



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

Town Council Agenda

Tuesday, March 25, 2025

7:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/86979888233>

Or Telephone: +1 669 900 6833 | Webinar ID: 869 7988 8233

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.

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

Open time for public expression.

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

respectful to the community.

Council requests for future agenda items.

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

Special Presentation. There are No Special Presentations.

1. Consent Agenda:

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

- 1.1 Approval of the Draft Minutes of the Regular Meeting of Tuesday, February 25, 2025
[Staff Report \(DOC\)](#)
[Attachment 1- Draft Minutes of the February 25, 2025 Regular Town Council Meeting \(DOC\)](#)
- 1.2 Approval of the Agreement for Town Attorney Services with Acevedo & Longfellow LLP
[Staff Report \(DOC\)](#)
[Attachment 1 - Acevedo Longfellow Legal Agreement \(PDF\)](#)
[Attachment 2 - EHC legal services agreement 2023 \(PDF\)](#)
[Attachment 3 - EHC Termination of Representation, transfer to A&L - TSA \(PDF\)](#)
- 1.3 Receive and File the Revenue and Expenditure Reports, February 2025
[Staff Report \(DOCX\)](#)
[Attachment 1 Budget Comparison Report by Subcategory, February 2025 \(PDF\)](#)
[Attachment 2 Budget Comparison Report by Department, February 2025 \(PDF\)](#)
- 1.4 Accept Update on the 2024 General Plan Annual Progress Report and the 2024 Housing Element Annual Progress Report and Authorize Staff to Send the Report to the State Governor's Office of Planning and Research (OPR) and State Housing and Community Development Department (HCD). This report is categorically exempt from environmental review under California Environmental Quality Act Guidelines Section 15306, which states that information collection activities are exempt from the provisions of the act
[Staff Report \(DOC\)](#)
[Attachment 1 - General Plan Annual Progress Report \(PDF\)](#)
[Attachment 2 - Housing Element Annual Progress Report \(PDF\)](#)
- 1.5 Consider to Reappoint Three Incumbents to the Infrastructure & Fiscal Monitoring Committee
[Staff Report \(DOC\)](#)
[Attachment 1- Bob Marcucci- Application no Resume \(PDF\)](#)
[Attachment 2- Viktoriya Wise- Application w/ Resume \(PDF\)](#)
[Attachment 3- Richard Berkson- Application w/ Resume \(PDF\)](#)
- 1.6 Adopt a Resolution Proclaiming April 2025 as Fair Housing Month. This item is not subject to CEQA pursuant to Section 15060(c)(3) of the CEQA Guidelines because it does not constitute a "project".

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 the Approval of the Isabel Cook Community Center (ICC) Preschool and Breezeway Reroofing Project; This Project is Exempt from the Requirement for the Preparation of Environmental Documents Under California Environmental Quality Act Guidelines Section 15301

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

[Attachment 1 - Site Assessment \(PDF\)](#)

[Attachment 2 - Public Works Contract Template \(PDF\)](#)

- 2.2** Consider the Approval of the Robson-Harrington House Exterior Repairs and Paint Project; This Project is Exempt from the Requirement for the Preparation of Environmental Documents Under California Environmental Quality Act Guidelines Section 15301

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

[Attachment 1 - Robson Harrington Site Images \(PDF\)](#)

[Attachment 2 - Public Works Contract Template \(PDF\)](#)

- 2.3** For the Council to Review and Discuss Town Council Committee Assignments. This Determination Does Not Constitute A “Project” Within The Meaning Of Public Resources Code Section 21065, Because There is No Potential That It Will Cause a Reasonably Foreseeable Direct or Indirect Physical Change in the Environment

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

[Attachment 1 - Resolution 3043 \(PDF\)](#)

[Attachment 2 - Rotation Resolution \(PDF\)](#)

[Attachment 3 - Alternative Proposal \(PDF\)](#)

Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Town Staff at email savila@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 April 8, 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 #: 1.1

MEETING DATE: March 25, 2025

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the February 25, 2025

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of February 25, 2025

ATTACHMENT:

Attachment 1- February 25, 2025, Draft Minutes

San Anselmo Council Draft Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, February 25, 2025

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

Tarrell Kullaway (Mayor)
Steve Burdo (Vice Mayor)
Eileen Burke
Yoav Schlesinger

COUNCILMEMBERS ABSENT:

Chantel Walker

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Jeff Zuba, Finance Director
Sean Condry, Public Works Director
Scott Schneider, Assistant Public Works Director
Will Messinger, Assistant Engineer

Open Time for Public Expression

Mr. Ross Asselstine, San Anselmo Avenue, asked the Council to place the issue regarding the impact to the Redwood trees in Creek Park from proposed flood work on an upcoming agenda.

Ms. Rosanne dalBello was concerned about the impact to the Redwood trees in Creek Park due to the proposed excavation work.

Mr. Guy Meyer discussed environmental impact reviews, the need to do something positive for the environment, and the loss of local control due to recent housing legislation.

Mr. Todd Greenberg urged the Council to obey the laws of the United States and the laws of San Anselmo. He asked Councilmember Burdo to step down from his role as the San Anselmo representative to the Ross Valley Fire Board.

Ms. Eva Cressente discussed the recent election for State Delegates to the Democratic Party. She saw some irregularities.

Ms. Sue Saunders thanked the staff and Council for enacting climate policies that will lower emissions.

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

Councilmember Burke reported she attended the General Plan Advisory Committee (GPAC) meeting on February 14th; discussed Resolution #3043, adopted in 1987, which requires rotation of the Council Committee Assignments for the Fire Board and that a member can serve only two years; asked the Council to agendaize the following issue: Whether the current County

plan adequately protects the Redwood trees in Creek Park. The Council supported the request to agendaize the issue regarding the Redwood trees.

Councilmember Schlesinger reported he attended the Central Marin Police Authority (CMPA) Board meeting.

Vice Mayor Burdo reported he attended the GPAC meeting; the Climate Action Commission meeting; talked about the feedback he received regarding the recent power outage; attended the Ross Valley Fire Board meeting; talked about a recent article in the Independent Journal that clears up myths about the Ross Fire Station 18 closure; announced that registration for Recreation Department Summer Programs starts tomorrow!

Mayor Kullaway discussed the power outage; attended the MCE meeting.

Town Manager Donery discussed the power outage and the Town's attempt to notify residents. The temporary Fire Station (engine bay and living quarters) on Butterfield are up and running.

Town Attorney Acevedo referred to Resolution #3043 and stated this will be on the March 11th Council agenda for discussion.

Special Presentation- none

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Meeting of Tuesday, January 28, 2025

1.2 Consider to Approve a Special Event Application- Chamber of Commerce Sip n' Stroll

1.3 Consider Approving the Quarterly Treasurer's Investment Report, December 2024

1.4 Received and Filed the Revenue and Expenditure Reports for January 2025

1.5 Received and Accepted the Results of the Alternative Compliance Examination Engagement with Maze and Associates for the Fiscal Year Ended June 30, 2024

1.6 Consideration of Amended Special Event Application- Teen Battle of the Bands 2025

1.7 Approved Allocating up to \$2,500 of Salary Savings from the Climate Action Fund to Support Funding a Climate Mural- A Collaborative Project Between the Climate Action and Arts Commissions. Mayor Kullaway opened the meeting to public comments.

Mr. Rene Voss, member of the Open Space Committee and the GPAC, referred to item #1.3 and talked about a donation to the Open Space Committee. He encouraged the Town to stop doing business with banks that invest in fossil fuels.

Mr. Benedetto Cicco, representing the Chamber of Commerce, supported item #1.2.

Mr. Todd Greenberg referred to item #1.3 and #1.4 and stated Finance Director Zuba does a great job. He had questions about several line items in the Revenue and Expenditure Report.

Mayor Kullaway closed the meeting to public comments.

Mayor Kullaway stated she would like to pull item #1.3.

M/s, Burdo/Burke, Motion to approve Consent Calendar items #1.1, #1.2, #1.4 through #1.7.

AYES: Burke, Schlesinger, Vice Mayor Burdo, Mayor Kullaway

ABSENT: Walker

1.3 Consider Approving the Quarterly Treasurer's Investment Report, December 2024

Mayor Kullaway stated she received the letter from Mr. Vos and asked if the Town has had a conversation about divesting from fossil fuels. Town Manager Donery stated "no" but the Town works hard to diversify investments. Finance Director Zuba discussed possible investment tools and the Investment Policy.

Mayor Kullaway stated she would like the Council to discuss this issue in the future.

Councilmember Schlesinger stated this should be a broad, holistic conversation

M/s, Schlesinger/Burdo, Motion to approve Consent Calendar items #1.3.

AYES: Burke, Schlesinger, Vice Mayor Burdo, Mayor Kullaway

ABSENT: Walker

Public Hearing Items

2.1 Public Hearing to Consider Ordinance Amendments to Title 10 "Planning and Zoning", Chapter 6 "Accessory Dwelling Units" and associated CEQA Finding

Planning Director Scoble presented the staff report. Staff answered questions from the Council regarding a provision about short-term rentals; height limitations and base flood elevations; enforcement actions or penalties for violation of the 30-day rental policy.

Mayor Kullaway opened the meeting to public comments

Mr. Todd Greenberg stated this is a complex issue that should be examined very carefully. He asked about the maximum square footage cited in the staff report.

Mr. Benedetto Cicco asked for clarification on short-term rentals.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burke stated she would like to know what the Council thinks about the short-term rental provision.

Councilmember Schlesinger stated short-term rentals do not solve the housing crisis. He is in favor of the prohibition.

Mayor Kullaway stated she would like to discuss the issue of short-term rentals in the future.

M/s, Burke/Schlesinger, Motion to read by title only and waive future readings 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.

AYES: Burke, Schlesinger, Vice Mayor Burdo, Mayor Kullaway

ABSENT: Walker

Council Business Items

3.1 Approve a Resolution of Intent to Abandon a Portion of a Public Right-of-Way Adjacent to 11 Sunnyside Drive in San Anselmo

Assistant Engineer Massinger presented the staff report. There were no questions from the Council.

Mayor Kullaway opened the meeting to public comments

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Schlesinger/Burdo, Motion to Approve Resolution No. 2025-4568 of Intent to Abandon a Portion of a Public Right-of-Way Adjacent to 11 Sunnyside Drive in San Anselmo

AYES: Burke, Schlesinger, Vice Mayor Burdo, Mayor Kullaway

ABSENT: Walker

3.2 Receive a Presentation of the Downtown Parking Study and Consideration of Recommendations

Assistant Public Works Director Schneider presented the staff report. Staff answered questions from the Council regarding whether the machines are solar powered and work in the dark; time increments for the devices; proposed locations of devices; if staff has thought about a Downtown Resident Program since a lot of people rent in the downtown area; rationale behind the decision to start enforcement at 7:00 a.m.; the farthest someone would have to walk from a parking space to a pay station; if paid parking would only be on San Anselmo Avenue.

Mayor Kullaway opened the meeting to public comments

Mr. Benedetto Cicco expressed concern with the lack of a Police Station in Town. He would like to see more parking enforcement in Town.

Mr. Richard Berkson, Terrace Avenue, referred to recommendation #6, and suggested that parking fines are deposited into the Downtown Parking Fund. The cost of CSO parking enforcement should come from that fund. Active transportation should be added to the list of recommended uses.

Josh, San Rafael Avenue, supported the proposal. He supported the following: would prefer a coin option, privacy and surveillance by vendors should be looked at, there should be an option of paying for the day or a month, the first 15 minutes could be free, it should be easy to increase rates, and the funds should be dedicated to sidewalks and safety for active transportation.

Mr. Frank Gomez thanked staff for the work put into this proposal. He supported it.

Mr. Todd Greenberg stated parking is a concern for everybody. He asked what problem is being solved. He was concerned about the costs.

Ms. Lori Berlinger questioned having paid parking from Ross Avenue to Bolinas Avenue. The meters should be placed where there is priority parking- from Ross Avenue to Tamalpais Avenue.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burke discussed the conflict and difficulties for people who live in the downtown and have cars. She thought the problem that they were trying to solve was to create more turnover of parking in the business area. It is presumed that there is not enough turnover because employees or local residents are in the parking spaces for extended periods of time. These are the people that they are trying to “move further out”. Meters or stickers would do that for residents. Enforcement is key.

Councilmember Burdo appreciated and supported the recommendations. Parking is a revenue generator.

Mayor Kullaway stated one problem is that some people stay in parking places too long. People are more likely to drive, and not walk or bike, if there is free parking. The funds should pay for active transportation including better sidewalks.

Councilmember Schlesinger was concerned about “nickel and diming” residents that frequent the downtown. Mill Valley has an RSVP Parking Program and he would like staff to look into this system. The machines need to be accessible and a seamless experience.

M/s, Burdo/Schlesinger, Motion to adopt Resolution No. 2025-4569 for creating a paid parking zone on San Anselmo Avenue.

AYES: Schlesinger, Vice Mayor Burdo, Mayor Kullaway

NOES: Burke

ABSENT: Walker

M/s, Schlesinger/Burdo, Motion to adopt Resolution No. 2025-4570 Adjusting Parking Rates and Fines Associated in the Pine Street Creek Park and Magnolia Avenue Parking Lots.

AYES: Burke, Schlesinger, Vice Mayor Burdo, Mayor Kullaway

ABSENT: Walker

The Council supported the Cosmo units as recommended by staff.

The Council supported the designation of a CSO by the CMPA.

The Council supported the coordination of the Merchant Parking Program by staff as opposed to CMPA.

Councilmember Burdo supported earmarking the net from these funds for active transportation.

Mayor Kullaway stated she would like to add active transportation to the list but not making it exclusive. Councilmember Schlesinger agreed.

Councilmember Burke was not sure about earmarking these funds at this point in time.

The Council took a 5-minute break.

3.3 Receive the Downtown San Anselmo Active Transportation Safety and Circulation Study and Provide Recommendations

Assistant Director Schneider presented the staff report. Staff and the consultant answered questions from the Council regarding daylighting and bike racks; diagonal parking; the costs of raised crosswalks; if weekend cyclists could be directed to an existing bike route; enforcement recommendations; the conditions of the downtown sidewalks; the status of the Building Bridge 2

Project and how it would change that area; if any red curbs have been installed for daylighting purposes; if widening sidewalks would leave enough room for two-way car traffic; the best solution to reduce the 40% diversion from the Hub; the cause of crashes in the “high crash corridor”; incidents regarding a pedestrian being hit by a bicycle; if bicycle running stop signs is the biggest danger to safety in this corridor; the balance of the problem vs. the cost for a solution ratio; whether recommendation #1 is already happening; options for traffic calming measures along San Anselmo Avenue; if there is a downside to asking staff to study all the recommendations; options for Cedar Avenue.

Mayor Kullaway opened the meeting to public comments

Mr. Todd Greenberg stated a person riding a bicycle, scooter, or motorcycle is more likely to get hurt than someone driving a car. High incident crash areas could be the result of the design. Other factors need to be considered such as the timing on stop lights.

Ms. Jennifer Asselstine, San Anselmo Avenue, stated she is not in favor of the one-way system. Diversions of traffic from San Anselmo Avenue to the smaller streets would cause even more problems. Changing the angled parking across the street makes sense.

A resident supported the near term solutions (signage and striping).

Mr. Richard Berkson appreciated that the Town is getting another dedicated CSO. Arguments could be made both ways with respect to the sidewalk issue. Calming measures, including reducing the speed limit, could be implemented.

Mr. Philip Gigos stated there is a fundamental disconnect between the problem and the proposed solutions. There should be more enforcement. They need to ask the right questions to get the right answers.

Mr. Benedetto Cicco, representing the Chamber of Commerce, stated he sent a letter to the Council. He opposed widening the sidewalks since it means “one-way”. The “crash” data is deceiving.

Rebecca agreed with Todd, Richard, and Phil. She was not sure there was a problem. Wider sidewalks would be great.

Frank agreed that enforcement is the way to see if there is a problem. He would like a more detailed study.

Mayor Kullaway closed the meeting to public comments.

Councilmember Schlesinger stated he would like to see a safer environment for motorist, bicyclist, and pedestrians along the San Anselmo corridor.

Councilmember Burke noted the study told them what they already knew and propose things that they already know they do not want. Residents and merchants do not want a one-way street or a dedicated bike lane. There are ways to increase safety- diverting bikes to Cedar Avenue and slowing the speed on San Anselmo Avenue by the use of speed bumps. She was not sure extra money should go to active transportation (bikes and pedestrians). The short-term solutions are elevated crosswalks and striping. She supported the first five recommendations.

Mayor Kullaway supported daylighting, traffic calming (speed humps or cushions) along Cedar Avenue, a way to slow traffic along San Anselmo Avenue, and widening sidewalks. Driving the

downtown corridor is confusing and she would like to make it safer. She would like to see raised crosswalks.

It was the consensus of the Council that it made sense to start with the “low-hanging” fruit and study the other recommendations.

M/s, Burdo/Burke, Motion to adjourn the meeting at 10:37 p.m.

AYES: Burke, Schlesinger, Vice Mayor Burdo, Mayor Kullaway

ABSENT: Walker

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.2

MEETING DATE: March 25, 2025

AGENDA TITLE: Agreement for Town Attorney Services

FROM: David P. Donery, Town Manager

RECOMMENDATION

Review the proposed legal services agreement with Acevedo & Longfellow LLP and authorize the Town Manager to execute the agreement (Attachment 1).

BACKGROUND

Megan H. Acevedo has served the Town of San Anselmo since 2011. She began as Deputy Town Attorney under Robert F. Epstein and in 2018 she was appointed Town Attorney. Emily B. Longfellow has worked alongside Ms. Acevedo throughout her tenure with the Town.

Ms. Acevedo and Ms. Longfellow have each been practicing law for over twenty years and they have extensive experience representing local public entities throughout the Bay Area. They currently serve as general counsel for local agencies including, the Ross Valley Paramedic Authority, the Muir Beach Community Services District, the Marin Wildfire Prevention Authority and the Cazadero Community Services District. In addition, they have served as outside counsel to numerous agencies, including Redwood City, Foster City, Moraga, Tiburon, and Emeryville.

DISCUSSION

Ms. Acevedo and Ms. Longfellow recently established their own law firm, Acevedo & Longfellow LLP. Their current firm, Epstein Holtzapple & Christo LLC (EHC), is discontinuing its public law practice and the EHC partners have recommended that the Town retain Acevedo & Longfellow LLP for uninterrupted representation by Ms. Acevedo and Ms. Longfellow (Attachment 2).

The substantive terms of the Acevedo & Longfellow LLP legal services agreement are the same as those of the current legal services agreement with EHC (Attachment 3). Accordingly, the transition to the new firm will be seamless.

RECOMMENDATION

Staff respectfully requests that the Town Council authorize the Town Manager to execute the legal services agreement with Acevedo & Longfellow LLP.

FISCAL IMPACT

There is no fiscal impact associated with this action, because the hourly rate of \$275 for Town Attorney services will remain unchanged under the proposed agreement.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Entering into a legal services agreement does not constitute a “project” within the meaning of Public Resources Code section 21065, because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment.

ATTACHMENTS

Attachment 1: Proposed legal services agreement with Acevedo & Longfellow LLP

Attachment 2: EHC Termination of representation letter

Attachment 3: Current EHC legal services agreement

March 20, 2025

VIA ELECTRONIC MAIL ONLY

David P. Donery
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: Legal Services Agreement

Dear Dave;

For fourteen years I have had the honor of serving the Town of San Anselmo, in collaboration with Emily Longfellow and Robert Epstein. In recent years, those services have been provided under agreements with Epstein, Holtzapple & Christo ("EHC"). Ms. Longfellow and I recently formed our own law firm focused on representing local public entities, Acevedo & Longfellow LLP. By execution of this engagement letter agreement, the Town of San Anselmo agrees to the following terms and conditions of service with Acevedo & Longfellow LLP, and acknowledges the termination of its agreement with EHC. Please note that the terms of this agreement remain the same as the prior agreement with EHC, and the services provided also remain unchanged.

Client and Scope of Representation

Our client in this matter is the Town of San Anselmo ("Client" or "you"). The scope of our engagement will be to provide legal services to you as your Town Attorney ("Services"). Megan H. Acevedo shall serve as Town Attorney and will perform the Services agreed to by the Client. Emily B. Longfellow will serve as Assistant Town Attorney and will also provide Services for the Client.

As part of the Services to be performed, A&L shall be responsible for the following:

1. Prepare for and attend San Anselmo Town Council and Planning Commission meetings and any other meetings requested by Client;
2. Prepare or review Client ordinances, resolutions, staff reports, orders, agreements, notices, deeds, leases, and other documents requested by the Client;
3. Provide Client's officers and staff with advice and opinions on legal matters affecting the Client; and
4. Represent the Client in litigation or supervise outside counsel in litigation.

Communication

The relationship between attorney and client is based on the candid exchange of information and ideas. Accordingly, you agree to keep us informed of any information or developments that may come to your attention that relate in any way to our representation and to keep us advised of any changes in your address, telephone numbers, and email addresses. We welcome any suggestions you may have at any time as to how we might be of better service to you.

As you know, communications between an attorney and client are generally privileged. To maintain the privileged nature of our communications, it is important that they stay confidential, meaning that they should not be shared by you with any third party.

Hourly Rate

I, Megan H. Acevedo, will be the attorney with primary responsibility for this matter. Emily B. Longfellow may also provide legal services from time to time in our discretion. On this matter, we will charge \$275 per hour for Town Attorney services. A&L charges its time in increments of one tenth of an hour. A&L's hourly rates may change during the course of this engagement. Any such rate change would require Client approval. By signing this letter, you acknowledge that A&L has made no promises or representations about the total amount of fees that will be incurred under this agreement.

Although we do not anticipate any, you agree to pay for any out-of-pocket expenses incurred under this agreement, including but not limited to, mediator's fees, filing fees, court reporter fees, photocopying, and travel. Where the out-of-pocket costs are significant, we may forward the invoices for such goods or services to you for direct payment to the third-party provider; if we forward such invoices to you, you agree to make prompt, direct payment to the originator of such bills.

Disposition of Papers

We prefer to receive documents in PDF or other electronic format. Otherwise, A&L may scan physical documents received and destroy them after they are scanned.

Deposit and Payment of Statements

We will send you monthly statements indicating amounts due. If no fees or costs are incurred for a particular month, or if they are minimal, the statement may be held and combined with that from the following month unless you request a statement. You agree to pay any balance in full within 30 days after the statement is mailed.

All checks are to be made payable to "Acevedo and Longfellow LLP" (EIN: 33-3228712).

Independent Contractor

A&L shall perform all Services required under this agreement as an independent contractor of the Client and shall remain an independent contractor with only such obligations as are required under this agreement.

Termination of Representation

Clients have the absolute right to terminate our representation at any time and for any reason. Any such termination will be effective immediately upon our receipt of your written notice of termination. Unless specifically agreed in writing, we will provide no further services and advance no further costs on your behalf after receipt of such notice. Notwithstanding the termination, you remain obligated to pay all outstanding fees incurred prior to termination.

Although it is extremely rare for us to do so, to the extent permitted by law and the rules of professional conduct, we also retain the right to withdraw from representation with or without cause. This includes, without limitation, the right to withdraw if our invoices are not paid when due, if you refuse to cooperate or follow our advice, or it otherwise becomes impractical for us to continue our representation. Notwithstanding our withdrawal, you remain obligated to pay for all fees and costs incurred before the withdrawal became effective.

Entire Agreement; Effective Date

This agreement contains the entire agreement between us regarding our representation of you. No other agreement made on or before the effective date of this agreement will be binding on the parties. This agreement's effective date is the date on which a copy of this agreement executed by you is received by us. This letter engagement agreement may be executed in counterpart originals and by electronic signature. Thank you again for engaging us. Our goal is to provide quality legal services and to maintain a valuable client relationship. If at any time you have questions or concerns, please do not hesitate to contact me.

Very truly yours,



Megan H. Acevedo

By signing below, I acknowledge that I have reviewed and understand the foregoing agreement and agree to the terms and conditions set forth herein.

Dated: _____, ____ 2025

By: David P. Donery
Town Manager



Megan H. Acevedo, Attorney
megan@ehc.law
(Office) 628-240-3854

November 17, 2022

Dave Donery
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: Agreement for Legal Services for Town Attorney

Dear Dave:

Thank you for offering Epstein Holtzapple Christo LLP ("EHC") the opportunity to provide legal services to the Town of San Anselmo ("Town"). It has been an honor for our firm to provide the Town with Town Attorney services since 2011. This letter (the "Agreement") sets forth the terms and conditions that will apply to our legal services agreement beginning on January 1, 2023.

Client and Scope of Representation

Our client in this matter is the Town (the "Client"). The scope of our engagement will be to provide legal services to you as your Town Attorney (the "Services"). Megan H. Acevedo shall serve as Town Attorney and Emily B. Longfellow shall serve as Assistant Town Attorney. Robert F. Epstein will also provide Services for the Client as needed.

As part of the Services to be performed, EHC shall be responsible for the following:

1. Prepare for and attend San Anselmo Town Council and Planning Commission and any other meetings requested by Client;
2. Prepare or review of Client resolutions, ordinances, staff reports, orders, agreements, notices, deeds, leases, and other documents requested by the Client;
3. Provide Client's officers and staff with advice and opinions on legal matters affecting the Client; and
4. Represent the Client in litigation or supervise outside counsel in litigation.

Mailing: 369-B Third St. #182 San Rafael, CA 94901
Office: 711 Grand Avenue, The Bay Building, Suite 230 San Rafael, CA 94901
Main: 628-240-3854 Fax: 628-240-3773
www.ehc.law

Communication with EHC

The relationship between attorney and client is based on the candid exchange of information and ideas. Indeed, without your candor and cooperation, we cannot properly represent you. Accordingly, you agree to be straightforward with us, to cooperate with us, to keep us informed of any information or developments which may come to your attention that relate in any way to the Services. We welcome any suggestions you may have at any time as to how we might be of better service to you.

As you may know, communications between an attorney and client are generally privileged. To maintain the privileged nature of our communications, it is important that they stay confidential, meaning that they not be shared by you with any third party.

Hourly Rates; Out-of-Pocket Expenses; Administrative Fee; Consultants/Experts

I will be the attorney in our office with primary responsibility for this matter. From time to time and within EHC's discretion, EHC may use other EHC attorneys, law clerks and paralegals to provide legal services under this agreement. Beginning in January 2023, EHC's hourly rates for attorneys will be \$275-\$775, for law clerks is \$125 to \$225, and for paralegals is \$105 to \$150. On this matter, we will charge \$275 per hour for Town Attorney services and \$315 per hour for specialized services, including litigation. EHC charges its time in increments of one tenth of an hour. EHC's hourly rates are adjusted from time to time (usually at the beginning of each calendar year) and may change during the course of this engagement. By signing this letter, you acknowledge that EHC has made no promises or representations about the total amount of EHC's fees that will be incurred by Client under this Agreement.

You agree to pay for any out-of-pocket expenses incurred on this matter. If EHC has paid the out-of-pocket costs incurred, EHC will include those out-of-pocket costs on your invoice. Where the out-of-pocket costs are significant, we may forward the invoices for such goods or services to you for direct payment to the third-party provider; if we forward such invoices to you, you agree to make prompt, direct payment to the originator of such bills. Such out-of-pocket expenses include, but are not limited to, mediator's fees, filing fees, photocopying, and travel.

In the event that, to help provide Services, we need to hire consultants or investigators, we may select and retain experts or investigators in our discretion to report to us regarding this matter. We will consult with you before we hire such consultants or investigators. To preserve the privileged nature of their work, the

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consultants or investigators, if any, will report exclusively to EHC, and they will present their bills to EHC. You, however, are responsible for paying the bills from consultants and investigators; we will either forward the bills to you for direct payment or pay the bills ourselves, in which case the amount paid will be considered an out-of-pocket cost advanced by us on your behalf.

Independent Contractor

EHC shall perform all legal services required under this Agreement as an independent contractor of the Client and shall remain an independent contractor with only such obligations as are required under this Agreement.

Disposition of Client's Papers and Property

EHC prefers to receive documents in PDF format. Otherwise, EHC scans documents received into its computer network and may destroy documents after they are scanned unless you have requested that such documents be returned to you.

Payment of Statements

EHC will send you monthly statements indicating EHC's fees and costs incurred and any current balance owed. If no fees or costs are incurred for a particular month, or if they are minimal, the statement may be held and combined with that for the following month unless you request a statement. You agree to pay any balance in full within 30 days after the statement is mailed. All checks are to be made payable to "Epstein Holtzapple Christo LLP." (EIN: 83-2888467.)

Termination Of Representation

Our clients have an absolute right to terminate our representation at any time and for any reason. Any such termination will be effective immediately upon receipt by EHC of the client's written notice of termination; unless specifically agreed by EHC and the client in writing, EHC will provide no further services and advance no further costs on a client's behalf after receipt of such notice. Notwithstanding the termination, the client will remain obligated to pay EHC for all fees and costs incurred prior to such termination.

Although it is extremely rare for us to do so, to the extent permitted by law and the rules of professional conduct, EHC also retains the right to withdraw from the representation with or without cause. This includes, without limitation, that we will have the right to withdraw if our invoices are not paid when due, if you refuse to cooperate or follow our advice, or it otherwise becomes impractical for us to continue

our representation. Notwithstanding our withdrawal, you will remain obligated to pay EHC for all fees and costs incurred before the withdrawal became effective.

Entire Agreement; Effective Date

This Agreement contains the entire agreement between us regarding EHC's representation of the Client. As of January 1, 2023, no other agreement, statement or promise made on or before the Effective Date of this Agreement will be binding on the parties. This Agreement's Effective Date is the date on which the MWPA Board of Directors authorizes staff to enter into this Agreement.

*. *. *. *. *. *

Should you have any questions after reading this Agreement, please feel free to raise them with me or, if you prefer, independent legal counsel of your own choosing. If the terms and conditions of our representation are acceptable to you, please sign and return a copy of this Agreement.

Thank you again for engaging Epstein Holtzapple Christo LLP. Our goal is to provide quality legal services and to maintain a valuable client relationship. If at any time you have questions or concerns about our services, please do not hesitate to contact me. We look forward to continuing our work with you and the Town.

Very truly yours,

EPSTEIN HOLTZAPPLE CHRISTO LLP



Megan Holt Acevedo

By signing below, I acknowledge that I have reviewed and understood the foregoing Agreement and hereby agree to the terms and conditions of this Agreement.

Dated: _____, 2022 TOWN OF SAN ANSELMO

By: _____
Town Manager, David Donery



Megan H. Acevedo
megan@ehc.law

March 13, 2025

VIA ELECTRONIC MAIL ONLY

David Donery
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

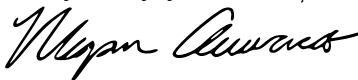
**Re: Termination of Epstein, Holtzapple & Christo Representation of the
Town of San Anselmo; Transfer to Acevedo & Longfellow LLP Upon
Council Approval**

Dear Dave,

This letter serves as notice of Epstein, Holtzapple & Christo's ("EHC") withdrawal of representation of the Town of San Anselmo ("Town") effective March 31, 2025. Upon Town Council approval of a new agreement at its meeting on March 25, 2025, the Town's legal representation will continue with Acevedo & Longfellow LLP. Alternatively, the Town can select other counsel.

On November 17, 2022, the Town entered into an agreement for legal representation by Megan Acevedo with Emily Longfellow assisting as needed. EHC, copied here, desires to terminate EHC's relationship with the Town and to encourage the transfer of representation to Acevedo & Longfellow LLP.

This letter will confirm that no attorneys at EHC will provide legal services to the Town after March 31, 2025. Upon the approval of a new agreement by the Town Council, representation with current legal counsel Megan Acevedo and Emily Longfellow, through Acevedo & Longfellow, will continue without interruption. Please do not hesitate to contact me should you have any questions or wish to discuss.

Very truly yours,

Megan H. Acevedo

cc: Robyn Christo, Rob Epstein, Bob Holtzapple, and Lisa Poncia
Emily Longfellow



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.3

MEETING DATE: March 25, 2025

AGENDA TITLE: Revenue and Expenditure Reports, February 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through February 28, 2025.

SUMMARY

Every reporting period end, the Town of San Anselmo presents to the Town Council its operations as shown on the Revenue and Expenditure reports for discussion and approval.

BACKGROUND

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

DISCUSSION/ANALYSIS

The revenue and expenditure data through February 28, 2025, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the February 2025 reporting period, the town's general fund revenue increased its base relative to the prior year by \$0.135M. A majority of the Town's revenue is collected at specific times.

Category	FEB YTD FY25	FEB YTD FY24	\$ Change	% Change
Property Tax	9,323,529.22	9,197,558.93	125,970.29	1.37%
Sales Tax	749,238.20	799,515.41	(50,277.21)	-6.29%
Property Transfer Tax	75,833.16	63,495.55	12,337.61	19.43%
Franchise Taxes	422,947.25	417,367.56	5,579.69	1.34%
Licenses & Permits	829,857.14	803,392.83	26,464.31	3.29%
Fines	45,131.49	72,146.47	(27,014.98)	-37.44%
Cash & Investment Interest	39,091.45	(19,196.06)	58,287.51	-303.64%
Intergovernmental	188,481.51	246,631.61	(58,150.10)	-23.58%
Other Fees	234,080.54	201,630.71	32,449.83	16.09%
Transfers In	201,577.57	192,189.17	9,388.40	4.88%
Total	12,109,767.53	11,974,732.18	135,035.35	1.13%

As shown above, the Town's overall revenue base increased by \$0.135M as its

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by \$0.125M. The Town is expecting a 3.0% increase in property taxes in fiscal year 2024-2025. The 2022-2023 excess Education Revenue Augmentation Fund (ERAF) payment to the Town is offsetting that increase in Property Tax revenue. The payment is usually received in August however it was received in October 2023. That is outside of 60 days of year-end, so it was not recorded back into 2022-23 but rather recorded as revenue in 2023-24.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2024-25 will begin in September. Revenues from Sales Tax decreased by \$0.050M compared to the previous period individuals adjusting their dining habits as menu prices climbed, purchases of non-essential merchandise; and general consumer goods slumped, and a weaker return from grocers.
- Revenue from Licenses & Permits increased by \$0.026M compared to the previous period, due to construction activity in the Town and the timing of business license collections.
- Intergovernmental revenue decreased by \$0.058M compared to the previous period due to receiving a \$0.160M grant in fiscal year 2023-2024 from the Department of Housing and Community Development SB2 Grant for Objective Design & Development Standards, ADU Work, and Inclusionary Study. In the current fiscal year, the Town received a \$0.065M grant for work on the Housing Element. The change is reduced by the timing of collections for Prop 172 sales from Marin County compared to the prior period.

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

Expenditures

Overall, through the February 2025 reporting period end, the Town's General Fund expenditures have increased by \$0.446M compared to the prior year. This is primarily from increases in retirement, outside services, and debt service. All other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	FEB YTD FY25	FEB YTD FY24	\$ Change	% Change
Compensation	2,936,587.24	2,738,628.49	197,958.75	7.23%
Retirement	300,006.78	193,229.35	106,777.43	55.26%
Training	32,492.99	29,261.95	3,231.04	11.04%
Outside Services	1,518,908.16	1,819,676.67	(300,768.51)	-16.53%
Outside Services - Public Safety	7,314,336.08	6,828,743.36	485,592.72	7.11%
Maintenance	79,111.31	169,256.38	(90,145.07)	-53.26%
Utilities	13,727.21	10,549.48	3,177.73	30.12%
Supplies	128,411.17	168,033.27	(39,622.10)	-23.58%
Debt Service - Pension Bond	638,811.71	585,985.33	52,826.38	9.01%
Other Expenditure	151,496.58	99,585.80	51,910.78	52.13%
Internal Service Charge	1,208,541.20	1,138,916.64	69,624.56	6.11%
Transfers Out	605,000.00	699,500.00	(94,500.00)	0.00%
Total	14,927,430.43	14,481,366.72	446,063.71	3.08%

As shown above, the Town's expenditures base overall increased by \$0.446M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by \$0.197M compared to the prior fiscal year primarily due to the 3.0% cost of living adjustment effective July 1, 2024, step adjustments, staffed positions, and health insurance premiums.
- Retirement increased by \$0.106M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by \$0.300M compared to the previous period due to the Memorial Park Parking Lot Project being completed in fiscal year 23-24 and a portion being funded from the General Fund.
- Outside Services – Public Safety increased by \$0.485M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department.
- Debt Service increased by \$0.052M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge increased by \$0.069M compared to the previous period due to increased payments to the Internal Service Funds for Building Maintenance, Vehicle Replacement, and Information Technology.
- Transfers Out decreased by \$0.094M compared to the previous fiscal year due to the Town, not budgeting transfers to the Special Events (\$0.029M), Downtown Revitalization Fund (\$0.015M), and Vehicle Replacement Fund (\$0.100M) offset by including a transfer to the Parks Capital Improvement Fund (\$0.050M).

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

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Budget Comparison Report by Subcategory, February 2025

Attachment #2: Budget Comparison Report by Department, February 2025

Town of San Anselmo 2024-2025 Rev & Exp Report as of 02/28/2025 Fund: 01 - GENERAL FUND	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	9,609,527.00	9,721,536.77	5,457,373.86	56.14%	10,030,351.00	10,030,351.00	5,610,964.54	55.94%
401 - PENSION	2,756,290.00	2,920,096.50	1,642,400.08	56.24%	3,020,000.00	3,020,000.00	1,731,569.72	57.34%
402 - PROPERTY TAX OTHER	4,097,971.00	4,029,898.65	2,161,280.54	53.63%	3,998,058.00	3,998,058.00	2,056,828.12	51.45%
410 - OTHER TAXES	1,503,000.00	1,542,571.04	799,515.41	51.83%	1,559,106.00	1,530,000.00	749,238.20	48.97%
411 - FRANCHISE TAXES	848,000.00	933,022.37	417,367.56	44.73%	936,500.00	936,500.00	422,947.25	45.16%
420 - BUSINESS LICENSE	290,000.00	277,534.46	172,908.00	62.30%	290,000.00	290,000.00	126,801.57	43.72%
421 - PARKING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
422 - CONSTRUCTION	1,141,000.00	1,047,323.09	630,484.83	60.20%	1,016,000.00	1,091,000.00	703,055.57	64.44%
430 - VEHICLE CODE	10,000.00	4,354.86	2,045.50	46.97%	15,000.00	15,000.00	6,321.65	42.14%
431 - LIBRARY	1,250.00	2,512.30	2,058.55	81.94%	1,500.00	1,500.00	1,646.08	109.74%
432 - PARKING	115,000.00	109,148.12	68,042.42	62.34%	117,990.00	117,990.00	37,163.76	31.50%
440 - USE OF MONEY AND PROPERTY	100,000.00	453,141.00	-19,196.06	-4.24%	100,000.00	100,000.00	39,091.45	39.09%
450 - STATE REVENUE	297,500.00	313,861.71	246,631.61	78.58%	170,500.00	235,500.00	188,481.51	80.03%
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
480 - FEES FOR SERVICES	178,250.00	174,960.06	97,526.33	55.74%	198,500.00	198,500.00	134,433.62	67.72%
490 - MISCELLANEOUS REVENUE	102,772.00	179,796.79	104,104.38	57.90%	115,555.00	115,555.00	99,646.92	86.23%
519 - TRANSFERS IN	384,030.00	386,731.87	192,189.17	49.70%	403,318.00	403,318.00	201,577.57	49.98%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	21,434,590.00	22,096,489.59	11,974,732.18	54.19%	21,972,378.00	22,083,272.00	12,109,767.53	54.84%
Expense								
600 - SALARIES AND WAGES	3,336,127.00	3,286,881.51	2,162,617.95	65.80%	3,552,174.00	3,552,174.00	2,324,083.53	65.43%
601 - RETIREMENT	561,590.00	293,531.19	193,229.35	65.83%	428,706.00	428,706.00	300,006.78	69.98%
602 - EMPLOYEE BENEFITS	890,116.00	737,406.43	516,068.85	69.98%	872,566.00	872,566.00	555,190.24	63.63%
604 - RETIREE BENEFITS	164,779.00	164,779.00	59,941.69	36.38%	180,796.00	180,796.00	57,313.47	31.70%
610 - TRAINING	55,750.00	38,490.19	29,261.95	76.02%	68,750.00	68,750.00	32,492.99	47.26%
611 - OUTSIDE SERVICES	3,283,506.00	2,493,908.52	1,819,676.67	72.96%	2,659,465.00	2,734,465.00	1,518,908.16	55.55%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,223,358.00	10,243,115.04	6,828,743.36	66.67%	10,974,172.00	10,974,172.00	7,314,336.08	66.65%
613 - PUBLICATION / DUES	25,272.00	17,472.68	14,825.98	84.85%	27,522.00	27,522.00	13,222.06	48.04%
614 - MAINTENANCE	119,135.00	102,103.92	70,444.97	68.99%	123,485.00	123,485.00	51,849.26	41.99%
615 - BUILDING MAINTENANCE	50,000.00	146,978.67	83,985.43	57.14%	60,000.00	60,000.00	14,039.99	23.40%
616 - VEHICLE MAINTENANCE	2,000.00	25,231.23	10,549.48	41.81%	16,050.00	16,050.00	13,727.21	85.53%
617 - UTILITIES	0.00	100,123.67	46,197.48	46.14%	0.00	0.00	68,379.39	0.00%
618 - HIRING	1,000.00	3,168.83	2,323.83	73.33%	1,000.00	1,000.00	12,687.10	1,268.71%
619 - MISCELLANEOUS	50,000.00	50,285.97	5,000.00	9.94%	25,000.00	25,000.00	3,287.64	13.15%
620 - OFFICE SUPPLIES	0.00	21,326.13	15,700.66	73.62%	32,754.00	32,754.00	25,825.68	78.85%
622 - DEPARTMENT SUPPLIES	202,450.00	195,567.55	147,332.61	75.34%	133,197.00	133,197.00	99,297.85	74.55%
623 - BOOKS / MAGAZINES / VIDEOS	27,500.00	38,714.81	21,284.22	54.98%	29,000.00	29,000.00	17,250.52	59.48%
628 - INTERNAL SERVICE CHARGES*	1,333,375.00	1,333,374.96	1,138,916.64	85.42%	1,437,812.00	1,437,812.00	1,208,541.20	84.05%
629 - MISCELLANEOUS	38,500.00	45,520.30	29,436.90	64.67%	105,500.00	105,500.00	40,438.83	38.33%
630 - EQUIPMENT	500.00	0.00	343.37	0.00%	500.00	500.00	12,740.74	2,548.15%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	381,015.63	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	410,000.00	410,000.00	410,000.00	100.00%	465,000.00	465,000.00	465,000.00	100.00%
641 - INTEREST	176,067.00	175,985.33	175,985.33	100.00%	173,929.00	173,929.00	173,811.71	99.93%
670 - TRANSFERS OUT	2,464,500.00	2,464,895.72	699,500.00	28.38%	605,000.00	640,000.00	605,000.00	94.53%
Total Expense:	23,415,525.00	22,769,877.28	14,481,366.72	63.60%	21,972,378.00	22,082,378.00	14,927,430.43	67.60%
Total Fund: 01 - GENERAL FUND:	-1,980,935.00	-673,387.69	-2,506,634.54		0.00	894.00	-2,817,662.90	
Report Total:	-1,980,935.00	-673,387.69	-2,506,634.54		0.00	894.00	-2,817,662.90	

Town of San Anselmo 2024-2025 Rev & Exp Report as of 02/28/2025 Fund: 01 - GENERAL FUND Expense	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	2,464,500.00	2,464,895.72	699,500.00	28.38%	605,000.00	640,000.00	605,000.00	94.53%
11 - TOWN COUNCIL	63,255.00	54,954.93	20,924.26	38.08%	71,446.00	71,446.00	50,029.75	70.02%
12 - ADMINISTRATION	1,565,944.00	1,556,055.62	1,040,987.44	66.90%	1,669,529.00	1,669,529.00	1,065,552.78	63.82%
16 - LEGAL SERVICES	425,000.00	259,765.00	173,945.50	66.96%	330,000.00	330,000.00	100,987.50	30.60%
18 - PLANNING	1,050,401.00	1,005,737.96	380,033.72	37.79%	1,169,800.00	1,169,800.00	589,963.45	50.43%
21 - NON-DEPARTMENTAL*	2,120,808.00	1,775,454.55	1,499,565.94	84.46%	1,488,431.00	1,488,431.00	1,286,513.37	86.43%
30 - POLICE	5,184,636.00	5,204,393.04	3,469,595.36	66.67%	5,474,469.00	5,474,469.00	3,652,096.00	66.71%
32 - ROSS VALLEY FIRE SERVICE	5,088,722.00	5,090,465.78	3,380,421.99	66.41%	5,559,703.00	5,559,703.00	3,672,300.03	66.05%
40 - DEBT SERVICE - PENSION OBLIGATION BOND	587,567.00	587,285.33	587,285.33	100.00%	640,429.00	640,429.00	640,111.71	99.95%
41 - ENGINEERING AND INSPECTION	1,809,804.00	1,660,231.03	1,092,890.76	65.83%	1,699,695.00	1,774,695.00	1,116,059.63	62.89%
42 - STREETS	1,185,909.00	1,220,177.31	851,775.93	69.81%	1,278,642.00	1,278,642.00	821,581.28	64.25%
71 - LIBRARY	847,839.00	868,149.87	600,733.26	69.20%	899,716.00	899,716.00	621,592.91	69.09%
81 - PARKS	694,458.00	725,266.27	486,819.06	67.12%	768,688.00	768,688.00	485,202.46	63.12%
82 - RECREATION/GENERAL FUND	326,682.00	297,044.87	196,888.17	66.28%	316,830.00	316,830.00	220,439.56	69.58%
Total Expense:	23,415,525.00	22,769,877.28	14,481,366.72	63.60%	21,972,378.00	22,082,378.00	14,927,430.43	67.60%
Total Fund: 01 - GENERAL FUND:	23,415,525.00	22,769,877.28	14,481,366.72	63.60%	21,972,378.00	22,082,378.00	14,927,430.43	67.60%
Report Total:	23,415,525.00	22,769,877.28	14,481,366.72	63.60%	21,972,378.00	22,082,378.00	14,927,430.43	67.60%

* This budget program represents services, participation in joint powers authorities (JPA's) such as Animal Control or Marin Emergency Radio Authority, and other expenditures that represent the Town's interest and are not attributable to a single department or program.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.4

MEETING DATE: March 25, 2025

AGENDA TITLE: Accept Update on the 2024 General Plan Annual Progress Report and the 2024 Housing Element Annual Progress Report and Authorize Staff to Send the Report to the State Governor's Office of Planning and Research (OPR) and State Housing and Community Development Department (HCD). This report is categorically exempt from environmental review under California Environmental Quality Act Guidelines Section 15306, which states that information collection activities are exempt from the provisions of the act.

FROM: Heidi Scoble, Planning Director
Lindsey Klein, Senior Planner

RECOMMENDATION: Accept Update on the 2024 General Plan Annual Progress Report and the 2024 Annual Housing Element Progress Report and authorize staff to send the Report to the State Governor's Office of Planning and Research (OPR) and State Housing and Community Development Department (HCD).

BACKGROUND

California Government Code [Section 65400](#) mandates that each local jurisdiction prepare an annual report on the status and progress in implementation of the General Plan and Housing Element. These annual reports – the General Plan Annual Progress Report (APR) in **Attachment 1** and the Housing Element APR in **Attachment 2** – must be submitted to the State's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) by April 1st of each year for the prior calendar year. The reports must also be reviewed by the local governing body (i.e., the Town Council). After review by Town Council, staff will submit the APRs to HCD and OPR to ensure compliance with the State deadline of April 1, 2025 for the 2024 reporting period. Updated versions of these reports may be resubmitted to the OPR at any time if any revisions are directed by the Town Council.

Item #: 1.4

The State uses the General Plan APR to help identify how local planning activities relate to statewide planning goals and policies. The Housing Element APR describes the Town's progress toward implementation of the Housing Element programs within the reporting period of 2024. In particular, the report documents local housing production and affordability, implementation of Housing Element programs, and local efforts to remove governmental constraints to the development of housing in 2024. Most notably, the Housing Element APR includes a tabulation of the Town's progress toward the eight-year Regional Housing Needs Assessment (RHNA) allocation.

DISCUSSION

Although the General Plan and Housing Element APRs are State-mandated reports (for State-required long range policy documents), the reports also serve as useful tools for providing the Town Council and the community with an annual update regarding implementation of the General Plan, including the Housing Element, its goals and policies.

The attached reports provide an update on the Town's progress in implementing the programs in the General Plan for calendar year 2024 and progress implementing the Housing Elements across the 6th cycle planning period.¹

Review of Housing Production to Meet Regional Housing Needs Allocation (RHNA)

Table 1, displayed below, lists the Town's RHNA for the 6th cycle planning period:

Table 1 – RHNA Allocation	
Income Level	2023-2031 RHNA
Extremely Low Income and Very Low Income (<30% and <50% of Area Median Income)	253
Low Income (50-80% Of Area Median Income)	145
Moderate Income (80-120% Of Area Median Income)	121
Above Moderate Income (>120% Of Area Median Income)	314
Total	833

Table 2, below, shows the permitted units issued during the 6th cycle RHNA planning period, which runs from June 30, 2022 to December 15, 2030, to date and the progress relative to income category.

¹ The 6th cycle planning period spans from January 31, 2023 through January 31, 2031.

Table 2 – RHNA Progress: Permitted Units Issued From June 30, 2022 to December 15, 2030 By Income Category					
	2022¹	2023	2024	6th Cycle RHNA	Remaining 6th Cycle RHNA
Very Low	6	0	2 ²	253	245
Low	7	19 ²	12 ²	145	107
Moderate	1	1 ²	1 ²	121	118
Above Moderate	0	2	5	314	307
Total	14	22	20	833	777

¹ Data in this column provides the number of permitted units issued between June 30, 2022 to December 31, 2022.

² These units are accessory dwelling units, which have been identified as naturally occurring affordable housing, in conformance with the State's methodology published in the [2024 Housing Element APR Instructions here](#).

Review of Housing Element Goals, Objectives, Policies and Programs Summary

Staff has analyzed the past performance of policies and programs in the 2023-2031 Housing Element (see Table D in **Attachment 2**).

This analysis describes the Town's status on implementation of the 2023-2031 Housing Element's programs. Highlights of key housing accomplishments in the 6th cycle planning period of 2024 include:

- The Town embarked on the [General Plan Update](#) process, which included engaging the community to better understand the community's vision and housing preferences, assessing existing regulations, inventorying Town-owned properties suitable for redevelopment, identifying appropriate local incentives to support housing creation, and more.
- Adoption of [Ordinance No. 1184](#) amending the Zoning Code, including the Objective Design and Development Standards (ODDS), to comply with State law regarding housing elements and improve clarity, consistency, and usability of Town standards.
- Adoption of [Ordinance No. 1186](#) and [Resolution No. 2024-4532](#) to align the Town's Zoning Code, Zoning Map, and General Plan Land Use Map with State law associated with the Adopted 2023-2031 Housing Element.
- Adoption of [Resolution No. 2024-4533](#) to proclaim April 2024 as Fair Housing Month.

Review of General Plan Progress Reports

The Town has made steady progress in implementing the policies of the General Plan. Of the 59 policies, 12 policies have yet to be implemented (see **Attachment 1**). Examples of policies that still need to be implemented include the establishment of a Traffic Mitigation Fee Plan, Historic Preservation Sites and Structures Inventory, Riparian and

Wildlife Conservation Reserve, View Protection Zones, Transfer of Development Rights policy, Assessment Freeze Policy, Agricultural/Rural Management Plan, Town acquisition of property adjacent to Town Hall, and cooperation with the County to establish a countywide noise abatement program.

FISCAL IMPACT

There is no fiscal impact associated with Town Council review and Town submission of the Housing Element APR with HCD and OPR.

GENERAL PLAN CONSISTENCY

This report is consistent with the Action 1.2a in the Adopted 2023-2031 Housing Element, which requires that the Town provide a report annually to the Town Council to review progress on Housing Element programs.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This report is categorically exempt from environmental review under California Environmental Quality Act Guidelines Section 15306, which states that information collection activities are exempt from the provisions of the act.

ATTACHMENTS

Attachment 1 - General Plan Annual Progress Report

Attachment 2 - Housing Element Annual Progress Report

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
LAND USE ELEMENT					
1. Code Revisions – Zoning Ordinance and Map					Partially implemented.
The top priority for implementation would be the revision of San Anselmo's Zoning Ordinance and Zoning Map to be consistent with the revised general plan. Ordinance amendments would include rewriting the residential and commercial sections of the code to incorporate the density and intensity provisions of the revised general plan.		X			The Zoning Ordinance was updated to be consistent with General Plan in 1991 (Ordinance 917) and has been periodically amended since then for conformance with State law, best practices, and the community vision. The Zoning Map was updated in 1991 and has been periodically updated since then. The digital GIS zoning map was updated in 2016 and again in 2024 to align with the 2023-2031 Housing Element. The Town Council adopted an Open Space land use designation and amendments to the General Plan Land Use Element and General Plan Land Use Map for open space parcels via Resolution No. 4297 and an Open Space zoning designation and amendments to the Zoning Map for open space parcels via Ordinance No. 1138 in 2019. The Zoning Ordinance was be updated to incorporate 2015 voter-approved Measure D "Parklands" Memorial Park policies. Additional amendments to the Zoning Ordinance and Zoning Map are anticipated as part of the Town's comprehensive General Plan Update, which was kicked off at the Town Council meeting on November 14, 2023 and is expected to conclude in early 2026.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
Updating the parking requirements of the code	X				The parking requirements were updated in 1991 (Ordinance 917). Accessory dwelling unit (ADU) parking standards were revised in 2017, 2019, 2020, and 2023 to allow more flexibility for ADU parking in conformance with State law. Parking standards were amended in 2023 via Ordinances No. 1179 and 1184.
Providing a Housing Opportunity section in the code.	X				The 2023-2031 Housing Element identifies housing opportunity areas.
Special provisions could be written into the code to provide that existing uses with a density or intensity of use greater than the revised plan could continue as legal permitted uses.	X				State law permits nonconforming multifamily residential uses to continue. Town nonconforming use regulations permit continuation of legal nonconforming uses.
1-2. Code Revisions – Subdivision Ordinance The subdivision ordinance should be reviewed and updated to conform with the Subdivision Map Act. The ordinance can be modified to require a developer to pay certain impact fees to cover the costs to the community that are directly attributable to the development.	X				The Subdivision Ordinance was updated in 1983. Staff reviews current provisions in Subdivision Map Act when processing applications for subdivision. Town may impose impact fees as conditions of approval for development projects, subject to State Government Code and applicable law.
1. Affordable Housing Overlay Areas Map - The Town will conduct a more detailed study of existing land uses and parcel sizes in the designated High Density Residential, General Commercial, and other areas to determine which sites are most appropriate as affordable housing areas. The objective of the study is to map	X				Housing opportunity areas are identified in 2023-2031 Housing Element.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
parcels which are considered appropriate Affordable Housing Overlay sites.					
2. Central Commercial Circulation and Parking Study - The Town will conduct a study of the traffic circulation and parking activity in the Central Commercial area. The purpose of the study is to develop a program to improve traffic circulation, parking opportunities, and evolve a method to finance any needed improvements. Businesses in the area will be invited to participate in the study.		X			Public Works - Engineering and Inspection Department staff completed an informal parking occupancy study in 2019. Following the Covid-19 pandemic, the Town prepared the Downtown Parking Study. An updated presentation and recommended signage and wayfinding, parking enforcement, and fees were presented to the Town Council in October 2023. The Town Council directed staff to move forward with recommendations and formal adoption of fees will be brought to the Town Council at a future meeting in 2025.
3. Design Review in the Single-Family Residential-Conservation Category - Prior to enacting an ordinance to implement the objectives of the Single-Family Residential-Conservation area the Town will conduct studies and hold workshops to determine when and where the discretionary power of design review will be used for new development on vacant lots, and when design review will be required for proposed expansion or reconstruction of existing buildings in the area. The staffing requirements to implement these objectives will also be studied. The purpose of the study is to determine the degree of flexibility which will be incorporated into the ordinance.	X				The Zoning Ordinance was updated to be consistent with General Plan in 1991 (Ordinance 917).
4. Historic Preservation Ordinance - The Town will prepare a historic preservation ordinance which will not only protect the visual and design character of existing historic buildings in the community, but will establish a procedure and guidelines for new building construction in areas of the community which contain examples of San Anselmo's architectural heritage.		X			Partially completed. No specific historic preservation ordinance has been adopted locally. However, the Town requires a Conditional Use Permit to demolish a building (Ordinance 1021, 2001). The Town also requires Design Review for all new buildings not subject to State streamlining provisions. Decision

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					makers consider the potential historic significance of any building 50 years or older that is subject to discretionary review, under the California Environmental Quality Act. No procedures and guidelines specifically for new buildings in areas with architectural heritage.
5. Park Land Zoning Ordinance - The Town shall prepare a park lands zoning ordinance, which shall apply to all park lands so designated on the General Plan land use map. The ordinance will implement and be consistent with the General Plan land use criteria for Parks set forth in Section E.3 of the Land Use Element.	X				Added by Measure D, which was passed by voters in November 2015. The Town Council adopted an Open Space land use designation and amendments to the General Plan Land Use Element and General Plan Land Use Map via Resolution No. 4297 and an Open Space zoning designation and amendments to the Zoning Map for open space parcels via Ordinance No. 1138 in 2019.
CIRCULATION ELEMENT					
1. Zoning Ordinance Rewrite - The parking requirements section of the zoning ordinance shall be reviewed and revised to implement the concept, objectives, and policies of the circulation element. The parking standards should be revised to accommodate planned land use and today's smaller sized automobiles.	X				Parking requirements updated in 1991 (Ordinance 917) and amended since that time.
2. Commercial Area Parking Study - The Town in conjunction with representatives of the local business community should establish a committee to study the parking problems in the commercial areas, and recommend a solution including funding that is agreeable to all parties involved. Special attention should be given to the concept of creating additional shared parking among		X			Public Works - Engineering and Inspection Department staff completed an informal parking occupancy study in 2019. Following the Covid-19 pandemic, the Town prepared the Downtown Parking Study. An updated presentation

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
all businesses. The study should focus on both the Central Business District and the Greenfield commercial areas.					and recommended signage and wayfinding, parking enforcement, and fees were presented to the Town Council in October 2023. The Town Council directed staff to move forward with recommendations and formal adoption of fees will be brought to the Town Council at a future meeting in 2025. The parking study did not focus on the Greenfield commercial area and this work is delayed due to focus on Downtown Parking Study implementation.
3. Funding of Roadway, Bikeway, and Pedestrian Improvements					
All new developments which require roadway modifications or improvements will be required to install and finance the entire cost of all these improvements.		X			Considered on a case-by-case basis with development projects.
Long-term improvements expected along Sir Francis Drake Boulevard, Center Boulevard, Butterfield Road, Red Hill Road, and local residential streets may be financed by gas tax funds, transportation grants, and other public monies.		X			Long-term improvements continue to be developed on streets through the Town's Capital Improvement Plan (CIP). The most recent 5-year CIP was adopted in 2024.
However, should the available funding not be adequate to install the necessary improvements, the Town may establish a traffic mitigation fee plan which estimates the cost of all improvements desired and charges each new development or improvement a fee based upon the number of trips it generates to the area during the peak hour. These fees will be used to help finance and pay the debt on improvements. The Town will and must seek the cooperation of the Town of Fairfax and the County of Marin in charging similar fees to finance improvements needed along Sir Francis Drake			X		Due to inadequate funds to implement major roadway improvements, no comprehensive long term improvement plan has been adopted and no traffic mitigation fee to implement the plan has been adopted.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
Boulevard, Center Boulevard, Butterfield Road, and Red Hill Road.					
4. Development Review Process - The Town will establish a development review process which requires all new development proposals of a medium or large scale to submit a traffic study with their applications which discusses the impact of the proposed development on the street system, and its conformance with the circulation objectives and policies of the plan. The cost of the study will be borne by the applicant, but will be conducted by a traffic consultant retained by the Town, or as part of an EIR prepared on the proposed project.		X			This requirement is levied upon projects subject to discretionary review. The Town updated its standards in 2023 to comply with SB 743 and new Vehicle Miles Traveled CEQA analysis via Town Council Resolution No. 4478.
17.1 Zero Emission Vehicle readiness. Provide a foundation for electric vehicle implementation efforts, including investments in electric vehicle infrastructure and guidance for ongoing Town initiatives, by preparing an Electric Vehicle Strategy. The strategy should establish a framework for near-term actions that support longer-term mobility goals and initiatives, including, but not limited to, Town policy on costs and fees for Town charging stations, regulations for residential and workplace electric vehicle readiness, and policies for conversion of the Town vehicle fleet.	X				The Electric Vehicle Strategy was adopted in 2019 and the policy for charging stations adopted in 2020.
OPEN SPACE ELEMENT					
The Town will review the comprehensive list of open space parcels contained in Appendix A of the General Plan, and will evolve a prioritized list of parcels to hopefully acquire if funding can be found or generated through private interest groups or initiative efforts. Implementation policies in Open Space Element discuss methods for property acquisition and funding.		X			A number of the properties included in the Open Space Element have been protected or developed. The Town Council adopted an Open Space land use designation in the Land Use Element and assigned parcels to the designation in the General Plan Land Use Map in 2019. As of 2024, the Town Open Space Committee and Town staff coordinated on the update of the Open Space Element as part of the General Plan Update to reflect properties acquired and developed;

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					reconsider priorities; update acquisition and protection strategies to reflect current law; and to ensure adequate policies are in place for continued protection of sites with open space value. The Town Council kicked off the General Plan Update at a regular meeting on November 14, 2023 and is expected to conclude in early 2026.
SAFETY ELEMENT					
Town General Plan does not include a safety element.	X				Town Council updated Local Hazard Mitigation Plan in 2019, which triggered requirement for a Safety Element. The Town Council adopted a Safety Element via Resolution No. 2023-4513 on July 25, 2023.
CONSERVATION ELEMENT (from 1976 General Plan)					
1. Regulation					
a. Health and Safety zoning including:					
1. Geologic risk zones (fault and landslide);	X				Town has access to maps that identify general areas of fault and landslides and has not mapped specific zones.
2. Flooding risk zones (floodplain, stream and bank protection; and	X				Federal Emergency Management Agency updated Flood Insurance Rate Maps to identify flooding risk zones in 2014.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
3. Fire risk zones (grass, dry brush, dead-end canyons, and inadequate water supply).	X				Ross Valley Fire Department has mapped area of wildfire hazards and the Town has an adopted a Wildland Urban Interface Map. Ross Valley Fire will be updating Wildland Urban Interface zone maps for Town consideration in 2016 in association with a County Wildfire Protection Plan.
b. Noise and flight path safety zones (airport, freeway).	X				Not applicable in Town.
c. Special recreation-visitor zoning (golf courses, hunting preserves, special event areas, etc.)	X				Not applicable in Town.
d. Agricultural and rural zones.	X				Not applicable in Town.
e. Designation of historic preservation sites and structures (including archaeological sites and structures of unusual architectural design).			X		No historic resource study has been adopted. Town staff and decision makers review discretionary projects on a case-by-case basis and consult with San Anselmo History Museum staff. Town Council has directed staff to work on an inventory, but no funding has been allocated to complete project. Mapping archaeological sites is not recommended since it puts resources at risk and may also fail to protect unmapped resources. Discretionary projects are reviewed on a case-by-case basis. Particular care will be given to areas known for Miwok resources, such as areas near existing and former fresh water sources.
f. Riparian and wildlife resource conservation reserves.			X		No riparian conservation reserves have been designated. Information

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					on wildlife resources is available through the California Natural Diversity Database https://www.wildlife.ca.gov/Data/CNDDDB which is consulted on a case-by-case basis.
g. View protection zones.			X		No view protection zones have been established. Public views are considered on a case-by-case basis during environmental review for discretionary projects.
h. Density transfer zones and planned unit (cluster) zones.			X		No zones have been established.
i. Scenic travel corridor and parkway zones.	X				The Town General Plan defines Scenic Highways as Red Hill Avenue, Sir Francis Drake Boulevard from Ross Town limits to the Fairfax Town limits, and Center Boulevard from the Hub to the Fairfax Town limits.
j. Development of contractual land use agreements given in return for assessment freezes.			X		The Town has not entered into any agreements in return for assessment freezes.
k. Review of proposed residential and commercial development.	X				Town reviews environmental impacts of proposed development on a case-by-case basis.
2. Management The following methods of achieving the goals of this element may be attained by management techniques as opposed to regulation.					
a. Countywide management board to administer management programs for public and private open space.		X			Since the 1960s and 1970s organizations have preserved critical natural lands and family farms that resulted in creation of two National Park Service units, the Marin Agricultural Land Trust, and

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					voter approval of the Marin County Regional Park District (now Marin County Parks). In the past four decades, Marin County Parks has acquired hundreds of undeveloped parcels from willing sellers, totaling more than 20,000 acres. Much of this acreage became open space preserves. In 2018, the 16.2-acre Sky Ranch near Fairfax and San Anselmo was preserved. In 2024, the Town Council adopted Resolution No. 2024-4526 to accept a 9.5-acre tract in Upper Hawthorne Canyon in San Anselmo and preserve it as open space.
b. Agricultural/rural management plan.			X		Agriculture is not an allowable use in the Town of San Anselmo and there are no rural areas in Town limits.
c. Multi-use management plan (recreation, marsh, wildlife, flood control, water, sewer, fire, school, etc.)		X			There is no marshland in Town. The Town is responsible for public wildlife areas. The Town manages its own recreation activities. The Ross Valley jurisdictions and County of Marin coordinate flood control efforts and have passed a flood fee to fund projects. Ross Valley Fire Department manages fire safety for the Town and adjacent jurisdictions. The Ross Valley School District and Tamalpais Union High School District manage public schools in Town and adjacent communities.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					The Marin Municipal Water District is the Town's water supplier and conducts water supply planning. The most recent supply map was adopted in 2023: https://www.marinwater.org/WaterSupplyPlanning The Ross Valley Sanitary District, which serves San Anselmo, plans for sewer management and improvements. https://rvsd.org/9/Our-Projects
3. Acquisition Where public uses, not established by prescriptive rights, require acquisition of part or all of the development rights in the land the following techniques may be used: ...					This implementation program does not specify any particular action.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
TOWN PARKS, RECREATION, AND PUBLIC FACILITIES ELEMENT (from 1976 General Plan)					
Parks and Recreation					
1. Isabel Cook School multi-purpose building should be refurbished and used as a community center in order to provide a meeting place for many of the local groups who do not have an adequate facility at present.	X				Isabel Cook acts as a community center and was used for gymnastics, Recreation Department offices, artist studios, and recreation classes in 2024. The Community Facilities Master Plan was completed in 2015. The Memorial Park Master Plan, which includes Isabel Cook School and was recently amended in 2024, identifies Isabel Cook as a community center. All improvements identified in the Memorial Park Master Plan are not yet complete.
2. Park and Recreation offices should be located at the Isabel Cook School or moved into quarters vacated by other civic functions, depending on the Town Hall site alternatives finally chosen. Memorial Park would still require an office, but Isabel Cook School's multi-purpose building would provide more space.	X				Park and Recreation offices are currently located at the Isabel Cook School.
3. The community's needs for a swimming pool, tennis courts, and adjacent play fields could be met at Sorich Ranch provided these facilities could be made compatible with the open space amenities of the rest of the area. Other possibilities which should be explored in providing for these needs are the possible acquisition of the entire Isabel Cook School site or acquisition of the Fairfax Town and Country Club by the County with maintenance and management jointly provided by the Towns of Fairfax and San Anselmo.		X			In 1946, San Anselmo voters turned down a bond to fund a municipal swimming pool. On July 27, 1993, the Town adopted the Master Plan for Sorich Ranch Park. The Master Plan promotes passive recreational activities does not incorporate a pool, tennis court or fields. In April 2009, the Red Hill Community Park was opened to the public and operates under a Joint Use Agreement with the Tamalpais

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					High School District for use of the John Wright Athletic Fields and Red Hill Community Dog Park. A master plan for Memorial Park was approved in 2018 and amended in 2024. The Town seeks funding to implement the plan. A tax to fund the plan was rejected by voters in 2019.
4. Neighborhood mini-parks and playgrounds should be acquired for the Hawthorn Hills, Sequoia Park, and Hilldale areas of the Town.		X			Starting in 2017, residents of the Hilldale area sought Town permission to convert Town land near United Market into a neighborhood pocket park. The park opened in 2023. No other pocket parks are in the development pipeline as of 2024.
5. Public art of a durable kind should be an addition to the Town park system.		X			The Town has incorporated art into public parks including the Millennial Playground. The Town approved a public art project to paint utility boxes in 2020. In 2023, the Town approved a new program to permit murals in San Anselmo. In 2024, the Town approved active transportation improvements at the Hub which included public art components in the project design.
6. The Log Cabin site adjacent to Memorial Park should be incorporated into the park, when surplus to the needs of the present owner.			X		This has not yet been completed.
7. Resting spaces along trails and street approaches to trails and bikeways should be part of the recreational facilities provided in support of public non-auto use of open spaces. This would be even further facilitated by trailhead and bikeway terminal amenities.			X		The Town approved three benches along the Red Hill Trail in 2021, installed by an Eagle Scout candidate.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
Public Facilities					
1. Town administration, public works, and public safety functions are presently conducted in inadequate or rented space. Recommendations for alleviating this condition are:	X				All Town offices are located in the upper level of Town Hall at 525 San Anselmo Avenue. The Public Works corporation yard is located at the end of San Francisco Avenue.
a. Relocate the present Fire Department headquarters and Firehouse No. 1 to the corner of San Rafael Avenue and San Anselmo Avenue. Firehouse No. 2 on Butterfield will remain at its present location.	X				The Town Fire Department headquarters on San Anselmo Avenue was redeveloped and completed in 2010.
b. The present Town Hall site should be expanded by the acquisition of 15 Magnolia Avenue, plus perhaps the five parcels between City Hall Avenue, Library Place, and Tunstead Avenue.		X			15 Magnolia was acquired by the Town in 1975 and is improved as a parking lot for Town staff, Police, and Sheriff. The five other parcels remain in private ownership.
c. A further acquisition of the business properties between the present Town Hall site, Magnolia and San Anselmo avenues should be explored for future acquisition to square off the Town's government center, particularly if other public functions are to be accommodated in the Town.			X		No other property has been acquired by the Town. The property at 23 Magnolia Avenue was on the market in 2016 and sold for \$840,000.
d. City Hall Avenue adjacent to the Civic Center site should be closed and made a part of the Center.	X				The Town vacated City Hall Avenue for street purposes between San Anselmo Avenue and Library place in 1975 by Resolution 1629 and 1976 Resolution 1661 and retained ownership of the area. Area used for Town Hall parking and pedestrian path and landscaping.
e. Library Place should be extended as appropriate to serve the public facilities area.			X		This has not been completed.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
f. The present corporation yard and municipal shop should be made visually compatible with the Sorich Ranch Park setting by use of fencing, landscaping, and the demolition of obsolete and visually disturbing buildings. One possibility which should be explored further in capital improvement programming would be to leave the site as a corporation yard only and farm out auto maintenance.		X			The new corporation yard building was constructed, and improvements are made as funding available. The Town approved a Low Impact Development Project to provide a solid surface for collecting green waste and prevent stormwater pollution.
2. Sanitary Service. The present collection system is operating near capacity. Population growth should not exceed the progress made in bringing the sanitary sewer system up to regional standards and expanding its capacity for collection and treatment of wastes.		X			Ross Valley Sanitary District continues to fund improvement of sanitary sewer system. Sanitary District indicates they have adequate capacity for planned development.
3. Storm Drainage and Flood Control. The natural appearance and runoff capacity of stream channels should be protected, preserved, and enhanced by the development of small improvements (e.g., small earth-fill dams for storm water retention) and landscaping rather than a major flood-control project such as the concrete channel in lower Corte Madera Creek. The channel lines on both sides of San Anselmo Creek should be protected from encroachment by development.		X			In 2007, Ross Valley parcel owners approved a parcel fee on all parcels that drain into the Ross Valley watershed to help pay a portion of annual costs for a flood protection program. Voters rejected a proposal to consider Memorial Park for use as a dual use park and flood detention facility in 2015 by Proposition D. Small private projects are considered when submitted. The Ross Valley Flood Protection and Watershed Program is considering both small and major flood control projects. http://www.marinwatersheds.org/rossvalleywatershed-org/ In January 2017, the Town Council approved flood protection options

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					for the County to consider for an Environmental Impact Report. The County approved the Environmental Impact Report in 2018. In March 2024, the residents passed Measure F to remove San Anselmo from Flood District 9 in 2027.
NOISE ELEMENT (from 1976 General Plan)					
1. Promulgate information to all residents of the need for and methods of obtaining reduced noise levels.		X			Construction and leaf blower regulations are advertised in handouts, Town email, and the web site.
2. Adopt, budget for, and enforce an effective noise ordinance and other ordinances relating to noise reduction.		X			Town Noise Ordinance was adopted in 1975 (Ordinance 685). Restrictions on leaf blowers were added in 1993 and 1994 (Ordinances 951 and 957) Construction day and time limits were added in 1997 and updated in 2007 (Ordinances 983 and 1059) Gas powered leaf blower prohibition and new operating hours were adopted in 2021 (Ordinance 1158) and in effect in 2022; additional landscape equipment regulations (Ordinance 1173) were passed in 2022 and became effective on January 1, 2024.
3. The Town shall cooperate in the establishment of a countywide program of noise abatement when it has been developed.			X		No Countywide program of noise abatement has been developed. However, Town staff has been

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					discussing coordinating a noise ordinance update with other jurisdictions under the Central Marin Police Authority or as part of the General Plan Update, which was initiated in late 2023 and expected to conclude in early 2026.
4. The Town will work actively with the California Highway Patrol to police noise levels on moving vehicles.		X			California law requires that all vehicles must be equipped with an adequate muffler to prevent excessive noise from the exhaust system. The Vehicle Code has provisions related to vehicle noise that would be enforced by law enforcement.
SCENIC HIGHWAYS (PARKWAY) ELEMENT (from 1976 General Plan)					
1. San Anselmo has three entryways, all of which could be improved by landscaping, improved signing, lighting, and other outdoor design features.		X			In 2000, the Town funded a downtown beautification project that included new trees and landscaping.
2. Divided highways in the planning area should have their landscaping, lighting, and street furniture upgraded in keeping with a common design theme that will visually signal that one has arrived and is moving through a different community.		X			The 5-year Capital Improvement Plan adopted in 2024 includes funding for improvements for pedestrians along Sir Francis Drake Boulevard and other high-traffic roadways in San Anselmo. The Town Council adopted a Median Master Plan in 2018. The Red Hill Avenue median project has been funded by a donation and completed in 2020. Other median landscaping costs are not yet identified or funded. The Town Economic Development Plan (2018, page 26) includes an objective to beautify areas of the Town “through improved

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					landscaping, streetscape, and other public amenities." The Economic Development Committee approved plans for wayfinding signage that staff installed in 2020.

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	San Anselmo	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	12
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		5
Total Units		20

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	3	3	0
2 to 4 units per structure	0	2	0
5+ units per structure	1	0	16
Accessory Dwelling Unit	1	15	11
Mobile/Manufactured Home	0	0	0
Total	5	20	27

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	19	20
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	35
Number of Proposed Units in All Applications Received:	77
Total Housing Units Approved:	9
Total Housing Units Disapproved:	32

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	28	59
Discretionary	7	18

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	32
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	119
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	San Anselmo
Reporting Year	2024
Planning Period	6th Cycle
	(Jan. 1 - Dec. 31)
	01/01/2023 - 01/01/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes	
1					2	3	4	5							6	7	8	9	10		11	12	13	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below								4	2	3	22	3	5	38	77	9	32							
	007-231-44	176 Oak Ave		PRO2024-0018	ADU	R	3/26/2024							1	1			NONE	No		No	Withdrawn	Discretionary	1/29/25 online survey of local /
	005-171-05	84 Broadmoor Ave		PRO2024-0035	ADU	R	5/22/2024							1	1			NONE	No		No	Withdrawn	Ministerial	1/29/25 online survey of local /
	007-284-14	233 San Anselmo Ave		PRO2024-0011	2 to 4	R	3/4/2024							3	3			NONE	No		No	Pending	Discretionary	
	007-231-44	176 Oak Ave		PRO2024-0021	ADU	R	4/11/2024							1	1			NONE	No		No	Pending	Discretionary	1/29/25 online survey of local /
	007-083-47	42 Savannah Rd		PRO2024-0039	ADU	R	6/24/2024		1						1			NONE	No		No	Pending	Discretionary	1/29/25 online survey of local /
	007-251-22	401 San Anselmo Ave		PRO2024-0048	2 to 4	R	8/28/2024			1				3	4			NONE	No		No	Pending	Discretionary	
	007-251-22	401 San Anselmo Ave		PRO2024-0074	2 to 4	R	11/27/2024			1				3	4			NONE	No		No	Withdrawn	Discretionary	
	007-282-20	305 San Anselmo Ave		PRO2024-0033	5+	R	5/13/2024	4				3		25	32		32	NONE	Yes		Yes	Disapproved	Ministerial	
	007-251-22	401 San Anselmo Ave		PRO2024-0038	2 to 4	R	6/19/2024			1				3	4			NONE	No		No	Withdrawn	Discretionary	
	007-011-20	27 FLORENCE AVE		82024-0001	ADU	R	2/7/2024								1			NONE	No		No	Withdrawn	Ministerial	1/29/25 online survey of local /
	007-041-07	32 FERN LN		82024-0016	ADU	R	1/14/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	007-281-14	88 ROSS AVE		82024-0040	ADU	R	1/30/2024								1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	007-232-59	701 REDWOOD RD		82024-0046	ADU	R	1/31/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	005-171-05	84 BROADMOOR AVE		82024-0231	ADU	R	6/3/2024						1		1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	007-211-09	15 SAN RAFAEL AVE		82024-0237	ADU	R	6/4/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	006-144-46	122 JORDAN AVE		82024-0256	ADU	R	6/12/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	007-115-17	220 LAUREL AVE		82024-0261	ADU	R	6/14/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	006-144-46	122 JORDAN AVE		82024-0544	ADU	R	12/3/2024				1				1			NONE	No		No	Withdrawn	Ministerial	1/29/25 online survey of local /
	005-330-08	20 CARLSON AVE		82024-0059	ADU	R	2/15/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	007-221-11	118 WOODLAND AVE		82024-0077	ADU	R	2/29/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	005-111-11	14 BERKELEY AVE		82024-0094	ADU	R	3/11/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	007-084-04	20 SAVANNAH RD		82024-0114	ADU	R	3/21/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	007-051-36	1352 SAN ANSELMO AVE		82024-0123	ADU	R	3/28/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	006-241-28	15 PROSPECT AVE		82024-0153	ADU	R	4/22/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	005-093-08	39 BENNETT AVE		82024-0155	ADU	R	4/22/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	005-054-10	28 HOLSTEIN RD		82024-0174	ADU	R	4/30/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	007-011-20	27 FLORENCE AVE		82024-0236	ADU	R	6/4/2024				1				1	1		NONE	No		No	Approved	Ministerial	1/29/25 online survey of local /
	005-132-19	89 BROADMOOR AVE		82024-0475	ADU	R	10/8/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	005-191-03	1654 SAN ANSELMO AVE		82024-0536	ADU	R	11/25/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	005-102-37	150 THE ALAMEDA		82024-0487	ADU	R	10/15/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	006-041-13	PARK DR		82024-0547	SFD	R	12/5/2024							1	1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	007-231-44	176 OAK AVE		82024-0119	ADU	R	3/26/2024							1	1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	006-241-28	15 PROSPECT AVE		82024-0149	ADU	R	4/18/2024				1				1			NONE	No		No	Withdrawn	Ministerial	1/29/25 online survey of local /
	007-112-13	1009 SAN ANSELMO AVE		82024-0243	ADU	R	6/6/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /
	006-012-01	176 LOS ANGELES BLVD		82024-0253	ADU	R	6/11/2024				1				1			NONE	No		No	Pending	Ministerial	1/29/25 online survey of local /

Table A2	
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Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

[illegible]

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Building Permits								
			7							8	9
Current APN	Street Address	Project Name ⁺	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits <u>Date</u> <u>Issued</u>	# of Units Issued Building Permits
			0	2	0	12	0	1	5		20
007-292-03	21 Kensington Ct, Unit 1										0
005-082-10	9 West Ct			1						6/10/2024	1
007-115-16	216 Laurel Ave										0
007-212-04	101 Cedar St										0
006-254-12	1 Lincoln Park										0
005-282-13	119 Oak Springs Dr										0
005-151-04	137 Oak Knoll Ave										0
006-231-30	160 Sturdivant Ave					1				6/20/2024	1
007-161-07	36 Grove Ln										0
007-012-11	11 Hooper Ln										0
005-154-28	72 Oak Knoll Ave										0
006-023-09	126 San Francisco Blvd					1				1/23/2024	1
005-121-03	15 Valley Rd										0
007-301-11	22 Belle Ave								2	4/9/2024	2
006-212-04	316 Greenfield Ave			1						8/1/2024	1
007-115-41	57 Hillside Ave								1	9/5/2024	1
007-115-40	61 Hillside Ave								1	7/22/2024	1
005-204-41	209 San Francisco Ave							1		1/17/2024	1
006-041-14	35 Park Dr					1				6/27/2024	1
005-122-09	42 Rutherford Ave								1	2/21/2024	1
007-011-19	37 Florence Ave					1				4/29/2024	1
007-264-02	25 Waverly Rd					1				7/31/2024	1
007-281-14	88 Ross Ave					1				10/17/2024	1
005-330-08	20 Carlson Ave					1				5/22/2024	1
006-115-14	140 Sequoia Dr					1				6/20/2024	1
006-082-20	42 Madrone Ave					1				9/19/2024	1
006-213-05	416 Greenfield Ave					1				7/19/2024	1
007-161-31	129 Madrone Ave					1				9/11/2024	1
007-115-17	220 Laurel Ave					1				11/18/2024	1
006-152-41	35 Longview Ave										0
006-041-13	Park Dr										0
007-043-13	15 Yolanda Dr										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Certificates of Occupancy									
			10							11	12	
Current APN	Street Address	Project Name ⁺	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	
			0	1	0	9	0	1	16		27	
007-292-03	21 Kensington Ct, Unit 1										0	
005-082-10	9 West Ct			1						10/3/2024	1	
007-115-16	216 Laurel Ave							1		1/25/2024	1	
007-212-04	101 Cedar St					1				4/17/2024	1	
006-254-12	1 Lincoln Park								16	5/1/2024	16	
005-282-13	119 Oak Springs Dr					1				7/31/2024	1	
005-151-04	137 Oak Knoll Ave					1				4/10/2024	1	
006-231-30	160 Sturdivant Ave					1				8/15/2024	1	
007-161-07	36 Grove Ln					1				12/12/2024	1	
007-012-11	11 Hooper Ln					1				1/4/2024	1	
005-154-28	72 Oak Knoll Ave					1				2/21/2024	1	
006-023-09	126 San Francisco Blvd					1				11/25/2024	1	
005-121-03	15 Valley Rd					1				8/16/2024	1	
007-301-11	22 Belle Ave										0	
006-212-04	316 Greenfield Ave										0	
007-115-41	57 Hillside Ave										0	
007-115-40	61 Hillside Ave										0	
005-204-41	209 San Francisco Ave										0	
006-041-14	35 Park Dr										0	
005-122-09	42 Rutherford Ave										0	
007-011-19	37 Florence Ave										0	
007-264-02	25 Waverly Rd										0	
007-281-14	88 Ross Ave										0	
005-330-08	20 Carlson Ave										0	
006-115-14	140 Sequoia Dr										0	
006-082-20	42 Madrone Ave										0	
006-213-05	416 Greenfield Ave										0	
007-161-31	129 Madrone Ave										0	
007-115-17	220 Laurel Ave										0	
006-152-41	35 Longview Ave										0	
006-041-13	Park Dr										0	
007-043-13	15 Yolanda Dr										0	

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier				Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
			13	14	15	16	17	18	19	20			21	22	23	24
Current APN	Street Address	Project Name*	How many of the units were Extremely Low Income?	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			0					Size of unit, quality of construction, number of bedrooms, age		1						
007-292-03	21 Kensington Ct, Unit 1		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-082-10	9 West Ct		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-115-16	216 Laurel Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-212-04	101 Cedar St		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
006-254-12	1 Lincoln Park		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-282-13	119 Oak Springs Dr		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-151-04	137 Oak Knoll Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
006-231-30	160 Sturdivant Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-161-07	36 Grove Ln		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-012-11	11 Hooper Ln		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-154-28	72 Oak Knoll Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								

006-023-09	126 San Francisco Blvd		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-121-03	15 Valley Rd		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-301-11	22 Belle Ave		0	NONE	Y											
006-212-04	316 Greenfield Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-115-41	57 Hillside Ave		0	NONE	Y											
007-115-40	61 Hillside Ave		0	NONE	Y											
005-204-41	209 San Francisco Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
006-041-14	35 Park Dr		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-122-09	42 Rutherford Ave		0	NONE	Y					1	Destroyed	O				
007-011-19	37 Florence Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-264-02	25 Waverly Rd		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
007-281-14	88 Ross Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
005-330-08	20 Carlson Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
006-115-14	140 Sequoia Dr		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
006-082-20	42 Madrone Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								
006-213-05	416 Greenfield Ave		0	NONE	Y			1/29/25 online survey of local ADUs for rent based on HCD's 2024 income limits. 10% affordable to very low-income households, 84% affordable to low-income households, and 6% affordable to moderate-income households.								

Jurisdiction	San Anselmo	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022 - 01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	253	-	-	-	-	-	-	-	-	-	-	8	245
	Non-Deed Restricted		6	-	2	-	-	-	-	-	-	-		
Low	Deed Restricted	145	-	-	-	-	-	-	-	-	-	-	38	107
	Non-Deed Restricted		7	19	12	-	-	-	-	-	-	-		
Moderate	Deed Restricted	121	-	-	-	-	-	-	-	-	-	-	3	118
	Non-Deed Restricted		1	1	1	-	-	-	-	-	-	-		
Above Moderate		314	-	2	5	-	-	-	-	-	-	-	7	307
Total RHNA		833												
Total Units			14	22	20	-	-	-	-	-	-	-	56	777
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely low-income Need														
Extremely Low-Income Units*		127		-	-	-	-	-	-	-	-	-	-	127

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

Jurisdiction	San Anselmo	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C																		
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																		
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description								
1				2	3				4	5	6	7	8		9	10	11	
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses	
Summary Row: Start Data Entry Below																		
006-042-28	9 Tamai Ave			8/22/2023					2	Shortfall of Sites	0.305196798	MDR	R-2	6	12	2	Non-Vacant	Residential
006-061-33	300 Sunny Hills Dr			8/22/2023		112				Shortfall of Sites	5.33	HDR	R-3/SPD	20	30	112	Non-Vacant	Educational/Institutional/Religious
006-042-05	1019 Sir Francis Drake Blvd			8/22/2023					1	Shortfall of Sites	0.265963671	MDR	R-2	6	12	1	Non-Vacant	Residential
006-042-08	1001 Sir Francis Drake Blvd			8/22/2023					1	Shortfall of Sites	0.283255343	MDR	R-2	6	12	1	Non-Vacant	Residential
006-072-13	8 Sals Ave			8/22/2023					1	Shortfall of Sites	0.247400577	MDR	R-2	6	12	1	Non-Vacant	Residential
006-091-68	790 Sir Francis Drake Blvd			8/22/2023		6				Shortfall of Sites	0.304824603	LC	C-L/SPD	20	30	6	Non-Vacant	Commercial
006-091-70	4 Loma Robles Dr			8/22/2023					6	Shortfall of Sites	0.367566462	HDR	R-3/SPD	20	30	6	Non-Vacant	Residential
006-091-69	2 Loma Robles Dr			8/22/2023			4			Shortfall of Sites	0.215221267	HDR	R-3/SPD	20	30	4	Non-Vacant	Residential
006-091-39	754 Sir Francis Drake Blvd			8/22/2023					9	Shortfall of Sites	0.46200828	LC	C-L/SPD	20	30	9	Non-Vacant	Commercial
006-091-65	129 Spaulding St			8/22/2023					8	Shortfall of Sites	0.40570874	LC	R-3/SPD	20	30	8	Vacant	Vacant
006-091-05	Spaulding St and Luna Ln			8/22/2023					5	Shortfall of Sites	0.28	VLD-HDR	R-3	20	30	5	Vacant	Vacant
006-091-15	113 Spaulding Ln			8/22/2023					4	Shortfall of Sites	0.328609232	HDR	R-3	20	30	4	Non-Vacant	Residential
006-121-16	9 Buena Vista			8/22/2023					1	Shortfall of Sites	0.104348364	HDR	R-3	20	30	1	Non-Vacant	Residential
006-121-12	50 Essex St			8/22/2023					6	Shortfall of Sites	0.263878019	HDR	R-3	20	30	6	Non-Vacant	Residential
006-172-02	5 W Hillside Ave			8/22/2023		15				Shortfall of Sites	0.718721109	HDR	C-3	20	30	15	Vacant	Vacant
006-251-03	316 Sir Francis Drake Blvd			8/22/2023			3			Shortfall of Sites	0.179840238	CC	C-3	20	30	3	Non-Vacant	Commercial
006-251-02	312 Sir Francis Drake Blvd			8/22/2023			1			Shortfall of Sites	0.070210138	CC	C-3	20	30	1	Non-Vacant	Commercial
006-251-01	300 Sir Francis Drake Blvd			8/22/2023			3			Shortfall of Sites	0.179604788	CC	C-3	20	30	3	Non-Vacant	Commercial
006-251-05	340 Sir Francis Drake Blvd			8/22/2023			3			Shortfall of Sites	0.151127174	CC	C-3	20	30	3	Non-Vacant	Commercial
006-251-27	324 Sir Francis Drake Blvd			8/22/2023			7			Shortfall of Sites	0.346565728	CC	C-3	20	30	7	Non-Vacant	Commercial
007-211-04	55 San Rafael Ave			8/22/2023					1	Shortfall of Sites	0.341728922	DMR	R-2	6	12	1	Non-Vacant	Residential
007-211-05	43 San Rafael Ave			8/22/2023					2	Shortfall of Sites	0.526989813	DMR	R-2	6	12	2	Non-Vacant	Residential
007-211-01	71 San Rafael Ave			8/22/2023					3	Shortfall of Sites	0.468362921	DMR	R-2	6	12	3	Non-Vacant	Residential
007-211-36	76 Tamalpais Ave			8/22/2023					2	Shortfall of Sites	0.403005229	DMR	R-2	6	12	2	Non-Vacant	Residential
006-252-02	206 Sir Francis Drake Blvd			8/22/2023			2			Shortfall of Sites	0.146849586	CC	C-3	20	30	2	Non-Vacant	Commercial
006-252-03	214 Sir Francis Drake Blvd			8/22/2023			3			Shortfall of Sites	0.149688284	CC	C-3	20	30	3	Non-Vacant	Commercial
007-212-13	43 Tamalpais Ave			8/22/2023					2	Shortfall of Sites	0.161294013	DMR	R-3	20	30	2	Non-Vacant	Residential
007-212-14	41 Tamalpais Ave			8/22/2023					2	Shortfall of Sites	0.17463325	DMR	R-3	20	30	2	Non-Vacant	Residential
007-284-50	50 Mariposa Ave			8/22/2023					6	Shortfall of Sites	0.364969823	DMR	R-3	20	30	6	Non-Vacant	Residential
007-212-07	69 Tamalpais Ave			8/22/2023					3	Shortfall of Sites	0.226513825	DMR	R-3	20	30	3	Non-Vacant	Residential
007-212-06	77 Tamalpais Ave			8/22/2023					3	Shortfall of Sites	0.197187107	DMR	R-3	20	30	3	Non-Vacant	Residential
007-212-09	63 Tamalpais Ave			8/22/2023					3	Shortfall of Sites	0.177683841	DMR	R-3	20	30	3	Non-Vacant	Residential
007-212-50	54 Magnolia Ave			8/22/2023					3	Shortfall of Sites	0.150643841	DMR	R-3	20	30	3	Non-Vacant	Residential
007-212-43	58 Magnolia Ave			8/22/2023					3	Shortfall of Sites	0.148553871	DMR	R-3	20	30	3	Non-Vacant	Residential
007-212-37	36 Magnolia Ave			8/22/2023					2	Shortfall of Sites	0.197521662	DMR	R-3	20	30	2	Non-Vacant	Residential
007-212-36	30 Magnolia Ave			8/22/2023					1	Shortfall of Sites	0.141576988	DMR	R-3	20	30	1	Non-Vacant	Residential
007-213-08	69 Magnolia Ave			8/22/2023					2	Shortfall of Sites	0.180263731	DMR	R-3	20	30	2	Non-Vacant	Residential
007-213-57	73 Magnolia Ave			8/22/2023					2	Shortfall of Sites	0.128440994	DMR	R-3	20	30	2	Non-Vacant	Residential
007-213-17	41 Magnolia Ave			8/22/2023					1	Shortfall of Sites	0.106388546	DMR	R-3	20	30	1	Non-Vacant	Residential
007-213-16	43 Magnolia Ave			8/22/2023					1	Shortfall of Sites	0.108554194	DMR	R-3	20	30	1	Non-Vacant	Residential
007-213-15	47 Magnolia Ave			8/22/2023					1	Shortfall of Sites	0.096597159	DMR	R-3	20	30	1	Non-Vacant	Residential
007-213-50	196 Turnstead Ave			8/22/2023					2	Shortfall of Sites	0.160963273	DMR	R-3	20	30	2	Non-Vacant	Residential
007-251-37	182 Pine St			8/22/2023					1	Shortfall of Sites	0.107202985	DMR	R-3	20	30	1	Non-Vacant	Residential
007-251-34	170 Pine St			8/22/2023					1	Shortfall of Sites	0.105921335	DMR	R-3	20	30	1	Non-Vacant	Residential
007-251-27	140 Pine St			8/22/2023					2	Shortfall of Sites	0.12026146	DMR	R-3	20	30	2	Non-Vacant	Residential
007-251-32	160 Pine St			8/22/2023					1	Shortfall of Sites	0.105383529	DMR	R-3	20	30	1	Non-Vacant	Residential
007-251-38	184 Pine St			8/22/2023					1	Shortfall of Sites	0.114634014	DMR	R-3	20	30	1	Non-Vacant	Residential
007-251-29	150 Pine St			8/22/2023					1	Shortfall of Sites	0.105489802	DMR	R-3	20	30	1	Non-Vacant	Residential
007-252-01	177 Pine St			8/22/2023					1	Shortfall of Sites	0.095996571	DMR	R-3	20	30	1	Non-Vacant	Residential
007-252-06	155 Pine St			8/22/2023					1	Shortfall of Sites	0.105224221	DMR	R-3	20	30	1	Non-Vacant	Residential
007-252-13	129 Pine St			8/22/2023					1	Shortfall of Sites	0.113060429	DMR	R-3	20	30	1	Non-Vacant	Residential
007-281-21	110 Ross Ave			8/22/2023					6	Shortfall of Sites	0.401478096	DMR	R-3	20	30	6	Non-Vacant	Residential
007-281-13	80 Ross Ave			8/22/2023					2	Shortfall of Sites	0.173087148	DMR	R-3	20	30	2	Non-Vacant	Residential
007-281-14	88 Ross Ave			8/22/2023					2	Shortfall of Sites	0.126552937	DMR	R-3	20	30	2	Non-Vacant	Residential
007-281-19	102 Ross Ave			8/22/2023					3	Shortfall of Sites	0.202971062	DMR	R-3	20	30	3	Non-Vacant	Educational/Institutional/Religious
007-281-12	68 Ross Ave			8/22/2023					2	Shortfall of Sites	0.121124473	DMR	R-3	20	30	2	Non-Vacant	Residential
007-281-11	1 Cedar St			8/22/2023					1	Shortfall of Sites	0.161667454	DMR	R-3	20	30	1	Non-Vacant	Residential
007-282-23	61 Woodland Ave			8/22/2023					3	Shortfall of Sites	0.127062452	DMR	R-3	20	30	3	Non-Vacant	Educational/Institutional/Religious
007-282-13	50 Ross Ave			8/22/2023					1	Shortfall of Sites	0.096158524	DMR	R-3	20	30	1	Non-Vacant	Residential
007-284-22	22 Mariposa Ave			8/22/2023					1	Shortfall of Sites	0.097344962	GC	R-3	20	30	1	Non-Vacant	Residential
007-212-20	19 Tamalpais			8/22/2023					2	Shortfall of Sites	0.118881855	DMR	C-2/SPD	20	30	2	Non-Vacant	Commercial
007-252-16	341 San Anselmo Ave			8/22/2023					4	Shortfall of Sites	0.191951504	DMR	C-2/SPD	20	30	4	Non-Vacant	Commercial
007-284-10	23 Ross Ave			8/22/2023					2	Shortfall of Sites	0.162828329	GC	R-3	20	30	2	Non-Vacant	Residential
007-282-20	305 San Anselmo Ave			8/22/2023		16				Shortfall of Sites	0.75217669	CC	C-3/SPD	20	30	16	Non-Vacant	Commercial

007-284-03	71 Ross Ave		8/22/2023			1	Shortfall of Sites	0.178095877	DMR	R-3	20	30	1	Non-Vacant	Residential
007-284-02	73 Ross Ave		8/22/2023			1	Shortfall of Sites	0.136358141	DMR	R-3	20	30	1	Non-Vacant	Residential
007-284-34	70 Mariposa Ave		8/22/2023			2	Shortfall of Sites	0.149608742	DMR	R-3	20	30	2	Non-Vacant	Residential
007-284-07	51 Ross Ave		8/22/2023			1	Shortfall of Sites	0.18513728	DMR	R-3	20	30	1	Non-Vacant	Residential

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		San Anselmo	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Action 1.1a: Continue to implement the agreements with the Marin Housing Authority (MHA), for for-sale units and with local Bay Area and Marin County housing non-profits and affordable housing developers for for-rent units, to manage deed restricted affordable housing developments in San Anselmo.	Conduct bi-annual coordination calls to ensure continued implementation.	Bi-annually	The Town will continue to coordinate with MHA and the Ecumenical Association for Housing (EAH) as deed-restricted affordable units come online to ensure management of said units in San Anselmo. As of January 2025, no new deed-restricted affordable units have been created in San Anselmo.
Action 1.1b: Work with MHA, and local Bay Area and Marin County housing non-profits and affordable housing developers to implement resale and rental regulations for extremely low, very low-, low- and moderate-income units, and monitor to ensure that these units remain affordable.	Establish a database of properties subject to resale and rental regulations for monitoring purposes.	7/1/2025	The Town will continue to support and work with MHA, which currently manages and monitors all deed-restricted affordable units in San Anselmo, and other local Bay Area and Marin County housing non-profits and affordable housing developers to ensure that the existing deed-restricted affordable units in San Anselmo are rented and resold in accordance with their deed restrictions.
Action 1.1c: Work with non-profits to assist in achieving the Town's housing goals and implementing programs. Coordination should occur on an ongoing basis and as special opportunities arise through Housing Element implementation. Facilitate the participation of non-profits as an advisory role to assist the Town's affordable housing consultant (see Program 1.2) in identifying funding and opportunities for development.	Conduct quarterly coordination calls to establish open, ongoing communication.	Quarterly; Case-by-case basis	In 2024, the Town created a list of non-profit affordable housing developers and affordable housing advocates (e.g., EAH Housing, BRIDGE, The Pacific Group) and used that list to reach out to the non-profits to advertise housing development opportunities. As projects arise, the Town will continue to reach out to the organizations that would benefit from feedback from this stakeholder group.
Action 1.1d: Work with the Marin Municipal Water District (MMWD) and the Ross Valley Sanitary District (RVSD) to ensure the availability and adequate capacity of water and wastewater systems to accommodate the housing needs during the planning period. Priority shall be granted to proposed developments that include housing affordable to lower-income households. In addition, the Town will provide a copy of the Housing Element and any future amendments to MMWD and RVSD immediately after adoption.	Send Housing Element to MMWD and RVSD upon adoption and subsequently as future amendments are adopted.	Send Housing Element upon adoption	The Town sent a copy of the adopted 2023-2031 Housing Element to MMWD and RVSD via email on January 23, 2024. The Town will send future Housing Element amendments to these agencies as they are adopted.
Action 1.2a: Provide a report annually to the Town Council to review progress on Housing Element programs. Annually prioritize programs for implementation and include funding in the Town's budget.	Conduct annual meetings with the Planning Commission and Town Council to report on progress of Housing Element implementation.	Annually	Implemented annually. Town staff bring an update of Housing Element implementation to the Town Council annually as part of the Annual Progress Report (APR).
Action 1.2b: Hire a consultant with expertise in affordable housing to present options for funding affordable housing projects, identifying affordable housing strategies and opportunities in San Anselmo as the Town budget is developed.	Present affordable housing strategies and opportunities to the Town Council prior to the adoption of each annual budget.	Annually	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation.

Action 1.2c: Continue ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates to provide advice and comment on proposed zoning amendments and other program implementation.	Assess opportunities for non-profit housing developers and affordable housing advocates to provide advice on proposed zoning and other program implementation on an ongoing basis as items are brought forward. Include non-profit housing developers and affordable housing advocates on the Town's e-newsletter mailing list to ensure they are notified of zoning amendments and other program implementation efforts.	Annually; Case-by-case basis	In 2024, the Town advertised recent changes to the Municipal Code and General Plan to implement the 2023-2031 Housing Element via email to non-profit affordable housing developers identified through Action 1.1c . As additional potential amendments and programs arise, the Town will reach out to these organizations.
Action 1.3a: Develop a monitoring mechanism to ensure no net loss of housing occurs during the Housing Element planning period and adjust zoning as needed.	Establish a monitoring mechanism and assign a Planning Department staff person to assess and identify needed zoning adjustments. Report annually to the Town Council recommended zoning adjustments to ensure no net loss of housing occurs.	July 2023; Annually	Within the Town's online permitting software, eTrakIT, the Town has established a mechanism that categorizes permits that result in the removal of a housing unit. This mechanism allows Planning Department staff to monitor the removal of housing units on an ongoing basis to ensure that no net loss of housing occurs. No net loss of housing has occurred, so the Town has not needed to recommend zoning adjustments to the Town Council to ensure no net loss of housing.
Action 1.3b: Develop an online dashboard that includes a mechanism that monitors "no net loss", ADU production, potential sites, production of affordable and market rate housing, and preserved housing supply.	Establish an online dashboard and assign a Planning Department staff person to update it regularly for improved transparency on Housing Element implementation and streamlined annual reporting.	7/1/2023	The Planning Department has created a Housing Implementation webpage on the Town's website: https://www.townofsananselmo.org/1720/Housing-Element-Implementation. The Town's APRs are posted on this webpage to report on housing metrics. In addition, the Housing Opportunity Sites Inventory is posted on this webpage to provide developers with a list of developable sites. In addition, the Town's Housing Assistance webpage provides links to MHA's HCV waitlist and the Doorway Housing Portal for affordable housing opportunities and lists loan programs offered from MHA/PG&E/MCE to eligible property owners: https://www.townofsananselmo.org/1721/Housing-Assistance. The Town also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.
Action 1.3c: Develop and maintain an up-to-date residential sites inventory and provide interested developers with information on available housing development opportunities and incentives.	Establish a residential sites inventory as a component of the online dashboard (Action 1.3b). Assign a Planning Department staff person to update the inventory and notify interested developers.	July 2023; Quarterly	The Planning Department has created a Housing Implementation webpage on the Town's website: https://www.townofsananselmo.org/1720/Housing-Element-Implementation. The Town's APRs are posted on this webpage to report on housing metrics. In addition, the Housing Opportunity Sites Inventory is posted on this webpage to provide developers with a list of developable sites. In addition, the Town's Housing Assistance webpage provides links to MHA's HCV waitlist and the Doorway Housing Portal for affordable housing opportunities and lists loan programs offered from MHA/PG&E/MCE to eligible property owners: https://www.townofsananselmo.org/1721/Housing-Assistance. The Town also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.
Action 1.3d: Complete an evaluation and report of housing development on a regular basis to ensure that adequate services and facilities, including water, wastewater, and neighborhood infrastructure are available.	Provide a status report on housing development and infrastructure to the Town Council annually.	Annually	Implemented. Town staff brings an update of housing development to the Town Council annually as part of the Annual Progress Report (APR).
Action 2.1a: Maintain the Housing Element mailing list and send public hearing notices to all interested public, non-profit agencies and affected property owners.	Send public notices related to Housing Element implementation to the Housing Element mailing list.	Annually and on an as-needed basis	Implemented. The Town sent notices regarding the Housing Element to all affected parties. Pursuant to State law, the Town noticed all affected parties of actions related to implementation of the Housing Element and will continue to notice all affected parties for ongoing Housing Element implementation in accordance with State law.
Action 2.1b: Continue to use online tools such as maps, social and Balancing Act to better understand community preferences and collect feedback about specific housing opportunity sites.	Conduct annual campaigns to promote the use of tools such as map.social and Balancing Act to engage the community on Housing Element implementation.	Annually	As part of the General Plan Update (GPU), the Town engaged the community in three online surveys in 2024 to determine community preferences on the community's vision, housing, sustainability, and economic development. The online tools were posted on the GPU project website here: https://sananselmogp2045.org/. In addition, the Town website also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.

Action 2.1c: Continue to provide housing related surveys to gather a consensus on housing preferences in San Anselmo.	Conduct online questionnaires bi- annually to determine whether the Town's housing preferences have evolved.	Bi-Annually	As part of the General Plan Update (GPU), the Town engaged the community in three online surveys in 2024 to determine community preferences on the community's vision, housing, sustainability, and economic development. The online tools were posted on the GPU project website here: https://sananselmogp2045.org/ . In addition, the Town website also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts .
Action 2.1d: Work with local schools to share information with the families of students regarding the formulation and review of housing and land use policy issues.	Coordinate with local schools to send notification to families of students at least once per year regarding new housing and land use policies under consideration and to solicit feedback.	Annually and on an as-needed basis	Implemented. The Town sent notices on projects to all affected property owners and the school districts pursuant to State law. The Town also coordinates with the local schools annually to identify students to serve as youth commissioners on multiple Town boards, committees, and commissions for one-year terms. These students learn about current Town policy and programs, which range from land use to fair housing access to public infrastructure to recreation programs, and provide meaningful feedback to guide local projects and priorities. The Town currently has youth commissioners on the following local volunteer bodies: General Plan Advisory Committee, Racial Equity Committee, Arts Commission, Bike and Pedestrian Advocacy Committee, Climate Action Commission, Historical Commission, Library Advisory Board, Open Space Committee, and Parks and Recreation Commission.
Action 2.2a: Require developers to have neighborhood meetings with residents early in the discretionary land use permit process as part of the application submittal to undertake problem solving and facilitate more informed, faster, and constructive development planning and review.	Make mailing addresses for properties in close proximity to potential development sites available to developers in order to facilitate developer outreach and successful neighborhood meetings.	Ongoing as project applications are received	Implemented. The Town requires that developers meet with adjacent neighbors early in the land use permit process. This requirement is listed in the Town's Application Submittal Checklist posted on the Town's website: https://www.townofsananselmo.org/1180/Planning-Forms .
Action 2.2b: Coordinate with local businesses, housing advocacy groups, neighborhood groups, and the Chamber of Commerce to build public understanding and support for workforce, special needs housing and other issues related to housing, including the community benefits of affordable housing, mixed-use and pedestrian-oriented development.	In partnership with local businesses, housing advocacy groups, neighborhood groups, and the Chamber of Commerce develop an annual article for the Town's e-newsletter about the community benefits of recent affordable housing, mixed-use, and pedestrian-oriented development.	Annually	The Town adopted Resolution No. 2024-4533 proclaiming April 2024 as Fair Housing Month: https://www.townofsananselmo.org/DocumentCenter/View/31585/Resolution-2024-4533?bidId= . As such, the Town included articles in the weekly Town Manager's eNewsletter about fair housing each week during Fair Housing Month. In addition, the Town includes an article about various housing topics quarterly in the Town Manager's eNewsletter to build public understanding and support for workforce, special needs housing and other issues related to housing.
Action 2.2c: Regularly reach out to community groups and residents representing a broad range of socio-economic groups in the community to solicit ideas for housing strategies when they are discussed at Planning Commission or Town Council meetings.	Coordinate with local community groups and schools (to send notification to families of students in an effort to reach out to residents representing a broad range of socio-economic groups) at least once per year regarding new housing and land use policies under consideration and to solicit feedback.	Annually and on an as-needed basis	As part of the General Plan Update (GPU), the Town engaged the community through multiple channels in 2024 to determine community preferences on the community's vision, housing, sustainability, and economic development. In 2024, the Town hosted GPU 39 events, ranging from individual stakeholder meetings to Town Council meetings to workshops to pop-up events, that touched on housing and land use topics. The Town also conducted three online surveys for the GPU to gather community input on the future of the town, particularly related to sustainability, land use, economic development (all of which included interrelated housing concepts). In addition, the Town website also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts. The Town also coordinates with the local schools annually to identify students to serve as youth commissioners on multiple Town boards, committees, and commissions for one-year terms. These students learn about current Town policy and programs, which range from land use to fair housing access to public infrastructure to recreation programs, and provide meaningful feedback to guide local projects and priorities. The Town currently has youth commissioners on the following local volunteer bodies: General Plan Advisory Committee, Racial Equity Committee, Arts Commission, Bike and Pedestrian Advocacy Committee, Climate Action Commission, Historical Commission, Library Advisory Board, Open Space Committee, and Parks and Recreation Commission. Furthermore, the Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation strategies and opportunities for local implementation. The study is intended to include engagement with affordable housing developers, property owners, and other community representatives to solicit ideas for housing strategies.

Action 3.1a: Amend the Zoning Code to allow missing middle housing types such as duplexes, triplexes, and quadplexes in the R-1 and R-2 districts.	Adopt Zoning Code amendments to allow missing middle housing types such as duplexes, triplexes, and quadplexes in the R-1 and R-2 districts. The Town estimates that 20 missing middle housing units will be constructed during the planning period, as missing middle housing types were not explicitly permitted by right in these districts previously.	7/1/2023	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .
Action 3.1b: Adopt objective design standards that ensure that the design of new missing middle housing types are sensitive to the established character of San Anselmo's neighborhoods.	Adopt objective design standards for all housing types, including missing middle housing types.	7/1/2023	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1180 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30551/Ordinance-No-1180?bidId= .
Action 3.1c: Adopt pre-approved infill missing middle housing plans to reduce development costs and streamline the approval of missing middle housing.	Adopt pre-approved infill missing middle housing plans.	7/1/2024	The passage of Senate Bill (SB) 450 has effectively eliminated the Town's ability to require Design Review for new single-family and missing middle housing projects in San Anselmo. Given this change, the Town expects that most new housing of this type will seek ministerial approval under SB 9 and SB 450. Rather than rushing to adopt pre-approved infill missing middle housing plans without fully understanding how these new State regulations will shape local development patterns, the Town is taking a deliberate approach. In 2025, the Town will evaluate the impacts of SB 9 and SB 450 on actual development proposals in San Anselmo to ensure that any pre-approved plans align with real-world needs. At the same time, the Town is actively implementing a pre-approved ADU plan process. This effort is providing valuable insights into the logistics, administration, and effectiveness of pre-approved housing plans. Once the Town has assessed both the development impacts of recent State laws and refined its approach to pre-approved ADU plans, it will be well-positioned to develop pre-approved infill missing middle housing plans in a way that is efficient, effective, and responsive to local conditions.
Action 3.2a: Adopt objective design standards for all housing types to clearly communicate San Anselmo's development design standards and streamline development approval processes. Within the objective design standards, include specific written procedures for evaluation of ministerial housing projects, including the Senate Bill 35 Streamlined Ministerial Approval Process.	Adopt objective design standards for all housing types including specific written procedures for evaluation of ministerial housing projects, including the Senate Bill 35 Streamlined Ministerial Approval Process. The Town estimates that 40 units will be created during the planning period through the objective design standards, as streamlined, ministerial housing projects were not previously permitted by right.	7/1/2023	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1180 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30551/Ordinance-No-1180?bidId= .
Action 3.3a: Amend the Town's Planned Unit Development process to clarify standards for review and streamline processes to better accommodate innovative housing opportunities.	Adopt amended Planned Unit Development (PUD) standards and procedures. The Town estimates that 25 units will be constructed through the PUD process during the planning period due, in part, to the change in regulations.	7/1/2024	In 2024, Town staff conducted background research to identify best practices for Planned Unit Development (PUD) standards and drafted Ordinance Amendments to update the Town's existing PUD process, including the regulations for Preliminary Planned Developments (PPD) and Specific Planned Developments (SPD) in Title 10, Chapter 3, Article 9 of the Municipal Code. Town staff will bring these draft Ordinance Amendments to streamline the current approval process for PUDs to the Town Council for adoption in 2025.
Action 3.3b: Conduct a feasibility analysis to evaluate the Town's ability to provide affordable housing through an inclusionary housing program that is consistent with the Town's Regional Housing Needs Allocation.	Present the results of the feasibility analysis and associated Planning Department staff recommendations to the Town Council for consideration.	Completed May 2023 (Presented to the Town Council and Inclusionary Ordinance adopted via Reso- 4497 and Reso-4498)	The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.

Action 3.3c: Amend the Zoning Code to allow residential buildings containing single-room occupancy (SRO) units as a permitted use in the R-3 zoning district.	Adopt a Zoning Code amendment allowing SRO units as a permitted use in the R-3 zoning district. The Town estimates that 20 SROs will be constructed during the planning period, as SROs were not previously a by-right use in the R-3 zoning district.	7/1/2023	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bldId= .
Action 4.1a: Support initiatives that provide tools and funding mechanisms to preserve “at-risk” affordable housing units.	As a part of annual budget development, assess opportunities to support initiatives that provide tools and funding mechanisms to preserve “at-risk” affordable housing units.	Annually	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation.
Action 4.1b: Assess the feasibility of adopting strategies to preserve affordable housing stock, such as Right of First Refusal (to give qualified entities priority to purchase a property with an expiring rental subsidy contract), property tax incentives, a one-to-one replacement ordinance, and housing preservation funds.	Present the results of the feasibility analysis and associated Planning Department staff recommendations to the Town Council for consideration.	7/1/2025	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation.
Action 4.1c: When housing developments are identified as “at-risk” of converting from affordable to market- rate, work with MHA to reduce the potential of conversion and preserve or replace units, as needed, through the following strategies: •Monitor the status of “at risk” units pursuant to Action 4.1d. If property owners indicate the desire to convert the units, consider providing technical assistance, when possible, to support preservation of the “at risk” units at an affordable price. •Work with Marin Housing Authority and other agencies and non-profits to seek funding to subsidize the long-term affordability of the “at risk” units. To reduce displacement risk and in accordance with California Government Code Section 65583.2(g), require replacement housing units subject to the requirements of California Government Code Section 65915(c)(3) on sites identified in the sites inventory when any new development (residential, mixed-use, or nonresidential) occurs on a site that has been occupied by or restricted for the use of lower-income households at any time during the previous five years. This requirement applies to non-vacant sites and vacant sites with previous residential uses that have been vacated or demolished.	Regularly monitor the no net loss monitoring mechanism (Action 1.3a) and work with MHA to convert, preserve, or replace units, as needed, utilizing funding from the Affordable Housing Impact Fee program (Program 5.5).	Ongoing as developments are identified as “at-risk”	This action is in progress. There are no housing developments in San Anselmo that are currently at risk of converting from affordable to market-rate housing. The Town consintues to monitor and track units that may be "at risk" of conversion pursuant to Action 4.1d and will work with MHA as needed to seek funding to subsidize the long-term affordability of "at-risk" units as needed. The Town implements State law as referenced in the language of Action 4.1c.
Action 4.1d: Pursuant to AB 1521, designate a staff person responsible for tracking “at risk” units in order to preserve their affordability.	Establish a no net loss monitoring mechanism. Assign a Planning Department staff person to update the monitoring mechanism and track “at risk” units.	July 2023; Annually	The Town has assigned a staff member to monitor and track “at risk” units. This action is in progress.
Action 4.2a: Prohibit conversions of rental developments to condominium ownership unless the proportion of multifamily rental units exceeds 25 percent of the total number of housing units in the Town, or, if the proportion of multifamily units exceeds 20 percent but is less than 25 percent, the tenant is granted a right to continued tenancy for five years at the same rental rate, adjusted for inflation.	Establish a mechanism to prohibit conversions of rental developments to condominium ownership except under the identified conditions.	7/1/2024	Complete. Sections 10-7.06 and 10-7.07 of the San Anselmo Municipal Code implement this regulation: https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH7COCO_10-7.06USPEAPCO .
Action 4.3a: Coordinate with the MHA, PG&E, Marin Clean Energy, and other organizations to publicize available loan programs to eligible property owners on the Town e-newsletters and on the Town's website.	Include information regarding MHA, PG&E, or Marin Clean Energy loan programs in the Town's e-newsletters and website on a quarterly basis.	Quarterly	The Planning Department has created a Housing Implementation webpage on the Town's website: https://www.townofsananselmo.org/1720/Housing-Element-Implementation . The Town's APRs are posted on this webpage to report on housing metrics. In addition, the Housing Opportunity Sites Inventory is posted on this webpage to provide developers with a list of developable sites. In addition, the Town's Housing Assistance webpage provides links to MHA's HCV waitlist and the Doorway Housing Portal for affordable housing opportunities and lists loan programs offered from MHA/PG&E/MCE to eligible property owners: https://www.townofsananselmo.org/1721/Housing-Assistance . The Town also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts .

Action 4.3b: Perform an analysis to compare the Town's zoning regulations with housing development on the ground to determine whether amendments are needed to ensure that infill single-family detached housing is consistent in bulk and mass with other single-family detached housing in the neighborhood to help preserve smaller, naturally affordable housing in the community.	As a part of a full Zoning Code update, conduct an analysis to compare the Town's zoning regulations with housing development on the ground to determine whether amendments are needed to ensure that infill single-family detached housing is consistent in bulk and mass with other single-family detached housing in the neighborhood.	7/1/2025	This action is currently being completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023.
Action 4.4a: Allow for modified development standards where multifamily projects include the preservation of an existing building.	As a part of a full Zoning Code update, establish an Administrative Exceptions process to allow for ministerial approval of minor variances to development standards under certain circumstances.	7/1/2025	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation. Relaxed development standards for adaptive reuse projects will be evaluated in this study.
Action 4.4b: Assess the feasibility of providing property tax incentives for maintaining existing residences.	As a part of the nexus study conducted to support the establishment and structure of an Affordable Housing Impact Fee program (Action 5.5a) assess the feasibility of utilizing related funds to provide property tax incentives for maintaining existing residences.	10/1/2024	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation. Property tax incentives for housing maintenance will be evaluated in this study.
Action 4.5a: Evaluate, and if appropriate, amend the Zoning Code and other portions of the Municipal Code to remove potential constraints for adaptive reuse, such as the review/approval process, design requirements, and parking standards.	As a part of a full Zoning Code update, evaluate whether barriers to adaptive reuse exist and eliminate identified barriers as appropriate. Assist 40 units with rehabilitation opportunities during the planning period.	7/1/2025	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation. Relaxed development standards for adaptive reuse projects will be evaluated in this study.
Action 5.1a: Work with Marin County and neighboring jurisdictions to explore the feasibility of establishing a renter match program for ADU owners and prospective tenants.	Conduct a feasibility analysis with Marin County and neighboring jurisdictions regarding the establishment of a renter match program.	10/1/2025	The Town has identified Home Match as the primary provider for renter matching services in Marin County and is actively exploring the feasibility of partnering with them to implement a similar program in San Anselmo. However, this program is costly and would require funding from the Town's Affordable Housing Fund (AHF) to be viable. At this time, the Town has not yet collected funds in the AHF because no development applications have triggered the affordable housing requirements outlined in Title 10, Chapter 21 – Affordable Housing. Once the Town receives an application that requires a contribution to the AHF and sufficient funds are collected, the Town can move forward with launching a renter match program for ADU owners and prospective tenants. This phased approach ensures financial sustainability for the Town.
Action 5.1b: Work with Marin County and neighboring jurisdictions to explore the feasibility of establishing a home share program.	Conduct a feasibility analysis with Marin County and neighboring jurisdictions regarding the establishment of a home share program.	10/1/2025	The Town has identified Home Match as the primary provider for home sharing services in Marin County and is actively exploring the feasibility of partnering with them to implement a similar program in San Anselmo. However, this program is costly and would require funding from the Town's Affordable Housing Fund (AHF) to be viable. At this time, the Town has not yet collected funds in the AHF because no development applications have triggered the affordable housing requirements outlined in Title 10, Chapter 21 – Affordable Housing. Once the Town receives an application that requires a contribution to the AHF and sufficient funds are collected, the Town can move forward with launching a home match program for ADU owners and prospective tenants. This phased approach ensures financial sustainability for the Town.
Action 5.1c: Work with Marin County and neighboring jurisdiction to explore the feasibility of establishing a multi- lingual flier and/or email blast regarding housing opportunities.	Conduct a feasibility analysis with Marin County and neighboring jurisdictions regarding the establishment of a multi-lingual flyer and/or email blast regarding housing opportunities.	10/1/2025	The Town directs residents to the Doorway Housing Portal, a regional resource supported by ABAG/MTC that advertises affordable housing opportunities across the Bay Area in multiple languages. This portal provides up-to-date listings and application information, ensuring residents have access to the most comprehensive and current housing opportunities available. The Town's Housing Assistance webpage prominently links to the Doorway Housing Portal (Town Housing Assistance Page): https://www.townofsananselmo.org/1721/Housing-Assistance . By leveraging this established platform, the Town effectively fulfills the intent of providing multilingual housing information without expending limited local resources on efforts duplicated by ABAG/MTC.

Action 5.2a: Amend the Zoning Code to require all new development and redevelopment in the C-L and C-3 districts to include residential units by right at a minimum density of 20 dwelling units per acre and a maximum density of up to 30 dwelling units per acre in accordance with California Government Code section 65583.2, subdivisions (h) and (i). In addition, establish minimum densities in the R-2, R-3, P, C-1, and C-2.	Adopt Zoning Code amendments to require all new development and redevelopment in the C-L and C-3 districts to include residential units by right at a density minimum density of 20 and maximum density of up to 30 dwelling units per acre. In addition, establish minimum densities in the R-2, R-3, P, C-1, and C-2. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units to meet the Town's Regional <u>Housing Needs Allocation</u>.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).
Action 5.2b: Amend the zoning standards, including maximum density, maximum building height, and other requirements, in the C-L and C-3 districts and maximum FAR in the C-1, C-L, and C-3 districts to accommodate mixed-use development by right and require the residential use to occupy at least 50 percent of the total floor area of a mixed use project in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt Zoning Code amendments to accommodate mixed-use development by right and require the residential use to occupy at least 50 percent of the total floor area of a mixed use project in the C-L and C-3 districts. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units to meet the Town's Regional <u>Housing Needs Allocation</u>.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).
Action 5.2c: Amend the Zoning Code to eliminate minimum parking requirements for new development and redevelopment within a half-mile of public transit in accordance with AB 2097.	Adopt Zoning Code amendments to eliminate minimum parking requirements for new development and redevelopment within a half- mile of public transit. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units within a half-mile of public transit to meet the Town's Regional <u>Housing Needs Allocation</u>.	7/1/2023	Under State law in 2024, the Town did not have any "major transit stops" that met the definition listed in Section 21155 of the Public Resources Code. Therefore, amendments to the Zoning Code to implement AB 2097 were not required, as the Town was compliant with AB 2097. The adoption of AB 2553 effective in 2025, which effectively changed the definition of major transit stop, now makes one transit stop in San Anselmo eligible for AB 2097. In 2025, the Town will amend the Zoning Code as needed to ensure alignment and conformance with State parking laws and implement State law in the interim if there is any conflict between local regulations and State requirements.
Action 5.2d: Amend the Zoning Code to include flexible parking requirements in areas not located within a half-mile of public transit such as joint use parking, off-site parking (currently allowed), allowances for reduced standards if developers do not bundle the cost of parking with the cost of rent, reducing parking stall dimensions, allowing public overnight parking on Town streets, and "grandfathering" non- compliant buildings and uses.	Adopt Zoning Code amendments to establish minimum parking requirements reductions.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=).

Action 5.2e: Promote parcel consolidation for the assembly of new housing sites to ensure minimum densities are achieved and integrated site planning occurs by (1) identifying priority sites for lot consolidation where common ownership occurs, (2) contacting property owners of contiguous vacant and underutilized sites, (3) conducting outreach to affordable housing developers, (4) offering expedited permit processing for lot consolidations, and (5) offering fee waivers for the consolidation of housing opportunity sites.	Conduct an annual assessment to identify priority sites for lot consolidation where common ownership occurs, contact property owners of contiguous vacant and underutilized sites, and conduct outreach to affordable housing developers when property owners are interested in redevelopment. Support 10 lot consolidations during the planning period to improve housing mobility and increase the supply of affordable housing in higher opportunity areas.	Annually	The Town included an article in the weekly Town Manager's eNewsletter about parcel consolidation in 2024 to build public understanding and support for the topic and alert property owners to parcel consolidation opportunities. The Town also informs developers of parcel consolidation opportunities on an ongoing basis as opportunities arise each year.
Action 5.2f: Conduct an analysis of fees collected for recent multifamily housing projects and compare to the actual time it took for plan check and inspections by staff and outside consultants to provide expedited review of desired housing developments and waivers or reductions of development fees where feasible and necessary.	As a part of annual budget development, conduct an analysis of fees collected for recent multifamily housing projects and compare it to the actual time it took for plan check and inspections by staff and outside consultants.	Annually	This action is implemented on an annual basis as part of the Town's budgeting process at the end of the fiscal year.
Action 5.3a: Establish an Affordable Housing Overlay District in the Zoning Code for properties zoned SPD, C-3, and R-3 to incentivize the development of affordable housing by allowing greater building height, density, and floor area ratio and by reducing parking requirements for multifamily and mixed-use developments that provide a specified percent of units as affordable to low, very low-income, or extremely low-income households. In addition, the Town will waive the rezoning fees and expedite the permitting process for property owners' requests to be rezoned within the Affordable Housing Overlay District to incentivize affordable housing creation. The nondiscretionary, administrative approval process will utilize objective design standards, as detailed in Actions 3.1b and 3.2a.	As a part of a full Zoning Code update, adopt an Affordable Housing Overlay District. Facilitate development opportunities for 150 affordable units.	7/1/2025	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the General Plan Update, the Town will apply the Affordable Housing Overlay Zoning District to parcels as identified in Action 5.3a.
Action 5.3b: Conduct a study to determine the appropriate amount of incentive and percent requirement of units affordable to low-, very low-, and extremely low-income households for the Affordable Housing Overlay District to accommodate private development of affordable housing that does not require subsidy. Consider increasing incentives for affordable units with three or more bedrooms.	Prior to the commencement of a full Zoning Code update, conduct a study to determine the appropriate amount of incentive and percent requirement of units affordable to low-, very low-, and extremely low-income households for the Affordable Housing Overlay District, especially affordable units with three or more bedrooms.	7/1/2024	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the General Plan Update, the Town will apply the Affordable Housing Overlay Zoning District to parcels as identified in Action 5.3a.
Action 5.3c: Apply resale controls and rent and income restrictions to ensure that affordable housing provided through incentives and as a condition of development approval remains affordable over time to the income group for which it is intended. Inclusionary units shall be deed-restricted to maintain affordability on resale to the maximum extent possible (at least 55 years).	As a part Affordable Housing Overlay District standards adopted as a part of a full Zoning Code update, establish requirements for affordable units to be deed restricted to the income group for which it is intended.	7/1/2025	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the General Plan Update, the Town will apply the Affordable Housing Overlay Zoning District to parcels as identified in Action 5.3a.

Action 5.3d: Encourage cooperative and joint ventures between owners, developers, and non-profit groups in the provision of below market rate housing and senior housing. Work with non-profits and property owners to seek opportunities for affordable housing development on key housing opportunity sites that are close to services, transit, and jobs. Undertake the following actions to encourage development of multi-family, affordable, and senior housing: •Meet with non-profit housing developers and property owners of housing opportunity sites to identify housing development opportunities, issues, and needs during 2023. •Select the most viable sites during 2023 and 2024. •Undertake community outreach in coordination with potential developers and property owners during 2023 and 2024. •Complete site planning studies, continued community outreach, and regulatory approvals in coordination with the development application. •Facilitate development through regulatory incentives, reducing or waiving fees, fast track processing, lot consolidation, and assistance in development review. •Apply for and/or allocate state and local affordable housing funds to the project. •Require affordable units to be affirmatively marketed to communities of color and protected classes. Utilize publications, venues, and community groups, such as Canal Alliance, that serve Black and Hispanic/Latinx communities, including outside of Marin County.	Develop 150 very low and low income housing units.	Actions as identified in the action and development of housing sites by 2030	The Town has taken significant steps to implement Action 5.3d, actively fostering partnerships between property owners, developers, and non-profit organizations to facilitate below-market-rate and senior housing development. The Town has identified viable Housing Element Opportunity Sites and continues to advertise these opportunities to developers and builders through direct outreach and online resources. Engagement with non-profit housing developers is ongoing, with initial outreach conducted in October 2024. The Town remains committed to supporting affordable housing projects by offering regulatory incentives, expedited processing, and fee reductions where applicable. The Town is actively working with developers to complete this action. As development proposals are received, the Town will continue to collaborate with these interested parties to conduct site planning studies, facilitate community outreach, and navigate regulatory approvals in compliance with State law. Additionally, the Town continues to pursue funding sources to support affordable housing and will ensure that future affordable units are affirmatively marketed to communities of color and other protected classes.
Action 5.4a: Develop a policy to waive a percentage of project review, permit, and impact fees based on the project's level of affordability, up to a maximum of 50 percent for 100 percent affordable housing development projects.	As a part of annual budget development, assess the impact of waiving a percentage of project review, permit, and impact fees based on the project's level of affordability and pass waiver allowances, as appropriate.	Annually	This action is implemented on an annual basis as part of the Town's budgeting process at the end of the fiscal year.
Action 5.4b: Evaluate requirements for on or offsite improvements to determine which are feasible to minimize or eliminate in order to reduce construction financing costs for affordable housing development projects.	As a part of a full Zoning Code update, evaluate requirements for on or offsite improvements to determine which are feasible to minimize or eliminate in order to reduce construction financing costs for affordable housing development projects.	7/1/2025	The Town is in the process of working collaboratively with other jurisdictions in Marin County to issue an RFP and hire a consultant using the county's 2025 REAP grant to conduct a study that identifies affordable housing creation and preservation strategies and opportunities for local implementation.
Action 5.5a: Conduct a nexus study to support the establishment and structure of an Affordable Housing Impact Fee to be levied upon new, above moderate- income housing development and to research and identify funding mechanisms to subsidize underground utilities for affordable housing development.	Hire a consultant to conduct a nexus study to support the establishment and structure of an Affordable Housing Impact Fee and identify funding mechanisms for undergrounding utilities for affordable housing developments.	10/1/2024	The Inclusionary Program and In-Lieu Fee Study and Commercial Linkage Study were prepared by Strategic Economics and Vernazza Wolfe Associates in February 2023. The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.
Action 5.5b: Review best practices and sample ordinance language for similar Affordable Housing Impact Fee programs in jurisdictions of similar size and economic and environmental constraints in Marin County and California and funding mechanisms to subsidize undergrounding utilities for affordable housing development.	Direct the hired consultant (Action 5.5a) to review best practices and sample ordinance language for similar Affordable Housing Impact Fee programs in jurisdictions of similar size and economic and environmental constraints in Marin County and California and funding mechanisms to subsidize undergrounding utilities for affordable housing development.	10/1/2024	This research was prepared as part of the Inclusionary Program and In-Lieu Fee Study and Commercial Linkage Study, which were prepared by Strategic Economics and Vernazza Wolfe Associates in February 2023. The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.

Action 5.5c: Draft potential revised ordinance language and conduct community outreach for feedback.	Direct the hired consultant (Action 5.5a) to draft ordinance language and facilitate public outreach.	1/1/2024	The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.
Action 5.5d: Based on the outcomes of Actions 5.5a through 5.5c, present to Town Council for consideration and adoption, language establishing an Affordable Housing Impact Fee Ordinance.	Direct the hired consultant to revise the draft ordinance language per public feedback received and present the revised language to Town Council for consideration and adoption.	4/1/2025	The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.
Action 5.5e: Upon Town Council approval, establish a general ledger account for the collection and deposit of Affordable Housing Impact Fee funds.	Establish a general ledger account for the collection and deposit of Affordable Housing Impact Fee funds.	4/1/2025	The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.
Action 5.6a: After the adoption of zoning amendments proposed herein, fund and conduct a Town-owned property study to identify properties which may be suitable for future redevelopment with housing utilizing the revised standards. Make the findings available to the public and interested developers via the Town's website.	Conduct a Town-owned property study to identify properties which may be suitable for future redevelopment with housing utilizing the revised standards. Make the findings of the study available on the online dashboard (Action 1.3b).	1/1/2023	This action will be completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. The Town anticipates the Land Use Alternatives phase of the General Plan Update to occur in 2025 and expects to identify these sites at such time.
Action 5.6b: Using the findings of the study referenced in Action 5.6a, develop a comprehensive program to support reuse of identified sites for housing purposes.	Establish a program to support reuse of identified sites for housing purposes utilizing the online dashboard (Action 1.3b) and housing related outreach efforts (Policy 2).	7/1/2024	This action will be completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. The Town anticipates the Land Use Alternatives phase of the General Plan Update to occur in 2025 and expects to identify these sites at such time.
Action 5.7a: Rezone the Opportunity Sites to R-2, R-3, C-L, C-3, or SPD as shown in Appendix B to accommodate the Regional Housing Needs Allocation in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Amend the Zoning Map and the General Plan Land Use Designation Map. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units to meet the Town's Regional Housing Needs Allocation.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).
Action 5.7b: Amend the standards for the R-3 district to allow up to 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Amended standards for the R-3 district to allow up to 30 dwelling units per acre by right.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).
Action 5.7c: Amend the standards for the C-L district to require 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt amended standards for the C-L district to allow up to 30 dwelling units per acre by right.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).
Action 5.7d: Amend the standards for the C-3 district to require 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt amended standards for the C-3 district require 30 dwelling units per acre by right.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).

Action 5.7e: Amend the standards for the SPD district to allow up to 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt amended standards for the SPD district to allow up to 30 dwelling units per acre by right.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=).
Action 5.7f: Establish an inclusionary housing ordinance to require affordable housing be provided as a part of all new multifamily and mixed-use development.	Adopt an inclusionary housing ordinance. The Town estimates that 60 units will be constructed during the planning period, as inclusionary housing units were not previously required by the Town.	Completed May 2023 (Presented to the Town Council and adopted via Reso- 4497 and Reso-4498)	Complete. The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.
Action 5.7g: Permit low-barrier navigation centers for residents who need housing as a by-right use in areas that the Town has zoned for mixed uses as well as nonresidential zones that permit multifamily land uses pursuant to AB 101.	Adopt amendments to the Zoning Code as needed to comply with AB 101. Reach out to non-profits and affordable housing developers to provide low-barrier navigation centers in Town.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .
Action 5.8a: Amend the Zoning Code to comply with the Lanterman Disabilities Services Act.	Adopt amendments to the Zoning Code as needed to comply with the Lanterman Disabilities Services Act.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .
Action 5.8b: Amend the Density Bonus section of the Zoning Code to comply with AB 1763, SB 1227, AB 2345, AB 682, AB 1551, and AB 2334.	Adopt amendments to the Zoning Code as needed to comply with AB 1763, SB 1227, AB 2345, AB 682, AB 1551, and AB 2334.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .
Action 5.8c: Amend the Zoning Code to comply with the Employee Housing Act.	Adopt amendments to the Zoning Code as needed to comply with the Employee Housing Act.	7/1/2023	Complete. The Town complies with the Employee Housing Act but will continue to amend local regulations as necessary to accommodate future changes to State law.
Action 5.8d: Amend the Town's definition of transitional and supportive housing in the Zoning Code to ensure compliance with State law and allow them in all zoning districts that allow residential uses in accordance with AB 2162.	Adopt amendments to the Zoning Code as needed to comply with AB 2162 and other State law pertaining to transitional and supportive housing.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .
Action 5.8e: Amend the Town's definition and standards pertaining to emergency shelters to ensure compliance with SB 2, AB 2339, and AB 139.	Adopt amendments to the Zoning Code as needed to comply with SB 2 and AB 139.	7/1/2023	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .
Action 5.9a: Continue to utilize permit tracking software that is streamlined, user-friendly, web-based, and accessible to applicants 24-hours/day, 365 days/year.	Conduct an annual assessment of the Town's permit tracking software to ensure it continues to be streamlined and user-friendly.	Annually	Complete. The Town utilizes eTrakIT, which is a web-based permit tracking software that meets the requirements listed in this action.
Action 5.9b: Update all housing development-related application forms to ensure accuracy, clarity, and compliance with all State statutes, including the California Housing Accountability Act and Housing Crisis Act of 2019 (SB 330).	Adopt updated housing development-related application forms to ensure accuracy, clarity, and compliance with all State statutes, including the California Housing Accountability Act and Housing Crisis Act of 2019 (SB 330).	7/1/2023	Complete. The Town continues to amend housing development-related application forms and make them available on the Town website here: https://www.townofsananselmo.org/1180/Apply-Online-and-Application-Forms .

Action 5.9c: Continue to evaluate and improve the streamlined processing system to facilitate residential development.	Conduct an annual assessment of the Town's permit tracking software to ensure it continues to be streamlined and user-friendly.	Annually	Implemented and ongoing. In 2023, the Town conducted rezonings, adopted the Objective Design and Development Standards, created a new administrative path (i.e., Minor Exception) for redevelopment/upgrades on properties requiring foundation repairs and in flood zone, and adopted new actions in the Housing Element to streamline residential development. In 2024, the Town adopted several key regulations and amendments to streamline residential development and align local policies with state requirements. These included amendments to the Objective Design and Development Standards (July 15) to better clarify the review process and enhance transparency for developers and updates to the Safety Element of the General Plan to incorporate the 2024 Marin Multi-Jurisdictional Hazard Mitigation Plan and address minor corrections (August 19). Additionally, the Town adopted a policy clarifying when story poles and shadow studies are required in discretionary applications to reduce ambiguity and enhance transparency (September 16). Finally, the Planning Commission recommended to the Town Council amendments to the Town's Accessory Dwelling Units Ordinance to comply with recent changes to State housing law (December 16), demonstrating a comprehensive effort to encourage housing production. The Town will continue to assess opportunities to streamline residential development annually.
Action 5.9d: Utilize CEQA exemptions for infill development sites to shorten the entitlement review time.	As a part of initial application review, assess whether CEQA exemptions can be utilized.	Ongoing as applications are received	Implemented. The Town continues to utilize appropriate CEQA exemptions for infill development projects as applications are received.
Action 5.9e: Evaluate and update the design review findings in the Zoning Code to be objective in order to remove barriers to housing development. Remove and replace the following findings with objective findings: •Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area. •Provides for protection against noise, odors, and other factors which may make the environment less desirable. •Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area. •Will not unreasonably impair access to light and air of structures on neighboring properties. •Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks. •Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood. •Adequacy of screening. •Selection of architectural features and colors that enable the structure to blend with its environment and which results in a low visual profile. •Will not be materially visible offsite. •Is of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood. •Internal efficiency and/or space utilization problems exist. Amend the following findings to be objective: •Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.	Update the Zoning Code to remove subjective design review findings.	7/1/2024	This action is in progress. The recent enactment of California Senate Bill 450 (SB 450) significantly impacts the Town of San Anselmo's design review process, particularly concerning Housing Element Action 5.9e. SB 450, effective January 1, 2025, amends SB 9 by restricting local agencies from imposing objective zoning, subdivision, and design standards on two-unit developments that do not apply uniformly within the underlying zone, unless such standards are more permissive. These provisions effectively limit the Town's ability to apply its current design review process, which includes subjective criteria such as compatibility with existing improvements and neighborhood character. Consequently, SB 450's requirements supercede these subjective design review findings, as outlined in Action 5.9e. To ensure a prudent approach, the Town plans to monitor development trends throughout 2025 to assess whether the design review process remains relevant under the new framework imposed by SB 450. Regardless, the Town will adopt amendments to the design review findings in the Zoning Code in compliance with Action 5.9e once the development trends identify whether this section of the code is relevant or even necessary moving forward.

Action 6.1a: Conduct community outreach to determine the preferred ADU design style of San Anselmo residents.	Facilitate at least one in-person event and conduct web-based community outreach to determine the preferred ADU design style of San Anselmo residents. The in-person and online engagement will be scheduled, formatted, and located to be accessible and convenient for community members, both in person and online. The online outreach will use communication techniques to assist those without time to ability to attend in person meetings.	7/1/2024	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In consultation with the ADU Center, the Town helped prepare an online platform with pre-approved ADU plans for San Anselmo in accordance with AB 1332.
Action 6.1b: Adopt sample ADU plans for the construction of ADUs throughout San Anselmo, based on the feedback received from Action 6.1a.	Based on the feedback received during outreach (Action 6.1a) develop ADU plans.	10/1/2024	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In consultation with the ADU Center, the Town helped prepare an online platform with pre-approved ADU plans for San Anselmo in accordance with AB 1332.
Action 6.1c: Work with the various Town departments to pre-approve the ADU plans.	Pre-approve the ADU plans developed as a part of Action 6.1b. Facilitate the creation of 20 ADUs annually throughout the town, with particular emphasis on geographic areas identified as racially concentrated areas of affluence to increase housing opportunities for minority and lower and moderate-income households in these neighborhoods.	10/1/2024	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In consultation with the ADU Center, the Town helped prepare an online platform with pre-approved ADU plans for San Anselmo in accordance with AB 1332.
Action 6.2a: Assess the feasibility of waiving all fees associated with ADU permitting when the property owner deed restricts their ADU to be rented at rates affordable to extremely low- and very low-income households.	As a part of annual budget development, assess the impact of waiving fees associated with the development of deed restricted affordable ADUs and pass waiver allowances, as appropriate.	Annually	This action is implemented on an annual basis as part of the Town's budgeting process at the end of the fiscal year.
Action 6.2b: Establish an ADU Review Team comprised of representatives from the Town's various departments including Planning, Fire, and Public Works and conduct regular weekly meetings to ensure efficient review of ADU applications.	Establish the ADU review team. Conduct weekly meetings to review ADU applications, prioritizing review of permits for ADUs proposed in geographic areas identified as racially concentrated areas of affluence to increase housing opportunities for minority and lower and moderate-income households in these neighborhoods.	July 2023; Weekly	Implemented. The Town's various departments including Planning, Building, Fire, and Public Works have weekly scheduled meetings to discuss ongoing projects, including ADU applications.
Action 6.2c: Continue to incentivize ADUs and JADUs to be constructed along with new single-family detached housing by allowing concurrent permit review and approval.	Inform property owners of ADU allowances and streamline permitting when applications for new home construction and rehabilitation are received.	Ongoing as applications are received	Complete. The Town allows applicants to apply for building permits for ADUs and JADUs concurrently with permits for new single-family homes.

Action 6.2d: Consider allowing objective, administrative exceptions for specified zoning standards, such as maximum lot coverage, to accommodate ADUs and JADUs. In addition, amend the Zoning Code as needed to comply with State law.	As a part of a full Zoning Code update, establish an Administrative Exceptions process to allow for ministerial approval of minor variances for specified zoning standards, such as maximum lot coverage, to accommodate ADUs and JADUs.	July 2025; Ongoing as State ADU law is adopted	The Town adopted Ordinance No. 1172 on December 13, 2022, which provides objective, administrative exceptions to maximum lot coverage and maximum floor area ratio requirements in conformance with current State law. In addition, Ordinance No. 1172 provides a path for deviations from the Town's adopted ADU development standards through adherence to objective design standards. Link to Ordinance: https://www.townofsananselmo.org/DocumentCenter/View/29452/Ordinance-1172 . The Town will continue to seek opportunities to establish additional administrative exceptions to ADU standards.
Action 6.2e: Enhance the Town's Summary Guide to ADUs to include diagrams, calculators, and other tools to help walk residents through the ADU/JADU permitting process.	Hire a consultant to develop an interactive web-based tool to guide residents through the ADU construction process in a streamlined and user-friendly manner. Once established, the web-based tool will facilitate the creation of 10 additional ADUs annually throughout the town, with particular emphasis on geographic areas identified as racially concentrated areas of affluence to increase housing opportunities for minority and lower and moderate-income households in these neighborhoods	4/1/2024	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo.
Action 6.2f: Establish an ADU/JADU Information and Resources webpage on the Town's website.	Update the Town's website to include an ADU/JADU Information and Resources webpage and update it on an as-needed basis.	4/1/2023	Complete. The Town maintains a webpage on the Town's website dedicated to ADUs here: https://www.townofsananselmo.org/1596/Accessory-Dwelling-Units-ADUs .
Action 6.3a: Review best practices and sample ordinance language for similar multiple attached or detached ADU programs in jurisdictions of similar size and economic and environmental constraints in Marin County and throughout the state.	As a part of a full ordinance update, review best practices and sample ordinance language for similar multiple attached or detached ADU programs.	7/1/2025	HCD recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot per California Government Code Section 66323. Therefore, the Town allows ADUs in accordance with State law and HCD's direction. This action is therefore implemented and complete.
Action 6.3b: Based on the findings of Action 6.3a, draft potential ordinance language facilitating allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1, R-1-H, and R-1-C districts and conduct community outreach for feedback.	As a part of a full ordinance update, draft potential ordinance language facilitating allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1, R-1-H, and R-1-C districts and conduct community outreach for feedback.	7/1/2025	HCD recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot per California Government Code Section 66323. Therefore, the Town allows ADUs in accordance with State law and HCD's direction. This action is therefore implemented and complete.
Action 6.3c: Present to Town Council for consideration and adoption, language allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1 district.	As a part of a full ordinance update, present to Town Council for consideration and adoption, language allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1 district.	7/1/2025	HCD recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot per California Government Code Section 66323. Therefore, the Town allows ADUs in accordance with State law and HCD's direction. This action is therefore implemented and complete.

Action 6.3d: Amend the Zoning Code to allow ADUs and JADUs on parcels that use both the authority contained in Government Code Section 65852.21 and the authority contained in Government Code Section 66411.7.	As a part of a full ordinance update, amend the Zoning Code to allow ADUs and JADUs on parcels that use both the authority contained in Government Code Section 65852.21 and the authority contained in Government Code Section 66411.7.	7/1/2025	The passage of Senate Bill (SB) 450 has significantly altered how SB 9 is implemented at the local level, effectively eliminating the Town's ability to require Design Review for new single-family and missing middle housing projects. As a result, the Town anticipates that most new housing of this type will proceed through ministerial approval under SB 9 and SB 450, potentially reducing the need for additional local incentives, such as those envisioned in Action 6.3d. Rather than amending the Zoning Code as originally contemplated in Action 6.3d, the Town is actively monitoring how SB 9 and SB 450 projects materialize in San Anselmo and is working to facilitate SB 9 housing production through other means, such as clear ministerial review processes and public information resources. If SB 9 housing production stagnates in 2025, the Town will proceed with implementation of Action 6.3d as originally planned.
Action 6.3e: Conduct a study of jurisdictions of similar size and economic and environmental constraints in Marin County and throughout the state to evaluate the feasibility of deed restrictions for ADUs. Based on this study, consider modifying requirements to implement these changes as appropriate.	After the completion of the full Zoning Code update, assess the feasibility of deed restrictions for ADUs. Present to the Town Council the feasibility study and options for implementation.	October 2025; January 2025	State law no longer allows local jurisdictions to levy deed restrictions on ADUs. Therefore, the Town has updated its internal permitting practices to not longer levy deed restrictions on ADUs. In early 2025, the Town Council will review an Ordinance Amendment to remove any reference to ADU deed restrictions from the Municipal Code.
Action 7.1a: Identify, evaluate, and implement strategies to reduce the number of individuals experiencing homelessness both Town and Countywide in partnership with the Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non- profit organizations.	Partner with Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non-profit organizations to develop a regional plan to prevent and end homelessness.	1/1/2024	This action is in progress. The Town works collaboratively with Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non- profit organizations to prevent and end homelessness. Marin HHS implements a Housing First approach, prioritizing stable housing as the foundation for long-term support. Key initiatives include the transformation of the Mill Street Emergency Shelter into a housing-focused facility, the High Utilizer Case Management Program leveraging \$2 million in American Rescue Plan funds to expand housing-focused case management, and the provision of rapid rehousing assistance. The Homeless Policy Steering Committee (HPSC) plays a critical role in coordinating countywide efforts, setting priorities, and overseeing Marin's 10-Year Plan to reduce homelessness. Additionally, Marin HHS tracks progress through a public data dashboard and biennial Point-in-Time Counts, with a goal of increasing Permanent Supportive Housing (PSH) by 10% annually. These efforts demonstrate a comprehensive and data-driven approach to addressing homelessness both locally and countywide.
Action 7.1b: Work with and promote the Marin County Health and Human Services Crisis Stabilization Unit which provides 24-hour service to Marin County residents and visitors experiencing a mental health crisis.	Update the Town's website to include information about the Marin County Health and Human Services Crisis Stabilization Unit.	7/1/2023	The Town website points people to resources for those experiencing homelessness here: https://www.townofsananselmo.org/1467/Homelessness . The Town collaborates with Marin County as needed to provide support to people experiencing homelessness in San Anselmo.
Action 7.1c: Work with housing providers to ensure that housing needs for special needs groups are addressed for seniors, persons with disabilities and developmental disabilities, single parent-headed households with children, large households, and extremely low-income households. The Town will seek to meet special housing needs through a combination of regulatory incentives and zoning standards. Actions 5.7a through 5.7 g, 5.3a, and 6.2c contain additional incentives the Town plans to implement.	Seek funding opportunities beginning in 2024 and annually each year that follows. Incentivize and support the creation of 20 units for those with special needs to reduce displacement risk and expand mobility options.	January 2024; Annually thereafter	The Town adopted amendments to the Zoning Code via Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=). These ordinances provide incentives that support the creation of housing units for people with special needs. The Town will seek out additional incentives that support the creation of units for people with special housing needs as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023.
Action 7.2a: Amend the Town's Zoning Code to allow all residential care facilities, for the elderly and for persons with a chronic life-threatening illness, both small and large, to be permitted in all zoning districts that allow single family units.	Adopt Zoning Code amendments to allow residential care facilities in all multifamily and commercial districts. The Town estimates that one residential care facility will be constructed during the planning period due, in part, to the change in regulations.	7/1/2023	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId= .

Action 7.2b: Work with local non-profits to create a day where volunteers provide free services such as home repairs and renovations for low-income elderly and disabled homeowners.	Establish an annual day where volunteers provide free services such as home repairs and renovations for low-income elderly and disabled homeowners in partnership with local non-profits. The Town estimates that 5 homes will be repaired or renovated annually to combat displacement during the planning period.	Annually	This action is in process. In 2024, the Town actively reached out to local stakeholders to identify a suitable partner for this work.
Action 7.3a: Continue to support the use of Marin Community Foundation funds for affordable housing and continue to participate in the Housing Stability program administered through MHA.	Provide letters of support, as needed, for the use of Marin Community Foundation funds for affordable housing. Reaffirm annually the Town's participation in MHA's Housing Stability program.	Ongoing as needed; Annually	The Town supports the Marin Community Foundation and continues to participate in housing stability programs administered through MHA by virtue of MHA administering the Town's low income housing units.
Action 7.3b: Work with the MHA to promote the Housing Choice Voucher program regularly through public outreach.	Update the Town's website to include information regarding Housing Choice Vouchers and to promote their acceptance by landlords and use by residents. A total of 20 lower- and moderate-income households access rental opportunities with Section 8 housing assistance to facilitate housing mobility.	7/1/2023	Implemented. The Town promotes the Housing Choice Voucher program on its website here: https://www.townofsananselmo.org/1261/Fair-Housing .
Action 7.4a: Allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related support services.	As a part of annual budget development, consider allocating funds for County and non-profit programs providing emergency shelter and related support services.	Annually	Implemented. The Town allocates funds to the County annually to support homelessness services.
Action 7.4b: Continue to provide resources that support local and regional solutions that meet the needs of individuals experiencing homelessness. Continue to collaborate with other agencies to support shelters and programs, such as Housing First and Rapid Rehousing, and provide housing resources and opportunities for individuals experiencing homelessness and displacement.	As a part of annual budget development, consider allocating funds to support local and regional solutions that meet the needs of individuals experiencing homelessness.	Annually	Implemented. The Town allocates funds to the County annually to support local and regional solutions that meet the needs of individuals experiencing homelessness.
Action 7.5a: Encourage a dispersion of facilities to avoid an over-concentration of shelters for people experiencing homelessness in any given area. An over-concentration of such facilities may negatively impact the neighborhood in which they are located and interfere with the "normalization process" for clients residing in such facilities.	As needed, advocate for the dispersion of facilities to avoid an over-concentration of shelters for people experiencing homelessness in any given area.	Ongoing as siting a facility is discussed or considered by the Town, Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non- profit organizations	The Town does not have an over-concentration of shelters for people experiencing homelessness in any given area as the Town does not currently have a shelter. In the future, the Town will site any and all homelessness shelters and services strategically throughout the community to prevent an over-concentration.
Action 7.5b: Encourage positive relations between neighborhoods and providers of permanent or temporary emergency shelters. Providers or sponsors of emergency shelters, transitional housing programs and community care facilities shall be encouraged to establish outreach programs within their neighborhoods and, when necessary, work with the Town or a designated agency to resolve disputes.	As a part of housing related community outreach (Policy 2), provide emergency shelters, transitional housing programs and community care facilities with the opportunity to engage with and build positive relations with San Anselmo residents.	Annually	The Town does not currently have permanent or temporary emergency shelters. The Town actively encourages positive relations between neighbors, requiring community members to meet with adjacent neighbors early in their land use permit process as demonstrated in the Town's Application Submittal Checklist posted on the Town's website: https://www.townofsananselmo.org/1180/Planning-Forms . In addition, the Town will provide opportunities for neighbors to engage and build positive relations as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023.

Action 7.5c: As the opportunity arises, the Town will participate in the funding of multi-jurisdictional emergency shelter projects such as the Project Homekey project at 1251 South Eliseo Drive and the Homeward Bound of Marin Workforce and veteran Housing project in Novato.	As a part of annual budget development, consider allocating funds for multi-jurisdictional emergency shelter projects.	Annually	The Town allocates funds to the County annually to support local and regional solutions that meet the needs of individuals experiencing homelessness, such as the development of a multi-jurisdictional emergency shelter or a veteran housing project.
Action 7.5d: Conduct a study to identify appropriate sites in the C-L, C-3, and PF zones with adequate capacity for emergency shelters in accordance with AB 2339.	Engage a consultant to conduct a study to identify appropriate locations in residential areas of the community for emergency shelters.	7/1/2024	Complete. The Town included the analysis required for conformance with AB 2339 in the adopted 2023-2031 Housing Element.
Action 8.1a: Enhance communications to residents regarding the required RVFD plan review.	Update the Town's website to provide clarified information regarding required RVFD plan review.	7/1/2023	The Town actively communicates the RVFD requirements in communications to residents at the public counter, over the phone, and via email. In addition, the Town's Application Submittal Checklist (posted on the Town's website: https://www.townofsananselmo.org/1180/Planning-Forms) clearly states that project applicants should contact RVFD for fire-related project requirements.
Action 8.1b: Continue to require all new proposed landscape plans on properties in designated WUI areas to submit a vegetation management plan and receive approval by RVFD.	Update application requirements to ensure that properties in designated WUI areas submit a vegetation management plan and receive approval by RVFD.	Ongoing as applications are received	Complete. The Town currently requires all new proposed landscape plans on properties in designated WUI areas to submit a vegetation management plan for approval by RVFD. In addition, the Town's Application Submittal Checklist (posted on the Town's website: https://www.townofsananselmo.org/1180/Apply-Online-and-Application-Forms) clearly states that project applicants should contact RVFD for defensible space requirements.
Action 8.2a: Establish a "Firewise San Anselmo" webpage to provide residents with valuable information about how to stay wildfire ready.	Update the Town's website to include a "Firewise San Anselmo" webpage.	1/1/2023	The Town has established a Firewise San Anselmo webpage here: https://www.townofsananselmo.org/1706/Firewise-USA-Sites
Action 8.2b: Provide a link on the "Firewise San Anselmo" webpage to access information on which residential property insurance companies may be currently offering discounts for fire hardened homes.	Establish, post on the "Firewise San Anselmo" webpage, and regularly update a list of insurance companies that offer discounts for fire hardened homes.	1/1/2023	The Town has established a Firewise San Anselmo webpage here: https://www.townofsananselmo.org/1706/Firewise-USA-Sites
Action 8.2c: Consider participation in the Firewise USA Community, as recognized by the National Fire Protection Association (NFPA).	Assess and present to the Town Council the advantages and disadvantages of participation in the Firewise USA Community program.	1/1/2023	The Town has established a Firewise San Anselmo webpage here: https://www.townofsananselmo.org/1706/Firewise-USA-Sites and continues to consider participation in the Firewise USA Community based on available funding and resources on an annual basis.
Action 8.3a: Continue to ensure that RVFD reviews proposed plans for all new buildings and major additions to ensure the construction complies with fire access requirements and makes recommendations for modifications to reduce fire hazards.	Update application requirements to ensure that properties in designated WUI areas submit proposed plans for all new buildings and major additions and receive approval by RVFD.	Ongoing as project applications are received	Implemented. The Town currently requires that properties in designated WUI areas submit proposed plans for all new buildings and major additions and receive approval by RVFD. This is an application requirement in the Town's published application requirements: https://www.townofsananselmo.org/1180/Planning-Forms .
Action 9.1a: Support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.	Annually adopt a resolution to support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.	Annually	Implemented. The Town adopted Resolution No. 2024-4533 on April 9, 2024 proclaiming April 2024 as Fair Housing Month: https://www.townofsananselmo.org/DocumentCenter/View/31585/Resolution-2024-4533?bidId= .
Action 9.1b: Assemble and promote the distribution of information to landlords regarding fair housing.	Update the Town's website to include information regarding fair housing for landlords. Provide information on a quarterly basis in the Town Manager's newsletter.	July 2023; Quarterly	Implemented. The Town maintains the Fair Housing webpage on the Town website here: https://www.townofsananselmo.org/1719/Fair-Housing . As such, the Town included articles in the weekly Town Manager's eNewsletter about fair housing each week during Fair Housing Month. In addition, the Town includes an article about various housing topics quarterly in the Town Manager's eNewsletter to build public understanding and support for workforce, special needs housing and other issues related to housing.
Action 9.1c: Involve Marin County Mediation Services to aid in housing-related problem resolution.	As needed, involve Marin County Mediation Services to aid in housing-related problem resolution.	Ongoing as requested	Implemented. As the Town receives housing-related problems, they refer the parties to the Town's fair housing resources, which are posted on the Town's Fair Housing webpage here: https://www.townofsananselmo.org/1719/Fair-Housing .
Action 9.1d: Designate the Town Attorney as the appropriate Town official to receive and administer complaints related to housing discrimination.	As needed, direct all complaints related to housing discrimination to the Town Attorney.	Ongoing as requested	The Town did not received complaints related to housing discrimination in 2024.

Action 9.1e: Amend the Zoning Code to remove barriers for the approval of requests for reasonable accommodation to comply with the Americans with Disabilities Act. In particular, the Town will revise the reasonable accommodation procedures to comply with State law and remove Finding 5 required for reasonable accommodation approval to be consistent with State law.	Amend Chapter 13 (Reasonable Accommodation) of the Zoning Code to include objective findings and procedures to facilitate adequate housing conditions for persons with disabilities.	7/1/2025	Complete. The Town amended Title 10 Chapter 13, Reasonable Accommodations, of the Municipal Code via Ordinance No. 1184 on January 23, 2024. A copy of the ordinance is available for review here: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId= .
Action 9.1f: Provide maximum flexibility in the development of housing for persons with physical disabilities and developmental disabilities. Establish an Administrative Exceptions process to allow for expedited permitting and ministerial approval of minor variances for the development of housing for persons with disabilities and developmental disabilities.	As a part of a full Zoning Code update, establish an Administrative Exceptions process to allow for ministerial approval of minor variances for the development of housing for persons with disabilities and developmental disabilities. Assist with the creation of 20 units for those with special needs, including those persons with developmental disabilities, to reduce displacement risk and expand mobility options.	7/1/2025	This action is in progress. The Town plans to bring amendments to the Zoning Code in 2025 to adopt administrative exceptions to allow for expedited permitting and ministerial approval of minor variances for the development of housing for persons with disabilities and developmental disabilities.
Action 9.1g: Ensure that information related to fair housing laws is easily available on the Town's website and at key Town facilities, including Town Hall and the library.	Update the Town's website to include information regarding fair housing law. Annually work with Marin County Mediation Services to make flyers and literature regarding fair housing law available at key Town facilities.	July 2023; Annually	Implemented. The Town maintains the Fair Housing webpage on the Town website here: https://www.townofsananselmo.org/1719/Fair-Housing .
Action 9.1h: Ensure that information related to reasonable accommodations for zoning regulations is easily accessible on the Town's website.	Update the Town's website to include information regarding reasonable accommodation.	7/1/2023	Implemented. The Town maintains the application materials for reasonable accommodations on the Town's website here: https://www.townofsananselmo.org/1180/Planning-Forms .

Action 9.1i: Work with the County of Marin and other Marin jurisdictions to develop strategies that protect tenants from rapidly rising rents and displacement. These may include: •Rent stabilization: Currently, the State imposes rent caps on some residential rental properties (AB 1482) through 2030. Evaluate a permanent policy and/or expansion to units not covered by AB 1482, as permitted by law. •Just cause for eviction: AB 1482 also establishes a specific set of reasons that a tenancy can be terminated. These include: 1) default in rent payment; 2) breach of lease term; 3) nuisance activity or waste; 4) criminal activity; 5) subletting without permission; 6) refusal to provide access; 7) failure to vacate; 8) refusal to sign lease; and 9) unlawful purpose. Evaluate expansion of these protections or extension if State protections expire. •Local relocation assistance: Evaluate a countywide relocation assistance program that provides greater relocation assistance to special needs groups (e.g., seniors, disabled, female-headed households) and reasonable accommodation for persons with disabilities. •Right to Purchase: When tenants are being evicted due to condominium conversion or redevelopment, offer first right to purchase to displaced tenants to purchase the units. •Right to Return: When tenants are being evicted due to rehabilitation/renovation of the property, offer first right to displaced tenants to return to the improved property. •Tenant Bill of Rights: Adopt a tenant's bill of rights that considers extending protections for subletters and family members and addresses severe habitability issues and market pressures. This provision could also provide anti-retaliation protection for tenants that assert their rights and a right to legal representation in the case of evictions.	Adopt ordinance for tenant protection strategies.	12/1/2024	The Town Council adopted a rent-control ordinance in April 2024. In November 2024, the voters were asked to make the call on two related rent-control measures. Measure N would have enacted a rent-control ordinance approved by the Town Council, and Measure O would have penalized landlords of properties with three or more dwellings who terminate a tenancy due to no fault of the tenant. Both measures failed. Moving forward, the Town is participating in Rooted in Marin, a community-centered engagement and education process to understand displacement in our community. The goals of this work include outreach and engagement to all members of the Marin community, education about anti-displacement measures, and finally a feasibility report that will include best practices. The report can be used by jurisdictions to craft next steps for anti-displacement measures. Rooted in Marin has convened an Advisory Committee to help identify shared community needs and shape anti-displacement education and outreach tools. Made up of renters, landlords, service providers, developers, realtors, and businesses across all areas of Marin, the Committee is providing critical guidance on the outreach plan and materials. The Committee will meet again to advise on the final report. In order to reach a broad swath of community members, the project team has also created a Community Survey to learn more about the experience of Marin residents and workers. We received 895 responses, 811 in English and 84 in Spanish, a sufficient number to render the results statistically significant. 28 community members attended the Virtual Community Workshop in September 2024 (118 RSVPs). The workshop included presentations on displacement in Marin and the engagement effort, as well as discussions about anti-displacement policies. The project team will build upon this conversation at future community workshops. In order to reach some of the groups most impacted by housing costs, the project team also conducted a series of Focus Groups to hear from community members who are most at risk of displacement. These groups included unhoused residents, families with children, seniors and people with disabilities, youth, and displaced employees, among others. The team also conducted focus groups with landlords, realtors and businesses to better understand their concerns and experiences. The project team is currently researching and analyzing anti-displacement policies identified during the community engagement process. We anticipate sharing this report with the public through a workshop in March and a presentation to the Marin Board of Supervisors in April 2025. Check out the website for more information and updates: https://www.rootedinmarin.org/.
Action 9.1i (continued): The Town will take the following actions: 1.Participate in countywide meetings with planning staff from all Marin jurisdictions to review best practices and develop model ordinances for the tenant protection strategies identified above in 2024. Work with Fair Housing of Northern California and Legal Aid of Marin to develop strategies and prepare model ordinances. 2.Conduct study sessions with the Planning Commission and Town Council to understand needs and best practices for the tenant protection strategies identified above in 2025. Invite Fair Housing of Northern California and Legal Aid of Marin to present at and participate in the study sessions. 3.Prepare ordinances at Town Council direction and bring forward for Planning Commission recommendation and Town Council adoption in 2025.	Continued from row above. See answer there.	Continued from row above. See answer there.	Continued from row above. See answer there.
Action 9.2a: Require that any development within the Affordable Housing Overlay District be marketed to the disability community and non-English speakers, including new-immigrant and refugee communities.	As part of the Affordable Housing Overlay District standards adopted as a part of a full Zoning Code update, establish requirements for affordable units to be marketed to the disability community and non- English speakers.	7/1/2025	This action is in progress and is dependent on the adoption of the Affordable Housing Overlay District in Action 5.3a.
Action 9.2b: Require that any development within the Affordable Housing Overlay District prepares and publicizes paper and digital versions of multi-lingual applications, and that all websites containing application information be accessible.	As a part of the Affordable Housing Overlay District standards adopted as a part of a full Zoning Code update, establish requirements for paper and digital versions of multilingual applications be made available and accessible.	7/1/2025	This action is in progress and is dependent on the adoption of the Affordable Housing Overlay District in Action 5.3a.

Jurisdiction	San Anselmo	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	San Anselmo	
Reporting Period	2024	31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here :
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	San Anselmo	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2																	
Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2																	
For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).																	
Project Identifier					Unit Types		Affordability by Household Incomes After Conversion								Units credited toward Moderate Income RHNA		Notes
1					2	3	4								5		6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes	
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0			

Jurisdiction	San Anselmo
Reporting Period	(Jan. 1 - Dec. 31) 2024
Period	6th Cycle 01/31/2023 - 01/31/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	San Anselmo	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	(Jan. 1 - Dec. 31) 2024		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Marin County jurisdictions, please format the APN's as follows:999-999-99

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity)	Notes
1				2	3	4							5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	San Anselmo	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	San Anselmo
Reporting Year	2024 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Local Early Action Planning (LEAP) Reporting (CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$ 65,000.00 Total award amount is auto-populated based on amounts entered in rows 15-26.				
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Housing Element Environmental Review	\$52,790.00	\$52,790.00	Completed	Local General Fund	The Town of San Anselmo submitted our LEAP Grant Final Close-Out Report to the State on September 19, 2024. As indicated in that report, the LEAP grant funded activities from May 2022 to December 12, 2023.
Housing Element Mapping	\$2,540.00	\$2,540.00	Completed	Local General Fund	The Town of San Anselmo submitted our LEAP Grant Final Close-Out Report to the State on September 19, 2024. As indicated in that report, the LEAP grant funded activities from May 2022 to December 12, 2023.
Housing Element Fair Housing Analysis	\$1,952.50	\$1,952.50	Completed	Local General Fund	The Town of San Anselmo submitted our LEAP Grant Final Close-Out Report to the State on September 19, 2024. As indicated in that report, the LEAP grant funded activities from May 2022 to December 12, 2023.
Housing Element Sites Inventory	\$2,415.00	\$2,415.00	Completed	Local General Fund	The Town of San Anselmo submitted our LEAP Grant Final Close-Out Report to the State on September 19, 2024. As indicated in that report, the LEAP grant funded activities from May 2022 to December 12, 2023.
Data Collection	\$5,302.50	\$5,302.50	Completed	Local General Fund	The Town of San Anselmo submitted our LEAP Grant Final Close-Out Report to the State on September 19, 2024. As indicated in that report, the LEAP grant funded activities from May 2022 to December 12, 2023.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)		
Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		4
Total Units		5

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	12
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		5
Total Units		20

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year

Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	9
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		16
Total Units		27

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.5

MEETING DATE: March 25, 2025

AGENDA TITLE: Consider reappointing (3) Three Incumbents to the Infrastructure & Fiscal Monitoring Committee

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For the Council to consider reappointing the following incumbent: Bob Marcucci, Viktoriya Wise, and Richard Berkson to the Infrastructure & Fiscal Monitoring Committee and direct staff to continue to advertise open seat to fill vacancy

BACKGROUND & DISCUSSION

Per the Council's direction provided during the meeting of May 9, 2023. There is no need for the Council to hold interviews for incumbents if no additional candidates applied for this position.

The Infrastructure and Fiscal Monitoring Committee is an active committee monitoring the implementation of the Town's capital improvement program, founded by the voter-approved Measure J one-cent sales tax funds, as well grant funding, Road Maintenance Fund monies and General Fund monies and any future funding sources. The Infrastructure and Fiscal Monitoring Committee is familiar with the Town's finances, budget, resource allocations and expenditures, and to make recommendations to Town Council regarding matters affecting the Town's financial position.

The Infrastructure and Fiscal Monitoring Committee has a membership of seven seats appointed by the Town Council to serve three-year terms.

Currently there is one vacancy and three terms have expired. The Committee is composed of the following members with their respective expiring terms:

<i>Name</i>	<i>Term</i>	<i>Term Expiration</i>
Bob Marcucci	Expired	February 01 2025
Viktoriya Wise	Expired	February 01 2025
Richard Berkson	Expired	March 01 2025

Item #: 1.5

Stanley Radtke	Current	March 31 2026
Marie Henrio	Current	March 31 2026
Erik Selvig Vacancy	Current	March 31 2026

FISCAL IMPACT

There would be no direct fiscal impact on 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 which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment 1- Bob Marcucci- Application no Resume

Attachment 2- Viktoriya Wise- Application w/ Resume

Attachment 3- Richard Berkson- Application w/ Resume

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

Profile

Bob

First Name

Middle Initial

Marcucci

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

School District Administrator

Employer's Address

310 Nova Albion Way San Rafael, CA 94903

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: Submitted

Number of years as resident of San Anselmo?

17

Number of years as a resident in Marin?

52

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

I would be a returning member of the committee, can you ask them?

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:

My current term on the IFMC is ending and I would like to continue for another term. I am currently the board chair for the Marin Pupil Transportation Authority. In my role as Deputy Superintendent of San Rafael City Schools, I work closely with board members and all board matters.

Reasons for this appointment:

I continue to be interested in the work of this committee and enjoy supporting the town and its leadership in the way.

What are your qualifications for this appointment?

I do very similar work in my current career position.

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

This is an oversight board, so our role is to ensure that taxpayer dollars are used in line with associated measures and to best achieve the towns strategic goals.

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:

Bob Marcucci

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

Viktoriya

First Name

Wise

Middle Initial

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Director of Streets, SFMTA

Employer's Address

1 South Van Ness Avenue 7th Floor San Francisco, CA

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: For Review

Number of years as resident of San Anselmo?

8

Number of years as a resident in Marin?

30

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

Marie Henrio 415-5956432 Brian Colbert 415-938-6852 Stephen Burdo
stephenburdo@yahoo.com>

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:

I have served on this board for the last 4 year and have previous experience serving 8 years as the San Rafael Planning Commissioner and several years serving on the San Rafael Design Review Board. I have also been a public servant for the last 20 years so have a deep understanding of how government works.

Reasons for this appointment:

I care deeply about this town and one of the biggest reflections of the Town's values is how it spends its budget. This means it's important to provide citizen input and oversight of the Town's finances. Additionally, how we spend our capital dollars is also critical to maintaining the Town's assets state of good repair.

What are your qualifications for this appointment?

I am the director of all streets in San Francisco which means I oversee our capital project to build bike lanes, pedestrian improvements, completion of the central subway (punch list items) as well as other construction efforts. I also oversee all of parking operations for the city as well as traffic engineering.

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

We need to make sure that we do our best maintaining our assets and have a plan for doing so by carefully allocating our limited financial resources. We also have to make sure that we spend the sales tax dollars in a way that's consistent with the town's values and what our citizens have prioritized.

LinkedIn Profile

<https://www.linkedin.com/in/viktoriya-wise-443baa3/>

[Viktoriya_Wise_Resume_Final_12-1-24.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:

Viktoriya Wise

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.

As an experienced executive with local knowledge, I combine strategic vision, initiative, and creative problem solving to drive highly complex projects to completion. I invest in building long-term, positive relationships with elected officials, members of the community and staff. I excel at developing and leading highly cohesive and productive teams that deliver. I am deadline driven and action oriented. My work demonstrates excellent judgement, deft tactfulness, and commitment to equity and public service.

KEY COMPETENCIES

Communication Skills

- Persuasive and credible communicator
- Extravert and take pride in public engagement
- High emotional intelligence
- Diplomatic and tactful approach to difficult situations

Project Delivery Skills

- Breaking down big efforts into smaller steps and driving projects to completion
- Ability to streamline processes
- Implementation of incremental changes to achieve long-term objectives

Collaboration and Team

Building Skills

- Expert bridge builder and partner to a diverse set of stakeholders
- Holder of good long-standing relationships with labor, sister departments and elected officials
- Employee skill development and talent retention
- Performance plan development, mentoring, coaching, and disciplinary actions

Administration Skills

- Budgeting, human resources
- Workload prioritization and creative use of limited resources

EDUCATION

UC Berkeley, Bachelor of Science
Environmental Economics and Policy:
citation as the top graduating senior

EXPERIENCE

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Director of Streets

July 2024 – Present

Key Responsibilities

1. Field Operations (includes Sign Shop, Paint Shop and Meter Shop)
2. Livable Streets (includes the Bicycle, Pedestrian, Traffic Calming and School Crossing Guard programs)
3. Off-Street Parking operations
4. Planning (includes transportation policy development, short and long-range transportation plans, sustainability/climate action, environmental review and land use-transportation integration)
5. Transportation Engineering (includes traffic routing, Signal Shop, transit engineering, and traffic management/operations)
6. Parking Enforcement
7. Capital Programs & Construction

Agency Chief of Staff

May 2021 – July 2024

6,000 people; \$1.4 billion/year operating budget

Directly oversee [25 team members](#)

Key Responsibilities

1. Performance Team: develop, monitor, and report on the agency's [Strategic Plan](#); develop and execute SFMTA Board Annual Workshop; develop performance metrics, analyze data, and publish dashboards (e.g., security dashboard); administer bi-annual employee survey.
2. Strategic & Internal Communications Team: develop agency messaging; provide tactical communications advice to the Executive Team; oversee communications with Agency employees (monthly all staff meetings, senior management meetings, newsletters, videos, etc.); started and developed [SFMTA podcast](#).
3. Executive Projects Team: day-to-day Director support managing administrative and political operations; management of key relationships (Mayor's office, SFMTA Board, SFPD, SFFD, CAC, etc.); design and lead agency-wide initiatives and special projects.
4. Autonomous Vehicle Policy Team: oversee the City's policy on autonomous vehicles, including regulatory filings and relationships with industry.
5. Government Affairs Team: support development of local political strategy and work on executing the Agency's regional, state and federal legislative program.

All of the work is in close partnership with other SFMTA departments.

• **Key Accomplishments**

- Developed the Agency's [Strategic Plan](#).
- Executed multiple annual SFMTA all-day Board Workshops
- Developed the Agency's Strategic Communications team.
- Organized an international UITP Trolley Committee multi-day meeting workshop on zero emission fleet.
- Revised and shepherded through approval SFMTA's Zero Emission Vehicle Policy.
- Oversaw the Autonomous Vehicle policy and engagement.
- Developed approach to public engagement for the June 2022 GO Bond Measure, including outreach to all 17 unions
- Streamlined involvement and focus of the Citizen's Advisory Council.
- Worked on the Agency's Tow Policy and supported the Department of Homelessness on opening a Vehicle Triage Center.
- Administered the Agency's Employee Survey and developed Chief of Staff budget proposal based on results.

Streets Division Chief of Staff **Streets Division Acting Director**

March 2015 – April 2021
July 2019 - December 2019

1,000 people; \$250M/year operating budget

Directly oversaw a 6-member team including a public information officer, data analysts, attorney and analyst responsible for Autonomous Vehicle legislation, and contract analyst.

Key Responsibilities

1. Managed the data analytics team.
2. Day-to-day administrative and operational support of director and senior management staff, including putting out 'fires'.
3. Oversight of Board of Supervisors requests and local legislative initiatives.
4. Development and execution of annual Strategic Plan for Executive Team and hiring/building that team.
5. Development and administration of on-call contracts.
6. Oversaw proactive communications with staff and external stakeholders, including media and public engagement to advance initiatives and goals.

Key Accomplishments

Contracts and Budget

- Developed and oversaw several multi-million-dollar, multi-year professional services contracts.
- Developed Division's FY21 & FY22 two-year operating budget ([Budget Memo](#)).
- Oversaw the hiring process and recruited the Agency's new Chief Security Officer and reviewed and gained SFMTA Board and BOS approval of a \$60M private security contract.
- Negotiated a Rights of First Offer agreement with Lyft to provide e-bike bikesharing service in SF.

Communications

- In response to employee survey, initiated, generated content, and published a monthly Division newsletter.
- Oversaw development of the Agency's FY21/22 Budget communications framework and outreach strategy, including hosting the Agency's *first* digital [open house](#) and [townhall](#).
- Initiated a restructuring and streamlined the publication of a Division monthly report (including data analytics such as parking revenue, citation issuance, 311 response rates, etc.).
- Oversaw outreach and media strategy for multiple projects including Better Market Street and launch of the electric scooter permits.

Policy, Legislation and Project Delivery

- Development and leadership of the multi-departmental Transportation Sustainability Program, including legislation and public outreach for a comprehensive set of legislative and fee reforms.
- Developed the Emerging Mobility Services and Technology Multi-Agency Steering Committee and oversaw the citywide adoption of [Guiding Principles](#).
- Led the [SF Transportation Code Amendments](#) to respond to the Board of Supervisor's desire to review certain SFMTA decisions and implemented the legislation across the Agency including writing the Standard Operating Procedures and conducting staff trainings.
- Worked on Private Transit Vehicle (jitney) policies, legislation and design of the regulatory permits.
- Worked on private [Commuter Shuttle](#) policies and regulations, including budget and fee development, authorizing legislation, and stakeholder engagement.
- Oversaw and engaged in stakeholder outreach, SFMTA Board approval and implementation of Better Market Street Quick Build project, including close coordination with SFPD and Walk SF on enforcement issues.

Administration and Strategic Planning

- Developed a new data analytics team that published the [SFMTA Mobility Trends Report](#) and develops data reporting standards and [dashboards](#).
- Organized and ran the Annual Senior Management Retreat and strategic planning, including development of key objectives, performance metrics and follow-up action items.
- Oversaw organizational restructuring, including the creation of a new Curb Management team, as well as hiring key senior positions.
- Developed agenda, content and framing for the annual SFMTA Board of Directors workshops.
- Identified the need for, then the budget for and hired the Autonomous Vehicle team.
- Oversaw the Parking Control Officer Transit Detail integration into the Muni Transportation Management Center and wrote the standard operating procedures.

SAN FRANCISCO PLANNING DEPARTMENT

Deputy Director of Environmental Planning

February 2013 – March 2015

Senior Environmental Planner

March 2009 - February 2013

Environmental Planner II & III

May 2005 – March 2009

Key Responsibilities

I directly supervised 4 managers and was Deputy Director of a 40-person team.

1. Oversaw day-to-day operations and the Division's hiring process, including strategies for quickly addressing spikes in workload, and allocated resources based on workload and knowledge of emerging issues.
2. Represented the Planning Department at hearings, meetings with other agencies, and private developers.
3. Prepared project budgets, schedules and managed professional services contracts.
4. Prepared recommendations for modification of City procedures to conform with local, State and Federal laws and regulations. Initiated and implemented process improvement changes to significantly expedite review of small projects.
5. Worked with the State Office of Planning and Research on legislative reforms to streamline environmental review.
6. Analyzed State legislation and formulated a support/oppose/neutral position.
7. Directed and supervised staff on casework, providing training in CEQA requirements and City procedures, working with consultants, and keeping projects on schedule.
8. Encouraged staff performance by training, coaching, mentoring, advising and giving direction to address competing priorities, work toward better decision-making, exercise independent judgment, and problem-solve.

Key Accomplishments

- Approached project review in a strategic, deadline-driven way resulting in an expedited delivery of transportation and institutional projects.
- Directed review of multiple projects such as [Muni Forward Transit Effectiveness Project](#), including designing the framework, completing analysis and delivering Commission and Board approval.
- Produced complicated transportation analysis for high profile and complicated projects such as: Treasure Island and Yerba Buena Island Redevelopment Plan; California Pacific Medical Center (CPMC) Long Range Development Plan; America's Cup and James R. Herman Cruise Terminal Project; Transit Center District Plan; Moscone Exp. Project.

EIP ASSOCIATES

Associate Manager

June 2003 – May 2005

- Managed a caseload of multiple projects, including budgeting and scheduling.
- Conducted site investigations, performed research, analyzed data, and wrote CEQA and NEPA documents, including Initial Studies, Mitigated Negative Declarations, Environmental Impact Reports (EIR), and Community Impact Assessment reports.
- Planned and participated in public scoping meetings and hearings, made presentations in front of a Planning Commission, and prepared public notices.
- Communicated with project sponsors, subconsultants and Lead Agency staff.

I was selected to be a [fellow](#) in the inaugural NACTO Leadership Program designed to train future directors of transportation. Through this program, I participated in numerous hands-on workshops to improve my leadership skills such as listening, concisely communicating a vision, having crucial conversations, and implementing a self-improvement plan to address my personalized 360-review results. I participated in several case-studies where we worked directly with the Philadelphia Department of Transportation and Minneapolis Department of Public Works to develop concrete and implementable solutions to specific organizational and communications challenges.

CIVIC ENGAGEMENTS

TOWN OF SAN ANSELMO

Infrastructure and Fiscal Monitoring Committee Member

September 2021 – Present

The committee monitors the implementation of the Town’s capital improvement program and issues an annual public report summarizing the progress of capital improvement projects.

The charge of the committee is to monitor the implementation of the Town’s capital improvement program, funded by the voter-approved Measure J one-cent sales tax funds, as well as grant funding, Road Maintenance Fund monies and General Fund monies and any future funding sources. Effective oversight requires committee members to be knowledgeable about the Town’s finances, budget, resource allocations and expenditures, and to make recommendations to Town Council.

CITY OF SAN RAFAEL

Planning Commissioner, including Chair

May 2009 – 2016

Design Review Board Member

May 2008 – May 2009

- As the Chair of the Planning Commission, I was responsible for running all public meetings, reviewing and signing all of the body's motions and resolutions, and meeting with staff to discuss the overall direction of cases.
- In 2015, the City adopted its Housing Element and I participated in all the hearings, which were controversial given the need for rapid increase in housing stock to address a housing crisis.
- In 2016, I served on the San Rafael Essential Facilities Working Group, which included the Mayor, City Manager, City department heads as well as members of the community. This body advised the Mayor and the City Council on the Strategic Plan to rebuild and upgrade many of the City’s essential facilities (multiple fire stations and police department) with the 1/4 cent sales tax approved by Measure E.

PROFFESIONAL ENGAGEMENTS

Member of the [Open Mobility Foundation](#) Board of Directors

Frequent speaker at multiple professional conferences and forums such as Transportation Research Board, state and national APA, NACTO, UCLA Arrowhead, and SPUR. Full list of speaking engagements available on request.

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

Profile

Richard

Berkson

First NameMiddle InitialLast Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Consultant

Employer's Address

Question applies to General Plan Advisory Committee

If you are a student, what school do you attend?

Which Boards would you like to apply for?

Infrastructure and Fiscal Monitoring Committee: For Review

Number of years as resident of San Anselmo?

28

Number of years as a resident in Marin?

28

Question applies to General Plan Advisory Committee

Please indicate the neighborhood you reside or own property/a business in.

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

Steve Vance 415-453-9477 Patrick Knight 415-250-1018 Rod Miles 415-721-7128

Education Level Achieved *

☒ Master's Degree

Interests & Experiences

Question applies to General Plan Advisory Committee

GPAC meetings will take place in person at **Town Hall** from **4:00 p.m. to 6:00 p.m.** on the **second Thursday** of the month. The General Plan Update will be a two-year process.

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:

Currently a member of the Town's Infrastructure and Fiscal Monitoring Committee (IFMAC) and Tax Equity Board. I have also served on the ad hoc pension committee. I have participated for several years as a volunteer to the Economic Development Committee (EDC) and prepared its first Economic Development Plan and revised its Action Plan format.

Reasons for this appointment:

I am seeking this appointment to build upon my contributions on Town boards and commissions to improve San Anselmo as a place to live, work and visit.

What are your qualifications for this appointment?

I bring extensive experience with the Town's fiscal/economic planning, as well as over 40 years of related professional experience in the areas of urban economics, real estate, fiscal analysis, government organization and planning.

Question applies to General Plan Advisory Committee

Why are you excited to be a member of the GPAC? Are there specific objectives you would like to work towards as a member of the GPAC? Please explain:

As noted in my prior response, I wish to make an enduring contribution to improving San Anselmo as a place to live, work and visit. The GPAC offers an opportunity to help develop the General Plan which will shape the Town for years to come.

Question applies to General Plan Advisory Committee

The Town is seeking members with a wide variety of skills and experience. Please indicate below which categories best describe your areas of interest, skills, and experience: *

- ☒ Land Use
- ☒ Economic Development and Business
- ☒ Public Services (i.e., roads, fire, police)

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

1) Balancing change against potentially competing community interests, priorities and the resulting trade-offs. 2) Providing a realistic framework for implementation of the General Plan recognizing legal, economic and funding constraints and opportunities.

Question applies to General Plan Advisory Committee

How did you hear about this opening on the GPAC?

Town website and staff

LinkedIn Profile

<https://www.linkedin.com/in/richard-berkson-59191513/>

[Berkson_resume.pdf](#)

Upload a Resume

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

[Berkson_resume.pdf](#)

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:

Richard Berkson

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.



Richard Berkson

Principal, Berkson Associates

EDUCATION

Master of Public Policy,
University of California,
Berkeley

Bachelor of Arts in Social
Science, University of
California, Berkeley

Undergraduate study in
Engineering, Massachusetts
Institute of Technology
(3 semesters)

AFFILIATIONS

CALAFCO,
Associate Member

PUBLIC SERVICE

Capital Program Monitoring
and Fiscal Advisory
Committee, & authored the
Economic Development Plan
for the Town of San Anselmo

HONORS AND AWARDS

Anaheim, CA, honoring
contribution to the success of
the Anaheim Resort Project

PRIOR EMPLOYMENT

Founding Principal,
Economic and Planning
Systems, Inc. (EPS)



ABOUT

Richard Berkson, Principal of Berkson Associates, believes that sound policies and strategies require careful consideration of causality, creative problem solving, and incentive-based solutions. His practice is founded on 30+ years of experience providing clear and concise fiscal and financial analysis based on a solid understanding of local government organization (e.g., formation, annexation, and consolidation), capital improvement policy and programming, and urban economics (demographics, market & financial analysis, and economic development).

EXPERTISE

Government Organization

Prepares governance feasibility and special studies addressing municipal incorporation, annexations, service reviews and special studies, special district formations, dissolutions and consolidations, and assists in the preparation of intergovernmental agreements including tax sharing. Creates detailed pro forma operational and capital budgets as well as analysis of reorganization issues, options and impacts upon existing agencies, and develops sustainable mitigation measures.

Fiscal and Economic Analysis

Analyzes and predicts fiscal and economic impacts of land uses, developments, and policies on municipal budgets. Designs fiscal models to evaluate public service and financing issues and develops mitigation measures for long-term fiscal sustainability. Forecast budgets and develop asset management policies and programs.

Public Finance

Prepares financing strategies and plans for a wide variety of public services and infrastructure projects, including development project-related infrastructure, area-wide capital improvement programs, public safety, and recreation facilities, as well as specific infrastructure projects. Financing techniques applied include formulation of area-specific and facility-specific development impact fees, special tax bonds, sales tax measures, and Infrastructure Financing Districts.

Market and Financial Analysis

Evaluates the market feasibility of a wide range of uses including recreation, residential, office, industrial, retail, and hotel, as a part of development proposals, specific and general plans, and governance studies. Prepares initial market reviews as well as detailed pricing and absorption estimates, demographic forecasting, and economic development strategies. Constructs pro forma financial analysis of large-scale mixed-use projects, as well as individual business proposals.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: March 25, 2025

AGENDA TITLE: Adopt a Resolution Proclaiming April 2025 as Fair Housing Month. This item is not subject to CEQA pursuant to Section 15060(c)(3) of the CEQA Guidelines because it does not constitute a “project”

FROM: Planning Department

RECOMMENDATION: That the Town Council adopt a Resolution proclaiming April 2025 as Fair Housing Month.

BACKGROUND/DISCUSSION

Reaffirming the nation's commitment to ending housing discrimination, April is National Fair Housing Month. On April 11, 1968, President Lyndon Johnson signed the Civil Rights Act of 1968, which includes the Fair Housing Act under Title VIII. This Act prohibits housing discrimination based on race, color, religion, or national origin and established the duty to affirmatively further fair housing (AFFH).

The Town has demonstrated its longstanding commitment to fair housing by formally recognizing Fair Housing Month since 1985. As part of its 2015–2023 Housing Element commitment to promoting fair housing, the Town implemented Program **H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints** by creating a—by creating a dedicated Fair Housing [webpage](#).

The Town's certified Housing Element outlines the following actions to advance Affirmatively Furthering Fair Housing (AFFH):

- **Action 9.1a: Support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.**
- **Action 9.1b: Assemble and promote the distribution of information to landlords regarding fair housing.**
- **Action 9.1c: Involve Marin County Mediation Services to aid in housing-related problem resolution.**
- **Action 9.1d: Designate the Town Attorney as the appropriate Town official to receive and administer complaints related to housing discrimination.**

Item #: 1.6

For additional details on the Housing Element and its implementation, refer to the following link on the Town's website: [Housing Element Implementation | San Anselmo, CA - Official Website](#).

FISCAL IMPACT

There is no fiscal impact to adopt the proclamation.

GENERAL PLAN CONSISTENCY

The Resolution is consistent with the General Plan's Housing Element Policy 9, Affirmatively Furthering Fair Housing, Program 9.1, Eliminate discrimination in housing based on age, race, color, religion, sex, marital status, national origin, ancestry, or occupation, Actions 9.1 a-d.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The adoption of the attached Resolution proclaiming the month of April 2024 as Fair Housing Month is not a "project" pursuant to Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is therefore not subject to review pursuant to Section 15060(c)(3) of the CEQA Guidelines. The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENT

Attachment 1-Resolution

RESOLUTION NO. XXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO PROCLAIMING APRIL 2025 AS FAIR HOUSING MONTH

WHEREAS, April 2025 marks the 57th Anniversary of Title VIII of the Civil Rights Act of 1968, known as the Civil Rights Fair Housing Act; and

WHEREAS, The Fair Housing Act prohibits discrimination based on race, color, religion, sex, handicap, familial status and national origin; and

WHEREAS, the State of California additionally prohibits discrimination because of sexual orientation, marital status, ancestry, source of income, disability, medical condition and age; and

WHEREAS, discrimination in housing is against the law and no person shall be discriminated against in the sale, rental or advertising of residential dwellings, in the provision of brokerage and lending services, or in the availability of any residential real estate transaction; and

WHEREAS, the Fair Housing Amendments Act seeks to provide equal housing opportunities, to affirmatively further housing choices, to eliminate legal barriers to equal housing and to emphasize equal housing as a fundamental human right for all; and

WHEREAS, the Town of San Anselmo joins all of the jurisdictions in Marin County and fair housing advocacy organizations to proclaim their support for National Fair Housing Month and celebrate the anniversary of the passage of the Fair Housing Act, which fosters communities that are diverse and inclusive and enunciates a national policy of fair housing for all who live in the United States; and

WHEREAS, the Town encourages and supports fair housing practices, seeks to expand the availability of affordable housing in Town and, in order to heighten public awareness, the Town of San Anselmo pledges its commitment to improve housing options and celebrates the value of harmonious and diverse communities by promoting Fair Housing Law.

NOW THEREFORE the Town Council of San Anselmo does hereby proclaim the month of April, 2025 to be Fair Housing Month and urges all residents of our community to personally adopt the spirit of equal housing opportunity and adhere to the letter and character of the Fair Housing Laws.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo held on March 25, 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: March 25th, 2025

AGENDA TITLE: Isabel Cook Community Center (ICC) Preschool and Breezeway Reroofing Project approval; this project is exempt from the requirement for the preparation of environmental documents under California Environmental Quality Act Guidelines Section 15301

FROM: Marc Matundan, Department of Public Works

RECOMMENDATION: That the Town Council (1) Approve the ICC Preschool and Breezeway Reroofing Project, (2) Authorize staff to advertise for construction bids, and (3) Authorize the Town Manager to award the contract to the selected bidder and (4) find the project categorically exempt from the California Environmental Quality Act (CEQA) (14 CCR § 15301).

SUMMARY

The ICC is an essential facility for San Anselmo's Recreation Department, serving as a community center and year-round preschool/gym. The ICC's preschool/gym building has not received significant repairs 50+ years ago and require rooftop and boiler piping repairs. The maintenance and upkeep of this public facility is critical to San Anselmo's community and the Recreation Department's function.

BACKGROUND

This project is important to the maintenance and long-term repair efforts necessary for future repainting projects and facility upkeep at the ICC. The roof currently has skip sheathing which is an outdated roof practice that falls short of several California Building Code requirements under fire, insulation, and seismic codes. The boiler pipes are seeing the end of their lifespan as well. The doors to the preschool/gym have recently been updated to meet ADA and CA Building Codes.

DISCUSSION/ANALYSIS

The project will be performed on the preschool/gym and breezeway- no alterations will occur to the community center under this project. Licensed contractors have completed specification and cost analyses for roof repairs and roof boiler piping work. Initial reroof

quotes obtained last year have been increased to adjust for inflation and price adjustments.

- Reroof \$151,800
- Roof Boiler Piping \$15,200

The total combined cost is \$167,000 without contingency. The project is expected to start in late spring.

FISCAL IMPACT

The combined engineers' estimate with contingency for a reroofing and roof boiler piping project is \$183,700. Funding will come from Measure J.

GENERAL PLAN CONSISTENCY

This item is consistent with the San Anselmo Safety Element Policy Framework S-1.5, which mandates the maintenance of public buildings to ensure their resilience in the event of natural disasters.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement to prepare environmental documents under the CEQA pursuant to CEQA Guidelines Section 15301, Class 1, as it involves the maintenance and minor alteration of an existing facility with negligible or no expansion of use.

ATTACHMENTS

Attachment 1 – Site Assessment

Attachment 2 – Public Works Contract Template

Key to Pictures:

Image #1. An aerial view of the shingle roof and Walkway canopy roof. Note location of staging area for trucks and equipment.

Image #2. West side of shingle roof.

Image #3. Eastside of shingle roof and walkway canopy roofing.

Image #4. Close up of eve location displaying one existing composition roof and diagonal sheathing

Image #5. Reusable transition flashing and skylight saddle flashings.

Image #6 Corroded flashings to be replaced with new.

Image #7, #8 and #9. Walkway canopy roof to be replaced.

Image #10. One of three Ac units to be resealed at wall.

Image #11 Inside of 7-1/2" fascia gutter, to be relined.

Image #12 displays the south side canopy roof included in this project.

Image #13 highlights the staging area.





002













008





010



011





TOWN OF SAN ANSELMO

Contract for

[name project]

This public works contract (the "Contract") is made and entered into this [] day of [], 202[], by and between the Town of San Anselmo (the "Town") and [] ("Contractor" collectively the "Parties") for the work of [briefly describe project] (the "Project"). The Parties hereby agree as follows:

1. SCOPE OF WORK. Contractor hereby agrees to furnish all of the material, equipment, and labor necessary, and to perform all of the work described in the specifications for the Project more particularly described in Exhibit "A" (the "Scope of Work") according to the terms of this Contract. To the extent any attachment contains provisions that conflict with the terms of the body of this Contract, the Contract terms will control.
2. CONTRACT DOCUMENTS. The Contract Documents incorporated into, and made part of, this Contract include and are comprised of all of the documents listed below:
 - A. Notice inviting bids, if applicable.
 - B. Contract.
 - C. Exhibit "A" Scope of Work.
 - D. Exhibit "B" Insurance.
[Include additional documents as applicable; noncollusion declaration; bid schedule; subcontractor list; and bonds requirements.]
3. TIME OF COMPLETION. The work to be performed under this Contract shall be commenced within [] calendar days of the Town giving Contractor a notice to proceed. The work shall be completed within [] working days from commencement, and within such extensions of time as are provided by the Town in writing.
4. CONTRACT PRICE. As full and complete compensation for Contractor's timely completion of the Scope of Work, the Town agrees to pay Contractor the amount of \$ [] (the "Contract Price"). Payment will be made monthly upon receipt of an itemized invoice.
5. INDEMNIFICATION. Contractor shall indemnify, release, defend, and hold harmless the Town, and its officers, employees, and agents ("Town indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation arising out of Contractor's performance of its obligations under this Contract or out of the operations conducted by Contractor, except for such loss or damage arising from the sole or active negligence or willful misconduct, of the Town. In the event the Town indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Contractor's performance of this Contract, Contractor shall provide a defense to the Town indemnitees by counsel selected by the Town, or at the Town's option,

reimburse the Town indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of said claims.

6. INSURANCE. Contractor agrees to obtain and maintain in full force and effect during the term of this Contract, insurance as set forth in Exhibit "B" attached hereto and incorporated herein by reference.

7. TERMINATION. Either party may terminate this Contract for cause upon fifteen (15) days' written notice mailed or personally delivered to the other Party and the notified Party's failure to cure or correct the cause of the termination to the reasonable satisfaction of the Party giving such notice, within said fifteen (15) day time period. Upon receipt of notice of termination, neither Party shall incur additional obligations under this Contract without the prior written consent of the other. The Town reserves the right to terminate all or part of the Contract for convenience upon reasonable written notice to Contractor. In such case, the Town will owe Contractor payment for the work satisfactorily performed prior to Contract termination. A waiver by the Town of any breach of any Contract provision shall not be deemed a waiver of any subsequent breach.

8. GENERAL PROVISIONS.

- A. Nondiscrimination. No discrimination shall be made in the employment of persons under this Contract because of race, national origin, ancestry, religion, or gender or sexual orientation or identity.
- B. Independent Contractor. Contractor and the Town expressly agree that the status of Contractor, its officers, agents and employees, and any subcontractors, are that of an Independent Contractor and not that of an employee of the Town.
- C. Compliance with Laws. Contractor and any subcontractors shall comply with all federal, state, and local laws in the performance of this Contract. Unless the Contract Price is less than \$1,000, the Contract is subject to all applicable requirements of California Labor Code section 1720 *et seq.*, including but not limited to prevailing wage requirements.
- D. Modification. This Contract may only be modified by the prior written agreement of the Parties.
- E. Assignment and Successors. Contractor may not assign its rights or obligations under this Contract, in part or in whole, without the Town's prior written consent. This Contract is binding on Contractor's and the Town's lawful heirs, successors, and permitted assigns.
- F. Third Party Beneficiaries. There are no intended third-party beneficiaries to this Contract.
- G. Governing Law and Venue. This Contract will be governed by California law and venue will be in the Superior Court of Marin County, and no other place.
- H. Integration; Severability. This Contract and the Contract Documents incorporated herein, constitute the final, complete, and exclusive terms of the agreement between the Town and Contractor. If any provision of the Contract or Contract Documents, or portion of a provision thereof, is determined to be illegal, invalid, or unenforceable,

the remaining provisions of the Contract and Contract Documents will remain in full force and effect.

- I. Counterparts and Electronic Signature. This Contract may be executed by electronic signature and in counterpart original. Counterpart signature pages may be delivered by email or other means of electronic transmission.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day, month and year first above written.

DATED:_____

TOWN OF SAN ANSELMO

By: David Donery
Town Manager, Town of San Anselmo

DATED:_____

[CONTRACTOR NAME]

By: _____

Exhibit “A”

Scope of Work

Exhibit “B”

Insurance Requirements

Contractor will, at all times under this Contract, maintain the insurance coverage required herein to cover the activities of Contractor and any subcontractors relating to or arising from performance of the Scope of Work. Each policy must be issued by a company licensed to do business in California. Contractor must provide the Town with certificates of insurance and required endorsements as evidence of coverage before the Town authorizes Contractor to proceed with any work.

- A. Workers’ Compensation. Statutory coverage is required by the California Workers’ Compensation Insurance and Safety Act. If Contractor is self-insured, it must provide its duly authorized Certificate of Permission to Self-Insure.
- B. Liability. Commercial General Liability (“CGL”) Coverage insurance issued on an occurrence basis, including coverage for liability arising from Contractor’s or its subcontractor’s acts or omissions in performing the Scope of Work, including Contractor’s protected coverage, blanket contractual, products and completed operations, broad form property damage, vehicular coverage, and employer’s non-ownership liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- C. Automotive. Commercial automotive liability coverage for owned, non-owned, and hired vehicles must provide coverage of at least \$2,000,000 combined single limit per accident for bodily injury, death, or property damage.
- D. Subrogation Waiver. Each required policy must include an endorsement that the insurer waives any right of subrogation it may have against the Town or the Town’s insurers.
- E. Required Endorsements. The CGL policy and the automotive liability policy must include the following specific endorsements:
 - (1) The Town, including its Council, officials, officers, employees, agents, volunteers and consultants (collectively, “Additional Insured”) must be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and the policy must protect the Additional Insured against any and all liability for personal injury, death or property damage or destruction arising directly or indirectly in the performance of the Contract.
 - (2) The inclusion of more than one insured will not operate to impair the rights of one insured against another, and the coverages afforded will apply as though separate policies have been issued to each insured.

(3) The insurance provided is primary and no insurance held or owned by the Town may be called upon to contribute to a loss (“primary and non-contributory”).

(4) Any umbrella or excess insurance must contain or be endorsed to contain a provision that such coverage will also apply on a primary or non-contributory basis for the benefit of the Town before the Town’s own insurance or self-insurance will be called upon to protect it as a named insured.

(5) This policy does not exclude explosion, collapse, underground excavation hazard, or removal of lateral support.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: March 25th, 2025

AGENDA TITLE: Robson-Harrington House Exterior Repairs and Paint Project approval; this project is exempt from the requirement for the preparation of environmental documents under California Environmental Quality Act Guidelines Section 15301

FROM: Marc Matundan, Department of Public Works

RECOMMENDATION: That the Town Council (1) Approve the Robson Exterior Repairs and Paint Project, (2) Authorize staff to advertise for construction bids, (3) Authorize the Town Manager to award the contract to the selected bidder, and (4) find the project categorically exempt from the California Environmental Quality Act (CEQA) (14 CCR § 15301).

SUMMARY

The Robson-Harrington House ("Robson House"), a major part of San Anselmo's history, was constructed in 1906 and acts as a public facility for the Recreation Department. To keep this public facility safely maintained, there are critical miscellaneous repairs and painting that are required. The Robson House has not been painted in the last 20-30 years and shows signs of deterioration. Given the age of Robson House, it is essential for Public Works and Recreation Departments to maintain this facility's exterior for safe usage. The project will be performed from mid-June to early July to minimize the repair project's impact on seasonal use.

BACKGROUND

The exterior repairs of the Robson House, at 257 Crescent Rd, have been an ongoing effort, with critical fixes over time to stabilize the interior. Given the limited funding available for Town facility maintenance, staff has prioritized critical upgrades to ensure the building remains safe for occupancy. While repairs to windows, doors, and sides have been made, the need for full repainting remains, as the exterior paint continues to deteriorate in multiple areas. Additionally, the building envelope is not completely sealed and there is water intrusion in the small kitchen area with visible dry rot on 4-5 windows and doors (included in *miscellaneous exterior repairs*).

Despite Town staff's efforts to maintain the facility, the worn and peeling paint still requires attention. With the Recreation Department expanding its use of the building for after-school programs and with increased public interest in recreation programs, completing the repainting would not only preserve the structure but also enhance its visual appeal. Without this final step, the building's condition may continue to decline, raising concerns about its unsightly appearance and potentially diminishing community engagement.

DISCUSSION/ANALYSIS

Licensed contractors have completed specification and cost analyses to perform miscellaneous repairs, stabilize the existing paint, and provide new primer and paint. The estimated costs are as follows:

- Repaint \$120,000
- Scaffolding \$16,850
- Miscellaneous Exterior Repairs \$8,000
- Hygienist Oversight Services \$6,000

The total combined cost is \$150,850 without contingency.

The repainting project would occur in the summer in coordination with staging based on the impacts on building occupancy. Staff will try to minimize the impact on daily Robson House operations.

FISCAL IMPACT

The combined engineers' estimate with contingency for a repainting project is \$165,935. Funding will come from Measure J funds.

GENERAL PLAN CONSISTENCY

This item is consistent with the San Anselmo Safety Element Policy Framework S-1.5, which requires public buildings to be maintained in order to enhance their resilience against natural disasters.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement to prepare environmental documents under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301, Class 1, as it involves the maintenance and minor alteration of an existing facility with negligible or no expansion of use.

ATTACHMENTS

Attachment 1 – Robson Harrington Site Images

Attachment 2 – Public Works Contract Template







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140



TOWN OF SAN ANSELMO

Contract for

[name project]

This public works contract (the "Contract") is made and entered into this [] day of [], 202[], by and between the Town of San Anselmo (the "Town") and [] ("Contractor" collectively the "Parties") for the work of [briefly describe project] (the "Project"). The Parties hereby agree as follows:

1. SCOPE OF WORK. Contractor hereby agrees to furnish all of the material, equipment, and labor necessary, and to perform all of the work described in the specifications for the Project more particularly described in Exhibit "A" (the "Scope of Work") according to the terms of this Contract. To the extent any attachment contains provisions that conflict with the terms of the body of this Contract, the Contract terms will control.
2. CONTRACT DOCUMENTS. The Contract Documents incorporated into, and made part of, this Contract include and are comprised of all of the documents listed below:
 - A. Notice inviting bids, if applicable.
 - B. Contract.
 - C. Exhibit "A" Scope of Work.
 - D. Exhibit "B" Insurance.
[Include additional documents as applicable; noncollusion declaration; bid schedule; subcontractor list; and bonds requirements.]
3. TIME OF COMPLETION. The work to be performed under this Contract shall be commenced within [] calendar days of the Town giving Contractor a notice to proceed. The work shall be completed within [] working days from commencement, and within such extensions of time as are provided by the Town in writing.
4. CONTRACT PRICE. As full and complete compensation for Contractor's timely completion of the Scope of Work, the Town agrees to pay Contractor the amount of \$ [] (the "Contract Price"). Payment will be made monthly upon receipt of an itemized invoice.
5. INDEMNIFICATION. Contractor shall indemnify, release, defend, and hold harmless the Town, and its officers, employees, and agents ("Town indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation arising out of Contractor's performance of its obligations under this Contract or out of the operations conducted by Contractor, except for such loss or damage arising from the sole or active negligence or willful misconduct, of the Town. In the event the Town indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Contractor's performance of this Contract, Contractor shall provide a defense to the Town indemnitees by counsel selected by the Town, or at the Town's option,

reimburse the Town indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of said claims.

6. INSURANCE. Contractor agrees to obtain and maintain in full force and effect during the term of this Contract, insurance as set forth in Exhibit "B" attached hereto and incorporated herein by reference.

7. TERMINATION. Either party may terminate this Contract for cause upon fifteen (15) days' written notice mailed or personally delivered to the other Party and the notified Party's failure to cure or correct the cause of the termination to the reasonable satisfaction of the Party giving such notice, within said fifteen (15) day time period. Upon receipt of notice of termination, neither Party shall incur additional obligations under this Contract without the prior written consent of the other. The Town reserves the right to terminate all or part of the Contract for convenience upon reasonable written notice to Contractor. In such case, the Town will owe Contractor payment for the work satisfactorily performed prior to Contract termination. A waiver by the Town of any breach of any Contract provision shall not be deemed a waiver of any subsequent breach.

8. GENERAL PROVISIONS.

- A. Nondiscrimination. No discrimination shall be made in the employment of persons under this Contract because of race, national origin, ancestry, religion, or gender or sexual orientation or identity.
- B. Independent Contractor. Contractor and the Town expressly agree that the status of Contractor, its officers, agents and employees, and any subcontractors, are that of an Independent Contractor and not that of an employee of the Town.
- C. Compliance with Laws. Contractor and any subcontractors shall comply with all federal, state, and local laws in the performance of this Contract. Unless the Contract Price is less than \$1,000, the Contract is subject to all applicable requirements of California Labor Code section 1720 *et seq.*, including but not limited to prevailing wage requirements.
- D. Modification. This Contract may only be modified by the prior written agreement of the Parties.
- E. Assignment and Successors. Contractor may not assign its rights or obligations under this Contract, in part or in whole, without the Town's prior written consent. This Contract is binding on Contractor's and the Town's lawful heirs, successors, and permitted assigns.
- F. Third Party Beneficiaries. There are no intended third-party beneficiaries to this Contract.
- G. Governing Law and Venue. This Contract will be governed by California law and venue will be in the Superior Court of Marin County, and no other place.
- H. Integration; Severability. This Contract and the Contract Documents incorporated herein, constitute the final, complete, and exclusive terms of the agreement between the Town and Contractor. If any provision of the Contract or Contract Documents, or portion of a provision thereof, is determined to be illegal, invalid, or unenforceable,

the remaining provisions of the Contract and Contract Documents will remain in full force and effect.

- I. Counterparts and Electronic Signature. This Contract may be executed by electronic signature and in counterpart original. Counterpart signature pages may be delivered by email or other means of electronic transmission.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the day, month and year first above written.

DATED:_____

TOWN OF SAN ANSELMO

By: David Donery
Town Manager, Town of San Anselmo

DATED:_____

[CONTRACTOR NAME]

By: _____

Exhibit “A”

Scope of Work

Exhibit “B”

Insurance Requirements

Contractor will, at all times under this Contract, maintain the insurance coverage required herein to cover the activities of Contractor and any subcontractors relating to or arising from performance of the Scope of Work. Each policy must be issued by a company licensed to do business in California. Contractor must provide the Town with certificates of insurance and required endorsements as evidence of coverage before the Town authorizes Contractor to proceed with any work.

- A. Workers’ Compensation. Statutory coverage is required by the California Workers’ Compensation Insurance and Safety Act. If Contractor is self-insured, it must provide its duly authorized Certificate of Permission to Self-Insure.
- B. Liability. Commercial General Liability (“CGL”) Coverage insurance issued on an occurrence basis, including coverage for liability arising from Contractor’s or its subcontractor’s acts or omissions in performing the Scope of Work, including Contractor’s protected coverage, blanket contractual, products and completed operations, broad form property damage, vehicular coverage, and employer’s non-ownership liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- C. Automotive. Commercial automotive liability coverage for owned, non-owned, and hired vehicles must provide coverage of at least \$2,000,000 combined single limit per accident for bodily injury, death, or property damage.
- D. Subrogation Waiver. Each required policy must include an endorsement that the insurer waives any right of subrogation it may have against the Town or the Town’s insurers.
- E. Required Endorsements. The CGL policy and the automotive liability policy must include the following specific endorsements:
 - (1) The Town, including its Council, officials, officers, employees, agents, volunteers and consultants (collectively, “Additional Insured”) must be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and the policy must protect the Additional Insured against any and all liability for personal injury, death or property damage or destruction arising directly or indirectly in the performance of the Contract.
 - (2) The inclusion of more than one insured will not operate to impair the rights of one insured against another, and the coverages afforded will apply as though separate policies have been issued to each insured.

(3) The insurance provided is primary and no insurance held or owned by the Town may be called upon to contribute to a loss (“primary and non-contributory”).

(4) Any umbrella or excess insurance must contain or be endorsed to contain a provision that such coverage will also apply on a primary or non-contributory basis for the benefit of the Town before the Town’s own insurance or self-insurance will be called upon to protect it as a named insured.

(5) This policy does not exclude explosion, collapse, underground excavation hazard, or removal of lateral support.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: March 25th, 2025

AGENDA TITLE: Town Council Committee Assignments

FROM: David P. Donery, Town Manager
Megan Acevedo, Town Attorney

RECOMMENDATION: Review Resolution No. 3043 (Attachment 1), the proposed committee assignment rotation resolution provided by Councilmember Eileen Burke (“Rotation Resolution”, Attachment 2), and the alternative committee assignment proposal provided by Councilmember Yoav Schlesinger (“Alternative Proposal”, Attachment 3) and consider taking one of the following actions:

1. Implement Resolution No. 3043 by voting to remove Councilmember Burdo from his RVFD seat and to appoint another Councilmember to fill that seat (3 votes required).
 2. Direct staff to return with a resolution repealing Resolution No. 3043 and adopting a written appointment process that applies to all Council committees.
 - a. This process could be adoption of the Rotation Resolution, the Alternative Proposal or another approach.
 3. Direct staff to return with a resolution repealing Resolution No. 3043 and utilize the Council’s current unwritten appointment process for all appointments, including RVFD Board appointments.
-

BACKGROUND

A. Resolution No. 3043 and Ross Valley Fire Department (RVFD) Board of Directors Appointment

At its March 11, 2025 meeting, the Town Council evaluated the January 14th appointment of Councilmembers Steve Burdo and Chantel Walker to the RVFD Board of Directors, in light of Resolution No. 3043.¹ The Resolution was adopted in 1987 and specifies that appointments to the RVFD Board be for two year terms and

¹ March 11 Staff Report available at https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3190062/RVFD_Appointments_Staff_Report.pdf

require a majority vote of the Town Council and that, “A Councilmember may be appointed to consecutive terms only if no other Councilmember desires to be appointed.” Councilmember Burdo has held a seat on the Board for five years, and Councilmember Burke has expressed a desire to be appointed to RVFD during that time. At the Town Council meeting on March 11th, the Council received a staff report on the item, which noted that the Resolution is binding on the Council until it is amended or repealed.

After public comment and Council discussion about options for addressing the RVFD appointments, the Council recognized that there would be only three Councilmembers participating in a vote that evening. Mayor Tarrell Kullaway was absent from the meeting and Councilmember Burdo planned to abstain from any vote related to the appointment. Therefore, the Town Council voted 2-1-1 on a motion to continue the discussion of the Resolution and the RVFD Board appointments to the March 25 meeting to allow for a discussion with the full Council. The motion further directed staff to bring the item forward with the Rotation Resolution provided by Councilmember Burke, so that the broader committee appointment process can be discussed.

Finally, Councilmember Schlesinger has submitted the Alternative Proposal for consideration as part of the committee appointment discussion.

B. Current Unwritten Council Committee Appointment Policy

The Town Council's current committee appointment practice has been used for many years, but it has not been reduced to writing. At its first January meeting of each year, the Council reviews a list of all committees and each Councilmember indicates their interest in the committees on which they wish to serve. The members then do informal nominations for the seats and either by consensus or a vote, make the appointments. For example, when no one is contesting a position on a committee, the Mayor may ask for consensus to have the seat filled by the only interested member of the Council. However, if there are multiple members interested in a committee seat, the Mayor may ask each person to explain their interest and qualifications and then call for a nomination and vote. This was the process utilized by the Town Council to appoint Councilmembers Burdo and Walker to the RVFD Board in January.

DISCUSSION

During the March 11 meeting, Town Councilmembers expressed a desire to ensure that the Town's interests are effectively represented on local and regional committees. Staff has provided the following proposals for the Council's consideration in its discussion. Following that discussion, if the Council determines the parameters of the appointment process, staff will memorialize that procedure in a resolution that can be adopted on the consent agenda at a future Council meeting.

A. Rotation Resolution

The Council directed staff to present the proposed Rotation Resolution provided by Councilmember Burke as part of the broader discussion of the committee appointment process (Attachment 2). The Rotation Resolution specifies, "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." It further provides: "[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." This 3-year rotation cycle would apply to all committees, unless any are carved out as exceptions.²

B. Alternative Proposal

In addition to the Rotation Resolution, Councilmember Yoav Schlesinger submitted another potential approach to making Council committee assignments (Attachment 3). This Alternative Proposal provides that each Councilmember will rank their preferences for committee assignments and those rankings, along with written descriptions of the Councilmember's qualifications for each committee, will be considered by an ad hoc subcommittee made up of the Mayor and Vice Mayor, with assistance from the Town Manager. The subcommittee will develop a recommendation for appointments based on the Councilmember's preferences and where there is a tie, the subcommittee will weigh several criteria to create overall balance among the assignments. These criteria are: equal workload distribution, diversity of committee types, and past committee assignments.

The Alternative Proposal excepts from this annual assignment process, "continuity assignments", which remain with the assigned Councilmember unless the member is opting to stop down from the role. Continuity assignments include:

1. Any committee or commission for which the Council Member currently serves in a leadership role (e.g., Chairperson, Vice Chair).
2. Any multijurisdictional committee or commission (MWPA, MCE, TAM, RVFD, CMPA, etc.)

The Alternative Proposal specifies that "After six consecutive years of service in a continuity assignment for which the Council Member is not serving in a leadership role, rotation is strongly encouraged, and the assigned Councilmember must submit a justification to the Advisory Group for continued service."

² For example, if the Town Council wishes to keep the 2-year rotation from Resolution No. 3043 in place, it could make RVFD an exception to the general 3-year rotation included in the Rotation Resolution.

The advisory subcommittee's recommendations for committee assignments and any changes to continuity assignments will be presented to the full Town Council for discussion at the first January meeting each year.

FISCAL IMPACT

Council appointments to the RVFD Board of Directors and/or other actions related to the committee appointment process do not have an impact on the budget.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This determination does not constitute a "project" within the meaning of Public Resources Code section 21065, because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment.

ATTACHMENTS

Attachment 1 – Resolution No. 3043

Attachment 2 - Rotation Resolution

Attachment 3 – Alternative Proposal

TOWN OF SAN ANSELMO
RESOLUTION No. 3043

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL
ESTABLISHING TERMS FOR COUNCILMEMBER SERVICE ON
THE ROSS VALLEY FIRE SERVICE BOARD OF DIRECTORS

BE IT HEREBY RESOLVED THAT:

The two Councilmembers who shall be appointed to serve on the Board of Directors of the Ross Valley Fire Service, pursuant to Section 2 of the Joint Powers Agreement establishing the Authority dated February 21, 1982, shall each be appointed to serve for a term of two years, from April to April. Appointment to this Board, and any removal from it before the completion of an appointed term, shall be by a majority vote of the full Town Council.

One of the initial terms will begin following the first regular meeting of the San Anselmo Town Council following the April 12, 1988 regular municipal election. In order to achieve staggered terms, the second initial term shall begin one year later, in April 1989.

A Councilmember may be appointed to consecutive terms only if no other Councilmember desires to be appointed. This rotation system will allow Councilmembers to serve long enough to become familiar with the operations and make meaningful decisions concerning the Authority, but will also provide the other Councilmembers the opportunity to serve on the Board of Directors of the Authority as well.

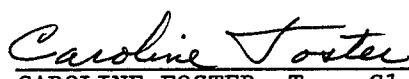
I hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 22nd day of December, 1987, by the following vote:

AYES: Chignell, Walsh, Wooliever, Cordingley

NOES: (None)

ABSENT: Sharp

ATTEST:


CAROLINE FOSTER, Town Clerk

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.

San Anselmo Town Council Committee Assignments

The Town Council will collectively review and approve committee assignments and liaison appointments. The recommended appointments will, to the best of the Council's ability, attempt to match the requested positions with the needs of the respective body and the experience and expertise of the Council Member, while also attempting to equitably balance the distribution of assignments.

The assignment of Town Council liaisons is conducted annually according to the following process:

1. Following the reorganization of the Council in November or December, the Town Clerk will distribute a memo to each Council Member which will include a list of potential committee assignments.
2. Each Council Member will complete the list in a manner which prioritizes the assignments of interest to them; and will submit their list to the City Clerk in December.
3. The ranking process uses the following methodology:
 - 1 - Top priority = I really want this (only one committee may receive a #1)
 - 2 - This is something I would like to have
 - 3 - I'll take this one for the team
 - 4 - I do not want (perhaps the meeting timing does not work)
4. Each Council Member will write a brief statement in support of their interests and qualifications, which includes an articulation of why they believe they are most equipped and best positioned to serve on their chosen committees.
5. The Town Clerk will assemble responses into a table and provide it to an Advisory Group, composed of the Mayor, Vice Mayor and Town Manager. That group will gather and use the following additional criteria to recommend assignments to the full Council:
 - a. Assignments will be assigned by highest priority desired with 1's first, 2's second etc. In case of ties, overall balance will be taken into account.
 - b. Overall balance will be defined by:
 - i. Equal workload distribution (number of assignments per member)
 - ii. Diversity of committee types (e.g., balancing administrative, budgetary, and advisory roles)
 - iii. Past committee assignments
 - c. Continuity assignments remain with the assignee unless the member is opting to step down from the role. Appointments to these bodies would not annually be reassigned to another Council Member, as this would not provide the desired consistency.
 - i. Continuity assignments include:
 1. Any committee or commission for which the Council Member currently serves in a leadership role (e.g. Chairperson, Vice Chair).
 2. Any multijurisdiction committee or commission (MWPA, MCE, TAM, RVFD, CMPA, etc.)

- ii. Continuity assignments do not include committees or commissions only involving San Anselmo (General Plan, Economic Development, Parks and Rec, etc) for which the Council Member does not serve in a leadership role.
 - d. For continuity assignments or appointments, there is a strong need and desire for consistency and continuity in terms of Council participation and representation. As a result the Advisory Group will maintain the current Council Member assigned as liaison to that body, unless otherwise noted in this document. The Council will have an opportunity at its annual review to see if a supplemental designation is needed due to changing conditions or if new bodies have been added to the list.
 - e. After six consecutive years of service in a continuity assignment for which the Council Member is not serving in a leadership role, rotation is strongly encouraged, and the assigned Councilmember must submit a justification to the Advisory Group for continued service.
- 6. In the event that a liaison has not been identified for each committee, the Advisory Group will divide any remaining assignments amongst the Council, attempting to equitably balance the distribution of the assignments and associated workload.
 - 7. The Mayor, working with the City Manager and Town Clerk, will present an Agenda Report and conduct a discussion at the first meeting in January regarding the appointments.
 - 8. The Council will vote on the slate of assignments and formally adopt the slate.
 - 9. If a council member disputes an assignment or feels the process was unfair, they may appeal. Such an appeal will require a majority vote of the Council to reopen consideration of that assignment requiring a vote of the Council. After public hearing, the Council will again vote to assign the seat.
 - 10. If a council member resigns or vacates a committee mid-term, the Advisory Group will recommend a replacement, subject to Council vote at the next meeting.
 - 11. The Town Clerk shall maintain a list of all appointments. The final committee assignment list will be distributed to all Council Members and posted on the Town's website.