 gallons.	☐	☒	☐	☐	Required Health and Safety Code Section 19211d. Must Conform by COE.
R19	Provide ground fault circuit interrupter protection for all receptacles serving kitchen countertops, within six feet of any wet bar, and in the bathrooms, garage, and all exterior outlets per CEC 210.8.	☐	☐	☐	☐	All descriptions must be actionable instructions not descriptions of anonymity.
R20	The door between the dwelling and garage must be solid-core wood of a 20-minute fire-rated and listed door/door-frame assembly, and it must self-close and self-latch per CRC R302.5.1.	☐	☒	☐	☐	"
R21	Walls separating the garage from the dwelling must have fire separation ½-inch thick drywall on the garage side. A garage with living space above must have 5/8-inch Type X drywall on the garage ceiling per CRC R302.6.	☐	☐	☐	☐	"
R22	Per The Swimming Pool Safety Act: Swimming pools must have an approved enclosure and safety devices, including a 60-inch-high non-climbable perimeter fence with a self-closing and self-latching gate that opens away from the pool area, and approved door alarms permanently mounted on doors with direct access to the pool. Alternatively, an approved pool safety cover or approved motion sensor floating pool alarms will satisfy this requirement. Hot tubs must have ASTM-approved safety cover that locks in place.	☐	☒	☐	☐	"
R23	Other: The following imminent life-safety concern(s) and/or unpermitted work described under the Mandatory Corrections section must be corrected. CRC§ 1.8.4	☐	☐	☐	☐	"
R24	Further investigation to determine the status of potentially un-permitted work at the location(s) described under the Mandatory Corrections section on the next page will be required by the Building Official. CRC § 1.8.4	☐	☐	☐	☐	"
R25	State law requires you to maintain the sidewalk in front of your property per CSHC § 5610. The following trip hazards need to be corrected.	☐	☐	☐	☐	"
R26	A licensed engineer needs to review the following item(s).	☐	☐	☐	☐	"

ON-SITE INSPECTION (CONTINUED) (UNIT #1)

Observed # of Units: __

Number of Structures: PRIMARY: __, ADU: __, JADU: __, SHED: __, Detached GARAGE /CARPORT: __

Number of Bedrooms: PRIMARY: __, ADU: __, JADU: __

Number of Bathrooms: PRIMARY: __, ADU: __, JADU: __

Number of Parking Spaces: __ - 9 X 19 Parking Spaces not with setbacks.

Number of Gates: Gate(s) Automatic vehicular gate(s), vehicular gate(s), or any gate more than 48" in width and/or more than 84" in height. ☐ Yes ☐ No

All Corrections and Actions listed in the four items below need to be resolved prior to issuance of any new permits except for life safety permits. Title 9-1.501 of the San Anselmo Municipal Code,

SAFETY CORRECTIONS REQUIRED: **CR only from Checklist** By: Initial Date

Items marked with **PR (PERMIT REQUIRED)** if not otherwise stated. All retroactive permits go through the same process as applying for a new permit.
All permits are applied for online at **https://www.sananselmo.gov/1874/Permits-Projects**

All descriptions must be actionable instructions not just descriptions of anonymity.

Mark Items with a (PR) if a permit is required.

R12 - Water Heater TPR discharge line must lead to exterior

R19 – Provide GFCI receptacles in kitchen.

R21 – (PR) Provide fire separation between garage and living space

EXISTING PERMIT - ACTION REQUIRED: **From Page 2**

Permits that have been issued and may be active at time of sale or never finaled and or expired.

Close out old Encroachment or Tree permits or other minor items from previous Resale Reports etc. Use Judgement!

OLD ABATEMENT CASE - ACTION REQUIRED: **From Page 2**

Review old abatement cases and close out any that are no longer relevant

List all Relevant Abatement Cases, especially life safety or planning.

PAST DUE FEES AND FINES - ACTION REQUIRED: **From Page 2**

Review past permits and abatement cases for outstanding unpaid fees.

The above items are noted as being out of conformance with current California Building Codes: San Anselmo Municipal Code and Ordinances; or as being in conflict with information in the Town records; or deemed to be a Hazardous Condition. Please note there may be other non-conforming issues. It is recommended that the reported items identified in this report be corrected or resolved as soon as possible, but it is not required prior to the transfer of ownership, unless specifically stated above. **Responsibility for compliance runs with the property** to all new owners. All Required Corrections and Planning Issues will be assigned a Case Number at the time of issuance of this report and **must be resolved within 60 (sixty) days of the transfer of title** or within a timeframe agreed to by the Building Official or Planning Director or Public Works Director depending on the permit issuing department.

EXPIRATION, REVISIONS, REINSPECTIONS and EXTENSIONS OF THIS REPORT: This report is valid for 6 months from the date of issuance. There will be a **$230** hourly staff time fee for extension re-inspections, report revisions or changes in information. There is no fee for staff-caused corrections. More Details may be found on the Town website at https://www.sananselmo.gov/1653/Residential-Resale-Report---RBR.

Let overflow to a new page. Do not combine with any portion of the next page.

NOTICE TO BUYER (This is a Stand-Alone Page never combined with the previous page)
Required BUYER'S CERTIFICATE OF RECIEPT:

ADDRESS: **RESALE REPORT DATE:** from page one

Prior to the sale or exchange of a dwelling unit, the owner shall provide the prospective purchaser with a copy of this report. The purchaser shall acknowledge receipt thereof. A copy of this page shall be signed by the buyer and seller and emailed to bjohnson@sananselmo.gov prior to transfer of ownership.

I certify that I am the buyer of the residential property covered by this report and that I have received the above report prior to the consummation of the sale or exchange of said residential building as required in Municipal Code Section 9-23.01.

BUYER Signature: ____ Date: _____________

Buyer Cell Phone ____________________ **Buyer Email** ______________________________________

SELLER Signature ____ **Date** _____________

- -

COMPLIANCE ORDER – Correction Required / Outstanding Fees and Fines

CASE: #AB

This Case Number is the New AB number (s) generated from the four categories on page 6. A Hold is placed on the AP Number referencing this New Case Number. Attach a PDF copy of this report to the AB Case in Trakit.

SAFETY AND EXISTING PERMITS: You, as the buyer, are hereby advised that the dwelling unit(s) described in this report have been inspected by the Town of San Anselmo Building Department during which certain health and/or safety deficiencies, unpermitted work and outstanding fees and fines may have been observed or discovered. Review of the files may have also found certain expired, incomplete or unfinalized building permits itemized within this report.

APPLYING FOR NEW PERMITS: Pursuant to Title 9-1.501 of the San Anselmo Municipal Code, (b) No new construction permits (except life/safety) shall be issued for work on a property unless all existing violations and expired permits issued for work on such property are cleared by abatement, issuance, or reinstatement of a permits.

VIOLATIONS: All items marked as REQUIRED or ACTION REQUIRED as well as UNPAID FEES and FINES are designated as VIOLATIONS. Code Sections may be found in the checklist description.

TO COMPLY: The items listed as "REQUIRED" must be **corrected within 60 (sixty) days** of transfer of ownership or as otherwise agreed to by the Building Official, Planning Director or Public Works Director depending on the permit issuing department. This includes unpermitted work, expired permits and unfinalized permits as well as fees and fines due.

FAILURE TO COMPLY: Failure to comply within the times given will result in further action which may include but not limited to Nuisance Abatement proceedings and Fees and/or Fines of up to $1000 per day.

BILL JOHNSON, Code Enforcement Officer **DATE** _____

Trakit:

1) Change Issued Date in Trakit to Date the report is actually issued. (Original Issued date in Trakit is date Inspection was scheduled)
2) Change Expired Date to six months from new Issued Date.
3) Attach PDF to Trakit Resale File
4) Attach PDF of report to new AB Case if any.
5) Add an inspection for the AB Case three months from Issuance Date to follow up on correction timelines.

Share File: Save Windows File to Shared Files: Building – Resale Reports – Appropriate file for first letter of street name. This is in case a revision is needed.

Email Report to Applicant Only (cc Bill bjohnson@sananselmo.gov) with following message in the body of the email.

"Please note that our Residential Resale form has changed.
Among those changes:

1) San Anselmo Municipal Code (SMAC) 9-23.03 Receipt and delivery of reports to buyers, requires that the last page be signed by the Buyer and Seller and returned to the Building Department. Please include the phone number and email of the buyer. Please email completed form to bjohnson@sananselmo.gov.
2) Please Note that the last page is also a Compliance Order if there are Mandatory items on the report requiring correction that will be passed onto the new owner for correction.

TOWN OF SAN ANSELMO EST. 1907

Town of San Anselmo

525 San Anselmo Avenue, San Anselmo, CA 94960
415-258-4654 bjohnson@sananselmo.gov

REPORT OF RESIDENTIAL BUILDING RECORD
(RBR - Resale Report, Revised BJ, [redacted])

PROPERTY: [redacted] Final Reviewed: BJ, [redacted]

In accordance with section 9-23.01 et seq. of the San Anselmo Municipal Code this report is compiled from the results of a physical inspection of the property for compliance with the Town's building regulations and from a good-faith effort to locate and review relevant Town records for the property. This report is necessarily limited in scope, and deficiencies may exist that were not identified during the inspection. This report is not intended to serve as a complete and thorough examination of the soundness of the structure, quality of construction, or full compliance with current building codes.

NOTICE TO BUYER, attached to this report, must be read carefully, then signed by the Buyer and Seller, and returned to bjohnson@sananselmo.gov prior to the close of escrow. San Anselmo Municipal Code 9-23.03

GENERAL PROPERTY INFORMATION reported and found. Data Recorded: BJ, [redacted]

Parcel Number: [redacted] Construction Date from Public Records: 1926

From Application # of Units: __

Number of Structures: PRIMARY: 1, ADU: __, JADU: __, SHED: __, Detached GARAGE /CARPORT: ___

Number of Bedrooms: PRIMARY DWELLING: 3, ADU: __, JADU: __

Number of Bathrooms: PRIMARY: 2, ADU: __, JADU: __

Number of Parking Spaces (9 x 19) GARAGE: 1, CARPORT / DECK: __, OPEN DRIVEWAY: 3

From Marin Maps and Town Files

FEMA Flood Zone: ☐ Floodway† ☐ Zone AE*† ☒ Zone X

(* = 100-year floodplain; † = Flood insurance required for federally insured mortgage)

Town Maintained Street: ☐ Yes ☒ No, - Within Bald Hill Area: ☐ Yes ☒ No

Wildland Urban Interface: (WUI) Zone? ☒ Yes ☐ No

Partial Owner's Maintenance Responsibility: Property owners are responsible for the maintenance of 1) abutting sidewalks, 2) abutting parkway street trees and plants, and 3) storm drains located on their property.

FOUND PLANNING / ZONING INFORMATION: Data Recorded: BJ, [redacted]

Town Planning Department staff did not conduct a physical inspection of the site. This report reflects only the information that was found in Town records. Accordingly, issues may arise during a discretionary planning review process that the Town will not identify in this report. Planning files are available for review at the Planning Department.

Zoning District: R-1 Single Family, below 150 Mean Sea Level (MSL). Required Parking Spaces: 2

Number of Authorized Dwelling Units Found Per Records: PRIMARY: 1, ADU: 0, JADU: 0

FOUND PLANNING PROJECTS

Data Recorded: BJ, [redacted]

Planning Project #	Approval Date	Project Description and Document
None Found		

FOUND PERMITS

Data Recorded: BJ, [redacted]

Permit Type / Number	Issue Date	Scope of Work
E[redacted]	05/18/[redacted]	Electrical
M3[redacted]	09/05/[redacted]	Furnace
B30[redacted]	08/09/[redacted]	Rebuild Front Deck
B4[redacted]	08/13/[redacted]	Reroof House
B[redacted]	05/27/[redacted]	Replace front deck overhang cover
*B2014-[redacted]	12/17/[redacted]	Reroof
E2019-[redacted]	07/25/[redacted]	Electrical
*T2020-[redacted]	10/05/[redacted]	Remove failing oak tree after limb drop (Replacement Required)
*T2025[redacted]	APP 05/01/[redacted]	Split Oak Tree (Applied for not issued)
Resolution 33[redacted]	09/10/96	Town participated in replacement of collapsed drainage under not Town maintained [redacted] with no ongoing responsibility for maintenance.

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, ENC=Encroachment, F=Fence, GH=Grading
* Indicates that the permit has expired, as not all inspections were not performed or not requested by the Town as required by the Building and Municipal Code. The Town cannot validate conformance to State Laws or Town Ordinances.
^ Indicates that permit has been issued but not finalled.

FOUND RELEVANT ABATEMENT CASES

Data Recorded: BJ, [redacted]

Case Number	Opened Date	Resolved Date	Issue
NEW AB	[redacted]		This Resale Corrections

FOUND PAST DUE FEES AND FINES

Data Recorded: BJ, [redacted]

Fee Type	Date	Amount Due	Description
T2025-0[redacted]		$137.50	Tree removed, permit never issued.

LIMITS OF THIS REPORT: This report is provided for your information only and is not a substitute for obtaining inspections from any licensed professionals of your choosing.

This report was compiled from found records. Although the Town has made a good-faith effort to provide accurate information from these records, the Town will not warrant that the report lists every Building and Planning action for this property.

Despite this good-faith effort the property may contain code violations, safety hazards, and other defects that are not contained in this report. The Town assumes no responsibility for any error or omissions in the report, nor does the preparation and delivery of this report make the Town liable for any damages that may result from said errors or omissions. Please contact Ross Valley Fire Department, Marin Municipal Water District and Ross Valley Sanitary District for any additional requirements.

Also, this report does not constitute a full disclosure of all the material facts affecting the property. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

This form may be revised at any time without notice.

- -

REQUIRED FIRE DEPARTMENT INSPECTION

All properties are required to meet the flammable vegetation clearance requirements of PRC 4291 and CA Gov Code 51189. Section 4291, Government Code section 51189-2 and 104.3 of the California Fire Code authorizes the Ross Valley Fire Department to inspect properties to ascertain compliance with State and local Laws. Please visit https://rossvalleyfire.org/prevention/resale-inspections or email prevention@rossvalleyfire.org.

- -

OVERNIGHT PARKING:
Overnight parking is not allowed on any street in San Anselmo between 2:00 AM and 6:00 AM unless the vehicle has a valid overnight hardship or guest parking permit properly displayed.
https://www.sananselmo.gov/766/Parking#overnight-parking

- -

ON-SITE INSPECTION:

By: BJ, [redacted]

KEY:
OK - No Noncompliance Noted
CA - Correction Advised (Optional)
CR - Correction Required (Mandatory)
NA - Not Applicable

REFERENCE:
CRC - 2022 California Residential Code
CPC - 2022 California Plumbing Code
CEC - 2022 California Electrical Code
CMC - 2022 California Mechanical Code
CBC - 2022 California Building Code
CENC - 2022 California Energy Code
ASTM - The American Society of Testing Materials

SEE NEXT PAGE

ON-SITE INSPECTION (CONTINUED)

OBSERVED CONDITIONS:		OK	CA	CR	NA	CORRECTION DESCRIPTION:
R1	All lighting throughout should be high-efficacy or comply with the California Energy Code.	☐	☒		☐	
R2	All hose bibs should have backflow prevention per CPC 602.3.	☐	☒		☐	
R3	Glazing in windows should be safety tempered when located within 24 inches of a door edge, or within 18 inches of a walking surface when pane is >9 square feet, or when adjacent to stairs, landings, and ramps. All glazing located in shower/tub enclosures should be tempered in accordance with CRC R308.4.	☐	☒	☐	☐	
R4	All guardrail openings should be reduced to less than four inches in clear width per CRC R312.1.3.	☒		☐	☐	
R5	Gas fireplace needs shut-off - **CR** Fireplaces should have tight-fitting glass doors or comply with the California Energy Code. - **CA**	☒	☐	☐	☐	
R6	All doors should have full landings per CRC R311.3, except at non-required egress doors when there are stairs with two or fewer risers per CRC R311.3.2, Exception.	☒	☐	☐	☐	
R7	All Stairs with more than 4 risers must have a continuous, graspable handrail with returned ends, 1¼" to 2" in cross section, if circular: 4" to 6¼" in perimeter if non-circular. Must be located 34" to 38" above nosing, per CRC R311.7.8.	☒	☐	☐	☐	
R8	All stairs should have illumination per CRC R303.7.	☒	☐	☐	☐	
R9	The gas meter should have an emergency shutoff wrench.	☐	☒		☐	
R10	Garage door(s) should have an auto-reverse device per ANSI/UL 325-1982.	☐		☐	☒	
R11	Exterior lights should be sealed with gaskets or an appropriate caulking compound.	☐	☒		☐	
R12	The water heater temp-pressure relief (TPR) valve must discharge to the exterior of building 6" to 24" to grade or other approved device such as Watts 210	☒		☐	☐	
R13	The dishwasher must discharge into the building waste/drain system via an approved air gap device per CPC 807.4.	☐	☒		☐	
R14	WUI vents do not comply with San Anselmo Title 9-1.215 outside opening protection.	☐	☒	☐	☐	
R15	OTHER, as specified under the Detailed Description.	☐	☐	☒	☐	Secure permits for unpermitted work

ON-SITE INSPECTION (CONTINUED) **(UNIT #1)**

OBSERVED CONDITIONS CONTINUED		OK	CA	CR	NA	CORRECTION DESCRIPTION:
R16	Install smoke alarms in each bedroom, in the hall leading to bedrooms, and at each floor level of the dwelling per CRC R314.	☐		☒	☐	Required Health and Safety Code Section 13113.8. Must Conform by Close of Escrow (COE).
R17	Install carbon monoxide alarms in the hall immediately outside of bedrooms and at each floor level of the dwelling per CRC R315.	☐		☒	☐	Required Health and Safety Code Section 13113.8. Must Conform by Close of Escrow (COE).
R18	Install (2) seismic straps on the water heater; one at the upper 1/3 of the tank and one 4 inches above the control mechanism at the bottom 1/3. An additional strap is required for capacities over 52 gallons.	☐		☒	☐	Required Health and Safety Code Section 19211d. Must Conform by COE. Secure Permit & Install second strap.
R19	Provide ground fault circuit interrupter protection for all receptacles serving kitchen countertops, within six feet of any wet bar, and in the bathrooms, garage, and all exterior outlets per CEC 210.8.	☐	☐	☒	☐	Kitchen has been minimally dangerously remodeled. Upgrade entire electrical system in Kitchen and Baths
R20	The door between the dwelling and garage must be solid-core wood of a 20-minute fire-rated and listed door/door-frame assembly, and it must self-close and self-latch per CRC R302.5.1.	☐		☒	☐	Bring into compliance with CRC 210.8 (PR)
R21	Walls separating the garage from the dwelling must have fire separation ½-inch thick drywall on the garage side. A garage with living space above must have 5/8-inch Type X drywall on the garage ceiling per CRC R302.6.	☐		☒	☐	Install a wall separating the garage from the dwelling and provide fire rated drywall on all surfaces between garage and living space
R22	Per The Swimming Pool Safety Act: Swimming pools must have an approved enclosure and safety devices, including a 60-inch-high non-climbable perimeter fence with a self-closing and self-latching gate that opens away from the pool area, and approved door alarms permanently mounted on doors with direct access to the pool. Alternatively, an approved pool safety cover or approved motion sensor floating pool alarms will satisfy this requirement. Hot tubs must have ASTM-approved safety cover that locks in place.	☐		☐	☒	
R23	Other: The following imminent life-safety concern(s) and/or unpermitted work described under the Mandatory Corrections section must be corrected. CRC§ 1.8.4	☐		☒	☐	Kitchen cooktop replacement is substandard and very dangerous.
R24	Further investigation to determine the status of potentially un-permitted work at the location(s) described under the Mandatory Corrections section on the next page will be required by the Building Official. CRC § 1.8.4	☐		☐	☒	
R25	State law requires you to maintain the sidewalk in front of your property per CSHC § 5610. The following trip hazards need to be corrected.	☒		☐	☐	
R26	A licensed engineer needs to review the following item(s).	☐	☐	☐	☒	

ON-SITE INSPECTION (CONTINUED) (UNIT #1)

Observed # of Units: 1
Number of Structures: PRIMARY: 1, ADU: __, JADU: __, SHED: __, Detached GARAGE /CARPORT: __
Number of Bedrooms: PRIMARY: 3, ADU: __, JADU: __
Number of Bathrooms: PRIMARY: 2, ADU: __, JADU: __
Number of Parking Spaces: 4 - 9 X 19 Parking Spaces not with setbacks.
Number of Gates: Gate(s) Automatic vehicular gate(s), vehicular gate(s), or any gate more than 48" in width and/or more than 84" in height. ☒ Yes ☐ No

SAFETY CORRECTIONS REQUIRED: **CR Only from Checklist** By: BJ, 02/15/28

Items marked with **PR (PERMIT REQUIRED)** if not otherwise stated. All retroactive permits go through the same process as applying for a new permit. All permits are applied for online at **https://www.sananselmo.gov/1874/Permits-Projects**

R18 (PR) Secure and Final After the Fact (ATF) water heater permit.

R20 R21 (PR) If you wish to continue to use the lower level as living space install a wall separating the garage from the dwelling and provide fire rated drywall on all unprotected surfaces between garage and living space, i.e. sheetrock gaps in ceiling.

R19 R23 (PR) Secure ATF Simple Kitchen and Bath remodel permit.

EXISTING PERMIT - ACTION REQUIRED: **From Page**

B2014-[redacted], T2020-[redacted], T2025-[redacted] - Final

OLD ABATEMENT CASE - ACTION REQUIRED: **From Page 2**

None Found

PAST DUE FEES AND FINES - ACTION REQUIRED: **From Page 2**

$137.5

For questions about this report email: Inspected BY: BJ bjohnson@sananselmo.gov or ML mlegault@sananselmo.gov. The above items are noted as being out of conformance with current California Building Codes: San Anselmo Municipal Code and Ordinances; or as being in conflict with information in the Town records; or deemed to be a Hazardous Condition. Please note there may be other non-conforming issues. It is recommended that the reported items identified in this report be corrected or resolved as soon as possible, but it is not required prior to the transfer of ownership, unless specifically stated above. **Responsibility for compliance runs with the property** to all new owners. All Mandatory Corrections and Planning Issues will be assigned a Case Number at the time of issuance of this report and **must be resolved within 60 (sixty) days of the transfer of title** or within a time frame agreed to by the Building Official or Planning Director or Public Works Director depending on the permit issuing department.

EXPIRATION, REVISIONS, REINSPECTIONS and EXTENSIONS: This report is valid for 6 months from the date of issuance. There will be a **$230** hourly staff time fee for extension re-inspections, report revisions or changes in information. There is no fee for staff-caused corrections. More Details may be found on the Town website at https://www.sananselmo.gov/1653/Residential-Resale-Report---RBR.

NOTICE TO BUYER - **Required BUYER'S CERTIFICATE OF RECIEPT:**

ADDRESS: 421 Floribel Ave RESALE REPORT REVIEW DATE: 01/28/26

Prior to the sale or exchange of a dwelling unit, the owner shall provide the prospective purchaser with a copy of this report. The purchaser shall acknowledge receipt thereof. A copy of this page shall be signed by the buyer and seller and emailed to bjohnson@sananselmo.gov prior to transfer of ownership.

I certify that I am the buyer of the residential property covered by this report and that I have received the above report prior to the consummation of the sale or exchange of said residential building as required in Municipal Code Section 9-23.01.

BUYER Signature: ______________________________ Date: ______________

Buyer Cell Phone ____________________ **Buyer Email** ______________________________

SELLER Signature ______________________________ **Date** ______________

- -

COMPLIANCE ORDER

CASE: AB2026-[redacted] **Correction Required** **Outstanding Fees and Fines: $137.50 Due**

SAFETY AND EXISTING PERMITS: You, as the buyer, are hereby advised that the dwelling unit(s) described in this report have been inspected by the Town of San Anselmo Building Department during which certain health and/or safety deficiencies, unpermitted work and outstanding fees and fines may have been observed or discovered. Review of the files may have also found certain expired, incomplete or unfinalized building permits itemized within this report.

APPLYING FOR NEW PERMITS: Pursuant to Title 9-1.501 of the San Anselmo Municipal Code, (b) No new construction permits (except life/safety) shall be issued for work on a property unless all existing violations and expired permits issued for work on such property are cleared by abatement, issuance, or reinstatement of a permits.

VIOLATIONS: All items marked as REQUIRED or ACTION REQUIRED as well as UNPAID FEES and FINES are designated as VIOLATIONS. Code Sections may be found in the checklist description.

TO COMPLY: The items listed as "REQUIRED" must be **corrected within 60 (sixty) days** of transfer of ownership or as otherwise agreed to by the Building Official, Planning Director or Public Works Director depending on the permit issuing department. This includes unpermitted work, expired permits and unfinalized permits as well as fees and fines due.

FAILURE TO COMPLY: Failure to comply within the times given will result in further action which may include but not limited to Nuisance Abatement proceedings and Fees and/or Fines of up to $1000 per day.

BILL JOHNSON, Code Enforcement Officer **DATE** [redacted]

Municipal Residential Resale Programs - Marin County 01202026

1/20/2026	RP	$	File Review	By Staff Position	Inspection	Time	Recocile	Permits	Abatement	N.O.V	Open P	EXPIRED	MICRO	PLANNING	DPW
Belvedere	YES	$690	YES	Permit Tech / BO	YES	2 Week	YES	YES	YES	YES	YES	YES	YES	NO	NO
Corte Madera	YES	$130	YES	Customer Serves Rep	NO	1.5 Weeks	NO	YES	YES	YES	YES	YES	YES	YES	YES
Fairfax	YES	$469	YES	BO / Planning	YES	1.5 - 3 Weeks	YES	YES	YES	YES	YES	NO	NO	YES	NO
Larkspur	YES	$158	YES	Assistant / Jr Planner	NO	1-2 Weeks	NO	YES	N/A	N/A	YES	N/A	YES	N/A	N/A
Mill Valley	YES	$389	YES	BO / Planning	NO	1 Day	Expired Only	YES	NO	NO	YES	YES	NO	NO	NO
Novato	NO	N/A	N/A	N/A	NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ross	YES	$820 - $1260	YES	PT/CE/BI/BO/PS/DPW	YES	1.5 - 2 Weeks	YES	YES	YES	YES	YES	YES	N/A	YES	YES
San Anselmo	YES	$1,010- $1240	YES	CE/BI	YES	2-4 Weeks	YES	YES	YES	YES	YES	YES	PARTIAL	YES	YES
San Rafael	YES	$383 - $766	YES	CE	YES	1.5 Week	YES	YES	YES	YES	YES	YES	NO	YES	NO
Sausalito	YES	$600	YES	Permit Tech	NO	1 Week	NO	YES	YES	YES	YES	YES	YES	NO	NO
Tiburon	YES	$250	YES	PT/BI/BO	YES	2-4 Weeks	YES	YES	YES	YES	YES	YES	YES	NO	YES
County of Marin	NO	N/A	N/A	N/A	NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	RP - Resale Program	BO - Building Official	RECONCILE File to Site
	$-Adjusted for Comparison	PT- Permit Tech	PERMITS File Search
		CE - Code Enforcement	ABATEMENT File Search
		BI - Bldg Inspector	INSPECTION - Site Inspection
		PS-Planning Staff	

	OPEN PERMITS - File Search	MICROFIECH - Search	PLANNING - File Search
	NOTICE OF VIOLATION File Search	DPW File Search	

Outlook

I support Option C

From Rose Capurro <rosecapurro@yahoo.com>
Date Tue 2/24/2026 2:57 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from rosecapurro@yahoo.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

•

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Rose Capurro, Realtor
Top Agent Network, Top 1% Marin Sales
Coldwell Banker Residential Brokerage, 899 Northgate Drive, San Rafael, CA 94903
BRE# 01911774
C: 415-690-6762
http://www.marinrose.com

"Helping clients realize their dream home is a great privilege and joy"

Outlook

San Anselmo Resale Inspection

From Caroline Nelson <caroline.nelson@compass.com>
Date Tue 2/24/2026 2:50 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from caroline.nelson@compass.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors. I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement. San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all. Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections. At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages. Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance. We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without delivering proportional public safety benefit. Eliminating the requirement would:

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- Support aging-in-place and smoother downsizing transitions
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- Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement .

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement. Thank you for your leadership and service to our community.

Sincerely,

--

Caroline Nelson
Luxury Property Specialist

DRE#: 01405267

490 Magnolia Avenue, Larkspur, CA 94939

c: 415.672.0849

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Philadelphia
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San Diego
Seattle
Washington, DC Area
Westchester, NY

compass.com

Outlook

Support for Option C, Remove Residential Resale Inspection Requirement

From Blaine Morris <blaine@blainemorris.com>
Date Tue 2/24/2026 2:48 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from blaine@blainemorris.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

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• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

--

Blaine W. Morris

Compass Real Estate

2016 REALTOR of the Year -- Marin Association of REALTORS
2026 Director, Vice Chair, Legislative Committee -- California Association of REALTORS
2026 Director -- National Association of REALTORS
2014 President -- Marin Association of REALTORS
License # 01395592

YourMarinHome.com

415-971-3232 Cell

Outlook

San Anselmo Resale REport

From Liz McCarthy <liz@lizmccarthy.com>
Date Tue 2/24/2026 2:44 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from liz@lizmccarthy.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

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• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,
Liz McCarthy
Compass Real Estate

--

Liz McCarthy, Associate Broker
Compass / McCarthy + Moe Group

Top 1% Team in Marin, 2025*

(415) 250-4929
Liz@McCarthyMoe.com
DRE 01421997
*per BAREIS stats

M/M
McCarthy + Moe Group

I have not and will not verify or investigate the information supplied by 3rd parties.

Outlook

No resale inspection requirement!

From Ricki <rickieggert@gmail.com>
Date Tue 2/24/2026 2:43 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from rickieggert@gmail.com. Learn why this is important

CAUTION: External Sender

Please vote to have NO San Anselmo resale inspection requirement!

I am a property owner in San Anselmo.

Thank you.

Ricki Eggert
BRE 01175621
Berkshire Hathaway Home Services
415-810-3425 cell

Outlook

Residential Resale Inspection Requirement

From Silva, Nicki <Nicki.Silva@cbnorcal.com>
Date Tue 2/24/2026 1:30 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from nicki.silva@cbnorcal.com. Learn why this is important

CAUTION: External Sender

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Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,

Nicki Silva
Realtor
CalBRE#01932722
Coldwell Banker Realty
415.717.6413 (cell)
nicki.silva@cbnorcal.com
nickisilvamarinhomes.com

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Outlook

Council Agenda Item 2.2 - RBR Comments | Feb. 24, 2026 Meeting

From Chris Backer <chris@chrisbacker.com>
Date Mon 2/23/2026 11:10 PM
To Town Council <towncouncil@sananselmo.gov>
Cc Victor Gomez <victorg@pinnaclestrategy.org>; aaliyah@pinnaclestrategy.org <aaliyah@pinnaclestrategy.org>; townclerk@sananselmo.org <townclerk@sananselmo.org>

Some people who received this message don't often get email from chris@chrisbacker.com. Learn why this is important

CAUTION: External Sender

Good Evening Honorable Councilmembers,

I write this evening to support a full repeal of the RBR inspection ordinance that comes before you tomorrow, February 24, 2026 as agenda item 2.2.

I'd like to first start wtih some relevant facts to consider briefly:

- There are 483 Incorporated cities in CA
- Based on available data, around 30-40 cities have a resale inspection report program of some kind. That's **8%** at the highest percentage.
- Just because Marin jurisdictions have meandered with conformity in lockstep with RBRs of some form, it doesn't mean that this practice is the norm. In fact, the program is highly anomalous
- The Town's triple fee increase for resale inspections was nothing short of shocking. Especially when you consider the costs of how other jurisdictions handle these. It's not even close when comparing to other cities and towns

As you know, the Town of Novato repealed the same type of program in June 2022 with a unanimous council decision after years of dealing with issues. Ultimately, the city could not serve its citizens to perform basic permitting functions with their staffing and budgetary constraints. These are the same difficulties I heard from your very own staff leaders when Public Works Director Condry and Community Development Director Scoble gave their presentation to this Council last year on February 11, 2025.

Ultimately, I view this decision as an easy addition by subtraction situation. By eliminating the program, you allow staff to focus on proactive safety and planning priorities, rather than whack-a-mole transactional enforcement of inconsistent historical permits. The biggest complaint I heard during the February 11, 2025 presentation to this Council from Community Development Director Scoble and Public Works Director Condry was how much time it takes to process these reports, and then of course deal with abatement cases. Furthermore, they lamented that these abatement cases are increasing thanks to their own resale inspections. So my big question is why is the Town not only inserting itself into a private real estate transaction, but also creating more work for itself, on average 140 times every year? (it should also be noted that the last three years we saw historic lows in sale transactions, so historically you should be dealing with many more cases than 140 on average).

It's very well documented how many additional inspections are performed and recommended by Realtors on every transaction. Additionally, there are many state statutes already on the books for consumer safety and the contract actually states that Buyers should investigate "Permits, inspections, certificates, zoning, other governmental limitations, restrictions, and requirements affecting the current or future use of the Property, its development or size." Translation: you should perform your due diligence and research permit history on a property you are considering.

Lastly, uncertainty is one of the most difficult and costly aspects of a transaction. As you've learned, dealing with this building department and its procedures can be an inconsistent and opaque black box that does little to ameliorate that uncertainty. I look forward to you following Novato's footsteps in enacting bold change for the betterment of your city government and current/future residents alike.

Thank you for your consideration.

Best,
Chris Backer
Local Realtor

--

Chris Backer

REALTOR®, Top Producer, Lic. #01932001
m 650.704.3931
chris@chrisbacker.com
2023 Realtor® of the Year, Marin Realtors®
2019-2020 President, Marin Association of Realtors®
ChrisBacker.com

Outlook

Residential Resale Inspection requirement

From Lynn Reid <lynn.reid@compass.com>
Date Tue 2/24/2026 3:29 PM
To Town Council <towncouncil@sananselmo.gov>

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CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,
Lynn Reid

Outlook

RBR Ordinance

From Nicholas Svenson <nsvenson@gmail.com>
Date Wed 2/25/2026 9:10 AM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from nsvenson@gmail.com. Learn why this is important

CAUTION: External Sender

Hello Town Council,

I am writing as a realtor and as a resident of San Anselmo. I see tremendous value in a buyer being informed of the permitted work of the property. However, I believe a physical inspection of the property is excessive. Please take the lead of other towns and reduce the resale report process down to a statement of permits. This gives the buyer exactly what they need and allows them to make the decision to accept or reject the property based on these findings.

Thank you,

Nick

--
Nick Svenson
Mobile: 415.505.7674

Outlook

Support for Option C – Remove Residential Resale Inspection Requirement

From Jeffrey Caldwell <jeffrey.caldwell@corcoranicon.com>
Date Tue 2/24/2026 6:42 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from jeffrey.caldwell@corcoranicon.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

My name is Jeff Caldwell. As a local REALTOR® and member of the Marin Association of Realtors, I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without

delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,

--

Jeff Caldwell
REALTOR®
Lic. #CA 02325824
m 206.697.2458 | o Marin County
jeffrey.caldwell@corcoranicon.com

corcoran
ICON PROPERTIES

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Outlook

Item 2.1: Residential Resale Program Review and Policy - Support for Option C

From THOMAS KORZELIUS <tmove@aol.com>
Date Tue 2/24/2026 5:29 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from tmove@aol.com. Learn why this is important

CAUTION: External Sender

Honorable Mayor Burdo and members of the San Anselmo Town Council,

As a Realtor specializing in Marin County and Ross Valley and current Chairperson for Marin Realtors Government Affairs Committee, I support the removal of San Anselmo's residential resale inspection requirement. The City of Novato recently removed its resale inspection requirement based on the following points:

1. Redundancy with Private Inspections

* By the time Novato reconsidered the program, nearly all transactions already included licensed private home inspections.
* These reports were significantly more comprehensive than the City's resale report (covering structural, mechanical, roof, electrical, safety systems, etc.).
* The municipal inspection was viewed as duplicative rather than additive.

2. Administrative Burden vs. Public Benefit

* Staff time was being consumed by transactional enforcement (file review, scheduling inspections, follow-ups).
* Council discussion focused on whether those resources were better deployed toward complaint-based code enforcement and planning priorities.

3. Housing Transaction Cost Sensitivity

* There was recognition that resale inspection fees and correction requirements added friction and cost to transfers.
* This was especially relevant for estate sales, seniors downsizing, and intra-family transfers.

4. No Demonstrated Health & Safety Impact

* There was no data showing that eliminating the program led to increased hazards or enforcement cases.
* Code enforcement authority remained intact and complaint-driven.

5. Policy Alignment with County Trend

* Marin County itself does not have a resale inspection program.
* Once Novato eliminated its program, it moved into alignment with a "no program" model that relies on private inspections and standard disclosure laws.

For these reasons, on behalf of Marin Realtors, I respectfully request that the Town Council adopt Option C and remove the Residential Resale Inspection requirement.

I appreciate your thoughtful consideration and your continued leadership on housing and community issues.

Sincerely,

Tom Korzelius

Engel & Voelkers

DRE #01727775

Chairperson Marin Realtors Government Affairs Committee 2026

Outlook

Please support Option C — removal of the Residential Resale Inspection requirement.

From Carolyn Lenert <carolynrealestate@msn.com>
Date Tue 2/24/2026 4:43 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from carolynrealestate@msn.com. Learn why this is important

CAUTION: External Sender

Hon. Mayor and Members of the Town Council,

I am a local REALTOR? and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

In California, local governments generally **cannot** make a profit on service-for-fee arrangements. Under state law, specifically regulations following voter-approved initiatives, fees for services must be proportional to the cost of providing them and cannot exceed the actual cost of providing the service, or, in the case of utilities, cannot exceed the cost of operations. Please provide transparency on this issue.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement
* The training and supervising of personnel are not cost effective.

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,

Carolyn Lenert, DRE#01313155

Outlook

Removing the resale inspection requirement for San Anselmo

From Cari Gennarelli <cari@bayareamodern.com>
Date Tue 2/24/2026 4:18 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from cari@bayareamodern.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without

delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,

CARI GENNARELLI
Realtor®, GREEN, RSPS, SRES

Bay Area Modern Real Estate

Call / Text 415-602-4434
DRE 01843522
Email Cari@BayAreaModern.com
Website www.BayAreaModern.com

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Outlook

support for Option C

From Suzanne Hughes <suzanne.hughes@compass.com>
Date Tue 2/24/2026 4:15 PM
To Town Council <towncouncil@sananselmo.gov>

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CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of REALTORS®, and I am writing to respectfully urge your support for **Option C — elimination of the Residential Resale Inspection requirement**.

The recent increase in San Anselmo's resale inspection fee from $355 to $1,010 — nearly triple the prior cost — now places the Town among the most expensive jurisdictions in Marin County for this requirement. This is significantly out of alignment with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

More broadly, San Anselmo's policy is uncommon statewide. Only an estimated 30–40 cities in California impose resale inspection mandates, while more than 450 do not. This places the Town in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers and sellers are already navigating high interest rates, rising insurance premiums, and construction cost inflation, adding $1,000+ in administrative fees at closing creates additional barriers to homeownership and housing mobility. These transaction costs disproportionately affect seniors who need to downsize, families relocating for employment, and estate sales — all of which can further constrain available housing inventory.

It is also important to recognize that the municipal resale inspection is not a comprehensive health and safety evaluation. Instead, it primarily functions as a code compliance checklist, often identifying minor or long-standing items that are unrelated to habitability. In practice, buyers already obtain licensed, insured private home inspections that provide far more thorough analysis of structural systems, safety conditions, and overall property performance.

We strongly support reasonable life-safety requirements, including smoke and carbon monoxide detectors and seismic bracing. However, the current program inserts the Town into private real estate transactions without delivering a proportional public safety benefit.

Eliminating the requirement would:

- Reduce transaction costs and escrow delays

- Support aging-in-place and smoother downsizing transitions
- Align San Anselmo with regional and statewide norms
- Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully encourage you to support Option C and remove the Residential Resale Inspection requirement.

Thank you for your time, leadership, and service to the San Anselmo community.

Sincerely,

Suzanne Hughes
Team Achuck & Zech
DRE# 02157456
Over $2B Sold | Top 1% Compass
Marin County & San Francisco
415.706.9953
www.SuzanneHughesHomes.com

Disclaimer: I have not, and will not verify the information contained in this email or any attachment, nor any information provided by third parties; Buyer is advised to investigate such information.

AZ
ACHUCK ZECH
COMPASS

Outlook

I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement

From Tyler Grossman <tyler.grossman@compass.com>
Date Tue 2/24/2026 4:13 PM
To Town Council <towncouncil@sananselmo.gov>
Cc Tyler Grossman <tyler.grossman@compass.com>

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CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon

monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,
Tyler Grossman

Tyler Grossman
415-686-4451
300 Drakes Landing Rd, #120
Greenbrae, CA 94904
Realtor, Compass Real Estate
DRE#: 01715364
RealtorInMarin.com

Marin Monthly Newsletter Market Report

https://www.compass.com/research/market-outlook/agents/tyler-grossman/

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Outlook

remove resale inspections

From Holly Welch <holly@hollyinmarin.com>
Date Tue 2/24/2026 4:05 PM
To Town Council <towncouncil@sananselmo.gov>

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CAUTION: External Sender

Hi [Recipient Name],

As a Marin Realtor working in San Anselmo, I am writing to express my strong support for removing the required resale inspection report.

This requirement frequently causes unnecessary delays, expenses, and significant hardship for homeowners trying to sell their property. Streamlining this process would greatly benefit the community and the local real estate market.

Thank you,
Holly Welch
--

Holly Welch

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Lic. #02003709

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Outlook

Opposition to Resale Fee Increase

From Farber, Erin <erin.farber@cbrealty.com>
Date Tue 2/24/2026 3:59 PM
To Town Council <towncouncil@sananselmo.gov>

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CAUTION: External Sender

Subject: Opposition to Resale Inspection Fee Increase and Resale Inspection Requirement

Dear Mayor and Members of the City Council,

My name is Erin Norton Farber, and I am a local Realtor serving Marin County. I was raised in the special town of San Anselmo since 1972, and my parents still currently reside there. I am writing to respectfully express my opposition to the recent increase in the resale inspection fee from $355 to $1,010. I would also like to encourage reconsideration of the resale inspection requirement itself.

Tripling the fee places San Anselmo far out of step with neighboring jurisdictions. At over $1,000 per transaction, this is now among the highest resale inspection fees in Marin in addition to the act that several surrounding communities charge significantly less and most have eliminated the requirement entirely.

This increase comes at a particularly difficult time. Buyers and sellers are already navigating high interest rates, rising insurance costs, and construction inflation. Adding substantial administrative fees at closing only increases the financial barrier to entry, discourages housing mobility, and ultimately worsens inventory shortages. Seniors downsizing, young families relocating for work, and trustee sales are disproportionately impacted in a negative way.

Importantly, the resale inspection is not a comprehensive safety inspection. In practice, it functions largely as a code compliance checklist, often identifying minor or decades-old items that do not impact habitability. The process can delay closings and create unexpected correction costs without meaningfully improving public safety.

Realtors are not opposed to reasonable health and safety requirements. We support smoke and carbon monoxide detectors, seismic bracing, and many other legitimate safety measures. We want homeowners to be safe. However, the current program the town of San Anselmo has in place appears more transactional and revenue-driven than safety-based.

Additionally, many Marin cities have successfully eliminated resale inspection mandates without negative consequences. Buyers and sellers already hire licensed, insured home inspectors who provide far more comprehensive reports on structure, systems, and safety than the City of San Anselmo’s limited resale report. Government involvement in private real estate transfers should be limited, and code enforcement is more appropriately handled on a complaint basis rather than triggered by every transaction.

I respectfully ask the Council to reconsider both the fee increase and the underlying resale inspection mandate. Thoughtful housing policy should reduce unnecessary transaction costs and support stability, not add barriers.

Thank you for your time and consideration.

Sincerely,

Erin Norton Farber
Coldwell Banker Realty, DRE #02161774

ERIN FARBER
REAL ESTATE ADVISOR

ERIN FARBER
REALTOR®
Luxury Property Specialist
CalRE #02161774
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erinshomeconnections.com
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Outlook

I urge you to support Option C - removal of the Residential Resale Inspection

From Craig Burnett <craig@marinhomefront.com>
Date Tue 2/24/2026 3:52 PM
To Town Council <towncouncil@sananselmo.gov>

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CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without

delivering proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,

Craig Burnett

Realtor ~ Lic#01155053

cell 415.847.8616
craig@marinhomefront.com
www.marinhomefront.com
100 Drakes Landing Rd #125, Greenbrae

corcoran
ICON PROPERTIES

Outlook

Option C

From Steinhart, Michelle <Michelle.Steinhart@cbnorcal.com>
Date Tue 2/24/2026 3:49 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from michelle.steinhart@cbnorcal.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C, the removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010, which is nearly a threefold jump, makes the Town of San Anselmo one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others, including Marin County and Novato, do not require any municipal resale inspections.

The vast majority of California cities do not impose resale inspection mandates. Only an estimated 30 to 40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors who are downsizing, families who are relocating for work, and estate transfers, ultimately worsening inventory shortages.

Importantly, the resale inspection is not a comprehensive health and safety inspection. It primarily functions as a code compliance checklist, often identifying minor or decades-old issues unrelated to habitability. Buyers already obtain licensed, insured private home inspections that provide far more detailed analysis of structural systems, safety conditions, and property performance.

We fully support reasonable life-safety requirements such as smoke and carbon monoxide detectors and seismic bracing. However, the current resale inspection requirement inserts the Town into every private real estate transaction without delivering a proportional public safety benefit.

Eliminating the requirement would:
• Reduce transaction costs and escrow delays
• Support aging-in-place and smoother downsizing transitions
• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,
Michelle Steinhart
Coldwell Banker Realty
415.531.1384

MICHELLE STEINHART, Associate Broker| REALTOR®
Top Producer | Luxury Property Specialist
International President's Elite
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COLDWELL BANKER REALTY

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Outlook

UGENT request -

From Helen Luttemo <helen@enjoymarin.com>
Date Tue 2/24/2026 3:41 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from helen@enjoymarin.com. Learn why this is important

CAUTION: External Sender

RE: unacceptable fee increase

Dear Mayor and Members of San Anselmo Town Council,

I am a local REALTOR® and member of the Marin Association of Realtors, and I respectfully urge you to support Option C — removal of the Residential Resale Inspection requirement.

San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

Statewide, the vast majority of California cities do not impose resale inspection mandates. Only an estimated 30–40 cities have such programs, while more than 450 do not. This places San Anselmo in a small minority of jurisdictions requiring transaction-based municipal inspections.

At a time when buyers are already facing high interest rates, rising insurance costs, and construction inflation, adding $1,000+ in administrative fees at closing increases barriers to homeownership and discourages housing mobility. These higher transaction costs disproportionately impact seniors downsizing, families relocating for work, and estate transfers — ultimately worsening inventory shortages.

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• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Sincerely,
Helen Luttemo
Top Producing Agent
Ph:415-244-4414
COLDWELL BANKER REALTY, GREENBRAE
DRE# 01386035
Helen@EnjoyMarin.com
www.EnjoyMarin.com

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Outlook

San Anselmo Resale Inspections

From Chris Schaub <chrispschaub@gmail.com>
Date Tue 2/24/2026 3:38 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from chrispschaub@gmail.com. Learn why this is important

CAUTION: External Sender

Dear Mayor and Members of the Town Council,

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San Anselmo's recent fee increase from $355 to $1,010 — nearly a threefold jump — makes the Town one of the most expensive resale inspection jurisdictions in Marin County. This increase is far out of step with neighboring communities. Several Marin cities require only a file review, and others — including Marin County and Novato — do not require municipal resale inspections at all.

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Eliminating the requirement would:
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• Align San Anselmo with regional and statewide norms
• Allow staff to focus on proactive safety and planning priorities rather than transactional enforcement

For these reasons, I respectfully request that you support Option C and remove the Residential Resale Inspection requirement.

Thank you for your leadership and service to our community.

Chris Schaub, Realtor
Coldwell Banker Real Estate
DRE 02064681
415-827-5809