



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

Town Council Agenda

Tuesday, February 11, 2025

6:50 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/81750242908>

Or Telephone: +1 669 900 6833 | Webinar ID: 817 5024 2908

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

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

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

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

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

I. Interviews for the Arts Commission - 6:50 PM

1 Interview by Time, Attachment No. and Applicant Name (10 Minutes)

[Staff Report \(DOC\)](#)

[6:50 PM Attachment 1- Tanya Henry- Arts Commission- Application w/Resume \(PDF\)](#)

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. 7:00 PM

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.

Written Public Comment

[Public Comment- John Rushworth \(PDF\)](#)

[Public Comment- Johnson \(PDF\)](#)

[Public Comment- Wahlstrom \(PDF\)](#)

[Public Comment- Cerio \(PDF\)](#)

[Public Comment- Hogan \(PDF\)](#)

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 a Resolution Accepting the Sidewalk Right-of-Way Easement and Authorizing the Town Manager to Execute a Certificate of Acceptance for 121 Sequoia Drive Sidewalk Easement

[Staff Report \(DOC\)](#)

[Attachment 1 - Resolution \(DOC\)](#)

- 1.2** Receive a Report of Checks Issued, January 2025

[Staff Report \(DOCX\)](#)

[Attachment 1 Check Report January 2025 \(PDF\)](#)

- 1.3** Accept the Resignation of Kathleen Gundry from the Climate Action Commission

[Staff Report \(DOC\)](#)

[Attachment 1- Resignation Letter \(PDF\)](#)

- 1.4** Receive the Recreation Fund Revenue and Expenditure Reports, January 2025

[Staff Report \(DOC\)](#)

[Attachment 1 - Group Summary \(PDF\)](#)

[Attachment 2 - Capital Outlay \(PDF\)](#)

- 1.5** Approve a Resolution Accepting the Sidewalk Right-of-Way Easement and Authorizing the Town Manager to Execute a Certificate of Acceptance for 115 Sequoia Drive Sidewalk Easement

[Staff Report \(DOC\)](#)
[Attachment 1 - Resolution \(DOC\)](#)

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** Consider to Approve a Special Event Application- Live on The Avenue 2025. Approving the 'Live on the Avenue' event series is not considered a "project" under the California Environmental Quality Act (CEQA), 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 \(DOC\)](#)
[Attachment 1 - Event Application \(PFD\)](#)
[Attachment 2 - Staff Report from 1.28.25 Meeting \(DOC\)](#)
[Attachment 3 - Merchant Letter \(DOC\)](#)
[Public Comment- Millar \(PDF\)](#)
[Public Comment- Nazari \(PDF\)](#)

- 2.2** Consider Making Appointments to the Arts Commission and the Open Space Committee. Appointment to serve on a committee is not a "project" under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

[Staff Report \(DOC\)](#)
[Attachment 1- Marc Cohen- Arts Commission- Application no Resume \(PDF\)](#)
[Attachment 2- Grace Angel- Arts Commission- Application no Resume \(PDF\)](#)
[Attachment 3- Tanya Henry- Arts Commission- Application w/Resume \(PDF\)](#)
[Attachment 4- Daniel \(Danny\) Krebs- Open Space Committee- Application no Resume \(PDF\)](#)
[Attachment 5- Rene Voss- Open Space Committee- Application w/Resume \(PDF\)](#)
[Attachment 6- Jaime Mackie- Open Space Committee- Application w/Resume \(PDF\)](#)

- 2.3** Consider to Approve a Resolution Amending the 2024-2025 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).

[Staff Report \(DOCX\)](#)
[Attachment 1 2024-2025 Mid-Year Budget Revision Resolution \(DOCX\)](#)
[Exhibit 1 2024-2025 Mid-Year Budget Amendments \(PDF\)](#)
[Attachment 2 - 2024-2025 Overview of Funds \(PDF\)](#)

- 2.4** Receive an Update on the Building Permit Process. Receiving a presentation on the building

permit process 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 \(DOC\)](#)

[Attachment 1- PowerPoint Presentation \(Draft\) \(PDF\)](#)

[Attachment 2- 2025-01-22 Development Services Customer Satisfaction Survey \(PDF\)](#)

[Public Comment- Newman \(PDF\)](#)

[Public Comment- Burrell \(PDF\)](#)

[Public Comment- Arrieta \(PDF\)](#)

3. Public Hearing:

In general, the following procedural order applies to public hearing items:

- Staff Presentation
- Town Council Questions
- PUBLIC COMMENT – limited to 3 minutes/person
- Town Council discussion/action

- 3A.** Public Hearing to Consider Ordinance Amendments to Title 10 “Planning and Zoning”, Chapter 6 “Accessory Dwelling Units”; and associated CEQA Exemption Finding. The Ordinance Amendments are exempt from CEQA pursuant to Public Resources Code section 21080.17 and CEQA Guideline sections 15301 and 15061(b)(3).

[Staff Report \(PDF\)](#)

[Attachment 1 - Ordinance \(PDF\)](#)

[Attachment 2 - Resolution No. 2025-02 \(PDF\)](#)

[Attachment 3 - 2025 HCD ADU Handbook \(PDF\)](#)

[Attachment 4 - 2023 and 2024 State ADU Legislation \(PDF\)](#)

[Attachment 5 - Comment Letter - CalHDF \(PDF\)](#)

[Presentation](#)

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@townofsananselmo.org. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council’s decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is February 25, 2025.

Administration Department
Town Hall

525 San Anselmo Avenue
San Anselmo, CA 94960
(415) 258-4691

Town Council

Tarrell Kullaway, Mayor
Steve Burdo, Vice Mayor
Eileen Burke, Councilmember
Chantel Walker, Councilmember
Yoav Schlesinger, 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, Planning 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 #: Interviews

MEETING DATE: February 11, 2025

AGENDA TITLE: Conducting One Interview for the Arts Commission

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conducts one (1) interview for the Arts Commission.

One applicant is scheduled to be interviewed by the Town Council:

Interview Time	Name	Board, Committee or Commission
6:50 PM	Tanya Henry	Arts Commission

The Council will have the opportunity to make appointments to the Arts Commission and the Open Space Commission during the business portion of the meeting.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Conducting interviews is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS

Attachment 1- Tanya Henry- Arts Commission- Application w/Resume

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Tanya	K	Henry
First Name	Middle Initial	Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Occupation

Journalist/Publicist

Employer's Address

9 Redwood Road

Which Boards would you like to apply for?

Arts Commission: For Review

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

24

Number of years as a resident in Marin?

24

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

Heidi Krahling--415-457-7700 Anna Simmons--415-828-3527 Lisa Wolin--415-699-5727

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

Most of my volunteer experience has been with my sons' schools. I served as a Safe Routes to School parent for 4 years at Wade Thomas. I was also on multiple committees for his pre-school. I managed the newsletter and all communications responsibilities. I was also a member of the Robson Harrington Community Garden and I currently volunteer with Heidi Krahling's soup kitchen and ExtraFood.org.

Reasons for this appointment:

As a longtime San Anselmo resident, I care deeply about our town. I would bring a "roll up my sleeves" attitude to the role, and feel my publicist/journalist/editorial acumen would be helpful in the pursuit of maintaining and elevating the beautification of our sweet town.

What are your qualifications for this appointment?

I'm a communications professional and have worked in journalism and publicity for over 20 years. I bring solid writing skills that I can utilize across all channels including social media, newsletters, websites, etc. I'm also a hard worker and team player. I enjoy public facing events/interactions and can be counted on to execute and follow through with anything that I make a commitment to.

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

I would love to focus on ways to bring in the southern blocks of San Anselmo Avenue and Sir Francis Drake into the downtown. I feel like they get left out of the activities and would like them to be more integrated. The biggest issue is Creekside, of course, and I will do all I can to make sure we are vigilant in seeing it completed responsibly.

LinkedIn Profile

<https://www.linkedin.com/in/tanya-henry-1742023/>

[TH_RES_2024_COMMS.docx](#)

Upload a Resume

[San Anselmo Arts Commission.docx](#)

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

Tanya K Henry

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

Tanya Henry

Communications professional with over 15 years of experience in the lifestyle space. Provide writing/editing, marketing, account/project management, event development, and public relations to multiple clients. Experience with strategic social media, digital marketing campaigns, and brand development.

PR/COMMUNICATIONS CONSULTANT (2014 – Present)

- Provide the following services to clients: copywriting, blog copy, press material development, media pitching/outreach, spokesperson identification and training, publicity campaigns and media events.
- Provide comprehensive content including storytelling copy via blogs, newsletters, copywriting across multiple channels including email blasts, social media posts and more.
- Clients include Sonoma County Harvest Fair, Suited Hospitality (The Barlow, SingleThread, The Umstead Hotel), California Walnut Marketing Board, Cranberry Council, Lark Theater, Lagunitas Country Club, PRESS Restaurant, Beringer Wines, Bi-Rite Market, Columbus Craft Meats, and World's Best Cheese among others.

FOOD & DRINK COLUMNIST/FREELANCE, PACIFIC SUN (2005 – present)

- Review local Bay Area food and drink establishments and profile artisan food producers, farmers, and winemakers in a weekly column for the *Pacific Sun*.
- Previously served as Home Editor and managed a team of freelancers working collaboratively with production, editorial, and advertising departments.

ACCOUNT SUPERVISOR/PR LEAD, TORME LAURICELLA (2005 – 2014)

- Managed PR and marketing programs for major consumer clients including the California Walnut Marketing Board.
- Planned and executed multiple events throughout the year including a Harvest media event, cooking programs, and the online Chef Menus at Home program.
- Extensive copywriting across multiple channels including email, newsletters, blogs and website.
- Garnered extensive national media hits/pick-up through innovative and creative campaigns.
- Managed small team and oversaw collateral production, budgets and new business development.
- Additional accounts included non-profit organizations, Cranberry Council and Groth Wines.

SPECIALTY FOOD ASSOCIATION, NON-PROFIT (NY & SF)

CONSULTANT/PRESS OFFICE, NASFT/SF (2005 – Present)

- Provide press office expertise for the Specialty Food Association at both the Winter and Summer Fancy Food Shows. Identify stories and make introductions to appropriate journalists.
- Contribute articles to the *Specialty Food Magazine* and develop press releases, collateral, copywriting, and media materials as needed.
- Assistance in promoting numerous specialty food products in the snack, cheese, meat, chocolate and beverage categories.
- Provide coverage of Northern California events for the *Specialty Food News* newsletter.

FOOD & DRINK COLUMNIST/MARIN INDEPENDENT JOURNAL (2008 – 2011)

- Wrote weekly restaurant review column for daily newspaper in Marin County, *Marin IJ*.

NORTH BAY FOOD CRITIC/SAN FRANCISCO CHRONICLE (2001 – 2003)

- Wrote weekly restaurant reviews within Marin, Napa and Sonoma counties.

EDITOR, WELDON OWEN PUBLISHING, INC (2000 – 2002)

- Provided comprehensive project management and editorial expertise for book publisher/packager with clients including Williams-Sonoma.
- Worked closely with authors and assisted with recipe development, testing and editing.
- Managed all of the editorial, art direction, and production responsibilities for multiple book titles annually.

SENIOR FOOD EDITOR, COOKING.COM (1998 – 2000)

- Managed scheduling and input of all content for the Cooking.com website.
- Responsible for editing content on the site, obtaining e-rights and contributions from guest chefs and other content providers (e.g., book publishers, magazines and freelance writers).
- Wrote extensive food related content for the site. Managed, edited and created recipe database of over 5000 recipes. Produced 40 streamed holiday cooking techniques featuring celebrity chefs and promoted the site via numerous television spots on local television channel.

EDUCATION

- Associate of Occupational Studies in Culinary Arts, California Culinary Academy, San Francisco
- Bachelor of Science, Nutrition, California Polytechnic State University, San Luis Obispo

PROFESSIONAL AFFILIATIONS

- Judge James Beard Foundation Journalism/Chef Awards 2008-2012
- Robson Harrington Community Garden
- American Institute of Wine & Food
- Safe Routes to School Team Leader 2008-2010
- Volunteer ExtraFood.org—Hunger Relief Program
- Good Food Awards Judge 2018 – 2024
- Provide farmers market assistance for Honoré Farms
- Volunteer Agricultural Institute of Marin

References Available Upon Request

Dear San Anselmo Arts Commission:

I am writing out of a strong interest in serving on the San Anselmo Arts Commission. I hope you will consider me for this important role.

Now that my son is off to college and I've become an "empty nester", I'm interested in becoming more involved in my community—beyond my son's school. Cole attended the San Anselmo Co-op where I rolled up my sleeves and worked weekly with like-minded parents to provide an amazing pre-school experience for my son and their children. While he was at Wade Thomas, I volunteered with Safe Routes to School for four years, and regularly served as Room Parent over the six years he attended our neighborhood elementary school.

Today, 24 years after moving to San Anselmo from San Francisco, I have time for commitments beyond school and career. As a longtime journalist, I wrote food and drink columns for both the Pacific Sun and the Marin Independent Journal among other publications. I've recently started volunteering with Heidi Krahling (owner, Insalatas) in her soup kitchen that partners with ExtraFood and distributes her delicious restaurant-caliber soup to Marin residents who experience food insecurity.

While I'm not an artist, I have a great appreciation for art, and I feel that I can contribute in meaningful ways. I can bring solid communications and writing skills to the position and can assist with newsletters, website copy, social media, etc. I have attached a copy of my resume. You will note that I have over 15 years of experience in various editorial/marketing/writing roles in the lifestyle space. To view samples of my work, please visit the below links:

<https://tanyahenry.contently.com>

<https://pacificsun.com/author/thenry/>

It has been inspiring to experience the recent vibrancy and sense of community that has emerged out of Covid in our town. I would like to contribute to the continued well-being and vitality of our beloved town. I refer to San Anselmo as "my wooded hamlet" and few places are as near and dear to me as this special little corner of the earth.

Thank you in advance for your consideration.

Kind regards,
Tanya Henry

Eileen Burke

From John Rushworth <johnnyrush@comcast.net>
Date Mon 2/10/2025 10:35 AM
To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Dear town council. Why are you excluding one of the town council
Members- Eileen Burke?

I will be attending the meeting tomorrow to express my disappointment with your decision to exclude a
town council member.

John Rushworth

Sent from my iPhone

Eileen Burke support for committee membership

From Bill Johnson <Bill@gothomes.com>

Date Sat 2/8/2025 8:37 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

To all the town council members,

I am a 43 year voting resident of San Anselmo. I am concerned that my council member Eileen Burke has not been voted onto committee's that are making policy decisions for the town we all live in. This apparent practice has been brought to my attention and I am concerned about this issue. There is a motion being presented to have a 3 year limit on membership committee assignments. I support this measure. It is vitally important to have more voices involved in our government versus a chosen few. Please resolve this issue to allow my elected official to do the job she was voted in to perform.

Sincerely

Bill and Janet Johnson

Sent from my iPad

Stop the Divisiveness

From Melissa Wahlstrom <mcwahlstrom@gmail.com>

Date Tue 2/11/2025 1:20 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Hello Councilmembers,

I was shocked to have an email forwarded to me from Councilmember Burke where she is claiming to have been treated poorly simply because she didn't receive the votes she wanted. Now she is trying to get her supporters to drown out the meeting agenda by flooding the public comments segment with FULL (as she put it) three-minute comments. No council member is entitled to a committee position over any other council member. She is not arguing that she is the best, most qualified and most trusted person for the position. Simply that it is unfair that her fellow council members didn't vote for her. San Anselmo doesn't have room for bullies. I strongly disagree with this approach and want to be on record.

Thank you,
Melissa Wahstrom
San Anselmo resident

Collaboration in San Anselmo Government

From Michael Cerio <ceriomj@gmail.com>

Date Sun 2/9/2025 7:43 AM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Mayor Kullaway and members of the Town Council,

I am writing to you to express concern and share my perspective regarding recent discussions about Councilmember committee assignments, as well as my perception of collaboration within our town government.

I sincerely believe that all of you ran for office with the intention of creating policies that improve our town. We know that to get anything significant accomplished within a group, whether in government or elsewhere, there must be a clear purpose, a sense of belonging and above all, trust.

As I viewed the video of the last Town Council meeting, it was clear to me that there is a lack of trust among Councilmembers. This is not a new thing in our town government. Having spent time myself serving on the Parks Commission and on different committees, at times I have seen a lack of trust and insular thinking stand in the way of driving real positive change for the people of our town. What makes San Anselmo a great place to live is the people. It is families that share in a strong sense of community, who came here to live not only because it's a beautiful place but because they feel like they belong here.

I'm sure I don't clearly understand the process or the reasoning behind committee assignments for Councilmembers. I'm sure I don't understand why assignments are made the way they are. What I am sure of is that for me, it was disappointing to see what seemed like a lack of equity in the process. Whether this is real or not, I think, is less important than the perception that this situation has created for residents of San Anselmo. It appears you don't trust or work well with each other. Our leaders should be the best of us. You all were elected because the people of San Anselmo believed that you are. Please don't let us down.

Lastly, a comment about Councilmember Burke. While I do not always agree with her, I have a strong sense of respect and admiration for her deep commitment to our town. I respect that she stands up for what she believes in and has integrity in the way she conducts the Town's business. I believe for these reasons it is important that you consider her perspective and find the best solutions to the problems we face, together.

Respectfully,

Michael Cerio

Town Council Meeting February 11, 2025 Katie Hogan's Opinion re Committee Rotation Resolution

The Town Council, as elected representatives of San Anselmo residents, are here to recognize the will of the people. Government ethics are duties that public officials owe to the public they serve. The relationship between public officials and the public has been described as fiduciary in nature. "A person to whom property or power is entrusted for another." There are at least four factors that identify a fiduciary relationship:

1. The beneficiary has delegated authority to the fiduciary to act on its behalf;
2. The fiduciary has discretionary powers over the beneficiary's assets or interests;
3. The fiduciary is in a position superior to that of the beneficiary due to specialized access, knowledge or ability; and
4. The beneficiary trusts that the fiduciary will act in the beneficiary's best interest. (*Ponet & Leib, 2011*)

What ethical duties flow from the public fiduciary relationship? As noted by legal scholars David Ponet and Ethan Lieb, "Because fiduciaries are difficult to monitor and have wide access to power over beneficiary resources and assets, fiduciaries are under rigorous obligations that ensure compliance with their role responsibilities." So, what are those obligations in the government context?

- The duty of care;
- The duty of loyalty;
- The duty of impartiality;
- The duty of accountability; and
- The duty to preserve the public's trust in government (*Wechsler, 2013*).

Care:

Duty of care requires that the public official competently and faithfully execute the duties of the office. Under duty of care fall such obligations as the duty to manage assets competently and be good stewards of the public treasury, to use due diligence in the selection and supervision of staff, to follow the rules and to uphold the constitution and laws of the jurisdiction. Examples of breach of this duty include failure to attend meetings, failure to investigate, failure to engage in the deliberative process, and failure to vote.

Loyalty:

Public fiduciaries have an absolute obligation to put the public's interest before their own direct or indirect personal interests. The public fiduciary breaches this obligation when he or she benefits at the public expense. **Prohibited benefits can be financial** (such as engaging in pay to play politics- or participating in decisions that favorably impact an official's business, property, or investments), **career related** (such as using public office and/or public resources to obtain future employment or political position), **or personal such as benefits to family members or close**

Received

FEB 11 2025

Town of San Anselmo

associates. Note that when general ethical duties to family or friends conflict with duty to the public, the public duty must prevail.

Impartiality:

Public officials have a duty to represent all of their constituents fairly. A public fiduciary cannot favor those of his or her own party over other constituents, or let the fact that someone voted against him or her impact the ability to act fairly. They must overcome any inherent bias that they possess. As stated by Natelson, public fiduciaries should avoid targeting particular constituencies for favor or for punishment. **The Equal Protection Clause of the US Constitution is in essence a codification of the duty of impartiality. (Natelson, 2004)**

Accountability:

Without accountability, the public's ability to monitor the behavior of public fiduciaries would be severely limited.

Excluding Eileen from the committees she has requested for years is wrong and punitive;

I expect from our Town Council fairness and equality;

I support the Committee Rotation Resolution (attached); and

Want the Resolution implemented and assignments revisited THIS YEAR (call a special council meeting if necessary).

Do the right thing now.

Note: Much of this presentation has come from Markkula Center for Applied Ethics at Santa Clara University, Public Officials as Fiduciaries; the values behind government ethics laws by Hana Callaghan

Received

FEB 11 2025

Town of San Anselmo

FEB 11 2025

Town of San Anselmo

COMMITTEE ROTATION RESOLUTION

To benefit the Town by ensuring both a depth and breadth of experience among council members,

To reward seniority on the Council, and

To provide an equal opportunity for all council members to serve on the various committees,

The following procedure will be implemented for annual assignments to committees:

Prior to annual assignments, the seated council will determine an order of seniority based on continuous number of years in office.

If council members were first elected in the same election or have served for the same period of time, the member with more votes in the most recent election will be designated the senior member for purposes of seniority.

In order of seniority, the council members will select the committees they wish. Committee assignments will proceed in this manner (1-5, 1-5, etc.) until all assignments and alternate positions are selected.

Further, a member may not select the same committee for more than three consecutive years UNLESS no other member wishes to serve on said committee. Also, a member must remain off the committee they last served three years on for at least two years before selecting it again.

Council members who are appointed and assume the committee assignments of a departing councilmember at any time mid-year shall not have the assumed assignments count toward the three consecutive years.

Alternates to committee assignments are not limited to number of years and do not count as a selection.

This procedure will begin with the assignment of committees in 2025 and, for the purpose of determining consecutive years, will incorporate the committee assignments for 2022, 2023 and 2024.

Since it may be utilized to thwart rotation, trading of assignments, or choosing an assignment and defaulting to an alternate regularly is prohibited.

Received

FEB 11 2025

Town of San Anselmo

Blank



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: February 11, 2025

AGENDA TITLE: Consideration of a Resolution Accepting a Sidewalk Right-of-Way Easement at 121 Sequoia Drive and directing the filing of a Certificate of Acceptance; and directing Town Manager to enter into said Easement Agreement.

FROM: Scott Schneider, Assistant Director of Public Works

RECOMMENDATION: Staff recommends Town Council take the following actions:

1. Motion to direct the Town Manager to enter into a Sidewalk Right-of-Way Easement Agreement for certain property located at 121 Sequoia Drive ("Easement").
2. Motion to adopt the Resolution Accepting the Easement and authorizing the Town Manager to execute the Certificate of Acceptance of the Easement pursuant to Government Code Requirements.

BACKGROUND AND DISCUSSION

GWL Living Trust are the owners of 121 Sequoia Drive (the "Property"). On December 7, 2020, the Planning Commission of the Town of San Anselmo approved the demolition of the existing single-family residence on the Property, and the construction of a new home. There is an existing sidewalk on Sequoia Drive that runs along the front of the house on the Property.

In the process of construction, it was discovered that in two separate areas, the sidewalk along Sequoia Drive traversed portions of the Property. In order to clarify the boundary of the public sidewalk right-of-way, the owners of the Property have agreed to grant a sidewalk right-of-way easement to the Town.

Government Code section 27281 requires that the Town Council formally accept interests in real property, including easements, and execute and file with the Marin County Recorder's Office a Certificate of Acceptance for the Easement.

Staff recommends that the Town Council direct the Town Manager to enter into an Easement Agreement for the Right-of-Way Sidewalk Easement and adopt the attached Draft Resolution to formally accept the Easement as required by law. Because there is already an existing sidewalk at this location, the Easement will simply provide clarity of title and will not impose any new

responsibilities or expense on the Town. The maintenance of the sidewalk will remain consistent with other sidewalks in the Town.

RECOMMENDATION

1. Motion to direct the Town Manager to enter into a Sidewalk Right-of-Way Easement Agreement for certain property located at 121 Sequoia Drive (“Easement”).
2. Motion to adopt the Resolution Accepting the Easement and authorizing the Town Manager to execute the Certificate of Acceptance of the Easement pursuant to Government Code Requirements.

FISCAL IMPACT

Maintenance of sidewalks is the responsibility of the fronting property owners, so there will be no additional costs to the Town.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Easement and Town acceptance thereof is categorically exempt from the California Environmental Quality Act (“CEQA”) under CEQA Guidelines section 10561(b)(3), the “common sense exemption”, because it can be seen with certainty that there is no possibility of a significant environmental effect since the Easement area is currently used as a pedestrian sidewalk and this use will remain unchanged. Sidewalks are consistent with Climate Action Plan 2030 Transportation Measure T-3 Walking.

ATTACHMENTS

Attachment 1: Resolution Accepting Easement

TOWN OF SAN ANSELMO
RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ACCEPTING A
SIDEWALK RIGHT-OF-WAY EASEMENT FOR THAT CERTAIN REAL PROPERTY LOCATED AT 121
SEQUOIA DRIVE, SAN ANSELMO, CALIFORNIA, AND DIRECTING EXECUTION OF A
CERTIFICATE OF ACCEPTANCE

WHEREAS, GWL Living Trust (the “Owners”) are the owner of that certain real property identified as APN 006-127-05 located at 121 Sequoia Drive in San Anselmo, California (the “Property”); and

WHEREAS, on December 7, 2020, the Planning Commission of the Town of San Anselmo approved the demolition of an existing single family residence and the construction of a new single-family residence on the site, as set forth in the December 7, 2020 Planning Commission Meeting Minutes (the “Project”); and

WHEREAS, in the process of finalizing the design and construction of the Project, it was discovered that in two separate areas, a sidewalk along Sequoia Drive traversed portions of the Property rather than the existing street right-of-way; and

WHEREAS, to clarify sidewalk and street right-of-way boundaries and to clear title inconsistencies with existing improvements, the Town of San Anselmo and the Owners entered into a Sidewalk Right-of-Way Easement Agreement whereby the Owners granted an easement interest to the Town for those portions of sidewalk that traversed the Property, attached hereto as Exhibits “A” and “B” and incorporated herein by reference (the “Easement”); and

WHEREAS, Government Code section 27281 requires that the Town execute and file with the Marin County Recorder’s Office a Certificate of Acceptance for the Easement; and

WHEREAS, the Town Council desires to accept the Easement as set forth in Exhibits “A” and “B” for the purposes of a sidewalk right-of-way, as more particularly described in the Easement; and

WHEREAS, the acceptance and use of the Easement is categorically exempt from the California Environmental Quality Act (“CEQA”) under CEQA Guideline section 10561(b)(3), the “common sense exemption”, because it can be seen with certainty that there is no possibility of a significant environmental effect since the Easement area is currently used as a pedestrian sidewalk and this use will remain unchanged; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES HEREBY RESOLVE AS FOLLOWS:

1. The above findings are true and correct, and incorporated herein by reference.
2. The Town hereby accepts the Easement as set forth in Exhibits “A” and “B” attached hereto and incorporated herein, for purposes of a sidewalk right-of-way as more particularly described in the Easement; and

3. The Town Manager is hereby authorized and directed to execute a Certificate of Acceptance for the Easement pursuant to Government Code section 27281; and
4. The Town Clerk shall cause this Resolution of Acceptance, the Certificate of Acceptance, and the Easement to be recorded with the Marin County Recorder's Office.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on February 11, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tarrell Kullaway, Mayor

ATTEST:

Serge Avila, Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.2

MEETING DATE: February 11, 2025

AGENDA TITLE: Report of Checks Issued, January 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 98994 to 99100 issued during the month of January and bank draft numbers DFT05794, DFT05797, DFT05820-DFT05821, DFT05823-DFT05824, DFT05826-DFT05829, DFT05831-DFT05835, DFT05853, and DFT05855-DFT05857 in a total amount of \$2,210,995.96.

BACKGROUND

This report is an itemization of payments made to vendors during the months of January 2025. It also includes wires to Bank of America for January 2025 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll-related items.

The following warrants were voided or canceled in January 2025: 99005

ATTACHMENTS

Attachment #1: Check Report January 2025



Town of San Anselmo

ITEM 1.2 - ATTACHMENT 1

Check Report

By Check Number

Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
03861	Access Scaffolding Co.	01/09/2025	Regular	0.00	1,000.00	98994
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1174	Invoice	12/23/2024	12.23.2024 - SCAFFOLDING - FRONT PROP	0.00	1,000.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		1,000.00	
02986	Albertsons/Safeway	01/09/2025	Regular	0.00	23.98	98995
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
803934-122024-1	Invoice	12/28/2024	12.28.2024 - REC DEPT - SUPPLIES	0.00	23.98	
	21.63.62979		PARKSIDE SUPPLIES		23.98	
00048	Alhambra & Sierra Springs	01/09/2025	Regular	0.00	119.91	98996
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
23551470 01022	Invoice	01/02/2025	01.02.2025 - REC DEPT - WATER DELIVERY	0.00	119.91	
	21.63.61179		PARKSIDE SERVICES		27.97	
	21.63.61187		ROBSON AFTER SCHOOL		51.97	
	21.65.62200		DEPARTMENTAL SUPPLIE		39.97	
02030	Alvin S. Bailey	01/09/2025	Regular	0.00	91.00	98997
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
12102024-2	Invoice	12/10/2024	12.10.2024 - FALL UKELELE CLASS	0.00	91.00	
	21.62.61171		ADULT CULTURE SERVICE		91.00	
02920	Amazon Business	01/09/2025	Regular	0.00	304.01	98998
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1FNK-NNQ7-NRY	Invoice	12/12/2024	12.12.2024 - LIBRARY - BOOKS	0.00	34.40	
	01.71.62310		Library Zip Grant		34.40	
1FWH-LW1D-QKX	Invoice	11/27/2024	11.27.2024 - LIBRARY - ADULT BOOKS	0.00	43.68	
	01.71.62310		Library Zip Grant		43.68	
1G3T-K6G7-FR44	Invoice	10/02/2024	10.02.2024 - LIBRARY - ADULT BOOKS	0.00	59.00	
	01.71.62310		Library Zip Grant		59.00	
1HR6-TPR7-NKXC	Invoice	12/12/2024	12.12.2024 - LIBRARY - ADULT BOOKS	0.00	13.55	
	01.71.62310		Library Zip Grant		13.55	
1J1N-NL1N-3XGT	Invoice	12/19/2024	12.19.2024 - LIBRARY - ADULT BOOKS	0.00	23.84	
	01.71.62310		Library Zip Grant		23.84	
1KPQ-TQ7Y-4FFN	Invoice	12/19/2024	12.19.2024 - LIBRARY - ADULT BOOKS	0.00	27.43	
	01.71.62310		Library Zip Grant		27.43	
1NG3-PMVC-9FY	Invoice	12/16/2024	12.16.2024 - LIBRARY - ADULT BOOKS	0.00	27.30	
	01.71.62310		Library Zip Grant		27.30	
1TJL-MYHP-KY7R	Invoice	12/17/2024	12.17.2024 - LIBRARY - ADULT BOOKS	0.00	54.07	
	01.71.62310		Library Zip Grant		54.07	
1TVN-D6GT-16KJ	Invoice	01/02/2025	01.02.2025 - LIBRARY - UKELELE CLIP	0.00	12.01	
	27.71.62200		DEPARTMENTAL SUPPLIE		12.01	
1YWV-DDVD-7QJR	Invoice	12/19/2024	12.19.2024 - LIBRARY - CHILDREN'S BOOK	0.00	8.73	
	01.71.62310		Library Zip Grant		8.73	
03299	Answer MTI	01/09/2025	Regular	0.00	202.21	98999

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000034-982-151	Invoice	01/01/2025	01.01.2025 - CALL CENTER SERVICE - DEC	0.00	202.21	
	01.41.61150		OUTSIDE SERVICES-OTHE		202.21	
03354	Arlette Castellanos	01/09/2025	Regular	0.00	600.00	99000
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16	Invoice	01/03/2025	01.03.2025 - SPANISH STORYTIME - NOV/	0.00	600.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		600.00	
00001	AT&T Calnet	01/09/2025	Regular	0.00	1,538.59	99001
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
576-12272024	Invoice	12/27/2024	576 - TH CHAMBERS PHONE - 11.27.24-12	0.00	65.54	
	41.41.61701		UTILITIES		65.54	
583-12252024	Invoice	12/25/2024	583 - DPW FAX - 11.25.24-12.24-24	0.00	124.40	
	41.41.61701		UTILITIES		124.40	
586-12252024	Invoice	12/25/2024	586 - REC DEPT FAX - 11.25.24-12.24.24	0.00	89.79	
	21.65.61705		UTILITIES-TELEPHONE		89.79	
634-12202024	Invoice	12/20/2024	634 - TRAFFIC SIGNAL MODEM - 11.20.24	0.00	1,258.86	
	41.41.61701		UTILITIES		1,258.86	
03858	ATA Towing LLC	01/09/2025	Regular	0.00	2,450.00	99002
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
97393	Invoice	12/12/2024	12.12.2024 BOAT TOW O/B/O CENTRAL	0.00	2,450.00	
	01.30.61150		OUTSIDE SERVICES-OTHE		2,450.00	
02542	Avril Angevine	01/09/2025	Regular	0.00	125.00	99003
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013756	Invoice	12/18/2024	12.18.2024 - HONORARIUM - ART TALK T	0.00	125.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		125.00	
00388	Baker & Taylor	01/09/2025	Regular	0.00	2,023.15	99004
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5019220729	Invoice	12/09/2024	12.09.2024 - AUDIOBOOKS	0.00	146.61	
	27.71.62304		AUDIO/VISUAL BOOKS		146.61	
5019237571	Invoice	12/09/2024	12.09.2024 - CHILDREN'S BOOKS	0.00	215.01	
	27.71.62302		CHILDRENS BOOKS		215.01	
5019237607	Invoice	12/05/2024	12.05.2024 - BOARD BOOKS	0.00	37.92	
	27.71.62302		CHILDRENS BOOKS		37.92	
5019237612	Invoice	12/09/2024	12.09.2024 - TEEN BOOKS	0.00	33.47	
	01.71.62302		CHILDRENS BOOKS		33.47	
5019237613	Invoice	12/09/2024	12.09.2024 - TEEN BOOKS	0.00	22.27	
	01.71.62302		CHILDRENS BOOKS		22.27	
5019238125	Invoice	12/05/2024	12.05.2024 - CHILDREN'S BOOKS	0.00	294.78	
	27.71.62302		CHILDRENS BOOKS		294.78	
5019238126	Invoice	12/05/2024	12.05.2024 - CHILDREN'S BOOKS	0.00	17.29	
	27.71.62302		CHILDRENS BOOKS		17.29	
5019238127	Invoice	12/05/2024	12.05.2024 - CHILDREN'S BOOKS	0.00	276.40	
	27.71.62302		CHILDRENS BOOKS		276.40	
5019240377	Invoice	12/10/2024	12.10.2024 - CHILDREN'S BOOKS	0.00	150.60	
	01.71.62302		CHILDRENS BOOKS		150.60	
5019240378	Invoice	12/10/2024	12.10.2024 - CHILDREN'S BOOKS	0.00	123.72	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62302	CHILDRENS BOOKS	12.10.2024 - CHILDREN'S BOOK		123.72	
5019240379	Invoice	12/10/2024	12.10.2024 - CHILDREN'S BOOKS	0.00	29.33	
	01.71.62302	CHILDRENS BOOKS	12.10.2024 - CHILDREN'S BOOK		29.33	
5019240380	Invoice	12/10/2024	12.10.2024 - CHILDREN'S BOOKS	0.00	156.23	
	01.71.62302	CHILDRENS BOOKS	12.10.2024 - CHILDREN'S BOOK		156.23	
5019240826	Invoice	12/11/2024	12.11.2024 - TEEN BOOKS	0.00	15.98	
	01.71.62302	CHILDRENS BOOKS	12.11.2024 - TEEN BOOKS		15.98	
5019240827	Invoice	12/11/2024	12.11.2024 - TEEN BOOKS	0.00	93.90	
	01.71.62302	CHILDRENS BOOKS	12.11.2024 - TEEN BOOKS		93.90	
5019245159	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	21.89	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		21.89	
5019245160	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	46.79	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		46.79	
5019245161	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	43.45	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		43.45	
5019245162	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	5.72	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		5.72	
5019245163	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	23.20	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		23.20	
5019245164	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	26.50	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		26.50	
5019245165	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	25.87	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		25.87	
5019245166	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	17.80	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		17.80	
5019245167	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	15.85	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		15.85	
5019245168	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	23.87	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		23.87	
5019245169	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	22.55	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		22.55	
5019256103	Invoice	12/11/2024	12.11.2024 - ADULT BOOKS	0.00	22.70	
	01.71.62301	ADULT BOOKS	12.11.2024 - ADULT BOOKS		22.70	
H71084010	Invoice	12/17/2024	12.17.2024 - VIDEOS	0.00	31.45	
	01.71.62307	VIDEOS	12.17.2024 - VIDEOS		31.45	
H71161350	Invoice	12/17/2024	12.17.2024 - VIDEOS	0.00	54.67	
	01.71.62307	VIDEOS	12.17.2024 - VIDEOS		54.67	
H71161360	Invoice	12/17/2024	12.17.2024 - VIDEOS	0.00	27.33	
	01.71.62307	VIDEOS	12.17.2024 - VIDEOS		27.33	
	Void	01/09/2025	Regular	0.00	0.00	99005
00007	Bay Cities Joint Power Insurance Authority	01/09/2025	Regular	0.00	1,982.24	99006
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
BCJPIA-0138-202	Invoice	12/20/2024	12.20.2024 - OCTOBER 2024 CLAIMS	0.00	1,982.24	
	40.21.61906		LIABILITY INSURANCE CLA	12.20.2024 - OCTOBER 2024 CL	50.00	
	40.21.61907		WORKERS COMPENSATIO	12.20.2024 - OCTOBER 2024 CL	1,932.24	
02823	Boucher Law, PC	01/09/2025	Regular	0.00	660.00	99007
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
2428	Invoice	12/27/2024	12.27.2024 - LABOR & EMPLOYMENT LA	0.00	90.00	
	01.16.61196		PERSONNEL LEGAL SERVI	12.27.2024 - LABOR LAW & EM	90.00	
2462	Invoice	12/31/2024	12.31.2024 - LABOR & EMPLOYMENT LA	0.00	570.00	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.16.61196	PERSONNEL LEGAL SERVI	12.31.2024 - LABOR & EMPLOY		570.00	
02192	BPXpress	01/09/2025	Regular	0.00	617.50	99008
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
RICH-58970	Invoice	12/17/2024	12.17.2024 - RVFD STN 20 - PLANROOM	0.00	617.50	
	14.41.63100		CAPITAL OUTLAY - CONST		617.50	
00063	Brodart	01/09/2025	Regular	0.00	56.38	99009
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
650060	Invoice	12/10/2024	12.10.2024 - CLR CLASS LBL 14 DAY LOAN	0.00	48.97	
	27.71.62200		DEPARTMENTAL SUPPLIE		48.97	
650276	Invoice	12/16/2024	12.16.2024 - FRENCH CLASS SYMBOL LAB	0.00	7.41	
	01.71.62200		DEPARTMENTAL SUPPLIE		7.41	
01282	Burke, Williams & Sorensen, LLP	01/09/2025	Regular	0.00	324.00	99010
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
333476	Invoice	12/13/2024	12.13.2024 - PROFESSIONAL SERVICES - N	0.00	324.00	
	01.16.61109		OUTSIDE SERVICES-LITIGA		324.00	
03864	Cal West Rentals, Inc.	01/09/2025	Regular	0.00	649.00	99011
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
423196	Invoice	12/05/2024	12.05.2024 - STN 20 - DOUBLE DRUM ROL	0.00	649.00	
	45.41.63100		CAPITAL OUTLAY - CONST		649.00	
064	California Building Standards Commission	01/09/2025	Regular	0.00	627.12	99012
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013787	Invoice	12/26/2024	12.26.2024 - BSASRF Q4 2024	0.00	627.12	
	01.00.20310		BUILDING: STATE GREEN		627.12	
00193	CalMat Company	01/09/2025	Regular	0.00	431.55	99013
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2412-197632	Invoice	12/19/2024	12.19.2024 - BUS HUB - CONCRETE MIX	0.00	390.11	
	01.42.62905		SUPPLIES-GROUNDS		390.11	
2412-198842	Invoice	12/23/2024	12.23.2024 - FH20 - FLUTED BRICK	0.00	41.44	
	45.41.63100		CAPITAL OUTLAY - CONST		41.44	
02524	Code Source	01/09/2025	Regular	0.00	1,634.00	99014
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11796	Invoice	11/07/2024	11.07.2024 - PLAN REVIEW - 26A MARIPO	0.00	1,634.00	
	01.41.61157		PLAN CHECKING		1,634.00	
00072	Comcast	01/09/2025	Regular	0.00	167.81	99015
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-12222024	Invoice	12/22/2024	049 - TH INTERNET - 12.27.24-01.26.25	0.00	167.81	
	41.41.61701		UTILITIES		167.81	
00462	County of Marin - Marin.Org	01/09/2025	Regular	0.00	8,727.30	99016

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2757	Invoice	12/31/2024	12.31.2024 - ATT MIDAS NETWORK - OCT-	0.00	8,727.30	
	21.65.61106		OUTSIDE SVCS-MGT INFO		3,327.30	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,400.00	
02581	CSG Consultants	01/09/2025	Regular	0.00	312.50	99017
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
B242238	Invoice	12/02/2024	12.02.2024 - PLAN REVIEW - 8 LAUREL AV	0.00	312.50	
	01.41.61157		PLAN CHECKING		312.50	
01320	DC Electric Group Inc	01/09/2025	Regular	0.00	7,100.52	99018
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
475589	Invoice	11/30/2024	11.30.2024 - M5007 SL ROUTINE - NOV 2	0.00	682.31	
	01.42.61131		OUTSIDE SVCS-STREET LI		682.31	
475590	Invoice	11/30/2024	11.30.2024 - M5008 - SL RESPONSE - NOV	0.00	962.05	
	01.42.61131		OUTSIDE SVCS-STREET LI		962.05	
475649	Invoice	11/30/2024	11.30.2024 - M1007 - TS ROUTINE - NOV	0.00	2,336.22	
	01.42.61130		OUTSIDE SVCS-SIGNALS		2,336.22	
475650	Invoice	11/30/2024	11.30.2024 - M1008 TS RESPONSE - NOV	0.00	3,119.94	
	01.42.61130		OUTSIDE SVCS-SIGNALS		3,119.94	
00035	Demco Inc	01/09/2025	Regular	0.00	405.48	99019
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
7581854	Invoice	12/18/2024	12.18.2024 - CUSTOM LABELS	0.00	235.91	
	01.71.62200		DEPARTMENTAL SUPPLIE		235.91	
7582737	Invoice	12/19/2024	12.19.2024 - LABELS/PROTECTORS/ADHES	0.00	169.57	
	01.71.62200		DEPARTMENTAL SUPPLIE		169.57	
00082	Department of Industrial Relations	01/09/2025	Regular	0.00	2,025.00	99020
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
S 2130083 SA	Invoice	12/26/2024	12.27.2024 - CONVEYANCE #066410 - INS	0.00	675.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		675.00	
S 2130201 SA	Invoice	12/26/2024	12.26.2024 - CONVEYANCE #154519 - INS	0.00	675.00	
	01.32.61506		BLDG. MAINT-OTHER		675.00	
S 2130707 SA	Invoice	12/27/2024	12.27.2024 - CONVEYANCE #065026 - INS	0.00	675.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		675.00	
02732	Diesel Direct West	01/09/2025	Regular	0.00	755.18	99021
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
86266010	Invoice	12/19/2024	12.19.2024 - GASOLINE UNL - 150.0 GAL	0.00	755.18	
	01.81.62988		VEHICLE-FUEL/OIL/TIRES		755.18	
03662	DMR Builders	01/09/2025	Regular	0.00	54,718.55	99022
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
8	Invoice	01/06/2025	01.06.2025 - TOWN HALL HVAC - PROGRE	0.00	4,750.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		4,750.00	
9	Invoice	01/06/2025	01.06.2025 - TOWN HALL HVAC - PROGRE	0.00	49,968.55	
	45.41.61150		OUTSIDE SERVICES-OTHE		49,968.55	
00266	Edwin P Gurka, Jr	01/09/2025	Regular	0.00	717.50	99023

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
45-2024	Invoice	12/16/2024	12.16.2024 - SITE VISIT/ARBRST RPT - SFD	0.00	717.50	
	01.42.61105		OUTSIDE SERVICES-TREES		717.50	
03396	Emily B. Stucky	01/09/2025	Regular	0.00	500.00	99024
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
122024	Invoice	01/03/2025	01.03.2025 - SING AND STOMP - DEC 202	0.00	500.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		500.00	
02622	Epstein Holtzapple Christo LLP	01/09/2025	Regular	0.00	12,677.50	99025
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
7805	Invoice	12/18/2024	12.18.2024 - GENERAL LEGAL COUNSEL -	0.00	9,542.50	
	01.16.61138		GENERAL COUNSEL LEGA		9,542.50	
7806	Invoice	12/18/2024	12.18.2024 - LEGAL COUNSEL - PLANNING	0.00	3,107.50	
	01.16.61138		GENERAL COUNSEL LEGA		3,107.50	
7807	Invoice	12/18/2024	12.18.2024 - LITIGATION - NOV 2024	0.00	27.50	
	01.16.61138		GENERAL COUNSEL LEGA		27.50	
00017	Fairfax Building Supply Co. Inc.	01/09/2025	Regular	0.00	32.79	99026
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
291639	Invoice	12/27/2024	12.27.2024 - SCREWS/FASTERNERS	0.00	32.79	
	01.41.61506		BLDG. MAINT-OTHER		32.79	
02278	Gardeners' Guild	01/09/2025	Regular	0.00	5,937.00	99027
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
119793	Invoice	01/01/2025	01.01.2025 - SFD MEDIANS - JAN 2025	0.00	1,143.00	
	01.42.61144		Medians		1,143.00	
119832	Invoice	01/01/2025	01.01.2025 - RED HILL MEDIAN - JAN 202	0.00	2,461.00	
	01.42.61144		Medians		2,461.00	
119833	Invoice	01/01/2025	01.01.2025 - IMGTN PK/MAG LOT - JAN 2	0.00	2,333.00	
	01.81.61104		OUTSIDE SERVICES-GROU		1,166.50	
	14.81.61150		OUTSIDE SERVICES-OTHE		1,166.50	
03371	Golden State Lumber	01/09/2025	Regular	0.00	2,685.02	99028
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
7364612	Invoice	12/19/2024	12.19.2024 - BUS STOP - LUMBER	0.00	1,934.81	
	01.42.62905		SUPPLIES-GROUNDS		1,934.81	
7364664	Invoice	12/19/2024	12.19.2024 - THE HUB - LUMBER	0.00	750.21	
	01.42.62905		SUPPLIES-GROUNDS		750.21	
00021	Good & Clean Company Inc	01/09/2025	Regular	0.00	12,625.00	99029
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
73253	Invoice	12/02/2024	12.02.2024 - LOWER TH CLEANING - NOV	0.00	1,320.00	
	01.41.61501		BLDG. MAINT-JANITORIAL		1,320.00	
73254	Invoice	12/02/2024	12.02.2024 - GENERAL CLEANING - NOV 2	0.00	11,305.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		2,825.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		1,775.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		6,705.00	
01526	Granicus Inc	01/09/2025	Regular	0.00	3,662.54	99030

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
196031	Invoice	12/31/2024	12.31.2024 - ECOMMENT ANNUAL LICENS	0.00	3,662.54	
	01.12.61150		OUTSIDE SERVICES-OTHE		3,662.54	
00104	Grier Argall Plumbing Inc	01/09/2025	Regular	0.00	350.00	99031
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
18439	Invoice	12/23/2024	12.23.2024 - MEMORIAL PK - ALDER MET	0.00	350.00	
	01.81.61150		OUTSIDE SERVICES-OTHE		350.00	
02586	HdL Software LLC	01/09/2025	Regular	0.00	1,136.58	99032
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN045780	Invoice	11/30/2024	11.30.2024 - NEW ACCOUNTS PROCESSED	0.00	1,136.58	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,136.58	
02410	Hinderliter de Llamas & Associates	01/09/2025	Regular	0.00	616.20	99033
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SIN046176	Invoice	12/30/2024	12.30.2024 - CONTRCT SVCS TRNSTN TAX-	0.00	616.20	
	01.12.61150		OUTSIDE SERVICES-OTHE		616.20	
02236	HooplaDigital	01/09/2025	Regular	0.00	815.32	99034
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
506553518	Invoice	12/31/2024	12.31.2024 - DIGITAL ACCOUNT - DEC 202	0.00	815.32	
	27.71.62309		E BOOKS		815.32	
03635	Integra Landscape Architecture	01/09/2025	Regular	0.00	792.70	99035
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2472	Invoice	12/30/2024	12.30.2024 - PARKSIDE PLAYGROUND DES	0.00	792.70	
	21.65.63100		CAPITAL OUTLAY - CONST		792.70	
03837	Ivy Tzur	01/09/2025	Regular	0.00	13,920.00	99036
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
4	Invoice	01/06/2025	01.06.2025 - PROJECT MGMT - 12.09.24-1	0.00	13,920.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		5,568.00	
	45.41.61150		OUTSIDE SERVICES-OTHE		6,960.00	
	45.41.63100		CAPITAL OUTLAY - CONST		1,392.00	
00022	Jackson's Hardware Inc.	01/09/2025	Regular	0.00	585.53	99037
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
169716	Invoice	12/26/2024	12.26.2024 - POWER TOOLS/BATTERIES/	0.00	585.53	
	01.42.62906		SUPPLIES-OTHER		585.53	
02558	Kanopy	01/09/2025	Regular	0.00	799.00	99038
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
432942	Invoice	12/31/2024	12.31.2024 - VIDEOS - LIBRARY - DEC 202	0.00	799.00	
	27.71.62309		E BOOKS		799.00	
03674	Kassidy Anne Stetler	01/09/2025	Regular	0.00	150.00	99039
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
203	Invoice	01/06/2025	01.06.2025 - SOFTBALL CLINICS - JAN 202	0.00	150.00	
	21.61.61165		SOFTBALL SERVICES		150.00	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03549	Kid's Choice Camps LLC	01/09/2025	Regular	0.00	2,072.70	99040
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
01072025	Invoice	01/07/2025	01.07.2025 - CARPENTRY FOR KIDS - FALL	0.00	2,072.70	
21.62.61175			KIDS CULTURE SERVICES		2,072.70	
00691	League of California Cities	01/09/2025	Regular	0.00	400.00	99041
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9921	Invoice	01/02/2025	01.02.2025 - 2025 MEMBERSHIP DUES - N	0.00	400.00	
01.12.61000			TRAINING		400.00	
02579	LTS of Marin	01/09/2025	Regular	0.00	4,287.08	99042
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1727	Invoice	12/31/2024	12.31.2024 - REPAIRS-CHEVY 2500/DUMP	0.00	4,287.08	
01.81.61602			VEHICLE MAINTENANCE/		1,429.08	
01.81.61602			VEHICLE MAINTENANCE/		1,429.00	
01.81.61602			VEHICLE MAINTENANCE/		1,429.00	
00330	Marin General Services Authority	01/09/2025	Regular	0.00	81,824.00	99043
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013836	Invoice	01/05/2025	01.05.2025 - FY24-25 MEMBER CONTRIB	0.00	81,824.00	
01.21.61116			OUTSIDE SVCS-ANIMAL C		81,824.00	
00029	Marin IT	01/09/2025	Regular	0.00	4,978.66	99044
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2024-125726	Invoice	12/19/2024	12.19.2024 - APC BATTERY CARTRIDGE - R	0.00	231.04	
42.21.62200			DEPARTMENTAL SUPPLIE		231.04	
2024-125752	Invoice	12/26/2024	12.26.2024 - PARKS & REC WIRELESS	0.00	3,399.62	
42.21.62200			DEPARTMENTAL SUPPLIE		3,399.62	
2025-125792	Invoice	01/04/2025	01.04.2025 - AGREEMENT MANAGED OFF	0.00	1,348.00	
42.21.61150			OUTSIDE SERVICES-OTHE		1,348.00	
00132	Marin Sanitary Service	01/09/2025	Regular	0.00	50.00	99045
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
162714	Invoice	01/02/2025	01.02.2025 - SHRED CART WO#162169	0.00	50.00	
21.65.61506			BLDG. MAINT-OTHER		50.00	
01036	Matrix HG Inc	01/09/2025	Regular	0.00	899.00	99046
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
182822	Invoice	12/16/2024	12.16.2024 - QTRLY PREVENTATIVE MNTN	0.00	681.00	
41.41.61150			OUTSIDE SERVICES-OTHE		681.00	
183039	Invoice	12/20/2024	12.20.2024 - QTRLY PREVENTATIVE MNTN	0.00	218.00	
41.41.61150			OUTSIDE SERVICES-OTHE		218.00	
00609	Midwest Tape	01/09/2025	Regular	0.00	31.82	99047
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
506449958	Invoice	12/09/2024	12.09.2024 - LIBRARY - VIDEOS	0.00	31.82	
01.71.62307			VIDEOS		31.82	
01388	NCSI	01/09/2025	Regular	0.00	259.00	99048

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
53287	Invoice	01/01/2025	01.01.2025 - BACKGROUND CHECKS - REC	0.00	259.00	
	21.65.61137		FINGERPRINTING		259.00	
03524	Northwest Cascade, Inc.	01/09/2025	Regular	0.00	1,685.24	99049
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0554601096	Invoice	12/17/2024	12.17.2024 - REC DEPT - PORTA POTTY UN	0.00	1,685.24	
	01.81.61150		OUTSIDE SERVICES-OTHE		1,685.24	
00760	Ongaro & Sons	01/09/2025	Regular	0.00	207.00	99050
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
232700	Invoice	12/31/2024	12.31.2024 - HVAC EVALUATION SERVER R	0.00	207.00	
	41.41.61150		OUTSIDE SERVICES-OTHE		207.00	
03830	Onspot Welding & Design, Inc.	01/09/2025	Regular	0.00	1,750.00	99051
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
11271	Invoice	10/10/2024	10.10.2024 - PARKSIDE PRESCHOOL - ADA	0.00	1,750.00	
	15.81.63100		CONSTRUCTION		1,750.00	
00165	Pacific Telemanagement Services - PTS	01/09/2025	Regular	0.00	93.00	99052
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2130906	Invoice	12/26/2024	12.26.2024 - TH PAYPHONE - JAN 2025	0.00	93.00	
	01.42.61705		UTILITIES-TELEPHONE		93.00	
00893	Perfect Timing Personnel Services, Inc.	01/09/2025	Regular	0.00	2,230.28	99053
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
54125	Invoice	12/23/2024	12.23.2024 - ADMIN SUPPORT - MARMO	0.00	1,491.18	
	01.82.60010		TEMPORARY HELP		1,192.94	
	21.65.60010		TEMPORARY HELP		298.24	
54166	Invoice	01/06/2025	01.06.2025 - ADMIN SUPPORT - MARMO	0.00	739.10	
	01.82.60010		TEMPORARY HELP		591.28	
	21.65.60010		TEMPORARY HELP		147.82	
00558	Peterson	01/09/2025	Regular	0.00	22,780.18	99054
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SW270060586	Invoice	12/31/2024	12.31.2024 - ICC - COMMISSION ENGINE	0.00	22,780.18	
	31.41.61150		OUTSIDE SERVICES-OTHE		22,780.18	
02956	PUBLIC RISK, INNOVATION, SOLUTIONS AND M.	01/09/2025	Regular	0.00	1,777.20	99055
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
25401157	Invoice	01/01/2025	01.01.2025 - EMPLOYEE ASST PROGRAM -	0.00	427.20	
	01.12.61150		OUTSIDE SERVICES-OTHE		427.20	
25401230	Invoice	12/30/2024	12.30.2024 - EAP - ORG DEVELOPMENT -	0.00	1,350.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,350.00	
03639	Quadient Leasing USA, Inc.	01/09/2025	Regular	0.00	576.62	99056

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Q1634092	Invoice	12/11/2024	12.11.2024 - POSTAGE MACHINE LEASE	0.00	576.62	
	01.12.62003	POSTAGE	12.11.2024 - POSTAGE MACHIN		115.32	
	01.18.62003	POSTAGE	12.11.2024 - POSTAGE MACHIN		115.32	
	01.41.62003	POSTAGE	12.11.2024 - POSTAGE MACHIN		115.32	
	01.71.62003	POSTAGE	12.11.2024 - POSTAGE MACHIN		115.34	
	01.82.62003	POSTAGE	12.11.2024 - POSTAGE MACHIN		115.32	
01497	Quadient, Inc.	01/09/2025	Regular	0.00	5,000.00	99057
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
274-12222024	Invoice	12/22/2024	12.22.2024 - POSTAGE METER	0.00	5,000.00	
	01.12.62003	POSTAGE	12.22.2024 - POSTAGE		1,000.00	
	01.18.62003	POSTAGE	12.22.2024 - POSTAGE		1,000.00	
	01.41.62003	POSTAGE	12.22.2024 - POSTAGE		1,000.00	
	01.71.62003	POSTAGE	12.22.2024 - POSTAGE		1,000.00	
	01.82.62003	POSTAGE	12.22.2024 - POSTAGE		1,000.00	
03086	Race Forward	01/09/2025	Regular	0.00	1,000.00	99058
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-05176	Invoice	12/18/2024	12.18.2024 - CORE MEMBERSHIP - 08.01.	0.00	1,000.00	
	01.21.61302	DUES	12.18.2024 - CORE MEMBERSHI		1,000.00	
00339	Redwood Security Systems	01/09/2025	Regular	0.00	825.00	99059
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4157950	Invoice	01/01/2025	01.01.2025 - FIRE MNTRNG/MNTNC - JAN	0.00	825.00	
	34.41.61506	BLDG. MAINT-OTHER	01.01.2025 - FIRE MNTRNG/MN		210.00	
	41.41.61150	OUTSIDE SERVICES-OTHE	01.01.2025 - FIRE MNTRNG/MN		615.00	
02415	ROSS MCDONALD CO. INC.	01/09/2025	Regular	0.00	3,503.69	99060
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
125320	Invoice	01/06/2025	01.06.2025 - OAK VENEER SLATWALL PAN	0.00	3,503.69	
	01.71.61150	OUTSIDE SERVICES-OTHE	01.06.2025 - OAK VENEER SLAT		3,503.69	
00182	Roto-Rooter Plumbers	01/09/2025	Regular	0.00	3,790.00	99061
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
97413533	Invoice	12/17/2024	12.17.2024 - STORMDRAIN CLNG - 5 SANT	0.00	2,520.00	
	01.42.61123	OUTSIDE SVCS-DRAINAGE	12.17.2024 - STORMDRAIN CLN		2,520.00	
97709449	Invoice	12/29/2024	12.29.2024 - MEMORIAL PK FLOOR DRAIN	0.00	750.00	
	01.81.61150	OUTSIDE SERVICES-OTHE	12.29.2024 - MEMORIAL PK FLO		750.00	
97713681	Invoice	12/30/2024	12.30.2024 - MEMORIAL PK DRAIN CLEAR	0.00	520.00	
	01.81.61150	OUTSIDE SERVICES-OTHE	12.30.2024 - MEMORIAL PK DR		520.00	
03673	Saor Eire Stetler	01/09/2025	Regular	0.00	225.00	99062
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
203	Invoice	01/06/2025	01.06.2025 - SOFTBALL CLINICS - JAN 202	0.00	225.00	
	21.61.61165	SOFTBALL SERVICES	01.06.2025 - SOFTBALL CLINICS		225.00	
01563	SCA	01/09/2025	Regular	0.00	12,227.90	99063
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24000817	Invoice	09/15/2024	09.15.2024 - RES STRT SWPNG - MAR/JUN	0.00	12,227.90	
	01.42.61135	STREET SWEEPING	09.15.2024 - RES STRT SWPNG -		12,227.90	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03859	Springshare LLC	01/09/2025	Regular	0.00	1,099.00	99064
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
24-A2024	Invoice	12/20/2024	12.20.2024 - LIBCAL 5/5/5 ANNUAL - 202	0.00	1,099.00	
27.71.62200			DEPARTMENTAL SUPPLIE		1,099.00	
00024	T & B Sports Inc	01/09/2025	Regular	0.00	7,088.14	99065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0000204960	Invoice	12/19/2024	12.19.2024 - BASKETBALL UNIFORMS	0.00	7,088.14	
21.61.62961			BASKETBALL SUPPLIES		7,088.14	
03685	Taylor Eby	01/09/2025	Regular	0.00	100.00	99066
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013838	Invoice	01/06/2025	01.06.2025 - SOFTBALL CLINICS - WINTER	0.00	100.00	
21.61.61165			SOFTBALL SERVICES		100.00	
03857	Tiale Guerrero	01/09/2025	Regular	0.00	400.00	99067
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013755	Invoice	12/13/2024	12.13.2024 - SOFTBALL CLINICS - DEC 202	0.00	400.00	
21.61.61165			SOFTBALL SERVICES		400.00	
03863	Tri-Star Office Moving	01/09/2025	Regular	0.00	16,080.00	99068
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
66202	Invoice	12/31/2024	12.31.2024 - MOVING SERVICES - TH FLO	0.00	16,080.00	
41.41.63117			CONSTRUCTION - BUILDI		16,080.00	
00033	Water Components & Building Supply	01/09/2025	Regular	0.00	31.65	99069
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
30644834	Invoice	09/03/2024	09.03.2024 - PARKSIDE SUPPLIES	0.00	31.65	
15.81.63100			CONSTRUCTION		31.65	
02905	Wells Fargo Vendor Financial Services, LLC	01/09/2025	Regular	0.00	925.01	99070
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5032468665	Invoice	12/12/2024	12.12.2024 - CANON COPIER LEASE	0.00	925.01	
42.21.63003			COMPUTER HARDWARE/		925.01	
00142	Marin Municipal Water District	01/15/2025	Regular	0.00	87.36	99071
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
939-11182024	Invoice	11/18/2024	939 - 634 SAN ANSELMO AVE - 09.12.24 -	0.00	87.36	
41.41.61701			UTILITIES		87.36	
00142	Marin Municipal Water District	01/15/2025	Regular	0.00	-87.36	99071
00142	Marin Municipal Water District	01/15/2025	Regular	0.00	87.36	99072
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
939-11182024	Invoice	11/18/2024	939 - 634 SAN ANSELMO AVE - 09.12.24 -	0.00	87.36	
41.41.61701			UTILITIES		87.36	
03875	Herc Exchange LLC	01/21/2025	Regular	0.00	38,302.88	99073
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
56565952-000	Invoice	01/07/2025	01.07.2025 - 100KW GENERATOR DSL SN#	0.00	38,302.88	
41.41.63117			CONSTRUCTION - BUILDI		38,302.88	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02411	23 ELEPHANTS THEATRE COMPANY	01/21/2025	Regular	0.00	7,378.00	99074
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
WINTER 2025-1	Invoice	01/21/2025	01.21.2025 - WINTER 2025 - PAYMENT 1	0.00	7,378.00	
21.62.61175	KIDS CULTURE SERVICES	01.21.2025 - WINTER 2025 - PAY	7,378.00			
00004	Alpine Awards Inc.	01/21/2025	Regular	0.00	2,253.54	99075
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6110061	Invoice	01/21/2025	01.21.2025 - BASKETBALL TROPHIES 2024	0.00	2,253.54	
21.61.62961	BASKETBALL SUPPLIES	01.21.2025 - BASKETBALL TROP	2,253.54			
03876	Aria Pongi	01/21/2025	Regular	0.00	300.00	99076
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013952	Invoice	01/21/2025	01.21.2025 - SOFTBALL WINTER CLINICS 2	0.00	300.00	
21.61.61165	SOFTBALL SERVICES	01.21.2025 - SOFTBALL WINTER	300.00			
00080	Department of Justice	01/21/2025	Regular	0.00	74.00	99077
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
774498	Invoice	01/15/2025	01.15.2025 - REC DEPT - FINGERPRINTING	0.00	74.00	
21.65.61137	FINGERPRINTING	01.15.2025 - REC DEPT - FINGER	74.00			
00113	Juan Olsen Sanchez	01/21/2025	Regular	0.00	8,000.00	99078
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
WINTER 2025-1	Invoice	01/21/2025	01.21.2025 - GYMNASTICS WINTER 2025 -	0.00	8,000.00	
21.61.61167	TUMBLING SERVICES	01.21.2025 - GYMNASTICS WIN	8,000.00			
03674	Kassidy Anne Stetler	01/21/2025	Regular	0.00	150.00	99079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
204	Invoice	01/13/2025	01.13.2025 - SOFTBALL CLINIC - JAN 2025	0.00	150.00	
21.61.61165	SOFTBALL SERVICES	01.13.2025 - SOFTBALL CLINIC -	150.00			
03673	Saor Eire Stetler	01/21/2025	Regular	0.00	225.00	99080
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
204	Invoice	01/13/2025	01.13.2025 - SOFTBALL CLINIC - JAN 2025	0.00	225.00	
21.61.61165	SOFTBALL SERVICES	01.13.2025 - SOFTBALL CLINIC -	225.00			
03685	Taylor Eby	01/21/2025	Regular	0.00	200.00	99081
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
204	Invoice	01/13/2025	01.13.2025 - SOFTBALL CLINICS - JAN 202	0.00	100.00	
21.61.61165	SOFTBALL SERVICES	01.13.2025 - SOFTBALL CLINICS	100.00			
204.2	Invoice	01/15/2025	01.15.2025 - SOFTBALL CLINICS - DEC 202	0.00	100.00	
21.61.61165	SOFTBALL SERVICES	01.15.2025 - SOFTBALL CLINICS	100.00			
03582	ANDREW QUICK	01/21/2025	Regular	0.00	150.00	99082
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5	Invoice	01/14/2025	01.14.2025 - STORYTIME COVERAGE 01/1	0.00	150.00	
01.71.61132	OUTSIDE SVCS-PROGRAM	01.14.2025 - STORYTIME COVER	150.00			
00001	AT&T Calnet	01/21/2025	Regular	0.00	1,689.61	99083

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-01102025	Invoice	01/10/2025	574 - ALL DEPTS CENTREX - 12.10.24-01.0	0.00	1,596.33	
	41.41.61701		UTILITIES		1,596.33	
579-01102025	Invoice	01/10/2025	579 - TRAFFIC LIGHT MODEM - 12.10.24-0	0.00	31.53	
	01.41.61705		UTILITIES-TELEPHONE		31.53	
580-01102025	Invoice	01/10/2025	580 - ROBSON HOUSE - 12.10.24-01.09.25	0.00	61.75	
	34.41.61705		UTILITIES-TELEPHONE		61.75	
01534	Christine O'Rourke	01/21/2025	Regular	0.00	19,398.67	99084
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
965	Invoice	01/11/2025	01.11.2025 - GENERAL PLAN UPDATE - DE	0.00	19,398.67	
	01.81.61150		OUTSIDE SERVICES-OTHE		19,398.67	
03868	CircleUp Education	01/21/2025	Regular	0.00	6,198.00	99085
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4054	Invoice	01/08/2025	01.08.2025 - MARIN-SONOMA LDRSHP A	0.00	6,198.00	
	97.00.62006		INSTRUCTION - MSLA		6,198.00	
00308	CivicPlus	01/21/2025	Regular	0.00	1,250.00	99086
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
324932	Invoice	12/11/2024	12.11.2024 - WEBSITE VIRTUAL TRAINING	0.00	1,250.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		1,250.00	
03774	ClientFirst Consulting Group., LLC	01/21/2025	Regular	0.00	2,932.50	99087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
17255	Invoice	09/30/2024	09.30.2024 - SOLAR PERMITS PM - SEP 20	0.00	2,932.50	
	90.41.61150		OUTSIDE SERVICES-OTHE		2,932.50	
02315	Coastland Civil Engineering Inc.	01/21/2025	Regular	0.00	8,332.50	99088
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
60811	Invoice	11/30/2024	11.30.2024 - BLDG DEPT SVCS - NOV 2024	0.00	8,332.50	
	01.41.61157		PLAN CHECKING		8,332.50	
02622	Epstein Holtzapple Christo LLP	01/21/2025	Regular	0.00	6,847.50	99089
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7885	Invoice	01/14/2025	01.14.2025 - GENERAL LEGAL COUNSEL -	0.00	6,710.00	
	01.16.61138		GENERAL COUNSEL LEGA		6,710.00	
7887	Invoice	01/14/2025	01.14.2025 - LITIGATION - DEC 2024	0.00	137.50	
	01.16.61138		GENERAL COUNSEL LEGA		137.50	
03865	Felicia Lowe	01/21/2025	Regular	0.00	125.00	99090
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013851	Invoice	01/07/2025	01.07.2025 - HONORARIUM - JAN 2024	0.00	125.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM		125.00	
03873	Gallagher Benefit Services, Inc.	01/21/2025	Regular	0.00	13,600.00	99091
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024037677	Invoice	12/02/2024	12.02.2024 - 2024 COMP STDY- CONTRAC	0.00	3,400.00	
	01.12.61150		OUTSIDE SERVICES-OTHE		3,400.00	
2024038623	Invoice	01/06/2025	01.06.2025 - 2024 COMP STDY - 50% MIL	0.00	10,200.00	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.12.61150	OUTSIDE SERVICES-OTHE	01.06.2025 - 2024 COMP STDY -		10,200.00	
00021	Good & Clean Company Inc	01/21/2025	Regular	0.00	13,095.00	99092
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
73583	Invoice	01/02/2025	01.02.2025 - GENERAL CLEANING - DEC 2	0.00	11,775.00	
	31.41.61501		BLDG. MAINT-JANITORIAL		2,825.00	
	34.41.61501		BLDG. MAINT-JANITORIAL		1,775.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		6,705.00	
	60.60.60010		TEMPORARY HELP		470.00	
73584	Invoice	01/02/2025	01.02.2025 - LOWER TH CLEANING - DEC	0.00	1,320.00	
	41.41.61501		BLDG. MAINT-JANITORIAL		1,320.00	
00029	Marin IT	01/21/2025	Regular	0.00	12,412.50	99093
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2024-125752B	Invoice	01/09/2025	01.09.2025 - PMT ADJSTMNT - PARKS & R	0.00	217.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		217.50	
2025-125910	Invoice	01/13/2025	01.13.2025 - GOV MIGRATION - QUOTE 2	0.00	2,972.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		2,972.50	
2025-125929	Invoice	01/14/2025	01.14.2025 - AGRMNT ONSITE SUPPORT S	0.00	5,720.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		5,720.00	
2025-125931	Invoice	01/14/2025	01.14.2025 - AGRMNT HOSTED BACKUPS	0.00	1,000.00	
	42.21.61150		OUTSIDE SERVICES-OTHE		1,000.00	
2025-125935	Invoice	01/14/2025	01.14.2025 - AGRMNT AUTOMATE & DEF	0.00	2,502.50	
	42.21.61150		OUTSIDE SERVICES-OTHE		2,502.50	
00142	Marin Municipal Water District	01/21/2025	Regular	0.00	6,388.92	99094
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
119-01142025	Invoice	01/14/2025	119 - MULTIPLE - 11.14.24-01.09.25	0.00	2,428.74	
	41.41.61701		UTILITIES		2,428.74	
120-01142025	Invoice	01/14/2025	120 - MULTIPLE - 11.14.24-01.09.25	0.00	1,115.21	
	41.41.61701		UTILITIES		1,115.21	
152-01142025	Invoice	01/14/2025	152 - SAN FRANCISCO BLVD - 11.14.24-01.	0.00	474.80	
	41.41.61701		UTILITIES		474.80	
216-01102025	Invoice	01/10/2025	216 - 237 CRESCENT RD - 11.07.24-01.07.	0.00	139.71	
	01.81.61703		UTILITIES-WATER		139.71	
307-01102025	Invoice	01/10/2025	307 - 237 CRESCENT RD - 11.07.24-01.07.	0.00	104.86	
	34.41.61703		UTILITIES-WATER		104.86	
495-01142025	Invoice	01/14/2025	495 - MAGNOLIA AVE - 11.14.24-01.09.25	0.00	103.35	
	41.41.61701		UTILITIES		103.35	
665-01142025	Invoice	01/14/2025	665 - SAN FRANCISCO BLVD - 11.14.24-01.	0.00	183.75	
	41.41.61701		UTILITIES		183.75	
752-01142025	Invoice	01/14/2025	752 -SUNNY HILLS DR (MEM PK) -11.14.2	0.00	667.50	
	01.81.61703		UTILITIES-WATER		667.50	
808-01142025	Invoice	01/14/2025	808 - 525 SAN ANSELMO AVE - 11.14.24-0	0.00	629.10	
	41.41.61701		UTILITIES		629.10	
939-01142025	Invoice	01/14/2025	939 - 634 SAN ANSELMO AVE - 11.14.24-0	0.00	83.52	
	41.41.61701		UTILITIES		83.52	
943-01142025	Invoice	01/14/2025	943 - 237 CRESCENT RD - 11.14.24-01.19.	0.00	458.38	
	32.81.61703		UTILITIES-WATER		229.19	
	41.41.61701		UTILITIES		229.19	
00893	Perfect Timing Personnel Services, Inc.	01/21/2025	Regular	0.00	4,317.93	99095

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
54099	Invoice	12/16/2024	12.16.2024 - ADMIN SUPPORT - DE DIOS/	0.00	2,865.65	
	01.82.60010		TEMPORARY HELP		2,292.52	
	21.65.60010		TEMPORARY HELP		573.13	
54188	Invoice	01/14/2025	01.14.2025 - ADMIN SUPPORT - MARMO	0.00	1,452.28	
	01.82.60010		TEMPORARY HELP		1,161.82	
	21.65.60010		TEMPORARY HELP		290.46	
01563	SCA	01/21/2025	Regular	0.00	19,430.80	99096
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
24001059	Invoice	12/15/2024	12.15.2025 - RES STREET SWEEPER - DEC	0.00	19,430.80	
	01.42.61135		STREET SWEEPING		19,430.80	
01359	Siegfried Engineering Inc	01/21/2025	Regular	0.00	39,210.00	99097
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
49084	Invoice	01/08/2025	01.08.2025 - 2025 STREET REHAB SVCS T	0.00	39,210.00	
	15.41.63108		CAPITAL OUTLAY - DESIG		39,210.00	
00626	State Water Resources Control Board - SWRCB	01/21/2025	Regular	0.00	10,920.00	99098
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
SW-0296213	Invoice	11/20/2024	11.20.2024 - FY 24-25 ANNUAL PERMIT F	0.00	10,920.00	
	01.41.61150		OUTSIDE SERVICES-OTHE		10,920.00	
03207	Toni DeFrancis	01/21/2025	Regular	0.00	420.00	99099
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2024-PC1216	Invoice	12/31/2024	12.31.2024 - TRANSCRIPTION - PC 12/16	0.00	220.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		220.00	
2025-PC16	Invoice	01/13/2025	01.13.2025 - TRANSCRIPTION - PC 01/06	0.00	200.00	
	01.18.61150		OUTSIDE SERVICES-OTHE		200.00	
03702	Ayrton B. Sobral	01/21/2025	Regular	0.00	12,297.00	99100
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013930	Invoice	01/11/2025	01.11.2025 - PAINTING - PLANNING DEPT	0.00	7,979.00	
	41.41.63117		CONSTRUCTION - BUILDI		7,979.00	
INV0013931	Invoice	01/11/2025	01.11.2025 - PAINTING - ROBSON WINDO	0.00	4,318.00	
	15.81.63100		CONSTRUCTION		4,318.00	
00391	Verizon Wireless	01/01/2025	Bank Draft	0.00	922.68	DFT05794
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
6101021731	Invoice	12/12/2024	12.12.2024 - CELLULAR - 11.13.24-12.12.2	0.00	922.68	
	01.12.61705		UTILITIES-TELEPHONE		51.69	
	01.41.61705		UTILITIES-TELEPHONE		504.19	
	01.42.61705		UTILITIES-TELEPHONE		51.69	
	21.63.61179		PARKSIDE SERVICES		51.69	
	21.63.61187		ROBSON AFTER SCHOOL		263.42	
00072	Comcast	01/05/2025	Bank Draft	0.00	155.02	DFT05797
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
426-01052025	Invoice	01/05/2025	426 - CREEK CAMERA - 12.14.24 - 01.13.2	0.00	155.02	
	42.21.61150		OUTSIDE SERVICES-OTHE		155.02	
00362	Town of San Anselmo	01/07/2025	Bank Draft	0.00	299,096.52	DFT05820

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013837	Invoice	01/07/2025	1-15-2025 TSA To Fund Payroll	0.00	299,096.52	
01.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	220,751.63			
01.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	3,582.89			
01.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	463.21			
01.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	-1,483.19			
15.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	10,962.75			
15.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	-41.25			
19.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	12,917.19			
21.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	38,960.92			
27.00.20299	PAYROLL PAYABLE	1-15-2025 TSA To Fund Payroll	12,982.37			
00128	Pacific Gas & Electric	01/09/2025	Bank Draft	0.00	200.55	DFT05821
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
717-01092025	Invoice	01/09/2025	717 - CORPYARD UTILITIES - 12.05.24-01.0	0.00	200.55	
41.41.61701	UTILITIES	717 - CORPYARD UTILITIES - 12.	200.55			
00348	The Bank of New York Mellon	01/27/2025	Bank Draft	0.00	14,700.00	DFT05823
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013853	Invoice	12/04/2024	12.04.2024 - 2020 REFUNDING BOND PAY	0.00	14,700.00	
28.40.64100	DEBT SERVICE: INTEREST	12.04.2024 - 2020 REFUNDING	14,700.00			
00348	The Bank of New York Mellon	01/27/2025	Bank Draft	0.00	4,484.38	DFT05824
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013854	Invoice	12/04/2024	12.04.2024 - 2011 REFUNDING BOND PAY	0.00	4,484.38	
29.40.64100	DEBT SERVICE: INTEREST	12.04.2024 - 2011 REFUNDING	4,484.38			
00181	Ross Valley Fire Department	01/15/2025	Bank Draft	0.00	479,895.92	DFT05826
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013856	Invoice	01/15/2025	01.15.2025 - RVFD MEMBER CONTRIBUTI	0.00	479,895.92	
01.32.61139	RVFS CONTRACT	01.15.2025 - RVFD MEMBER CO	458,086.25			
15.32.61150	OUTSIDE SERVICES-OTHE	01.15.2025 - RVFD MEMBER CO	21,809.67			
03303	U.S. Bank Corporate Trust	01/24/2025	Bank Draft	0.00	86,212.10	DFT05827
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
2758450	Invoice	12/09/2024	12.09.2024-PENSION OBGN BONDS SERIE	0.00	86,212.10	
01.40.64100	DEBT SERVICE: INTEREST	12.09.2024-PENSION OBGN BO	86,212.10			
03344	CSG Forte Payments Inc.	01/10/2025	Bank Draft	0.00	2,463.97	DFT05828
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0013124560	Invoice	12/31/2024	12.31.2024 - REC DEPT - CREDIT CARD PR	0.00	2,463.97	
21.65.61177	CHG CARDS	12.31.2024 - REC DEPT - CREDIT	2,463.97			
03344	CSG Forte Payments Inc.	01/10/2025	Bank Draft	0.00	1,481.51	DFT05829
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0013124273	Invoice	12/31/2024	12.31.2024 - REC DEPT - CREDIT CARD PR	0.00	1,481.51	
21.65.61177	CHG CARDS	12.31.2024 - REC DEPT - CREDIT	1,481.51			
00128	Pacific Gas & Electric	01/15/2025	Bank Draft	0.00	2,715.00	DFT05831

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
146-01152025	Invoice	01/15/2025	146 - EV CHARGING - 12.05.24-01.05.25	0.00	2,715.00	
	13.42.61114		OUTSIDE SRV: PARKING		2,715.00	
00128	Pacific Gas & Electric	01/15/2025	Bank Draft	0.00	493.81	DFT05832
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
355-01152025	Invoice	01/15/2025	355 - CORPYARD UTILITIES - 12.04.24-01.0	0.00	493.81	
	41.41.61701		UTILITIES		493.81	
00072	Comcast	01/12/2025	Bank Draft	0.00	258.98	DFT05833
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
583-01122025	Invoice	01/12/2025	583 - CORPYARD INTERNET - 12.21.24-01.	0.00	258.98	
	41.41.61701		UTILITIES		258.98	
00072	Comcast	01/15/2025	Bank Draft	0.00	174.16	DFT05834
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
758-01152025	Invoice	01/15/2025	758 - TH INTERNET - 12.24.24-01.23.25	0.00	174.16	
	41.41.61701		UTILITIES		174.16	
00402	US Bank	01/02/2025	Bank Draft	0.00	20,943.32	DFT05835
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013758	Invoice	12/23/2024	11.26.2024 - AVILA - S&H CLEANERS	0.00	136.80	
	01.11.62200		DEPARTMENTAL SUPPLIE		136.80	
INV0013759	Invoice	12/23/2024	12.05.2024 - AVILA - AMAZON	0.00	8.73	
	01.11.62200		DEPARTMENTAL SUPPLIE		8.73	
INV0013760	Invoice	12/23/2024	12.05.2024 - AVILA - RIDELUMOS	0.00	150.10	
	01.11.62200		DEPARTMENTAL SUPPLIE		150.10	
INV0013761	Invoice	12/23/2024	12.08.2024 - AVILA - REYNSPOONER	0.00	173.45	
	01.11.62200		DEPARTMENTAL SUPPLIE		173.45	
INV0013762	Invoice	12/23/2024	12.06.2024 - AVILA - IIMC	0.00	195.00	
	01.12.61302		DUES		195.00	
INV0013763	Invoice	12/23/2024	12.10.2024 - AVILA - DOLLAR TREE	0.00	24.47	
	01.11.62200		DEPARTMENTAL SUPPLIE		24.47	
INV0013764	Invoice	12/23/2024	12.10.2024 - AVILA - INSALATA'S	0.00	282.86	
	01.11.62200		DEPARTMENTAL SUPPLIE		282.86	
INV0013765	Invoice	12/23/2024	12.10.2024 - AVILA - ANDRONICO'S	0.00	19.42	
	01.11.62200		DEPARTMENTAL SUPPLIE		19.42	
INV0013766	Invoice	12/23/2024	12.10.2024 - AVILA - MICHAEL'S	0.00	4.36	
	01.11.62200		DEPARTMENTAL SUPPLIE		4.36	
INV0013767	Invoice	12/23/2024	12.13.2024 - AVILA - STYLE CATERING	0.00	402.00	
	01.11.62200		DEPARTMENTAL SUPPLIE		402.00	
INV0013768	Invoice	12/23/2024	12.17.2024 - AVILA - S&H CLEANERS	0.00	449.44	
	01.11.62200		DEPARTMENTAL SUPPLIE		449.44	
INV0013769	Invoice	12/23/2024	11.21.2024 - LEYLAND - ANDRONICO'S	0.00	6.28	
	01.71.61132		OUTSIDE SVCS-PROGRAM		6.28	
INV0013770	Invoice	12/23/2024	12.11.2024 - LEYLAND - STEFANO'S PIZZA	0.00	5.93	
	01.71.61132		OUTSIDE SVCS-PROGRAM		5.93	
INV0013771	Invoice	12/23/2024	12.07.2024 - WASKEY - WAYFINDER BOOK	0.00	60.97	
	01.71.61132		OUTSIDE SVCS-PROGRAM		60.97	
INV0013772	Invoice	12/23/2024	12.13.2024 - WASKEY - SMART & FINAL	0.00	144.30	
	01.71.61132		OUTSIDE SVCS-PROGRAM		144.30	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0013773	Invoice	12/23/2024	12.13.2024 - WASKEY - ANDRONICO'S	0.00	14.98	
	01.71.61132		OUTSIDE SVCS-PROGRAM 12.13.2024 - WASKEY - ANDRO		14.98	
INV0013774	Invoice	12/23/2024	12.16.2024 - WASKEY - SAFEWAY	0.00	7.98	
	01.71.61132		OUTSIDE SVCS-PROGRAM 12.16.2024 - WASKEY - SAFEWA		7.98	
INV0013775	Invoice	12/23/2024	12.17.2024 - WASKEY - SMART & FINAL	0.00	45.64	
	01.71.61132		OUTSIDE SVCS-PROGRAM 12.17.2024 - WASKEY - SMART		45.64	
INV0013776	Invoice	12/23/2024	12.17.2024 - WASKEY - SAFEWAY	0.00	8.00	
	01.71.61132		OUTSIDE SVCS-PROGRAM 12.17.2024 - WASKEY - SAFEWA		8.00	
INV0013777	Invoice	12/23/2024	12.17.2024 - KENTON - COMFORTS	0.00	19.75	
	01.71.61132		OUTSIDE SVCS-PROGRAM 12.17.2024 - KENTON - COMFO		19.75	
INV0013778	Invoice	12/23/2024	11.26.2024 - CLIFFORD - GFOA	0.00	55.64	
	01.12.61302		DUES 11.26.2024 - CLIFFORD - GFOA		60.00	
	01.12.62200		DEPARTMENTAL SUPPLIE 11.26.2024 - CLIFFORD - TARGE		-4.36	
INV0013779	Invoice	12/23/2024	11.29.2024 - CLIFFORD - MARIN IJ	0.00	27.86	
	01.12.61302		DUES 11.29.2024 - CLIFFORD - MARIN		27.86	
INV0013780	Invoice	12/23/2024	12.01.2024 - CLIFFORD - GODADDY	0.00	23.17	
	01.12.61302		DUES 12.01.2024 - CLIFFORD - GODAD		23.17	
INV0013781	Invoice	12/23/2024	12.05.2024 - CLIFFORD - GFOA	0.00	60.00	
	01.12.61302		DUES 12.05.2024 - CLIFFORD - GFOA		60.00	
INV0013782	Invoice	12/23/2024	12.06.2024 - CLIFFORD - ADOBE	0.00	751.79	
	42.21.63003		COMPUTER HARDWARE/ 12.06.2024 - CLIFFORD - ADOBE		751.79	
INV0013783	Invoice	12/23/2024	12.10.2024 - CLIFFORD - GFOA	0.00	150.00	
	01.12.61302		DUES 12.10.2024 - CLIFFORD - GFOA		150.00	
INV0013784	Invoice	12/23/2024	12.10.2024 - CLIFFORD - TEAM SCREEN	0.00	49.29	
	01.41.61806		MISC HIRING EXPENSES 12.10.2024 - CLIFFORD - TEAM S		49.29	
INV0013785	Invoice	12/23/2024	12.17.2024 - CLIFFORD - INTUIT	0.00	416.17	
	01.12.60000		REGULAR SALARIES 12.17.2024 - CLIFFORD - INTUIT		416.17	
INV0013788	Invoice	12/23/2024	12.08.2024 - BORTIS - AMAZON	0.00	42.61	
	01.41.62200		DEPARTMENTAL SUPPLIE 12.08.2024 - BORTIS - AMAZON		42.61	
INV0013789	Invoice	12/23/2024	12.08.2024 - BORTIS - AMAZON	0.00	93.55	
	01.41.62000		OFFICE SUPPLIES 12.08.2024 - BORTIS - AMAZON		93.55	
INV0013790	Invoice	12/23/2024	12.11.2024 - BORTIS - AMAZON	0.00	50.24	
	01.41.62200		DEPARTMENTAL SUPPLIE 12.11.2024 - BORTIS - AMAZON		50.24	
INV0013791	Invoice	12/23/2024	12.11.2024 - BORTIS - AMAZON	0.00	29.02	
	01.41.62000		OFFICE SUPPLIES 12.11.2024 - BORTIS - AMAZON		29.02	
INV0013792	Invoice	12/23/2024	12.17.2024 - BORTIS - COSTCO	0.00	75.98	
	01.41.62000		OFFICE SUPPLIES 12.17.2024 - BORTIS - COSTCO		75.98	
INV0013793	Invoice	12/23/2024	12.18.2024 - BORTIS - AMAZON	0.00	40.91	
	01.41.62000		OFFICE SUPPLIES 12.18.2024 - BORTIS - AMAZON		40.91	
INV0013794	Invoice	12/23/2024	11.26.2024 - O'GRADY - AMAZON	0.00	32.76	
	21.63.62987		ROBSON AFTER SCHOOL 11.26.2024 - O'GRADY - AMAZO		32.76	
INV0013795	Invoice	12/23/2024	11.27.2024 - O'GRADY - MARIN IJ	0.00	5.95	
	21.65.61302		DUES 11.27.2024 - O'GRADY - MARIN		5.95	
INV0013796	Invoice	12/23/2024	11.30.2024 - O'GRADY - COMCAST	0.00	97.03	
	21.63.61187		ROBSON AFTER SCHOOL 11.30.2024 - O'GRADY - COMCA		97.03	
INV0013797	Invoice	12/23/2024	11.30.2024 - O'GRADY - AMAZON	0.00	16.38	
	21.65.61302		DUES 11.30.2024 - O'GRADY - AMAZO		16.38	
INV0013798	Invoice	12/23/2024	12.03.2024 - O'GRADY - OFFICE DEPOT	0.00	43.69	
	21.65.62000		OFFICE SUPPLIES 12.03.2024 - O'GRADY - OFFICE		43.69	
INV0013799	Invoice	12/23/2024	12.02.2024 - O'GRADY - OFFICE DEPOT	0.00	43.69	
	21.65.62000		OFFICE SUPPLIES 12.02.2024 - O'GRADY - OFFICE		43.69	
INV0013800	Invoice	12/23/2024	12.07.2024 - O'GRADY - GROCERY OUTLE	0.00	7.35	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.63.62987	ROBSON AFTER SCHOOL	12.07.2024 - O'GRADY - GROCE		7.35	
INV0013801	Invoice	12/23/2024	12.08.2024 - O'GRADY - CANVA	0.00	119.99	
	21.65.61302	DUES	12.08.2024 - O'GRADY - CANVA		119.99	
INV0013802	Invoice	12/23/2024	12.09.2024 - O'GRADY - AMAZON	0.00	203.32	
	21.63.62979	PARKSIDE SUPPLIES	12.09.2024 - O'GRADY - AMAZO		526.70	
	21.65.63100	CAPITAL OUTLAY - CONST	11.22.2024 - O'GRADY - AMAZO		-323.38	
INV0013803	Invoice	12/23/2024	12.11.2024 - O'GRADY - ETSY	0.00	98.31	
	21.65.62200	DEPARTMENTAL SUPPLIE	12.11.2024 - O'GRADY - ETSY		98.31	
INV0013804	Invoice	12/23/2024	12.17.2024 - O'GRADY - ETSY	0.00	108.68	
	21.65.62200	DEPARTMENTAL SUPPLIE	12.17.2024 - O'GRADY - ETSY		108.68	
INV0013805	Invoice	12/23/2024	12.17.2024 - O'GRADY - ETSY	0.00	5.46	
	21.65.62200	DEPARTMENTAL SUPPLIE	12.17.2024 - O'GRADY - ETSY		5.46	
INV0013806	Invoice	12/23/2024	12.17.2024 - O'GRADY - SAFEWAY	0.00	4.36	
	21.65.62200	DEPARTMENTAL SUPPLIE	12.17.2024 - O'GRADY - SAFEWA		4.36	
INV0013839	Invoice	12/23/2024	11.25.2024 - MIHAN - RED HILL CLEANERS	0.00	61.80	
	21.61.62961	BASKETBALL SUPPLIES	11.25.2024 - MIHAN - RED HILL		61.80	
INV0013840	Invoice	12/23/2024	11.27.2024 - MIHAN - CVS	0.00	11.34	
	21.65.62000	OFFICE SUPPLIES	11.27.2024 - MIHAN - CVS		11.34	
INV0013841	Invoice	12/23/2024	11.26.2024 - MIHAN - SAFEWAY	0.00	11.99	
	21.65.62200	DEPARTMENTAL SUPPLIE	11.26.2024 - MIHAN - SAFEWAY		11.99	
INV0013842	Invoice	12/23/2024	12.03.2024 - MIHAN - SMART & FINAL	0.00	114.58	
	60.14.62926	BREAKFAST WITH SANTA	12.03.2024 - MIHAN - SMART &		114.58	
INV0013843	Invoice	12/23/2024	12.05.2024 - MIHAN - SMART & FINAL	0.00	13.09	
	60.14.62926	BREAKFAST WITH SANTA	12.05.2024 - MIHAN - SMART &		13.09	
INV0013844	Invoice	12/23/2024	12.06.2024 - MIHAN - SMART & FINAL	0.00	90.10	
	60.14.62926	BREAKFAST WITH SANTA	12.06.2024 - MIHAN - SMART &		90.10	
INV0013845	Invoice	12/23/2024	12.09.2024 - MIHAN - AMAZON	0.00	17.46	
	60.14.62926	BREAKFAST WITH SANTA	12.09.2024 - MIHAN - AMAZON		17.46	
INV0013846	Invoice	12/23/2024	12.09.2024 - MIHAN - AMAZON	0.00	41.87	
	60.14.62926	BREAKFAST WITH SANTA	12.09.2024 - MIHAN - AMAZON		41.87	
INV0013847	Invoice	12/23/2024	12.09.2024 - MIHAN - PARTY CENTER	0.00	1,053.43	
	60.14.62926	BREAKFAST WITH SANTA	12.09.2024 - MIHAN - PARTY CE		1,053.43	
INV0013848	Invoice	12/23/2024	12.11.2024 - MIHAN - CHEF'S RENTALS	0.00	495.00	
	60.14.62926	BREAKFAST WITH SANTA	12.11.2024 - MIHAN - CHEF'S RE		495.00	
INV0013849	Invoice	12/23/2024	12.12.2024 - MIHAN - CHEF STORE	0.00	459.30	
	60.14.62926	BREAKFAST WITH SANTA	12.12.2024 - MIHAN - CHEF STO		459.30	
INV0013850	Invoice	12/23/2024	12.12.2024 - MIHAN - SAFEWAY	0.00	154.11	
	60.14.62926	BREAKFAST WITH SANTA	12.12.2024 - MIHAN - SAFEWAY		154.11	
INV0013857	Invoice	12/23/2024	11.26.2024 - SCOBLE - AMAZON	0.00	34.16	
	01.18.61300	PUBLICATIONS	11.26.2024 - SCOBLE - AMAZON		34.16	
INV0013858	Invoice	12/23/2024	12.07.2024 - SCOBLE - AMAZON	0.00	36.04	
	01.18.62000	OFFICE SUPPLIES	12.07.2024 - SCOBLE - AMAZON		36.04	
INV0013859	Invoice	12/23/2024	12.09.2024 - SCOBLE - AMAZON	0.00	26.33	
	01.18.62000	OFFICE SUPPLIES	12.09.2024 - SCOBLE - AMAZON		26.33	
INV0013860	Invoice	12/23/2024	12.06.2024 - SCOBLE - CLOUDWAYS	0.00	11.50	
	01.18.61150	OUTSIDE SERVICES-OTHE	12.06.2024 - SCOBLE - CLOUDW		11.50	
INV0013861	Invoice	12/23/2024	12.11.2024 - SCOBLE - APA	0.00	117.69	
	01.18.61302	DUES	12.11.2024 - SCOBLE - APA		117.69	
INV0013862	Invoice	12/23/2024	12.16.2024 - SCOBLE - AMAZON	0.00	87.39	
	01.18.62000	OFFICE SUPPLIES	12.16.2024 - SCOBLE - AMAZON		87.39	
INV0013863	Invoice	12/23/2024	12.16.2024 - SCOBLE - AMAZON	0.00	149.54	
	01.18.62000	OFFICE SUPPLIES	12.16.2024 - SCOBLE - AMAZON		149.54	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0013864	Invoice	12/23/2024	11.24.2024 - JONES - AMAZON	0.00	37.56	
	21.63.62979		PARKSIDE SUPPLIES		37.56	
INV0013865	Invoice	12/23/2024	11.24.2024 - JONES - AMAZON	0.00	342.82	
	21.65.62200		DEPARTMENTAL SUPPLIE		342.82	
INV0013866	Invoice	12/23/2024	11.28.2024 - JONES - AMAZON	0.00	62.39	
	21.63.62979		PARKSIDE SUPPLIES		62.39	
INV0013867	Invoice	12/23/2024	11.28.2024 - JONES - AMAZON	0.00	32.52	
	21.63.62979		PARKSIDE SUPPLIES		32.52	
INV0013868	Invoice	12/23/2024	12.01.2024 - JONES - AMAZON	0.00	169.68	
	21.63.62979		PARKSIDE SUPPLIES		169.68	
INV0013869	Invoice	12/23/2024	11.30.2024 - JONES - AMAZON	0.00	6.11	
	21.63.62979		PARKSIDE SUPPLIES		6.11	
INV0013870	Invoice	12/23/2024	11.30.2024 - JONES - AMAZON	0.00	10.91	
	21.63.62979		PARKSIDE SUPPLIES		10.91	
INV0013871	Invoice	12/23/2024	11.30.2024 - JONES - AMAZON	0.00	23.98	
	21.63.62979		PARKSIDE SUPPLIES		23.98	
INV0013872	Invoice	12/23/2024	12.04.2024 - JONES - AMAZON	0.00	84.48	
	21.63.62979		PARKSIDE SUPPLIES		84.48	
INV0013873	Invoice	12/23/2024	12.08.2024 - JONES - AMAZON	0.00	87.67	
	21.63.62979		PARKSIDE SUPPLIES		87.67	
INV0013874	Invoice	12/23/2024	12.08.2024 - JONES - AMAZON	0.00	6.70	
	21.63.62979		PARKSIDE SUPPLIES		6.70	
INV0013875	Invoice	12/23/2024	12.08.2024 - JONES - AMAZON	0.00	36.01	
	21.63.62979		PARKSIDE SUPPLIES		36.01	
INV0013876	Invoice	12/23/2024	12.10.2024 - JONES - AMAZON	0.00	12.19	
	21.63.62979		PARKSIDE SUPPLIES		12.19	
INV0013877	Invoice	12/23/2024	12.11.2024 - JONES - AMAZON	0.00	16.70	
	21.63.62979		PARKSIDE SUPPLIES		16.70	
INV0013878	Invoice	12/23/2024	12.11.2024 - JONES - AMAZON	0.00	7.05	
	21.63.62979		PARKSIDE SUPPLIES		7.05	
INV0013879	Invoice	12/23/2024	12.12.2024 - JONES - AMAZON	0.00	54.15	
	21.63.62979		PARKSIDE SUPPLIES		54.15	
INV0013880	Invoice	12/23/2024	12.12.2024 - JONES - AMAZON	0.00	16.91	
	21.63.62979		PARKSIDE SUPPLIES		16.91	
INV0013881	Invoice	12/23/2024	12.15.2024 - JONES - AMAZON	0.00	12.00	
	21.63.62979		PARKSIDE SUPPLIES		12.00	
INV0013882	Invoice	12/23/2024	12.15.2024 - JONES - AMAZON	0.00	19.56	
	21.63.62979		PARKSIDE SUPPLIES		19.56	
INV0013883	Invoice	12/23/2024	12.15.2024 - JONES - AMAZON	0.00	72.74	
	21.63.62979		PARKSIDE SUPPLIES		72.74	
INV0013884	Invoice	12/23/2024	12.15.2024 - JONES - AMAZON	0.00	218.88	
	21.63.62979		PARKSIDE SUPPLIES		218.88	
INV0013885	Invoice	12/23/2024	12.16.2024 - JONES - AMAZON	0.00	42.59	
	21.63.62979		PARKSIDE SUPPLIES		42.59	
INV0013886	Invoice	12/23/2024	12.16.2024 - JONES - CCLD	0.00	484.00	
	21.63.61179		PARKSIDE SERVICES		484.00	
INV0013887	Invoice	12/23/2024	12.17.2024 - JONES - AMAZON	0.00	9.03	
	21.63.62979		PARKSIDE SUPPLIES		9.03	
INV0013888	Invoice	12/23/2024	12.19.2024 - JONES - AMAZON	0.00	44.85	
	21.63.62979		PARKSIDE SUPPLIES		44.85	
INV0013889	Invoice	12/23/2024	12.20.2024 - JONES - SAFEWAY	0.00	47.67	
	21.63.62979		PARKSIDE SUPPLIES		47.67	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0013890	Invoice	12/23/2024	11.21.2024 - DONERY - INSALATA'S	0.00	80.74	
	01.11.61000	TRAINING	11.21.2024 - DONERY - INSALAT		80.74	
INV0013891	Invoice	12/23/2024	12.05.2024 - DONERY - INSALATA'S	0.00	125.97	
	01.11.61000	TRAINING	12.05.2024 - DONERY - INSALAT		125.97	
INV0013892	Invoice	12/23/2024	12.09.2024 - DONERY - INSALATA'S	0.00	122.70	
	01.11.61000	TRAINING	12.09.2024 - DONERY - INSALAT		122.70	
INV0013893	Invoice	12/23/2024	12.10.2024 - DONERY - SMART & FINAL	0.00	63.29	
	01.21.62202	EMPLOYEE RECOG SUPPLI	12.10.2024 - DONERY - SMART		63.29	
INV0013894	Invoice	12/23/2024	12.10.2024 - DONERY - ANDRONICO'S	0.00	8.52	
	01.21.62202	EMPLOYEE RECOG SUPPLI	12.10.2024 - DONERY - ANDRO		8.52	
INV0013895	Invoice	12/23/2024	12.17.2024 - DONERY - MARIN IJ	0.00	18.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	12.17.2024 - DONERY - MARIN I		18.00	
INV0013896	Invoice	12/23/2024	12.17.2024 - DONERY - INSALATA'S	0.00	76.37	
	01.11.61000	TRAINING	12.17.2024 - DONERY - INSALAT		76.37	
INV0013897	Invoice	12/23/2024	11.21.2024 - CONDRY - SAFEWAY	0.00	73.36	
	01.41.62200	DEPARTMENTAL SUPPLIE	11.21.2024 - CONDRY - SAFEWA		73.36	
INV0013898	Invoice	12/23/2024	11.27.2024 - CONDRY - ASCE	0.00	326.00	
	01.41.61302	DUES	11.27.2024 - CONDRY - ASCE		326.00	
INV0013899	Invoice	12/23/2024	12.11.2024 - CONDRY - BLUEBEAM	0.00	440.00	
	01.41.62200	DEPARTMENTAL SUPPLIE	12.11.2024 - CONDRY - BLUEBE		440.00	
INV0013900	Invoice	12/23/2024	12.10.2024 - CONDRY - BAY LINE CUTTING	0.00	2,472.00	
	41.41.61150	OUTSIDE SERVICES-OTHE	12.10.2024 - CONDRY - BAY LINE		2,472.00	
INV0013901	Invoice	12/23/2024	12.12.2024 - CONDRY - BLUEBEAM	0.00	400.00	
	01.41.62200	DEPARTMENTAL SUPPLIE	12.12.2024 - CONDRY - BLUEBE		400.00	
INV0013902	Invoice	12/23/2024	12.18.2024 - CONDRY - WAVE	0.00	199.00	
	01.41.62200	DEPARTMENTAL SUPPLIE	12.18.2024 - CONDRY - WAVE		199.00	
INV0013903	Invoice	12/23/2024	11.23.2024 - SHAW - AMAZON	0.00	14.27	
	01.42.62200	DEPARTMENTAL SUPPLIE	11.23.2024 - SHAW - AMAZON		14.27	
INV0013904	Invoice	12/23/2024	12.06.2024 - SHAW - AMAZON	0.00	471.97	
	01.42.62200	DEPARTMENTAL SUPPLIE	12.06.2024 - SHAW - AMAZON		471.97	
INV0013905	Invoice	12/23/2024	12.06.2024 - SHAW - AMAZON	0.00	82.28	
	01.42.62200	DEPARTMENTAL SUPPLIE	12.06.2024 - SHAW - AMAZON		82.28	
INV0013906	Invoice	12/23/2024	12.16.2024 - SHAW - AMAZON	0.00	1,625.82	
	01.42.62200	DEPARTMENTAL SUPPLIE	12.16.2024 - SHAW - AMAZON		1,625.82	
INV0013907	Invoice	12/23/2024	12.15.2024 - SHAW - RED WING SHOES	0.00	340.97	
	01.42.62920	WORK CLOTHING	12.15.2024 - SHAW - RED WING		340.97	
INV0013908	Invoice	12/23/2024	12.18.2024 - SHAW - AMAZON	0.00	21.53	
	01.42.62200	DEPARTMENTAL SUPPLIE	12.18.2024 - SHAW - AMAZON		21.53	
INV0013909	Invoice	12/23/2024	11.26.2024 - HILLARD - FUN EXPRESS	0.00	85.88	
	21.65.62200	DEPARTMENTAL SUPPLIE	11.26.2024 - HILLARD - FUN EXP		85.88	
INV0013910	Invoice	12/23/2024	11.26.2024 - HILLARD - FUN EXPRESS	0.00	121.05	
	60.14.62926	BREAKFAST WITH SANTA	11.26.2024 - HILLARD - FUN EXP		121.05	
INV0013911	Invoice	12/23/2024	11.30.2024 - HILLARD - AMAZON	0.00	110.09	
	21.63.62978	TODDLER ENRICHMENT S	11.30.2024 - HILLARD - AMAZO		110.09	
INV0013912	Invoice	12/23/2024	12.04.2024 - HILLARD - DOLLAR TREE	0.00	92.96	
	21.65.62200	DEPARTMENTAL SUPPLIE	12.04.2024 - HILLARD - DOLLAR		92.96	
INV0013913	Invoice	12/23/2024	12.04.2024 - HILLARD - DOLLAR TREE	0.00	180.26	
	21.63.62987	ROBSON AFTER SCHOOL	12.04.2024 - HILLARD - DOLLAR		180.26	
INV0013914	Invoice	12/23/2024	12.10.2024 - HILLARD - ETSY	0.00	9.10	
	60.14.62926	BREAKFAST WITH SANTA	12.10.2024 - HILLARD - ETSY		9.10	
INV0013915	Invoice	12/23/2024	12.11.2024 - HILLARD - AMAZON	0.00	67.57	
	21.63.62987	ROBSON AFTER SCHOOL	12.11.2024 - HILLARD - AMAZO		67.57	

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0013916	Invoice	12/23/2024	12.11.2024 - HILLARD - AMAZON	0.00	185.64	
	21.63.62978		TODDLER ENRICHMENT S 12.11.2024 - HILLARD - AMAZO		185.64	
INV0013917	Invoice	12/23/2024	12.11.2024 - HILLARD - AMAZON	0.00	36.56	
	21.63.62978		TODDLER ENRICHMENT S 12.11.2024 - HILLARD - AMAZO		36.56	
INV0013918	Invoice	12/23/2024	12.12.2024 - HILLARD - AMAZON	0.00	67.43	
	21.63.62978		TODDLER ENRICHMENT S 12.12.2024 - HILLARD - AMAZO		67.43	
INV0013919	Invoice	12/13/2024	12.13.2024 - HILLARD - TARGET	0.00	182.73	
	60.14.62926		BREAKFAST WITH SANTA 12.13.2024 - HILLARD - TARGET		182.73	
INV0013920	Invoice	12/23/2024	12.17.2024 - HILLARD - TARGET	0.00	144.85	
	21.63.62979		PARKSIDE SUPPLIES 12.17.2024 - HILLARD - TARGET		144.85	
INV0013921	Invoice	12/23/2024	12.20.2024 - HILLARD - SAFEWAY	0.00	97.53	
	21.63.62979		PARKSIDE SUPPLIES 12.20.2024 - HILLARD - SAFEWA		97.53	
INV0013922	Invoice	12/23/2024	11.26.2024 - HEALY - AMAZON	0.00	29.96	
	41.41.61150		OUTSIDE SERVICES-OTHE 11.26.2024 - HEALY - AMAZON		29.96	
INV0013923	Invoice	12/23/2024	12.04.2024 - HEALY - MIGHTY MEN PEST C	0.00	500.00	
	41.41.61150		OUTSIDE SERVICES-OTHE 12.04.2024 - HEALY - MIGHTY M		500.00	
INV0013924	Invoice	12/23/2024	12.06.2024 - HEALY - AMAZON	0.00	43.48	
	41.41.61150		OUTSIDE SERVICES-OTHE 12.06.2024 - HEALY - AMAZON		43.48	
INV0013925	Invoice	12/23/2024	12.10.2024 - HEALY - NOVATO BUILDER'S	0.00	255.05	
	41.41.61150		OUTSIDE SERVICES-OTHE 12.10.2024 - HEALY - NOVATO B		255.05	
INV0013926	Invoice	12/23/2024	12.11.2024 - HEALY - AMAZON	0.00	10.86	
	41.41.61150		OUTSIDE SERVICES-OTHE 12.11.2024 - HEALY - AMAZON		10.86	
INV0013927	Invoice	12/23/2024	12.21.2024 - HEALY - MIGHTY MEN PEST C	0.00	2,000.00	
	41.41.61150		OUTSIDE SERVICES-OTHE 12.21.2024 - HEALY - MIGHTY M		2,000.00	
00362	Town of San Anselmo	01/21/2025	Bank Draft	0.00	233,208.34	DFT05853
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0013951	Invoice	01/21/2025	1-31-2025 TSA To Fund Payroll	0.00	233,208.34	
	01.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		170,840.07	
	01.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		3,584.64	
	01.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		463.21	
	01.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		-966.53	
	15.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		9,025.23	
	15.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		-41.25	
	19.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		11,326.17	
	21.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		29,875.49	
	27.00.20299		PAYROLL PAYABLE 1-31-2025 TSA To Fund Payroll		9,101.31	
00128	Pacific Gas & Electric	01/28/2025	Bank Draft	0.00	21,122.71	DFT05855
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
461-01282025	Invoice	01/28/2025	461 - TH UTILITIES - 12.06.24-01.06.24	0.00	21,122.71	
	21.65.61701		UTILITIES-ELECTRICITY 461 - TH UTILITIES - 12.06.24-01		635.79	
	21.65.61701		UTILITIES-ELECTRICITY 461 - TH UTILITIES - 12.06.24-01		988.54	
	31.41.61701		UTILITIES-ELECTRICITY 461 - TH UTILITIES - 12.06.24-01		1,755.30	
	31.41.61702		UTILITIES-GAS 461 - TH UTILITIES - 12.06.24-01		1,111.05	
	34.41.61701		UTILITIES-ELECTRICITY 461 - TH UTILITIES - 12.06.24-01		397.11	
	34.41.61702		UTILITIES-GAS 461 - TH UTILITIES - 12.06.24-01		253.47	
	41.41.61701		UTILITIES 461 - TH UTILITIES - 12.06.24-01		15,981.45	
03712	Gridscape Solutions, Inc.	01/31/2025	Bank Draft	0.00	24,402.70	DFT05856
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SAL/3/2025	Invoice	01/03/2025	01.03.2025 - BESS MICROGRID - DUAL PO	0.00	24,402.70	
	15.90.63100		CONSTRUCTION 01.03.2025 - BESS MICROGRID -		24,402.70	

Check Report

ITEM 1.2 - ATTACHMENT 1
Date Range: 01/01/2025 - 01/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01102	Central Marin Police Authority	01/02/2025	Bank Draft	0.00	456,205.75	DFT05857
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0013966	Invoice	01/02/2025	01.02.2025 - MEMBER CONTRIBUTION - J	0.00	456,205.75	
01.30.61199	POLICE SERVICES CONTR	01.02.2025 - MEMBER CONTRIB			456,205.75	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	192	106	0.00	561,945.90
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-87.36
Bank Drafts	148	19	0.00	1,649,137.42
EFT's	0	0	0.00	0.00
	340	127	0.00	2,210,995.96

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	192	106	0.00	561,945.90
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-87.36
Bank Drafts	148	19	0.00	1,649,137.42
EFT's	0	0	0.00	0.00
	340	127	0.00	2,210,995.96

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	1/2025	2,210,995.96
			2,210,995.96



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.3

MEETING DATE: February 11, 2025

AGENDA TITLE: Accept the Resignation of Kathleen Gundry from the Climate Action Commission

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Council to accept the resignation of Kathleen Gundry and direct staff to recruit to fill the vacant position.

BACKGROUND:

On December 10, 2024 Town staff received written notice from Kathleen Gundry resigning from her position on the Climate Action Commission (see Attachment 1). Her service on the Climate Action Commission is greatly appreciated, and she has been an asset during her time on the commission.

With Kathleen's resignation the Council may direct staff to begin recruiting for the position.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Conducting interviews is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS

Attachment 1- Kathleen Gundry Resignation

Resigning from the San Anselmo Climate Action Commission - effective 01/24/25

Date Tue 12/10/2024 11:20 AM

To Bridget Wipfler <bwipfler@townofsananselmo.org>; Serge Avila <savila@townofsananselmo.org>

Cc Michael Kamerick

CAUTION: External Sender

Hi Bridget and Serge. This is my formal letter of resignation from the San Anselmo Climate Action Commission, effective January 24, 2025. My last CAC meeting will be January 13, 2025. My husband and I are moving back to the Washington, DC area at the end of January to be closer to part of our family. I gave the CAC members a heads up about this awhile ago, and have been handing off my responsibilities and files and things over the last couple of months.

I have greatly appreciated the opportunity to serve as a Climate Action Commissioner. It has afforded me an opportunity to learn so much about the climate crisis and the potential power of local government to respond to it. I am so grateful to the Town Council who has been willing to listen to our recommendations and often to take a leadership role in climate action.

I know that I am leaving the Commission in good hands with Michael's strong leadership as Chair, and Bridget as such an effective Climate Action Coordinator! I will try to take some of our successes and see if I can initiate similar initiatives in my new town

Kathleen Gundry



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: 2/11/25

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That Town Council reviews the Recreation Fund revenue and expenditure report for the period ending January 31, 2025.

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 31, 2025, 58% of the fiscal year has elapsed and the Recreation Fund is listed at 73% of projected revenues and 53% of projected expenditures.

You will also find attached the capital outlay budget for the department, in addition to the Recreation Fund revenue and expenditure report.

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

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$	%
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%
2016-17	1,384,325	967,297	70%	1,500,570	804,768	54%	162,529	11.7%

Attachment 1 - Revenue & Expenditure Report FY 2024-25: Recreation Fund as of 1/31/2025.

Attachment 2 – Capital Outlay Report FY 2024-25 as of 1/31/25

Item #: 1.4



Budget Report Group Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	33,899.00	33,899.00	0.00	33,899.00	0.00	0.00%
Department: 00 - UNDESIGNATED Total:	33,899.00	33,899.00	0.00	33,899.00	0.00	0.00%
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	568,375.00	568,375.00	111,117.50	508,470.17	-59,904.83	10.54%
600 - SALARIES AND WAGES	30,000.00	30,000.00	0.00	16,257.00	13,743.00	45.81%
602 - EMPLOYEE BENEFITS	2,295.00	2,295.00	0.00	1,243.68	1,051.32	45.81%
611 - OUTSIDE SERVICES	222,650.00	222,650.00	9,350.00	105,676.55	116,973.45	52.54%
629 - MISCELLANEOUS	54,500.00	54,500.00	2,253.54	14,430.79	40,069.21	73.52%
Department: 61 - SPORTS Surplus (Deficit):	258,930.00	258,930.00	99,513.96	370,862.15	111,932.15	-43.23%
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	177,860.00	177,860.00	44,292.00	121,845.50	-56,014.50	31.49%
611 - OUTSIDE SERVICES	124,300.00	124,300.00	9,450.70	58,590.39	65,709.61	52.86%
629 - MISCELLANEOUS	3,500.00	3,500.00	0.00	279.72	3,220.28	92.01%
Department: 62 - CULTURE Surplus (Deficit):	50,060.00	50,060.00	34,841.30	62,975.39	12,915.39	-25.80%
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,408,120.00	1,408,120.00	171,349.25	940,677.89	-467,442.11	33.20%
600 - SALARIES AND WAGES	521,439.76	521,439.76	35,856.76	332,137.94	189,301.82	36.30%
601 - RETIREMENT	28,941.04	28,941.04	2,478.24	16,402.75	12,538.29	43.32%
602 - EMPLOYEE BENEFITS	117,494.32	117,494.32	8,782.70	64,140.55	53,353.77	45.41%
611 - OUTSIDE SERVICES	426,200.00	426,200.00	183.32	196,611.49	229,588.51	53.87%
622 - DEPARTMENT SUPPLIES	4,500.00	4,500.00	0.00	1,136.30	3,363.70	74.75%
629 - MISCELLANEOUS	37,600.00	37,600.00	0.00	23,242.12	14,357.88	38.19%
Department: 63 - CHILD CARE Surplus (Deficit):	271,944.88	271,944.88	124,048.23	307,006.74	35,061.86	-12.89%
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	29,000.00	29,000.00	3,257.00	33,249.00	4,249.00	14.65%
611 - OUTSIDE SERVICES	15,000.00	15,000.00	0.00	1,110.26	13,889.74	92.60%
629 - MISCELLANEOUS	0.00	0.00	0.00	29.99	-29.99	0.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	14,000.00	14,000.00	3,257.00	32,108.75	18,108.75	-129.35%
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	27,000.00	27,000.00	2,782.00	12,541.00	-14,459.00	53.55%
600 - SALARIES AND WAGES	320,106.91	320,106.91	16,157.08	166,767.89	153,339.02	47.90%
601 - RETIREMENT	34,948.82	34,948.82	1,641.59	16,805.46	18,143.36	51.91%
602 - EMPLOYEE BENEFITS	62,562.69	62,562.69	4,358.32	46,769.18	15,793.51	25.24%
610 - TRAINING	8,000.00	8,000.00	0.00	1,773.93	6,226.07	77.83%
611 - OUTSIDE SERVICES	114,500.00	114,500.00	333.00	38,919.69	75,580.31	66.01%
613 - PUBLICATION / DUES	1,200.00	1,200.00	0.00	363.88	836.12	69.68%
614 - MAINTENANCE	900.00	900.00	0.00	0.00	900.00	100.00%
615 - BUILDING MAINTENANCE	200.00	200.00	50.00	150.00	50.00	25.00%
617 - UTILITIES	13,000.00	13,000.00	0.00	6,334.26	6,665.74	51.27%
618 - HIRING	800.00	800.00	0.00	4,453.64	-3,653.64	-456.71%
619 - MISCELLANEOUS	817.46	817.46	0.00	1,361.88	-544.42	-66.60%
620 - OFFICE SUPPLIES	25,000.00	25,000.00	0.00	18,516.95	6,483.05	25.93%
622 - DEPARTMENT SUPPLIES	6,000.00	6,000.00	39.97	2,543.31	3,456.69	57.61%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	-561,035.88	-561,035.88	-19,797.96	-292,219.07	268,816.81	47.91%
Report Surplus (Deficit):	0.00	0.00	241,862.53	446,834.96	446,834.96	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	0.00	241,862.53	446,834.96	446,834.96
Report Surplus (Deficit):	0.00	0.00	241,862.53	446,834.96	446,834.96



Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION						
21.65.63100 CAPITAL OUTLAY - CONSTRUCTION	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14 %
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Expense Total:	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Fund: 21 - RECREATION Total:	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Report Total:	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%

Group Summary

SubCategory		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
631 - CAPITAL OUTLAY - CONSTRUCTION		450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Expense Total:		450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Fund: 21 - RECREATION Total:		450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Report Total:		450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
21 - RECREATION	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%
Report Total:	450,000.00	450,000.00	0.00	201,852.58	248,147.42	55.14%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: February 11, 2025

AGENDA TITLE: Consideration of a Resolution Accepting a Sidewalk Right-of-Way Easement at 115 Sequoia Drive and directing the filing of a Certificate of Acceptance; and directing Town Manager to enter into said Easement Agreement.

FROM: Scott Schneider, Assistant Director of Public Works

RECOMMENDATION: Staff recommends Town Council take the following actions:

1. Motion to direct the Town Manager to enter into a Sidewalk Right-of-Way Easement Agreement for certain property located at 115 Sequoia Drive ("Easement").
2. Motion to adopt the Resolution Accepting the Easement and authorizing the Town Manager to execute the Certificate of Acceptance of the Easement pursuant to Government Code Requirements.

BACKGROUND AND DISCUSSION

George W Lucas Jr Trust are the owners of 115 Sequoia Drive (the "Property"). On September 19, 2022, the Planning Commission of the Town of San Anselmo approved the demolition of the existing single-family residence on the Property. There is an existing sidewalk on Sequoia Drive that runs along the front of the house on the Property.

In the process of construction, it was discovered that a section of the sidewalk along Sequoia Drive traversed portions of the Property. In order to clarify the boundary of the public sidewalk right-of-way, the owners of the Property have agreed to grant a sidewalk right-of-way easement to the Town.

Government Code section 27281 requires that the Town Council formally accept interests in real property, including easements, and execute and file with the Marin County Recorder's Office a Certificate of Acceptance for the Easement.

Staff recommends that the Town Council direct the Town Manager to enter into an Easement Agreement for the Right-of-Way Sidewalk Easement and adopt the attached Draft Resolution to formally accept the Easement as required by law. Because there is already an existing sidewalk at this location, the Easement will simply provide clarity of title and will not impose any new

responsibilities or expense on the Town. The maintenance of the sidewalk will remain consistent with other sidewalks in the Town.

RECOMMENDATION

1. Motion to direct the Town Manager to enter into a Sidewalk Right-of-Way Easement Agreement for certain property located at 115 Sequoia Drive (“Easement”).
2. Motion to adopt the Resolution Accepting the Easement and authorizing the Town Manager to execute the Certificate of Acceptance of the Easement pursuant to Government Code Requirements.

FISCAL IMPACT

Maintenance of sidewalks is the responsibility of the fronting property owners, so there will be no additional costs to the Town.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Easement and Town acceptance thereof is categorically exempt from the California Environmental Quality Act (“CEQA”) under CEQA Guidelines section 10561(b)(3), the “common sense exemption”, because it can be seen with certainty that there is no possibility of a significant environmental effect since the Easement area is currently used as a pedestrian sidewalk and this use will remain unchanged. Sidewalks are consistent with Climate Action Plan 2030 Transportation Measure T-3 Walking.

ATTACHMENTS

Attachment 1: Resolution Accepting Easement

TOWN OF SAN ANSELMO
RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ACCEPTING A
SIDEWALK RIGHT-OF-WAY EASEMENT FOR THAT CERTAIN REAL PROPERTY LOCATED AT 115
SEQUOIA DRIVE, SAN ANSELMO, CALIFORNIA, AND DIRECTING EXECUTION OF A
CERTIFICATE OF ACCEPTANCE

WHEREAS, George W Lucas Jr Trust (the “Owners”) are the owner of that certain real property identified as APN 006-127-16 located at 115 Sequoia Drive in San Anselmo, California (the “Property”); and

WHEREAS, on September 19, 2022, the Planning Commission of the Town of San Anselmo approved the demolition of an existing single family residence on the site, as set forth in the September 19, 2022 Planning Commission Meeting Minutes (the “Project”); and

WHEREAS, in the process of finalizing the design and construction of the Project, it was discovered that a section of the sidewalk along Sequoia Drive traversed portions of the Property rather than the existing street right-of-way; and

WHEREAS, to clarify sidewalk and street right-of-way boundaries and to clear title inconsistencies with existing improvements, the Town of San Anselmo and the Owners entered into a Sidewalk Right-of-Way Easement Agreement whereby the Owners granted an easement interest to the Town for those portions of sidewalk that traversed the Property, attached hereto as Exhibits “A” and “B” and incorporated herein by reference (the “Easement”); and

WHEREAS, Government Code section 27281 requires that the Town execute and file with the Marin County Recorder’s Office a Certificate of Acceptance for the Easement; and

WHEREAS, the Town Council desires to accept the Easement as set forth in Exhibits “A” and “B” for the purposes of a sidewalk right-of-way, as more particularly described in the Easement; and

WHEREAS, the acceptance and use of the Easement is categorically exempt from the California Environmental Quality Act (“CEQA”) under CEQA Guideline section 10561(b)(3), the “common sense exemption”, because it can be seen with certainty that there is no possibility of a significant environmental effect since the Easement area is currently used as a pedestrian sidewalk and this use will remain unchanged; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES HEREBY RESOLVE AS FOLLOWS:

1. The above findings are true and correct, and incorporated herein by reference.
2. The Town hereby accepts the Easement as set forth in Exhibits “A” and “B” attached hereto and incorporated herein, for purposes of a sidewalk right-of-way as more particularly described in the Easement; and

3. The Town Manager is hereby authorized and directed to execute a Certificate of Acceptance for the Easement pursuant to Government Code section 27281; and
4. The Town Clerk shall cause this Resolution of Acceptance, the Certificate of Acceptance, and the Easement to be recorded with the Marin County Recorder's Office.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on February 11, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tarrell Kullaway, Mayor

ATTEST:

Serge Avila, Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.1

MEETING DATE: 2/11/25

AGENDA TITLE: Consideration of Updated Special Event Application – Live on The Avenue 2025

FROM: Mattie O’Grady – Community Services Director
Kelley Warner – Community Engagement Coordinator

RECOMMENDATION:

1. Approve the ‘San Anselmo Live on the Avenue’ music series event application (Attachment 1) scheduled for Fridays and Saturdays from June 20, 2025, through September 27, 2025.
 2. Approve closing San Anselmo Avenue Friday and Saturday evenings, June 20, 2025, through September 27, 2025, from 5:00-9:30pm. Street closure to include San Anselmo Avenue from Tunstead to Tamalpais.
 3. Approve proposed 2025 Town budget for operations and event expenses.
-

BACKGROUND

On January 28, 2025, the Town Council received reports and recommendations from staff regarding the Live on The Avenue 2025 series.

DISCUSSION/ANALYSIS

While the overall event framework was received, there was discussion around the two proposed options for street closures. The merchant community expressed concern over the earlier closure time and Town Council directed staff to return with more information.

After further discussions, Central Marin Police Authority has assured staff that there will be enforcement coverage until 6:00pm executed with a possible combination of Community Services Officer, Cadet, or Officer time. There may be additional costs incurred based on this additional coverage.

Therefore, staff is proposing to shift the street closure to 5:00-9:30pm with a soft closure at 5:00pm and a hard closure at 6:00pm. Music would be scheduled from 6:00-8:30pm.

FISCAL IMPACT

Staff is recommending a town contribution of \$62,381 to cover the infrastructure costs of the series.

Town Funding Request

Staff recommends continuing to schedule nightly attendants through the Town's janitorial company to provide nightly restroom, plaza, and refuse and recycling services. The attendant would also be responsible for helping with the closure and opening of the Avenue at all entrances and exits of the street closure. Staff also recommends continuing to book portable restrooms with regular servicing for the duration of the series. The estimated cost for these services is \$15,891.

Staff recommends having a dedicated public works crew member onsite each evening. Staff also recommends having both Public Works and Recreation crews onsite during the annual community parade. The estimated cost for these services is \$27,542 with a recommended contingency of \$5,000.

Staff recommends allocating a budget for updating signage and other marketing materials. The estimated cost for these services is \$16,948, and this does account for updated street closure signage.

The total request for Town funds this year is \$65,381.

Staff is currently working on quotes for removeable bollards at either end of the Avenue and will have more information on this at a later date.

Private Fundraising/Sponsorships

This event series is largely dependent upon private sponsorships and resident donations. In the event the fundraising goal below is not met and does not cover the cost of the series, the Town can elect to cover the remaining costs or scale back the duration and/or program offerings.

The sponsorship/fundraising goal for this year is \$93,000.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving the 'Live on the Avenue' event series is not considered a "project" under the California Environmental Quality Act (CEQA), 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).

Attachment 1 – Event Application

Attachment 2 – Staff Report from 1.28.25 Meeting

Attachment 3 – Merchant Notification Letter



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: Live on The Avenue 2025

Organization(s) presenting the event: Town of San Anselmo

Other event sponsor(s), if any: Sponsors & Donors TBD

Contact Person: Mattie O'Grady

Phone Number: 415-258-4661

Address: 1000 SFD Blvd, Suite #14

Email: mogrady@sananselmo.gov

Event Date(s): Fridays & Saturdays 6/20/25 - 9/27/25

Start and end times: 5:00-9:30pm

Number of attendees (estimate): 450-1,100/evening

Location: San Anselmo Avenue, Town Hall Plaza, Imagination Park, and Creek Park

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

The this event application includes both the street closures and live music. Town staff is proposing street closures occur on San Anselmo Ave between Tunstead and Tampalpais on Fridays and Saturdays from June 20th rough September 27th. The soft closure will start at 5:00pm and the official closure will be from 6:00-9:30pm. Live music will take place on Fridays and Saturdays between 6:00-8:30pm at both Town Hall Plaza and Creek Park. There will be a diverse range of musical genres as well as some family entertainment. The goal of this event is to create community while uplifting our businesses and local economy. This event series will uplift the private sector through sponsorships, merchant participation, and local vendors.

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) <u>Tunstead Ave.</u>	to <u>Tamalpais Ave.</u>
☐	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:

- ❖ 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 501c(3)
- ❖ 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: Mattie O'Grady

Date: 1.22.25

NAME OF EVENT:

DATE OF EVENT:

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		J. Weber
RECREATION		D. Mauk
PUBLIC WORKS		S. Condry & A. Shaw
ADMINISTRATION		D. Donery
TOWN COUNCIL		



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.2

MEETING DATE: 1/28/25

AGENDA TITLE: Consideration of Special Event Application – Live on The Avenue 2025

FROM: Mattie O’Grady – Community Services Director
Kelley Warner – Community Engagement Coordinator

RECOMMENDATION:

1. Approve the ‘San Anselmo Live on the Avenue’ music series event application (Attachment 1) scheduled for Fridays and Saturdays from June 20, 2025, through September 27, 2025.
 2. Approve closing San Anselmo Avenue Friday and Saturday evenings, June 20, 2025, through September 27, 2025, during one of the proposed timeframes. Street closure to include San Anselmo Avenue from Tunstead to Tamalpais.
 3. Approve proposed 2025 Town budget for operations and event expenses.
-

BACKGROUND

On June 9, 2020, the Town Council approved an urgency ordinance and resolution authorizing the Town Manager to allow temporary outdoor activities, encroachment agreements for outdoor dining areas, other outdoor uses for businesses, street closures for outdoor events, and the temporary suspension of certain fees. With the approval of the ordinance and resolution staff created the “On the Avenue” program which closed parts of San Anselmo Avenue Friday night through Sunday. However, based on feedback from merchants, this was revised to limit closures to Friday and Saturday evenings.

On May 25, 2021, Council approved the ‘On the Avenue’ music series and street closures for summer 2021. San Anselmo Avenue was closed from Tunstead Avenue to Tamalpais Avenue Friday nights from 6:00pm to 10:30pm and Saturday nights from 5:00pm to 10:30pm. The Recreation Department booked bands during August and September and the community responded by filling the downtown area every weekend. As a result of the popularity of these events, ‘On the avenue ‘was extended through the month of October.

In April 2022, Council approved the 'Live on the Avenue' music series and street closure of San Anselmo Avenue from Tunstead Avenue to Tamalpais Avenue Friday and Saturday nights from 6:00-10:00pm while bands played from 6:00-8:30pm. The Recreation Department booked bands from July 1st through October 15th. The Chamber of Commerce was approved to host and coordinate the series during the month of June.

In February 2023, Council approved the 'Live on the Avenue' music series and street closure of San Anselmo Avenue from Tunstead Avenue to Tamalpais Avenue Friday and Saturday nights from 4:30-9:30pm while bands played from 5:30-8:30pm. The Recreation Department booked bands from June 9th through September 30th.

In February 2024, Council approved the 'Live on the Avenue' music series and street closure of San Anselmo Avenue from Tunstead Avenue to Tamalpais Avenue Friday and Saturday nights from 4:30-9:30pm while bands played from 5:30-8:30pm. The Recreation Department booked bands from July 5th through September 28th.

DISCUSSION/ANALYSIS

In preparation for this meeting staff presented a 2024 season recap and community survey results to the Town Council on January 14th.

Over 300 people responded to the survey and 93% of the respondents said they would return next year.

82% of respondents loved or liked the timing of the music from 5:30-8:30pm (10% were neutral), and 82% loved or liked the timing of the street closures from 4:30-8:30pm (7% were neutral). The top three elements' respondents liked the most were the live music, community vibe, and the food and beverage options.

The 2024 business survey did not receive enough responses to be statistically significant, however, in the 2023 business survey 74% of 23 businesses were satisfied with the timing of the street closures. In order to garner feedback about the 2024 series, staff along with councilmember Burke met with the business community on October 14th and January 23rd. The discussions included concern around the street closure times and availability of parking.

Staff distributed the attached letter (Attachment 3) notifying the merchants about the event application and street closures with a notification of the January 28, 2025, Town Council meeting.

Town staff is recommending the music series and street closures on Fridays and Saturdays for summer 2025 from June 20th through September 27th, which includes 15 weekends. The music series will provide a diverse range of musical genres and family entertainment. The Town will maintain responsibility for all event logistics, staffing, infrastructure, and entertainment.

Regarding the street closure and timing of musical performances, staff is presenting two possibilities for 2025 and requesting direction from the Town Council. The first option is to continue with the existing format of street closures from 4:30-9:30pm and music from 5:30-8:30pm. This has been a successful model from the community's perspective and the survey results show they would like to continue with this format. Additionally, this option gives public safety time to clear cars from the Avenue while giving the community a place to gather earlier in the evening. The second option is to shift the street closure to 5:00-9:30pm and the music to 6:00-8:30pm. This is recommended and preferred by most of the attendees to the downtown businesses January meeting as well as the Chamber of Commerce. The goal is to find the balance between the needs of the community, staff, public safety, and businesses.

Entertainment

Staff would like to propose the same format of entertainment with two concerts on Fridays, and two concerts on Saturdays. In order to make four concerts per weekend possible, the Town would have to reach the fundraising goals set-forth under fiscal impact. There is a possibility that the top fundraising goal will not be met. In addition to the musical and family-friendly entertainment this year, staff is exploring additional teen and adult programming options.

Permitting

In order keep the event safe and under control staff will continue with the existing permitting process for anyone who wants to have something on the Avenue – which includes food, activities, and vendors. The permit will be a simple form, similar to an encroachment permit. The town will require commercial activity to claim the Town of San Anselmo as additional insured and a minimal fee for the season will be implemented. No fees will be implemented for non-commercial activity.

Under consideration is a new decibel level policy to allow additional amplified music outside of the town's designated music venues.

Event Signage

As we did from 2022-2024 we will have Live on the Avenue light post banners along the Avenue, along with a large banner across Tunstead Avenue at the entrance to downtown. Banners will be posted at concert locations and at the Hub. Depending on the street closures, traffic calming and no parking signs may need to be updated.

30-minute Parking Space

To help resolve any hardship for merchants if the closures take place prior to 6:00pm, the Town will provide three parking areas with multiple spaces each in the downtown with free and enforced 30-minute parking spaces from 4:30-6:00pm on Fridays & Saturdays to help with customer parking. These designated parking areas are in the Town Hall parking lot (2 spaces closest to Magnolia Avenue), the Creek Park lot (2 spaces closest to Creekside), and the Creek Park lot (2 spaces closest to the Coffee Roaster's Bridge). All the spaces will be clearly marked.

Local Restaurants/Food

Once again, the community survey results reflected the need for more to-go food options and more variety.

Janitorial Services/Trash

The Town's contracted janitorial service will continue with event sanitation, general waste management, and street attendance services.

FISCAL IMPACT

Staff is recommending a town contribution of \$62,381 to cover the infrastructure costs of the series.

Town Funding Request

Staff recommends continuing to schedule nightly attendants through the Town's janitorial company to provide nightly restroom, plaza, and refuse and recycling services. The attendant would also be responsible for helping with the closure and opening of the Avenue at all entrances and exits of the street closure. Staff also recommends continuing to book portable restrooms with regular servicing for the duration of the series. The estimated cost for these services is \$15,891.

Staff recommends having a dedicated public works crew member onsite each evening. Staff also recommends having both Public Works and Recreation crews onsite during the annual community parade. The estimated cost for these services is \$27,542 with a recommended contingency of \$5,000.

Staff recommends allocating a budget for updating signage and other marketing materials. The estimated cost for these services is \$13,948.

The total request for Town funds this year is \$62,381.

Staff is currently working on quotes for removeable bollards at either end of the Avenue and will have more information on this at a later date.

Private Fundraising/Sponsorships

This event series is largely dependent upon private sponsorships and resident donations. In the event the fundraising goal below is not met and does not cover the cost of the series, the Town can elect to cover the remaining costs or scale back the duration and/or program offerings.

The sponsorship/fundraising goal for this year is \$93,000.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving the 'Live on the Avenue' event series is not considered a "project" under the California Environmental Quality Act (CEQA), 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).

Attachment 1 – Event Application

Attachment 3 – Merchant Notification Letter

Attachment 4 – Presentation



February 6, 2025

Dear San Anselmo Business Owners & Property Owners:

We have an update to our January 23, 2025 letter to you, and to the staff proposal for the upcoming February 11, 2025 Town Council Meeting for the Live on the Avenue 2025 Series item.

BACKGROUND:

On January 28, 2025, the Town Council received reports and recommendations from staff regarding the Live on The Avenue 2025 series. That information can be found in the Archives under [Past Meetings](#).

DISCUSSION/ANALYSIS:

While the overall event framework was received, there was discussion around the two proposed options for street closures. The merchant community expressed concern over the earlier closure time and Town Council directed staff to return with more information. After further discussions, Central Marin Police Authority has assured staff that there will be enforcement coverage until 6:00pm executed with a possible combination of Community Services Officer, Cadet, or Officer time. There may be additional costs incurred based on this additional coverage.

Therefore, staff is proposing to shift the street closure to 5:00-9:30pm with a soft closure at 5:00pm and a hard closure at 6:00pm. Music would be scheduled from 6:00-8:30pm.

RECOMMENDATION:

1. Approve the 'San Anselmo Live on the Avenue' music series event application (Attachment 1) scheduled for Fridays and Saturdays from June 20, 2025, through September 27, 2025.
2. Approve closing San Anselmo Avenue Friday and Saturday evenings, June 20, 2025, through September 27, 2025, from 5:00-9:30pm. Street closure to include San Anselmo Avenue from Tunstead to Tamalpais.
3. Approve proposed 2025 Town budget for operations and event expenses.

The full staff report can be accessed this evening on the Town website in the Town Council Meeting Agenda Packet under [Agendas and Meetings](#).

Questions/Comments?

We'd like to hear from you! Please email us at: recreation@sananselmo.gov

The Town Council will be considering and taking action on the details of the 2025 Live on the Avenue series plans at their meeting on Tuesday, February 11, 2025 at 7:00pm. It would be helpful to hear your questions and comments prior to that meeting and we encourage you to attend the meeting to show your support. Check the [Town website](#) for the complete meeting agenda.

It's going to be another amazing summer in San Anselmo with Live on the Avenue!

Respectfully,

Mattie O'Grady & Kelley Warner

Mattie O'Grady – Community Services Director

Kelley Warner – Community Engagement Coordinator

From: Gary Millar <millararchitecture1@gmail.com>
Sent: Thursday, February 6, 2025 4:00 PM
To: Recreation <recreation@sananselmo.gov>
Subject: Live on the Avenue

CAUTION: External Sender

I think that the requests of the merchants should be honored.

Gary Millar

TC meeting Feb 11th, Item 2.1 Live on the Avenue Permit Application

From Barbara Nazari <barbarahuntnazari@gmail.com>

Date Tue 2/11/2025 5:34 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

Sorry it's late

Members of the Council,

First, I would like to thank you for asking staff to clarify the feasibility of the later street closure, and to thank them for making it happen. This compromise is much appreciated.

I am asking that you support the Live of the Avenue application with this later closing time for this year. I feel that Live on the Avenue has evolved into a fun, engaging event that brings people together in community and lifts our town.

I know that Mattie, Kelly and the rest of the town staff are dedicated and have worked very hard to put this event together these past years.

That being said, if it is to continue for the years to come, (and I hope it does in one form or another) since it relies heavily on town funding and staff, spans the entire summer and includes closing the street for extended periods, I feel that an advisory committee of stakeholders is appropriate and necessary moving forward. A survey conducted by a 3rd party that reaches more residents can also be a better gauge of impact and preferences of the entire community.

If decisions on broader strokes of the event are made collaboratively, instead of unilaterally, then the event truly can become inclusive to a greater number of citizens.

Best Regards,
Barbara Nazari

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: February 11, 2024

AGENDA TITLE: Consider making appointments to the Arts Commission and the Open Space Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION: For the Council to consider reappointing:

(2) Incumbents to the Arts Commission

(2) Incumbents to the Open Space Committee

and to consider appointing:

(1) Voting member to the Arts Commission and

(1) Voting member to the Open Space Committee

DISCUSSION

1. Arts Commission

The Arts Commission has a membership consisting of nine (9) members appointed by the Town Council to serve three-year terms and up to two youth commissioners to serve a one year term. Current membership is as follows:

<i>Name</i>	<i>Appointing Authority</i>	<i>Term</i>	<i>Term Expiration</i>
Nish Nadaraja	Town Council	Expired	October 2024
Marc Cohen	Town Council	Expired	October 2024
Grace Angel	Town Council	Expired	October 2024
Hanna Janson	Town Council	Current	June 2025
Jane Cunningham	Town Council	Current	September 2025
Kathleen Edwards	Town Council	Current	September 2025
Barbara Shands	Town Council	Current	October 2025
Elizabeth Grasso	Town Council	Current	October 2025

Item #: 2.2

Tara C. Pandeya	Town Council	Current	April 2027
Kathee Schaefer	Town Council	Current	April 2027
Hanna Janson *	Arts Commission	Current	June 2025
Julia Wise *	Arts Commission	Current	June 2025

*Youth Commissioner

There are 3 seats available.

On May 9, 2023 the Council directed staff to exclude incumbent interviews if incumbents had no competition for a seat. The Arts Commission currently has three open seats and a total of three applicants.

The Council may consider making (3) appointments to the Arts Commission from the below list of incumbents and an applicant or direct staff to continue recruitment and schedule interviews.

List of Arts Commission applicants:

Marc Cohen - incumbent
Grace Angel- incumbent
Tanya Henry- interviewed earlier today

2. Open Space Committee

The Open Space Committee has a membership consisting of eleven members appointed by the Town Council to serve four-year terms plus one youth commissioner to serve one year. Current membership is as follows:

Name	Appointing Authority	Term	Term Expiration
Karin Ludwig	Town Council	Expired	October 2024
Daniel S. Krebs	Town Council	Expired	October 2024
Rene Voss	Town Council	Expired	October 2024
Jonathan Braun	Town Council	Current	October 2025
Brian Crawford	Town Council	Current	October 2025
Stanley Radtke	Town Council	Current	October 2025
Kathleen Sanders	Town Council	Current	October 2026
Oriana Bleacher Snyder	Town Council	Current	October 2027
Christiana Conser	Town Council	Current	October 2027
Ken Husband	Town Council	Current	December 2027

Mark Fogelman	Town Council	Current	December 2027
Claire Palmer *	Open Space	Current	June 2025
Alexander C. Hamblet *	Open Space	Current	June 2025
Samuel Kaplan **	Open Space	Current	June 2025

*Youth Commissioners

** Youth Commissioner Alternate

There are 3 seats available.

On January 28, 2025 the Council interviewed Daniel (Danny) Krebs, Rene Voss and Jamie Mackie in anticipation of a forth interviewee. On January 30, 2025 Sheri Van Zandt withdrew her application leaving two incumbents and one new applicant to be considered for the three open positions.

The Council may consider reappointing (2) incumbents and making (1) appointments to the Open Space Committee from the below is a list of incumbents and applicant or direct staff to continue recruitment and schedule interviews.

List of Open Space Committee applicants:

Daniel (Danny) Krebs- incumbent

Rene Voss- incumbent

Jamie Mackie- interviewed on January 28, 2025

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed appointment is not a “project” under the California Environmental Quality Act, because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment 1- Marc Cohen- Arts Commission- Application no Resume

Attachment 2- Grace Angel- Arts Commission- Application no Resume

Attachment 3- Tanya Henry- Arts Commission- Application w/Resume

Attachment 4- Daniel (Danny) Krebs- Open Space Committee- Application no Resume

Attachment 5- Rene Voss- Open Space Committee- Application w/Resume

Attachment 6- Jamie Mackie- Open Space Committee- Application w/Resume

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Marc		Cohen
First Name	Middle Initial	Last Name
Email Address		
Home Address		Suite or Apt
City		State
		Postal Code
Primary Phone	Alternate Phone	

Occupation

retired

Employer's Address

Which Boards would you like to apply for?

Arts Commission: For Review

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

15

Number of years as a resident in Marin?

20

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

Three current arts comissioniers Elizabeth Grasso Kathleen Edwards Kathee Slatter

Education Level Achieved *

☒ Doctorate/PhD

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

I've been an arts commissioner for the past 3 years.

Reasons for this appointment:

Continue my work on the arts comission

What are your qualifications for this appointment?

Manuy

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

Help navigate the execution of new mural projects and continue to maintain the Arts Commission website.

LinkedIn Profile

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

marc cohen

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

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Grace		Angel
First Name	Middle Initial	Last Name
Email Address		
Home Address		Suite or Apt
City		State
		Postal Code
Primary Phone	Alternate Phone	

Occupation

Event Designer & Planner

Employer's Address

Self

Which Boards would you like to apply for?

Arts Commission: For Review

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

14 years

Number of years as a resident in Marin?

14 years

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

Kathee Shatter Elizabeth Grasso Frank Gomez

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

Trustee Presidio Hill School MAPA (Marin Academy Parent Association) Secretary and Chair or Diversity and Inclusion SAAC San Anselmo Art Commission Beatles in the Park committee Fundraising Committee Teen Battle of the Bands Committee Youth Art Scholarship Committee Public Relations/Social Media Committee

Reasons for this appointment:

Applied with set skilled Experience Enthusiam

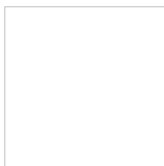
What are your qualifications for this appointment?

Public Relations Event Planning Event Producer

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

Branding SAAC to educate, experience, elevate the arts in Ross Valley Strategic Planning for future: Goals; Budget Planning for future projects; Fundraising; Community projects

LinkedIn Profile



Upload a Resume



You may attach other documentation which you believe would be helpful to the Council in its selection process.



Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

MgiAngel

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

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Tanya	K	Henry
First Name	Middle Initial	Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Occupation

Journalist/Publicist

Employer's Address

9 Redwood Road

Which Boards would you like to apply for?

Arts Commission: For Review

Question applies to Arts Commission
Do you live in the Ross Valley?

Number of years as resident of San Anselmo?

24

Number of years as a resident in Marin?

24

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

Heidi Krahling--415-457-7700 Anna Simmons--415-828-3527 Lisa Wolin--415-699-5727

Education Level Achieved *

☒ College/University Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

Most of my volunteer experience has been with my sons' schools. I served as a Safe Routes to School parent for 4 years at Wade Thomas. I was also on multiple committees for his pre-school. I managed the newsletter and all communications responsibilities. I was also a member of the Robson Harrington Community Garden and I currently volunteer with Heidi Krahling's soup kitchen and ExtraFood.org.

Reasons for this appointment:

As a longtime San Anselmo resident, I care deeply about our town. I would bring a "roll up my sleeves" attitude to the role, and feel my publicist/journalist/editorial acumen would be helpful in the pursuit of maintaining and elevating the beautification of our sweet town.

What are your qualifications for this appointment?

I'm a communications professional and have worked in journalism and publicity for over 20 years. I bring solid writing skills that I can utilize across all channels including social media, newsletters, websites, etc. I'm also a hard worker and team player. I enjoy public facing events/interactions and can be counted on to execute and follow through with anything that I make a commitment to.

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

I would love to focus on ways to bring in the southern blocks of San Anselmo Avenue and Sir Francis Drake into the downtown. I feel like they get left out of the activities and would like them to be more integrated. The biggest issue is Creekside, of course, and I will do all I can to make sure we are vigilant in seeing it completed responsibly.

LinkedIn Profile

<https://www.linkedin.com/in/tanya-henry-1742023/>

[TH_RES_2024_COMMS.docx](#)

Upload a Resume

[San Anselmo Arts Commission.docx](#)

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

Tanya K Henry

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

Tanya Henry

Communications professional with over 15 years of experience in the lifestyle space. Provide writing/editing, marketing, account/project management, event development, and public relations to multiple clients. Experience with strategic social media, digital marketing campaigns, and brand development.

PR/COMMUNICATIONS CONSULTANT (2014 – Present)

- Provide the following services to clients: copywriting, blog copy, press material development, media pitching/outreach, spokesperson identification and training, publicity campaigns and media events.
- Provide comprehensive content including storytelling copy via blogs, newsletters, copywriting across multiple channels including email blasts, social media posts and more.
- Clients include Sonoma County Harvest Fair, Suited Hospitality (The Barlow, SingleThread, The Umstead Hotel), California Walnut Marketing Board, Cranberry Council, Lark Theater, Lagunitas Country Club, PRESS Restaurant, Beringer Wines, Bi-Rite Market, Columbus Craft Meats, and World's Best Cheese among others.

FOOD & DRINK COLUMNIST/FREELANCE, PACIFIC SUN (2005 – present)

- Review local Bay Area food and drink establishments and profile artisan food producers, farmers, and winemakers in a weekly column for the *Pacific Sun*.
- Previously served as Home Editor and managed a team of freelancers working collaboratively with production, editorial, and advertising departments.

ACCOUNT SUPERVISOR/PR LEAD, TORME LAURICELLA (2005 – 2014)

- Managed PR and marketing programs for major consumer clients including the California Walnut Marketing Board.
- Planned and executed multiple events throughout the year including a Harvest media event, cooking programs, and the online Chef Menus at Home program.
- Extensive copywriting across multiple channels including email, newsletters, blogs and website.
- Garnered extensive national media hits/pick-up through innovative and creative campaigns.
- Managed small team and oversaw collateral production, budgets and new business development.
- Additional accounts included non-profit organizations, Cranberry Council and Groth Wines.

SPECIALTY FOOD ASSOCIATION, NON-PROFIT (NY & SF)

CONSULTANT/PRESS OFFICE, NASFT/SF (2005 – Present)

- Provide press office expertise for the Specialty Food Association at both the Winter and Summer Fancy Food Shows. Identify stories and make introductions to appropriate journalists.
- Contribute articles to the *Specialty Food Magazine* and develop press releases, collateral, copywriting, and media materials as needed.
- Assistance in promoting numerous specialty food products in the snack, cheese, meat, chocolate and beverage categories.
- Provide coverage of Northern California events for the *Specialty Food News* newsletter.

FOOD & DRINK COLUMNIST/MARIN INDEPENDENT JOURNAL (2008 – 2011)

- Wrote weekly restaurant review column for daily newspaper in Marin County, *Marin IJ*.

NORTH BAY FOOD CRITIC/SAN FRANCISCO CHRONICLE (2001 – 2003)

- Wrote weekly restaurant reviews within Marin, Napa and Sonoma counties.

EDITOR, WELDON OWEN PUBLISHING, INC (2000 – 2002)

- Provided comprehensive project management and editorial expertise for book publisher/packager with clients including Williams-Sonoma.
- Worked closely with authors and assisted with recipe development, testing and editing.
- Managed all of the editorial, art direction, and production responsibilities for multiple book titles annually.

SENIOR FOOD EDITOR, COOKING.COM (1998 – 2000)

- Managed scheduling and input of all content for the Cooking.com website.
- Responsible for editing content on the site, obtaining e-rights and contributions from guest chefs and other content providers (e.g., book publishers, magazines and freelance writers).
- Wrote extensive food related content for the site. Managed, edited and created recipe database of over 5000 recipes. Produced 40 streamed holiday cooking techniques featuring celebrity chefs and promoted the site via numerous television spots on local television channel.

EDUCATION

- Associate of Occupational Studies in Culinary Arts, California Culinary Academy, San Francisco
- Bachelor of Science, Nutrition, California Polytechnic State University, San Luis Obispo

PROFESSIONAL AFFILIATIONS

- Judge James Beard Foundation Journalism/Chef Awards 2008-2012
- Robson Harrington Community Garden
- American Institute of Wine & Food
- Safe Routes to School Team Leader 2008-2010
- Volunteer ExtraFood.org—Hunger Relief Program
- Good Food Awards Judge 2018 – 2024
- Provide farmers market assistance for Honoré Farms
- Volunteer Agricultural Institute of Marin

References Available Upon Request

Dear San Anselmo Arts Commission:

I am writing out of a strong interest in serving on the San Anselmo Arts Commission. I hope you will consider me for this important role.

Now that my son is off to college and I've become an "empty nester", I'm interested in becoming more involved in my community—beyond my son's school. Cole attended the San Anselmo Co-op where I rolled up my sleeves and worked weekly with like-minded parents to provide an amazing pre-school experience for my son and their children. While he was at Wade Thomas, I volunteered with Safe Routes to School for four years, and regularly served as Room Parent over the six years he attended our neighborhood elementary school.

Today, 24 years after moving to San Anselmo from San Francisco, I have time for commitments beyond school and career. As a longtime journalist, I wrote food and drink columns for both the Pacific Sun and the Marin Independent Journal among other publications. I've recently started volunteering with Heidi Krahling (owner, Insalatas) in her soup kitchen that partners with ExtraFood and distributes her delicious restaurant-caliber soup to Marin residents who experience food insecurity.

While I'm not an artist, I have a great appreciation for art, and I feel that I can contribute in meaningful ways. I can bring solid communications and writing skills to the position and can assist with newsletters, website copy, social media, etc. I have attached a copy of my resume. You will note that I have over 15 years of experience in various editorial/marketing/writing roles in the lifestyle space. To view samples of my work, please visit the below links:

<https://tanyahenry.contently.com>

<https://pacificsun.com/author/thenry/>

It has been inspiring to experience the recent vibrancy and sense of community that has emerged out of Covid in our town. I would like to contribute to the continued well-being and vitality of our beloved town. I refer to San Anselmo as "my wooded hamlet" and few places are as near and dear to me as this special little corner of the earth.

Thank you in advance for your consideration.

Kind regards,
Tanya Henry

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Daniel	S	Krebs
First Name	Middle Initial	Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Attorney

Employer's Address

810 Fifth Avenue, Suite 200 San Rafael, CA 94901

Which Boards would you like to apply for?

Open Space Committee: For Review

Number of years as resident of San Anselmo?

27

Number of years as a resident in Marin?

27

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

David Korol -- 415-717-4025 Barry Neal -- 415-806-0475 Alan Cascio -- 415-246-1785

Education Level Achieved *

☒ Doctorate/PhD

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

I served on the Planning Commission for almost 20 years and enjoyed the experience. I have been on the Open Space Committee for over 20 years, and I would like to continue to contribute to its success.

Reasons for this appointment:

I have worked on a number of projects for the Committee during my 20 years, and I would like to continue to preserve open space in San Anselmo.

What are your qualifications for this appointment?

I have extensive experience on the committee, combined with a professional background with real estate transactions and businesses of all types. I enjoy collaborating with people to reach a consensus and to solve challenging problems.

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

The first issue is to consider other methods to raise money for the projects that periodically are presented to the Town, and these require intense efforts by the Committee in conjunction with MOST. The other issue that faces the Town is the impact of the housing element requirements and potential development of areas close to open space. I want to stimulate housing opportunities, since it is critical to San Anselmo's future, and we also need to understand and balance its impact on open space and related areas.

LinkedIn Profile

[Upload a Resume](#)

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

Daniel Krebs

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

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

Rene		Voss	
First Name	Middle Initial	Last Name	
Email Address			
Home Address		Suite or Apt	
City		State	Postal Code
Primary Phone	Alternate Phone		

Occupation

Attorney at Law

Employer's Address

Self-employed, same as home address

Which Boards would you like to apply for?

Open Space Committee: For Review

Number of years as resident of San Anselmo?

15

Number of years as a resident in Marin?

15

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

Jonathan Braun - 415-446-9027 Kathy Sanders - 415-342-8654 Brian Crawford - 415-407-5776

Education Level Achieved *

☒ Master's Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

I currently serve on the Town of SA Open Space Committee as well as the Town's General Plan Advisory Committee

Reasons for this appointment:

Lifelong strong interests in the protection and conservation of natural resources and open space (see resume).

What are your qualifications for this appointment?

10 years of experience as a member of the Open Space Committee, knowledgeable about the law as it relates to conservation, detailed knowledge of the various Open Space Preserves as well as those we are working to protect; led the effort to craft the Open Space Committee's Action Plan (see attached file), approved by the Committee and the Town Council; passionate about protecting open space.

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

Continue the work to acquire and protect the remaining unprotected open space parcels in and around the Town of San Anselmo to preserve biodiversity, wildlife habitat, and assure public access. Enlist our citizens and the Town Council to support the goals of the committee and the town's priorities for open space protection.

LinkedIn Profile

[Voss Resume - 2023.pdf](#)

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

Rene Voss

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

René Voss

Contact

Address

[REDACTED], San Anselmo, CA 94960

Profile

- Qualifications**
- ✓ Active Member of the State Bar of California (CA Bar # 255758), admitted May 22, 2008
 - ✓ Admitted to practice in the E.D. Cal., N.D. Cal., C.D. Cal., Ninth Circuit Court of Appeals

Key Skills

- ✓ 15+ Years of public lands litigation experience in Federal Courts in California, Alaska, and the Ninth Circuit
- ✓ 27+ Years of public lands administrative law, advocacy, and policy work in California, Washington, D.C., and Georgia

Work Experience

Public Lands Natural Resources Attorney – Solo Firm, CA

October 2009 to Present

Federal Litigation and Administrative Law

- ✓ Clients: Sequoia ForestKeeper, Greenpeace, Cascadia Wildlands Project, Sierra Club's Environmental Law Program, Kern-Kaweah and Tehipite Chapters of the Sierra Club, John Muir Project of Earth Island Institute, Cascade Resource Advisory Group (CRAG Law Center), Conservation Congress, Oregon Wild, Cascadia Wildlands, Ouachita Watch League, Utah Environmental Congress, Western Watersheds Project, WildEarth Guardians, Environmental Public Information Center (EPIC); Western Slope No Fees Coalition; Center for Biological Diversity; To' Nizhoni Ani, Black Mesa Water Coalition, DINÉ Care, Los Padres ForestWatch, Mountain Communities for Fire Safety, and various individuals
- ✓ Claims litigated: ESA, NEPA, NFMA, MBTA, CWA, ARA, FLREA, APA, FACAs, FOIA (see docket below)

Staff Attorney – John Muir Project of Earth Island Institute, CA

March 2008 to October 2009

Federal Litigation and Administrative Law

- ✓ National forest logging litigation focused on Sierra Nevada and North Coast national forests; ensuring scientific accuracy and integrity, maintaining species viability, enforcing forest plan standards
- ✓ Major issues concerned protecting old forest and post-fire habitats for declining species: Pacific fisher, California spotted owl, black-backed woodpecker, and various other species
- ✓ Administrative commenting, appeals in preparation for litigation, and negotiations with the Forest Service to revise projects to protect sensitive species' habitats

California Bar Exam Preparation, CA

January to March 2008

- ✓ Focused exclusively on passing the California Bar Exam

Consultant to Various Conservation Organizations, MD

September 2005 to December 2007

Law Clerk for Litigation and Administrative Law

- ✓ Clients: Greenpeace, Sierra Club's Environmental Law Program, Vermont & New Hampshire Chapters of the Sierra Club, John Muir Project of Earth Island Institute, and Cascade Resource Advisory Group (CRAG Law Center)
- ✓ Legal research and coordination in preparation for litigation for multiple clients and their attorneys
- ✓ Preparing and filing administrative appeals on behalf of multiple clients

Legal Department Coordinator/Assistant – Defenders of Wildlife, D.C.

January to September 2005

Support of ESA Cases, Administrative Law, and Organizational

- ✓ Filed administrative legal comments and appeals, prepared 60-day ESA notice letters
- ✓ Maintained docket of over 100 cases
- ✓ Assisted staff attorneys, law program, and other staff with organizational needs

Continued ...

Public Policy Director – John Muir Project of Earth Island Institute	2001-2004
Public Lands Policy Advocate in Washington, D.C.	
✓ Primarily responsible for influencing public policy in Washington, DC within the national environmental community, Congress, and the Administration ✓ Direct lobbying in support of proactive forest protection legislation (Wild Forest Protection, NFPPRA, etc.) as well as lobbying against anti-environmental legislation meant to increase logging ✓ Administrative advocacy in support of good forest protection rules ✓ Supporting legal advocacy to halt logging projects on our national forests	
Legislative Director - John Muir Project of Earth Island Institute	1998-2000
Lobbyist and Public Lands Policy Advocate in Washington, D.C.	
✓ Primarily responsible for shepherding the introduction and promotion of the National Forest Protection and Restoration Act (NFPPRA) ✓ Direct lobbying, administrative and legal advocacy to influence public policy in Washington, DC to protect national forests from logging and other forms of exploitation	
Campaign Director – Georgia Forest Watch	1996-1998
Directing the Forest Plan Revision and Assisting in Litigation	
✓ Primarily responsible for campaign planning and implementation to influence a better revision of the Chattahoochee and Oconee National Forest land management plan in Georgia that provided greater protection of public resources ✓ Coordination of forest watch activities designed to provide interim protection for roadless and old growth forest resources from logging using appeals and litigation as tools	
Consulting Business – VIP Sales, GA	1994-1995
Publishing and Sales	
✓ Published advocacy booklets for The Wilderness Society, titled “Georgia’s Mountain Treasures” and “Tennessee’s Mountain Treasures”; included design, writing, production, printing, and distribution ✓ Commissioned sales consultant for a computer components representative in the Southeast (GA, S.C. and N.C)	
Sales Engineer – M/A-Com, Inc., GA	1990-1993
✓ Southeastern sales representative of electronic component sales for communications and computer products	
Components Engineer – Electromagnetic Sciences, Inc., GA	1986-1989
✓ Entry-level engineer, responsible for components engineering in microwave communications satellite applications	

Education

2003 to 2007	Juris Doctor, with honors (December 2007) Concord Law School, Los Angeles, CA Honors: Moot court Best Brief & Best Oral Argument; Honors Society Awards: Dean’s List, Distinguished Scholar (top 10% of class)
1980 to 1986	Bachelor of Science, Electrical Engineering Iowa State University, Ames, IA

Community and Professional Associations

Community	Town of San Anselmo, CA – Open Space Committee
Non-Profit Boards	Wilderness Watch – Missoula, MT; Coho Salmon Land Trust – Marin County, CA

Activities, Interests, & Other

Outdoor Recreation	Hiking and backpacking in National Forests and National Parks
Certifications	FAA Part 107 sUAS Remote Pilot, FAA Single Engine Land Pilot
Languages	German (fluent)
Author & Photographer	Build Your Own Solar Panel System in 2020: ... Using Enphase Energy Microinverters First Photo Exhibit – Town Books, San Anselmo Jan-Feb 2023

Major Accomplishments

Legal

- ✓ Worked on 32+ cases as attorney of record during my first 13 years as a California Bar licensed attorney
- ✓ Helped secure 16+ litigation victories, and worked on 7 cases at the 9th Circuit Court of Appeals
- ✓ As a law clerk, wrote legal arguments for *Earth Island Institute v. U.S. Forest Service (Earth Island II)* victory in the 9th Circuit for Management Indicator Species, and helped push back a challenge at the Supreme Court
- ✓ Worked as part of a legal team that reduced logging levels in the Forest Service's Southern Region (Texas to Virginia) from over 1 billion board feet to less than 230 million board feet per year from 1990 to 2001
- ✓ As part of the same legal team, convinced the US Forest Service to withdraw 91 timber sales across the Southern Region as part of a legal settlement based on previous legal theories that I pioneered (2000)
- ✓ Crafted winning legal strategy for a case, known as *Sierra Club v. Martin*, setting a major legal precedent in the 11th Circuit Federal Court of Appeals, protecting the viability of rare wildlife and requiring population inventories for indicator species before commencing logging (1996-1999)

Administrative

- ✓ Lead 4-year effort to provide advice to clients, submit comments, and file lengthy appeal of the Giant Sequoia National Monument Plan
- ✓ Filed 100+ administrative appeals of U.S. Forest Service Projects in various national forest in California, Alaska, Wyoming, New Hampshire, and Georgia
- ✓ Filed hundreds of comments on various logging, recreation, watershed, road-building, and other projects

Legislative

- ✓ Working on legislation in the 118th Congress re National Park Plan Compliance to be introduced in 2023
- ✓ Helped secure a Republican lead sponsor for National Forest Protection and Restoration Act (NFPRA) for the 108th Congress for 2003
- ✓ Lobbied and helped gain 113 co-sponsors for the NFPRA (1998 to 2002)
- ✓ Influenced Congress to reject disastrous fire risk reduction logging and forest health logging legislation that would have suspended laws to increase commercial logging (1998 and 2002)
- ✓ Helped build a coalition of 4 national and a network of over 100 grassroots environmental organizations in support of the NFPRA (1997-2002)
- ✓ Crafted legislation and convinced a Democratic member of Congress to be the primary Champion of the NFPRA, and helped gain 36 co-sponsors for the bill in 105th Congress as well as 79 more in the 106th Congress, as sole lobbyist in DC focusing on the issue of ending the federal timber sales program

Personal

- ✓ Service as Appointed Member to the Town of San Anselmo's Open Space Committee since 2010
- ✓ Service on the Board of Directors for Wilderness Watch since 2018, helping protect federally-designated Wilderness from agency actions inconsistent with The Wilderness Act
- ✓ Service on the Board of the Coho Salmon Land Trust (C-SALT) in Marin County, working to protect small tracts of land as habitat for rare and sensitive species
- ✓ Started my own solo law firm in Marin County, California, supporting various public lands clients with legal and administrative law services (2009-present)
- ✓ Started my own business as contractor for environmental publication services and sales consulting for electronic components (1994-1995)
- ✓ Created both the Georgia ForestWatch and John Muir Project positions described above and helped secure funding for those positions (1998-2004)
- ✓ Elected and served a successful term on the Sierra Club's Board of Directors, in which I contributed to changes to the Club's policies on land exchanges, grazing, and logging on public lands (1999-2001)
- ✓ Extensive volunteer leadership in the Sierra Club at all levels, including the Georgia Chapter, Board Conservation Governance, Board Nominating Committee, and National Forest Committee (1994-2007)

Case Docket

CA Licensed – Attorney of Record, Lead Attorney, where indicated (2008-Present)

- ✓ *Sequoia ForestKeeper v. U.S. Forest Service* (NEPA) – Lead, roadside hazard logging, Kern Plateau
- ✓ *Unite the Parks v. U.S. Forest Service* (ESA, NEPA) – logging in Pacific fisher habitat in S. Sierras
- ✓ *Mountain Communities for Fire Safety v. Elliott* (NEPA, NFMA) – Lead, logging Los Padres NF
- ✓ *EPIC v. Carlson* (NEPA) – Lead, post-fire roadside hazard logging, Mendocino NF
- ✓ *Earth Island Institute v. Nash* (NEPA) – Local Counsel, post-fire logging of Rim Fire near Yosemite
- ✓ *Los Padres ForestWatch v. USDI* (FOIA) – document requests, Carrizo Plain NM
- ✓ *Center for Biological Diversity v. Illiano* (NEPA, NFMA) – Co-Lead, logging CA spotted owl habitat
- ✓ *Earth Island Institute v. Elliott* (NEPA, NFMA) – Lead, post-fire roadside hazard logging, Sequoia NF
- ✓ *Sequoia ForestKeeper v. LaPrice* (NEPA) – Lead, logging in Pacific fisher habitat, Sequoia NF
- ✓ *To' Nizhoni Ani v. Blumenfeld* (FACA) – Co-Lead; challenge of meetings & docs re EPA & DOI
- ✓ *Western Watersheds v. Jewell* (ESA) – Co-Lead; 12-mo finding Eagle Lake rainbow trout
- ✓ *Conservation Congress v. Kelley* (ESA, NEPA, NFMA) – Co-Lead; Kelsey timber sale, Six Rivers NF
- ✓ *Sequoia ForestKeeper v. Benson* (NFMA, NEPA) – Lead; hazard tree logging in Giant Sequoia Monument
- ✓ *Sequoia ForestKeeper v. Elliott* (NEPA) – Lead; large timber sale, Sequoia NF
- ✓ *Wiechers v. Moore* (FLREA, APA) – Lead; Southern Sierra Pass challenge, Sequoia NF
- ✓ *Fragosa v. Moore* (FLREA, APA) – Adventure Pass challenge, So. California NFs
- ✓ *Conservation Congress v. Finley* (9th Circuit Appeal) – appeal of matter below, briefing completed
- ✓ *Conservation Congress v. Finley* (ESA, NEPA, & NFMA) – Lead; Beaverslide timber sale, Six Rivers NF
- ✓ *Conservation Congress v. Heywood* (ESA Owl & NEPA) – Gemmill timber sale, Shasta-Trinity NF
- ✓ *Sequoia ForestKeeper v. Tidwell* (ARA Regs) – challenge of Appeal Reform Act Regulations
- ✓ *Greenpeace v. Cole* (9th Circuit Appeal) – appeal of matter below; won remand to agency
- ✓ *Greenpeace v. Cole* (Tongass Deer-Wolf) – scientific integrity case on wolf viability/deer model
- ✓ *Earth Island Institute v. Carlton* (Moonlight-Wheeler) – large post-fire salvage sale in Plumas NF
- ✓ *Earth Island Institute v. Carlton* (Moonlight Roadside) – roadside hazard logging using CE from NEPA
- ✓ *Earth Island Institute v. Morse* (Champs) – scientific accuracy & integrity, density reduction challenge
- ✓ *Sequoia ForestKeeper v. U.S. Forest Service* (Fay Creek) – special use permit stream diversion
- ✓ *Sequoia ForestKeeper v. Exline* (Hume Roadside) – Lead; hazard tree logging, Giant Sequoia Monument
- ✓ *Sequoia ForestKeeper v. U.S. Forest Service* (Clear Creek) – old growth logging in CA spotted owl hab.
- ✓ *Klamath Siskiyou Wildlands v. Grantham* (Panther) – post-fire salvage in N. spotted owl habitat
- ✓ *Klamath Siskiyou Wildlands v. Heywood* (Trough) – post-fire salvage in N. spotted owl habitat

During Law School as Law Clerk

- ✓ *Earth Island Institute v. U.S. Forest Service* (Earth Island II) – large post-fire salvage, Sierra Nevada
- ✓ *Summers v. Earth Island Institute* (Burnt Ridge) – post-fire salvage, appeal regulations challenge
- ✓ *WildSouth v. Jacobs & The Chattooga Conservancy v. Jacobs* (11th Cir.) – SE MIS plan amendments
- ✓ *Sierra Club v. Wagner* (N.H. & 1st Cir.) – White Mountain NF roadless logging

Before Law School, applying my legal theories

- ✓ *Sierra Club v. Martin* (11th Cir.) – MIS & PETS species population monitoring precedent
- ✓ *Sierra Club v. Estill* (follow-up to Martin) – settled, with 91 timber sales withdrawn, many under contract
- ✓ *Rabun County Coalition to Save the Forest v. Martin* (Tuckaluge) – also withdrawn after Martin case

References

Supervisory:

Rachel Fazio – Litigation Coordinator, John Muir Project of Earth Island Institute

Tel: (530)273-9290 e-mail: rachelfazio@gmail.com, Big Bear City, CA

Dr. Chad Hanson – Executive Director, John Muir Project of Earth Island Institute

Tel: (530)273-9290 e-mail: cthanson1@gmail.com, Big Bear City, CA

Co-Counsel:

Matt Kenna – Public Interest Environmental Law and of Counsel, Western Environmental Law Center

Tel: (970) 749-9149 e-mail: matt@kenna.net, Durango, CO

Justin Augustine – Center for Biological Diversity

Tel: (503) 910-922-9214 e-mail: jaugustine@biologicaldiversity.org, Berkeley, CA

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click [here](#). You will not need to fill out the below form to be considered for a Youth Commissioner position.

James (jamie) A Mackie
First Name Middle Initial Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Electrophysiology Consultant

Employer's Address

Medline Industries Three Lakes Drive Northfield, IL

Which Boards would you like to apply for?

Open Space Committee: For Review

Number of years as resident of San Anselmo?

5

Number of years as a resident in Marin?

12

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

Maureen Durnell - 415-717-0054 Paul Johnson - 415-572-8391 Lesha McPeak - 949-433-7252

Education Level Achieved *

Master's Degree

Interests & Experiences

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

Department of Health - Loudon County Virginia: frequently required to attend board of supervisors meetings to explain technical issues to the board or the public. Frequently attend local MMWD, town council, planning commission meetings.

Reasons for this appointment:

Interested in the helping to manage the open space resources the town has in the interest of the public, wildlife, and the environment.

What are your qualifications for this appointment?

Previous career and personal interest: Undergraduate degree in Environmental and Engineering Geology, employment as an Environmental Consultant, employees with the Virginia Department of Environmental Quality, employees with Virginia Department of Health.

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

Serving the interest of the citizens that utilize the open space while protecting it for future generations. I'm concerned with environmental protection when trying to balance the need for recreation. I also have a significant interest in the integration of community members that don't feel comfortable in the open space, the continued use of the open space by seniors, and building community through the use of San Anselmo's open space.

LinkedIn Profile

My LinkedIn profile and resume are not up to date to reflect my current employment

[NewRes6-20.pdf](#)

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☒ I Agree

E-Signature:

James Mackie

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

Jamie Mackie

• San Anselmo, CA 94960 •

Educational Experience

Cardiac Rhythm Management and Electrophysiology Certificate
Arrhythmia Technologies Institute, Greenville, South Carolina

Master of Science
California State University, Hayward, California

Bachelor of Science
James Madison University, Harrisonburg, Virginia

Professional Experience

Sr. Clinical Account Specialist – Biosense Webster (2/19 - Present)

Field Sales Trainer (7/18 – Present)

Clinical Account Specialist (1/17 – 2/19)

Associate Clinical Account Specialist (2/16 – 1/17)

- *Provide sales support and expertise to optimize full utilization of the BWI electrophysiology product portfolio: including advanced software, intra-cardiac echocardiography (ICE) catheters, diagnostic and ablation catheters, as well as RF generators.
- *Provide clinical support to physicians and healthcare providers on the safe and effective utilization of 3D electro-anatomical mapping software and accompanying RF generators.
- *Act as the primary point of contact for sales and clinical considerations - including new product releases, inventory management, and product launches.
- *Manage data collection and tracking to aid in research endeavors.
- *Directly responsible for managing field sales and clinical training programs.
- *Utilize marketing resources to develop and grow mutually beneficial relationships within and beyond the EP lab: including securing institutional/physician education and marketing contracts.
- *Achieve individual sales goals as well as aid in team sales goals for the SF Bay Area region, deliver market share metrics for growth, as well as other key benchmarks.
- *Recognized for outstanding achievement: Spotlight award, Inspire award, Credo award.

Cardiac Rehabilitation and Diabetes Prevention Manager - YMCA (9/13 – 7/15)

- *Manage 24 employees comprised of registered nurses, Registered dietitians, Certified diabetes educators, and interns.
- *Provide employee training and professional skill development.
- *Grant management, budget management, curriculum development, and materials management.

Cardiac Rehabilitation - Seton Medical / John Muir Medical internship (6/11 – 10/13)

- *Monitor and chart patient progress during program duration. Provide counseling on nutrition and lifestyle risk factor management.
- *Utilize ScottCare telemetry systems, document abnormal EKG tracings and monitor blood pressure.

California State University, Hayward - Graduate Teaching Assistant (Fall 2012)

- *Preparing and delivering lecture material, leading lab classes & study group sessions.
- *Collaborating on exam creation & laboratory assignments.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.3

MEETING DATE: February 11, 2025

AGENDA TITLE: 2024-2025 Mid-Year Budget Review

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the attached resolution amending the 2024-2025 Budget.

BACKGROUND

On June 25, 2024, the Town Council approved Resolution 2024-4551 adopting the 2024-2025 Budget. (June 25 video and materials available [here](#)). The approved budget is the annual plan and resource allocation that guides Town spending and ensures the implementation of Town Council policies and priorities. The Budget approved in June was based on the best revenue and expenditure information available several months prior to the actual adoption of budget appropriations. As a result, budget adjustments are periodically necessary for changes that arise requiring additional budget appropriations or re-appropriations between budget line items.

DISCUSSION/ANALYSIS

MID-YEAR BUDGET REQUESTS FROM DEPARTMENTS

Town staff evaluated and identified a few revenues and expenditures (exhibit 1) items to bring to the Town Council's attention.

General Fund:

Increase Revenue by \$110,894:

- Decrease 1% Bradley-Burns Sales Tax Revenue by (\$29,106)
 - o The adopted budget for sales tax revenue was based on estimates from our consultant in April 2024 based on the economic outlook and thoughts of what consumer spending would look like. During our last quarterly meeting, a revised estimate for this fiscal year was provided resulting in a mid-year budget revision.

- Increase Plan Check Fee Revenue by \$75,000
 - o The anticipated slowdown in permit activity due to economic conditions has not occurred. Instead, revenue has remained consistent with the prior year based on a review of the first six months of the fiscal year, necessitating a budget increase.
 - o
- Increase Other State Revenue by \$65,000
 - o The Town received a \$65,000 grant reimbursement from the Local Government Planning Support Grant Program Funds for work on the housing element and housing element programs.

Increase Expenditures by \$110,000:

- Increase expense for Outside Services – Plan Check by \$75,000
 - o This item has a direct relation to the increase in plan check fee revenue collected.
- Increase Transfers Out by \$35,000.
 - o Increase budgeted Transfers Out to Special Events Fund - Live on the Avenue Funding

Measure J Sales Tax Fund

- Decrease Sales Tax Revenue for Measure J by (\$28,566)
 - o The adopted budget for sales tax revenue was based on estimates from our consultant in April 2024 created on the economic outlook and thoughts of what consumer spending would look like. During our last quarterly meeting, a revised estimate for this fiscal year was provided resulting in a mid-year budget revision.

Road Maintenance Fund

- Increase expense for Unprogrammed road work repairs by \$100,000.
 - o Additional funding is requested from Road Maintenance reserves for the Unprogrammed Paving and Drainage accounts to support various street improvement projects. These projects include slurry seals, concrete curb, and gutter repairs on multiple streets throughout Town, enhancing asset protection and improving the Pavement Condition Index (PCI).

Emergency Project Fund

- Increase expenses by \$50,000.
 - o The budgeted expense for the Emergency Project Fund needs to be increased by \$50,000 to address two urgent infrastructure issues. First, the Town received a notice from Marin Municipal Water District (MMWD) indicating that the water supply for Town Hall lacks a Backflow Preventer beyond the meter. This specialized plumbing device is critical for preventing contaminated water from flowing back into the public supply. Second, the retaining wall by the East Bus Shelter has completely failed, necessitating the removal of the damaged structure, vegetation, and a significant portion of the soil behind the shelter. Given the immediate need to address these safety and compliance concerns, additional funding was required.

Special Event Fund

- Increase Transfers In by \$35,000
 - o A budget revision to Transfers In of \$35,000 is requested for the Special Events Fund to support the 2025 Live on the Avenue program series. This revision increases budgeted transfers from the General Fund to help cover essential program expenses, including contracted services such as restrooms and janitorial support, as well as miscellaneous costs for signage and marketing.

Downtown Revitalization Fund

- Increase expenses by \$1,500
 - o A budget revision is requested for the Downtown Revitalization Fund to account for a \$5,000 donation to the San Anselmo Beautification Committee for the 2025 hanging flower basket program. This contribution, approved by the Town Council at the January 14, 2025, meeting, exceeds the Town's current fiscal year budget allocation by \$1,500.

Building Maintenance Fund

- Increase expenses by \$75,000
 - o A budget revision of \$75,000 is requested by the Building Maintenance Fund to cover increased expenses related to the purchase of a generator for Fire Station 20 and an air conditioning unit for the Council technology closet. The project team identified a generator that meets the

specifications for the soon-to-be remodeled Fire Station 20, which may result in slight savings from the existing contract. Additionally, the Council IT closet was not part of the Town Hall HVAC project, and a permanent air conditioning solution is needed to replace the current portable unit. Funding is requested to ensure proper climate control for the equipment in this space.

FISCAL IMPACT

General Fund

The overall impact to the General Fund ending balance will result in a surplus of \$894. The General Fund's ending fund balance as of June 30, 2024, was \$7,820,867, and the estimated ending fund balance available for new appropriations is \$7,821,761 as of June 30, 2025. This is a reserve of approximately 28% of expenditures and transfers out to other funds, which meets the Town's reserve goal.

Measure J Sales Tax Fund

The impact of the proposed budget adjustments listed above is that the ending fund balance of this will be approximately \$312,137 as of June 30, 2025. The Measure J one-cent tax began on April 1, 2023.

Road Maintenance Fund

The proposed budget revision will result in an ending balance of \$34,157 to be available for future road construction projects.

Emergency Project Fund

The proposed budget revision will result in an ending balance of \$516,468 to be available for emergency needs.

Special Event

The proposed budget revision will result in an ending balance of \$50,477 to be available for future road construction projects.

Downtown Revitalization

The proposed budget revision will result in an ending balance of \$28,481.

Building Maintenance

The proposed budget revision will result in an ending balance of \$749,295 to be available for future building needs.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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).

CONCLUSION

Staff respectfully request that the Town Council amend the budget for fiscal year 2024-2025 by approving the attached resolution.

ATTACHMENT

Attachment 1 – Amend 2024-2025 Budget Resolution
Exhibit 1 – 2024-2025 Mid-Year Adjustments
Attachment 2 – 2024-25 Overview of Funds

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AMENDING THE 2024-2025 BUDGET**

WHEREAS, the Town Council adopted the 2024-2025 fiscal year budget by Resolution No. 2024-4551 on June 25, 2024; and

WHEREAS, new information on projected revenues and expenditures has emerged since adoption of the 2024-2025 budget; and

WHEREAS, at its meeting of February 11, 2025, the Town Council reviewed the new information as part of its Mid-Year Budget Review; and

WHEREAS, the Town Council finds it necessary and in the public interest to amend the budget adopted by Resolution 2024-4551; and

WHEREAS, adoption of a resolution updating amending the 2024-2025 budget is not a “project” under the California Environmental Quality Act, because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Res. Code, § 21065.)

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

The 2024-2025 budget is amended as provided in Exhibit I, which is incorporated herein by reference.

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof, held on the 11th day of February 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tarrell Kullaway, Mayor

ATTEST:

Serge Avila, Town Clerk



Town of San Anselmo Budget Amendments for FY2024-2025

Fund	Revenue	Transfers In	Expense	Transfers Out	Description
General Fund	110,894	-	75,000	35,000	
1% Sales Tax	(29,106)	-		-	Decrease budgeted revenue 1% Bradley-Burns Sales Tax revised estimate from consultants
Plan Check Fees	75,000	-	-	-	Increase budgeted Plan Check revenue to reflect fees received during first six months compared and comparable data from previous fiscal year.
Other State Revenue	65,000				Increase budgeted State Revenue by \$65,000 for Local Government Planning Support Grant Program Funds for work on the housing element and housing element programs
Plan Check	-	-	75,000	-	Increase budgeted Plan Check expense to reflect fees paid during first six months compared and comparable data from previous fiscal year.
Transfers	-	-	-	35,000	Increase budgeted Transfers Out to Special Events Fund - Live on the Avenue Funding
Measure J Sales Tax Fund	(28,566)	-	-	-	
Sales Tax Revenue	(28,566)				Decrease budgeted revenue for Measure J Sales Tax improved estimate from consultants
Road Maintenance	-	-	100,000	-	
Unprogrammed Drainage			50,000		Increase budgeted expense for additional road work repairs
Unprogrammed Paving			50,000		Increase budgeted expense for additional drainage projects
Emergency Projects Fund	-	-	50,000	-	0
Outside Services			50,000		Increased budgeted expense due to the two unexpected projects that came up in the first six months of the fiscal year. The bus stop retaining wall across from Andronico's and the back flow water meter for Town Hall required by MMWD.
Special Events Fund	-	35,000	-	-	
Transfers		35,000			Increase budgeted Transfers In (from General Fund) funding needed for Live on the Avenue for the 2025 Program Series
Downtown Revitalization		-	1,500	-	
Outside Services - Flower Baskets		-	1,500		Increase budgeted expense for Town's contribution towards flower basket program (Approved at January 28th Town Council meeting)
Building Maintenance		-	75,000	-	
Outside Services		-	75,000		Increased budgeted expense due to purchase of Generator for Fire Station 20 and Air conditioning unit for the Council technology closet.
Grand total	82,328	35,000	301,500	35,000	

OVERVIEW OF FUNDS CHANGES IN FUND BALANCE							
2024-2025							
	Actual Fund Balance June 30, 2024	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2025
General Fund							
General Fund	7,820,867	21,679,954	403,318	29,904,139	21,442,378	640,000	7,821,761
Special Revenue Fund							
Measure D Sales Tax Fund	8,198	-	-	8,198	-		8,198
Measure J Sales Tax Fund	1,287,938	2,539,700		3,827,638	3,515,501		312,137
Grants Fund	111,267	802,300	-	913,567	802,300	-	111,267
Recreation Fund	1,157,131	2,210,335	-	3,367,466	2,626,456	33,899	707,111
Road Maintenance Fund	435,560	479,000	780,893	1,695,453	1,661,296	-	34,157
Community Services Master Plan	5,202	-	-	5,202	4,000	-	1,202
Downtown Revitalization Fund	34,981	-		34,981	6,500	-	28,481
Emergency Project Fund	1,956,169	-	-	1,956,169	1,439,701		516,468
State Gasoline Tax	-	700,312	-	700,312	-	700,312	-
Library Tax Fund	29,297	325,995	-	355,292	343,281	-	12,011
Isabel Cook Center	61,300	107,688	-	168,988	222,500	-	(53,512)
Robson House	(79,801)	26,220	-	(53,581)	42,510		(96,091)
Special Events	39,052	73,500	30,000	142,552	92,075	-	50,477
Measure A Parks Tax Fund	126,578	117,485	-	244,063	232,870	-	11,193
Creekside Commons	(69,968)	-	-	(69,968)	-		(69,968)
Measure C Wildfire Tax Fund	189,431	380,000	-	569,431	380,000		189,431
Parking Fund	96,802	35,000	-	131,802	35,000	-	96,802
Climate Action	64,677	-	105,000	169,677	155,000	-	14,677
Community Garden Fund	8,899			8,899	-		8,899
Capital Project Funds							
Active Transportation	178,270	-	-	178,270	130,000		48,270
Capital Reconstruction	630	-	-	630		-	630
Equipment Replacement	18,017	-	-	18,017	75,000	-	(56,983)
Park Improvement	516,299	-	-	516,299	230,000		
Debt Service Fund							
Measure G Debt Service	497,012	304,040	-	801,052	397,113	-	403,939
Internal Service Fund				-			-
Insurance Fund	595,418	750,000	-	1,345,418	786,912	-	558,506
Building Maintenance	1,161,958	374,837	-	1,536,795	787,500	-	749,295
Technology Replacement	36,240	252,975	-	289,215	275,000		14,215
Vehicle Replacement	307,672	60,000	-	367,672	100,000		267,672
TOTAL	16,595,096	31,219,341	1,319,211	49,133,648	35,782,893	1,374,211	11,690,245

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.4

MEETING DATE: February 11, 2025

AGENDA TITLE: Update on the Building Permit Process

FROM:

Sean Condry, P.E., Public Works Director
Erica Freeman, P.E., R.A., Building Official

RECOMMENDATION: That Council receives a report and provides the Building Department with feedback and direction on proposed improvements to the current permitting process, policies, and customer service.

BACKGROUND

The Town of San Anselmo issues an average of 1,900 construction permits per year, of which 1,300 are building-related permits. The Town receives an average of \$810,656.50 in revenue annually from these permits. The Building Department maintains cost efficiency by operating with a lean and strategically sized staff to effectively manage key responsibilities such as permit processing, construction document reviews, quality assurance/quality control (QA/QC), inspections, abatements, after-the-fact (ATF) permitting, resale reports, code updates, and emergency response. (All averages are calculated from fiscal years: 2021-2022, 2022-2023, and 2023-2024).

The Building Department comprises of a Public Works/Building Director, a Building Official, a full-time Building Inspector, a part-time Building Inspector, a Code Enforcement Officer, and two Permit Technicians.

The Building Department's biggest hurdle was the COVID-19 pandemic and California's lockdown starting in mid-March 2020. The department aimed to keep permit processing and inspections on track and not fall behind as many other jurisdictions did. Building Department staff decided (as a group) to continue to work in person when almost all jurisdictions worked remotely. Staff believed that the community would be best served by individuals who were present and could coordinate face-to-face meetings and inspections without delay.

Before the pandemic, staff fluctuated constantly, with the permit technicians having the most turnover. Over the last 15 years, there have been at least a dozen permit technicians and countless inspectors. Some of the turnover resulted from long commutes. In other cases, the permit technician's role was an entry-level position that was a first step to working in the public sector before moving on to other positions inside and outside the Town.

The building inspector position has been hard to fill with experienced inspectors who know the trades but more importantly also know the California codes, which are voluminous. Over the past couple of years, the Town has tried to hire a full-time inspector but was unable to find anyone until recently. However, the new inspector is entry-level so the learning curve will be steep.

DISCUSSION

Building Permit Process

Obtaining a permit in any jurisdiction can be complex and daunting. In the case of building permits, where there are competing concerns of timing, cost, and a myriad of applied codes, the process can seem confusing, unnecessary, and arduous. Understandably, the customer can become emotional and frustrated. As most of the code requirements are out of the Town's control, staff absorb a great deal of resentment and frustration.

Concerns

It has been brought to staff's attention that there are some concerns regarding the following:

1. Staff are not getting back to inquiries.
2. There is a moving of goal posts during inspections.
3. Customer service needs improvement.

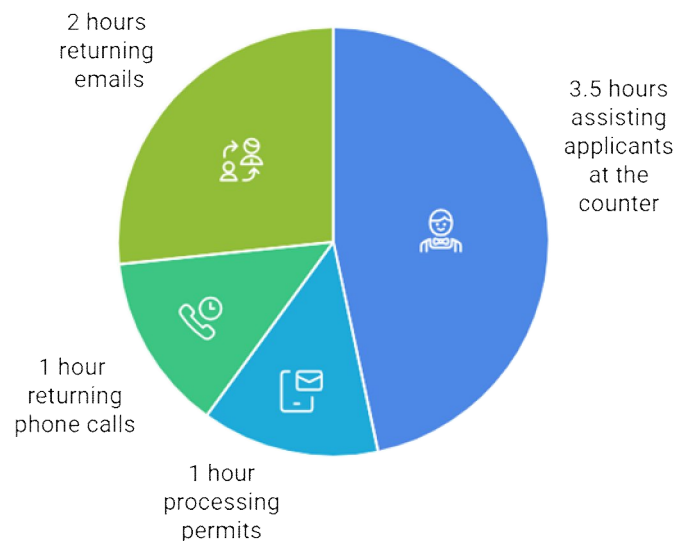
1. Responding to Inquiries

Based on feedback, communication is a key issue. Clear and consistent communication is crucial to ensure applicants are on the same page about expectations, requirements, and timelines. Staff receive many calls and emails from applicants asking questions and seeking updates. Staff set time aside daily to address these inquiries.

Staff response time to emails and phone calls can vary significantly depending on the time of year due to the number of permits being handled. In the winter, there are fewer projects, thus fewer emails and voicemails. Therefore, response time for email and voicemail is much quicker, within 24 hours for email and 24-48 hours for voicemail. While emails typically have a 24-48 hour response time in the spring and summertime, hundreds of phone calls and voicemails can take up to a week to get back to.

The Town has two full-time permit technicians, whose days are typically allocated as shown in the chart below. If the counter is busy, they only have about an hour per day to return hundreds of phone calls received during peak building permit season.

Time Allocation of Permit Technicians



2. Shifting Goal Posts

Another concern heard is the moving of goal posts during inspections. This issue is complicated. The Town has not had a full-time consistent building inspector for several years because, until recently, the Town was unable to find a qualified building inspector after several attempts.

When multiple inspectors inspect a project, a problem arises when each building inspector (usually because of their experience and seniority in the inspection field) finds a new problem. The project contractor then feels that they will never be able to complete the list of requirements.

3. Customer Service

Customer service is something that staff are continually working on. There have been complaints that staff can sometimes be short with applicants, and while this can happen, staff try to work as a tag team, bringing in someone else when needed. There is never any excuse for not being courteous, but working at the counter can be very difficult at times when applicants are impatient or upset about a code or requirement. Additionally, the high turnover of permit staff (12 people over 15 years) has not helped with consistency and training for customer service. And the turnover is an indicator of

how stressful the position is. Often, staff tell applicants what they do not want to hear, such as:

1. Their valuation is too low.
2. They must underground their power and data lines due to a substantial remodel.
3. They must lift their home in the floodplain due to a substantial remodel.
4. They need to hire a professional architect or engineer.

Each of these directives can be very costly.

Remedies and Evaluation:

The Town is changing how it delivers its services at the permit counter to improve customer service and respond to staff complaints and concerns.

Communication Protocols: Due to the volume of emails and phone calls and customers' expectations, staff are exploring options to organize a system that could streamline these communications. Unfortunately, expecting someone to be available to pick up all phone calls is challenging, especially during counter-hours.

Staff will explore a combination of an appointment-based system for phone conversations, developing email protocols with assured response times, and exploring other process-related items. The Town is moving forward with the following to help with communication:

1. The Town will fully implement a new phone system in February. It will transcribe voicemails and send an email, which should reduce response time for voicemails and redundancies in voicemails to multiple members of staff.
2. With the recent hiring of a full-time building inspector, the inspector will have phone and counter hours. The phone times are 7:30-8:30 am and 3-4 pm Mon-Fri. Counter hours will be 8:30-9 on Monday and Tuesday and 8:30-9:30 on Wednesday and Thursday.

Consistent Inspection Outcomes: As stated above, staff has received feedback on the "moving of the goal posts" regarding inspection outcomes. This feedback concerns having an inspection, receiving comments on items needing to be completed, and having a follow-up inspection where additional items are identified. Staff believe some of these instances have been due to two part-time inspectors. Staff have recruited and hired a full-time Building Inspector who should help with this issue. In addition, better communication between the full-time and part-time inspector will be provided.

Customer Service Training: Staff have organized a Town-wide customer service training. This training focuses on developing skills to manage high-stress and highly emotional situations. It is designed to help staff and applicants develop better listening skills, identify concerns and emotions, and be solution-oriented. Staff hopes to

incorporate customer service training into its annual training series through the Lunch and Learn employee development program.

Customer Satisfaction Survey: The Town will begin sending out a customer satisfaction survey following the completion of each Planning or Building permit process. The results will provide valuable, ongoing data to help staff identify strengths and challenges. A copy of the survey is attached to the staff report. The method of delivering this is still being looked at.

Permit Technician Training: The Planning Director and Building Official have collaboratively worked with the Town's Permit Tech team regarding the permit process to ensure that all required forms and documents are complete before the application moves on to the respective departments for processing. A standardized process will help alleviate the frustrations that can arise when additional requests for information appear in comments during subsequent reviews. The "Completeness Check" process has been in place and is a helpful tool for staff working on multiple applications each week. The Planning Director and Building Official will continue to work towards identifying and implementing efficiencies.

Existing Kitchen and Bathroom Remodels: Permits for remodels of existing kitchens and bathrooms no longer require drawings to be approved if walls are not being removed or added ("like for like" kitchen and bathroom remodels). The Building Department implemented this change in the fall of 2024.

Over-the-Counter Permit Hours: Staff are developing an "Over-the-Counter" permit process for small to medium sized projects where the Building, Fire, Public Works, and Planning Departments will be present to help expedite these permits. This program is scheduled for every other Thursday beginning in March.

Changing the Culture: Finally, staff have been working with the team at Partners in Public Innovation on a proposal that would provide a comprehensive analysis of our systems, data on similar organizations' processes and communications, permit turn-around times with jurisdictions that have similar staffing levels, and collaborative staff training to improve customer satisfaction and internal staff morale. Staff expects to bring additional information to Council later this spring.

Some other customer service improvements already underway are an automated Contractor State License Board (CSLB) verification module in eTrakit, a process for ADU pre-approval, and training Permit Technicians to review drawing submittals to ensure minimum standard compliance. Staff have additional improvement suggestions: to have separate staff for permit payment processing (to free up more time for the Permit Techs), to add more permit types to Symbium (the Town's automated permit approval system), to implement Qless (virtual wait lists) into the permit waiting area, to develop a Building Department Permit Cost Schedule, to redefine the criteria for the undergrounding requirement as well as its hardship, and to incorporate Acta (automated service to standardize permit process and response) into staff emails.

The Building Department will provide a presentation with an overview of staff roles and daily work and recommendations for improving service to the community. Some improvements may have cost implications. The Department seeks the Council's feedback on proposed improvements to the current permitting process.

Building Department Other Duties

Code Enforcement

Code enforcement is another area that the Department oversees. Currently, there is one full-time Code Enforcement Officer. In 2024, there were approximately two hundred code enforcement cases that required subsequent phone calls, emails, and site inspections. Code enforcement cases include the following work without permits:

1. Excavation of hillsides and undermining of adjacent homes.
2. Building 1-2 story ADUs without permits.
3. Complete gut and remodels without a permit.
4. Stormwater violations.
5. Removal of trees without permits.
6. Tenant improvements without permits.
7. Opening of new or existing businesses without permits being “finaled.”

Emergency Response

The Building Department responds to natural disasters and other emergencies on a 24/7 basis. Emergency response includes the following items and more:

1. Structure fires within homes and businesses.
2. Failed retaining walls, landslides, and other earth movements.
3. Trees falling into homes and/or businesses.
4. Earthquakes
5. Floods

In 2016/17, there were over thirty landslides throughout the Town, over a hundred trees down, and localized flooding. This past December, multiple homes were struck by trees in the middle of the night due to strong winds. Over the past year, several large commercial, residential, and vegetation fires have occurred. Building Department staff inspect each property to determine habitability, from a structural and life safety standpoint.

When a structure has a physical impact from a fire, a car, a fallen tree, a flood, a landslide, etc., the Building Official or Building Director inspects to determine the extent of damage. Each structure receives a green placard if it is safe, a yellow placard if it is safe in certain areas, or a red placard if the structure is completely compromised. Last December, five homes were evacuated by the Public Works and Building Department due to structural damage from a tree and the imminent threat from a structurally

compromised tree. Emergency response can occur any time of the year, day or night, and is a critical function of the Building Department.

Why do we have codes?

Building Codes are long-term investments that contribute to the resiliency and longevity of communities. They establish minimum standards for construction and design to ensure buildings are safe, durable, and able to withstand various hazards such as earthquakes, floods, hurricanes, or other natural disasters. These regulations help reduce the risk of damage, enhance public safety, and lower maintenance and repair costs over time. Less risk of damage also contributes to the circular carbon economy. Resources that homeowners or business owners would have otherwise spent on replacing materials or rebuilding entire structures can be used for other investments that promote long-term economic growth.

People are more inclined to buy homes in communities where the homes are well-built and adhere to established building codes. This gives potential buyers confidence that the property is safe in the short term and in the face of future risks. Well-built homes typically have longer lifespans, requiring fewer repairs and maintenance. Homes that comply with building codes are often seen as less risky by insurance companies, potentially leading to lower premiums. Implementing building codes can better prepare communities for future challenges and improve the overall quality of life. Furthermore, strong building codes can encourage sustainable development, promote energy efficiency, and improve environmental impacts, ensuring that infrastructure can continue to support communities for generations.

With the recent fires in Southern California, the impact of global warming is happening in real-time, causing devastating effects to entire communities, including the loss of homes, life, and limb. The only houses that survived the Palisades fire were built under the 2008 building code or later. The more modern construction standards adopted in the building codes helped to protect against fire destruction.

In 2022, the Building Department amended the Town's Municipal Code Title 9, Articles 1.214 – Exterior Fire Resistive Construction and 1.215 Outside Opening Protection. Staff revised the code for Exterior Fire Resistive Construction to include new requirements for non-combustible exterior siding on new buildings or additions and repairs to buildings located in a Wildland Urban Interface Area (WUI Area) when a certain percentage of exterior siding was repaired or replaced. Staff revised the code for Outside Opening Protection to require all houses regulated under the California Residential Code to protect exterior wall openings (usually ventilation and exhaust vents) with either WUI-approved vents or mesh with a maximum size opening that would prevent the infiltration of embers from a fire. Staff viewed these new requirements as low-cost, high-impact amendments that would benefit the individual homeowner and the community.

Finally, the California Building Codes are updated every three years to keep up with technology, the environment, and other related code improvements. However, code updates can add complexity, making the permit process even more difficult.

FISCAL IMPACT

The potential fiscal impact, if any, of the proposed changes above has not been determined at this time.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Receiving a presentation on the building permit process 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).

This is just a preliminary discussion and has no current impact on Climate Action.

ATTACHMENTS

Attachment 1- PowerPoint presentation (DRAFT that may change).

Attachment 2- 2025-01-22 Development Services Customer Satisfaction Survey



Town of San Anselmo

Building Department Update and Customer Service

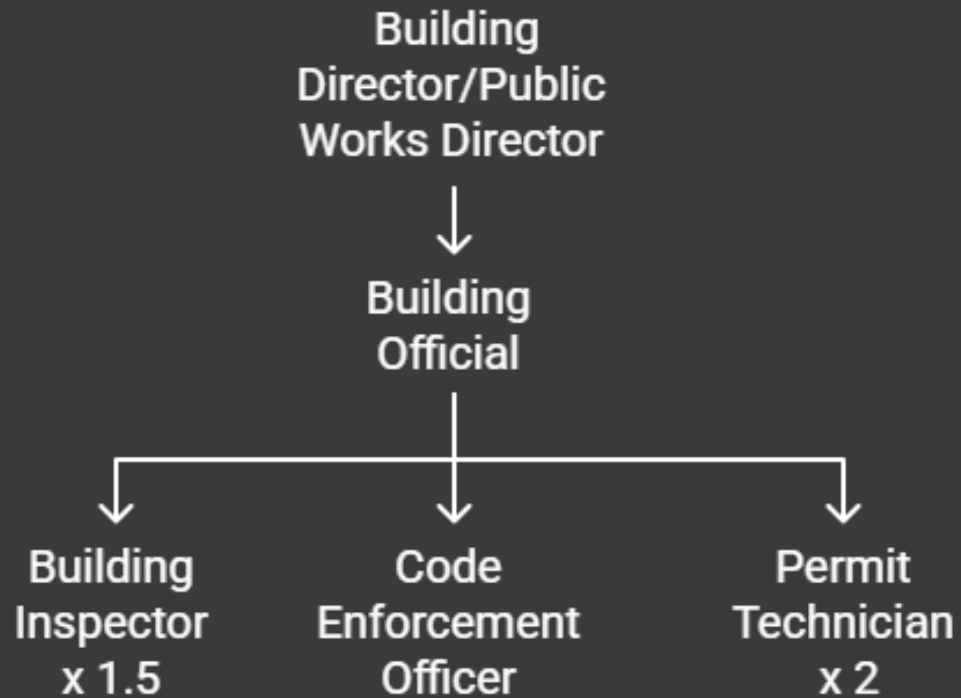
Update on the Building Department and Customer Service



Building Department Overview:

1. Staffing
2. Why do we have codes?
3. Hours
4. Permit Process
5. Customer Service Concerns
6. Volume of permits
7. Permit Techs
8. Building Codes
9. Code Enforcement
10. Emergency Response
11. Building Inspections
12. Staff ideas for customer service improvement

Building Department Overview



Building Department Personnel



Building Codes and Permits



Earthquakes



Floods



Wildfires



Structure
Fires



Landslides

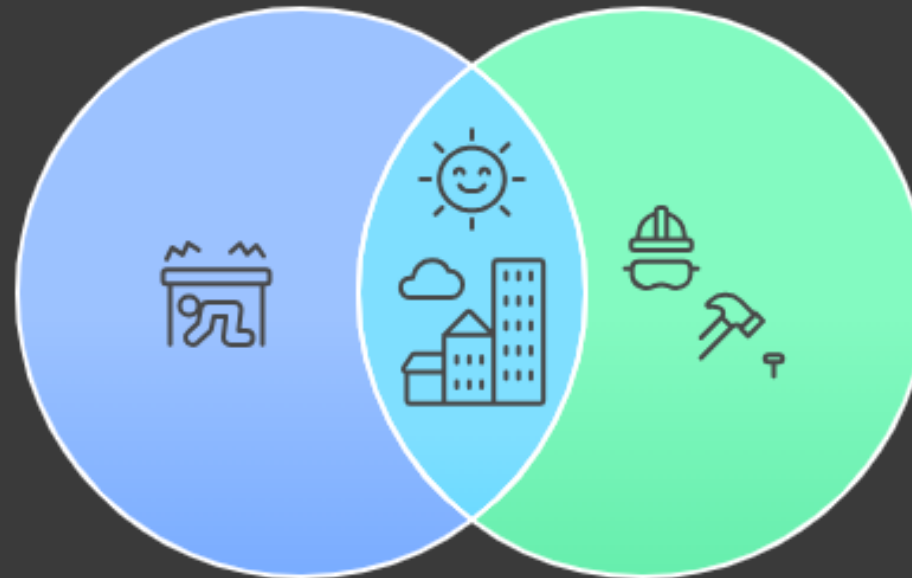


Falling Trees

Aligning Safety and Mitigation

Hazard Mitigation
Alignment

Local Hazard
Mitigation Plan



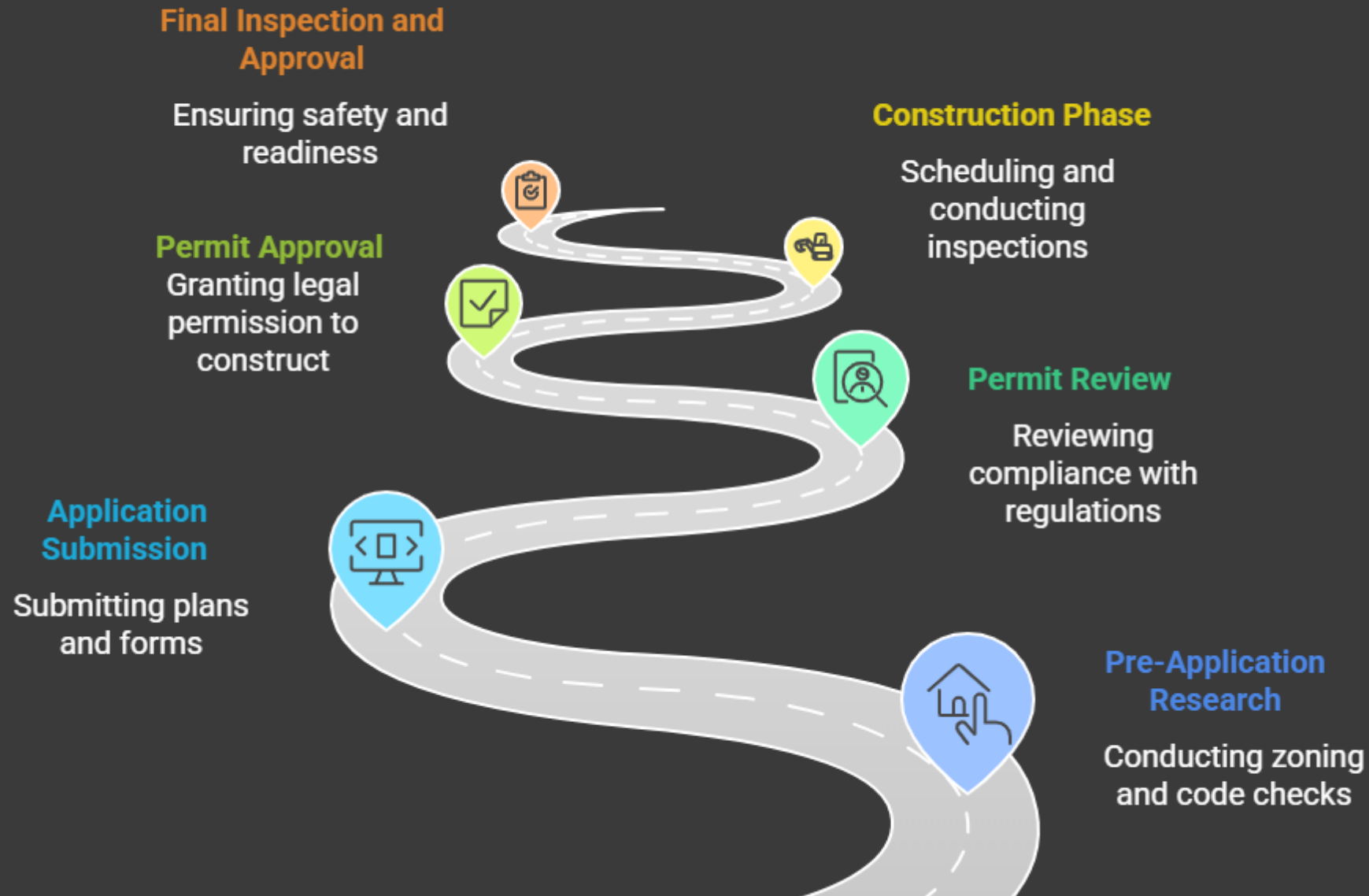
Building Codes
and
Construction
Practices

Building Department Hours



Building Counter Hours	Monday		Tuesday		Wednesday		Thursday		Friday	
Belvedere										
Corte Madera	8:30am - 4pm		8:30am - 4pm		8:30am - 4pm		8:30am - 4pm		8:30am - 12pm	
Larkspur	9am-5pm				9am-5pm					
Marin County	8am - 4pm		8am - 4pm		8am - 4pm		8am - 4pm		8am- 12pm	
Mill Valley			8am- 12pm				8am- 12pm			
Novato	9am- 11am		9am- 11am		9am- 11am		9am- 11am			
San Anselmo	8:30am- 12pm		8:30am- 12pm		8:30am- 12pm		8:30am- 12pm			
San Rafael	8:30am - 4pm		8:30am - 4pm		8:30am - 4pm		8:30am - 4pm		8:30am - 12:30pm	
Sausalito					9am- 12pm					
Tiburon	8am- 10am		8am- 10am		8am- 10am		8am- 10am			
Town of Ross	9am- 12pm		9am- 12pm		9am- 12pm		9am- 12pm			

Permit Process



Update on the Building Department and Customer Service



Customer Service and Concerns from Applicants:

1. Staff not getting back to inquiries.
2. There is a moving of goal posts during inspections.
3. Customer Service needs improvement.

Concerns from applicants



1. Staff isn't getting back to inquiries

The number of emails and phone calls can vary significantly. During peak season there are over 100 voicemails a week.

Potential Improvements

- New phone system to transcribe voicemails to emails.
- New full-time inspector phone and counter hours to alleviate some of the load of the permit techs and Building Official.



132

Concerns from applicants



3. Customer service can be improved

Code requirements can be difficult, costly and arduous. Applicants can be frustrated with the process. How staff handles communication is critical. Often, we are telling applicants things that have cost implications that they don't want to hear:

- Their valuations are too low.
- They are required to underground.
- They must lift their home.
- They need to hire an engineer or architect.



Concerns from applicants



Potential Improvements:

- Customer Service Training is being implemented to improve listening skills, how to handle stressful situations etc.
- Customer Service Satisfaction Survey will be sent out following the completion of permit applications.



Concerns from applicants



Survey



TOWN OF SAN ANSELMO Development Services Customer Satisfaction Survey

The Town of San Anselmo values your feedback, and we want to hear from you! To better serve you, kindly share your thoughts about your recent experience with your project. Whether you were satisfied or believe there were areas we could improve, your input is important to us. The Town is committed to enhancing services and improving your experience. The survey is anonymous and expected to take less than five minutes.

General Feedback

- Which of the following most accurately identifies you as a customer of the Town of San Anselmo? Please check all that apply.
 - ☐ San Anselmo Resident (Homeowner or Renter)
 - ☐ Property Owner
 - ☐ Business Owner
 - ☐ Other, please specify: _____
 - ☐ Design Professional
 - ☐ Land Developer
 - ☐ Contractor
- What was the purpose of your recent interaction with the Town of San Anselmo? Please check all that apply.
 - ☐ Building Permit or Inspection
 - ☐ Building Plan Check
 - ☐ Code Enforcement
 - ☐ Planning (e.g. design review, variance, conditional use permit)
 - ☐ Other, please specify: _____
 - ☐ Encroachment Permit or Public Works
 - ☐ General Inquiry
 - ☐ Record Request
- When did you last interact with the Town of San Anselmo Development Services Department? Please check all that apply.
 - ☐ Within the week
 - ☐ This month
 - ☐ Within the last 6 months
 - ☐ More than 6 months ago
- How do you prefer to receive information from the Town of San Anselmo? Please check all that apply.
 - ☐ Email
 - ☐ In-Person
 - ☐ Phone
 - ☐ Website
 - ☐ Text Message
 - ☐ Social Media
 - ☐ Mail
- May the Town contact you directly regarding your comments? (Optional) We may wish to follow up for further insight based on your responses. Providing your contact information is optional and will not affect your participation or the survey outcome.

Name	
Email	
Phone	

Please complete this portion of the survey if you received services related to building permits, code compliance, or the maintenance and improvement of the town's infrastructure. For Planning, please provide your feedback in the next section.

Building & Public Works

Building & Public Works manages building permits, ensures code compliance for safe construction, and oversees the maintenance and improvement of the town's infrastructure, including streets, parks, and public buildings.

- On a scale of 1-5, how would you rate the overall quality of your recent interaction with Building & Public Works?

Excellent	Good	Satisfactory	Fair	Needs Improvement
☐	☐	☐	☐	☐
5	4	3	2	1

- On a scale of 1-5, please rate your satisfaction in each of the areas.

Staff Accessibility & Availability				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Courtesy & Professionalism				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Helpfulness of Information & Guidance Provided				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Concerns from applicants



Survey

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

i Please complete this portion of the survey if you received Planning services, such as zoning, land use permits, or site planning. If you received services related to building permits or infrastructure, please provide your feedback in the previous section.

Planning

The Planning Department oversees land use, zoning, and development to ensure projects align with zoning regulations, Town policies, and the community's vision. Unlike the Building Department, which focuses on construction safety and code compliance, the Planning Department reviews development proposals before they reach the Building Department, ensuring alignment with federal, state, and local regulations, including the Town's General Plan and Zoning Code.

1. On a scale of 1-5, how would you rate the overall quality of your recent interaction with Planning?

Excellent	Good	Satisfactory	Fair	Needs Improvement
☐	☐	☐	☐	☐
5	4	3	2	1

2. On a scale of 1-5, please rate your satisfaction in each of the areas.

Staff Accessibility & Availability				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Courtesy & Professionalism				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Helpfulness of Information & Guidance Provided				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied

Concerns from applicants



Survey

☐	☐	☐	☐	☐
5	4	3	2	1

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

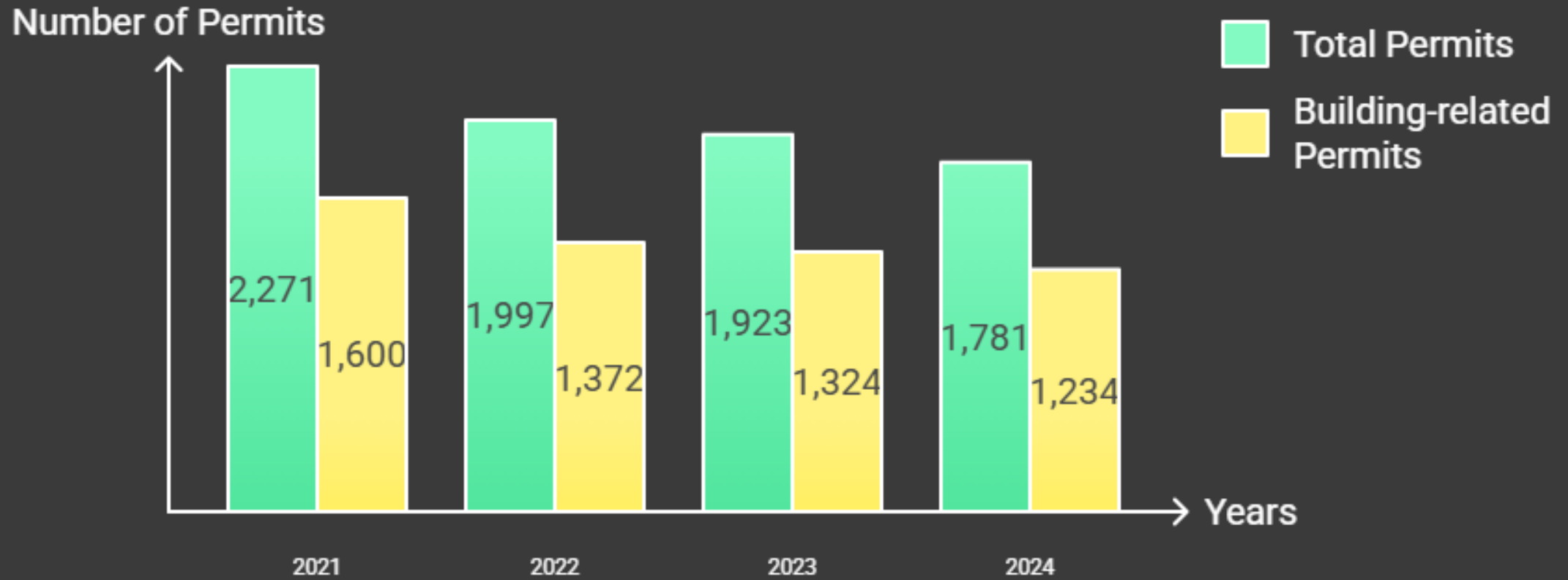
3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

Number of Permits

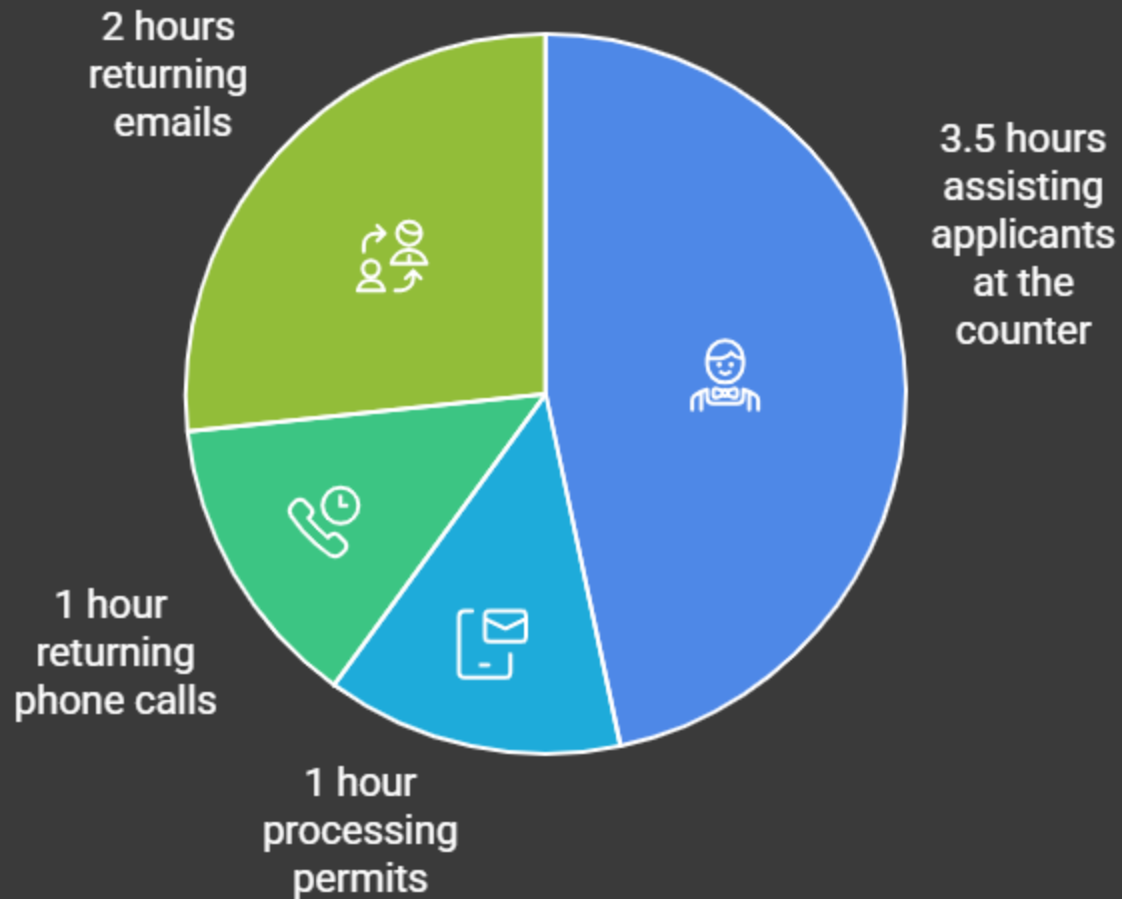


Annual Permit Processing Breakdown

Permit Process



Time Allocation of Permit Technicians



- Preparing and sending mass mailers to residents
- Updating the website
- Updating Building and Public Works forms
- Scheduling pre-construction meetings
- Scheduling pre-application meetings
- Recording documents with the County Assessor
- Preparing documents for Public Record Requests
- Ordering office supplies
- Plan review and customer service training

Permit Process is complicated



Construction Permits

1. ADA Improvements
2. Bathroom remodel
3. Building (general)
4. Combination Kitchen/Bathroom
5. Demo only
6. Gate
7. Kitchen Remodel
8. New Construction
9. Pool
10. Remodel
11. Reroof
12. Shell Improvements
13. Spa
14. Tenant Improvements
15. Window or Door replacement
16. Window replacement

Utility Permits

17. Electrical
18. Furnace
19. Generator
20. Mechanical
21. Plumbing
22. Water heater

Energy Permits

23. Electrical EV Charging
24. Photovoltaic
25. Symbium PV

Sitework

26. Fence
27. Flatwork
28. Flood Development
29. Grading Hauling
30. Watercourse

Specialty

31. Pre-application
32. Resale

Do we have enough Permit Forms?



1. AC Units, Condensers and Generator
2. Access Compliance Statement Form
3. Accessory Dwelling Units
4. Acknowledgment of Undergrounding Utility
5. ADA Compliance Info
6. Alternatives to Gas-Powered Generators
7. Bald Hill Construction Hours
8. Block Party Application
9. Building Permit Process
10. Business License Application and Info.
11. Construction Management Plan Requirements
12. Climate & Geographic
13. Design Criteria
14. Construction and Demolition form (C&D)
15. Cost Estimate Example
16. Decibel Level Calculator
17. Decks, Stairs, Handrails, Guardrails, & Landings
18. Disability Access Requirements and Resources
19. Electric Vehicle Charger Checklist
20. Erosion Best Management Practices Oct. 15 - April 15
21. Expedited Third-Party Service
22. Existing Kitchen & Bath remodel
23. Fence permit requirements
24. Flood Gates: Conceptual Design
25. Floodplain Development Permit Form
26. Gas Pipe Line Sizing Information
27. Governing Construction Code
28. Green Building Resources and Forms
29. Grey Water Irrigation
30. Heat Pump Water Heater
31. Owner Builder Form
32. Photovoltaic (PV) Permit Requirements and Checklist
33. Plan Submittal Checklist
34. Qualified Green Building Professionals Requirements
35. Resale Inspection Application
36. Residential Seismic Strengthening
37. Retaining Walls Information
38. Re-Roof Form
39. Ross Valley School Fees Form - Residential
40. Ross Valley School Fees Form - Commercial

Do we have enough Permit Forms?



- 41. Smoke Detector and Carbon Monoxide Alarm Certificate of Compliance
- 42. Special Inspections and Structural Observations
- 43. Stormwater & Erosion Control
- 44. Tree Questionnaire
- 45. Water Conserving Plumbing Fixture Self Verification Form
- 46. Watercourse Permit
- 47. Water Efficient Landscape Verification Form (MMWD form)
- 48. Water Heater and Furnace Permit info
- 49. New/Replacement Window Fenestration Guidelines
- 50. Window Design & Egress - Residential
- 51. When is a Licensed Design Professional Required

Permit Form – Floodplain Development





FLOODPLAIN DEVELOPMENT PERMIT FORM

Town of San Anselmo
Department of Building & Public Works
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-4683

PERMIT NUMBER

Flood Zone/Floodway:

Site Address:

APN:

OWNER	TENANT	CONTRACTOR
Name	Name	Company Name
Address	Address	Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code
Phone No.	Phone No.	Phone No.
Emergency Phone No.	Emergency Phone No.	State License No: Bus. License No:

As required by this permit, I agree to accept and abide by the provisions of the applicable ordinances of the Town of San Anselmo:

Signature of Owner

Date

APPROVAL SECTION

In compliance with this application and subject to all the terms, conditions, and restrictions written below and in Municipal Code Chapter 7-11, Flood Damage Prevention:

PERMISSION IS HEREBY GRANTED TO DO WORK on the above referenced site in accordance with ☐ submitted ☐ approved plans, dated , prepared by , and consisting of pages . Building Permit No. .

Project described as:

☐ See attached comments
☐ Substantial Improvement Calculation Attached
☐ Cumulative Improvement Calculation Attached
☐ Affidavit & Detailed Estimate Required (if Cumulative Improvement Ratio is between 40%-50%).
☐ Elevation Certificate required at project completion (if Cumulative Improvement Ratio is over 50%, and/or structure is elevated).

This permit is to be strictly construed and no work other than that specifically mentioned above is hereby authorized.

THIS PERMIT SHALL BE VOID IF WORK HAS NOT BEEN COMPLETED BY:

WORK MAY PROCEED UPON SIGNATURE

By
Floodplain Administrator

Date

PERMIT FEES

Cumulative Improvement Ratio:
Less than 40% - \$90/hr 1hr min.
40 to 50% - Plan Check fee \$90-\$180.
Greater than 50% - \$90/hr 2hr min.

FEES PAID:

Date:
Receipt No.:

Page 1 of 2

FLOODPLAIN DEVELOPMENT PERMIT

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-6750

PERMIT NUMBER

Site Address:

APN:

I. SUBSTANTIAL IMPROVEMENT CALCULATION

Estimated Value of Improvement (I):
Depreciated Value of Existing Structure (S):
Improvement Ratio (I/S):
Improvement Valuation Method:
☐ Job Valuation Method
☐ Other
Existing Structure Valuation Method:
☐ Appraised Value from Appraisal Report
☐ County Assessed Value
☐ Other

II. 5-YEAR CUMULATIVE IMPROVEMENT CALCULATION

Estimated Value of Previous Improvements (P):
Cumulative Value of Improvements (P+I):
Depreciated Value of Existing Structure (S):
Cumulative Improvement Ratio ((P+I)/S):

NOTE: The determination of "substantial improvement" or "substantial damage" is defined in the Town of San Anselmo Municipal Code Chapter 7-11 "Flood Damage Prevention" as "Any act or acts of reconstruction, rehabilitation, addition or other proposed new development of a structure occurring both after October 7, 1999 and within the five years immediately preceding the current application, regardless of any change in ownership during this time period, which act or acts aggregated have a total cost that equals or exceeds fifty percent of the market value of the structure before the 'start of construction' of the improvement." The determination of "substantial improvement" or "substantial damage" is based upon the improvement ratio and cumulative improvement ratio calculated above, and if the cumulative improvement ratio equals or exceeds 50%, then the structure must conform to the flood hazard reduction provisions of Chapter 7-11.

Use of the term "improvement" within the context of this permit implies: improvements to an existing structure, repairs to a damaged structure, and/or construction of a new structure.

Prepared by:

Approved by:
Floodplain Administrator

Date:

Page 2 of 2

143

Typical Permit Turnaround Time



Completeness Check:

Depending on the season, it can take up to a week.

Time:

1-3 days

Remodel and General Building permits:

First review is 4 – 6 weeks and second review is 2-4 weeks.

4-6 weeks

Kitchen and bathrooms:

3-4 weeks

Like-for-life kitchen and bathrooms:

2-7 days

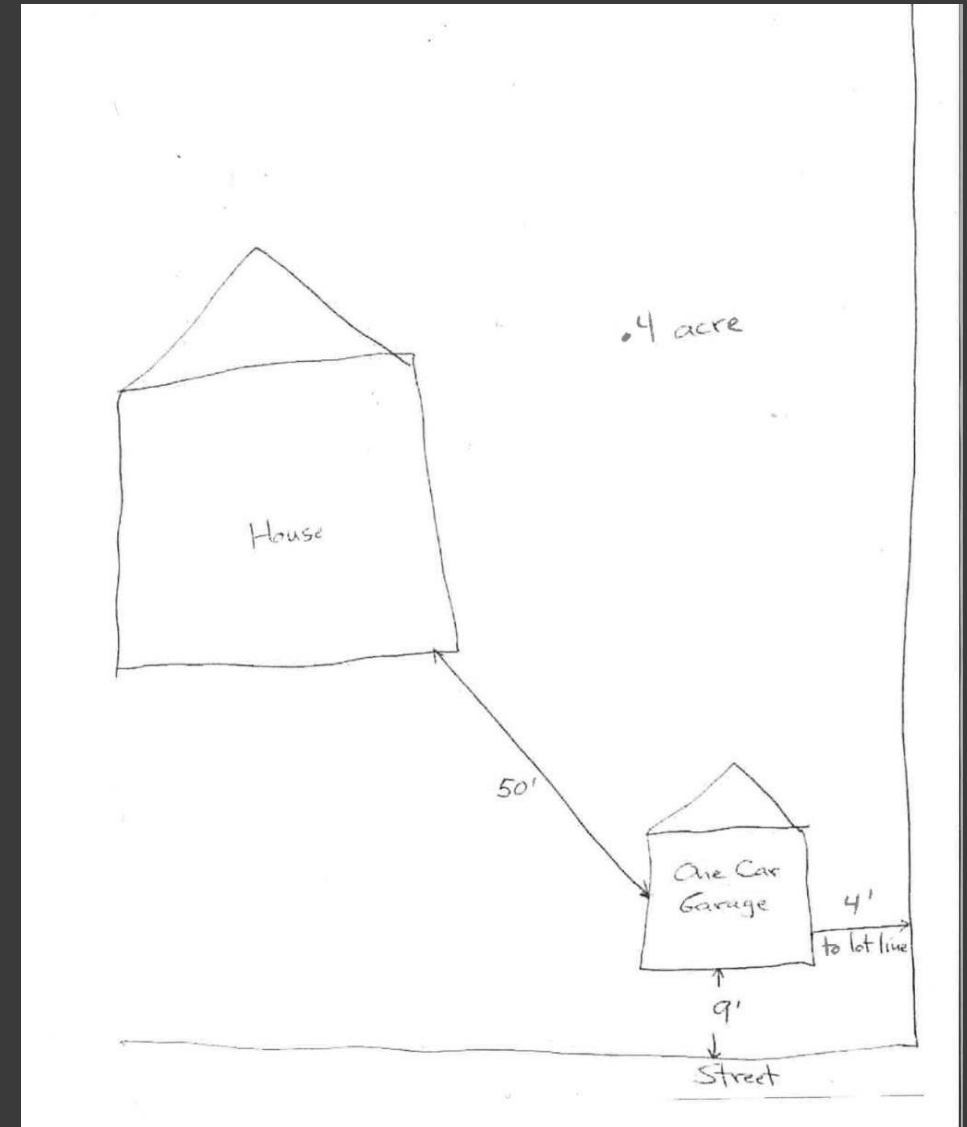
Photovoltaic/Electric Vehicle/ Energy Storage Systems:

5-10 days

Permit review – substandard drawings



Substandard drawings cannot be plan-checked and should be rejected at the Counter before being processed. Permit Technicians are improving quality assurance/quality control (QA/QC) at the counter to improve permit processing time.

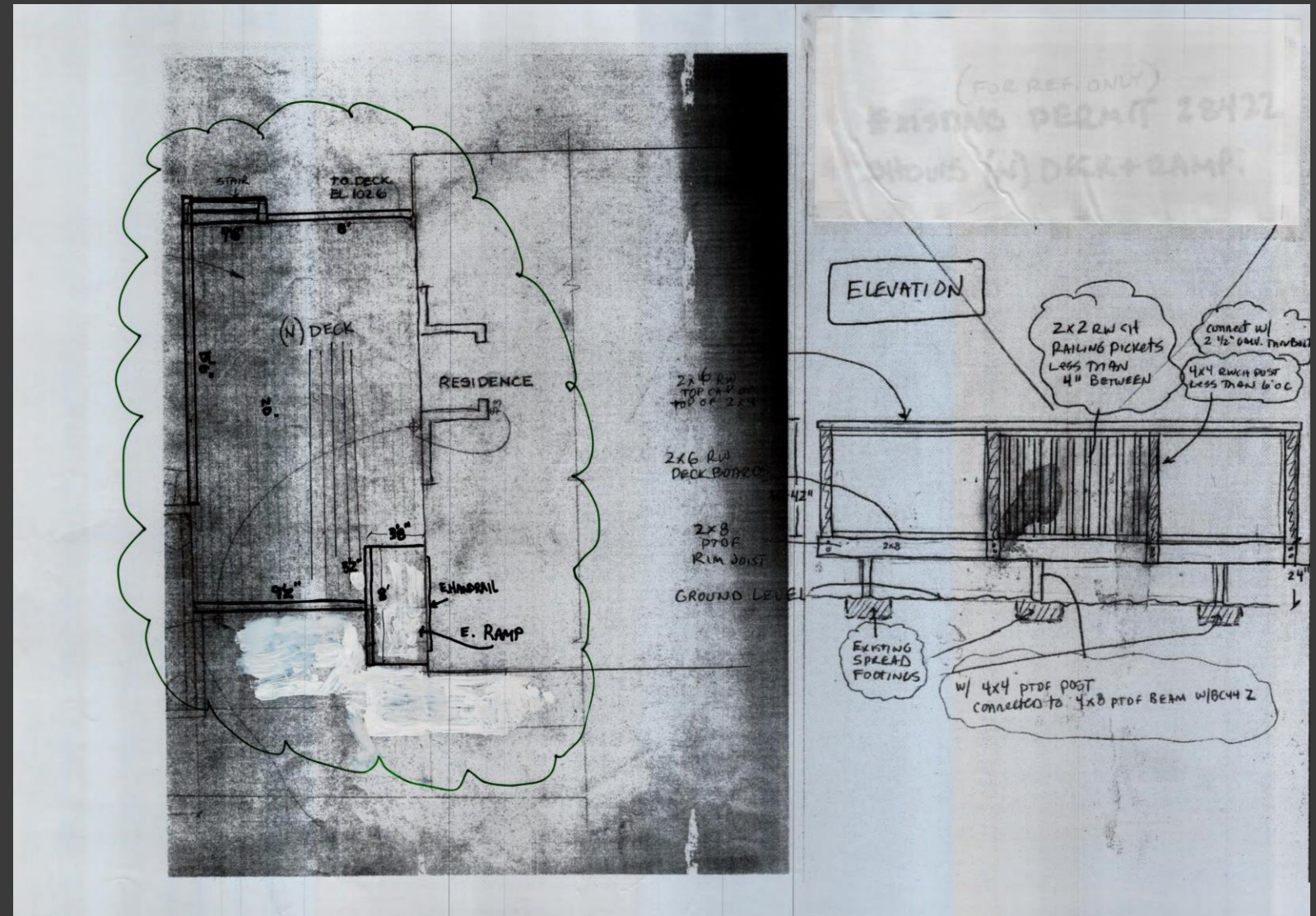


Permit review – substandard drawings



Staff made the mistake of allowing these through the front door and go through the process only to realize they were substandard.

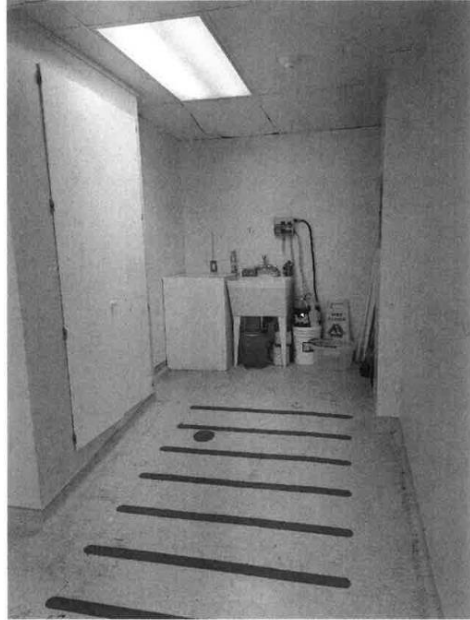
New Permit Tech process should help eliminate this issue to some degree.



Permit review – new preschool



Before Installation



"AFTER INSTALL"



Permit review – existing and proposed



Drawings inform the contractor, the plan reviewer and inspector what and how things are built to meet code.

There is no information on these drawings on what is changing and how to build the stairs.

Building Codes and Permits



The California Building Standards Code

is updated every three years, with the most recent version being the **2022 California Building Standards Code** (effective January 1, 2023).

The codes are enforced by local building departments, which review and approve building plans and conduct inspections to ensure compliance.

37.5 Inches of code-Ugh!



Town of San Anselmo Amendments



Green Building Codes



More requirements...

1. Residential New Construction
2. Single Family Large Additions + Alterations (Greater than 750 SQ FT)
3. Single Family Small Additions + Alterations (Less than 750 SQ FT)
4. Multi-Family Large Additions + Alterations (Greater than 750 SQ FT)
5. Multi-Family Small Additions + Alterations (Less than 750 SQ FT)
6. Commercial New Construction
7. Large Additions + Alterations (Greater than 3000 SQ FT)
8. Small Additions + Alterations (Less than 3000 SQ FT)

TOWN OF SAN ANSELMO GREEN BUILDING FORM STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

These green building standards have been established to ensure that residential (one- and two-family, multifamily, hotels, and motels) new construction in the Town of San Anselmo is healthy for occupants, has limited impact on the environment, reduces demand for energy, and results in cost savings from building operation. Requirements were adopted September 2023 and enforcement started March 2024, and will end December 31, 2025. The four-step process below helps applicants understand and comply with the Town of San Anselmo's green building requirements. Please refer to the ordinance [Title 9 - Building Regulations/Chapter 19 - Green Building Requirements](#).

GREEN BUILDING PROJECT PROCESS

* PLANNING APPLICATION (IF REQUIRED)

If your project is subject to planning review, be prepared to identify in your planning application what compliance methods you've selected and how you plan to meet the requirements. If you anticipate difficulties meeting the requirements outlined in the Green Building Checklist, these concerns and any requests for exemptions should be identified in your planning application.

1 INITIAL BUILDING PERMIT SUBMITTAL

All the following MUST be included with your initial application for a building permit. All pages of the following forms shall be within the drawing set. **DO NOT** submit individual forms or PDFs:

- ☐ Completed [The Town of San Anselmo Green Building Checklist](#) (page 2-3).
- ☐ Completed [The Town of San Anselmo CALGreen Tier 1 Checklist](#) (pages 4-15), with plan sheet references where applicable.
- ☐ Energy code compliance documents as required under State Energy Code.

2 FINAL INSPECTION

When the project is completed, submit the following to have the green building hold lifted:

- ☐ Re-submit the final Green Building and CALGreen checklists in Step 3 above.
- ☐ Submit a Certificate of Compliance from Home Energy Rating System (HERS) provider.
- ☐ Other necessary supporting permit material (if applicable).

Green Building Code Forms



TOWN OF SAN ANSELMO GREEN BUILDING CHECKLIST STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

PROJECT ADDRESS: _____
APN: _____ APPLICANT NAME: _____

1. ELECTRIFICATION (REQUIRED FOR ALL NEW CONSTRUCTION PROJECTS)
Note: all projects must comply with mandatory requirements of Title 24, Part 6 (State Energy Code)
☐ **All Electric**, which includes:
• All electric end-uses
• No natural gas or propane appliances
• No gas meters or propane infrastructure
• Compliance with energy efficiency standards required by the State
VERIFICATION: Attach Title 24 Energy Reports that complies with State minimum energy code

2. GREEN BUILDING AND EV READINESS
☐ Complete this Town of San Anselmo Green Building Checklist AND [CALGreen Tier 1 Checklist: Standards for Residential New Construction](#).
VERIFICATION: The checklist must be signed by a qualified building professional, such as an architect, engineer, or a qualified green building professional, and attached to your application. **DO NOT** submit individual forms or PDFs.

3. PROJECT VERIFICATION
This form and all referenced forms herein have been completed by _____ (name) of _____ (company), the party responsible for this building permit application for the above listed project who affirms under penalty of perjury that it accurately represents the project plans. Applicant still must complete the CALGreen Tier 1 Checklist and Energy Checklist.

Signature Date

Name (Please Print)

4. SUMMARIZING ENERGY END USE (CHECK BOXES AND INPUT VALUES):
☐ Total Conditioned Floor Area within the Project Scope _____ square feet

SELECT either the Performance or Prescriptive-based Compliance Pathway below and submit appropriate documentation as requested (Check One of the Following):
☐ For projects using the Performance Based Pathway to Compliance, submit data extract in .xml format from the 2022 Energy Code Compliance Software (CBECC or EnergyPro)
☐ For projects using the Prescriptive Based Pathway to Compliance (Check One of the Following):
☐ Submit data extract in .xml format from the 2022 Energy Code Compliance Software (CBECC or EnergyPro), OR
☐ If Energy Code Compliance Software was not used, please select the following measures planned for installation in Table 1 below, within the scope of your project (check all that apply):

Table 1. Measures and Appliances Installed			
Check All That Apply	Measures Installed	Check All That Apply	Measures Installed
☐	Air Sealing	☐	Heat Pump Water Heater, High Efficiency, NEEA Tier 3
☐	Cool Roof	☐	Hot water pipe and tank insulation, low-flow fixtures
☐	Duct Sealing	☐	Induction Cooktop
☐	Exterior Photosensor	☐	LED lamp vs CFL
☐	Heat Pump Dryer	☐	New Ducts
☐	Heat Pump HVAC	☐	R-49 Attic Insulation
☐	Heat Pump HVAC, High Efficiency, SEER 21 or greater; HSPF 11 or greater	☐	Solar PV _____ kW DC
☐	Heat Pump Water Heater	☐	Battery (storage) _____ kWh
☐	Other (please describe): _____		

VERIFICATION: Compliance will be verified by 1) submitting 2022 Energy Code Compliance Software data extract (.xml) and attaching Title 24 Energy Reports that complies with State minimum energy code, OR 2) completing Table 1 above.

Green Building Code Forms



TOWN OF SAN ANSELMO GREEN BUILDING CHECKLIST STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

This checklist is effective March 2024 for newly constructed single one- and two-family, multifamily, hotels, motels, lodging houses, dwellings, dormitories, condominiums, shelters, congregate residences, employee housing, factory-built housing and other types of dwellings containing sleeping accommodations with or without a common toilet or cooking facilities including accessory buildings, facilities and uses thereto. Existing sites and landscaping improvements that are not otherwise disturbed are not subject to CALGreen.

Submit this CALGreen Tier 1 checklist accompanied with the [Town of San Anselmo Green Building Checklist](#) (see pages 2-3 above) with your plans to demonstrate compliance with the green building ordinance. This checklist includes modifications specific to the Town of San Anselmo. For more information on the Town of San Anselmo's Green Building requirements, please visit [Title 9 - Building Regulations/Chapter 19 - Green Building Requirements](#) which requires (with amendments) CALGreen [Chapters 4](#) and [Appendix A4](#).

PROJECT DETAILS

Project Address	APN
Applicant Name (Please Print)	

PROJECT VERIFICATION

The Green Building Rater, listed below, has reviewed the plans and certifies that the mandatory and elective measures listed above are hereby incorporated into the project plans and will be implemented into the project in accordance with the requirements set forth in the 2022 California Green Building Standards Code as amended by the Town of San Anselmo.

Signature	Date
Name (Please Print)	
Green Building Certification ¹ and License Number	

¹ CALGreen Special Inspector, LEED AP, or Green Point Rater are acceptable certifications
FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

DIVISION 4.1 PLANNING AND DESIGN

- ✓ All measures marked as **(MANDATORY)** are required unless not in project scope.
- ✓ For all measures marked as **(ELECTIVE)**, a minimum of TWO **ELECTIVE** measures must be selected.
- ✓ Use the Checkboxes (☐) to mark as Completed, Not Applicable (N/A), or the measure selected.

4.106.2 (MANDATORY) A plan is developed and implemented to manage stormwater runoff from the construction activities through compliance with the [Town of San Anselmo's Stormwater Runoff Pollution Prevention Ordinance](#).

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.106.3 (MANDATORY) Construction plans shall indicate how site grading, or a drainage system will manage all surface water flows to keep water from entering buildings.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.106.2.3 (MANDATORY) Displaced topsoil shall be stockpiled for reuse in a designated area and covered or protected from erosion.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.106.4 (MANDATORY) Permeable paving is utilized for not less than 20 percent of the total parking, walking, or patio surfaces.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.106.5 (MANDATORY) Roofing materials shall have a minimum 3-year aged solar reflectance and thermal emittance or a minimum Solar Reflectance Index (SRI) equal to or greater than the values specified in the applicable tables. San Anselmo is in Climate Zone 2.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.106.4 (MANDATORY) Electric vehicle charging. Residential construction shall comply with Section 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric Vehicle Supply Equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.

Exceptions:

1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:
 - 1.1. Where there is no local utility power supply, or the local utility is unable to supply adequate power.
 - 1.2. Where there is evidence suitable to the local enforcing agency substantiation that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4 may adversely impact the construction cost of the project.

Green Building Code Forms



2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities and without electrical panel upgrade or new panel installation. Detached ADUs, attached ADUs, and JADUs without additional parking but with electrical panel upgrades or new panels must have reserved breaker and electrical capacity according to the requirements of A4.106.8.1.
3. Multifamily building projects that have approved entitlements before the code effective date.
4. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.106.4.1.1 (MANDATORY) Electric vehicle charging. For new multi-family dwelling units with parking spaces, comply with EV Charging and parking space requirements as amended from CALGreen, in accordance with [Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments](#), where:

1. 15 percent parking spaces are EV charging stations with Level 2 EV Ready (40 amperes)
2. 85 percent parking spaces are Low Power Level 2 EV Ready space (20 amperes)

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.106.4.2.1 (MANDATORY) Electric vehicle charging. For new hotels and motels with shared parking facilities, comply with EV Charging and parking space requirements as amended from CALGreen, in accordance with [Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments](#), where:

1. 10 percent parking spaces are EV charging stations with Level 2 EV Ready (40 amperes)
2. 35 percent parking spaces are Low Power level 2 EV Ready space (20 amperes)
3. 10 percent parking spaces are Level 2 EV Capable (40 amperes)

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.106.4.4 (MANDATORY) Electric vehicle charging. If direct current fast charging stations (DCFC) are being installed, one DCFC may be substituted for up to five (5) EVCS and if ALMS is used comply with requirements as amended from CALGreen, in accordance with [Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments](#).

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.106.8.1 (MANDATORY) Electric vehicle charging. For one- and two-family dwellings and townhouses with attached private garages, install a dedicated 208/240-volt branch circuit, including an overcurrent protective device rated at 40 amperes minimum per dwelling unit for future EV charging, in accordance with [CALGreen Measure A4.106.8.1 Tier 1 and Tier 2](#).

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

6

A4.106.9.2 (MANDATORY) Provide on-site bicycle parking for at least one bicycle per every one dwelling unit. Acceptable parking facilities shall be conveniently reached from the street, in accordance with [CALGreen Section A4.106.9.2](#), and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored racks for bicycles.
2. Lockable bicycle rooms with permanently anchored racks.
3. Lockable, permanently anchored bicycle lockers.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.103.1 Site Selection (ELECTIVE) - A site which complies with at least one of the following characteristics (check at least one):

- ☐ Infill
- ☐ Greyfield
- ☐ EPA-recognized Brownfield

Plan sheet reference (if applicable):

A4.103.2 Site Selection (ELECTIVE) - Facilitate Community connectivity by locating w/in true walking distance of (check at least one):

- ☐ ¼ mile of at least 4 basic services
- ☐ ½ mile of at least 7 basic services
- ☐ Other methods increasing access to additional resources

Plan sheet reference (if applicable):

A4.104.1 Site Preservation (ELECTIVE) - An individual with oversight responsibility of the project has participated in an educational program promoting environmentally friendly design or development and has provided training or instruction to appropriate entities.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.105.2 Deconstruction and Reuse of Existing Materials (ELECTIVE) - Existing buildings are disassembled for reuse or recycling of building material. The proposed structure utilizes at least one of the following materials which can be easily reused (check at least one):

- ☐ Light fixtures
- ☐ Plumbing fixtures
- ☐ Doors and trim
- ☐ Masonry
- ☐ Electrical devices
- ☐ Appliances
- ☐ Foundations or portions of foundations

Plan sheet reference (if applicable):

A4.106.2.1 Site Development (ELECTIVE) - Soil analysis is performed by a license design professional and the findings utilized in the structural design of the building.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

7

Green Building Code Forms



A4.106.2.2 Site Development (ELECTIVE) – Soil disturbance and erosion are minimized by using one of the following (check at least one):

- ☐ Natural drainage patterns are evaluated, and erosion controls are implemented to minimize erosion during construction and after occupancy.
- ☐ Site access is accomplished by minimizing the amount of cut and fill needed to install access roads and driveways.
- ☐ Underground construction activities are coordinated to utilize the same trench, minimize the amount of time the disturbed soil is exposed, and the soil is replaced using accepted compaction methods.

Plan sheet reference (if applicable):

A4.106.3 Site Development (ELECTIVE) – Postconstruction landscape designs accomplish one or more of the following (check at least one):

- ☐ Areas disrupted during construction are restored to be consistent with native vegetation species and patterns.
- ☐ Utilize 75 percent of native California or drought tolerant plant and tree species appropriate for the climate zone region.

Plan sheet reference (if applicable):

A4.106.6 Site Development (ELECTIVE) – Install a vegetated roof for at least 50 percent of roof area and shall comply with requirements for roof gardens and landscaped roofs in California Building Code, Chapter 15/16

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.106.7 Site Development (ELECTIVE) – Reduce nonroof heat islands for 50 percent of sidewalks, patios, driveways, or other paved areas by using one or more of the methods listed.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.106.9 Site Development (ELECTIVE) – Provide bicycle parking facilities as noted below or meet a local ordinance as per section A4.106.9.1, A4.106.9.2, or A4.106.9.3.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.306.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

DIVISION 4.2 ENERGY EFFICIENCY

- ✓ All measures marked as **(MANDATORY)** are required unless not in project scope.
- ✓ Use the Checkboxes (☑) to mark as Completed, Not Applicable (N/A), or the measure selected.

4.201.1 (MANDATORY) Building meets or exceeds the requirements of the California Building Energy Efficiency Standards.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

8

DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION

- ✓ All measures marked as **(MANDATORY)** are required unless not in project scope.
- ✓ For all measures marked as **(ELECTIVE)**, a minimum of TWO **ELECTIVE** measures must be selected.
- ✓ Use the Checkboxes (☑) to mark as Completed, Not Applicable (N/A), or the measure selected.

4.303.1 Indoor Water Use (MANDATORY) Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) installed in residential buildings shall comply with the prescriptive requirements of Sections 4.303.1.1 through 4.303.1.4.5.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.303.1.4.3 Indoor Water Use (MANDATORY) – Metering faucets in residential buildings shall not deliver more than 0.2 gallons per cycle.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.303.2 Indoor Water Use (MANDATORY) – Submeters for multifamily building and dwelling units in mixed-use residential/commercial buildings. Submeters shall be installed to measure water usage of individual rental dwelling units in accordance with the California Plumbing Code.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.303.3 Indoor Water Use (MANDATORY) – Plumbing fixtures and fittings required in Section 4.303.1 shall be installed in accordance with the California Plumbing Code and shall meet the applicable referenced standards.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.304.1 Outdoor Water Use (MANDATORY) – Residential developments shall comply with local water efficient landscape ordinance or the current California Department of Water Resources Model Water Efficient Landscape Ordinance (MWEL0), whichever is more stringent.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.305.1 Water Reuse Systems (MANDATORY) – Newly constructed residential developments, where disinfected tertiary recycled water is available from a municipal source to a construction site, may be required to have recycled water supply systems installed, allowing the use of recycled water for residential landscape irrigation systems.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.303.1 Indoor Water Use (ELECTIVE) – The maximum flow rate of kitchen faucets shall not exceed 1.5 gallons per minute at 60 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 60 psi and must default to a maximum flow rate of 1.5 gallons per minute at 60 psi. Note: Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.303.2 Indoor Water Use (ELECTIVE) – Alternate water sources for non-potable applications. Alternate non-potable water sources are used for indoor potable water reduction. Alternate non-potable water sources shall be installed in accordance with the California Plumbing Code.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

9

Green Building Code Forms



A4.303.3 Indoor Water Use (ELECTIVE) – Install at least one qualified ENERGY STAR dishwasher or clothes washer.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.303.4 Indoor Water Use (ELECTIVE) – Non-water urinals and waterless toilets are installed.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.303.5 Indoor Water Use (ELECTIVE) – One- and two-family dwellings shall be equipped with a demand hot water recirculation system.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.304.1 Outdoor Water Use (ELECTIVE) – A rainwater capture system is designed and installed.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.304.2 Outdoor Water Use (ELECTIVE) – A landscape design is installed that eliminates the use of potable water.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.304.3 Outdoor Water Use (ELECTIVE) – For new water service connections, landscaped irrigated areas less than 5,000 square feet shall be provided with separate submeters or metering devices for outdoor potable water use.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.305.1 Water Reuse Systems (ELECTIVE) – Piping is installed to permit future use of a graywater irrigation system served by the clothes washer or other fixtures.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.305.2 Water Reuse Systems (ELECTIVE) – Recycled water piping is installed.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.305.3 Water Reuse Systems (ELECTIVE) – Recycled water is used for landscape irrigation.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

10

A4.306.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE) – Items that address innovative concepts or local environmental conditions.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

DIVISION 4.4 MATERIAL CONSERVATION & RESOURCE EFFICIENCY

- ✓ All measures marked as **(MANDATORY)** are required unless not in project scope.
- ✓ For all measures marked as **(ELECTIVE)**, a minimum of TWO **ELECTIVE** measures must be selected.
- ✓ Use the Checkboxes (☑) to mark as Completed, Not Applicable (N/A), or the measure selected.

A4.405.3 Material Sources (MANDATORY) – Post-consumer or pre-consumer recycled content value (RCV) materials are used on the project, not less than a 10 percent recycled content value.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.406.1 Enhanced Durability and Reduced Maintenance (MANDATORY) – Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry, or similar method acceptable to the enforcing agency.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.408.1 Construction Waste Reduction, Disposal and Recycling (MANDATORY) – Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with the reporting standards outlined by [Zero Waste Marin](#).

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.408.1 Construction Waste Reduction, Disposal and Recycling (MANDATORY) – Construction waste generated at the site is diverted to recycle or salvage in compliance with at least a 65 percent reduction. Any mixed recyclables that are sent to mixed-waste recycling facilities shall include a qualified third party verified facility average diversion rate. Verification of diversion rates shall meet minimum certification eligibility guidelines, acceptable to the local enforcing agency.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.410.1 Building Maintenance and Operation (MANDATORY) – An operation and maintenance manual shall be provided to the building occupant or owner.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.410.2 Building Maintenance and Operation (MANDATORY) – Where 5 or more multi-family dwelling units are constructed on a building site, provide readily accessible areas that serve all buildings on the site and is identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste, and metals or meet a lawfully enacted local recycling ordinance if more restrictive.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

11

Green Building Code Forms



A4.403.1 Foundation Systems (ELECTIVE) - Frost protected foundation systems are designed and constructed.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.404.1 Efficient Framing Techniques (ELECTIVE) – Beams and headers and trimmers are the minimum size to adequately support the load.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.404.2 Efficient Framing Techniques (ELECTIVE) – Dimensions and layouts are designed to minimize waste.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.404.3 Efficient Framing Techniques (ELECTIVE) – Use premanufactured building systems to eliminate solid sawn lumber whenever possible.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.404.4 Efficient Framing Techniques (ELECTIVE) – Material lists are included in the plans which specify material quantity and provide direction for on-site cuts.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.405.1 Material Sources (ELECTIVE) – One or more of the following materials, that do not require additional resources for finishing are used (check at least one):

- ☐ Exterior trim not requiring paint or stain
- ☐ Windows not requiring paint or stain
- ☐ Siding or exterior wall coverings which do not require paint or stain

Plan sheet reference (if applicable):

A4.405.2 Material Sources (ELECTIVE) – Floors that do not require additional coverings are used including but not limited to stained, natural or stamped concrete floors.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.405.4 Material Sources (ELECTIVE) – Renewable source building products are used.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.407.1 Water Resistance and Moisture Management (ELECTIVE) – Install foundation and landscape drains.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

12

A4.407.2 Water Resistance and Moisture Management (ELECTIVE) – Install gutter and downspout systems to route water at least 5 feet away from the foundation or connect to landscape drains which discharge to a dry well, sump, bioswale, rainwater capture system or other approved on-site location.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.407.3 Water Resistance and Moisture Management (ELECTIVE) – Provide flashing details on the building plans and comply with accepted industry standards or manufacturer's instructions.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.407.4 Water Resistance and Moisture Management (ELECTIVE) – Protect building materials delivered to the construction site from rain and other sources of moisture.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.407.6 Water Resistance and Moisture Management (ELECTIVE) – Exterior doors to the dwelling are protected to prevent water intrusion.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.407.7 Water Resistance and Moisture Management (ELECTIVE) – A permanent overhang or awning at least 2 feet in depth is provided.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.411.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

DIVISION 4.5 ENVIRONMENTAL QUALITY

- ✓ All measures marked as **(MANDATORY)** are required unless not in project scope.
- ✓ For all measures marked as **(ELECTIVE)**, a minimum of ONE **ELECTIVE** measures must be selected.
- ✓ Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.

4.503.1 Fireplaces (MANDATORY) – Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with the U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable and shall have a permanent label indicating they are certified to meet the emission limits. Woodstoves, pellet stoves, and fireplaces shall also comply with applicable local ordinances including [Bay Area Air Quality Management District, BAAQMD](#).

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.1 Pollutant Control (MANDATORY) – Duct openings and other related air distribution component openings shall be covered during construction.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

13

Green Building Code Forms



4.504.2.1 Pollutant Control (MANDATORY) – Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.2.2 Pollutant Control (MANDATORY) – Paints, stains and other coatings shall be compliant with VOC limits.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.2.3 Pollutant Control (MANDATORY) – Aerosol paints and coatings shall be compliant with product weighted MIR Limits for ROC and other toxic compounds.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.2.4 Pollutant Control (MANDATORY) – Documentation shall be provided to verify that compliant VOC limit finish materials have been used.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.3 Pollutant Control (MANDATORY) – Carpet and carpet systems shall be compliant with VOC limits.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.4 Pollutant Control (MANDATORY) – 80 percent of floor area receiving resilient flooring shall comply with specified VOC criteria.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.504.5 Pollutant Control (MANDATORY) – Particleboard, medium density fiberboard (MDF), and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.504.2 Pollutant Control (MANDATORY) – Install VOC compliant resilient flooring systems. Ninety (90) percent of floor area receiving resilient flooring shall comply with the VOC-emission limits established in section A4.504.2.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A4.504.3 Pollutant Control (MANDATORY) – Thermal insulation installed in the building shall be in compliance with VOC limits.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

14

4.505.2 Interior Moisture Control (MANDATORY) – Vapor retarder and capillary break is installed at slab on grade foundations.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.505.3 Interior Moisture Control (MANDATORY) – Moisture content of building materials used in wall and floor framing is checked before enclosure.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.506.1 Indoor Air Quality and Exhaust (MANDATORY) – Each bathroom shall be provided with the following:

1. ENERGY STAR fans ducted to terminate outside the building.
2. Fans must be controlled by a humidity control (Separate or built-in); OR functioning as a component of a whole-house ventilation system.
3. Humidity controls with manual or automatic means of adjustment, capable of adjustment between a relative humidity range of ≤ 50 percent to a maximum of 80 percent.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

4.507.2 Environmental Comfort (MANDATORY) – Duct systems are sized, designed, and equipment is selected using the following methods:

1. Establish heat loss and heat gain values according to ANSI/ACCA 2 Manual J-2016 or equivalent.
2. Size duct systems according to ANSI/ACCA 1 Manual D – 2016 or equivalent.
3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2014 or equivalent.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A5.504.1. Pollutant Control (ELECTIVE) – Use composite wood products made with either California Air Resources Board approved no-added formaldehyde (NAF) resins or ultra-low emitting formaldehyde (ULEF) resins.

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A5.506.2 Indoor Air Quality and Exhaust (ELECTIVE) – Provide filters on return air openings rated MERV 8 or higher during construction when it is necessary to use HVAC equipment

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A5.506.3 Indoor Air Quality and Exhaust (ELECTIVE) – Direct-vent appliances shall be used when equipment is located in conditioned space; or the equipment must be installed in an isolated mechanical room

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

A5.509.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ Plan sheet reference (if applicable):

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024

15

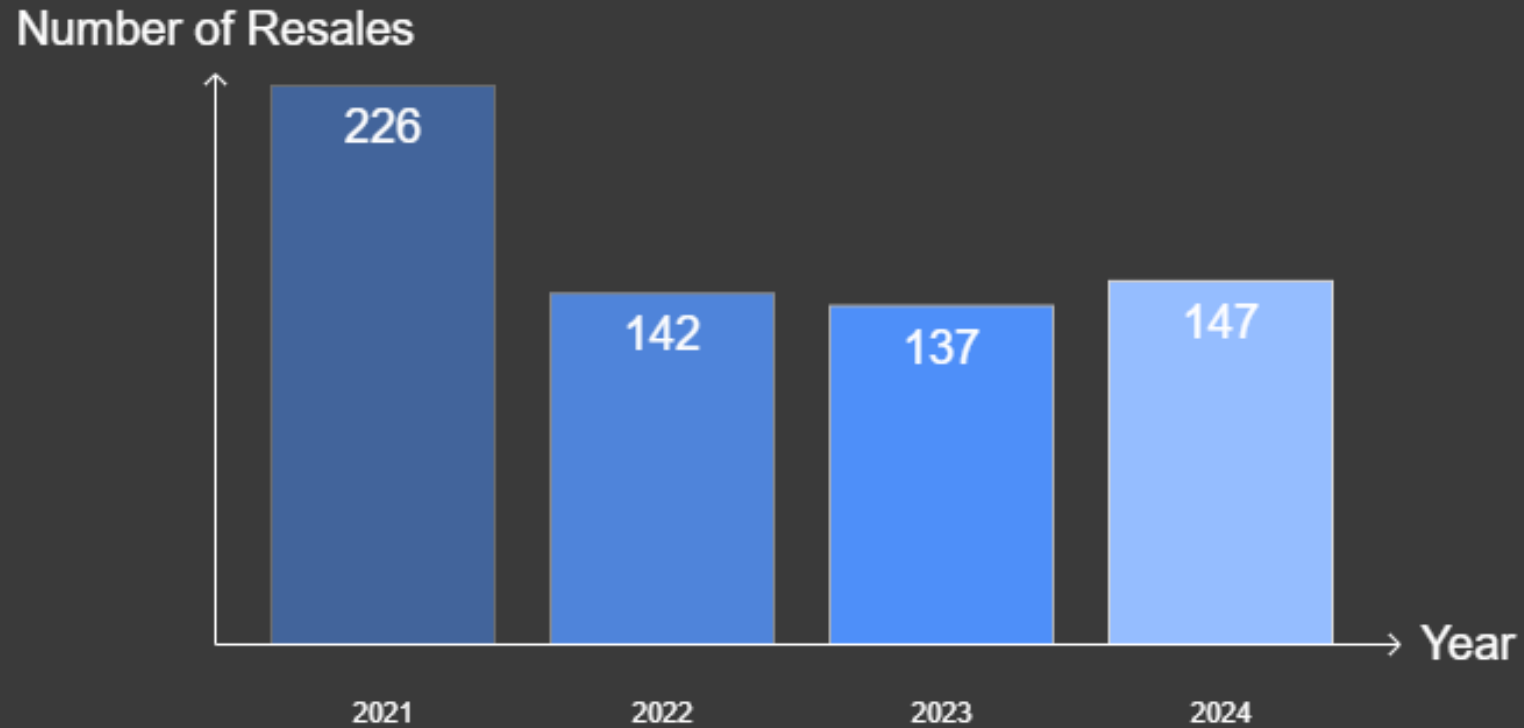
Code Enforcement Officer



Overview of Code Enforcement Officer Activities

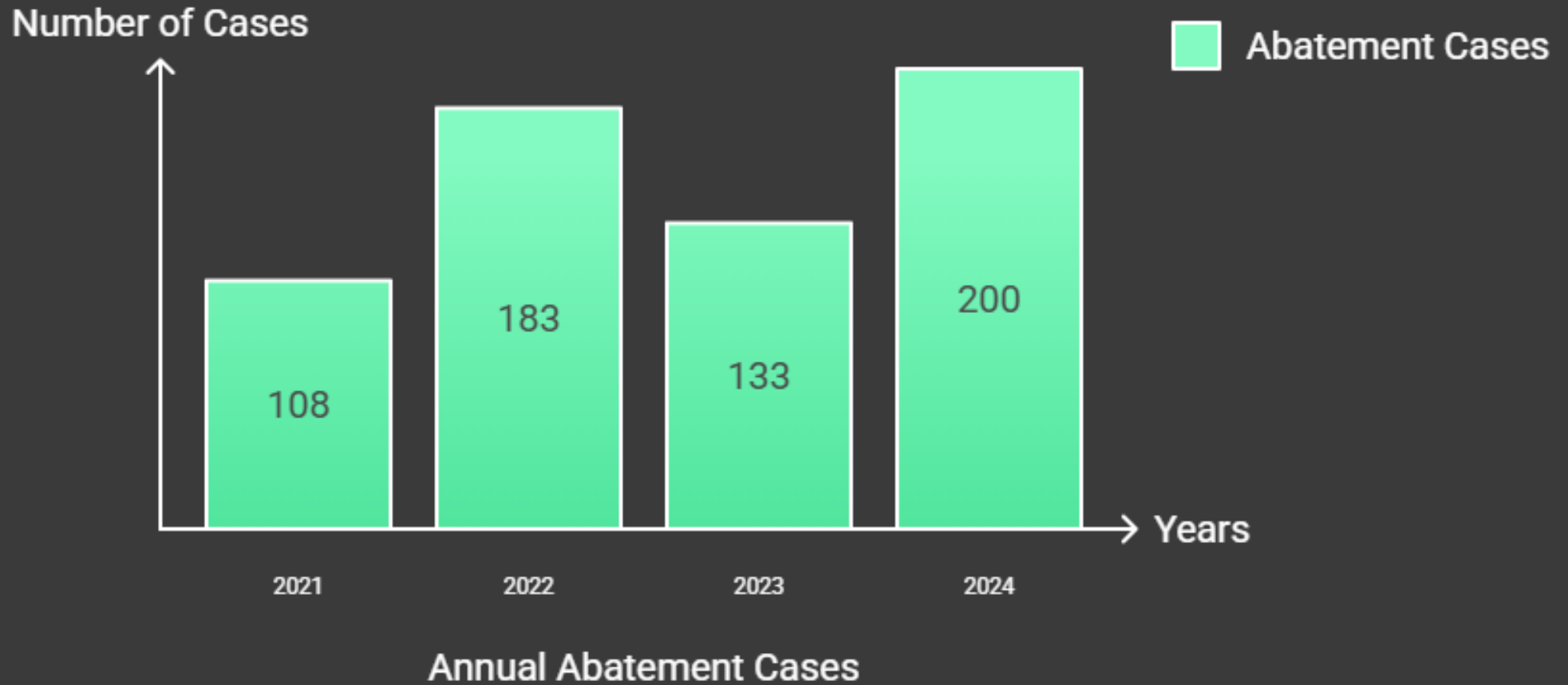


Code Enforcement Officer



Resales Over Four Years

Code Enforcement Officer



Abatement Case



Siding replacement permit.

Complete interior demolition of
single-family dwelling and
detached garage.



Abatement Case



No permit.

Extensive excavation potentially undermining adjacent property.



Abatement Case



Two story Accessory Dwelling Unit (ADU) built without permits.

Many upset neighbors contacted the Town.



Health & Safety - Substandard Rental Housing



The Building Department does code enforcement for one and two family dwellings.

And for multifamily dwellings under the County's jurisdiction for Health & Safety.



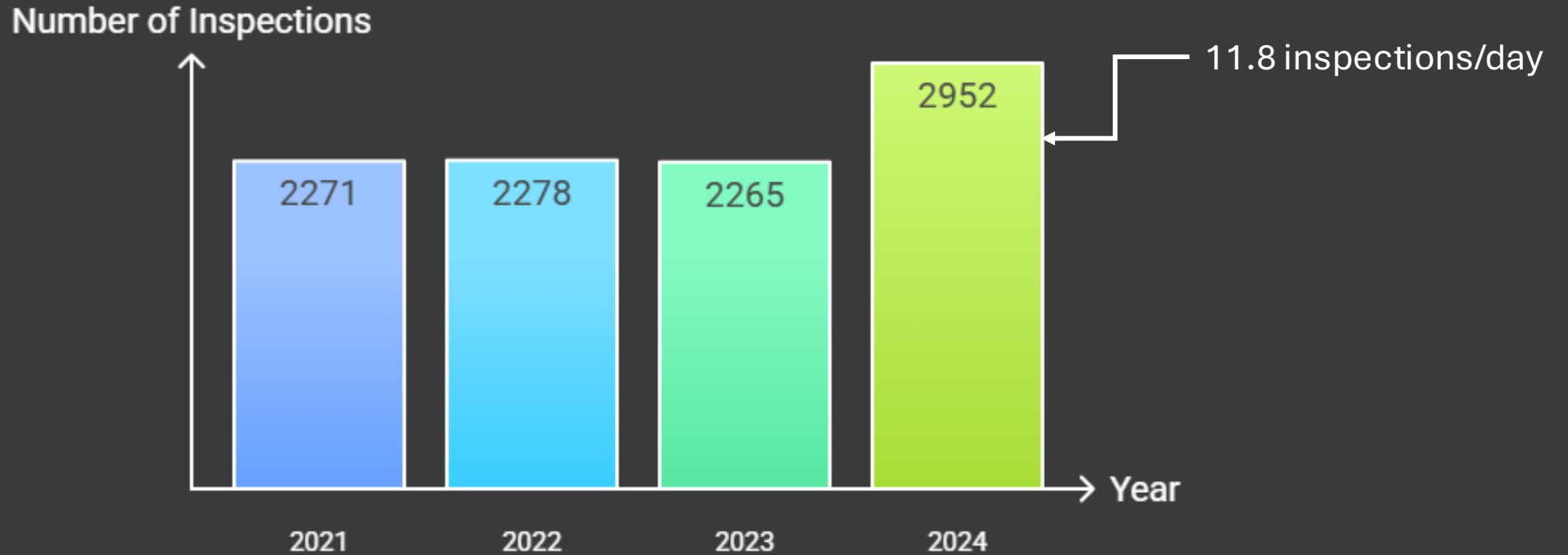
Emergency Response



- The Building Department conducts emergency response inspections for impacts to structures and determines if they are safe or hazardous:
 - Fallen Trees
 - Fire Damage
 - Landslides
 - Earthquakes
 - Vehicule Impacts
 - Other



Building Inspections

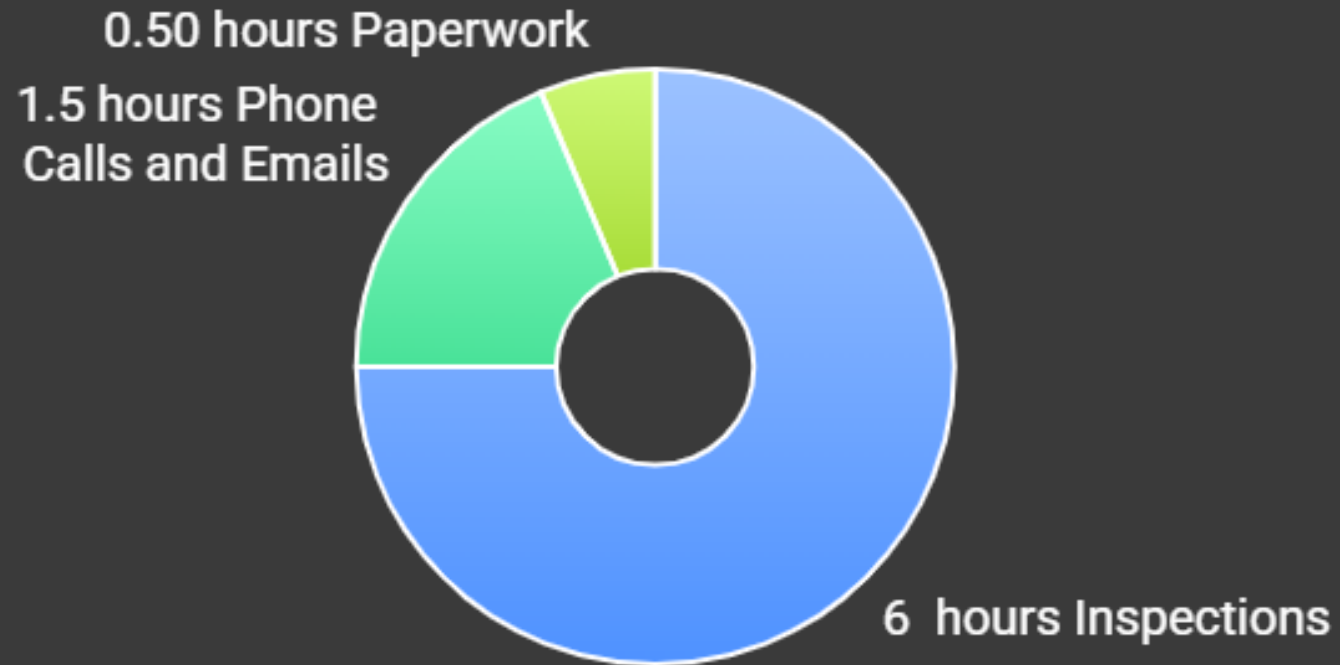


Annual Inspections from 2021 to 2024

Building Inspections



Inspector's Daily Time Allocation



Other Customer service improvement



Already underway:

1. Like-for like kitchen and bathroom remodel process
2. Auto CSLB lookup
3. A process for ADU pre-approval
4. Training Permit Technicians

Improvement Suggestions:

1. Separate staff for permit payment processing
2. Adding more permit types to Symbium
3. Qless
4. Developing a Building Department Permit Cost Schedule
5. Redefining the criteria for the Undergrounding requirement and hardship.
6. Acta
7. Over the counter days – two per month starting in March
8. Survey to be sent out with every completed permit
9. Building Department Permit Process Open House 2x year



Underway - Like-for-like kitchen and bath permits



EXISTING KITCHEN & BATH REMODEL CHECKLIST

Address: _____ Permit Number: _____

• Complete Scope of Work:

- Flood Zone: X AE
 - If AE, please fill out the Floodplain Development Form and apply for a 2nd permit type Flood Development and upload the completed [application](#).
- WUI: YES NO
- Demolition of Any Walls: YES NO
 - If YES and walls are non-load-bearing, please provide a signed statement confirming the walls are non-load-bearing from a licensed professional with their license number on company letterhead.
 - If YES and walls are load-bearing, please provide drawings per CRC Table and/or Engineer signed calcs along with the framing detail. Call out the adjacent rooms.

to be remodeled

and materials for the project.

Remodel:
are foot
e foot
ement with a detailed cost
you will need to provide

checklist and provided all
the best of my knowledge.

via Residential Code

Homeowner or Contractor

Provide CSLB# _____ or the completed [owner/builder](#) form.

SIGNATURE: _____ DATE: _____



Underway - Contractor's State License verification



- Implementation of new module in eTrakit auto-verifies Contractor's State License.
- Eliminates this repetitive task.

Add Contacts - PV2024-0007

Search **GO** [Add to AEC](#)

Contact Type: **CONTRACTOR**

Name:

Address 1:

Address 2:

City, State, Zip:

Country:

Phone:

Fax:

Cell:

Email:

Other Info:

Bus License:

Website URL:

Contact Method:

Save **Cancel**

Los Angeles Fires
Go to ca.gov/LAfires for wildfire tips and latest information [Get more info](#).

CONTRACTORS STATE LICENSE BOARD

From there you can either choose the entire list, or pick and choose contractors into a smaller list, then download into a PDF or Excel spreadsheet.

- ▶ Click here for a description and list of contractors' license classifications.
- ▶ Click here for a list of CSLB's Most Wanted.

Enter the City or ZIP Code and select a license classification to begin your search

City:

OR

ZIP Code:

License Classification: **A - General Engineering Contractor**

SEARCH

SEARCH TIPS
You can select only one license classification at a time.

Guides and Publications

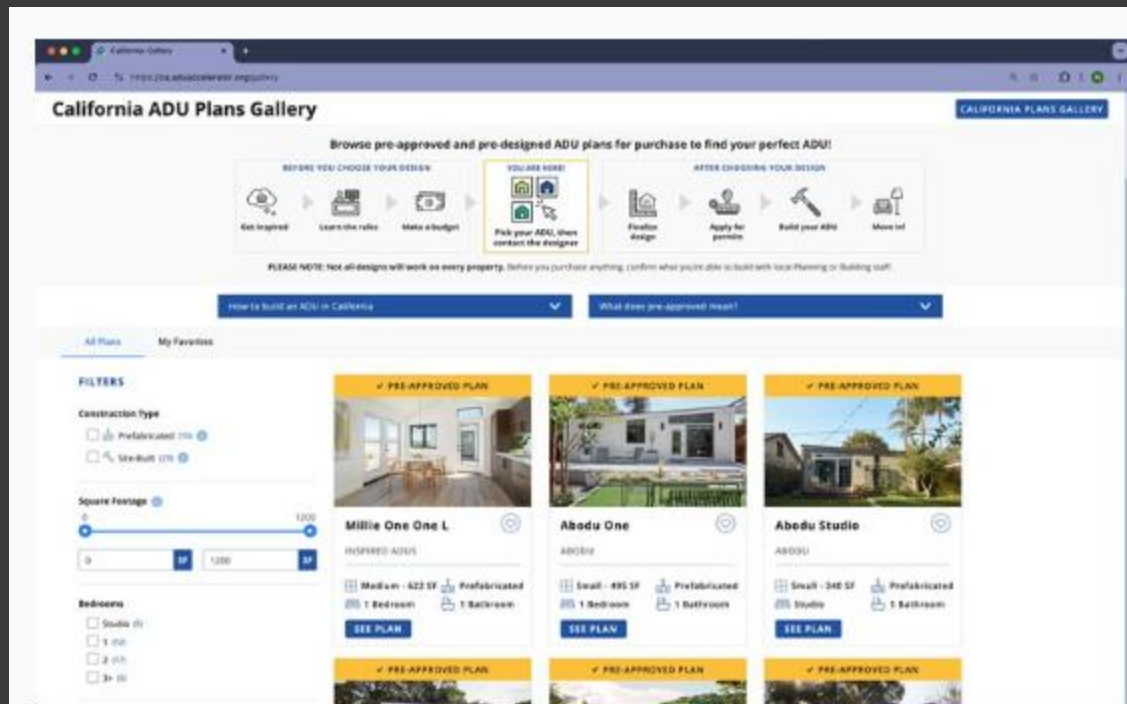
- ▶ [CSLB Laws and Regulations](#)
- ▶ [List of All CSLB Fees](#)
- ▶ [License Classifications](#)
- ▶ [Contractor Newsletter](#)
- ▶ [Application Status](#)
- ▶ [Application Status \(Secured\)](#)
- ▶ [Application Status by Personnel Name](#)
- ▶ [Application Status by Business Name](#)

Online Services

[Back to Top](#) [Conditions of Use](#) [Privacy Policy](#) [Accessibility](#) [Accessibility Certification](#)

Copyright © 2025 State of California

Underway - ADU Pre-Approved Plans



Demo Statewide Gallery Screenshot

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | [LOGGED IN AS: TEST PERSON](#)

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - Fees Estimator
 - Issued Permits Report
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Violations
 - Search
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Project Application

STEP 1 PROJECT INFORMATIONSTEP 2STEP 3STEP 4

Project Type Information

PROJECT Type: ADU GALLERY PRE-APPROVAL APPLICATION

PROJECT: NEW PLAN

Subtype: NEW PLAN

*Project Description: REVISION TO EXISTING PLAN

Location

*Enter part or all of your address and press search

Search By: Address

Search Value:

SEARCH

Your Relation to this Project

☐ Property Owner
Check this box if you are the Property Owner

Attachments

Filename:

Description:

Underway - Permit Technician Training





Training 

Search here... 

CODE / STANDARD 

☐ IBC
☐ IRC
☐ IZC

CODE YEAR 

TOPIC 

Search (Accessibility, Architecture, ...)

☐ Accessibility
☐ Architecture
☐ Code Administration
☐ Commercial Building Inspection

[Show more +](#)

FORMAT 

☐ Online Live
☐ Online Self-Paced

Type	Title
Online Self-Paced	Permit Technician Career Path (Free) ...
Online Live	2021 Permit Technician 14 - Certification Test Academy (Online Live) ...
Online Self-Paced	2021 Permit Technician - 14 Study Guide (Online Self-Paced) ...
Online Live	2021 Permit Technician Institute (Online Live) ...
Online Self-Paced	2018 Permit Tech Series: Finding the Answers in the I-Codes (Online Self-Paced) ...
Online Self-Paced	2018 Permit Tech Series: Reading Construction Documents (Online Self-Paced) ...
Online Self-Paced	2018 Permit Tech Series: Overview of Code Enforcement (Online Self-Paced) ...
Online Self-Paced	2018 Permit Tech Series: Building Department Processes (Online Self-Paced) ...
Online Self-Paced	2018 Permit Tech Series: Legal Principles ...

Suggestions – Separate staff for payments



- Payments should be a repetitive process that anyone can perform thus freeing up time for permit staff.



Suggestions - Symbium –AI Powered Permitting



Town has this for solar panels and battery backup permits and wants to expand to other permit types:

1. Re-roofs
2. Water heaters
3. Minor Electrical
4. Minor Plumbing
5. Furnace
6. Window replacements

Building Permits +

Inspections +

Green Building +

Residential Resale Report - (RBR)

Code Enforcement +

Municipal Code

Symbium Solar Permits

Property Look Up +

Americans with Disabilities Act (ADA) +

Home › Departments › Development Services › Building & Safety › Symbium Solar Permits

Symbium Solar Permits

On September 16, 2022, Senate Bill (SB) 379 was approved by California Governor Gavin Newsom to establish instantaneous plan review practices and create consistent permitting processes at cities and counties for automated permitting of residential solar and energy storage systems.

The Town of San Anselmo is proud to announce that it has partnered with Symbium to establish an automated permitting platform that complies with requirements of SB 379.

Contractors and homeowners seeking to pull permits under SB 379 will be able to apply for instantaneous plan review approval via this Symbium portal. You may begin your application below by first verifying the address is within San Anselmo's Town limits.

Apply for a residential solar or energy storage system permit

Enter a San Anselmo address to check for code compliance and apply for an instant permit.

Q

Enter your San Anselmo project address

Powered by Symbium

Please contact Symbium for technical assistance via support@symbium.com

Please see the following for contractor's license requirements: https://www.cslb.ca.gov/Consumers/Solar_Smart/

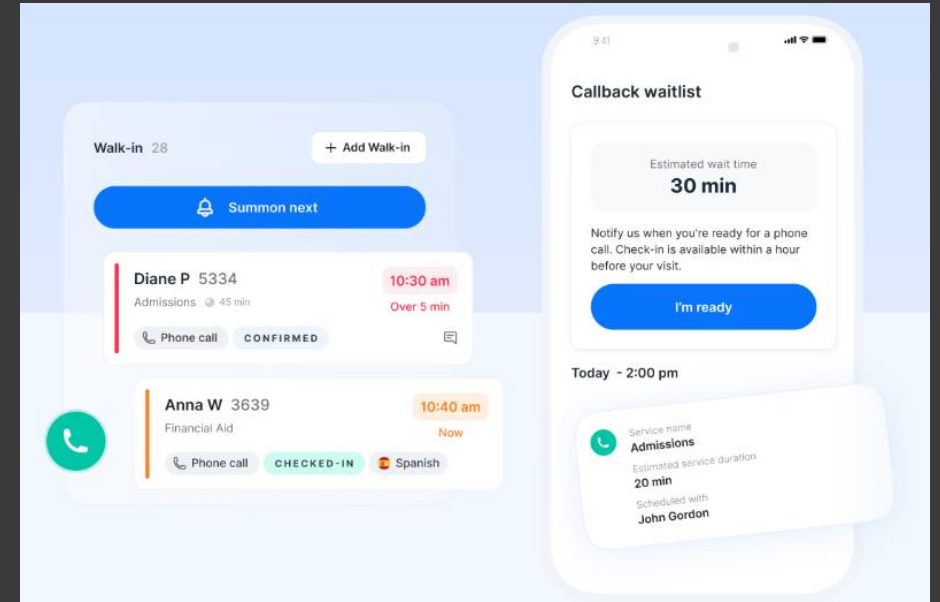
License Class\Project	PV-only	ESS-only	PV + ESS
A	✓	✗	✓
B	✓	✗	✓
C-10	✓	✓	✓
C-46	✓	✗	✓

174

Suggestions – QLess Queuing App



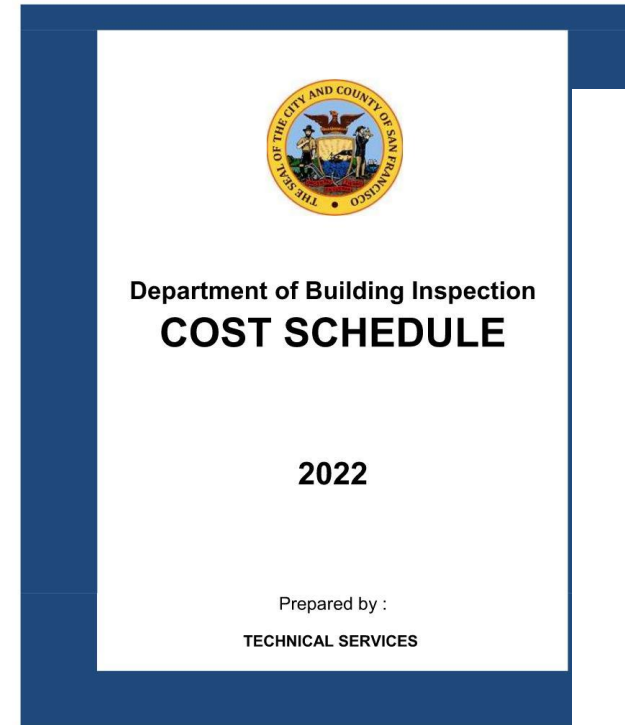
- Applicants waiting in line for 15 minutes can become very aggravated, even if their reason for coming to the counter is quickly resolved.



Suggestions – Develop a Cost Schedule for Valuations



- Standardized Building Permit Cost Schedule
- No back and forth with project valuations



2022 DBI COST SCHEDULE

SECTION IV

2022 SEISMIC RETROFIT^{1, 2, 3, 4}

	Unit	Amount
1. For buildings originally constructed before 1917:	per sq. ft.	\$88
2. For buildings originally constructed between 1917 and May 31, 1973 and:		
(A) less than 1171 sq. ft. in total floor area:	per sq. ft.	\$73
(B) 1171 sq. ft. or more in total floor area:		
Unreinforced Masonry	per sq. ft.	\$40
Wood Light Frame	per sq. ft.	\$40
Precast Concrete Tilt Up Walls or Reinforced Masonry with Metal or Wood Diaphragm	per sq. ft.	\$40
Concrete Moment Frame or Concrete Frame with Infill Concrete Shear Walls	per sq. ft.	\$52
Steel Moment Frame	per sq. ft.	\$40
Steel Braced Frame or Steel Light Frame	per sq. ft.	\$25
Steel Frame with Infill Concrete Shear Walls	per sq. ft.	\$64
Concrete Shear Wall or Precast Concrete Frame with Concrete Shear Walls or Reinforced Masonry with Precast Concrete Diaphragm or Steel Frame with Concrete Shear Walls	per sq. ft.	\$40
3. For Bldg. originally constructed after May 31, 1973 and:		
(A) less than 1171 sq. ft. in total floor area:	per sq. ft.	\$73
(B) 1171 sq. ft. or more in total floor area:		
Unreinforced Masonry	per sq. ft.	\$17

Suggestions – Redefining Undergrounding Criteria



- Undergrounding requirements based on threshold square footage amount
- Hardship defined

San Anselmo, California - Code of Ordinances / Title 9 - BUILDING REGULATIONS / Chapter 4 - UNDERGROUND ELECTRIC AND COMMUNICATION...

VERSION: JUL 29, 2024 (CURRENT)   

▼ Title 9 - BUILDING REGULATIONS

- ▶ Chapter 1 - CONSTRUCTION CODES*
- ▶ Chapter 2 - UNIFORM HOUSING CODE*
- ▶ Chapter 3 - PARKING AREAS AND DRIVEWAYS*
- ▼ Chapter 4 - UNDERGROUND ELECTRIC AND COMMUNICATION SERVICE LATERALS TO BUILDINGS OR STRUCTURES*
- ▶ Chapter 5 - NUMBERING OF BUILDINGS*
- ▶ Chapter 6 - MOVING OF BUILDINGS*
- ▶ Chapter 7 - EARTHQUAKE HAZARD REDUCTION IN UNREINFORCED MASONRY BUILDINGS*
- ▶ Chapter 8 - ELECTRIC VEHICLE CHARGING STATIONS
- ▶ Chapter 9 - GATE SAFEGUARDS
- Chapter 10 - UNDERGROUND ELECTRIC AND COMMUNICATION SERVICE

Chapter 4 - UNDERGROUND ELECTRIC AND COMMUNICATION SERVICE LATERALS TO BUILDINGS OR STRUCTURES*

Sections:

9-4.01 - Underground utilities.

All electrical and communication service laterals, including those for cable television service, to any new building or structure or building or structure undergoing a substantial improvement as defined by CBC Chapter 2 shall be placed underground from the main service equipment within the building or structure to a location designated by the supplying utility in accordance with the supplying utility's applicable rules, regulations and tariffs on file with the Public Utilities Commission of the State or other competent jurisdiction. This applies to both commercial and residential property.

(§ 1, Ord. 1059, eff. December 27, 2007)

(Ord. No. 1090, § 1, 11-26-2013; Ord. No. 1111, § 1, 11-29-2016)

9-4.02 - Owners' responsibility.

The property owner shall be responsible for compliance with the provisions of this section and shall make the necessary arrangements with the public utilities involved.

(§ 1, Ord. 1059, eff. December 27, 2007)

9-4.03 - Undue or unusual hardships.

The Building Official may grant an exception from the provisions of this chapter when it is found that the undergrounding of the utility service laterals will cause an unnecessary hardship or results inconsistent with the intent of this chapter.

(§ 1, Ord. 1059, eff. December 27, 2007)

< 9-3.103 - Penalties. Chapter 5 - NUMBERING OF BUILDINGS* >

Suggestions - Acta



- AI-generated responses to emails that include pertinent information and forms.
- Reducing time permit technicians spend on repeat tasks.

Calls & emails clogging up your permitting pipeline?

Acta helps us standardize processes, train new staff, and send consistent, customizable information to customers **within seconds.** –
City of Tampa, FL Development Services

[Schedule a Demo](#)



Suggestions – Over-the-Counter Days



- Two Thursdays monthly, all departments will provide over-the-counter in-person reviews for small to medium-sized projects during counter hours.
- Applications will pass a completeness check before review.
- Applicants will sign up for a time slot



Suggestions – Customer Service Survey



- Data can be collected on customer satisfaction.
- Staff can determine if other solutions can be implemented to creating a smoother permit process.



TOWN OF SAN ANSELMO

Development Services Customer Satisfaction Survey

The Town of San Anselmo values your feedback, and we want to hear from you!

To better serve you, kindly share your thoughts about your recent experience with your project. Whether you were satisfied or believe there were areas we could improve, your input is important to us. The Town is committed to enhancing services and improving your experience. The survey is anonymous and expected to take less than five minutes.

General Feedback

1. Which of the following most accurately identifies you as a customer of the Town of San Anselmo? Please check all that apply.

- | | |
|---|--|
| ☐ San Anselmo Resident (Homeowner or Renter) | ☐ Design Professional |
| ☐ Property Owner | ☐ Land Developer |
| ☐ Business Owner | ☐ Contractor |
| ☐ Other, please specify: _____ | |

2. What was the purpose of your recent interaction with the Town of San Anselmo? Please check all that apply.

- | | |
|--|--|
| ☐ Building Permit or Inspection | ☐ Encroachment Permit or Public Works |
| ☐ Building Plan Check | ☐ General Inquiry |
| ☐ Code Enforcement | ☐ Record Request |
| ☐ Planning (e.g. design review, variance, conditional use permit) | |
| ☐ Other, please specify: _____ | |

3. When did you last interact with the Town of San Anselmo Development Services Department? Please check all that apply.

- | | |
|--|---|
| ☐ Within the week | ☐ Within the last 6 months |
| ☐ This month | ☐ More than 6 months ago |

4. How do you prefer to receive information from the Town of San Anselmo? Please check all that apply.

- | | |
|------------------------------------|---------------------------------------|
| ☐ Email | ☐ Text Message |
| ☐ In-Person | ☐ Social Media |
| ☐ Phone | ☐ Mail |
| ☐ Website | |

5. May the Town contact you directly regarding your comments? (Optional) We may wish to follow up for further insight based on your responses. Providing your contact information is optional and will not affect your participation or the survey outcome.

Name	
Email	
Phone	

Suggestions – Permit Process Open House



- Building Department staff to hold bi-annual informational sessions on the permit process.
- Staff can answer questions from the public.



Building Department 2025 Goals



1. Revise existing Municipal Building Codes (obsolete codes need to be removed).
2. Fall 2025 - 2025 California Building Standards Code Adoption
3. Soft story program.





QUESTIONS?





TOWN OF SAN ANSELMO

Development Services Customer Satisfaction Survey

The Town of San Anselmo values your feedback, and we want to hear from you!

To better serve you, kindly share your thoughts about your recent experience with your project. Whether you were satisfied or believe there were areas we could improve, your input is important to us. The Town is committed to enhancing services and improving your experience. The survey is anonymous and expected to take less than five minutes.

General Feedback

1. Which of the following most accurately identifies you as a customer of the Town of San Anselmo? Please check all that apply.

- | | |
|---|--|
| ☐ San Anselmo Resident (Homeowner or Renter) | ☐ Design Professional |
| ☐ Property Owner | ☐ Land Developer |
| ☐ Business Owner | ☐ Contractor |
| ☐ Other, please specify: _____ | |

2. What was the purpose of your recent interaction with the Town of San Anselmo?

Please check all that apply.

- | | |
|--|--|
| ☐ Building Permit or Inspection | ☐ Encroachment Permit or Public Works |
| ☐ Building Plan Check | ☐ General Inquiry |
| ☐ Code Enforcement | ☐ Record Request |
| ☐ Planning (e.g. design review, variance, conditional use permit) | |
| ☐ Other, please specify: _____ | |

3. When did you last interact with the Town of San Anselmo Development Services Department? Please check all that apply.

- | | |
|--|---|
| ☐ Within the week | ☐ Within the last 6 months |
| ☐ This month | ☐ More than 6 months ago |

4. How do you prefer to receive information from the Town of San Anselmo?

Please check all that apply.

- | | |
|------------------------------------|---------------------------------------|
| ☐ Email | ☐ Text Message |
| ☐ In-Person | ☐ Social Media |
| ☐ Phone | ☐ Mail |
| ☐ Website | |

5. May the Town contact you directly regarding your comments? (Optional) *We may wish to follow up for further insight based on your responses. Providing your contact information is optional and will not affect your participation or the survey outcome.*

Name	
Email	
Phone	



Please complete this portion of the survey if you received services related to building permits, code compliance, or the maintenance and improvement of the town's infrastructure. For Planning, please provide your feedback in the next section.

Building & Public Works

Building & Public Works manages building permits, ensures code compliance for safe construction, and oversees the maintenance and improvement of the town's infrastructure, including streets, parks, and public buildings.

1. On a scale of 1-5, how would you rate the overall quality of your recent interaction with Building & Public Works?

Excellent	Good	Satisfactory	Fair	Needs Improvement
☐	☐	☐	☐	☐
5	4	3	2	1

2. On a scale of 1-5, please rate your satisfaction in each of the areas.

Staff Accessibility & Availability

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Courtesy & Professionalism

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Helpfulness of Information & Guidance Provided

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?



Please complete this portion of the survey if you received Planning services, such as zoning, land use permits, or site planning. If you received services related to building permits or infrastructure, please provide your feedback in the previous section.

Planning

Planning manages land use and development to ensure projects comply with zoning laws, Town policies, and the Town's vision. It reviews permit applications and provides guidance to support responsible growth while preserving the community's character.

1. On a scale of 1-5, how would you rate the overall quality of your recent interaction with Planning?

Excellent	Good	Satisfactory	Fair	Needs Improvement
☐	☐	☐	☐	☐
5	4	3	2	1

2. On a scale of 1-5, please rate your satisfaction in each of the areas.

Staff Accessibility & Availability

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Courtesy & Professionalism

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

Helpfulness of Information & Guidance Provided

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
☐	☐	☐	☐	☐
5	4	3	2	1

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

San Anselmo Resale Inspection

From gngiants@gmail.com <gngiants@gmail.com>

Date Tue 2/11/2025 2:10 PM

To Town Council <towncouncil@sananselmo.gov>

CAUTION: External Sender

San Anselmo Town Council,

Tonight's agenda number 2.4 sounds like a great chance to add and begin to address the San Anselmo City Resale system. As a long time, citizen of San Anselmo and Realtor, San Anselmo's Resale program has become one of the County's most difficult and time consuming to deal with.

Both, Novato and San Rafael have done away with physical inspections. Many Marin cities just supply past permits on specific properties that are for sale. Buyer's and Seller's have homes inspected by licensed Home Inspectors in a transaction of real estate, an inspection that is very complete and thorough. What a great way to cut cost for the town of San Anselmo, something the Council should investigate!

Best,
Gary

Gary Newman | Realtor

Holmes Burrell Real Estate

C 415.747.1413 | E gary@holmesburrell.com

www.holmesburrell.com

DRE License #01920331



Marin REALTORS Recipient "2022 Realtor of the Year"

Fwd: Resale inspection concern and complaint

From Arundel Burrell - Gmail <arun.burrell@gmail.com>

Date Tue 2/11/2025 2:18 PM

To Town Council <towncouncil@sananselmo.gov>

Cc Romeo Arrieta <romeoa@marinrealtors.org>; Anna Frost <frost@liveinmarin.com>

CAUTION: External Sender

Councilmembers,

I was just made aware of the town council agenda item 2.4 for tonights agenda.- I wanted to share an email that was sent to the building department on 6/28/24 and received no response or even acknowledgment from the building department. It specifically addresses resale inspections, a precess I am involved with in many of the local jurisdictions as a real estate professional.

I appreciate and thank you for taking up this issue, the Town of San Anselmo's process is particularly onerous.

Arundel Burrell | Real Estate Broker, Founder

Holmes Burrell Real Estate
C 415.505.5924 | E arun@holmesburrell.com
www.holmesburrell.com
DRE License# 01393086



Dear Mr. Condry and Ms. Freeman,

I hope this message finds you well. As a seasoned real estate broker with extensive experience in Marin County, I feel compelled to bring to your attention some significant challenges I've encountered with the resale inspection process facilitated by the San Anselmo Building Department.

Recently, my operations manager, Favor Kirkland, initiated the resale inspection process following the outlined online instructions on May 15th. However, what ensued was a series of delays and complications that ultimately adversely impacted our sellers. Here's a concise timeline of events:

- May 15th: Initial application for resale inspection submitted.
- May 20th: Paperwork sent in due to lack of response from Department.

- May 21st: Resubmission required from department due to alleged errors in paperwork.
- May 30th: Inspection scheduled for June 19th (34 days from initial request).
- June 6th: Rescheduling required due to a holiday; inspection rescheduled for June 20th.
- June 20th: Inspection conducted; Inspector promised report the following day.
- June 25th: No report delivered - Follow-up initiated with Eli; promised report for June 26th.
- June 27th: Report finally received; process concluded after 42 days.

This extended timeline not only caused financial repercussions for the seller but also posed potential risks to the transaction's closure and terms negotiation.

Upon reflection, it appears that the current operational capacity of the San Anselmo Building Department may be inadequate to meet the demand effectively. With 102 sales recorded in San Anselmo within the first 25 weeks of the year and only two inspection slots available twice a week 4 total, the logistical constraints are evident. Moreover, at a cost of \$346 per inspection and potential additional expenses due to delays, the financial viability of this program appears questionable.

I would like to suggest a comprehensive review of the resale inspection process in San Anselmo. Considering that neighboring municipalities like Novato have discontinued similar programs and others offer more streamlined services, exploring alternative models such as over-the-counter permit reviews could prove beneficial.

In closing, I wish to commend Eli for his customer service throughout this challenging process. His efforts were appreciated despite the overall frustrations encountered.

Thank you for your attention to this matter. I look forward to the possibility of discussing this issue further and exploring potential improvements for the benefit of all stakeholders involved.

Best regards,
Arundel Burrell | Real Estate Broker, Founder

Holmes Burrell Real Estate
C 415.505.5924 | E arun@holmesburrell.com
www.holmesburrell.com
DRE License# 01393086



Item 2.4 on Feb 11 Agenda

From Romeo Arrieta <romeoa@marinrealtors.org>

Date Tue 2/11/2025 5:10 PM

To Town Council <towncouncil@sananselmo.gov>

Cc MAR Government Affairs Director <gad@marinrealtors.org>

CAUTION: External Sender

Dear Mayor Kullaway and San Anselmo Town Council members,

Thank you for reviewing the Building Department at tonight's meeting. We know that when homeowners' interactions with city departments are a key component of satisfaction and quality of life in a community. Generally, when a homeowner applies for a permit, it is for an improvement in safety and/or quality that benefits the property and have a cumulative positive effect on the community. Delays in the permitting process can often lead to frustration and additional costs to the property owner.

The Staff report identifies the following concerns:

- Staff are not getting back to inquiries.
- There is a moving of goal posts during inspections.
- Customer service needs improvement.

We agree with these concerns and welcome the opportunity to work with the city and staff to address them. We agree with the staff report that an appointment-based system for phone conversations, developing email protocols with assured response times, and exploring other process-related items is necessary. We are encouraged by the hiring of a full-time inspector and agree that a customer satisfaction survey would be appropriate and helpful.

We also suggest that the town also consider whether some of the functions of the building department can be reduced. For example, some cities no longer require a resale inspection. Perhaps the council may consider if reducing requirements would allow staff to address other duties of the building department. For Example,

- Novato no longer requires a resale inspection from the city since July of 2022.
- Corte Madera offers a Report of Residential Building Record showing the regularly authorized use, occupancy, and zoning classifications of the property. And does not conduct a resale inspection except for fire inspections in the WUI, which are part of a separate fire ordinance.

Should the building department continue with resale inspections, might we suggest the following examples of online systems for ordering and tracking? We might also suggest adopting a substantially similar application process in order to provide consistency of applications / requirements.

- San Rafael does require A [Residential Resale Report Inspection Permit](#) which can be submitted online.
- Mill Valley issues a [Residential Building Report \(RBR\)](#).

Thank you very much for your consideration,

Sincerely,

Romeo Arrieta, RCE, AHWD



Chief Executive Officer

Marin Association of REALTORS®

40 Mitchell Blvd. San Rafael, CA 94903

Romeoa@MarinRealtors.org

415.507.1011



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 3.1

MEETING DATE: February 11, 2025

AGENDA TITLE: Public Hearing to Consider Ordinance Amendments to Title 10 “Planning and Zoning”, Chapter 6 “Accessory Dwelling Units”; and associated CEQA Exemption Finding

FROM: Planning Department

RECOMMENDATION:

1. That the Town Council hold a public hearing and consider the attached Zoning Ordinance Amendments to Title 10, Chapter 6 “Accessory Dwelling Units” and associated California Environmental Quality Act (CEQA) findings (see **Attachment 1**).
 2. Motion to read the attached Ordinance by title only. The Town Manager will read the full title of the Ordinance.
 3. Motion to approve the first reading of the Ordinance Amendments and waive future readings in their entirety.
-

BACKGROUND

Since 2017, the State of California has adopted laws to expand Accessory Dwelling Units (ADU) and Junior ADU (JADU) development to address housing shortages. Updates to the Town's ADU Ordinance, most recently in 2022, included increased height limitations and allowances for ADUs in front-yard setbacks under certain conditions.

Recent state legislation (e.g., AB 1033, AB 976, SB 1211) has further streamlined ADU/JADU approval and introduced specific regulatory requirements.¹ In addition, the California Department of Housing and Community Development (HCD) released ADU regulation guidance for local jurisdictions in the updated ADU Handbook (see **Attachment 3**). In accordance with the above, the Planning Commission voted unanimously on February 3, 2025, to adopt Resolution No. 2025-02 to recommend that the Town Council adopt amendments to the Town's Accessory Dwelling Unit Ordinance, Title 10, Chapter 6 (see **Attachment 2**) to comply with these recent changes and also include various clean-up clarifications.

¹ See **Attachment 4** for a description of recent State laws.

DISCUSSION

The proposed amendments are included in the proposed Ordinance (see **Attachment 1**) and summarized below:

1. Detached ADUs On Lots with Multifamily Dwellings. The maximum number of detached ADUs allowed on a lot with an *existing* multifamily dwelling would increase to eight units. Up to two detached ADUs would be allowed on a lot with a *proposed* multifamily dwelling.
2. No Replacement Parking for Demolition of Uncovered Parking. No replacement parking would be required when an *uncovered* parking space is converted or used for the construction of an ADU.
3. Two ADUs and One JADU if Requirements Satisfied. HCD has recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot if requirements are satisfied, as indicated in Town Municipal Code section 10-6.103(b) (exemptions from ADU permits). These include: 1) an ADU on the interior of a proposed or existing home; 2) a detached 800 square foot ADU with 4-foot side and rear yard setbacks; and 3) a JADU. The proposed amendments would align with HCD's interpretation and provide clarity.
4. Definitions. Definitions of "livable space" and "objective standards" would be included as defined in State law.
5. References. State law has renumbered ADU Government Code sections, relocating sections 65852.2 and 65852.22 to sections 66310 and 66342, and other Municipal Code section references. References in the proposed Ordinance Amendments would be clarified accordingly.
6. Unpermitted ADU Amnesty Extension. The Town would not deny an ADU/JADU constructed without a permit prior to 2020 on this basis, unless it is necessary to comply with conditions that would deem the structure substandard. Additionally, the ADU would not be subject to impact fees, service connections, or capacity charges, except under limited circumstances.
7. Owner Occupancy and Deed Restrictions. Pursuant to State law, references to owner occupancy and deed restriction requirements for ADUs would be removed from the Municipal Code, while owner occupancy and deed restriction requirements for JADUs would remain.
8. Maximum ADU Size. The Town would revise local regulations to match HCD guidance, allowing ADUs up to 850 square feet for studios or one-bedroom units, and up to 1,000 square feet for two-bedroom (or greater) units. These size allowances would apply even if the ADU exceeds 50% of the primary residence's total floor area.²
9. Conditional Use Permit. The Amendments would clarify the process for ADUs to seek Town approval to deviate from Town requirements.
10. JADUs in Single-Family Zones. JADUs are only allowed in single-family residential zones, not multi-family zones per Government Code section 66333.

² Other Marin County jurisdictions anecdotally report similarly limiting the size of attached ADUs to 50 percent of the living area of the primary residence; however, regardless of the size of the primary residence they allow for an attached ADU to be up to 850 SF for a studio/one-bedroom and up to 1,000 SF for an ADU with more than one bedroom in accordance with HCD guidance (see **Attachment 3**).

The proposed amendments clarify that ADUs are allowed in both single-family and multi-family residential zones, but that JADUs are only allowed in single-family zones.

11. JADUs Number and Location. JADUs are limited to one per lot. The Amendments clarify that if there are multiple dwelling units on one lot, only one JADU is allowed. Additionally, the Amendments indicate that a JADU must be within a proposed or existing single-family home or attached garage and is not allowed in a detached accessory structure. (Gov. Code, § 66333.)
12. No Interior Connection. The Amendments clarify that no interior connection may be required between a primary dwelling unit and a JADU, unless the JADU shares bathroom facilities with the primary dwelling.

FISCAL IMPACT

There are no new fiscal impacts.

PUBLIC COMMENT

A public comment letter was received on January 29, 2025, identifying concerns with alignment between the proposed Ordinance and State law. In response, the Town corrected out-of-date Municipal Code references in the ADU Ordinance and clarified the Town provides three ADU approval paths – two ministerial and one discretionary – to provide greater flexibility for ADU approval while maintaining consistency with State law. The letter makes other assertions that are evaluated and addressed in **Table 1** below.

Table 1 – Response to Comment Letter

Comment		Town Action
Out-of-Date References	The proposed Ordinance referenced old Code sections	The proposed Ordinance corrects outdated references
Impermissible Standards	The Town cannot require conformance with Title 5, Chapter 8 (Urban Runoff Pollution Prevention) and Title 7, Chapter 12 (Watercourses) for exempt ADUs	State law allows the Town to levy requirements on exempt ADUs for public health and safety*
Impermissible Parking Requirements	The Town cannot levy parking requirements on exempt ADUs	The proposed Ordinance does not levy parking requirements on exempt ADUs
Impermissible Discretionary Process	The Town cannot require a discretionary process for approval of non-exempt ADUs	State law does not prohibit a discretionary process. The proposed Ordinance clarifies non-exempt ADUs may seek ministerial approval through objective design standards

* Referenced provisions in the Municipal Code remain unchanged since the last update to the ADU Ordinance in 2022, which was approved by HCD.

GENERAL PLAN CONSISTENCY

The proposed Ordinance Amendments are consistent with the General Plan because the General Plan Housing Element promotes the use of ADUs and JADUs for housing.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed Ordinance Amendments are exempt from the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones, and CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence. The Ordinance Amendments are also exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment. The Ordinance makes no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur.

ATTACHMENT

Attachment 1 - Proposed Ordinance

Attachment 2 - Planning Commission Resolution No. 2025-02

Attachment 3 - 2025 HCD Accessory Dwelling Unit Handbook

Attachment 4 - 2023 and 2024 State ADU Legislation

Attachment 5 - Comment Letter - CalHDF

ORDINANCE NO.

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ADOPTING
AMENDMENTS TO TITLE 10 “PLANNING AND ZONING”, CHAPTER 6 “ACCESSORY DWELLING
UNITS”; AND ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, beginning in 2017 in response to the State’s housing crisis, the State of California adopted a series of State laws encouraging the development of Accessory Dwelling Units (“ADUs”) and Junior Accessory Dwelling Units (“JADUs”) by reducing local control over these projects; and

WHEREAS, recent amendments to State ADU/JADU law become effective January 1, 2025 and the Town desires to update its local ADU/JADU Ordinance in order to comply with said State law; and

WHEREAS, the California Department of Housing and Community Development (HCD) released an updated version of the Accessory Dwelling Unit Handbook in January 2025 to guide local jurisdictions in the implementation of State housing law; and

WHEREAS, the Planning Commission desires to amend the Town’s ADU regulations, Title 10, Chapter 6 “Accessory Dwelling Units” to comply with State law and make certain clarification changes (“Ordinance Amendments”); and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town’s Zoning Code pursuant to Government Code section 65853 et seq.; and

WHEREAS, Ordinance Amendments are exempt from the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones, and CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and

WHEREAS, the adoption of the proposed Ordinance Amendments are the public interest and consistent with the Town’s General Plan Housing Element, which encourages the development of ADUs and JADUs; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 3, 2025 to consider the Ordinance Amendments to the Town Municipal Code.

WHEREAS, the Town Council held a duly noticed public hearing on February 11, 2025, to consider the Planning Commission recommendation and introduce the draft Ordinance; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DOES ORDAIN AS FOLLOWS:

SECTION 1: The above recitals are true and correct and are incorporated as findings herein.

SECTION 2: The Zoning Ordinance Amendments are hereby adopted as set forth in **Exhibit “A”** attached hereto.

SECTION 3: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption and shall be posted or published as required by State law.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on February 11, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSED:

APPROVED:_____

Tarrell Kullaway, Mayor

ATTEST:_____

Serge Avila, Town Clerk

Exhibit List:

A. Zoning Code Amendments

EXHIBIT "A"
Zoning Code Amendments

Deleted language in ~~strikeout~~ and additional language in underline.

Article 1. – Accessory Dwelling Units and Junior Accessory Dwelling Units Purpose, Definitions, Permit Requirement and Exemption.

10-6.101 – Purpose. The purpose of this chapter is to provide for the creation and regulation of accessory dwelling units (ADUs) and junior accessory units (JADUs) in a manner consistent with State law ~~including the requirements set forth in California Government Code sections 65852.2 and 65852.22.~~

10-6.102 – Definitions. For the purposes of this chapter the following definitions apply:

"Accessory dwelling unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities for 1 or more persons and is located on the same lot as the proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling unit also includes an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code, and a manufactured home, as defined in Section 18007 of the Health and Safety Code.

"Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

"Attached Accessory Dwelling Unit" or "Attached ADU" means an ADU that shares a common wall with the primary dwelling unit on the lot either by being constructed as a physical expansion (addition) to the primary dwelling unit, conversion of an existing attached garage to the primary dwelling unit, or construction of a basement underneath an existing primary dwelling unit.

"Detached Accessory Dwelling Unit" or "Detached ADU" means an ADU that is constructed as a separate structure from the primary dwelling unit on the lot of by the conversion (full or partial) of an existing detached accessory structure into an ADU.

"Efficiency kitchen" shall have the same meaning as defined in State law California Government Code section 65852.22, as amended from time to time and means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the unit.

"Efficiency unit" shall have the same meaning as defined in California Health and Safety Code section 17958.1, as amended from time to time and means a unit with a minimum floor area of 150 square feet.

“Junior Accessory Dwelling Unit” or “JADU” shall have the same meaning as defined in State law California Government Code section 65852.22, as amended from time to time and means a unit located entirely within an existing or proposed single-family residence that is no more than 500 square feet, includes an efficiency kitchen, and includes either its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family residence.

“Livable space” means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

“Living area” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means the interior habitable area of a dwelling unit including basements and attics, but does not include a garage or an accessory structure.

“Multifamily dwelling” means a structure with two or more attached dwellings on a single lot.

“Nonconforming zoning condition” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means a physical improvement on a property that does not conform with current zoning standards.

“Objective standards” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.

“Passageway” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU.

“Proposed dwelling” shall have the same meaning as defined in State law California Government Code section 65852.2 and includes a dwelling that is the subject of a permit application that meets the requirements for permitting.

“Public transit” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and/or other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” shall have the same meaning as defined in State law California Government Code Section 65852.2, as amended from time to time and means 2 or more

automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

10-6.103– ADU and JADU Approvals.

- a. ADU Permit. Unless exempt from an ADU Permit pursuant to Section 10-6.103(b) of this chapter, an ADU must receive an ADU permit in compliance with the standards and requirements set forth in this chapter.
- b. ADUs are permitted on single and multi-family zoned lots, and JADUs are permitted in single-family zoned lots.
- c. Exemptions from ADU Permit. The Town shall ministerially approve a building permit application for an ADU and/or JADU ~~within a residential or mixed-use zone~~, and no ADU permit shall be required to create any of the following in the following instances for projects located within a residential or mixed-use zone. Projects exempt from an ADU permit under this section shall remain subject to other applicable construction-related permit requirements including but not limited to building and grading permits, and all applicable fire code requirements.
 1. Interior on Single-Family Lot. One ADU and/or one JADU if the unit(s) is:
 - A. Within the proposed or existing space of a single-family dwelling or an existing accessory structure, plus an additional 150 square feet if required to accommodate ingress and egress;
 - B. Has exterior access from the proposed or existing single-family dwelling; and
 - C. Has side and rear yard setbacks sufficient for fire safety as determined by the Ross Valley Fire Department.
 - D. If a JADU, the unit complies with the requirements of California ~~Government Code section 65852.22~~ State law.
 2. Detached on Single-Family Lot. One newly constructed detached ADU that is up to 800 square feet of floor area, with minimum 4-foot side and rear yard setbacks, in compliance with the height limitations as provided in section 10-6.301(b) of this chapter, on a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU located on the same lot.
 3. ADUs on Interior of Multifamily Dwelling Existing Multifamily Lot. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. At least one ADU within an existing or proposed multifamily dwelling and up to 25% of the number of existing permitted multifamily dwelling units rounded down to the nearest whole number shall be allowed.
 4. Detached ADUs on Multifamily Lot.
 - A.
 - i. ~~Not more than two detached Multiple ADUs, not to exceed the number specified in clause (ii) or (iii) herein as applicable,~~ located on a lot that has an existing or proposed multifamily dwelling, but are detached from that multifamily dwelling in compliance with the height limitations as

provided in section 10-6.301(b) of this chapter, and side and rear yard setbacks of no more than 4 feet.

- ii. On a lot with an existing multifamily dwelling, not more than eight (8) detached ADUs. However, the number of ADUs allowable pursuant to this clause shall not exceed the number of existing units on the lot.
- iii. On a lot with a proposed multifamily dwelling, not more than two (2) detached ADUs.

B. If the existing multifamily dwelling has a rear or side yard setback of less than 4 feet, no modification to the existing multifamily dwelling shall be required as a condition of approving the ADU application if the ADU satisfies the requirements of this subparagraph.

~~5. Junior Accessory Dwelling Unit. A JADU satisfying the requirements of Government Code section 65852.22, as amended from time to time.~~

Article 2. – Procedures and General Requirements.

10-6.201 – Permit Application and Procedures. The following requirements apply to all ADUs and JADUs applications:

- a. **Application and Review.** An application for an ADU permit shall contain such information as reasonably requested by the Town Planning and Building Departments accompanied by the appropriate fee. In addition to the ADU permit, the applicant shall obtain all other required permits including but not limited to a building permit or a grading permit.
- b. **Ministerial Review.** A permit application for an ADU and/or a JADU shall be considered and approved ministerially without discretionary review or a public hearing. The decision shall not be subject to an administrative appeal.
- c. **Review Timing and Contents.** The Town shall approve or deny the application to create an ADU or JADU within 60 days from the date of receipt of a completed application if there is an existing single-family or multifamily dwelling on the lot. If the application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the Town may delay approving or denying the application for the ADU and/or the JADU until the Town approves or denies on the permit application to create the new single-family dwelling; but the application to create the ADU or JADU must be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the Town has not approved or denied the completed application within 60 days, the application shall be deemed approved. If an application for an ADU or JADU is denied, the Town shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

10-6.202 – General Requirements for ADUs and JADUs. Unless otherwise provided for in this chapter, the following requirements apply to all ADUs and JADUs that are approved with either an ADU permit pursuant to Section 10-6.103(a) of this chapter or exempt from an ADU permit pursuant to Section 10-6.103(~~bc~~) of this chapter.

- a. Number of Units and Zoning District. One ADU ~~and JADU~~ is allowed on any parcel in a single-family residential or multifamily zoning district with a primary dwelling unit unless otherwise prohibited by local or State law.
- b. Owner Occupancy.
 - 1. All ADUs permitted before January 1, 2020 are subject to the owner-occupancy requirement that was in place when the ADU was created.
 - 2. An ADU permitted on or after ~~between~~ January 1, 2020 ~~and January 1, 2025~~ is not subject to any owner-occupancy requirement.
 - ~~3. All ADUs that are permitted on or after January 1, 2025 require owner occupancy as a place permanent residence. Owner occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.~~
 - 3. All JADUs require owner occupancy as a place of permanent residence. The owner may reside in the primary dwelling or the JADU.
- c. Development Standards.
 - 1. A two-story Attached ADU is not allowed where the primary dwelling unit is only one story.
 - 2. At least fifty (50) percent of the common wall of the Attached ADU shall be attached to the primary dwelling unit.
- d. No Separate Conveyance. No ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot), except as otherwise provided in Government Code section 66341 ~~65852.26~~.
- e. No Short Term Rental. An ADU or a JADU shall not be rented for less than thirty consecutive days, except as otherwise provided for in this chapter.
- f. Density. ADUs and JADUs shall not be considered to exceed the allowable density for the lot upon which the unit is located, and are a residential use consistent with the Town's General Plan and zoning designation for the lot.
- g. Fees and Utility Connections.
 - 1. Impact Fees. No impact fee is allowed for an ADU that is less than 750 square feet. For purposes of this subparagraph "impact fee" means a "fee" under California Government Code section 6600(b), except that it also includes fees specified in Government Code section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation. Any impact fee required for an ADU that is 750 square feet or larger must be charged proportionately in relation to the square footage of the primary dwelling unit.
 - 2. Utility Connections and Fees.
 - A. An ADU shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU unit was constructed with a new single-family dwelling. For purposes of providing service for water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.

- B. For a unit described in Section 10-6.103(~~bc~~) of this chapter, a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the ADU and the utility, or impose a related connection fee or capacity charge, unless the ADU was constructed with a new single-family dwelling.
 - C. For a unit not described in 10-6.103(~~bc~~) of this chapter a local agency, special district, or water corporation may require a new or separate utility connection directly between the ADU and the utility. Consistent with California Government Code section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed ADU, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.
- h. Adequate Services. Proof of the proposed method of water supply and sewage disposal, as well as service availability from any associated electric and gas provider for the lot, must be provided and confirmed by letters of service availability from the appropriate utility service providers for the lot. The property must have existing or future legal access to these utilities.
- i. Building and Safety; Nonconformities.
 - 1. All ADUs and JADUs shall comply with all applicable building, fire, safety, and environmental regulations including Title 9 Building Regulations, Title 5 ~~6~~, Chapter 8, Urban Runoff Pollution Prevention and Title 7, Chapter 12, Watercourses unless otherwise provided for in this chapter or as required by State law.
 - 2. An ADU must comply with local building code requirements that apply to detached dwellings, except that the construction of an ADU shall not constitute a Group R occupancy change under the Town's Building Code, as described in Section 310 of the California Building Code (Title 24 of the California Code of Regulations), unless the Town's Public Works and Building Director makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection shall be interpreted to prevent the Town from changing the occupancy code of a space that was uninhabitable space or was only permitted for nonresidential use and was subsequently converted for residential use pursuant to this section.
 - 3. The Town shall not require the correction of nonconforming zoning conditions as a condition of approval for an ADU or JADU.
 - 4. The Town shall not deny an application to create an ADU or JADU due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are not affected by the construction of the unit.
- j. No Passageways. No passageway shall be required in conjunction with the construction of an ADU or JADU.
- k. Fire Sprinklers. The installation of fire sprinklers shall not be required in an ADU if sprinklers

are not required for the primary residence. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in an existing primary dwelling or an existing multifamily dwelling, as applicable.

l. Unpermitted Accessory Dwelling Units.

1. Notwithstanding any other law, and except as otherwise provided in subdivision in subdivision (2) below, the Town shall not deny an application for an unpermitted ADU that was constructed before January 1, ~~2018~~ 2020, due to either of the following:
 - A. The ADU is in violation of building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code.
 - B. The ADU does not comply with ~~Government Code section 65852.2~~ State law or any local ordinance regulating ADUs.
2. Notwithstanding subdivision (1), the Town may deny an application for an ADU subject to subdivision (1) if the Town makes a finding that correcting the violation is necessary to protect the health and safety of the public or occupants of the structure.
3. The section shall not apply to a building that is deemed substandard pursuant to Health and Safety Code section 17920.3.

m. Detached Garage Demolition. A demolition permit for a detached garage that is to be replaced with an ADU shall be reviewed with the application for the ADU and issued at the same time. The applicant shall not be required to provide written notice or post a placard for the demolition of a detached garage that is to be replaced with an ADU, unless the property is located within an architecturally and historically significant historic district.

n. Deed Restriction. Prior to issuance of a building permit for ~~a an ADU or~~ JADU, a deed restriction shall be recorded against the title of the property in the Marin County Recorder's office subject to the approval of the Town Attorney as to form and content, containing a reference to the deed under which the property was acquired by the owner and stating that:

1. Except as otherwise provided in California Government Code section ~~66341~~ 65852.26, the ~~ADU or~~ JADU may not be sold separately from the primary dwelling.
2. The ~~ADU or~~ JADU is restricted to the maximum approved size and to other attributes allowed by this chapter.
3. The deed restriction runs with the land and may be enforced against future property owners.
4. ~~The ADU and/or JADU may be occupied by or rented to a separate household living independently from the occupant(s) of the primary residence; provided, that the terms for separate occupancy of the accessory unit and/or primary unit shall be longer than 30 days.~~

o. Short Term Rental. The ADU and/or JADU may be occupied by or rented to a separate household living independently from the occupant(s) of the primary residence; provided, that the terms for separate occupancy of the accessory unit and/or primary unit shall be longer than 30 days.

p. Flood Regulations. An attached or detached ADU located in a designated floodplain shall comply with all applicable floodplain requirements in San Anselmo Municipal Code Title 7, Chapter 11. For sites within a Flood Hazard Area on the adopted Federal Emergency

Management Agency Flood Insurance Rate Map, the finished floor of an ADU shall be elevated at least one (1) foot above the Base Flood Elevation as "new construction" under Title 7, Chapter 11, Protection of Flood Hazard Areas, even if the project would not be considered a "substantial improvement". The applicant shall submit an Elevation Certificate based on construction drawings with the building permit plans and a final Elevation Certificate shall be required prior to project final.

- g. Urban Lot Splits and Two-Unit Housing Development. Pursuant to the authority granted in Government Code section 65852.21(f) no ADU or JADU shall be permitted on any lot in a single-family zoning district if: 1) an urban lot split has been approved pursuant to Government Code section 66411.7; and 2) a two-unit housing development has been approved for construction pursuant to Government Code section 65852.21.
- r. Prior conditions not applicable. This chapter supersedes any Town conditions on existing ADUs that comply with this chapter, including owner occupancy or rent control, that were imposed as conditions of approval on ADUs that the Town approved prior to the effective date of this chapter if the conditions would not apply under current regulations. The Planning Director is authorized to void recorded deed restrictions for ADUs that comply with this chapter at the request of a property owner.

10-6.203 – Violations and Enforcement. It shall be unlawful for any person to construct or maintain an ADU or JADU on property within the Town without compliance with this chapter. The maintenance, ownership, or use of any ADU or JADU unit except as permitted in this chapter shall constitute a nuisance, subject to abatement pursuant to the Municipal Code, or any other remedy allowed in the Municipal Code and State law. All remedies are cumulative.

Article 3. – Accessory Dwelling Unit and Junior Accessory Dwelling Unit Development Standards and Requirements, Objective Standards, Parking, and Exception.

10-6.301 ADU Development Standards and Requirements. Unless exempt from an ADU permit pursuant to Section 10-6.103(~~bc~~) of this chapter, an ADU must comply with the following objective development standards to receive an ADU permit.

- a. Zoning Conformance. An ADU shall meet the development standards of the zoning district in which it is located except as modified by this section.
- b. Height. Unless otherwise provided for in this chapter, an attached or detached ADU must comply with the following height requirements.
 - 1. A maximum height of 16 feet for a detached ADU on a lot with an existing or proposed single family or multifamily dwelling unit.
 - 2. A maximum height of 18 feet for a detached ADU on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Public Resources Code section 21155 of the Public Resources Code, as may be amended from time to time. The Town shall also allow an additional 2 feet in height to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the

- primary dwelling unit.
3. A maximum height of 18 feet for a detached ADU on a lot with an existing or proposed multifamily, multistory dwelling.
 4. A maximum height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an ADU that is attached to a primary dwelling. An ADU under this section may not exceed 2 stories.
- c. Lot Size. There shall be no minimum lot size required for an ADU.
 - d. Lot Coverage and Floor Area Ratio. The ADU shall comply with the lot coverage and floor area ratio requirements of the underlying zoning district unless otherwise required by this chapter.
 - e. Setbacks.
 1. No setbacks shall be required for the following:
 - A. An existing living area that is converted to an ADU or a portion thereof;
 - B. An existing accessory structure that is converted to an ADU or a portion thereof; or
 - C. A structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion thereof.
 2. A setback of no more than 4 feet from the side and rear lot lines shall be required for an ADU that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.
 - f. ~~Maximum and Minimum Unit Size.~~ ADUs shall be subject to all of the following requirements related to size.
 1. Except as provided in subsection (2) below, ADUs shall be limited to the following maximum sizes:

<u>Fewer than two bedrooms</u>	<u>850 square feet of gross floor area</u>
<u>Two or more bedrooms</u>	<u>1,000 square feet of gross floor area</u>
 2. ADUs may exceed the maximum unit sizes provided in subsection (1) above following approval through the discretionary design review process as set forth in the San Anselmo Municipal Code Title 10, Chapter 3, Article 15 Design Review. In no case shall an ADU exceed 1,200 square feet of gross floor area.
 3. The gross floor area of attached or interior ADUs shall not exceed 50 percent of the existing living area (as defined in California Government Code Section 66313, as amended from time to time) of the primary residence. Notwithstanding the prior sentence, an attached or interior ADU may contain at least the maximum size set forth in Section 10-6.301(f)(1).
 4. ~~The maximum floor area square footage for an attached or detached studio or one bedroom ADU is 850 square feet. The maximum floor area square footage for an attached or detached ADU that is more than one bedroom 1,000 square feet.~~
 5. ~~The total floor area of an attached or detached ADU not exceed 50% of the existing or proposed primary dwelling. Notwithstanding this provision, an attached or detached ADU must be allowed at least 800 square feet of floor area.~~
 6. ~~The minimum floor area for an attached or detached ADU is 150 square feet, which is the minimum square footage required for an efficiency unit as defined in California Health and Safety Code section 17958.1, as may be amended from time to~~

time.

~~7. An ADU may exceed the maximum sizes provided in this subsection pursuant to section 10-6.305 of this chapter; provided however, the ADU shall not exceed 1,200 square feet.~~

- g. Separate Entry, Kitchen and Bathroom. All ADUs shall contain a separate entrance, kitchen, and bathroom independent of the primary residence.
- h. Exception. The Town shall not impose any requirement for a zoning clearance or separate zoning review or any other minimum or maximum size for an ADU, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, front setbacks, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square ADU with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

10-6.302 Objective Design Standards. Unless exempt from an ADU permit pursuant to Section 10-6.103(b) of this chapter, ~~an~~ all ADUs must comply with the following objective standards to receive an ADU permit. Where an application does not meet the objective design standards set forth herein, the application may undergo the standard discretionary design review process as set forth in the San Anselmo Municipal Code Title 10, Chapter 3, Article 15 Design Review.

- a. Building Design. The materials and colors of the ADU's exterior walls, roof, windows, and doors shall be of a complimentary material, color, and style the primary dwelling, including roof, eaves, windows, accents, and doors.
- b. Landscape Design. Landscaping shall be provided around the ADU, and its location shall ensure defensible space. Fire-resistant and low-water-use plants shall be included in the landscape design. Landscaping shall be included to screen mechanical and structural elements of the ADU, including, but not limited to, foundations, retaining walls, condensers, and transformers.
- c. Entrance. The entrance to the ADU shall face towards the interior of the lot and/or away from neighboring development, unless the ADU is directly accessible from an alley, public path, or public street.
- d. Windows and Doors. Windows in an ADU that is located less than 10 feet from a rear or side property line shall be clerestory windows or use frosted or obscure glass. Any new door that faces an adjoining residential property located less than 10 feet from a rear or side property line shall either not include windows, or all windows must be made of opaque glass.
- e. Exterior Lighting. All exterior lighting shall be low wattage, shielded, and directed downward.
- f. Skylights. Where visible from off-site locations, skylights shall not have white or light opaque colored exterior lenses.
- g. Historical. An ADU that includes exterior alterations or additions to a property that is listed in the California Register of Historic Places or on a local historical register shall not be approved if it may cause an adverse impact to the historical significance of the property. There shall be no design exception to this requirement.

- h. Heritage Trees. No heritage tree (as defined in Title 4, Chapter 13 of the San Anselmo Municipal Code) shall be removed in conjunction with the construction of an ADU until a building permit has been issued for the ADU.

10-6.303 – Parking.

- a. One (1) parking space is required per ADU unless otherwise provided for in this chapter.
- b. Parking may be provided through tandem parking on an existing driveway.
- c. Off-street parking to satisfy parking requirements shall be permitted in setback areas in locations determined by the Town unless specific findings are made that parking in setback areas is not feasible based on specific site, regional, topographical, or fire and life safety conditions, which conditions shall include but are not limited to circumstances where parking would impede reasonable emergency and fire access.
- d. When a garage, carport, ~~or~~ covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, it is not required that those off-street parking spaces be replaced.
- e. Parking Exemptions. An ADU shall be exempt from the parking requirement of this section if the unit is:
 - 1. Located within one-half mile walking distance of a public transit stop.
 - 2. Located within an historic district, as may be designated by the Town Council from time to time;
 - 3. The ADU is part of the proposed or existing primary residence or an accessory structure;
 - 4. When on-street parking permits are required but not offered to the occupant of the ADU;
 - 5. When there is a designated car share vehicle pick up or drop off location (as defined by the California Vehicle Code) located within one block of the ADU;
 - 6. When a permit application for an ADU is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the ADU or the parcel satisfies any other criteria listed in this paragraph; or
 - 7. The unit is an attached or detached ADU that is up to 800 square feet of floor area, with minimum 4-foot side and rear yard setbacks, in compliance with the height limitations as provided in section 10-6.301(b) of this chapter, on a lot with a proposed or existing single-family dwelling.

10-6.304 JADU Development Standards and Requirements. Unless otherwise provided for in this chapter, JADUs are subject to the following objective standards:

- a. Location and Number. A JADU shall be located within an existing or proposed single-family residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence. A JADU is not permitted in a detached accessory structure. One JADU is allowed per lot. If there are multiple detached single-family residential units on one lot, only one JADU is

allowed.

- b. Unit Size. No JADU unit shall be less than 150 feet or more than 500 square feet in size. The square footage of any shared sanitation facilities with the primary dwelling unit shall not be included in the square footage calculation.
- c. Access. The JADU unit shall have a separate exterior entrance from the primary dwelling unit.
- d. Interior Connection and Bathroom Facilities. A JADU unit may include separate bathroom facilities, or it may share such facilities with the primary dwelling unit. If a permitted JADU does not include a separate bathroom, the JADU unit shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area. Unless sharing bathroom facilities with the primary dwelling unit, a JADU is not required to have an interior connection to the primary dwelling.
- e. Kitchen Facilities. The JADU shall include an efficiency kitchen, which shall include a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
- f. Parking. No parking is required for a JADU.
- g. Entryways. A JADU must include a separate entrance from the main entrance to the proposed or existing single-family residence.

10-6.305 Exceptions. If an ADU application does not otherwise meet the requirements in this chapter, an applicant may request an exceptions to this chapter and receive ADU approval by applying for a conditional use permit (CUP). Any exceptions approved pursuant to this section must also comply with all objective design review standards as set forth in Section 10-6.302, if applicable, and shall be reviewed through the standard ~~discretionary~~ CUP process. Any detached ADU approved herein shall not exceed 1,200 square feet.

Article 4. – Requirements to Eliminate ADU.

10-6.401 – Intent to Maintain Units. It is the Town's intent to preserve ADUs and discourage the conversion of ADUs for the use of the primary dwelling. To this end, the following are requirements that apply when taking actions that remove elements of an ADU.

- a. A building permit shall be required to remove the separate entrance or permanent provisions for eating, cooking, and sanitation in an ADU.
- b. No building permit shall be issued to remove permanent provisions for eating, cooking, and sanitation or the separate entrance for an ADU created by converting or demolishing a garage, carport, or covered parking structure in conjunction with the construction of an a ADU unless either: 1) the project includes restoring the garage for vehicle parking prior to the first inspection on the permit; or 2) the site has the required number of on-site parking spaces as required by the Parking Standards Table, referred to as Table 5A, of the San Anselmo Municipal Code and the spaces comply with all provisions for setbacks, siting, configuration and size.
- c. No building permit shall be issued to remove permanent provisions for eating, cooking, and sanitation or the separate entrance for an ADU created with an exception to lot coverage and/or floor area ratio unless the project removes the additional lot coverage and/or floor

area granted for the ADU prior to issuance of the permit or a variance is approved.

- d. No building permit shall be issued to remove permanent provisions for eating, cooking, and sanitation or the separate entrance for an ADU created with side or rear yard setbacks that are less than required under applicable development standards unless the project includes removing the area for the ADU where the setback or a variance was approved.

**SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2025-02**

**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN ANSELMO
RECOMMENDING TOWN COUNCIL ADOPTION OF ORDINANCE AMENDMENTS TO TITLE 10
“PLANNING AND ZONING”, CHAPTER 6 “ACCESSORY DWELLING UNITS”; AND ASSOCIATED
CEQA EXEMPTION FINDINGS**

WHEREAS, beginning in 2017 in response to the State’s housing crisis, the State of California adopted a series of State laws encouraging the development of Accessory Dwelling Units (“ADUs”) and Junior Accessory Dwelling Units (“JADUs”) by reducing local control over these projects; and

WHEREAS, recent amendments to State ADU/JADU law become effective January 1, 2025 and the Town desires to update its local ADU/JADU Ordinance in order to comply with said State law; and

WHEREAS, the California Department of Housing and Community Development (HCD) released an updated version of the Accessory Dwelling Unit Handbook in January 2025 to guide local jurisdictions in the implementation of State housing law; and

WHEREAS, the Planning Commission desires to amend the Town’s ADU regulations, Title 10, Chapter 6 “Accessory Dwelling Units” to comply with State law and make certain clarification changes (“Ordinance Amendments”); and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town’s Zoning Code pursuant to Government Code section 65853 et seq.; and

WHEREAS, Ordinance Amendments are exempt from the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones, and CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and

WHEREAS, the adoption of the proposed Ordinance Amendments are the public interest and consistent with the Town’s General Plan Housing Element, which encourages the development of ADUs and JADUs; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 3, 2025 to consider the Ordinance Amendments to the Town Municipal Code.

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct and incorporated as findings herein.
2. The Planning Commission of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendments as set forth in **Exhibit A** attached hereto.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 3rd day of February, 2025, by the following vote:

AYES: Tunny, Asselstine, Koblick de Leon, Pipkin, Smith Acting Chair Heiman

NOES: None

ABSTAIN: None

ABSENT: Strauss

RECUSED: None

ATTEST: 
Heidi Scoble, Planning Director

Exhibit List:

- A. Ordinance Amendments

EXHIBIT "A"

Deleted language in ~~strikeout~~ and additional language in underline.

Article 1. – Accessory Dwelling Units and Junior Accessory Dwelling Units Purpose, Definitions, Permit Requirement and Exemption.

10-6.101 – Purpose. The purpose of this chapter is to provide for the creation and regulation of accessory dwelling units (ADUs) and junior accessory units (JADUs) in a manner consistent with State law ~~including the requirements set forth in California Government Code sections 65852.2 and 65852.22.~~

10-6.102 – Definitions. For the purposes of this chapter the following definitions apply:

"Accessory dwelling unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities for 1 or more persons and is located on the same lot as the proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling unit also includes an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code, and a manufactured home, as defined in Section 18007 of the Health and Safety Code.

"Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

"Attached Accessory Dwelling Unit" or "Attached ADU" means an ADU that shares a common wall with the primary dwelling unit on the lot either by being constructed as a physical expansion (addition) to the primary dwelling unit, conversion of an existing attached garage to the primary dwelling unit, or construction of a basement underneath an existing primary dwelling unit.

"Detached Accessory Dwelling Unit" or "Detached ADU" means an ADU that is constructed as a separate structure from the primary dwelling unit on the lot of by the conversion (full or partial) of an existing detached accessory structure into an ADU.

"Efficiency kitchen" shall have the same meaning as defined in State law ~~California Government Code section 65852.22, as amended from time to time~~ and means a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the unit.

"Efficiency unit" shall have the same meaning as defined in California Health and Safety Code section 17958.1, as amended from time to time and means a unit with a minimum floor area of 150 square feet.

"Junior Accessory Dwelling Unit" or "JADU" shall have the same meaning as defined in

State law California Government Code section 65852.22, as amended from time to time and means a unit located entirely within an existing or proposed single-family residence that is no more than 500 square feet, includes an efficiency kitchen, and includes either its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family residence.

“Livable space” means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

“Living area” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means the interior habitable area of a dwelling unit including basements and attics, but does not include a garage or an accessory structure.

“Multifamily dwelling” means a structure with two or more attached dwellings on a single lot.

“Nonconforming zoning condition” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means a physical improvement on a property that does not conform with current zoning standards.

“Objective standards” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.

“Passageway” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU.

“Proposed dwelling” shall have the same meaning as defined in State law California Government Code section 65852.2 and includes a dwelling that is the subject of a permit application that meets the requirements for permitting.

“Public transit” shall have the same meaning as defined in State law California Government Code section 65852.2, as amended from time to time and means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and/or other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” shall have the same meaning as defined in State law California Government Code Section 65852.2, as amended from time to time and means 2 or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one

another.

10-6.103– ADU and JADU Approvals.

- a. ADU Permit. Unless exempt from an ADU Permit pursuant to Section 10-6.103(b) of this chapter, an ADU must receive an ADU permit in compliance with the standards and requirements set forth in this chapter.
- b. ADUs are permitted on single and multi-family zoned lots, and JADUs are permitted in single-family zoned lots.
- c. Exemptions from ADU Permit. The Town shall ministerially approve a building permit application for an ADU and/or JADU ~~within a residential or mixed-use zone~~, and no ADU permit shall be required to create any of the following in the following instances for projects located within a residential or mixed-use zone. Projects exempt from an ADU permit under this section shall remain subject to other applicable construction-related permit requirements including but not limited to building and grading permits, and all applicable fire code requirements.
 - 1. Interior on Single-Family Lot. One ADU and/or one JADU if the unit(s) is:
 - A. Within the proposed or existing space of a single-family dwelling or an existing accessory structure, plus an additional 150 square feet if required to accommodate ingress and egress;
 - B. Has exterior access from the proposed or existing single-family dwelling; and
 - C. Has side and rear yard setbacks sufficient for fire safety as determined by the Ross Valley Fire Department.
 - D. If a JADU, the unit complies with the requirements of California ~~Government Code section 65852.22~~ State law.
 - 2. Detached on Single-Family Lot. One newly constructed detached ADU that is up to 800 square feet of floor area, with minimum 4-foot side and rear yard setbacks, in compliance with the height limitations as provided in section 10-6.301(b) of this chapter, on a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU located on the same lot.
 - 3. ADUs on Interior of Multifamily Dwelling ~~Existing Multifamily Lot.~~ Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. At least one ADU within an existing or proposed multifamily dwelling and up to 25% of the number of existing permitted multifamily dwelling units rounded down to the nearest whole number shall be allowed.
 - 4. Detached ADUs on Multifamily Lot.
 - A.
 - i. Not more than two detached Multiple ADUs, not to exceed the number specified in clause (ii) or (iii) herein as applicable, located on a lot that has an existing or proposed multifamily dwelling, but are detached from that multifamily dwelling in compliance with the height limitations as provided in section 10-6.301(b) of this chapter, and side and rear yard

setbacks of no more than 4 feet.

- ii. On a lot with an existing multifamily dwelling, not more than eight (8) detached ADUs. However, the number of ADUs allowable pursuant to this clause shall not exceed the number of existing units on the lot.
- iii. On a lot with a proposed multifamily dwelling, not more than two (2) detached ADUs.

B. If the existing multifamily dwelling has a rear or side yard setback of less than 4 feet, no modification to the existing multifamily dwelling shall be required as a condition of approving the ADU application if the ADU satisfies the requirements of this subparagraph.

~~5. Junior Accessory Dwelling Unit. A JADU satisfying the requirements of Government Code section 65852.22, as amended from time to time.~~

Article 2. – Procedures and General Requirements.

10-6.201 – Permit Application and Procedures. The following requirements apply to all ADUs and JADUs applications:

- a. Application and Review. An application for an ADU permit shall contain such information as reasonably requested by the Town Planning and Building Departments accompanied by the appropriate fee. In addition to the ADU permit, the applicant shall obtain all other required permits including but not limited to a building permit or a grading permit.
- b. Ministerial Review. A permit application for an ADU and/or a JADU shall be considered and approved ministerially without discretionary review or a public hearing. The decision shall not be subject to an administrative appeal.
- c. Review Timing and Contents. The Town shall approve or deny the application to create an ADU or JADU within 60 days from the date of receipt of a completed application if there is an existing single-family or multifamily dwelling on the lot. If the application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the Town may delay approving or denying the application for the ADU and/or the JADU until the Town approves or denies on the permit application to create the new single-family dwelling; but the application to create the ADU or JADU must be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the Town has not approved or denied the completed application within 60 days, the application shall be deemed approved. If an application for an ADU or JADU is denied, the Town shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

10-6.202 – General Requirements for ADUs and JADUs. Unless otherwise provided for in this chapter, the following requirements apply to all ADUs and JADUs that are approved with either an ADU permit pursuant to Section 10-6.103(a) of this chapter or exempt from an ADU permit pursuant to Section 10-6.103(~~b~~c) of this chapter.

- a. Number of Units and Zoning District. One ADU and JADU is allowed on any parcel in a single-family residential or multifamily zoning district with a primary dwelling unit unless otherwise prohibited by local or State law.
- b. Owner Occupancy.
 - 1. All ADUs permitted before January 1, 2020 are subject to the owner-occupancy requirement that was in place when the ADU was created.
 - 2. An ADU permitted on or after between January 1, 2020 and January 1, 2025 is not subject to any owner-occupancy requirement.
 - ~~3. All ADUs that are permitted on or after January 1, 2025 require owner occupancy as a place permanent residence. Owner occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.~~
 - 3. All JADUs require owner occupancy as a place of permanent residence. The owner may reside in the primary dwelling or the JADU.
- c. Development Standards.
 - 1. A two-story Attached ADU is not allowed where the primary dwelling unit is only one story.
 - 2. At least fifty (50) percent of the common wall of the Attached ADU shall be attached to the primary dwelling unit.
- d. No Separate Conveyance. No ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot), except as otherwise provided in Government Code section 66341 ~~65852.26~~.
- e. No Short Term Rental. An ADU or a JADU shall not be rented for less than thirty consecutive days, except as otherwise provided for in this chapter.
- f. Density. ADUs and JADUs shall not be considered to exceed the allowable density for the lot upon which the unit is located, and are a residential use consistent with the Town's General Plan and zoning designation for the lot.
- g. Fees and Utility Connections.
 - 1. Impact Fees. No impact fee is allowed for an ADU that is less than 750 square feet. For purposes of this subparagraph "impact fee" means a "fee" under California Government Code section 6600(b), except that it also includes fees specified in Government Code section 66477. "Impact fee" does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation. Any impact fee required for an ADU that is 750 square feet or larger must be charged proportionately in relation to the square footage of the primary dwelling unit.
 - 2. Utility Connections and Fees.
 - A. An ADU shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU unit was constructed with a new single-family dwelling. For purposes of providing service for water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.
 - B. For a unit described in Section 10-6.103(~~bc~~) of this chapter, a local agency,

special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the ADU and the utility, or impose a related connection fee or capacity charge, unless the ADU was constructed with a new single-family dwelling.

- C. For a unit not described in 10-6.103(~~bc~~) of this chapter a local agency, special district, or water corporation may require a new or separate utility connection directly between the ADU and the utility. Consistent with California Government Code section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed ADU, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

h. Adequate Services. Proof of the proposed method of water supply and sewage disposal, as well as service availability from any associated electric and gas provider for the lot, must be provided and confirmed by letters of service availability from the appropriate utility service providers for the lot. The property must have existing or future legal access to these utilities.

i. Building and Safety; Nonconformities.

1. All ADUs and JADUs shall comply with all applicable building, fire, safety, and environmental regulations including Title 9 Building Regulations, Title 5 ~~6~~, Chapter 8, Urban Runoff Pollution Prevention and Title 7, Chapter 12, Watercourses unless otherwise provided for in this chapter or as required by State law.
2. An ADU must comply with local building code requirements that apply to detached dwellings, except that the construction of an ADU shall not constitute a Group R occupancy change under the Town's Building Code, as described in Section 310 of the California Building Code (Title 24 of the California Code of Regulations), unless the Town's Public Works and Building Director makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection shall be interpreted to prevent the Town from changing the occupancy code of a space that was unhabitable space or was only permitted for nonresidential use and was subsequently converted for residential use pursuant to this section.
3. The Town shall not require the correction of nonconforming zoning conditions as a condition of approval for an ADU or JADU.
4. The Town shall not deny an application to create an ADU or JADU due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are not affected by the construction of the unit.

j. No Passageways. No passageway shall be required in conjunction with the construction of an ADU or JADU.

k. Fire Sprinklers. The installation of fire sprinklers shall not be required in an ADU if sprinklers are not required for the primary residence. The construction of an ADU shall not trigger a

requirement for fire sprinklers to be installed in an existing primary dwelling or an existing multifamily dwelling, as applicable.

l. Unpermitted Accessory Dwelling Units.

1. Notwithstanding any other law, and except as otherwise provided in subdivision in subdivision (2) below, the Town shall not deny an application for an unpermitted ADU that was constructed before January 1, ~~2018~~ 2020, due to either of the following:
 - A. The ADU is in violation of building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code.
 - B. The ADU does not comply with ~~Government Code section 65852.2~~ State law or any local ordinance regulating ADUs.
2. Notwithstanding subdivision (1), the Town may deny an application for an ADU subject to subdivision (1) if the Town makes a finding that correcting the violation is necessary to protect the health and safety of the public or occupants of the structure.
3. The section shall not apply to a building that is deemed substandard pursuant to Health and Safety Code section 17920.3.

m. Detached Garage Demolition. A demolition permit for a detached garage that is to be replaced with an ADU shall be reviewed with the application for the ADU and issued at the same time. The applicant shall not be required to provide written notice or post a placard for the demolition of a detached garage that is to be replaced with an ADU, unless the property is located within an architecturally and historically significant historic district.

n. Deed Restriction. Prior to issuance of a building permit for ~~a an ADU or~~ JADU, a deed restriction shall be recorded against the title of the property in the Marin County Recorder's office subject to the approval of the Town Attorney as to form and content, containing a reference to the deed under which the property was acquired by the owner and stating that:

1. Except as otherwise provided in California Government Code section ~~66341~~ 65852.26, the ~~ADU or~~ JADU may not be sold separately from the primary dwelling.
2. The ~~ADU or~~ JADU is restricted to the maximum approved size and to other attributes allowed by this chapter.
3. The deed restriction runs with the land and may be enforced against future property owners.
4. ~~The ADU and/or JADU may be occupied by or rented to a separate household living independently from the occupant(s) of the primary residence; provided, that the terms for separate occupancy of the accessory unit and/or primary unit shall be longer than 30 days.~~

o. Short Term Rental. The ADU and/or JADU may be occupied by or rented to a separate household living independently from the occupant(s) of the primary residence; provided, that the terms for separate occupancy of the accessory unit and/or primary unit shall be longer than 30 days.

p. Flood Regulations. An attached or detached ADU located in a designated floodplain shall comply with all applicable floodplain requirements in San Anselmo Municipal Code Title 7, Chapter 11. For sites within a Flood Hazard Area on the adopted Federal Emergency Management Agency Flood Insurance Rate Map, the finished floor of an ADU shall be

elevated at least one (1) foot above the Base Flood Elevation as "new construction" under Title 7, Chapter 11, Protection of Flood Hazard Areas, even if the project would not be considered a "substantial improvement". The applicant shall submit an Elevation Certificate based on construction drawings with the building permit plans and a final Elevation Certificate shall be required prior to project final.

- g. Urban Lot Splits and Two-Unit Housing Development. Pursuant to the authority granted in Government Code section 65852.21(f) no ADU or JADU shall be permitted on any lot in a single-family zoning district if: 1) an urban lot split has been approved pursuant to Government Code section 66411.7; and 2) a two-unit housing development has been approved for construction pursuant to Government Code section 65852.21.
- r. Prior conditions not applicable. This chapter supersedes any Town conditions on existing ADUs that comply with this chapter, including owner occupancy or rent control, that were imposed as conditions of approval on ADUs that the Town approved prior to the effective date of this chapter if the conditions would not apply under current regulations. The Planning Director is authorized to void recorded deed restrictions for ADUs that comply with this chapter at the request of a property owner.

10-6.203 – Violations and Enforcement. It shall be unlawful for any person to construct or maintain an ADU or JADU on property within the Town without compliance with this chapter. The maintenance, ownership, or use of any ADU or JADU unit except as permitted in this chapter shall constitute a nuisance, subject to abatement pursuant to the Municipal Code, or any other remedy allowed in the Municipal Code and State law. All remedies are cumulative.

Article 3. – Accessory Dwelling Unit and Junior Accessory Dwelling Unit Development Standards and Requirements, Objective Standards, Parking, and Exception.

10-6.301 ADU Development Standards and Requirements. Unless exempt from an ADU permit pursuant to Section 10-6.103(~~bc~~) of this chapter, an ADU must comply with the following objective development standards to receive an ADU permit.

- a. Zoning Conformance. An ADU shall meet the development standards of the zoning district in which it is located except as modified by this section.
- b. Height. Unless otherwise provided for in this chapter, an attached or detached ADU must comply with the following height requirements.
 - 1. A maximum height of 16 feet for a detached ADU on a lot with an existing or proposed single family or multifamily dwelling unit.
 - 2. A maximum height of 18 feet for a detached ADU on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Public Resources Code section 21155 of the Public Resources Code, as may be amended from time to time. The Town shall also allow an additional 2 feet in height to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.
 - 3. A maximum height of 18 feet for a detached ADU on a lot with an existing or proposed

multifamily, multistory dwelling.

4. A maximum height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an ADU that is attached to a primary dwelling. An ADU under this section may not exceed 2 stories.
- c. Lot Size. There shall be no minimum lot size required for an ADU.
- d. Lot Coverage and Floor Area Ratio. The ADU shall comply with the lot coverage and floor area ratio requirements of the underlying zoning district unless otherwise required by this chapter.
- e. Setbacks.
 1. No setbacks shall be required for the following:
 - A. An existing living area that is converted to an ADU or a portion thereof;
 - B. An existing accessory structure that is converted to an ADU or a portion thereof; or
 - C. A structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion thereof.
 2. A setback of no more than 4 feet from the side and rear lot lines shall be required for an ADU that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.
- f. ~~Maximum and Minimum Unit Size.~~ ADUs shall be subject to all of the following requirements related to size.

1. Except as provided in subsection (2) below, ADUs shall be limited to the following maximum sizes:

<u>Fewer than two bedrooms</u>	<u>850 square feet of gross floor area</u>
<u>Two or more bedrooms</u>	<u>1,000 square feet of gross floor area</u>

2. ADUs may exceed the maximum unit sizes provided in subsection (1) above following approval through the discretionary design review process as set forth in the San Anselmo Municipal Code Title 10, Chapter 3, Article 15 Design Review. In no case shall an ADU exceed 1,200 square feet of gross floor area.
3. The gross floor area of attached or interior ADUs shall not exceed 50 percent of the existing living area (as defined in California Government Code Section 66313, as amended from time to time) of the primary residence. Notwithstanding the prior sentence, an attached or interior ADU may contain at least the maximum size set forth in Section 10-6.301(f)(1).
4. ~~The maximum floor area square footage for an attached or detached studio or one bedroom ADU is 850 square feet. The maximum floor area square footage for an attached or detached ADU that is more than one bedroom 1,000 square feet.~~
5. ~~The total floor area of an attached or detached ADU not exceed 50% of the existing or proposed primary dwelling. Notwithstanding this provision, an attached or detached ADU must be allowed at least 800 square feet of floor area.~~
6. ~~The minimum floor area for an attached or detached ADU is 150 square feet, which is the minimum square footage required for an efficiency unit as defined in California Health and Safety Code section 17958.1, as may be amended from time to time.~~
7. ~~An ADU may exceed the maximum sizes provided in this subsection pursuant to~~

~~section 10-6.305 of this chapter; provided however, the ADU shall not exceed 1,200 square feet.~~

- g. Separate Entry, Kitchen and Bathroom. All ADUs shall contain a separate entrance, kitchen, and bathroom independent of the primary residence.
- h. Exception. The Town shall not impose any requirement for a zoning clearance or separate zoning review or any other minimum or maximum size for an ADU, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, front setbacks, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square ADU with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

10-6.302 Objective Design Standards. Unless exempt from an ADU permit pursuant to Section 10-6.103(b) of this chapter, ~~an~~ all ADUs must comply with the following objective standards to receive an ADU permit. Where an application does not meet the objective design standards set forth herein, the application may undergo the standard discretionary design review process as set forth in the San Anselmo Municipal Code Title 10, Chapter 3, Article 15 Design Review.

- a. Building Design. The materials and colors of the ADU's exterior walls, roof, windows, and doors shall be of a complimentary material, color, and style the primary dwelling, including roof, eaves, windows, accents, and doors.
- b. Landscape Design. Landscaping shall be provided around the ADU, and its location shall ensure defensible space. Fire-resistant and low-water-use plants shall be included in the landscape design. Landscaping shall be included to screen mechanical and structural elements of the ADU, including, but not limited to, foundations, retaining walls, condensers, and transformers.
- c. Entrance. The entrance to the ADU shall face towards the interior of the lot and/or away from neighboring development, unless the ADU is directly accessible from an alley, public path, or public street.
- d. Windows and Doors. Windows in an ADU that is located less than 10 feet from a rear or side property line shall be clerestory windows or use frosted or obscure glass. Any new door that faces an adjoining residential property located less than 10 feet from a rear or side property line shall either not include windows, or all windows must be made of opaque glass.
- e. Exterior Lighting. All exterior lighting shall be low wattage, shielded, and directed downward.
- f. Skylights. Where visible from off-site locations, skylights shall not have white or light opaque colored exterior lenses.
- g. Historical. An ADU that includes exterior alterations or additions to a property that is listed in the California Register of Historic Places or on a local historical register shall not be approved if it may cause an adverse impact to the historical significance of the property. There shall be no design exception to this requirement.
- h. Heritage Trees. No heritage tree (as defined in Title 4, Chapter 13 of the San Anselmo Municipal Code) shall be removed in conjunction with the construction of an ADU until a

building permit has been issued for the ADU.

10-6.303 – Parking.

- a. One (1) parking space is required per ADU unless otherwise provided for in this chapter.
- b. Parking may be provided through tandem parking on an existing driveway.
- c. Off-street parking to satisfy parking requirements shall be permitted in setback areas in locations determined by the Town unless specific findings are made that parking in setback areas is not feasible based on specific site, regional, topographical, or fire and life safety conditions, which conditions shall include but are not limited to circumstances where parking would impede reasonable emergency and fire access.
- d. When a garage, carport, ~~or~~ covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, it is not required that those off-street parking spaces be replaced.
- e. Parking Exemptions. An ADU shall be exempt from the parking requirement of this section if the unit is:
 1. Located within one-half mile walking distance of a public transit stop.
 2. Located within an historic district, as may be designated by the Town Council from time to time;
 3. The ADU is part of the proposed or existing primary residence or an accessory structure;
 4. When on-street parking permits are required but not offered to the occupant of the ADU;
 5. When there is a designated car share vehicle pick up or drop off location (as defined by the California Vehicle Code) located within one block of the ADU;
 6. When a permit application for an ADU is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the ADU or the parcel satisfies any other criteria listed in this paragraph; or
 7. The unit is an attached or detached ADU that is up to 800 square feet of floor area, with minimum 4-foot side and rear yard setbacks, in compliance with the height limitations as provided in section 10-6.301(b) of this chapter, on a lot with a proposed or existing single-family dwelling.

10-6.304 JADU Development Standards and Requirements. Unless otherwise provided for in this chapter, JADUs are subject to the following objective standards:

- a. Location and Number. A JADU shall be located within an existing or proposed single-family residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence. A JADU is not permitted in a detached accessory structure. One JADU is allowed per lot. If there are multiple detached single-family residential units on one lot, only one JADU is allowed.
- b. Unit Size. No JADU unit shall be less than 150 feet or more than 500 square feet in size. The square footage of any shared sanitation facilities with the primary dwelling unit shall not be

included in the square footage calculation.

- c. Access. The JADU unit shall have a separate exterior entrance from the primary dwelling unit.
- d. Interior Connection and Bathroom Facilities. A JADU unit may include separate bathroom facilities, or it may share such facilities with the primary dwelling unit. If a permitted JADU does not include a separate bathroom, the JADU unit shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area. Unless sharing bathroom facilities with the primary dwelling unit, a JADU is not required to have an interior connection to the primary dwelling.
- e. Kitchen Facilities. The JADU shall include an efficiency kitchen, which shall include a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
- f. Parking. No parking is required for a JADU.
- g. Entryways. A JADU must include a separate entrance from the main entrance to the proposed or existing single-family residence.

10-6.305 Exceptions. If an ADU application does not otherwise meet the requirements in this chapter, an applicant may request an exceptions to this chapter and receive ADU approval by applying for a conditional use permit (CUP). Any exceptions approved pursuant to this section must also comply with all objective design review standards as set forth in Section 10-6.302, if applicable, and shall be reviewed through the standard ~~discretionary~~ CUP process. Any detached ADU approved herein shall not exceed 1,200 square feet.

Article 4. – Requirements to Eliminate ADU.

10-6.401 – Intent to Maintain Units. It is the Town's intent to preserve ADUs and discourage the conversion of ADUs for the use of the primary dwelling. To this end, the following are requirements that apply when taking actions that remove elements of an ADU.

- a. A building permit shall be required to remove the separate entrance or permanent provisions for eating, cooking, and sanitation in an ADU.
- b. No building permit shall be issued to remove permanent provisions for eating, cooking, and sanitation or the separate entrance for an ADU created by converting or demolishing a garage, carport, or covered parking structure in conjunction with the construction of an a ADU unless either: 1) the project includes restoring the garage for vehicle parking prior to the first inspection on the permit; or 2) the site has the required number of on-site parking spaces as required by the Parking Standards Table, referred to as Table 5A, of the San Anselmo Municipal Code and the spaces comply with all provisions for setbacks, siting, configuration and size.
- c. No building permit shall be issued to remove permanent provisions for eating, cooking, and sanitation or the separate entrance for an ADU created with an exception to lot coverage and/or floor area ratio unless the project removes the additional lot coverage and/or floor area granted for the ADU prior to issuance of the permit or a variance is approved.
- d. No building permit shall be issued to remove permanent provisions for eating, cooking, and sanitation or the separate entrance for an ADU created with side or rear yard setbacks that

are less than required under applicable development standards unless the project includes removing the area for the ADU where the setback or a variance was approved.



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT

ACCESSORY DWELLING UNIT HANDBOOK

January 2025



Table of Contents

ADUs in California	4
The California Department of Housing and Community Development	6
Glossary	8
Summary of Recent Changes to ADU Law	13
Frequently Asked Questions	18
66323 Units	18
ADUs	21
Bedrooms	21
Building Code Violations	21
Coastal Commission	21
Deed Restrictions	22
Fees	22
Fire Protection and Fire Sprinkler Requirements	23
Funding	24
Height Requirements	25
Homeowners Associations (HOAs)	26
Housing Elements and Prohousing Designation	27
JADUs	28
Local ADU Ordinances and Local Agencies	30
Manufactured Homes	31
Mobilehome Parks	32
Multifamily ADUs	32
Nonconforming Zoning	33
Owner-Occupancy	34
Parking Requirements	34
Permit Applications and Permitting Agencies	35
Rental Terms	37
Sales and Separate Conveyance	37
Senate Bill 9 (SB 9) (Chapter 162, Statutes of 2021)	37
Setbacks	38
Size Requirements and Restrictions	39
Solar Requirements	40
Tiny Homes	40
Types of ADUs	41

Unpermitted Structures and ADUs	42
Utilities	43
Zoning, Development, and Other Standards	43
Resources	46
Changes to State ADU Laws.....	46
AB 2533	46
SB 1211	47
SB 477	47
AB 976 and AB 1033	48
AB 1332	49
AB 434	49
AB 345	49
AB 3182	50
AB 68, AB 881, and SB 13	50
AB 587, AB 670, and AB 671	51
Summary Table of Statutory Changes.....	53

ADUs in California

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are innovative and effective options for adding much needed housing in California. Since 2016, State ADU Laws have continued to evolve to further lower barriers to the development of more affordable housing as the Legislature works to address the housing crisis across the state. As these laws change, HCD's goal is to ensure consistency and clarity in the application of these laws through education, technical assistance, and enforcement.¹

Benefits of ADUs

ADUs provide a wide range of benefits, including:

- ADUs are an **affordable** type of home to construct in California because they do not require paying for land, major new infrastructure, structured parking, or elevators.
- ADUs can provide a **source of income** for homeowners.
- ADUs are often built with **cost-effective wood frame construction**, which is significantly less costly than homes in new multifamily infill buildings.
- ADUs allow **extended families** to be near one another while maintaining **privacy**.
- ADUs can provide as much **living space** as many newly built apartments and condominiums, and they're suited well for individuals, couples, small families, friends, young people, and older adults.
- ADUs give homeowners the **flexibility** to share independent living areas with family members and others, allowing older adults to age in place.

Indeed, Californians are increasingly recognizing the benefits of ADUs, and ADUs are making a difference. Between 2016-2023, the number of ADUs permitted annually in the state grew from 1,336 to 26,924, a 20-fold increase. In 2023, ADUs comprised more than 21 percent of all homes permitted statewide.

ADUs as an Infill Development Strategy

ADUs are, by definition, created in areas that are already developed but where land may be underutilized. Moreover, restrictions on parking requirements for ADUs that are located near transit create further incentives to build ADUs, particularly in places that provide easy access to jobs and other amenities, further reducing reliance on vehicles.

As a result, ADU construction is a key infill development strategy that contributes to, among other things, reducing greenhouse gas emissions and improving air quality by reducing the distance people need to travel; reducing conversion of agricultural land, sensitive habitat, and open space for new development; reducing costs to build and maintain expensive infrastructure; and facilitating healthy and environmentally friendly active transportation.

¹ This updated ADU Handbook references the law as amended by recent legislation that goes into effect on January 1, 2025.

In light of changing laws around ADUs and the growing importance of this housing type, HCD has updated this ADU Handbook and continues to be committed to facilitating housing production at all income levels.

The California Department of Housing and Community Development

With the vision that one day, every California resident can live, work, and play in healthy communities of opportunity, it is the mission of HCD to provide safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians. HCD accomplishes this by increasing and preserving the supply of affordable places to live in California and by creating effective solutions to the housing crisis through policy and research.

Housing Accountability Unit

California's housing crisis has reached historic proportions despite the passage of numerous laws intended to increase the supply of housing affordable to Californians at all income levels. As part of the 2021-2022 state budget, HCD received additional staff to grow its accountability efforts and formed the Housing Accountability Unit (HAU). While education and technical assistance are always the first step in HCD's accountability efforts, the HAU holds jurisdictions accountable for meeting their housing element commitments and complying with state housing laws. Violations of state housing laws, including State ADU Law, may lead to consequences, including revocation of housing element certification and referral to the California Office of the Attorney General.

Technical Assistance

There may be uncertainty, or a need for education at the local level about how to comply with state law, especially as state laws evolve. HCD provides technical assistance to property owners and developers who are seeking to create ADUs, as well as to advocates, local agencies, and other interested parties.

Any questions regarding the application of State ADU Law may be submitted to HCD via the online [ADU Portal](#). Please provide as much detail as possible in the online form. HCD may request additional information, including, but not limited to denials and communications from the local agency.

Local agencies seeking assistance or submitting an ADU ordinance to HCD, must also use the online portal.

For those experiencing technical issues with the ADU Portal, please email: ADUPortal@hcd.ca.gov.

Questions beyond what this Handbook provides are encouraged to contact their local permitting agency (e.g., city or county) or private attorney.

Enforcement of State ADU Law

Since 2016, HCD has had statutory authority to review local agencies' ADU ordinances, and as of January 1, 2024, HCD also has the authority to enforce all State ADU Laws. HCD's ADU team reviews local ordinances for compliance with State ADU Law and sends

findings letters and, when necessary, may escalate its enforcement. To ensure consistency, the HAU works closely with other HCD divisions.

The ADU team is committed to supporting the public, local agencies, and partner agencies with understanding and complying with State ADU Law.

Glossary

66323 Units

One of the four delineated types of ADUs (and JADUs) that must be permitted pursuant to Government Code section 66323. **Source:** Government Code section 66323

Accessory Dwelling Unit (ADU)

An attached or a detached residential dwelling unit that provides complete, independent living facilities for one or more persons, and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is, or will be, situated.

An ADU also includes the following:

- (A) An efficiency unit.
- (B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

Source: Government Code section 66313, subdivision (a)

Accessory Structure

A structure that is accessory and incidental to a dwelling located on the same lot. **Source:** Government Code section 66313, subdivision (b)

Applicant

The person or party responsible for the submittal of an application seeking a permit.

Application

A formal request to perform work, which includes all information as required.

Certificate of Occupancy

A document issued by local California Building and Safety departments which certifies that a commercial space or newly constructed residential building has been inspected for compliance with the California Building Standards Code and local ordinances which govern construction and occupancy. **Source:** 2022 California Residential Code section R110

Common Interest Development

Any of the following:

- (a) A community apartment project.
- (b) A condominium project.
- (c) A planned development.
- (d) A stock cooperative.

Source: Civil Code section 4100

Covenants, Conditions, and Restrictions (CC&Rs)

A set of rules governing the use of a certain piece of real estate in each community.

“Governing documents” includes declarations, bylaws, operating rules, articles of incorporation, or articles of association, which govern the operation of the common interest

development or association. **Source:** Civil Code section 4150

Efficiency Dwelling Unit

A dwelling unit which contains a minimum of 150 square feet in living space, a separate closet, kitchen sink, cooking appliance, refrigerator, and a separate bathroom containing a water closet, lavatory, bathtub, or shower. **Source:** Government Code section 66313, subdivision (a)(1); California Building Code section 1208.4

Habitable Space

A space in a building for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces. **Source:** 2022 California Building Code section 202

High Quality Transit Corridor

A corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours. **Source:** Public Resources Code section 21155, subdivision (b)

Impact Fee

“Impact fee” has the same meaning as the term “fee” as defined in subdivision (b) of Section 66000, and includes the fees specified in Section 66477. “Impact fee” does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation. **Source:** Government Code section 66324, subdivision (c)(2)

Junior Accessory Dwelling Unit (JADU)

A unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. **Source:** Government Code section 66313, subdivision (d)

Livable Space

A space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation. **Source:** Government Code section 66313, subdivision (e)

Living Area

The interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure. **Source:** Government Code section 66313, subdivision (f)

Local Agency

A city, county, or city and county, whether general law or chartered. **Source:** Government Code section 66313, subdivision (g)

Major Transit Stop

A site containing any of the following:

- (a) An existing rail or bus rapid transit station.

- (b) A ferry terminal served by either a bus or rail transit service.
- (c) The intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

Source: Public Resources Code section 21064.3

Manufactured Home

A structure that was constructed on or after June 15, 1976, is transportable in one or more sections, is eight body feet or more in width, or 40 body feet or more in length, in the traveling mode, or, when erected on site, is 320 or more square feet, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. **Source:** Health and Safety Code section 18007, subdivision (a)

Ministerial Approval

Considered and approved without discretionary review or a hearing. **Source:** Government Code section 66317, subdivision (a)

Multifamily Dwelling

For the purposes of State ADU Law, a structure with two or more attached dwellings on a single lot is considered a multifamily dwelling. Multiple detached single-family dwellings on the same lot are not considered multifamily dwellings for the purposes of State ADU Law.

Nonconforming Zoning Condition

A physical improvement on a property that does not conform with current zoning standards. **Source:** Government Code section 66313, subdivision (h)

Objective Standards

Standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the applicant or proponent and the public official prior to submittal. **Source:** Government Code section 66313, subdivision (i)

Passageway

A pathway that is unobstructed, clear to the sky, and extends from a street to one entrance of the ADU. **Source:** Government Code section 66313, subdivision (j)

Permitting Agency

Any entity that is involved in the review of a permit for an ADU or JADU, and for which there is no substitute, including, but not limited to, applicable planning departments, building departments, utilities, and special districts. **Source:** Government Code section 66313, subdivision (k)

Planned Development

A real property development other than a community apartment project, a condominium project, or a stock cooperative, having either or both of the following features:

(a) Common area that is owned either by an association or in common by the owners of the separate interests who possess appurtenant rights to the beneficial use and enjoyment of the common area.

(b) Common area and an association that maintains the common area with the power to levy assessments that may become a lien upon the separate interests in accordance with Article 2 (commencing with Section 5650) of Chapter 8.

Source: Civil Code section 4175

Proposed Dwelling

A dwelling that is the subject of a permit application and meets the requirements for permitting. **Source:** Government Code section 66313, subdivision (l)

Public Transit

A location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public. **Source:** Government Code section 66313, subdivision (m)

Qualified Buyer

Persons and families of low or moderate income, as defined in Section 50093 of the Health and Safety Code. **Source:** Government Code section 66340, subdivision (a); Health and Safety Code section 50093

Qualified Nonprofit Corporation

A nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program. **Source:** Government Code section 66340, subdivision (b)

Reasonable Restrictions

Restrictions that do not unreasonably increase the cost to construct, effectively prohibit the construction of, or extinguish the ability to otherwise construct, an ADU or JADU. **Source:** Civil Code section 4751, subdivision (b), and Civil Code section 714.3, subdivision (b)

Single-Family Dwelling

For the purposes of State ADU Law, a single-family dwelling is a single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation, and existing as a separate interest of real property, such as a detached single-family dwelling or a townhouse.

Substandard Building

Any building or portion thereof, or premises on which the building is located, in which there exists any of a long list of conditions that endanger the life, limb, health, property, safety, or welfare of the public or occupants thereof. **Source:** Health and Safety Code section 17920.3

Tandem Parking

Two or more automobiles that are parked on a driveway or in any other location on a lot, lined up behind one another. **Source:** Government Code section 66313, subdivision (n)

Summary of Recent Changes to ADU Law



In Government Code section 66310, subdivision (d), the California Legislature declared that allowing ADUs in zones that allow single-family and multifamily uses provides additional rental housing and is an essential component in addressing California's housing needs. Over the years, State ADU Law has been revised to improve its effectiveness in creating more housing units. Major changes to State ADU Law, effective January 1, 2023, January 1, 2024, and January 1, 2025, further reduced barriers to the development of ADUs and JADUs. Within this context, HCD developed –

and continues to update – this Handbook to assist local governments, homeowners, attorneys, architects, and the public in understanding and applying the requirements of state law. Below is a summary of recent legislation that amended State ADU Law.

Please visit <https://leginfo.legislature.ca.gov> for the complete statutory changes.

All local permitting agencies and interested parties should review the amendments to California law, effective January 1, 2023, 2024, and 2025, regarding the creation of ADUs and JADUs.

2022 legislation includes the following changes to State ADU Law (effective January 1, 2023):

Assembly Bill (AB) 2221 (Chapter 650, Statutes of 2022, Section 1) and Senate Bill (SB) 897 (Chapter 664, Statutes of 2022, Sections 2.5, 4, 5, and 6) built upon recent changes to State ADU and JADU Law and further addressed barriers to the development of ADUs and JADUs. Due to SB 897 being chaptered after AB 2221, section 2.5 of SB 897 incorporated amendments to ADU Law proposed by both SB 897 and AB 2221.

- **Objective Standards.** Requires local agencies to only impose objective standards on ADUs, which “involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal” of an ADU permit application. (Gov. Code, § 66313, subd. (i). See *also* Gov. Code, §§ 66314, subd. (b)(1); 66323, subd. (g).)
- **Detached Garages.** Allows ADUs detached from the proposed or existing primary dwelling, including in detached garages (Gov. Code, § 66314, subd. (d)(3)).
- **Occupancy Change.** Provides that the construction of an ADU does not constitute a

Group R occupancy change under the local building code, unless the local agency makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety (Gov. Code, § 66314, subd. (d)(8)).

- **Fire Sprinklers.** Precludes ADU construction from triggering a requirement that fire sprinklers be installed in the existing primary dwelling (Gov. Code, § 66314, subd. (d)(12)).
- **Permitting Process.** Requires a permitting agency to either approve or deny (replacing the former language “act on”) an application to create or serve an ADU or JADU within 60 days from when a completed application is received, if there is an existing single-family or multifamily dwelling on the lot (Gov. Code, §§ 66317, subd. (a); 66320, subd. (a); 66335, subd. (a)(2)).
- **Concurrent Permitting.** Clarifies that permitting agencies may concurrently approve or deny a proposed ADU and new single-family or multifamily dwelling when submitted simultaneously for permitting. The application for the ADU shall be considered without discretionary review or hearing. Clarifies that permitting agencies may concurrently approve or deny a proposed JADU and new single-family dwelling when submitted simultaneously for permitting. (Gov. Code, §§ 66317, subd. (a); 66320, subd. (a); 66335, subd. (a)(3).)
- **Permitting Agency Denials.** Obligates a permitting agency, when it denies an ADU or JADU application, to “return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant” within 60 days from when a completed application is received. (Gov. Code, §§ 66317, subd. (b); 66320, subd. (b); 66335, subd. (b).)
- **Demolition Permits.** Adds a requirement for a local agency to review and issue a demolition permit for “a detached garage that is to be replaced with an ADU” at the same time it reviews, and issues permits for, the ADU construction. (Gov. Code, § 66314, subd. (e).) Also prohibits permitting agencies requiring applicants to “provide written notice or post a placard for the demolition of a detached garage ... unless the property is located within an architecturally and historically significant district.” (Gov. Code, § 66314, subd. (f).)
- **Zoning & Setbacks.** Prohibits a local agency from requiring “a zoning clearance or separate zoning review or any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, front setbacks, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.” (Gov. Code, § 66321, subd. (b)(3).)
- **Detached ADU Height Limitations.** Establishes a base height limitation of 16 feet for detached ADUs (Gov. Code, § 66321, subd. (b)(4)(A)). Increases the maximum height limitation on a detached ADU to 18 feet if the ADU is “either within a half-mile walking distance of a major transit stop or a high-quality transit corridor” and provides for an

additional two feet for roof pitch to align with the roof pitch of the primary dwelling unit.” (Gov. Code, §§ 66321, subd. (b)(4)(B); 66323, subd. (a)(2)(B).) Increases the height to 18 feet for a detached ADU that is “on a lot with an existing or proposed multifamily, multistory dwelling.” (Gov. Code, § 66321, subd. (b)(4)(B).)

- **Attached ADU Height Limitations.** Establishes the maximum height limitation that may be imposed by a local agency on an attached ADU to 25 feet, or the existing primary dwelling height limit if lower than 25 feet. Does not require a local agency to allow an ADU to exceed two stories (Gov. Code, § 66321, subd. (b)(4)(D)).
- **Parking Standards.** Prohibits local agencies from imposing parking in a number of specific circumstances (Gov. Code, § 66322, subd. (a)).
- **Zoning Nonconformance & Building Code Violations.** Prohibits local agencies from denying an ADU permit due to the correction of “nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are not affected by the construction of the accessory dwelling unit.” (Gov. Code, § 66322, subd. (b).) The prohibition was also added to Government Code section 66336 to apply to JADUs.
- **Multifamily Dwellings.** Prohibits a permitting agency from requiring “any modification of the existing multifamily dwelling as a condition of approving the application to construct an accessory dwelling unit” if the existing multifamily dwelling has “a rear or side setback of less than four feet...” (Gov. Code, § 66323, subd. (a)(4)(B)).
- **Permitting Agency Definition.** Adds definition of a permitting agency as “any entity that is involved in the review of a permit for an accessory dwelling unit or junior accessory dwelling unit and for which there is no substitute, including, but not limited to, applicable planning departments, building departments, utilities, and special districts.” (Gov. Code, § 66313, subd. (k).)
- **Unpermitted ADUs.** Precludes a local agency from denying a permit for an unpermitted ADU that was constructed before January 1, 2018, because the ADU violates building standards or because the ADU does not comply with State ADU Law or a local ordinance. (Gov. Code, § 66332, subd. (a).) This prohibition does not apply if the local agency makes a finding that “correcting the violation is necessary to protect the health and safety of the public or occupants of the structure” (Gov. Code, § 66332, subd. (b)) or to a building that is deemed substandard pursuant to Health and Safety Code section 17920.3 (Gov. Code, § 66332, subd. (c)).
- **Enclosed Uses.** Considers enclosed uses within the residence, such as attached garages, to be “a part of the proposed or existing single-family residence” for the purposes of JADUs (Gov. Code, § 66333, subd. (d)).

- **JADU Separate Entrance.** Requires a JADU without a separate bathroom to “include a separate entrance from the main entrance to the proposed JADU, with an interior entry to the main living area.” (Gov. Code, § 66333, subd. (e)(2).)

2023 legislation includes the following changes to State ADU Law (effective January 1, 2024):

AB 976 (Chapter 751, Statutes of 2023) and AB 1033 (Chapter 752, Statutes of 2023) made changes to State ADU Law. AB 1332 (Chapter 759, Statutes of 2023) added Government Code section 65852.27 to expedite the approval of ADUs. AB 434 (Chapter 740, Statutes of 2023) modified Government Code section 65585 to require enforcement of State ADU Law, ADU amnesty laws, and lot split / duplex laws, among others.

- **Owner Occupancy.** Removes the existing 2025 sunset of the prohibition on owner-occupancy requirements and instead mandates no owner-occupancy requirement for ADUs (Gov. Code, § 66315). Authorizes a local agency to adopt a local ordinance to allow the separate conveyance of the primary dwelling unit and ADU(s) as condominiums (Gov. Code, § 66342).
- **Pre-Approved ADU Plans.** Requires the local agency to develop a program for the preapproval of ADU plans by January 1, 2025. The local agency shall accept ADU plan submissions for preapproval from any party and shall approve or deny applications pursuant to standards established in Government Code sections 66314-66332. The local agency shall post preapproved ADU plans and the contact information of the applicant on the local agency’s website. The local agency may also post plans pre-approved by other local or state agencies. (Gov. Code, § 65852.27.)
- **Enforcement Authority.** Amends Government Code section 65585, subdivision (j), by adding to the list of laws about which HCD is authorized to notify a local jurisdiction or the Attorney General when the local jurisdiction fails to comply with those laws, including Chapter 13 (commencing with Section 66310) and Government Code sections 65852.21, 65852.24, 65852.28, 65913.4.5, and 66411.7, among others.

2024 legislation includes the following changes to State ADU Law (effective March 27, 2024, and January 1, 2025):

SB 477 (Chapter 7, Statutes of 2024) made changes to the numbering of the government code sections related to ADU and JADU Law. AB 2533 (Chapter 834, Statutes of 2024) and SB 1211 (Chapter 296, Statutes of 2024) made changes to State ADU Law.

- **Updated Government Code Sections.** Government Code sections related to ADU and JADU law were updated from 65852.2, 65852.22, 65852.23, and 65852.26 to Government Code sections 66310-66342.
- **Unpermitted ADUs and JADUs.** Changes the date from January 1, 2018, to January 1, 2020, such that a local agency is precluded from denying a permit for an unpermitted ADU that was constructed before January 1, 2020, because the ADU violates building standards

or because the ADU does not comply with State ADU Law or a local ordinance. (Gov. Code, § 66332, subd. (a).) A local agency shall inform the public about the provisions of this section through public information resources, including permit checklists and the local agency's internet website, which shall include both of the following: (1) a checklist of the conditions specified in Section 17920.3 of the Health and Safety Code that would deem a building substandard, and (2) information that, before applying for a permit, the homeowner may obtain a confidential third-party code inspection from a licensed contractor to determine the unit's existing condition or potential scope of building improvements before applying for a permit. (Gov. Code, § 66332, subd. (d)(1), (d)(2).)

- **Objective Standards.** Prohibits a local agency from imposing any objective development standards on 66323 Units that are not authorized by the provisions of Government Code section 66323, subdivision (a).
- **Livable Space.** Defines “livable space” as a space in a dwelling intended for human habitation, as the term appears in Government Code sections 66313, subdivision (e), and 66323, subdivision (a)(3)(A).
- **Uncovered Parking.** Specifies that uncovered, off-street parking spaces demolished in conjunction with the construction of an ADU do not need to be replaced.
- **Detached ADUs.** Authorizes up to eight detached ADUs on a lot with an existing multifamily dwelling, provided that the number of ADUs does not exceed the number of existing units on the lot.

For additional summaries of ADU legislation, please see the Resources section.

Frequently Asked Questions

66323 Units

What are “66323 Units”?

HCD uses the term “66323 Units” to refer to ADUs and JADUs that are created pursuant to Government Code section 66323. They have also been referred to as “State mandated” or “State exempt” ADUs. Government Code section 66323 creates four categories of ADUs (and JADUs) that must be approved ministerially and are not subject to standards set forth in Government Code sections 66314-66322. For example, 66323 Units do not have to comply with lot coverage, front setbacks, and design standards. However, these ADUs must comply with building code and health and safety requirements for dwellings. The four categories are:

1. Single-Family Converted ADUs and JADUs

One ADU per lot is permitted within the converted space of a proposed or existing single-family dwelling or accessory structure. This type of ADU must have exterior access and setbacks for fire and safety but is not subject to a four-foot side and rear yard setback. (Gov. Code, § 66323, subd. (a)(1).)

ADUs converted from accessory structures are eligible for a 150 square-foot expansion to accommodate ingress and egress. For example, if a second story from a single-family dwelling is converted into an ADU, a stairwell of not more than 150 square feet could be added, among other types of ingress and egress configurations that comply with the local building code. (Gov. Code, § 66323, subd. (a)(1)(A).)

In addition, one JADU per lot is permitted within the proposed or existing space of a single-family dwelling or accessory structure and must have exterior access, side and rear setbacks for fire and safety. (Gov. Code, § 66323, subd. (a)(1).) JADUs must also comply with the provisions of JADU Law found in Government Code sections 66333-66339. For the purposes of constructing a JADU, attached garages are part of a single-family dwelling. (Gov. Code, § 66333, subd. (d).)

For more information, please see the Handbook section on JADUs.

2. Single-Family Detached ADUs

One detached new construction ADU that does not exceed four-foot side and rear yard setbacks is permitted on lots with an existing or proposed single-family dwelling (Gov. Code, § 66323, subd. (a)(2)). The maximum unit size is 800 square feet with a height limitation of 16, 18, or 20 feet depending on conditions specified in Government Code section 66321, subdivision (b)(4). (Gov. Code, § 66323, subd. (a)(2)(B).)

3. Multifamily Converted ADUs

ADUs may be created within the portions of existing multifamily structures that are not used as livable space (Gov. Code, § 66323, subd. (a)(3)(A)). Local agencies shall allow

at least one ADU within an existing multifamily dwelling and up to 25 percent of the existing multifamily dwelling units (Gov. Code, § 66323, subd. (a)(3)(B)). Examples of structures that are not used as livable space include, but are not limited to: storage rooms, boiler rooms, passageways, attics, basements, or garages (Gov. Code, § 66323, subd. (a)(3)(A)).

4. Multifamily Detached ADUs

Up to two detached ADUs are allowed on a lot that has a proposed multifamily dwelling, or up to eight detached ADUs are allowed on a lot with an existing multifamily dwelling, not to exceed the number of existing units on the lot. These ADUs are subject to four-foot rear and side yard setbacks and height limits of 16, 18, or 20 feet depending on conditions specified in Government Code section 66321, subdivision (b)(4). (Gov. Code, § 66323, subd. (a)(4)(A).) A local agency may not require that a setback be modified for an existing multifamily dwelling with setbacks less than four feet as a condition of ADU application approval (Gov. Code, § 66323, subd. (a)(4)(B)).

The local agency must allow the four categories of ADUs listed above to be combined as allowed by the site and lot conditions. For example, pursuant to Government Code 66323, subdivision (a), local governments must allow units created pursuant to subparagraphs (1) and (2) together or (3) and (4) together. This means that on single-family lots, local agencies must allow at least one ADU constructed from existing space, one JADU, and one newly constructed detached ADU. For multifamily lots, local agencies must permit at least one ADU constructed from existing non-livable space (or up to 25 percent of the number of multifamily units), and two detached ADUs.

Allowable 66323 ADU Combinations All formats listed below may be combined as explained in the preceding section		
	Single-Family Primary Dwelling	Multifamily Primary Dwelling
Gov. Code, § 66323, subd. (a)(1) ADU constructed from proposed or existing space	- Sometimes referred to as “Conversions,” “Interior,” “Created within.” - May expand 150 square feet from the existing accessory structure for ingress and egress. - Must have exterior access.	Does not apply
Gov. Code, §§ 66323, subd. (a)(1); 66333-66339 JADUs	- Created within existing or proposed dwelling. 500 square-foot maximum. - May be created from within attached garage.	Does not apply

Gov. Code, § 66323, subd. (a)(2) New construction detached	• May be in front setback. • 800 square-foot maximum.	Does not apply
Gov. Code, § 66323, subd. (a)(3)(A) Constructed in existing space not used as livable	Does not apply	• Existing non-livable space (e.g., gyms, enclosed parking, etc.) within the multifamily structure. • Allows at least one ADU or up to 25% of existing primary units.
Gov. Code, § 66323, subd. (a)(4) Detached from primary dwelling	Does not apply	• Up to two units detached from proposed primary dwelling, or • Up to eight units detached from existing primary dwelling, not to exceed the number of existing units on the lot. • Four-foot side and rear setbacks.

What design, zoning, or other local standards can be imposed on 66323 Units?

A local agency may not impose development or design standards, including both local standards and standards found in State ADU Law, on 66323 Units that are not specifically listed in Government Code section 66323. (Gov. Code, § 66323, subds. (a), (b).) This includes, but is not limited to, parking, height, setbacks, or other zoning provisions (e.g., lot size, open space, floor area ratio, etc.).

Additionally, rentals of 66323 ADUs must be for terms longer than 30 days. (Gov. Code, § 66323, subd. (e).) Fire sprinklers are not required for the ADU if not required for the primary residence, and the construction of an ADU may not trigger the requirement for fire sprinklers in an existing multifamily dwelling. (Gov. Code, § 66323, subd. (d).)

Can a 66323 ADU created by converting an existing accessory structure be expanded?

Yes. An ADU created within the existing space of an accessory structure can be expanded beyond the physical dimensions of the structure up to 150 square feet solely for the purpose of accommodating ingress and egress. (Gov. Code, § 66323, subd. (a)(1)(A).) An example is the construction of a staircase to reach a second story ADU. The ADUs shall conform to setbacks sufficient for fire and safety. (Gov. Code, § 66323, subd. (a)(1)(C).)

NOTE: A JADU may be created within the walls of a single-family residence and not within an accessory structure. JADUs may not be expanded beyond the existing dimensions of the single-family dwelling.

For more information regarding 66323 multifamily accessory units, please see Multifamily ADUs.

ADUs

What is an ADU?

An ADU is accessory to a primary residence and has complete independent living facilities for one or more persons. ADUs are either “detached from,” “attached to,” or located within the proposed or existing primary dwelling. This includes attached garages, storage areas or similar spaces, and accessory structures. The ADU can also be detached from the proposed or existing primary dwelling, including detached garages, provided it is located on the same lot. (Gov. Code, §§ 66313, subd. (a); 66314, subd. (d)(3).)²

Bedrooms

Can a limit on the number of bedrooms in an ADU be imposed?

A limit on the number of bedrooms could be construed as a discriminatory practice towards protected classes, such as familial status, and would be considered a constraint on the development of ADUs (Gov. Code, § 65008). Building code standards for minimum bedroom size still apply.

Can an ADU have no bedrooms?

A limit on the number of bedrooms could be construed as a discriminatory practice towards protected classes, such as familial status, (Gov. Code, § 65008) and could also unreasonably restrict the ability of homeowners to create ADUs (Gov. Code, § 66311). Building code standards for minimum bedroom size still apply.

Building Code Violations

Can an ADU application be denied due to building code violations?

An ADU application pursuant to Government Code section 66314 may be denied due to building code violations on the primary unit only if the violations present a threat to public health and safety and are affected by the construction of the ADU (Gov. Code, § 66322, subd. (b)). However, all ADUs must comply with building code and health and safety requirements for dwellings.

Coastal Commission

Do state ADU laws apply to jurisdictions located in the California Coastal Zone?

Yes. ADU laws apply to jurisdictions in the California Coastal Zone, but do not alter or lessen the effect or application of Coastal Act resource protection policies (Gov. Code, § 66329). Coastal localities should seek to harmonize the goals of protecting coastal resources and addressing housing needs of Californians. For example, where appropriate, localities should amend Local Coastal Programs for California Coastal Commission review to comply with the California Coastal Act and new State ADU Laws. For more information, see the California

² Note that certain federal financing programs mentioned in the section on “Funding,” below, may have different definitions of an ADU.

Coastal Commission 2020 Memo and reach out to the local Coastal Commission district office.

Deed Restrictions

Can an affordable housing deed restriction be imposed on an ADU?

No. A local agency cannot impose a deed restriction on an ADU. Government Code section 66315 states, “Section 66314 establishes the maximum standards that a local agency shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in Section 66314, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require that the property may be used for rentals of terms 30 days or longer.” Section 66314, subdivision (b)(1) allows for local objective standards, but the examples provided all relate to design and development standards (e.g., parking, height, setback, landscape, maximum size of a unit). A deed restriction is not such a standard and thus cannot be imposed.

Can a deed restriction be imposed on a JADU?

Yes. A local agency may adopt an ordinance for the creation of JADUs (Gov. Code, § 66333). That ordinance must “[r]equire the recordation of a deed restriction” that includes only a prohibition on the sale of the JADU separate from the sale of the single-family residence and a restriction on the size and attributes of the JADU that conforms with state law (Gov. Code, § 66333, subds. (c)(1), (c)(2)).

Fees

What types of fees are considered impact fees?

Impact fees charged for the construction of ADUs must be determined in accordance with the Mitigation Fee Act and include any monetary exaction other than a tax or special assessment that is charged by a local agency in connection with the approval of an ADU for the purpose of defraying all or a portion of the cost of public facilities relating to the ADU. (Gov. Code, §§ 66324, subd. (a); 66000.) A local agency, special district, or water corporation shall not consider ADUs as a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer services. However, these provisions do not apply to ADUs that are constructed concurrently with a new single-family home. (Gov. Code, § 66324, subds. (b), (d).)

Can impact fees be charged for an ADU less than 750 square feet?

No. An ADU is exempt from incurring impact fees from local agencies, special districts, and water corporations if it is less than 750 square feet. If an ADU is 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit. (Gov. Code, § 66324 subd. (c)(1).) In this specific instance, impact fees also include Quimby fees specified in Government Code section 66477 (Gov. Code, § 66324 subd. (c)(2)).

For ADUs that include a 150 square-foot exterior expansion, the 150 square feet count towards the 750 square-foot limit. For example, a 700 square-foot interior conversion ADU with

a 150 square-foot exterior expansion for ingress and egress would count as an 850 square-foot ADU for the purposes of calculating fees, thus triggering the proportionate fee requirement of Government Code section 66324, subdivision (c).

What is “Proportionality”?

“Proportionality” is some amount in relation to a total amount, in this case, an impact fee for a single-family dwelling. For example, a 2,000 square-foot primary dwelling with a proposed 1,000 square-foot ADU could result in 50 percent of the impact fee that would be charged for a new primary dwelling on the same site. (Gov. Code, § 66324, subd. (c)(1).)

Can school districts charge impact fees?

Yes. School districts are authorized to, but do not have to, levy impact fees for ADUs larger than 500 square feet pursuant to Section 17620 of the Education Code and the Mitigation Fee Act (Gov. Code, § 66000). ADUs less than 500 square feet are not subject to school impact fees. Local agencies are encouraged to coordinate with school districts to carefully weigh the importance of promoting ADUs and to ensure appropriate nexus studies are conducted on fees to facilitate construction or reconstruction of adequate school facilities, as required by the Mitigation Fee Act. Local agencies should not withhold the issuance of a permit to create an ADU or JADU due to the imposition of school fees.

Can I still be charged water and sewer connection fees?

ADUs constructed from existing space and JADUs shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, unless constructed concurrently with a new single-family dwelling (Gov. Code, § 66324, subd. (b)). The connection fee or capacity charge shall be proportionate to the burden of the proposed ADU, based on its square footage or plumbing fixtures as compared to the primary dwelling (Gov. Code, § 66324, subd. (e)).

Fire Protection and Fire Sprinkler Requirements

Can fire sprinklers be required for ADUs?

Only when sprinklers are required for the existing primary residence. Installation of fire sprinklers shall not be required in attached, detached, or converted ADUs if sprinklers are not required by building codes for the existing primary residence. For example, a detached single-family home designed and constructed decades ago would not have been required to have fire sprinklers installed under the applicable building code at the time. However, if the same primary dwelling recently underwent significant alteration and is now required to have fire sprinklers, any ADU created after that alteration must be provided with fire sprinklers. Additionally, the construction of an ADU under this code section shall not trigger a requirement for fire sprinklers for the primary residence. Finally, if a primary dwelling currently does not have fire sprinklers, and an attached ADU is proposed which would trigger fire sprinkler requirements due to the increase in livable space, that requirement shall not be imposed upon the primary dwelling unit. (Gov. Code, §§ 66314, subd. (d)(12); 66323, subd. (d).)

Funding

Is there financial assistance or funding available for ADUs?

Possibly. While at the time of this writing the funds have been exhausted, the California Housing Finance Agency's (CalHFA) ADU Grant Program provided up to \$40,000 in assistance to reimburse qualifying homeowners for predevelopment costs necessary to build an ADU or JADU on a lot with an owner-occupied single-family dwelling unit. The ADU Grant Program was intended to create more housing units in California by providing a grant to reimburse qualifying homeowners for predevelopment costs. Predevelopment costs include, but are not limited to, architectural designs, permits, soil tests, impact fees, property surveys, and energy reports.

Some local agencies are creating funding opportunities for ADU/JADU predevelopment and construction costs, or they are waiving fees.

For local agencies wanting to apply for funding for ADUs and JADUs, some of HCD's funding programs, such as the CalHome Program, the Permanent Local Housing Allocation program, the Prohousing Incentive Program, and the Local Housing Trust Fund Program, do include funding for these housing types as eligible activities.

For more information on local and state funding opportunities for ADU/JADU predevelopment or construction, or funding options for local agencies, please see the Grants and Funding section of our ADU webpage: <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units>.

The Federal Housing Administration (FHA), Freddie Mac, and Fannie Mae also provide loans to support ADUs. The links below include information on these finance programs, including relevant definitions and criteria.

FHA

The FHA recently expanded access to mortgage financing for homes that have or will include ADUs. Specifically, the updated loan policies allow for the inclusion of rental income from the ADU in the borrower's qualifying income and would allow more borrowers to qualify for FHA financing for properties with ADUs. This includes the 203(k) Rehabilitation loan. Note that the 203(k) Rehabilitation loan may only be used to construct an attached ADU.

For more information on the updated policies, please reference the FHA Single Family Housing Policy Handbook at <https://www.hud.gov/sites/dfiles/OCHCO/documents/40001-hsgh-update15-052024.pdf>, or the 2023 Mortgagee Letter that includes specific ADU finance changes in the handbook <https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-17hsgml.pdf>. Interested parties should look to HUD's website for any updates.

Freddie Mac

Freddie Mac now offers several options for adding an ADU to an existing home and financing a purchase with the intention to rent or build an ADU. This includes allowing rental income from ADUs to be included in qualified income for a loan.

For more information, please visit <https://sf.freddiemac.com/docs/pdf/fact-sheet/adu-fact-sheet.pdf>.

Fannie Mae

Fannie Mae now offers financing options for adding an ADU to an existing property, building a home with an ADU using Construction-to-Permanent Financing, and buying a home with an existing ADU.

For more information, please visit <https://singlefamily.fanniemae.com/originating-underwriting/mortgage-products/accessory-dwelling-units>.

Height Requirements

Is there a limit on the height of an ADU?

There is no height limit contained in State ADU Law, but local agencies may impose height limits pursuant to Government Code section 66321, subdivision (b)(4). A local agency may impose a height limit by adopting a compliant ADU ordinance.

A local agency may not impose a height limit that is less than the following:

Detached ADUs

16 feet on a lot with a proposed or existing single-family or multifamily dwelling unit (Gov. Code, § 66321, subd. (b)(4)(A)).

18 feet on a lot with an existing or proposed single-family or multifamily dwelling, including an additional 2 feet to accommodate roof pitch that aligns with the primary dwelling, when the lot is a half-mile from a major transit stop or high-quality transit corridor (Gov. Code, § 66321, subd. (b)(4)(B)). Please see the ADU Glossary for definitions of these terms.

18 feet height on a lot with an existing or proposed multifamily, multistory dwelling (Gov. Code, § 66321, subd. (b)(4)(C)).

If a detached two-story ADU can be built according to the height allowances required under State ADU Law while remaining compliant with the building code, a local agency cannot deny an ADU application to create a two-story ADU, irrespective of the underlying zoning that might restrict a primary dwelling to one story. (Gov. Code, §§ 66321, subd. (b)(4)(D); 66314, subd. (d)(8).)

Attached ADUs

25 feet or the height limitation that applies to the primary dwelling in the local zoning ordinance, whichever is lower (Gov. Code, § 66321, subd. (b)(4)(D)).

Is there a limit on the number of stories of an ADU?

There is no limit on the number of stories contained in State ADU Law. A local agency must allow at least two stories, and an attached ADU may be built to the height of the zoning for the primary dwelling or up to 25 feet, whichever is lower. (Gov. Code, § 66321, subd. (b)(4)(D).)

Are there tools available to determine if a project qualifies for 18 feet in height?

The California State Geoportal features an interactive map and searchable database to assess whether any California address is within a High-Quality Transit Corridor (HQTC) (as described in Public Resources Code sections 21155, 21064.3, and 21060.2). This can assist with determining if your projects are eligible for an extra two feet in height. However, the State ADU Law does not designate a definitive resource for making HQTC proximity determinations. Applicants should go to their Metropolitan Planning Organizations first to find out if they are in a HQTC. If there is not one in their area, then they should go to their local agency.

Homeowners Associations (HOAs)

Can CC&Rs prohibit the construction or use of an ADU or JADU?

No. Sections 714.3 and 4751 of the Civil Code nullify covenants, conditions, and restrictions (CC&Rs) that either effectively prohibit or unreasonably restrict the construction or use of an ADU or JADU on lots zoned to permit single-family residential uses. Such CC&Rs, including operating rules, are void and unenforceable. Applicants who encounter prohibitions of ADUs and JADUs within CC&Rs, whether implicit or explicit, are encouraged to reach out to their local agency.

What restrictions can be placed on an ADU or JADU?

HOAs may impose some limited objective standards on an ADU or JADU, such as requiring, within reason, specific materials, architectural styles, or other design and aesthetic restrictions. However, these standards may not be more stringent than State ADU Law and thereby unreasonably increase the cost to construct or effectively prohibit or extinguish the ability to create or serve an ADU or JADU. (Civ. Code, § 714.3, subd. (b).)

Examples of effective prohibitions, unreasonable costs, and extinguishments of the ability to construct an ADU or JADU may include, but would not be limited to:

- Any delay in reviewing an ADU or JADU for compliance with reasonable restrictions beyond the timeframes required of local agencies (60 days) or that significantly delay the construction or use of an ADU or JADU.
- Requiring alteration to an ADU or JADU application that would cause the property owner to incur substantial costs or forgo the development.
- Imposing a condition that would necessitate re-applying or amending a building permit application that substantially complies with State ADU and JADU Laws.
- Mandating neighboring property owners' approval or agreement for an ADU or JADU application or considering any disapproval or disagreement to the construction or use of an ADU or JADU by the neighbors as part of the local agency's ministerial process to approve or deny the application.
- Restricting the placement or location of an ADU or JADU such that it would be rendered infeasible or unusable by the property owner.

- Requiring major structural elements or design changes beyond the requirements set forth in State ADU and JADU Law that would extinguish the ability to construct or use the ADU or JADU.
- Imposing restrictions that are not objective or not knowable or available to the property owners in advance of submitting the application.
- Levying excessive application fees, conditions, or other financial requirements that would cause the property owner to incur substantial costs or forgo the development, such as requiring owner-occupancy of an ADU or charging excessive maintenance fees that would be unreasonable considering the size of the ADU proportionally to the primary dwelling.

Property owners whose construction or use of an ADU or JADU is impeded by an HOA (or their representatives or agents) are encouraged to reach out to their local agency and to seek legal counsel.

Can an HOA review or influence a local agency's ministerial approval to create or serve an ADU or JADU?

No. An HOA may not influence a local agency's ministerial approval of an ADU or JADU. Local agencies must provide an approval process that only includes ministerial provisions for the approval of ADU permit applications. This approval process shall not include discretionary processes, provisions, or requirements except as provided in Government Code section 66315. Thus, third party reviews by an HOA or their representatives or agents would violate State ADU Law. (Gov. Code, § 66315.) No other local ordinances, policies, or regulations may be applied in the approval or denial of an ADU or JADU permit application (Gov. Code, § 66317, subd. (c)). If a local agency allows an HOA to be involved in any part of an ADU or JADU application process, the local agency is in violation of State ADU Law.

Housing Elements and Prohousing Designation

Do ADUs and JADUs count toward a local agency's RHNA?

Yes. Pursuant to Government Code sections 66330, and 65583.1, ADUs and JADUs may be utilized towards the RHNA and the Housing Element Annual Progress Report (APR) required by Government Code section 65400. To credit a unit toward the RHNA, HCD and the Department of Finance (DOF) utilize the U.S. Census definition of a housing unit. Generally, an ADU, and a JADU with shared sanitation facilities, and any other unit that meets the U.S. Census definition and is reported to DOF as part of the DOF annual City and County Housing Unit Change Survey can be credited toward the RHNA based on the appropriate income level. The housing element or APR must include a reasonable methodology to demonstrate the level of affordability. Local governments can track actual or anticipated affordability to assure ADUs and JADUs are counted towards the appropriate income category. For example, some local governments request and track information such as anticipated affordability as part of the building permit or other local applications.

For more information, please refer to the Housing Element Building Blocks or contact HousingElements@hcd.ca.gov.

What analysis is required to count ADUs toward the RHNA in the housing element?

To count ADUs towards the RHNA in the housing element, local agencies must generally use a three-part approach: (1) development trends, (2) anticipated affordability, and (3) resources and incentives. Development trends must consider ADUs permitted in the prior planning period and may also consider more recent trends. Anticipated affordability can use a variety of methods to estimate the affordability by income group. Common approaches include rent surveys of ADUs, using rent surveys and square footage assumptions and data available through the APR required by Government Code section 65400. Resources and incentives include policies and programs to encourage ADUs, such as prototype plans, fee waivers, expedited procedures, and affordability monitoring programs.

Are ADUs required to be addressed in the housing element?

Yes. The housing element must include a description of zoning available to permit ADUs, including development standards and analysis of potential constraints on the development of ADUs. The element must include programs to address identified constraints. In addition, housing elements must include a plan that incentivizes and promotes the creation of ADUs that can offer affordable rents for very low-, low-, or moderate-income households and requires HCD to develop a list of state grants and financial incentives in connection with the planning, construction, and operation of affordable ADUs. (Gov. Code, § 65583; HSC, § 50504.5.)

Can ADUs and JADUs impact a local agency's Prohousing Designation status?

Yes. To qualify for a Prohousing Designation, a local agency must be in compliance with all applicable state housing laws, such as those mentioned in Government Codes section 65585, subdivision (j), which includes State ADU Law. An approved housing element and any associated programs which promote ADU development will also need to be enacted and in compliance to meet the minimum threshold requirements for a Prohousing Designation. Additionally, ADUs and JADUs are specifically identified within the Prohousing Designation Program as designation criteria under California Code of Regulations, Title 25, section 6606, meaning that an ADU ordinance or program which promotes ADU development beyond the minimum requirements of State ADU Law may score additional points towards their Prohousing Designation. In other words, local agencies that are in violation of State ADU Law will be ineligible for a Prohousing Designation, while local agencies that promote additional ADU development can score additional points towards their Prohousing Designation, and all the benefits that designation provides. (CCR Title 25, §§ 6600-6608).

JADUs

What is a JADU?

A “junior accessory dwelling unit” or JADU is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. (Gov. Code, § 66333.)

Are two JADUs allowed on a lot?

No. Only one JADU may be created per lot zoned for single-family residences with an existing or proposed single-family residence (Gov. Code, § 66333, subd. (a)). The JADU may be created within the walls of the proposed or existing single-family residence, including attached

garages (Gov. Code, § 66333, subd. (d)). If there are multiple detached single-family residential units on one lot, there can only be one JADU.

Can a JADU be created within a “half-plex”?

Yes, a JADU is permitted in a half-plex. A half-plex consists of two primary dwelling units on separate lots that share a dividing wall. One JADU is permitted in each half-plex in areas zoned for single-family use. (Gov. Code, § 66333, subd. (a).) If two units are attached on a single lot (i.e., a duplex), the primary dwelling is considered multifamily and would not qualify for a JADU.

Are JADUs required to have an interior connection to the primary dwelling?

JADUs are required to be within the walls of the primary dwelling but are not required to have an interior connection to the primary dwelling. However, if the JADU does not include a separate bathroom, the JADU must include an interior entrance to the main living area. (Gov. Code, § 66333, subd. (e)(2).)

Are JADUs allowed in detached accessory structures?

No, JADUs are not allowed in accessory structures. The creation of a JADU must be within the single-family residence. As noted above, “enclosed uses” within the residence, such as attached garages, are eligible for JADU creation. (Gov. Code, § 66333, subd. (d).)

Are JADUs allowed to be increased by up to 150 square feet when created within an existing structure?

No. Only ADUs that are created from existing accessory structures are allowed to add up to 150 square feet “beyond the physical dimensions of the existing accessory structure” to provide for ingress or egress (Gov. Code, § 66323, subd. (a)(1)(A)).

Are there any owner-occupancy requirements for JADUs?

Yes. The owner must reside in either the remaining portion of the primary residence or in the newly created JADU. Owner-occupancy is not required when the owner is another governmental agency, land trust, or housing organization. (Gov. Code, § 66333, subd. (b).)

What can local agencies require as part of an “efficiency kitchen”?

An efficiency kitchen is a cooking facility with appliances, a food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the JADU (Gov. Code, § 66333, subds. (f)(1), (f)(2)). A local agency cannot be more restrictive than this definition. Thus, requirements such as counter or cabinet sizes, specified electrical or gas connections, or appliance types are not authorized by State JADU Law.

Are JADUs required to provide parking?

No. Local agencies may not require parking as a condition to permitting a JADU, even when the JADU is converted from an attached garage (Gov. Code, § 66334, subd. (a)).

Local ADU Ordinances and Local Agencies

Should a local ordinance encourage the development of ADUs?

Yes. Pursuant to Government Code section 66310, the California Legislature found and declared that, among other things, California is facing a severe housing crisis and ADUs are a valuable form of housing that meets the needs of family members, students, the elderly, in-home health care providers, people with disabilities, and others. Therefore, ADUs are an essential component of California's housing supply.

Recent changes to State ADU Law intend to address barriers, streamline approval, and expand potential capacity for ADUs, recognizing their unique importance in addressing California's housing needs. The preparation, adoption, amendment, and implementation of local ADU ordinances must be carried out consistently with Government Code section 66310 and must not unduly restrict the creation of ADUs. Local governments adopting ADU ordinances should carefully weigh the adoption of zoning, development standards, and other provisions for impacts on the development of ADUs.

State ADU Law provides the statutory minimum requirements for ADUs and JADUs. Local governments may elect to go beyond this statutory minimum to further the creation of ADUs. (Gov. Code, § 66325, subd. (b).) Many local governments have embraced the importance of ADUs as an important part of their overall housing policies and have pursued innovative strategies.

Can a local agency adopt an ADU “bonus program?”

Yes. One common strategy used by local agencies to promote ADU development is to adopt ADU bonus programs. HCD supports this approach to go above and beyond State ADU Law's requirements to address California's ongoing housing crisis. A successful ADU bonus program should meet the following criteria:

1. The ADU bonus program is completely optional – There is no requirement, and no consequence for not taking part in a local bonus program.
2. The ADU bonus program only offers benefits in addition to the provisions of State ADU Law, not in lieu of them – All state-mandated requirements are granted unconditionally.
3. The ADU bonus program removes one or more physical constraints, such as a limitation on the number of allowable units on a lot, ADU size, height, setback requirements, or a waiver of design and development criteria.

Does HCD have enforcement authority over ADU ordinances?

Yes. Pursuant to Government Code section 66326, subdivision (a), local agencies are required to submit a copy of newly adopted ADU ordinances to HCD within 60 days of adoption. HCD may thereafter provide written findings to the local agency as to whether the ordinance complies with State ADU Law. If HCD finds that the ADU ordinance does not comply with State ADU Law, the local agency must respond to HCD's written findings within 30 days. The local agency shall either amend its ordinance in accordance with HCD's findings, or adopt the ordinance without changes, but include findings in its resolution explaining why the ordinance complies with State ADU Law despite HCD's findings. (Gov. Code, § 66326, subd. (b).)

Although not required by State ADU Law, HCD may continue to offer further technical assistance to the local agency. However, if the local agency does not amend its ordinance in accordance with HCD's findings or adopt a resolution explaining why the ordinance is compliant, HCD shall notify the local agency and may notify the Attorney General that the local agency is in violation of State ADU Law. (Gov. Code, § 66326, subd. (c)(1).) While an ordinance is non-compliant, the local agency shall apply state standards for the approval of ADUs, until the local agency adopts a compliant ordinance. (Gov. Code, § 66316.)

In addition, HCD may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify State ADU Law (Gov. Code, § 66327).

Do local agencies have to adopt an ADU ordinance?

No. Local agencies may choose not to adopt an ADU ordinance. Should a local government choose not to adopt an ADU ordinance, any proposed ADU development would be subject only to the standards set forth in State ADU Law. (Gov. Code, §§ 66315, 66316.) A local agency that adopts an ADU ordinance may impose objective development and design standards in compliance with Government Code section 66314.

Is a local agency required to send an ADU ordinance to HCD?

Yes. A local government, upon adoption of an ADU ordinance, must submit a copy of the adopted ordinance to HCD within 60 days after adoption. After the adoption of an ordinance, HCD may review and submit written findings to the local agency as to whether the ordinance complies with the State ADU Law. (Gov. Code, § 66326, subd. (a).)

Are charter cities and counties subject to the new ADU laws?

Yes. State ADU Law applies to a local agency, which is defined as a city, county, or city and county, whether general law or chartered (Gov. Code, §§ 66312; 66313, subd. (g)).

Do ADU laws apply to areas governed by the Tahoe Regional Planning Agency (TRPA)?

Possibly. The TRPA was formed through a bistate compact between California and Nevada, which elevates its authority above state laws. Under this authority, TRPA has adopted certain restrictions that effectively limit lot coverage on developed land. State ADU Law may conflict to a degree with the TRPA standards, and to the extent that it does, the TRPA law preempts or overrides State ADU Law. For more information, please see: <https://www.trpa.gov/adus/>.

Manufactured Homes

Can a manufactured home be used as an ADU?

Yes. By definition, an ADU includes manufactured homes (Gov. Code, § 66313, subd. (a)(2); HSC, §§ 18007, 18008).

Health and Safety Code section 18007, subdivision (a): “Manufactured home,” for the purposes of this part, means a structure that was constructed on or after June 15, 1976, is transportable in one or more sections, is eight body feet or more in width, or 40 body feet or more in length, in the traveling mode, or, when erected on site, is 320 or more square feet, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. “Manufactured home” includes any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification and complies with the standards established under the National Manufactured Housing Construction and Safety Act of 1974 (42 U.S.C., Sec. 5401, and following).

For more information on Manufactured Homes please contact the Division of Codes and Standards at ContactMH-FBH@hcd.ca.gov.

Mobilehome Parks

Are ADUs permitted on lots within mobilehome parks or special occupancy parks?

No. A lot, as defined in Health and Safety Code sections 18210 and 18862.23, allows for only one manufactured home, mobilehome, or recreational vehicle. Health and Safety Code section 18862.23 also allows one tent, camp car, camping cabin, or camping party on a lot within a special occupancy park.

For more information, please contact the Division of Codes and Standards at: NAOStaff@hcd.ca.gov for Northern CA or SAOStaff@hcd.ca.gov for Southern CA.

Multifamily ADUs

What is considered a multifamily dwelling under State ADU Law?

For the purposes of creating an ADU, a structure with two or more *attached* dwellings on a single lot is considered a multifamily dwelling structure. Multiple detached single-unit dwellings on the same lot are not considered multifamily dwellings for the purposes of State ADU Law.

Does a local agency have to permit ADUs on lots zoned for multifamily use?

Yes. A local agency must permit an attached, detached, or converted ADU on a lot that is zoned to allow single-family or multifamily residential use and includes an existing or proposed dwelling (Gov. Code, § 66314, subds. (d)(2), (d)(3)). An applicant may build a detached or a converted ADU on a site in a residential or mixed-use zone with a proposed or existing multifamily dwelling. (Gov. Code, § 66323, subds. (a)(3), (a)(4).) (See next question for more information.)

How many ADUs are allowed on a multifamily site under Government Code section 66323?

Under Government Code section 66323, an applicant may apply to build up to eight detached

ADUs (Gov. Code, § 66323, subd. (a)(4)(A)) and at least one conversion ADU within an existing multifamily dwelling and up to 25 percent of the number of units in the existing multifamily dwelling (Gov. Code, § 66323, subd. (a)(3)(B)).

Can JADUs be created in multifamily dwelling structures?

No. JADUs may only be constructed on a site with a proposed or existing single-family dwelling in an area zoned for single-family residences; a JADU cannot be constructed on a multifamily site (Gov. Code, § 66333, subd. (a)).

Can a permitting agency impose accessibility standards on ADUs converted from existing space?

Maybe. For more information on ADA standards as they apply to your specific dwelling, please contact the Division of Codes and Standards at HCDBuildingStandards@hcd.ca.gov.

Can a leasing office be converted into an ADU?

Yes. A leasing office within an existing multifamily dwelling structure can be converted to at least one ADU – and up to 25 percent of the existing multifamily dwelling units – provided the ADUs comply with state building standards for dwellings. (Gov. Code, § 66323, subd. (a)(3)(A).)

In addition, a leasing office on a lot with an existing multifamily dwelling may be converted into up to eight detached ADUs, not to exceed the number of existing units on the lot and subject to height limitations in section 66321, subdivision (b), and to rear yard and side setbacks of no more than four feet. (Gov. Code, § 66323, subd. (a)(4)(A).)

Finally, an ADU can be created from an accessory space, including a leasing office, that is either attached to or located within the multifamily structure or an accessory structure, or is detached from the primary dwelling and located on the same lot as the primary dwelling, and complies with other applicable standards. (Gov. Code, § 66314, subd. (d)(3).)

Nonconforming Zoning

Can a local agency refuse to permit an ADU or JADU because of nonconforming zoning conditions?

No. State ADU Law limits a local agency's ability to deny a permit application due to the correction of existing, nonconforming zoning conditions. Nonconforming zoning conditions are physical improvements on a property that do not conform to current zoning standards. (Gov. Code, § 66313, subd. (h)). For 66323 Units, a local agency cannot condition approval on the correction of nonconforming zoning conditions (Gov. Code, § 66323, subd. (c)). For all other ADUs, a local agency may only deny a permit to create an ADU due to zoning non-conformance when the non-conformance creates a threat to public health and safety and is affected by the construction of the ADU (Gov. Code, §§ 66322, subd. (b)).

Owner-Occupancy

Can local agencies require owner-occupancy for an ADU?

No. A local agency cannot impose an owner-occupancy requirement on any ADU (Gov. Code, § 66315).

Parking Requirements

Can ADU parking requirements exceed one space per unit or bedroom?

No. Parking requirements for ADUs shall not exceed one parking space per unit or bedroom, whichever is less (Gov. Code, § 66314, subd. (d)(10)(A)). These spaces may be provided as tandem parking on a driveway (Gov. Code, § 66314, subd. (d)(10)(B)). Guest parking spaces shall not be required for ADUs under any circumstances. In addition, a local agency may not require off-street parking spaces to be replaced when a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU (Gov. Code, § 66314, subd. (d)(11)).

Local agencies may choose to eliminate or reduce parking requirements for ADUs, such as requiring zero or a fraction of a parking space per each ADU (such as a ½ space per unit), to further reduce barriers to ADU construction and to facilitate more development of mixed-modal transportation such as walking and public transit.

Are certain ADUs exempt from parking requirements?

Yes. A local agency shall not impose parking standards on any of the following ADUs, pursuant to Government Code section 66322, subdivision (a):

- 1) ADUs located within one-half mile walking distance of public transit.
- 2) ADUs located within an architecturally and historically significant historic district.
- 3) ADUs that are part of the proposed or existing primary residence or an accessory structure.
- 4) When on-street parking permits are required but not offered to the occupant of the ADU.
- 5) When there is a car share vehicle located within one block of the ADU.
- 6) When a permit application for an ADU is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the ADU or the parcel satisfies any other criteria listed in Government Code section 66322, subdivision (a)(1)-(5).

Parking requirements for ADUs may not exceed one parking space per ADU or per bedroom, whichever is less (Gov. Code, § 66314, subd. (d)(10)). ADUs which have no bedrooms because they are an “efficiency unit” or studio do not increase the bedroom count.

In addition, local agencies may not impose parking requirements on 66323 Units.

Is flexibility for siting ADU parking recommended?

Yes. Local agencies should be flexible when siting parking for ADUs. Off-street parking spaces for the ADU shall be permitted in setback areas in locations determined by the local agency or through tandem parking unless specific findings are made otherwise based on specific site or

regional topographical or fire and life safety conditions. (Gov. Code, § 66314, subd. (d)(10)(B).)

When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU, or converted to an ADU, the local agency shall not require that those off-street parking spaces for the primary unit be replaced (Gov. Code, § 66314, subd. (d)(11)).

Permit Applications and Permitting Agencies

What is an ADU permitting agency?

A permitting agency is “any entity that is involved in the review of a permit for an accessory dwelling unit or JADU and for which there is no substitute, including, but not limited to, applicable planning departments, building departments, utilities, and special districts.” (Gov. Code, § 66313, subd. (k).) See also the Glossary section of this Handbook for this definition.

Are ADUs permitted ministerially?

Yes. ADUs subject to State ADU Law must be considered, approved or denied, and permitted ministerially, without discretionary review or a hearing (Gov. Code, § 66317, subd. (a)). Development standards must be objective to allow for ministerial review (Gov. Code, § 66314, subd. (b)(1)). Objective standards require a uniform benchmark or reference that is knowable by both the permit applicant and the permitting agency prior to the submission of an application to create or serve an ADU (Gov. Code, § 66313, subd. (i)).

What are considered objective standards for ministerial approval?

Examples include numeric and fixed standards such as heights or setbacks, or design standards such as specified colors or materials. See also the Glossary section of this Handbook for the definition of objective standards.

What would be considered subjective standards?

Subjective standards require independent judgement and are open to multiple interpretations. Language such as “privacy,” “compatibility with neighboring properties,” “promoting design harmony and balance,” “must maintain similar architecture style,” or requiring “high quality materials” are subjective and may not be imposed on ADU development (Gov. Code, § 66313, subd. (i)).

What is the process and timeline for reviewing and approving ADU and JADU applications?

Under the Permit Streamlining Act, and whether or not a local agency has adopted an ordinance, a local agency has 30 calendar days to determine whether or not an ADU application is complete. If an application is deemed incomplete, the local agency must provide an exhaustive list of items that were not complete. That list shall be limited to those items actually required on the lead agency’s submittal requirement checklist. (Gov. Code, § 65943, subd. (a).)

If the application is complete, it must be approved or denied ministerially within 60 days from the date the permitting agency received the complete application (Gov. Code, §§ 66317, subd. (a); 66320, subd. (a)). Applicants are responsible for paying all applicable processing and

permitting fees that may be due at the time of application.

What kind of environmental review is required for ADUs and JADUs?

ADUs and JADUs approved ministerially are statutorily exempt from CEQA pursuant to Section 15268 (Ministerial Projects) of the CEQA guidelines and Section 21080, subdivision (b)(1) of the Public Resources Code. In addition, ADUs can be categorically exempt from CEQA pursuant to Sections 15301 and 15303 of the CEQA guidelines, authority cited under Public Resources Code Sections 21083 and 21084. ADU and JADU ordinances are statutorily exempt from CEQA pursuant to Section 21080.17.

What does ministerial review of a permit application involve?

A ministerial review ensures that the permit application meets all the applicable objective standards effective at the time of the review and uses no discretionary judgment, opinion, or subjective standards. Agency staff inspect the submitted application, site plan, and building plans for compliance with applicable standards. This often means that the permitting agency (i.e., planning, building, fire departments and utilities) reviews the application using only checklists. (Gov. Code, §§ 66316, 66317, 66320.)

Can an applicant delay the 60-day timeline?

Yes. If an applicant would like to request a delay on their application for any reason, they may do so. The 60-day period to approve or deny the permit shall be tolled for the period of the delay. (Gov. Code, § 66317, subd. (a).)

When is an ADU permit application “deemed approved” without formal review?

An ADU permit application is “deemed approved” when the permitting agency fails to approve or deny a completed application within 60 days of receiving a completed application (Gov. Code, §§ 66317, subd. (a); 66320, subd. (a)).

Do ADUs need a Certificate of Occupancy?

Yes, property owners must obtain a Certificate of Occupancy from the local agency prior to any residential occupancy of an ADU or JADU (Gov. Code, § 66328; 2022 CBC, § 111).

Can the local agency deny a permit application for an unpermitted ADU that was built before 2020?

A local agency shall not deny a permit for an unpermitted ADU that was constructed before January 1, 2020, due to the ADU being in violation of building standards, non-compliance with State ADU Law, or any local ordinance regulating ADUs (Gov. Code, § 66332, subd. (a)). However, the local agency may deny the permit if the local agency makes a finding that correcting the violation is necessary to protect the health and safety of the public or occupants of the structure, or if the building is deemed substandard pursuant to section 17920.3 of the Health and Safety Code (Gov. Code, § 66332, subds. (b), (c)).

What happens when an application for an ADU is denied?

The permitting agency denying the application must provide the applicant a full set of comments listing items that are defective or deficient and include a description of how the application may be remedied. A full set of comments includes all comments from all reviewers,

from every permitting agency. The 60-day countdown continues until the complete list is provided. (Gov. Code, §§ 66317, 66320.) A local agency which has provided a complete set of correction comments has fulfilled this requirement. Following a denial, a subsequent application resets the 60-day period.

The applicant may address the proposed remedy and resubmit the application to the permitting agency. A local agency may charge a fee to process a resubmitted application. (Gov. Code, § 66335 subd. (c).)

How can I request technical assistance from HCD about the denial of my ADU application?

Questions and requests for technical assistance should be submitted through HCD's [ADU Portal](https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units), which is available on HCD's ADU webpage: <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units>. To reach the portal, navigate to "Contact the ADU Team." Applicants should first work to address the denial with the permitting agency via the agency's process. HCD may provide technical assistance after an application has been submitted. However, HCD may not respond or follow up with a permitting agency if there is no pending application.

Rental Terms

Are rental terms allowed?

Yes. Local agencies may require that ADUs be used for rentals of terms longer than 30 days (Gov. Code, § 66315). ADUs created pursuant to Government Code section 66323 must be rented for terms longer than 30 days (Gov. Code, § 66323, subd. (e)).

Sales and Separate Conveyance

Can ADUs be sold or separately conveyed?

A local agency may adopt a local ordinance to allow separate conveyance of the primary unit and the ADU as condominiums if the ordinance meets specific requirements laid out in Government Code section 66342. In addition, Government Code section 66341 creates a narrow exception to allow separate conveyance of an ADU to a qualified buyer if the property was built or developed by a qualified nonprofit corporation and meets other requirements specified in section 66341.

Senate Bill 9 (SB 9) (Chapter 162, Statutes of 2021)

How does SB 9 work with ADUs?

SB 9 (Gov. Codes, §§ 65852.21, 66411.7) and State ADU Law are complementary. Both laws can be implemented in ways that result in developments with both "SB 9 Units" and ADUs. However, in no case does SB 9 require a local agency to allow more than four units on a single lot, in any combination of primary units and ADUs or JADUs. For example, when a lot split has not occurred, the lot is eligible to receive a second primary unit on the lot under SB 9 and to receive up to two ADUs under State ADU Law. When a lot split occurs under SB 9, each lot is

eligible for up to two units, including, for example, a primary unit and an ADU or JADU. In the case that a lot owner both splits a lot and builds two primary units on each resulting lot under SB 9, State ADU Law is superseded (i.e., neither lot is entitled to an ADU or JADU); in all other cases, State ADU Law applies, up to SB 9's four-unit cap. (Gov. Code, § 66411.7, subd. (j).)

Members of the public with SB 9 complaints are encouraged to share them to the [Housing Accountability Unit Portal](#). Please also see HCD's [SB 9 Fact Sheet](#).

Setbacks

Can setbacks be required for ADUs?

Yes. A local agency may impose objective development standards, such as setbacks, for the creation of ADUs. A setback of no more than four feet from the side and rear lot lines shall be required for an attached or detached ADU (Gov. Code, § 66314, subd. (d)(7)). Additional setback requirements may be required in the Coastal Zone if required by a local Coastal Program (Gov. Code, § 66329).

Are setbacks required for ADUs/JADUs created within an existing structure or replacing an existing structure?

No setback shall be required for an ADU or JADU created within an existing living area or accessory structure or an ADU created in a new structure in the same location and to the same dimensions as an existing structure (Gov. Code, § 66314, subd. (d)(7)).

Can a local agency impose front setbacks?

Yes. A local agency may apply front yard setbacks for ADUs, but front yard setbacks cannot preclude an ADU of at least 800 square feet from being built on the property, even if that ADU would exist partially or wholly within the front setback (Gov. Code, § 66321, subd. (b)(3)).

Can a local agency require an ADU be built in an alternate location to comply with front setback requirements?

Maybe. Local agencies may set objective standards, including front setbacks. However, a permitting agency may not require that an ADU of up to 800 square feet be built in an alternative location based on discretionary, or non-objective, standards. Requiring an alternative site, using objective standards, to comply with front setback requirements must not be overly burdensome such that it unreasonably restricts the ability of homeowners to create ADUs in zones in which they are authorized by local ordinance. (Gov. Code, §§ 66321, subd. (b)(3); 66311.)

Is there a distance requirement between an ADU and other structures on the lot?

State ADU Law does not address the distance between an ADU and other structures on a lot. A local agency may impose objective development standards for the creation of some ADUs, and all ADUs must comply with local building codes. However, development standards should not unreasonably restrict the creation of ADUs. (Gov. Code, § 66311.) Minimum distance or other requirements may not be applied if they would unreasonably restrict the creation of ADUs, unless they are a requirement of a Building or Fire Code (Gov. Code, § 66314, subd. (d)(8)).

Size Requirements and Restrictions

How is the square footage of an ADU or JADU calculated?

The CBC provides the minimum standards to which all buildings in California must be built (California Building Code, Vol. 2, 1.1.3). The CBC also allows local agencies to adopt amendments, additions, or deletions to the provisions of the CBC which are reasonably necessary and are more restrictive than the CBC's standards (California Building Code, Vol. 2, 1.1.8).

The CBC defines "Floor Area, Gross" as "[t]he floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts."

Government Code section 66314, subdivision (d)(8) states that a local ADU ordinance must require ADUs to comply with local building codes. Thus, when a local agency has not adopted specific changes to the CBC in its local building standards, then the CBC standards, and in this case the definition of floor area, shall apply. If the local agency has made specific amendments, additions, or deletions relating to the definition of "Floor Area" within its local building standards, then those altered definitions shall apply.

Can minimum lot size requirements be imposed on ADUs?

No. Local governments may not include minimum lot size requirements for ADUs (Gov. Code, § 66314, subd. (b)(1)).

Can lot coverage or floor area ratio preclude an ADU?

Limits on lot coverage or any floor area ratio requirements cannot preclude the creation of an ADU of at least 800 square feet that maintains four-foot rear and side setbacks. While floor area ratio and lot coverage requirements can be applied to other ADUs, such requirements must not unreasonably restrict the creation of ADUs. (Gov. Code, §§ 66321, subd. (b)(3); 66311.)

Can minimum and maximum unit sizes be established for ADUs?

Yes. A local government may, by ordinance, establish minimum and maximum unit size requirements for both attached and detached ADUs; however, maximum unit size requirements must allow an ADU of at least 850 square feet, or 1,000 square feet for ADUs with more than one bedroom. (Gov. Code, § 66321, subd. (b)(2).) For local agencies without a compliant ADU ordinance, maximum unit sizes are 1,200 square feet for a new detached ADU (Gov. Code, § 66314, subd. (d)(4)) and up to 50 percent of the floor area of the existing primary dwelling for an attached ADU (at least 800 square feet) (Gov. Code, §§ 66314, subd. (d)(5); 66321, subd. (a)(3)). Finally, the local agency must not establish by ordinance a minimum square footage requirement that prohibits the development of an efficiency unit as defined in Health and Safety Code section 17958.1. An efficiency unit may be as small as 150 square feet in floor area (HSC, § 17958.1).

The conversion of an existing accessory structure or a portion of the existing primary residence to an ADU is not subject to unit size requirements. (Gov. Code, § 66323, subd. (a)(1).)

Can open space or landscaping requirements be used to limit the size of or deny an ADU permit?

No. A local agency's open space zoning requirements may not deny an ADU of at least 800 square feet with four-foot rear and side setbacks (Gov. Code, § 66321, subd. (b)(3)). In addition, 66323 Units are not subject to local open space and landscaping requirements in an ADU ordinance (Gov. Code, § 66323, subd. (b)).

Can a percentage of the primary dwelling be used to limit the maximum size of an attached ADU?

Yes. Local agencies may utilize a percentage (e.g., not greater than 50 percent) of the existing primary dwelling as a maximum unit size for attached ADUs, but only if it does not restrict an ADU's size to less than 850 square feet, or 1,000 square feet for ADUs with more than one bedroom (Gov. Code, §§ 66314, subd. (d)(4); 66321 (b)(2)).

Can maximum unit sizes exceed 1,200 square feet for ADUs?

Yes. Maximum unit sizes can exceed 1,200 square feet for ADUs through the adoption of a less stringent local ADU ordinance. State ADU Law does not limit the authority of local agencies to adopt less restrictive requirements for the creation of ADUs. (Gov. Code, § 66325, subd. (b).)

Solar Requirements

Are solar systems required for newly constructed ADUs?

Yes, newly constructed ADUs are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, detached ADU (though some exceptions apply). Per the California Energy Commission (CEC), the solar systems can be installed on the ADU or on the primary dwelling unit. ADUs that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the California Energy Code requirement to provide solar systems.

Please refer to the CEC on this matter. For more information, see the CEC's website at www.energy.ca.gov. You may email your questions to title24@energy.ca.gov, or contact the Energy Standards Hotline at 800-772-3300. CEC memos can also be found on HCD's website at <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units>.

Tiny Homes

Are “tiny homes” considered ADUs?

Possibly. While State ADU Law does not specifically reference “tiny homes,” “tiny home” is an industry term that can mean different structures or vehicles. If the unit meets the definition of an ADU in Government Code section 66313, subdivision (a), it is subject to ADU Law. For

more information on “tiny homes,” see Information Bulletin 2016-01 at <https://www.hcd.ca.gov/policy-research/docs/hcd-bulletin-tiny-home-ib-2016-01.pdf>. You may also contact HCD’s Division of Codes and Standards at ContactMH-FBH@hcd.ca.gov.

Types of ADUs

What are attached ADUs?

An attached ADU is a newly created (constructed) dwelling structure that structurally abuts (and connects to) an existing or proposed primary dwelling or accessory structure (Gov. Code, § 66314, subd. (d)(3)). This can be constructed on top of or below the primary dwelling. The attached ADU extends beyond the building plane of the existing or proposed primary dwelling unit. An attached ADU shall not exceed 50 percent of the existing primary dwelling’s floor area size. (Gov. Code, § 66314, subd. (d)(4).)

Examples of attached ADUs include, but are not limited to:

- An ADU addition to a duplex.
- An ADU built on top of an attached garage.
- An ADU built as a new second story of a single-family dwelling.
- An ADU built in a newly constructed basement.

What are converted ADUs?

Converted ADUs are dwelling units that are created from existing space within proposed or existing primary dwelling units or existing accessory structures. For single family residences, the converted ADU is created from the proposed or existing space of the single-family residence or the existing space of an accessory structure. For multifamily dwelling structures, the converted ADUs are created from portions of the multifamily dwelling structures that are not used as livable space (i.e., storage rooms, passageways, etc.). (Gov. Code, § 66323, subds. (a)(1), (a)(3)(A).)

What standards apply to ADU conversions?

Objective standards related to height, lot coverage, landscape, design, development, and architectural standards in the local ADU ordinance do not apply to ADU conversions. However, since ADU conversions are created within an existing structure, the height of ADU conversions are limited to the dimension of the original structure. ADU conversions are not subject to setback requirements because they are created within an existing living area or are constructed in the same location and to the same dimensions as an existing structure. (Gov. Code, § 66323, subds. (a)(1), (a)(3)(A).) ADU conversions are subject to all applicable building, health and safety, and fire standards for dwellings.

Can accessory structures be converted into an ADU?

Yes. The conversion of detached garages, sheds, and other existing detached accessory structures into ADUs is permitted by State ADU Law (Gov. Code, §§ 66314, subd. (d)(3); 66323, subds. (a)(1), (a)(3)(A)).

What are Detached ADUs?

Detached ADUs are newly constructed dwelling units that are created on a lot with an existing or proposed single-family or multifamily dwelling structure but are detached from the primary dwelling (Gov. Code, §§ 66314, subd. (d)(3); 66323, subds. (a)(1), (a)(2), (a)(4)(A)).

Can detached ADUs on multifamily lots be attached to each other?

Yes. Multifamily lots qualify for two detached, new construction ADUs on lots with a proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, not to exceed the total number of existing units on the lot. These ADUs are detached from the primary multifamily structure but do not have to be detached from each other or other accessory structures on the lot. (Gov. Code, § 66323, subd. (a)(4)(A).)

For more information on 66323 Units, please see the “66323 Units” section above.

Unpermitted Structures and ADUs

Can a local agency deny a permit for an unpermitted ADU or JADU built prior to January 1, 2020?

Local agencies may not deny a permit for an unpermitted ADU or JADU created prior to January 1, 2020. An inspector from the local agency may inspect the unit for compliance with health and safety standards and provide recommendations to comply with health and safety standards necessary to obtain a permit. If the inspector finds noncompliance with health and safety standards, the local agency shall not penalize an applicant for having the unpermitted ADU or JADU and shall approve necessary permits to correct noncompliance with health and safety standards (Gov. Code, § 66332, subd. (f)). However, the local agency may deny a permit if it finds that the building is substandard. This does not preclude the local agency from pursuing enforcement action on these violations, and an applicant may be required to make alterations or repairs accordingly. (Gov. Code, § 66332.)

How does an applicant know what items are related to health and safety and may lead to needing corrections for an unpermitted ADU or JADU?

A local agency shall inform the public about the provisions of this section through public information resources, including permit checklists and the local agency’s internet website, which shall include both of the following: (1) a checklist of the conditions specified in Section 17920.3 of the Health and Safety Code that would deem a building substandard, and (2) information that, before applying for a permit, the homeowner may obtain a confidential third-party code inspection from a licensed contractor to determine the unit’s existing condition or potential scope of building improvements (Gov. Code, § 66332, subd. (d)(1), (d)(2)).³

Can a local agency charge impact, connection, or capacity fees for an unpermitted ADU or JADU built prior to January 1, 2020?

No. A homeowner applying for a permit for a previously unpermitted ADU or JADU constructed

³ See the Department of Consumer Affairs’ Contractors State License Board’s contractor license check resource, available at <https://www2.cslb.ca.gov/online services/checklicense/checklicense.aspx>.

before January 1, 2020, shall not be required to pay impact fees or connection or capacity charges to obtain a permit if they provide written evidence that their household income does not exceed the definition of a low- or moderate-income household, as defined in Section 50093 of the Health and Safety Code (Gov. Code, § 66332, subd. (e)).

Utilities

Can a local agency, special district, or water corporation require a new or separate connection for an ADU?

ADUs and JADUs created from the existing space of a primary dwelling or accessory structure pursuant to Government Code section 66323, subdivision (a)(1), cannot be required to install a new or separate connection unless the ADU is constructed concurrently with a new single-family dwelling. For all other ADUs not created pursuant to Government Code section 66323, subdivision (a)(1), a new or separate connection directly from the utility to the ADU may be required (Gov. Code, § 66324, subds. (d), (e)).

What if I have questions about electrical or gas utilities in connection with an ADU?

HCD does not have authority over issues related to gas and electrical services. If an applicant believes that a local utility provider is not complying with connection requirements, fee schedules, or other issues that impact the creation of or service of an ADU, the applicant can file a complaint with the appropriate agency.

For privately owned public utilities such as PG&E, contact the California Public Utilities Commission (CPUC) by using CPUC's online complaint form, by calling 1-800-649-7570, or by sending a letter to:

California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102-3298

For publicly owned utilities such as SMUD, the applicant will need to contact the utility directly and follow their complaint process.

Zoning, Development, and Other Standards

Are ADUs allowed jurisdiction-wide?

No. Local agencies may, by ordinance, designate where ADUs are permitted within zones that allow residential use. However, any limits on where ADUs are allowed may only be based on the adequacy of water and sewer service and on the impacts on traffic flow and public safety. (Gov. Code, § 66314, subd. (a).)

Local governments may not preclude the creation of ADUs altogether, and any limitation should be accompanied by detailed findings of fact explaining why ADU limitations are required and consistent with these factors. If a lot with a residence has been rezoned to a use that does not allow for residential uses, that lot is no longer eligible for an ADU. (Gov. Code, §§

66314; 66323, subd. (a).) Impacts on traffic flow should consider factors like lower car ownership rates for ADUs. Finally, local governments may develop alternative procedures, standards, or special conditions with mitigations for allowing ADUs in areas with potential health and safety concerns.

Can local agencies restrict ADUs based on Fire Hazard Severity Zones or other environmental hazards?

HCD understands that extreme weather conditions occur, and the threat of destructive wildfires cannot be ignored. Some agencies have used the High (HFHSZ) and Very High Fire Hazard Severity Zone (VHFHSZ) maps provided by CAL FIRE to mark areas where ADUs may be restricted or prohibited altogether. However, according to CAL FIRE, the HFHSZ and VHFHSZ maps are intended to govern building materials used in construction and defining zones of defensibility around structures. These are *not* intended to restrict housing development. The presence of a High Fire Hazard Severity Zone is not a conclusive rationale to warrant restricting ADUs. A restriction based on the threat to public safety should be supported with findings detailing the impact of ADUs on public safety. (Gov. Code, § 66314, subd. (a).)

Can an ADU application be denied due to lot density?

No. An ADU ordinance shall provide that ADUs do not exceed the allowable density on the lot (Gov. Code, § 66314, subd. (c)). Additionally, ADUs which conform to Government Code section 66314 shall not be considered to exceed the allowable density for the lot (Gov. Code, §§ 66314, subd. (c); 66319).

Can ADUs serve to qualify a project for a density bonus pursuant to State Density Bonus Law (SDBL), even though the general plan designation on the site allows less than five primary units?

Yes. A project initially qualifies under the SDBL when the project's "total units," as defined in the SDBL (i.e., the number of units in the project *before* a density bonus is received) meet or exceed five units (Gov. Code, § 65915, subd. (o)(8)). Although the SDBL makes no mention of ADUs in its text, it likewise does not expressly narrow the definition of unit to exclude ADUs. Provided they are counted within the total units of the project, ADUs are a type of housing unit that may be counted for the purposes of achieving the five total unit minimum.

If ADUs can be used to qualify a project under the SDBL's minimum total unit requirement, can they likewise be used to calculate a density bonus?

No. The calculation of a density bonus is based solely on a site's maximum allowable residential density, which does not include ADUs. A density bonus is defined as "a density increases over the otherwise maximum allowable gross residential density..." (Gov. Code, § 65915, subd. (f)). Maximum allowable residential density is defined as "the greatest number of units allowed under the zoning ordinance, specific plan, or land use element of the general plan." (Gov. Code, § 65915, subd. (o)(6).) As an example, if the zoning ordinance allows up to two units and the general plan allows up to three, the applicable maximum allowable residential density (i.e., base density) on the site is three units, even though the addition of two ADUs brings the total units to five (see question above). The density bonus would then be calculated on top of a base density of three units, not five.

Can a local government apply design and development standards?

Yes. With an adopted ADU ordinance in compliance with State ADU Law, a local government may apply objective development and design standards that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historical Resources. These standards must be objective to allow ministerial review of an ADU. (Gov. Code, §§ 66314, subd. (b)(1); 66316.) ADUs created under Government Code section 66323 shall not be subject to design and development standards except for those that are specified in section 66323. (Gov. Code, § 66323, subds. (a), (b)).

Can an ADU be built in a historic district or if the primary residence is subject to historic preservation?

Yes. ADUs are allowed within a historic district and on lots where the primary residence is subject to historic preservation. State ADU Law allows for a local agency to impose standards that prevent adverse impacts on any real property that is listed in the California Register of Historical Resources. (Gov. Code, § 66314, subd. (b)(1).)

As with non-historic resources, an agency may impose objective standards that do not unreasonably restrict the creation of ADUs (Gov. Code, § 66311). Local agencies are encouraged to incorporate these standards into their ordinances and to submit these standards along with their ordinances to HCD.

How should demolition of garages in conjunction with the permitting of an ADU be handled by a local or permitting agency?

The local or permitting agency must review and issue the demolition permit and ADU application at the same time. The applicant shall not be required to provide written notice or post a placard for the demolition of the garage unless the property is located in an architecturally and historically significant historic district. (Gov. Code, § 66314, subds. (e), (f).)

Resources



Changes to State ADU Laws

AB 2533

AB 2533 (Chapter 834, Statutes of 2024) made various changes to State ADU Law (Gov. Code, § 66332) regarding unpermitted ADUs and goes into effect on January 1, 2025. This bill:

- Prohibits a local agency from denying a permit for an unpermitted ADU or JADU that was constructed before January 1, 2020, for those violations, unless the local agency makes a finding that correcting the violation is necessary to comply with conditions that would otherwise deem a building substandard.
- Requires a local agency to inform the public about the provisions prohibiting denial of a permit for an unpermitted ADU or JADU.
- Requires this information to include a checklist of the conditions that deem a building substandard and to inform homeowners that, before submitting a permit application, the homeowner may obtain a confidential third-party code inspection from a licensed contractor.
- Prohibits a local agency from requiring a homeowner to pay impact fees or connection or capacity charges except under specified circumstances.
- Authorizes an inspector from a local agency, upon receiving an application for a permit for a previously unpermitted ADU or JADU constructed before January 1, 2020, to inspect the unit for compliance with health and safety standards and provide recommendations to comply with health and safety standards.

- Prohibits the local agency from penalizing an applicant for having the unpermitted ADU and would require the local agency to approve necessary permits to correct noncompliance with health and safety standards.

SB 1211

SB 1211 (Chapter 296, Statutes of 2024) made various changes to State ADU Law (Gov. Code, §§ 66313, 66314, 66323) with regard to replacement parking and 66323 Units on lots with existing or proposed multifamily dwellings and goes into effect on January 1, 2025. This bill:

- Defines “livable space” as a space in a dwelling intended for human habitation, as the term appears in Government Code sections 66313, subdivision (e), and 66323, subdivision (a)(3)(A).
- Specifies that uncovered, off-street parking spaces demolished in conjunction with the construction of an ADU do not need to be replaced.
- Authorizes up to eight detached ADUs on a lot with an existing multifamily dwelling, provided that the number of ADUs does not exceed the number of existing units on the lot.
- Prohibits a local agency from imposing any objective development standards on 66323 Units that are not authorized by the provisions of Government Code section 66323, subdivision (a).

SB 477

SB 477 (Chapter 7, Statutes of 2024) made changes to the numbering of the sections of Government Code for State ADU and JADU Laws. The bill went into effect on March 25, 2024.

New Government Code Sections	Previous Government Code Sections
Article 1. General Provisions	
66310	65852.150 (a)
66311	65852.150 (b)
66312	65852.150 (c)
66313	General Definition Section 65852.2 (j) 65852.22 (j)
Article 2. Accessory Dwelling Unit Approvals	
66314	65852.2 (a)(1)(A), (D)(i)-(xii), (a)(4)-(5)
66315	65852.2 (a)(8)
66316	65852.2 (a)(6)
66317	65852.2 (a)(3), (a)(7)
66318	65852.2 (a)(9) 65852.2 (a)(2)

New Government Code Sections	Previous Government Code Sections
66319	65852.2 (a)(10)
66320	65852.2 (b)
66321	65852.2 (c)
66322	65852.2 (d)
66323	65852.2 (e)
66324	65852.2 (f)
66325	65852.2 (g)
66326	65852.2 (h)
66327	65852.2 (i)
66328	65852.2 (k)
66329	65852.2 (l)
66330	65852.2 (m)
66331	65852.2 (n)
66332	65852.23.
Article 3. Junior Accessory Dwelling Units	
66333	65852.22 (a)
66334	65852.22 (b)
66335	65852.22 (c)
66336	65852.22 (d)
66337	65852.22 (e)
66338	65852.22 (f)-(g)
66339	65852.22 (h)
Article 4. Accessory Dwelling Unit Sales	
66340	65852.26 (b)
66341	65852.26 (a)
66342	65852.2 (a)(10)

Note: The statutory references below have been adjusted to the new numbering described above.

AB 976 and AB 1033

AB 976 (Chapter 751, Statutes of 2023) and AB 1033 (Chapter 1033, Statutes of 2023) made changes to State ADU Law (Gov. Code, §§ 66310-66342) regarding the occupancy, sale, and separate conveyance of ADUs and went into effect on January 1, 2024. These bills:

- Removed the existing 2025 sunset prohibition on a local agency imposing an owner-occupancy requirement on any ADU and would instead prohibit a local agency from requiring owner-occupancy for an ADU (Gov. Code, § 66315).
- Authorized a local agency to adopt a local ordinance to allow the separate conveyance of the primary dwelling unit and ADU(s) as condominiums, subject to certain conditions (Gov. Code, §§ 66340-66342). Specifically:
 - Condominiums shall be created pursuant to the Davis-Stirling Common Interest Development Act.
 - Condominiums shall be created in conformance with the Subdivision Map Act.

- Requires a safety inspection of the ADU prior to recordation of the condominium plan.
- Requires lienholders' consent prior to recordation of the subdivision map or condominium plan.
- The local agency shall provide notice to consumers regarding requirements, establishment of condominium, and lienholder consent.
- Requires homeowner notice to utilities.
- The owner of a separate interest in an existing planned development must obtain express written authorization from the association.

AB 1332

AB 1332 (Chapter 759, Statutes of 2023) added section 65852.27 to the Government Code to expedite the approval of ADUs and went into effect on January 1, 2024. This bill:

- Requires the local agency to develop a program for the preapproval of ADU plans by January 1, 2025.
- Requires the local agency to accept ADU plan submissions for preapproval from any party and approve or deny applications pursuant to standards established in Government Code sections 66314-66342.
- Requires the local agency to post preapproved ADU plans and the contact information of the applicant on the local agency's internet website.
- Allows the local agency to also post plans pre-approved by other local or state agencies.
- Authorizes a local agency to charge a fee to an applicant for the preapproval of an ADU plan.
- Requires a local agency to approve or deny within 30 days an application for a detached ADU that utilizes either a plan preapproved by the local agency or another agency within the state, or a plan that is identical to a plan in a previously approved application for a detached ADU. The plans must be valid within the current triennial California Building Standards Code rulemaking cycle.

AB 434

AB 434 (Chapter 740, Statutes of 2023) modified amended Government Code section 65585, subdivision (j), by adding State ADU Law (Gov. Code, §§ 66310-66342) and SB 9 (Gov. Code, §§ 65852.21, 66411.7), among others, to the list of laws that HCD is authorized to enforce, including HCD's authority to notify a city, county, city and county, or the Attorney General when the planning agency of a city, county, or city and county fails to comply with those laws. The bill went into effect on January 1, 2024.

AB 345

AB 345 (Chapter 343, Statutes of 2021) built upon recent changes to State ADU Law, to require cities to allow the separate conveyance of ADUs from the primary dwelling in certain

circumstances, provided they meet certain conditions, including those listed below, found in Government Code section 66341:

- The ADU or primary dwelling was built or developed by a qualified nonprofit (Gov. Code, § 66341, subd. (a)).
- There is an enforceable restriction on the use of the property between the low-income buyer and nonprofit that satisfies the requirements of Section 402.1 of the Revenue and Taxation Code (Gov. Code, § 66341, subd. (b)).
- The entire property is subject to the affordability restrictions to assure that the ADU and primary dwelling are preserved for owner-occupied, low-income housing for 45 years and are sold or resold only to a qualified buyer (Gov. Code, § 66341, subd. (c)).
- The property is held in a recorded tenancy in common agreement that meets certain requirements (Gov. Code, § 66341, subd. (c)).

AB 345 does not apply to JADUs, and local ordinances must continue to prohibit JADUs from being sold separately from the primary residence.

AB 3182

AB 3182 (Chapter 198, Statutes of 2020) built upon recent changes to ADU Law, specifically Government Code sections 66310-66342 and Civil Code Sections 4740 and 4741, to further address barriers to the development and use of ADUs and JADUs.

This legislation, among other changes, addressed the following:

- States that an application for the creation of an ADU or JADU shall be deemed approved (not just subject to ministerial approval) if the local agency has not approved or denied the completed application within 60 days (Gov. Code, § 66317, subd. (a)).
- Requires ministerial approval of an application for a building permit within a residential or mixed-use zone to create one ADU and one JADU per lot (not one or the other), within the proposed or existing single-family dwelling, if certain conditions are met (Gov. Code, § 66323, subd. (a)(1)(A)).
- Provides for the rental or leasing of a separate interest ADU or JADU in a common interest development, notwithstanding governing documents that otherwise appear to prohibit renting or leasing of a unit, and without regard to the date of the governing documents (Civ. Code, §§ 4740, subd. (a); 4741, subd. (a)).
- Provides that not less than 25 percent of the separate interest units within a common interest development be allowed as rental or leasable units (Civ. Code, § 4741, subd. (b)).

AB 68, AB 881, and SB 13

AB 68 (Chapter 655, Statutes of 2019), AB 881 (Chapter 659, Statutes of 2019), and SB 13 (Chapter 653, Statutes of 2019) built upon recent changes to State ADU and JADU Law and further address barriers to the development of ADUs and JADUs.

This legislation, among other changes, addresses the following:

- Prohibits local agencies from including in development standards for ADUs requirements on minimum lot size. (Gov. Code, § 66314, subd. (b)(1)).
- Clarifies that areas designated by local agencies for ADUs may be based on the adequacy of water and sewer services, as well as on impacts on traffic flow and public safety (Gov. Code, § 66314, subd. (a)).
- Eliminates all owner-occupancy requirements by local agencies for ADUs approved between January 1, 2020, and January 1, 2025 (Gov. Code, § 66315).
- Prohibits a local agency from establishing a maximum size of an ADU of less than 850 square feet, or 1,000 square feet if the ADU contains more than one bedroom and requires approval of a permit to build an ADU of up to 800 square feet (Gov. Code, § 66321, subs. (b)(2), (b)(3)).
- Clarifies that when ADUs are created through the conversion of a garage, carport or covered parking structure, replacement of off-street parking spaces cannot be required by the local agency (Gov. Code, § 66314, subd. (d)(11)).
- Reduces the maximum ADU and JADU application review time from 120 days to 60 days (Gov. Code, §§ 66317, subd. (a); 66335, subd. (2)).
- Clarifies that “public transit” includes various means of transportation that charge set fees, run on fixed routes, and are available to the public (Gov. Code, § 66313, subd. (m)).
- Establishes impact fee exemptions and limitations based on the size of the ADU. ADUs up to 750 square feet are exempt from impact fees, and ADUs that are 750 square feet or larger may be charged impact fees but only such fees that are proportional in size (by square foot) to those for the primary dwelling unit (Gov. Code, § 66324, subd. (c)(1)).
- Defines an “accessory structure” to mean a structure that is accessory and incidental to a dwelling on the same lot (Gov. Code, § 66313, subd. (b)).
- Authorizes HCD to notify the local agency if HCD finds that the local ADU ordinance is not in compliance with state law (Gov. Code, § 66326, subd. (b)(1)).
- Clarifies that a local agency may identify an ADU or JADU as an adequate site to satisfy its Regional Housing Needs Allocation (RHNA) (Gov. Code, § 65583.1, subd. (a)).
- Permits JADUs even where a local agency has not adopted an ordinance expressly authorizing them (Gov. Code, § 66320).
- Allows a permitted JADU to be constructed within the walls of the proposed or existing single-family residence and eliminates the required inclusion of an existing bedroom and an interior entry into the single-family residence (Gov. Code, § 66333, subd. (d)).
- Requires, upon application and approval, a local agency to delay enforcement against a qualifying substandard ADU for five years to allow the owner to correct the violation, so long as the violation is not a health and safety issue, as determined by the enforcement agency (Gov. Code, § 66331; HSC, § 17980.12).

AB 587, AB 670, and AB 671

In addition to the legislation listed above, AB 587 (Chapter 657, Statutes of 2019), AB 670 (Chapter 178, Statutes of 2019), and AB 671 (Chapter 658, Statutes of 2019) also have an

impact on State ADU Law, particularly through Health and Safety Code section 17980.12.

These pieces of legislation, among other changes, address the following:

- AB 587 creates a narrow exemption to the prohibition for ADUs to be sold or otherwise conveyed separately from the primary dwelling by allowing deed-restricted sales to occur if the local agency adopts an ordinance. To qualify, the primary dwelling and the ADU are to be built by a qualified nonprofit corporation whose mission is to provide units to low-income households. (Gov. Code, § 66340, 66341.)
- AB 670 provides that covenants, conditions, and restrictions that either effectively prohibit or unreasonably restrict the construction or use of an ADU or JADU on a lot zoned for single-family residential use are void and unenforceable (Civ. Code, § 4751)).
- AB 671 requires local agencies' housing elements to include a plan that incentivizes and promotes the creation of ADUs that can offer affordable rents for very low-, low-, or moderate-income households and requires HCD to develop a list of state grants and financial incentives in connection with the planning, construction, and operation of affordable ADUs (Gov. Code, § 65583; HSC, § 50504.5)).

Summary Table of Statutory Changes

Bill	Statute Amended	Section	Year Effective
AB 670 (2019)	Civil Code	4751	2020
AB 671 (2019)	Government Code	65583 (c)(7)	2020
AB 671 (2019)	Health and Safety Code	50504.5	2020
AB 3182 (2020)	Civil Code	4740 4741	2021
AB 345 (2021)	Government Code	65852.26	2022
SB 9 (2021)	Government Code	65852.21 66411.7	2022
AB 1584 (2022)	California Civil Code	714.3	2022
SB1069 (2016) AB 2299 (2016) SB 229 (2017) AB 494 (2017) AB 881 (2019) AB 68 (2019) SB 13 (2019) AB 3182 (2020) AB 345 (2021) AB 2221 (2022) SB 897 (2022) AB 976 (2023) AB 1033 (2023)	Government Code	65852.2	2023
AB 2406 (2016) AB 881 (2019) SB 897 (2022)	Government Code	65852.22	2023
SB 897 (2022)	Health and Safety Code	17980.12	2023
AB 1332 (2023)	Government Code	65852.27	2024
AB 434 (2023)	Government Code	65585 (j)	2024
SB 477 (2024)	Government Code	65852.150 65852.2 65852.22 65852.23 65852.26	2024
AB 2533 (2024)	Government Code	66322	2025

SB 1211 (2024)	Government Code	66313 66314 66323	2025
AB 3057 (2024)	Public Resources Code	21080.17	2025
SB 1077 (2024)	Public Resources Code	30500.5	2026

2023 and 2024 State ADU Legislation

- AB 1033 (2023): This law allows homeowners to convert ADUs into condominiums, enabling the separate sale of ADUs from the primary residence.
- AB 976 (2023): This legislation permanently prohibits local governments from imposing owner-occupancy requirements on ADUs, allowing homeowners to rent out ADUs without residing on the property.
- AB 434 (2023): This bill empowers HCD to enforce streamlined processing of ADU applications, ensuring compliance with State laws and expediting approvals
- SB 1211 (2024): This law allows the construction of up to eight detached ADUs on properties with existing multifamily dwellings, provided the number of ADUs does not exceed the number of existing units. It also eliminates the requirement to replace parking spaces when they are demolished or converted to build an ADU.
- AB 2533 (2024): This bill introduces new requirements for local ADU ordinances to ensure they align with State laws, aiming to streamline the approval process and reduce regulatory barriers for ADU construction (e.g., removes requirements for impact fees, service connections, and capacity charges in most cases). This law extends ADU amnesty to ADUs and JADUs that were constructed without a permit before 2020 (while previous law gave amnesty to structures built before 2018). In addition, AB 2533 requires jurisdictions to post information about obtaining a permit for an unpermitted ADU/JADU on its website.
- SB 1077 (2024): This legislation requires the California Coastal Commission and HCD to develop guidance on the development of ADUs and JADUs in coastal areas, addressing unique challenges in these regions.
- AB 3057 (2024): This law streamlines the process for local governments to permit and facilitate the construction of JADUs, creating more affordable living spaces throughout the state.



Jan 13, 2025

Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

By Email: tkullaway@townofsananselmo.org; sburdo@townofsananselmo.org;
cwalker@townofsananselmo.org; EileenBurke100@gmail.com;
yschlesinger@townofsananselmo.org; towncouncil@sananselmo.gov

CC: planning@sananselmo.gov; megan@ehc.law; ddonery@sananselmo.gov;
savila@sananselmo.gov

Re: Proposed Amendments to the Town's Accessory Dwelling Unit and Junior Accessory Dwelling Unit Regulations

Dear San Anselmo Town Council,

The California Housing Defense Fund ("CalHDF") submits this letter as a public comment concerning item 2.1 on the agenda for the Town Council meeting scheduled for January 14, 2025, an amendment to the Town's regulations for ADUs and JADUs. This proposed ordinance fails to comply with state law in several ways, and the Town should address these problems before approving the ordinance.

Background

The law gives local governments authority to enact zoning ordinances that implement a variety of development standards on ADUs. (Gov. Code, § 66314.) The standards in these local ordinances are limited by state law so as not to overly restrict ADU development. (See *id.*) Separately from local ADU ordinances, Government Code section 66323 prescribes a narrower set of ADU types that cities have a ministerial duty to approve. "Notwithstanding Sections 66314 to 66322 ... a local agency shall ministerially approve" these types of ADUs. (*Id.* at subd. (a).) This means that ADUs that satisfy the minimal requirements of section 66323 must be approved regardless of any contrary provisions of the local ADU ordinance. (*Ibid.*) Local governments may not impose their own standards on such ADUs. (Gov. Code, § 66323, subd. (b) ["A local agency shall not impose any objective development or design standard that is not authorized by this section upon any accessory dwelling unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision (a)."].)

360 Grand Ave #323, Oakland 94610
hi@calhdf.org

In addition, ADUs that qualify for the protections of Government Code section 66323, like other ADUs, must be processed by local governments within 60 days of a complete permit application submittal. (Gov. Code, § 66317, subd. (a).)

State law also prohibits creating regulations on ADU development not explicitly allowed by state law. Government Code Section 66315 states, “No additional standards, other than those provided in Section 66314, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require that the property may be used for rentals of terms 30 days or longer.”

Impermissible Parking Requirements

Town code section 10-6.303 requires parking for each new ADU, less certain exceptions. However, as discussed *supra*, Government Code section 66323 mandates that the Town approve a specific class of ADUs subject only to specified height and setback requirements, notwithstanding any local code requirements to the contrary. This means that the Town cannot subject such ADUs to parking requirements.

Impermissible Owner-Occupancy Requirement

Town code section 10-6.202(b)(3) appears to impose an owner-occupancy requirement on ADUs constructed after January 1, 2025:

“All ADUs that are permitted on or after January 1, 2025 require owner-occupancy as a place permanent residence. [sic] Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.”

State law forbids the imposition of owner-occupancy requirements. Government Code Section 66315 states (emphasis added), “No additional standards, other than those provided in Section 66314, shall be used or imposed, **including an owner-occupant requirement**, except that a local agency may require that the property may be used for rentals of terms 30 days or longer.” CalHDF notes that before 2023, the state ADU law allowed local jurisdictions to require owner occupancy of ADUs constructed after January 1, 2025, but the law was amended by [AB 976](#) to prohibit owner-occupancy requirements indefinitely. The Town should update its understanding of the state ADU law and conform its ADU ordinance to the law’s current requirements.

Out-of-Date Reference

Town code section 10-6.202(d) refers to Government Code section 65852.26. However, this section of code has been moved to Government Code section 66341.

Impermissible Standards

Town code section 10-6.202(i)(1) imposes the following:

All ADUs and JADUs shall comply with all applicable building, fire, safety, and environmental regulations including Title 9 Building Regulations, Title 6, Chapter 8, Urban Runoff Pollution Prevention and Title 7, Chapter 12, Watercourses unless otherwise provided for in this chapter or as required by State law.

A search of the Town's Code reveals that Urban Runoff Pollution Prevention is located in Title 5, Chapter 8, not Title 6, Chapter 8.

More importantly, the Town cannot impose all the various regulations of Title 5, Chapter 8 (Urban Runoff Pollution Prevention) on ADUs that qualify for the protection of Government Code section 66323. The Town must approve such ADUs with a building permit and may not require them to comply with the town's requirements for a flatwork permit, site design measures, a Stormwater Control Plan, and a Stormwater Facilities Operation and Maintenance Plan (O&M Plan). Furthermore, these various measures are overkill for what are inherently very small residential structures.

Impermissible Deed Restriction Requirements

Town code section 10-6.202(n) requires a deed restriction to be placed on the property prior to the issuance of a building permit for an ADU. This is a clear violation of Government Code section 66323, which prohibits any standards not explicitly authorized in that section. Deed restrictions are also not permitted by Government Code section 66315, which forbids standards not listed in section 66314, and it is unclear why the Town would want applicants to go through the trouble of filing such a deed restriction, other than to discourage ADU development by increasing development cost.

The California Department of Housing and Community Development ("HCD") has communicated that such deed restrictions are unlawful. The January 2025 HCD [ADU Handbook](#) specifically forbids deed restrictions as a condition of ADU development (see page 22).

Additionally, such deed restrictions imposed on ADUs (or on other accessory structures) are unenforceable. This is due to the absence of horizontal privity between the Town and the applicant. In other words, since the Town does not own the applicant's property at the time of the application, and does not own a neighboring property to whose benefit the proposed restriction(s) redound, black letter property law bars the restrictions from binding future property owners. (See, e.g., *Scaringe v. J. C. C. Enters* (1988) 205 Cal.App.3d 1536 [describing the types of privity relationship between covenanting parties that allow enforcement of a deed restriction]; see also Civ. Code §§ 1460 et seq.)

Impermissible Discretionary Process

Code section 10-6.305. creates a discretionary process for certain ADUs that do not conform to the standards within this chapter. However, state law does not allow any such process.

Government Code section 66316: “An existing accessory dwelling unit ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes ...”

Government code section 66317, subdivision (a): “ A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing ...”

CalHDF understands that the Town may wish to allow ADUs that go beyond what state law and the Town’s local ordinance allows. But if the Town wishes to create a path for approval of certain ADUs , then it should write objective criteria into its code and allow ministerial approval by Town staff. Maintaining an objective, discretionary process for all ADU approvals is crucial for maintaining transparency and predictability in the permitting process – an especially important objective in the ADU context, where most applicants are homeowners unfamiliar with local land use processes and should not be expected to navigate the vagaries of a discretionary process.



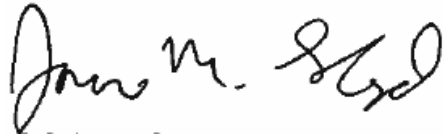
CalHDF appreciates the Town’s effort to implement state law governing ADU construction.. However, the Town should amend its ordinance to ensure that it complies with state law.

CalHDF is a 501(c)3 non-profit corporation whose mission includes advocating for increased access to housing for Californians at all income levels, including low-income households. You may learn more about CalHDF at www.calhdf.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dylan Casey", with a long horizontal flourish extending to the right.

Dylan Casey
CalHDF Executive Director

A handwritten signature in black ink, appearing to read "James M. Lloyd". The signature is written in a cursive, flowing style.

James M. Lloyd
CalHDF Director of Planning and Investigations



Public Hearing to Consider Amendments to Title 10, Chapter 6, Accessory Dwelling Units

Town Council
February 11, 2025

Purpose

- Public hearing to consider adoption of an Ordinance amending the Zoning Code
- Accept public comments
- Next steps



Background

- Town ADU/JADU regulations are found in Title 10, Chapter 6 (“ADU Ordinance”)
- ADU Ordinance last amended in 2022 in response to State law
- Additional State laws regulating ADUs have been adopted:
 - AB 1033
 - AB 976
 - AB 434
 - SB 1211
 - AB 2533
 - SB 1077
 - AB 3057
- HCD published 2025 ADU Handbook



Proposed Amendments

- Proposed amendments to the Zoning Code would comply with recent changes to State law:
 - Maximum number of detached ADUs on lots with multi-family dwellings
 - No replacement parking required for demolition of uncovered parking
 - Maximum of 2 ADUs + 1 JADU on lots with single-family dwellings
 - New definitions for livable space and objective standards
 - Renumber Government Code sections and Muni Code references



Proposed Amendments (Continued)

- Proposed amendments to the Zoning Code would comply with recent changes to State law:
 - Extend unpermitted ADU amnesty granted by the State
 - Remove owner occupancy and deed restriction requirements for ADUs
 - Clarify maximum ADU size to be 850 square feet or 1,000 square feet (based on bedroom count)
 - Clarify where and how many JADUs are allowed in the town and limitations to JADU design



Comment Letter

- The Town has received 2 comment letters from a non-profit requesting amendments to the proposed ADU Ordinance
- Comments focus on what regulations can be levied on exempt ADUs and non-exempt ADUs
 - **Exempt ADUs:** ADUs/JADUs created pursuant to Govt Code § 66323. Local agency may not impose standards beyond State requirements.
 - **Non-Exempt ADUs:** ADUs/JADUs that don't meet Govt Code § 66323.
- The Town has modified the proposed ADU Ordinance to address these comments, where appropriate

Response to Comment Letter

Comment		Town Action
Out-of-Date References	The proposed Ordinance referenced old Code sections	The proposed Ordinance corrects outdated references
Impermissible Standards	The Town cannot require conformance with Title 5, Chapter 8 (Urban Runoff Pollution Prevention) and Title 7, Chapter 12 (Watercourses) for exempt ADUs	State law allows the Town to levy requirements on exempt ADUs for public health and safety*

* Referenced provisions in the Municipal Code remain unchanged since the last update to the ADU Ordinance in 2022, which was approved by HCD.

Response to Comment Letter

Comment		Town Action
Impermissible Parking Requirements	The Town cannot levy parking requirements on exempt ADUs	The proposed Ordinance does not levy parking requirements on exempt ADUs
Impermissible Discretionary Process	The Town cannot require a discretionary process for approval of non-exempt ADUs	State law does not prohibit a discretionary process. The proposed Ordinance clarifies non-exempt ADUs may seek ministerial approval through objective design standards

Recommendation

- That the Town Council hold a public hearing and consider Zoning Ordinance Amendments to Title 10, Chapter 6 “Accessory Dwelling Units” and the associated California Environmental Quality Act (CEQA) findings.
- Motion to read the attached Ordinance by title only. The Town Manager will read the full title of the Ordinance.
- Motion to approve the first reading of the Ordinance Amendments and waive future readings in their entirety.

Questions?