TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, June 14, 2022 **7:00 PM** **Town Council Chambers**

https://us02web.zoom.us/j/84074411189

Or Telephone: +1 669 900 6833 | Webinar ID: 840 7441 1189

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

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

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

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

1. 6:10 PM Interviews with Applicants to the Planning Commission and Climate Action Committee

Attachments: Kim Pipkin
Peter Thomas Strauss
Mark M. Haddix
Christiana Conser
Cynthia Briggs

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.

Further Public Comment

Attachments: Further Public Comment

Council requests for future agenda items.

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

2. 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.

2.1. Minutes of May 24, 2022

Attachments: Attachment 1 - May 24, 2022 Minutes

2.2. Report of Warrants Issued, May 2022

Attachments: Staff Report
Warrant Report May 2022

2.3. Consider Adoption of Resolution to Allow for Virtual Town Council Meetings in Compliance with AB 361.

Attachments: Staff Report
Resolution

2.4. Appoint applicants to the Climate Action Committee

Attachments: Staff Report
Attachment 1 - Board and Commission Status Report 06.14.2022
Attachment 2 - Christiana Conser
Attachment 3 - Cynthia Briggs

2.5. CalRecycle SB 1383 Local Assistance Grant Program Award

Attachments: Staff Report

2.6. Establishing Job Description and Pay Range for Public Works Manager Position

Attachments: Staff Report
Attachment 1 - 2021-22 mgmt resolution
Resolution Establishing Job Description and Pay Range for the Pubilc Works Manager
Job Description - PW Manager

Council Items:

3. Flood Zone 9 (Verbal Report)

Attachments: Staff Report
Attachment 1 - Public Comment
Attachment 2 - Further Public Comment

4. Consider approval of a Resolution establishing a Housing Element Advisory Committee, appoint one Town Councilmember to the committee, and direct staff to bring recommendations for the appointment of one Planning Commissioner and three public applicants to the next Town Council meeting for consideration and approval.

Attachments: Staff Report
Attachment 1 - DRAFT Housing Element Advisory Committee Resolution
Attachment 2 - HEAC Application

5. Introduction and first reading of an Amendment to the San Anselmo Municipal Code adding Chapter 24 “All Electric Construction in Newly Constructed Residential Buildings” to Title 9 “Building Regulations”; and Amendment to Chapter 9-19 “Green Building Requirements” for consistency.

Attachments: Staff Report
Attachment 1 Ord Amendment All Electric Constr. 6.8.22
Attachment 2 Legislation Text staff report 03.08.2022
Attachment 3 Electrification Survey

6. 2021-2022 Budget Amendment and 2022-2023 Preliminary Proposed Budget and Work Plan

Attachments: Staff Report
Attachment #1 - 2022-23 Budget Amendment resolution
Attachment #2 - 2022-2023 Proposed Budget

7. 9 Laurel Avenue, APN 007-112-11, appeal by Applicants Hassan Afrookteh and Brooke Peterson of Planning Commission decision to deny applications for design review for a second story addition, a variance to allow two parking spaces to be created in the north side setback (8-foot side setback required), with one of the two in the front setback (20-foot setback required), a variance to allow an area of pavers in the front setback to be used for an additional, undersized, parking space, a demolition permit to remove more than 50% of the exterior walls (54.3% demolition proposed, which included 25.3% related to the residence and the balance for demolition of an attached garage structure), and a variance to maintain the existing lower level of the structure 16 feet to 19 feet from the front property line (20-foot setback required for over 50% demolition).

Attachments: Staff Report
Attachment 1 Resolution for Denial of Appeal
Attachment 2 Appeal
Attachment 3 - 9 Laurel Ave. APN 007-112-11 Drawings
Attachment 4 Application Materials
Attachment 5 Planning Commission staff report
Attachment 6 Correspondence considered by Planning Commission
Attachment 7 Meeting Minutes
Attachment 8 Shadow Studies
Attachment 9 Public Comment
Attachment 10 Correspondence from Attorney
Attachment 11 Numerical Shadow Impact
Attachment 12 - Appeal Presentation by Appellants

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is Tuesday, June 28, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, June 10, 2022.

_____
Carla Kacmar, Town Clerk

Print

Boards & Committee Applications - Submission #1455

Date Submitted: 2/23/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

2/23/2022

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

Planning Commission

Name*

Kim Pipkin

Home Address*

5 Jordan Avenue

Occupation*

Commercial Real Estate Broker & Business Consultant

Employer's Address

Not Applicable

Home Phone*

4157555715

Work Phone

Cell Phone

415.755.5715

E-Mail*

kimpipkin@comcast.net

Number of years as resident of San Anselmo*

22

Number of years as a resident in Marin*

24

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Tiffany McElroy

1.) Phone*

(646) 247-4512

2.) Name*

Steve Franklin

2.) Phone*

(415) 793-5062

3.) Name*

Hadley Dettmer

3.) Phone*

(415) 847-6189

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

- (•) YES
- ( ) NO

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

- (•) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

I served as a Planning Commissioner completing the term vacated by a previous Commissioner. In addition to campaigning for a Town Council seat, I was a member of the Economic Development Committee. Often, I volunteered on behalf of former Mayor, Kay Coleman and the Recreation Department for various Town events including:

Overseeing the Snow Cone Booth at the Country Fair Day
Running the Pie Booth at the Country Fair Day
Volunteering for the annual Halloween SPOOKtacular
Volunteering for the Annual Spring Egg Hunt

Reasons for this appointment.*

There is a vacancy on the Planning Commission.

What are your qualifications for this appointment.*

No single individual reflects the diversity, interests, and needs of the Town of San Anselmo. Nonetheless, I am confident that my professional background, previous experience on the Planning Commission and passion for San Anselmo would contribute greatly to our Town and the Planning Commission.
Benefits I bring to the Planning Commission follow:

A demonstrated commitment to community service as evidence by my volunteer participation and 22-year residence in San Anselmo.

Strong interpersonal and independent decision-making skills along with a willingness to learn and share.

Planning and design experience gained from attending graduate architecture school at UC Berkeley. This experience is complemented by a comprehensive understanding of land use policies.

Having a 25-year professional career in marketing and business development for notable Bay Area architecture, engineering, and construction firms. This includes current involvement in industry associations, Urban Land Institute and Commercial Real Estate Women.

Understanding the importance of protecting the public's interest and ethical behavior.

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

There are several current issues of concern in San Anselmo. These include Land use and planning, fire prevention, homelessness, traffic, and flood protection, to name a few. I believe addressing the lack of housing is one of the most important issues our Town faces.

The Association of Bay Area Government's (ABAG) Regional Housing Needs Assessment has shed light on the lack of affordable housing and set specific goals to address the issue around the Bay Area; this includes cities and towns in Marin County.

Many commercial properties suffer from long-term vacancy, are obsolete, and not generating revenue for property owners. Converting existing structures into housing could be an attractive option for investors. Potential solutions could include making amendments to the Town general plan to allow for adaptive reuse of commercial space and / or rezoning commercial districts to create development of housing. For example, the Bank of America (BoA) could become a highly desirable, mixed-use transit-oriented project. Currently, there is a small commercial building on Pine Street for sale just behind the BoA building, which is about 4700 rental square foot property. It could easily be converted into a 2–4-unit residential property with modifications making it meet code since it's in the flood zone.

I also believe that reinvigorating our downtown commercial is essential not only for our community but to shore up and increase our town finances.

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

- (•) YES
- ( ) NO

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

None

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

Choose File No file chosen

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

Print

Boards & Committee Applications - Submission #1476

Date Submitted: 3/5/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

3/5/2022

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

Planning Commission

Name*

Peter Thomas Strauss

Home Address*

128 Hilldale Dr.

Occupation*

Architect

Employer's Address

128 Hilldale Dr.

Home Phone*

7203087651

Work Phone

Cell Phone

7203087651

E-Mail*

ptstrauss@gmail.com

Number of years as resident of San Anselmo*

9

Number of years as a resident in Marin*

I grew up in Marin (and 4th generation San Anselmo), but left for college; I have been back in Marin 12 years.

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Jordan Weill

1.) Phone*

4156861230

2.) Name*

Ryan Wood

2.) Phone*

4152978917

3.) Name*

Dave Souten

3.) Phone*

4154542066

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 do not have experience serving in a public office or committee, but I am excited to start! As an architect, I have experience presenting to planning commissions and working with planning departments (mostly in San Francisco). Within my professional practice I have has experience serving on task forces or review boards to help lead special projects, or evaluate best practices.

Reasons for this appointment.*

I have been interested in getting involved in our community for quite a while, but haven't made the time. I am looking forward to getting involved now, either with the Planning Commission or with another commission (although preferably the planning commission).

What are your qualifications for this appointment.*

I am familiar with how planning codes and planning commissions function from my experience as an architect working with the commissions to address concerns and balance project sponsor needs with community needs and planning regulations. I am able to accurately interpret and visualize project proposals from submitted documents.

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

Balancing individual homeowners desire to expand, modify, etc their homes with protecting the community and neighbors from negative impacts.
Addressing innovative solutions to providing more affordable housing within out lower density communities.

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

- (•) YES
- ( ) NO

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

Park & Recreation Commission

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

Strauss .pdf

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

Peter Thomas Strauss - *Registered Architect*

720 308-7651
ptstrauss@gmail.com
www.straussarchitects.com

Overview

I am a registered architect in California with 13+ years of experience. My professional experience is across all phases of practice, ranging from feasibility studies to design and entitlement to construction administration. The majority of my work experience has been on commercial, multi-family residential, or mixed-use projects with some experience in single-family residential and public buildings. In addition to my work experience, I have a Masters of Architecture from Columbia University and a Bachelor from the University of Colorado and have taught at UC Berkeley.

Work

Piechota Architecture (San Francisco, CA) - Senior Architect **January 2022 - Present**

Currently, I am a Senior Architect working on a number of single family homes. We strive to create projects which are specific and sensitive to the landscape they sit within.

Gensler (San Francisco, CA) - Design Leader & Project Architect **October 2019 - November 2021**

Design and thought leader specializing in residential multi-family and commercial mixed-use projects - hired to help develop the Residential practice area of the firm.

Select Core Projects:

- 361 Turk & 145 Leavenworth - *Forge Development* — San Francisco, CA
- 450 O'Farrell - *Forge Development* — San Francisco, CA
- Confidential Hotel / Resort — San Francisco Bay Area, CA
- Various Master Plan & Feasibility Studies — San Francisco Bay Area, CA

Strauss Architects, Inc. (San Francisco, CA) - Design Leader & Architect **March 2018 - October 2019**

In March of 2018, I started a practice focused on single and multi-family housing. As the sole proprietor, I was responsible for all aspects of the firm. In addition to the design and delivery of the projects, I was responsible for the marketing, management, billing, contracts, and other office administration.

Select Projects:

- 1270 Bush - *Multi-family* — San Francisco, CA
- Ghent House - *Single Family* — Hudson Valley, NY
- 539 Bryant - *Commercial Office* — San Francisco, CA
- Angwin Barn - *Single Family* — Napa County, CA
- 1101-1123 Sutter - *Multi-family* — San Francisco, CA
- E 14th Street - *Multi-family* — San Leandro, CA
- San Carlos Avenue - *Multi-family* — San Carlos, CA
- Hilldale House - *Single Family* — San Anselmo, CA

Handel Architects, LLC (San Francisco, CA) - Lead Designer & Project Architect **March 2013 - March 2018**

In a comprehensive architecture role, my responsibilities included design leadership, team management, and all aspects of project delivery. Project responsibilities would start from initial client discussions and continue as needed through to construction. I acted as an office-wide resource on the San Francisco entitlement process and provided design consultation and support for projects outside of core project assignments. I lead multiple projects through initial design, documentation, and construction.

Select Core Projects:

- 288 Pacific Ave. - *Grosvenor Americas* — San Francisco, CA
  33 Residential Units / 7 Floors / Type IB / $50+ mil Construction Budget
- 2465 Van Ness Ave. - *DM Development* — San Francisco, CA
  41 Residential Units / 7 Floors / Type IB / $40+ mil Construction Budget
- 2301 Lombard Ave. - *DM Development* — San Francisco, CA
  22 Residential Units / 4 Floors / Type 3B / $15+ mil Construction Budget

Additional Projects:

- Princess Kaiulani - *Hotel & Residential* Honolulu, HI
- Parcel F - *Commercial Office* San Francisco, CA
- 1001 Van Ness - *Multi-family* San Francisco, CA
- SOMA 2 - *Multi-family* San Francisco, CA

Gensler (San Francisco, CA) - Designer & Technical **October 2010 - March 2013**

As part of the architectural staff, my responsibilities included working on both the design and the technical development of multiple projects.

Select Core Projects:

- 222 Second Street - *Tishman Speyer* San Francisco, CA
  Part of both the design team and technical team of the 26 Story commercial tower. Responsible for the Design Development and Bid Documents of the Curtain wall facade.
- 888 Brannan Street - *SKS Partners* San Francisco, CA
  Designer on the architectural portion of a 500,000 SF building renovation and repositioning. I was responsible for the coordination and documentation of structural upgrades, façade systems, restoration of the historic facade and corresponding construction administration.

I also interned at Gensler during the summers of 2003 and 2004.

Freelance (San Francisco, CA) - Designer **December 2008 - October 2010**

- Second and B Street w/ Fee Munson Ebert - *Designer for a 42 unit apartment building* Marin County, CA
- Home Addition w/ Strauss Architects - *Design, Permit & CDs for a residential addition* Marin County, CA
- Pool House w/ Strauss Architects - *Design, Permit & CDs for a new pool house* Marin County, CA
- Art Pavilion w/ Michael Bell - *Design for a gallery pavilion* Hangzhou, China

Solomonoff Architecture Studio (New York, NY) - Designer **May 2008 - December 2008**

Wold Architects (St. Paul, MN) - Designer / Junior Architect **November 2005 - August 2007**

Education

Columbia University, New York – Graduate School of Architecture (GSAPP)

Masters of Architecture, May 2010

University of Colorado, Boulder - College of Architecture and Planning

Bachelors of Environmental Design in Architecture, May 2005

Teaching

University of California, Berkeley - Lecturer in Architecture

- 201A Spring 2015 - Co-taught a Graduate studio with Michael Bell which addressed affordable housing in Cupertino, within the context of the new Apple Campus.
- 100A Fall 2012 - Taught an undergraduate studio with goals of conceptual development, drawing and form making.

Columbia University (New York, NY) – Teaching Assistant

- Fall 2009 - Spring 2010 - Teaching Assistant for Third Year Graduate Design Studios

Software

Throughout my work, education and teaching experiences, I've leaned into learning new technologies and then mentoring others; from early implementation of Revit to acting as a firm resource for modeling and rendering advice.

- Design - Rhino, Sketch-Up, Vray, Indesign, Illustrator, Photoshop
- Documentation - Revit, AutoCAD, Bluebeam

Print

Boards & Committee Applications - Submission #1546

Date Submitted: 4/26/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

4/26/2022

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

Planning Commission

Name*

Mark M Haddix

Home Address*

39 Tomahawk Drive San Anselmo

Occupation*

Architect

Employer's Address

Retired Self Employeed

Home Phone*

4157160550

Work Phone

4157160550

Cell Phone

415716055

E-Mail*

mark_haddix@afbcllc.com

Number of years as resident of San Anselmo*

17

Number of years as a resident in Marin*

25

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Jason Corey SE

1.) Phone*

4157401434

2.) Name*

Paige Dickow

2.) Phone*

4153850215

3.) Name*

Tack Kuntz

3.) Phone*

4153850215

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.*

No experience with serving on public positions

Reasons for this appointment.*

After many years as an architect in the private sector in retirement I want to stay involved in improving the built environment and giving back to the community. Being an owning of a medium sized A and E firm and practicing architecture for over 30 years has provided me with ample experience and knowledge which I hope I can bring to the planning commission to help serve the residents of our community.

What are your qualifications for this appointment.*

Knowledge of the planning process through years of being an architect. 40 years of design and construction knowledge and experience. Experience with Town of San Anselmo building and planning departments and local codes and ordinances. Ability to listen and work with a team to investigate and solve issues. Being able to understand planning and zoning documents, codes and ordinances and to apply them to matters being presented to the planning commission.

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

First of all the reduction of the application of personal opinion in the planning commission processes and focusing on recommendations based on the research and interpretation of the Town's existing planning codes and ordinances. Also supporting the planning department in the current time of transition and new staff.

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

- (•) YES
- ( ) NO

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

Open Space Committee

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

Choose File No file chosen

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

CURRICULUM VITAE

Mark M. Haddix

Mark Haddix, Chief Executive Officer, and founder of Advanced Forensic Building Consultation LLC has over 40 years of experience in the construction and architecture fields and has been involved in all types of commercial property, multi and single-family projects. His background and understanding of the architecture and construction fields allow him to provide a wide range of consulting related to real estate development, new construction, as well as existing buildings for building owners, private investors, institutional equity sources and attorneys. This includes due diligence analysis related to acquisition, disposition, feasibility studies, construction document review and project oversight, construction cost analysis, forensic investigation and testing, construction litigation, as well as design and construction documents for new and restoration projects.

Specialty areas of practice include litigation support and expert witness services, owner's representation, risk management, project management, detailed building investigations requiring multi-disciplinary problem solving, building enclosure and moisture intrusion investigations as well as preparation of construction documents. Mr. Haddix has been the lead principle and architect for the preparation of construction documents for the rehabilitation of numerous apartments and commercial complexes.

Mr. Haddix retired from Marx/Okubo Associates in March 2016 after 30 years of service. At Marx/Okubo Associates he held the position of Executive Vice President and Chief Technical Officer and was responsible for directing the professional and technical operations of the eight office across the county. This included the development of the construction management, forensic, litigation and repair document services. Responsible for opening and developing the company's Seattle and San Francisco offices he successfully developed and expanded the company's business associations throughout the western and northwestern United States. Since 1998 he was responsible for the operations of the San Francisco office.

Work Address:	Advanced Forensic Building Consultation LLC 39 Tomahawk Drive San Anselmo, California 94960 (415) 716-0550
Birth Date and Place:	April 28, 1956 Arvada, Colorado
Architecture Licensure:	Washington, No. 5725 1991- Active California, No. C27158 1997- Active
Education:	University of Colorado Boulder Environmental, Population, and Organismic Biology Bachelor of Arts, 1982 University of Colorado Denver Master of Architecture, 1985

CURRICULUM VITAE

Mark M. Haddix

Work Experience:

1983-85: Progressive Enterprises
Denver, Colorado
Construction Project Manager
Supervisor: Ron Maggi

1986-2016: Marx|Okubo and Associates, Ltd.

1986-87: Marx|Okubo and Associates, Ltd.
Denver, Colorado
Staff Architect and Construction Manager

1987-92: Marx|Okubo and Associates, Ltd.
Seattle, Washington
Regional Manager and Vice-President

1993-96: Marx|Okubo and Associates, Ltd.
Seattle, Washington
Principal, Executive Vice-President and Board of Directors

1996-98: Marx|Okubo and Associates, Ltd.
Costa Mesa, California
Principal, Executive Vice-President,
Western Regional Manager and Board of Directors

1998- 08: Marx|Okubo and Associates, Inc.
San Francisco, California
Principal, Executive Vice-President,
Western Regional Manager, Board of Directors and ESOP Trustee

2008- 2016: Marx|Okubo and Associates, Inc.
San Francisco, California
Principal, Executive Vice-President,
Chief Technical Officer, Board of Directors

2016- Present: Advanced Forensic Building Consultation LLC.
San Anselmo, California
Chief Executive Officer

CURRICULUM VITAE

Mark M. Haddix

Professional Memberships:

American Institute of Architects Emeritus
1991-present

National Roofing Contractors Association (NRCA)
1996-2016

American Society of Testing and Materials (ASTM)
1996-2016
Chaired subcommittee for publication of ASTM Guidelines for Property Condition Assessment (1996-99)

Construction Specifications Institute
1996-2016

American Concrete Institute (ACI)
2002-2016

IIBEC
International Association of Building Envelope Consultants
2012-present

AAMA
American Architectural Manufactures Association
2013-2016

AICS
American Institute of Steel Construction
2007-2016

APA
The Engineered Wood Association
2009-2016

ASCE A.M.A.S.C.E.
American Society of Civil Engineers
2004-present

Other Certifications:

National Council of Architectural Registration Board (NCARB)
Certification 1988
Contractor's license (Class B construction supervisor)
Aurora, Colorado 1986-89

Publications:

Structural Observation, Special Inspection, or Building Inspection: Where Does Responsibility for Quality Assurance Lie?
J. A. Villamil and M. M. Haddix
Published in the proceedings for the ASCE Structures Congress.

Pre-Manufactured Lumber Moisture Related Deterioration: Forensic Case Studies
J. A. Villamil and M. M. Haddix
Published in the proceedings for the ASCE Structures Congress.

Project Experience:

Number of projects for past 40 years

<u>Multi-family Residential</u>

Includes apartments and senior/teacher housing projects**.**
Low, mid, and high-rise projects.

- Property Condition Assessments-144
- Preconstruction Project Review and Construction Oversight-75
- Owner Representation and Project Management-13
- Property Investigations-43
- Remedial Architectural Services-67

<u>Mixed Use</u>

Includes office/residential/retail projects:

- Property Condition Assessments-8
- Preconstruction Project Review and Construction Oversight-4
- Owner Representation and Project Management-1
- Property Investigations-3

<u>Office</u>

Includes low, mid, and high-rise projects:

- Property Condition Assessments-127
- Preconstruction Project Review and Construction Oversight-21
- Owner Representation and Project Management-13
- Property Investigations-18
- Remedial Architectural Services-14

<u>Retail</u>

- Property Condition Assessments-32
- Preconstruction Project Review and Construction Oversight-13
- Owner Representation and Project Management-15
- Property Investigations-9

Hospitality

- Property Condition Assessments-17
- Preconstruction Project Review and Construction Oversight-12
- Property Investigations-1

Senior Living and Care Facilities

Includes low, mid, and high-rise projects:

- Property Condition Assessments-52
- Preconstruction Project Review and Construction Oversight-5
- Owner Representation and Project Management-7
- Property Investigations-7
- Remedial Architectural Services-7

Industrial/Warehouse/R&D

- Property Condition Assessments-96
- Preconstruction Project Review and Construction Oversight-7
- Owner Representation and Project Management-16
- Property Investigations-7
- Remedial Architectural Services-19

Specialty Projects

Includes ski resorts, airports, university, self storage, and single-family residences.

- Property Condition Assessments-6
- Preconstruction Project Review and Construction Oversight-1
- Property Investigations-3
- Remedial Architectural Services-3

Litigation Experience:

Squire Sanders (US) LLP –Lead Counsel Diane Gibson

Boulders Apartments

- 2009-2014 Settled in Mediation
- Construction defect case.
- Sonoma County Superior Court Case No. SCV-246738
- Litigation support for plaintiff's counsel.
- Deposition Testimony-Person Most Knowledgeable.
- Owners Representative for post litigation repairs.

Overlook Apartments
- 2010-2014 Settled in Mediation
- Construction defect case.
- Sonoma County Superior Court Case No. SCV-247545.
- Litigation support for plaintiff's counsel.
- Deposition Testimony-Person Most Knowledgeable
- Owners Representative for post litigation repairs.
- Architect of Record for post litigation repairs.

Courtyards Apartments
- 2009-2014 Settled in Mediation/ Trail
- Construction defect case.
- Alameda County Superior Court Case No. RG10-496973.
- Litigation support for plaintiff's counsel.
- Deposition Testimony-Person Most Knowledgeable.
- Trail Testimony- Person Most Knowledgeable.
- Owners Representative for post litigation repairs.

Cooley LLP –Lead Counsel Patrick Gunn

Church Street Apartments
- 2012-2015 Settled in Mediation
- Construction defect case.
- San Francisco County Superior Court Case No. CGC-12-519574
- Expert Witness and Litigation support for plaintiff's counsel.
- Architect of Record for post litigation repairs.

Arroyo Point Apartments
- 2012-2016 Settled in Mediation
- Construction defect case.
- Sonoma County Superior Court Case No. SCV-254062.
- Expert Witness and Litigation support for plaintiff's counsel.
- Architect of Record for post litigation repairs.

Danville Senior Apartments
- 2013-2015 Settled in Mediation
- Construction defect case.
- Contra Costa County Superior Court Case No. C13-00806
- Expert Witness and Litigation support for plaintiff's counsel.

Trestle Glen Apartments
- 2014-2016 Settled in Mediation
- Construction defect case.
- San Mateo County Superior Court Case No. CIV-523098.
- Expert Witness and Litigation support for plaintiff's counsel.
- Architect of Record for post litigation repairs.

Mandela Gateway Apartments
- 2012-2018 Settled in Mediation
- Construction defect case.
- Alameda County Superior Court
- Expert Witness and Litigation support for plaintiff's counsel.
- Architect of Record for post litigation repairs.

Walkup, Melodia, Kelly & Schoenberger
Lead Counsel Richard H. Schoenberger

Library Gardens Apartments
- 2015-2017 Settled
- Balcony Collapse
- Alameda County Superior Court
- Litigation support for plaintiff's counsel.

Allen Matkins Leck Gamble Mallory & Natsis LLP
Lead Counsel Timothy M. Hutter Esq.

Clearview Business Park Building F
- 2017-2018 Settled in Mediation
- Construction Defect Case
- San Mateo County Superior Court
- Expert Witness and Litigation support for plaintiff's counsel.
- Architect of Record for post litigation repairs.

Sheppard, Mullin, Richter & Hampton LLP
Lead Counsel Erinn M. Contreras

812 Green Street Residence Litigation
- 2018-2019 Settled in Mediation
- Construction Defect Case
- San Francisco County Superior Court
- Expert Witness and Litigation support for plaintiff's counsel.

CURRICULUM VITAE

Mark M. Haddix

Educational Presentations:

- Stucco-The Tip of The Iceberg 2016
- Understanding Accessibility Codes and Laws in Design and Construction 2014
- Defective Construction-Materials and Systems 2013
- Advanced Design and Specifications of Window and Related Flashings for Wood Frame Construction. 2012
- The Ground Up. The Top Down and Everywhere In Between-Multifamily Design and Construction Risk Management and Pre-Construction Review 2011
- An Ounce of Prevention and Other Proverbs. Property Condition Assessments and Product and System Issues 2010
- Analysis of Distressed Real Estate 2010
- Limiting Post Construction Risk Due to Unanticipated Building Performance Issues 2010
- The Dirty Dozen-Negotiating the Client's Contract Requirements 2008
- Project Management-Meeting Project Goals 2008
- Wood Framed Building Weatherization and Window Installation 2007
- Brookwood Valley Apartments- A Case Study of And Apartment Complex Rehabilitation 2005
- San Padro Commons-A Case Study of An In-depth Building Envelope Investigation 2004
- Pitfalls ff Residential Asset Types 2004
- Seismic Considerations in Real Estate 2002
- Seismic and Construction Loan Seminar 2001
- Seismic Evaluation of Multi-Building Portfolios 2001

Continuing Education:

- California Disabled Access Education Accessibility Course for California Architects, Certified Training Institute 2011, 2013, 2015, 2017 and 2019
- Advanced Waterproofing, Certified Training Institute, 2017
- Construction Management Training, Certified Training Institute, 2017 and 2019
- Façade Access Standards, Applied Technology Services, 2016
- Preservative-Treated Wood: Use and Specification, Wood Products Council, 05/13/2015
- Façade Metal Corrosion and Restoration, Stuart Dean Services and Western Waterproofing, 2014
- Building Enduring Wood Structures, Wood Products Council 07/01/2014
- Below Grade and Plaza Deck Waterproofing, Cetco, 03/07/2014
- CBC Significant Changes, CALBO, 2014
- Business Forum: Employee Engagement, SEAONC, 2014
- Architecture and Conscious Capitalism and The Future of Business 06/20/2013
- Where to Go Once Your Firm Has Arrived, AIA National Convention, 06/19/2013
- Design of Plaza Deck Waterproofing, Allana Buick & Bers, 11/30/2012
- The Ten Most Common Areas of Design Professional Exposure, Donovan Hatem LLP, 03/19/2012
- Bad Contracts = Bad Claims, How to Minimize Liability in A Litigious Environment, Donovan Hatem LLP 03/19/12
- Building Envelope Design with Vaproshield Weather Barriers, Techmarx Group, 05/12/2010

- Global Influences and The Transformation Of San Francisco: Urban High-Rise, AIA, 5/01/2009
- The Value of Exterior Insulation and The Positive Impact on Overall Building, AIA,05/01/2009
- The Spy Who Sued Me: Gathering Claims Intelligence in A World of Chaos, AIA, 05/01/2009
- The Evolution of Green Affordable, Multi-Family Housing, AIA, 04/30/2009
- Expanding the Boundary of Sustainable Design, AIA, 04/30/2009
- True Sustainability--The Region, City, Site, and Building: Acquiring Knowledge, 04/30/2009
- Natural Ventilation in Buildings: Optimizing the Success, AIA, 05/16/2008
- Cracked! Problems and Solutions with Concrete and Masonry, AIA, 05/15/2008
- Transferring Ownership and Leadership Effectively, AIA, 05/15/2008
- Transferring Ownership, a Step-By-Step Process with Case Studies, AIA, 05/15/2008
- Construction Outlook: Implications for Architecture Firms, AIA, 05/15/2008
- High Performance Building Enclosures, AIA, 05/14/2008
- Architects in Court: A Mock Trial, AIA, 05/14/2008
- Choices of Air Barriers for The Building Enclosures, Dupont Company 03/31/2008
- Contract Administration: Where Construction, Begins and Lawsuits Are Born, Lee & McShane, PC, 3/31/2008
- Investor and Fiduciary Assessment of Green Building, AIA, 02/20/2008
- Everything A Construction Player Should Know About Insurance, Lorman Business Center, Inc. 02/13/2008
- Aggressive Condominium Risk Management, AIA, 06/10/2006
- Preparing Your Firm for the New Talent War, AIA, 06/10/2006
- Financial Analysis and Building Shareholder Value, AIA, 06/09/2006
- Design Earthquake-Resistant Houses and Other Low-Rise Buildings, AIA, 06/09/2006
- Inside and Outside, AIA, 06/08/2006
- Applying the IBC: Occupancy and Types of Construction, AIA, 06/07/2006
- Subsurface Conditions, National Council of Architectural Registration, 09/30/2005
- Building Envelope, National Council of Architectural Registration, 09/30/2005
- A/E/C Industry Trends, Webcast Resources, 08/31/2005
- Contract Review & Revisions: Advanced Topics, Xl Groups Design Professional Unit, 08/31/2003
- Contract Review and Revision, XI Groups Design Professional Unit 03/31/2003
- Understanding Key Spec Criteria for Walls/Ceilings/Floors, Architectural Record/McGraw-Hill Construction, 12/31/2001
- Gypsum Floor Underlayment's are Stronger Than Ever, Architectural Record/McGraw-Hill Construction, 12/31/2001
- Vinyl by Design: Achieving A Successful Building Envelope, Architectural Record/McGraw-Hill Construction 12/31/2001
- Specification Guide for Exterior Wall Sheathings, Architectural Record/McGraw-Hill Construction 11/30/2001
- The Next Generation, Architectural Record/McGraw-Hill Construction 11/30/2001 L
- ATC-20 Post Earthquake Safety Evaluation of Building, SEONC, 06/03/2001
- Entering A Strategic Alliance Could Be Your Best Decision, AIA, 05/18/2001

- Thin Cladding Systems, AIA, 05/18/2001
- The Fair Housing Amendments Act Accessibility Guidelines, AIA, 05/18/2001
- Mentoring to Refresh Practice and Feed Initiative, AIA, 05/17/2001
- Procedures for Post-Earthquake Safety Evaluations, ATC-20 Training Disaster Emergency Services Committee, Structural Engineers Association of Northern California, 6/14/2001
- Making Sense of Single Ply Roofing, Architectural Record/McGraw-Hill Construction, 12/31/2000
- Crossing to The Other Side Safely, Architectural Record/McGraw-Hill Construction 12/31/2000
- Mastering the Master Bathroom, Architectural Record/McGraw-Hill Construction, 12/31/2000
- Analyzing Fire Risks Building by Building, Architectural Record/McGraw-Hill Construction, 12/31/2000
- Creating Safe & Appealing Public Stairs, Architectural Record/McGraw-Hill Construction, 12/31/2000
- Sleuthing Out Building Failures, Architectural Record/McGraw-Hill Construction, 11/30/2000
- Designing with Structural Fabrics, Architectural Record/McGraw-Hill Construction, 11/30/2000
- In-floor Wire & Cable Management, Architectural Record/McGraw-Hill Construction, 11/30/2000
- Seismic Systems That Stand Up to Nature, Architectural Record/McGraw-Hill Construction, 11/30/2000
- Structural Condition Assessment of Existing Structures, SEONC, 05/08/1999
- Building Envelope: Solutions, Simpson Gumpertz & Heger, Inc, 03/31/1999
- Buildings at Risk: Seismic Design, AIA, 12/31/1998
- Lowering the Risks of Reroofing, Architectural Record/McGraw-Hill Construction, 11/30/1998
- Technologies, Architectural Record/McGraw-Hill Construction, 11/30/1998
- Safer More Attractive Staircases, Architectural Record/McGraw-Hill Construction, 11/30/1998
- Living and Working Within the Code, Architectural Record/McGraw-Hill Construction 11/30/1998
- Calculating Carbon Footprint, Architectural Record/McGraw-Hill Construction 11/30/1998
- Restoring a Nebraska Landmark, Architectural Record/McGraw-Hill Construction 11/30/1998
- Fundamentals of Metal Roofing, Architectural Record/McGraw-Hill Construction 08/31/1998
- High Performance from Start to Finish, Architectural Record/McGraw-Hill Construction, 08/31/1998
- Designing and Engineering the Future, APA Engineered Wood Association, 08/31/1998
- Evaluating Hidden Site Conditions, Architectural Record/McGraw-Hill Construction, 08/31/1998
- Specifying Wood Windows/Skylights/And Doors: Beyond Aesthetic, Architectural Record/McGraw-Hill Construction, 08/31/1998

- The Nature of Green Architecture, Architectural Record/McGraw-Hill Construction, 07/31/1998
- Designing for Security, Architectural Record/McGraw-Hill Construction, 05/31/1998
- Architectural Materials Conservation/Exterior, AIA, 05/17/1998
- Architect's Office: A Center for Community Activity, AIA, 05/17/1998
- The Alchemy of a New Material, Architectural Record/McGraw-Hill Construction, 04/30/1998
- Liability I.Q., Xl Groups Design Professional Unit, 09/30/1997
- International Building Code, University of Washington, Fall 1989
- Advanced Zoning, University of Washington, Fall 1987

Print

Boards & Committee Applications - Submission #1478

Date Submitted: 3/7/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

3/7/2022

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

Climate Action Commission

Name*

Christiana Conser

Home Address*

65 Angela Ave

Occupation*

Restoration Ecologist

Employer's Address

20361 Hermana Cir, Lake Forest, CA 92630

Home Phone*

9498733814

Work Phone

9498733814

Cell Phone

9498733814

E-Mail*

cconser@protonmail.com

Number of years as resident of San Anselmo*

1

Number of years as a resident in Marin*

10

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Sheri Oakes

1.) Phone*

5126560511

2.) Name*

Aviva Rossi

2.) Phone*

4158472461

3.) Name*

Randi Radar

3.) Phone*

4153850414

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

I served on the California Invasive Species Advisory Committee (CISAC) from 2012 to 2014

Reasons for this appointment.*

Provide scientific expertise on climate change and biodiversity issues

What are your qualifications for this appointment.*

My career focus and personal passion for the past 25 years has been developing practical science-based solutions to conserve native biodiversity for future generations. My expertise ranges from doing academic research, technical writing, hands-on fieldwork, restoration planning and design, project and stakeholder management, and policy work.

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

Building public support to make substantive change

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

- (●) YES
- ( ) NO

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

Open Space Committee

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

Conser CV .pdf

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



CHRISTIANA CONSER

65 Angela Avenue
San Anselmo CA 94960
cconser@protonmail.com
(949) 873-3814

EDUCATION

University of California, Davis; Department of Plant Sciences
Ph.D. student in Horticulture and Agronomy (*not completed* - 2017)
Advisor: Dr. Joseph DiTomaso, Non-Crop Weed Specialist
Dissertation project: The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants.

San Francisco State University, Department of Biology
M.A. in Biology, Ecology and Systematics (2005)
Advisor: Dr. Edward F. Connor, Population and Community Ecology, Statistical Ecology
Thesis project: Assessing the residual effects of iceplant (*Carpobrotus edulis*) invasion, implications for restoration.

San Francisco State University, Department of Biology
B.S. in Biology, Ecology and Systematics (1998)
Advisor: Dr. V. Thomas Parker, Plant Ecology
Research project: Effect of iceplant (*Carpobrotus edulis*) extract on native plant germination.

WORK EXPERIENCE

Restoration Ecologist/Grant Developer
HANA Resources/Natures Image (Lake Forest, CA)
2019 to Present
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Adjunct Part-time Professor
Orange Coast College (Costa Mesa, CA)
2020 to Present
Instructor for Introduction to Biology (Biol 100) lab both in-person and online via Zoom. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring quizzes, and grading lab reports and quizzes.

Restoration Biologist/Botanist
Chambers Group (Santa Ana, CA)
2018 to 2019
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Middle School Science Teacher
Holy Spirit School (San Jose, CA)
2017 to 2018
Science Teacher for 6th, 7th, and 8th grades for earth, life, and physical sciences. Duties included preparing daily lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Adjunct Part-time Professor
Ohlone College (Fremont, CA)
2016 to 2016
Instructor for Introduction to Biology (Bio 130) lecture and lab for the summer school session. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Graduate Student Teaching Assistant
UC Davis (Davis, CA)
2014 to 2015
Instructor for Identification and Ecology of Grasses Lab (PLS131) and Restoration Ecology Lab (ENH160L). Duties for PLS131 included leading the field collection for nearly 100 species of native and exotic grass species throughout California, lab set-up included organizing daily specimens to display by grass tribe, teaching students how to key grass specimens using the Jepson Manual and Weeds of the West ID database, answering questions, lab practical set-up, proctoring exams, and grading quizzes and final exams. Duties for ENH160L included leading the field instruction for the class restoration project, assisting student teams in the development of all elements of a habitat restoration plan including: site description, restoration planning, planting design, invasive species management, implementation, and monitoring. Other duties included grading lab reports, papers, and exams. Job required extensive fieldwork.

Project Scientist/Project Manager
PlantRight/Sustainable Conservation (San Francisco, CA)
2008 to 2014
As the primary researcher in the development of a Plant Risk Evaluation (PRE) tool from 2011 to 2014, duties include PRE tool research and development, technical advising on invasive plant issues, and assisting with the development of the invasive plant screening program. Originally hired as Project Manager with duties including managing the California Horticultural Invasive Prevention (Cal-HIP) steering committee, conducting public and industry outreach, strategic planning, managing budgets, and securing grant funding.

Restoration Biologist/Project Manager
River Partners (Chico, CA)
2005 to 2008
Designed and implemented large-scale riparian habitat restoration and invasive species removal projects throughout northern California. Duties included writing restoration plans and other publications, conducted public meetings and workshops, managed project implementation and monitoring, analyzed monitoring and experimental data, managed collection of native plant propagation materials, and developed outreach materials including an outdoor environmental education program with a local elementary school. Job required extensive fieldwork.

Restoration Biologist/Researcher
Instituto de Ecología, A.C. (Xalapa, México)
2002 to 2003
Designed and implemented a research project on the effects of forest fragmentation and conversion to pastureland on soil invertebrates in tropical montane cloud forests (TMCF). Other duties included evaluating and developing TMCF restoration protocols for the BIOCORES project. Job required extensive fieldwork.

Statistical Analyst and Restoration Handbook Editor
Golden Gate National Parks Association (San Francisco, CA)
2000 to 2002
Analyst duties included collaborating with the Vegetation Management Team to design ecological experiments to test new restoration techniques and refine ecological monitoring programs, trained data collectors, analyzed monitoring data, and incorporated findings into reports and presentations. Editor duties included first evaluating and refining GGNRA's existing habitat restoration and weed removal monitoring programs, then designing a habitat restoration handbook with monitoring protocols for training technicians and interns. Job required extensive fieldwork.

Co-Director of Invertebrate Survey
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
2000 to 2000
Hired as part of a team to develop an ecological monitoring program for invertebrates in San Francisco remnant natural areas as a measure of ecosystem diversity and health. Duties included project design, data collection and analysis, and report writing. Job required extensive fieldwork.

Graduate Student Teaching Assistant
SFSU Dept. of Biology (San Francisco, CA)
1999 to 2001
Hired to TA Principles of Ecology (Biol 313), General Biology Lab (Biol 240), and World of Plants Lab (Biol 150). Duties included designing and delivering weekly lab lectures, grading lab reports, papers, and exams.

Science Education Consultant
Friends of SF Rec & Parks (San Francisco, CA)
1999 to 1999
Duties included organizing outdoor educational activities in Golden Gate Park for the Discovery Walk Program for K-5 classes from SFUSD, leading teacher workshops, giving public presentations, and the publication of the quarterly newsletter.

Weed Removal Crew
Golden Gate National Recreation Area (San Francisco, CA)
1998 to 1998
Hired as part of a summer work crew for the Lobos Creek Dune Restoration Project working to restore critical habitat for the San Francisco lessingia (*Lessingia germanorum*), a rare and endangered plant species endemic to San Francisco. Duties included removing invasive plants and completing monitoring reports. Job required extensive fieldwork.

Restoration Team Leader
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
1997 to 1998
Hired to supervise the monitoring and maintenance of a community habitat restoration project in Brooks Park by a neighborhood youth work crew. Job required extensive fieldwork.

Field Assistant
Plant Ecology Lab, SFSU Dept. of Biology (San Francisco, CA)
1996 to 199
Assisted several graduate student's data collection for their thesis projects, both in the lab and in the field throughout California. Job required extensive travel and camping in field conditions. Projects focused on fire ecology and seed bank research throughout chaparral plant communities in California. Job required extensive fieldwork.

PEER-REVIEWED PUBLICATIONS

- Conser C, Seebacher L, Fujino DW, Reichard S, DiTomaso JM (2015) The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants. *PLOS ONE* DOI:10.1371/journal.pone.0121053. March 24, 2015.
- Conser C, Adams B (2014) The PlantRight PRE: A New Screening Process for Invasiveness. *Acta Horticulturae* 1055: 183:187.
- Conser C, Connor EF (2009) Assessing the residual effects of *Carpobrotus edulis* invasion, implications for restoration. *Biological Invasions* 11(2): 349-358.

OTHER PUBLICATIONS

- DiTomaso JM, Conser C (2014) *Developing an Accuracy Risk Assessment Tool for Evaluating the Potential Invasiveness of Ornamental Plants*. California Weed Science Society (CWSS) Research Update and News 10(2): 2-6.
- Conser C (2012) *Invasive Plants Sold in California*. UC IPM's quarterly *Retail Nursery and Garden Center IPM News, June 2012.*
- Conser C (2011) *What invasive plants are for sale in California*? *Cal-IPC News*, Fall 2011.
- DiTomaso, JM, Seebacher L, Conser C, Brush R (2011) *Development of a More Accurate Weed Risk Assessment Model for Potential Third-Party Certification of Non-invasive Horticultural Plants*. *UC ANR Blog, UC Weed Science*, August 9, 2011.
- Contributor (2006) *Don't Plant a Pest brochure, Central Valley version*. Cal-IPC, Berkeley, CA.

TECHNICAL REPORTS

- Conser C (2021) *Hidden Valley Wildlife Area Restoration Project Natural Environment Study Report (Minimal Impacts)*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *Biological Resources Report for Mount Owen Rifle Range, Fresno County, California*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *2020 (Year 4) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2020) *2019 (Year 3) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2019) *Annual Monitoring Report for Lost Canyons Development Project, Ventura County, CA*. Chambers Group, Santa Ana, CA.
- Conser C (2019) *Weed Management Plan for San Bernardino National Forest for Nestle Waters*. Chambers Group, Santa Ana, CA.
- Conser C (2013) *Invasive Species Pathway Risk Analysis for California*. Technical report for the California Invasive Species Advisory Committee (CISAC) and the California Department of Food and Agriculture (CDFA). California Invasive Species Advisory Council (CISAC) and the California Department of Food and Agriculture (CDFA), Sacramento, CA
- Conser C, Efseaff D (2007) *Landowner's Manual for the Lower Stony Creek Watershed, Glenn County Resource Conservation District*, Glenn County, California. River Partners, Chico, CA.
- Conser C, Griggs T (2007) *Lower Stony Creek Demonstration Project Site Plan, Glenn County Resource Conservation District, Glenn County, California*. River Partners, Chico, CA.
- Conser C, Griggs T (2006) *Pre-Restoration Plan for Gover Ranch Riparian Conservation Easement, Shasta and Tehama Counties, California*. River Partners, Chico, CA.
- Conser C, Griggs T, Kirk P, Cederborg M (2006) *O'Connor Lakes Unit Riparian Restoration Plan for CA Dept. of Fish & Game, Feather River Wildlife Area, Sutter County, California*. River Partners, Chico, CA.
- Contributor (1999) *San Francisco Natural Areas Program Restoration Handbook*. San Francisco Recreation and Parks Department, San Francisco, CA.

FUNDED GRANTS AND SCHOLARSHIPS

- California Wildlife Conservation Board (WCB) California Riparian Habitat Conservation Program. Funding for Hidden Valley Wildlife Area Restoration– Phase 1 Planning Project, Riverside, CA. HANA Resources, Lake Forest, CA. (2020)
- National Fish and Wildlife Foundation (NFWF) Southern California Forests and Watershed Wildfire Restoration grant. Funding for Spanish Broom Removal and Habitat Restoration Project, Los Padres National Forest, Santa Barbara, CA. HANA Resources, Lake Forest, CA. (2020)
- California Association of Nursery and Garden Centers (CANGC), CANERS Foundation Research Grant (2014)
- University of California's Agriculture and Natural Resources (ANR) Competitive Grants Program (2012)
- Horticultural Research Institute (HRI) Competitive Grants (2008 & 2011)
- California Association of Nursery and Garden Centers, CANERS Foundation Research Grant (2010)
- Graduate Student Council in Biology Research Grant; San Francisco State University, Department of Biology (2001 to 2002)
- ARCS Foundation Academic Scholarship (2000 to 2001)

ORAL PRESENTATIONS

- Conser C, DiTomaso J (2014) The development and refinement of a Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 10, 2014.
- Conser C (2014) A Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. 99th Ecological Society of America (ESA) Meeting, August 15, 2014.
- Conser C (2014) The Ecological Context of Invasive Plants, Biodiversity, and Habitat Restoration. PlantRight webinar presentation, April 4, 2014.
- Conser C, Adams B (2013) The PlantRight PRE: A New Screening Process for Invasiveness. The 54th Annual Meeting International Plant Propagators Society, Western Regional Conference. October 4, 2013.
- Conser C, DiTomaso J (2013) Weed Risk Assessment for Ornamentals – A New Approach. Society of American Florists Pest and Production Management Conference, February 26, 2013.
- Conser C (2012) The Right Plant for the Right Place: The Issue of Invasives in Horticulture. The Sacramento Valley Nursery & Landscape Expo, December 5, 2012.
- DiTomaso J, Conser C, Seebacher L, Brush-Brownsey R (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 11, 2012.
- Conser C, Seebacher L, Brush-Brownsey R, DiTomaso J (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. UC Davis Weed Day, July 19, 2012.
- Conser C (2012) Reframing the Invasive Plant Issue. Educating the Public About Invasive Species Symposium, UC Davis, CA. April 24, 2012.
- Conser C, DiTomaso J, Seebacher L, Brush-Brownsey R (2011) Developing a More Accurate Weed Risk Assessment Model. California Nursery Conference, October 6, 2011.
- Conser C (2010) Protecting California from Ornamental Invasive Plants. National Master Gardener Conference, October 19, 2010.
- Conser C (2010) Developing a Voluntary Weed Risk Assessment Program for California's Nursery Industry. Presentation for California Nursery and Garden Centers (CANGC) Funding Board, March 9, 2010.
- Conser C (2009) Overview of PlantRight program. Santa Clara Master Gardener meeting, November 19, 2009.
- Conser C, Connor EF (2002) Assessing the Residual Effects of *Carpobrotus edulis* Invasion on the Survivorship, Growth and Reproduction of *Gilia millefoliata*. Oral Presentation at the Ecological Society of America Meeting.

PROFESSIONAL TRAINING

- Essential Facilitation training (2008), Interaction Associates, San Francisco, CA.
- Facilitative Leadership training (2009), Interaction Associates, San Francisco, CA.

Print

Boards & Committee Applications - Submission #1542

Date Submitted: 4/25/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

4/25/22

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

Climate Action Commission

Name*

Cynthia Briggs

Home Address*

909 SIR FRANCIS DRAKE BLVD. San Anselmo, CA.

Occupation*

Project Manager - Construction

Employer's Address

200 Tamalpais Rd. Fairfax, CA.

Home Phone*

7084089263

Work Phone

Cell Phone

7084089263

E-Mail*

cynthisix@hotmail.com

Number of years as resident of San Anselmo*

6 years

Number of years as a resident in Marin*

6 years

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Nina Schuyler

1.) Phone*

415.385.2162

2.) Name*

Victor Turkan

2.) Phone*

415.205.3365

3.) Name*

Tika Hick

3.) Phone*

415.847.7877

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.*

Fairfax Festival / Ecofest Committee

Reasons for this appointment.*

To help the community arrive at a better place concerning climate change, to make a difference

What are your qualifications for this appointment.*

I work in the field of construction, I have some experience with installation of Grey Water systems in residentials for water conservation, I hate plastic, I have a bleeding heart for our beautiful earth

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

water usage, use of plastics / recycling, awareness

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

- (●) YES
- ( ) NO

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

Park & Recreation Commission

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

CHBriggs.pdf

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

CYNTHIA H. BRIGGS

708-408-9263
cynthisix@hotmail.com
linkedin.com/in/cynthia-briggs-5487b76

Project manager with diverse background, recognized for exceptional work ethic and dedication to shared goals. Analytical problem solver who excels at organizing complex data and streamlining workflows to maximize efficiency. Keenly focused on details without losing sight of overall goal and deliverables. Leverage flexibility and adaptability to quickly learn new tools, and support colleagues to improve team function. Dependable team player, respected for leading projects, and consistently contributing at high level.

- Project Management
- Budget Management
- AP/AR
- Account Management
- Cost Analysis
- Client Management
- Customer Satisfaction
- Strategic Planning
- Event Management

Relevant Professional Experience

Project Manager 2018 - Present
Blair Burke General Contractors

- Project manage high-end projects for Bay Area construction company, valued up to $2M, driving projects from initiation through delivery
- Proactively manage relationships with diverse clients including attorneys, tech entrepreneurs, and CEOs
- Manage punch list for completed projects and oversee bidding process for new projects
- Track and monitor work across function and teams, both internal and external, to ensure projects stay on agreed-upon budget and timeline
- Liaison for all stakeholders, including clients, architects, and various construction departments, communicating schedules, dependencies, updates, and timelines
- Main point of contact for clients, triaging questions and concerns to ensure successful resolution

Artist Relations Manager 2021 - Present
Summer Camp Music Festival/Jay Goldberg Event Productions

- Coordinate main stage artist schedules, hospitality, and transportation
- Serve as point person for all credentialing for artists, guests, and media

Personal Accounts Assistant 2016 - 2018
MH Consulting

- Collected and consolidated finance information to prepare for annual taxes for consulting practice
- Collaborated with CPA and other tax professionals to finalize year-end numbers

Event Coordinator 2000-2008
Standing Room Only, Inc. / JAM Productions

- Coordinated events for clients renting out venues owned by JAM Productions
- Served as primary liaison between venue staff, city officials, and client vendors

Community Service

Lead Parade Coordinator and Festival Administrator | *Fairfax Festival and Parade*
Lead International Day Coordinator & Merchandising Coordinator | *Wade Thomas Elementary School*

Education

Doctorate of Chiropractic Medicine | *University of Health Sciences*
Bachelors of Science, Psychology and Philosophy | *Bradley University*

Robyn Clifford

From: Robyn Clifford
Sent: Friday, June 10, 2022 11:30 AM
To: Robyn Clifford
Subject: FW: Statement for Tuesday 6-14 Agenda - Green Building Rqmnts

From: J Reynolds <jrey94925@gmail.com>
Sent: Friday, June 10, 2022 11:03 AM
To: Alexis Fineman <afineman@townofsananselmo.org>; Steve Burdo <sburdo@townofsananselmo.org>; Ford Greene <fordgreene@comcast.net>; Brian Colbert <bcolbert@townofsananselmo.org>; Eileen Burke <eburke@townofsananselmo.org>
Cc: Sean Youra <syoura@townofsananselmo.org>; Dave Donery <ddonery@townofsananselmo.org>
Subject: Statement for Tuesday 6-14 Agenda - Green Building Rqmnts

CAUTION: External Sender

June10, 2022

RE: The Amendment to Green Building Requirements

TO: Mayor Fineman, Council members Steve Burdo, Ford Greene, Eileen Burke, Brian Colbert

I strongly urge the council to adopt the "All Electric Construction in Newly Constructed Residential", amending Title 9 Building Regulations and amending Chapter 9-19 Green Building Requirements and add "Substantial Remodels" to this amendment.

"Replacement on burnouts" need to be added to building requirements too. But I understand this step would require solutions to affordability issues for some property owners. Maybe a tax credit or an exemption to residents that are in a financial situation that rebates and incentives are not enough? Nonetheless, I believe that there should be discussion toward a pathway of actualization. If not, this amendment without replacement of burnouts does little to reduce Greenhouse Gases (GHGs).
I reviewed all the SA building permits (https://1drv.ms/x/s!Ale-LQJeqgA2iHSl7vz-A03I7N0n) from 1/22 - 6/22. It clearly shows that replacing burnout gas appliances, water heaters, HVAC systems is by far the GHG reduction opportunity.

In 2019, I needed to replace my broken gas water heater. I chose to go with an electric heat pump. At the time, there were only a few plumbers that had an understanding of how to install them. That has changed.

At the beginning of this year I had to replace a broken gas range top. I replaced it with an electric induction. I did have to correct some outdated and dangerous outlets when making the switch. It added to the project cost but it needed to happen with or without making the switch. The induction's temperature control is immediate just like gas. It is easier to clean and the absence of gas fumes has been noticeable. There are models available for every budget and even CHOICES for folks that are not willing to part with their higher end brands like wolfe, viking, etc. I applied and was granted meaningful rebates for both the induction and the water heater.

There are endless reasons WHY we need to move forward with these amendments. The 2022 report by the Intergovernmental Panel on Climate Change sounds yet another alarm bell, CODE RED, urging us to wake up to the fact that the severe consequences we are already experiencing are getting worse at a more rapid pace. https://www.commondreams.org/news/2022/04/04/campaigners-say-ipcc-report-reveals-bleak-and-brutal-truth-about-climate-emergency

San Anselmo has based its carbon reduction goals on 40% below 1990 levels by 2030. Unfortunately, this has become an irrelevant date. **World leading scientists are telling us that the current needs are to be NET-NEGATIVE BY 2030**. Since 2017, San Anselmo has failed to achieve its goals. The current pace for reduction has been only 1% per year. Not good enough.

It could not be clearer that we need to use every tool that we have to reduce GHGs. Our future depends on the actions we do or don't take today.

Thank you all for serving and looking out for the safety and resilience of our Town. Please vote in favor of the amendments.

Jinesse Reynolds
Sequoia Park
CC: Sean Youra, Town Manager Dave Donery

Robyn Clifford

From: Jerri Linn <jerrterr@sbcglobal.net>
Sent: Wednesday, June 15, 2022 7:02 AM
To: Town Council
Subject: To you who were at the council meeting last night

CAUTION: External Sender

To all of you,
I never knew how long council meetings could go and last night at 12:00 AM the meeting finally finished. You all are such champs for being so professional and so determined to carry out all your duties, even when you all probably have other jobs. I am so impressed and so thankful for your integrity and devotion to our town.
I love this town and now I know why it still is the wonderful place that it is.
Thank you so much for being who you are and for being so thoughtful.
Sincerely, Jerri Linn

Sent from my iPad

Robyn Clifford

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Thank you so much for being who you are and for being so thoughtful.
Sincerely, Jerri Linn

Sent from my iPad

San Anselmo Council Minutes
Regular Meeting
Town Council Chambers and via teleconference
Tuesday, May 24, 2022

Mayor Fineman called the Closed Session meeting to order at 6:30 p.m.

Call to Order/Roll Call:

COUNCILMEMBERS PRESENT: Alexis Fineman, Mayor
Steve Burdo, Vice-Mayor
Eileen Burke
Brian Colbert
Ford Greene

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Carla Kacmar, Town Clerk
Megan Acevedo, Town Attorney
Sean Condry, Public Works Director
Erica Freeman, Building Official

1. Adjourn to Closed Session on the following matter:

Conference with Labor Negotiators
Government Code Section 54957.6
Agency Designated Representatives: Dave Donery, Jeff Zuba and Christopher Boucher
Employee Organizations: Service Employees International Union (SEIU) Local 1021
Management Employees; Confidential Employees

Mayor Fineman called the Regular meeting to order at 7:00 p.m.

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT: Alexis Fineman, Mayor
Steve Burdo, Vice-Mayor
Eileen Burke
Brian Colbert
Ford Greene

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Carla Kacmar, Town Clerk
Megan Acevedo, Town Attorney
Sean Condry, Public Works Director
Erica Freeman, Building Official

Open Time for Public Expression

Ms. Lucy Dilworth, Coalition of Sensible Taxpayers, opposed the proposal to double the Sales Tax in San Anselmo and make it a perpetual tax. It is a regressive tax and hurts those with limited funds the most.

Mr. Doug Kelly, Coalition of Sensible Taxpayers, asked the Council to commit to using the Sales Tax Revenue for roads and other infrastructure projects. He does not support doubling the tax or making it "in perpetuity".

Mr. Ross Asselstine, San Anselmo Avenue, discussed flood control issues. He read from a document regarding the amount spent by Flood Zone 9. He is of the opinion there has been no credible benefit.

Report Out from Closed Session

Mayor Fineman stated the Council met in Closed Session and there was no reportable action.

2. Proclamation honoring outgoing Town Clerk Carla Kacmar

Town Manager Donery presented a staff report.

Mayor Fineman read the Proclamation Honoring Outgoing Town Clerk Carla Kacmar.

The Council thanked Town Clerk Kacmar for her ten years of service and wished her well in her future endeavors.

Mayor Fineman opened the meeting to public comments.

Ms. Jessica Rising, Chair of the San Anselmo Economic Development Committee, thanked Town Clerk Kacmar for her support and guidance.

Mayor Fineman closed the meeting to public comments.

Council requests for future agenda items

Vice Mayor Burdo stated he would need to leave the meeting early and reported on the following: 1) Ross Valley Fire Board meeting of May 11th; 2) Marin Wildfire Prevention Authority (MWPA) meeting of May 19th; 3) Fire Safe Marin's "Ember Stomp" is scheduled for this Saturday; 4) The recent senseless act of gun violence against our children and the need for better advocacy.

Councilmember Burke reported on the following: 1) June 10th is Graduation Day for Archie Williams High School at 4:00 p.m.; 2) She wanted to continue agenda item #8, Council Assignments, since Vice Mayor Burdo is leaving the meeting.

Councilmember Colbert reported on the following: 1) The background report for the Marin County Economic Vitality Strategy Plan; 2) The Marin/Sonoma Impact Ventures; 3) Ribbon-cutting at Pixie Dust; 4) The Fiscal Sustainability Committee Meeting; 5) "Bike to Work Day"; 6) Association of Bay Area Government (ABAG) Regional Housing Needs Allocation (RHNA) numbers; 7) Naming the Red Hill Trail after Brian Crawford; 8) Future discussion about the open time comments about the Sales Tax.

Councilmember Greene stated he had no items to report.

Mayor Fineman reported on the following: 1) Capital Programs Monitoring Committee (CPMC) meeting; 2) The Gun Buy-Back Event in Marin County on Saturday, June 4th; 3) The Elders Garden Work Party; 4) Congressional Art Competition won by Mae Wu, a resident teenager; 5) A San Anselmo mail carrier recently saved a life; 6) A review of Rosenberg Rules.

It was the consensus of the Council to continue agenda item #8 and to send a letter to ABAG regarding the RHNA numbers.

Town Manager Donery stated he had no updates to report.

3. Consent Agenda

3.1 Minutes of May 10, 2022

3.2 Revenue and Expenditure Reports, April 2022

3.3 April Financial Report on Recreation Fund

3.4 Consider Adopting a Resolution Declaring June 2022 LGBTQ Pride Month and Directing Staff to Fly the Rainbow Flag Throughout the Month of June at Town Hall

3.5 Resolution Authorizing the November 8, 2022 Election

3.6 "Measure A" Parks Tax Allocation- Fiscal Year 2022/2023

3.7 Accept 2021 Street Surfacing Project- Phase A

3.8 Initiate Opting Out of the Congestion Management Program

3.9 Consider Renewal of Central Marin Police Authority Lease

3.10 Proclamation for Virginia Stapleton

Mayor Fineman opened the meeting to public comments.

There were no comments.

Mayor Fineman closed the meeting to public comments.

Mayor Fineman stated she would like to pull Consent Agenda items #3.1, 3.4, and 3.10 for discussion.

M/s, Greene/Colbert, Motion to approve the Consent Agenda with the removal of item #3.1, 3.4, and 3.10 for discussion.
AYES: Burke, Colbert, Greene, Mayor Fineman
ABSENT: Burdo

3.1 Minutes of May 10, 2022

Mayor Fineman made a correction to the minutes- they should reflect that a motion was made to put the tanks under the Memorial Park Fields.

3.4 Consider Adopting a Resolution Declaring June 2022 LGBTQ Pride Month and Directing Staff to Fly the Rainbow Flag Throughout the Month of June at Town Hall

Mayor Fineman stated she is working with the SPARS Center and has scheduled a flag-raising event on June 4th at 2:00 p.m.

3.10 Proclamation for Virginia Stapleton

Mayor Fineman reported that Virginia Stapleton, owner of the Stapleton School for Performing Arts, will be retiring. The Chamber of Commerce will hold an event in recognition of Ms. Stapleton on June 7th.

M/s, Fineman/Greene, Motion to approve Consent Agenda item #3.1, 3.4, and 3.10 with the amendment to the May 10th minutes.
AYES: Burke, Colbert, Greene, Mayor Fineman
ABSENT: Burdo

Council Items

4. Marin Wildfire Prevention Authority- Ross Valley Shaded Fuel Break- Presentation by MWPA Executive Officer Mark Brown

Executive Officer Brown presented a PowerPoint presentation that included the following: 1) Greater Ross Valley Shade Fuel Break Project; 2) MWPA Mission; 3) MWPA Goals; 4) Central Marin- Core Project; 5) Project Objective and Location; 6) Project Description- Features, Treatments; 7) San Anselmo; 8) How the Fuel Treatments Were Designed; 9) Prioritization Based on Modeling Outcomes; 10) Examples of Similar Fuel Reduction Work; 11) Environmental Review; 12) Private Landowner Participation; 13) Schedule; 14) MWPA Insurance Related Efforts; 15) Defensible Space Inspections; 16) Questions.

MWPA Executive Officer Brown answered questions from the Council regarding whether prescribed burns were part of the plan; staffing for the work; if the plan including removal of debris that has been chipped or if it is left in place and if a biologist helps to make this determination; the use of a “limbing up” technique; the plans for Bald Hill; the use of arborists; how potential pathogen and seed spread is mitigated; use of active volunteer groups; timeline for removal of debris; notice vs. “cold calls” by inspectors; vegetation abatement.

Mayor Fineman opened the meeting to public comments.

Mr. Rene Voss supported the “home out” approach and wanted to see fuel break work starting after August. He talked about the Bald Hill Project.

Ms. Ellie Cohen, Hawthorne Hills, stated work was done in her neighborhood and some of the combustible vegetation was left. It was a very arbitrary process.

Mayor Fineman closed the meeting to public comments.

The Council thanked MWPA Executive Officer Brown for his presentation.

5. PG&E Tree Discussion

Public Works Director Condry presented a staff report.

Mr. Mark Van Horter, representing PG&E, gave a PowerPoint presentation that included the following: 1) Vegetation Management Program; 2) State and Regulatory Requirements- CPUC, PUC; 3) Routine Vegetation Management Program; 4) Drought and Tree Mortality Program; 5) How We are Engaging Our Customers; 6) Customer and Community Resources; 7) Manage Trees and Plants Near Power Lines- Laws and Regulations.

Mr. Van Horter answered questions from the Council regarding who does the tree trimming work (subcontractors, etc.); adherence to local ordinances governing tree removals; procedures used

to work with local jurisdictions; provisions built into agreements; how contractors give notice to homeowners; complaints by homeowners and possible remedies; how homeowners could differentiate between the two PG&E programs; topping of trees; would work be discontinued until an issue is resolved; does each tree receive consideration by an arborist and/or biologist; is special consideration given to trees in the riparian corridor; the definition of notice and an "opportunity to be heard".

Mayor Fineman opened the meeting to public comments.

Denise was opposed to the slaughter of mature, healthy trees.

Mr. Rene Voss discussed Public Resources Code Section 4295.5. Cutting tree with birds or nests is a violation of the Migratory Bird Treaty Act.

Mayor Fineman closed the meeting to public comments.

Councilmember Colbert was frustrated. It is difficult to get any action with respect to third-party contractors cutting down trees. The community wants action.

Councilmember Burke appreciates the work of PG&E. She asked Mr. Van Horter to review Public Resources Code Section 4295.5 which calls for adequate notice and the opportunity for the public to be heard. She would like to know who has the ultimate authority on these matters.

Mayor Fineman would like more information on Public Resource Code 4295.5, what defines "notice", how to include an additional layer thorough the Open Space Committee, and the biological monitoring piece.

Mr. Van Horter stated he would get answers to the questions and concerns raised tonight.

Councilmember Greene left the meeting.

The Council took a 5-minute break at 9:35 p.m.

6. Introduction and First Reading of an Amendment to the San Anselmo Municipal Code adding Chapter 24 "All Electric Construction in Newly Constructed Residential Buildings" to Title 9 "Building Regulations"; and Amendment to Chapter 9-19 "Green Building Requirements" for consistency

Mayor Fineman stated she would like to open the Public Hearing but postpone the Introduction and First Reading of the Ordinance until the entire Council is present.

Building Official Freeman gave a Powerpoint presentation.

Ms. Cathleen Dunn, Chair of the Climate Action Commission, spoke in support of the Ordinance.

M/s, Greene/Colbert, Motion to continue this item to a future meeting.
AYES: Burke, Colbert, Greene, Mayor Fineman
ABSENT: Burdo

7. Approve the 2022 Street Resurfacing Project and authorize staff to advertise for construction bids

Engineer Scott Scheider gave a PowerPoint presentation that included the following: 1) 2022 Street Resurfacing; 2) Current PCI.

Mayor Fineman opened the meeting to public comments.

There were no comments.

Mayor Fineman closed the meeting to public comments.

Councilmember Greene stated the improvements on Sir Francis Drake Boulevard are great. He thanked staff for the on-going attention to the streets.

Mayor Fineman asked about the maximum achievable CPI. Engineer Scheider stated the theoretical maximum is around 84.

M/s, Greene/Colbert, Motion to Approve the 2022 Street Resurfacing Project and authorize staff to advertise for construction bids.
AYES: Burke, Colbert, Greene, Mayor Fineman
ABSENT: Burdo

8. Town Council Committee Assignment Discussion

Mayor Fineman stated this item has been continued.

Town Clerk Kacmar stated it was a privilege and a pleasure to have worked for the Town of San Anselmo, the Council, and staff.

M/s, Greene/Colbert, Motion to adjourn the meeting at 10:04 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 6/14/2022 | **Item #:** 2.2.

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Report of Warrants Issued, May 2022

RECOMMENDATION
That Council acknowledge and file warrant numbers 94040 to 94176 issued during the month of May 2022 and bank draft numbers DFT03597, DFT03599, and DFT03617, in a total amount of $1,953,156.34.

BACKGROUND
This report is an itemization of payments made to vendors during the month just ended. It also includes wires to Bank of America for May 2022 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll related items.

The following warrants were voided or cancelled: 94043, 94068, 94080, 94109-94144, 94119, and 94139.

Attachment I - Check Report_May 2022

Check Report

Town of San Anselmo

By Check Number

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
02411	23 ELEPHANTS THEATRE COMPANY	05/05/2022	Regular	0.00	4,716.60	94040
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007416	Invoice	05/05/2022	05.02.2022 - JUNGLE BOOK KIDS - SPRING	0.00	4,716.60	
	21.62.61175	KIDS CULTURE SERVICES	05.02.2022 - JUNGLE BOOK KIDS - ...	4,716.60		
02806	AQUASCAPE POOL SERVICE	05/05/2022	Regular	0.00	135.00	94041
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
16338	Invoice	05/05/2022	04.29.2022 - IMAGINATION PARK - RESET F...	0.00	135.00	
	14.81.61150	OUTSIDE SERVICES-OTHER	04.29.2022 - IMAGINATION PARK -..	135.00		
00388	Baker & Taylor	05/05/2022	Regular	0.00	796.71	94042
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5017635598	Invoice	05/05/2022	03.29.2022 - LIBRARY - ADULT BOOKS	0.00	99.87	
	01.71.62301	ADULT BOOKS	03.29.2022 - LIBRARY - ADULT BO...	99.87		
5017635599	Invoice	05/05/2022	03.29.2022 - LIBRARY - ADULT BOOKS	0.00	39.83	
	01.71.62301	ADULT BOOKS	03.29.2022 - LIBRARY - ADULT BO...	39.83		
5017635600	Invoice	05/05/2022	03.29.2022 - LIBRARY - ADULT BOOKS	0.00	13.97	
	01.71.62301	ADULT BOOKS	03.29.2022 - LIBRARY - ADULT BO...	13.97		
5017635601	Invoice	05/05/2022	03.29.2022 - LIBRARY - ADULT BOOKS	0.00	20.23	
	27.71.62301	ADULT BOOKS	03.29.2022 - LIBRARY - ADULT BO...	20.23		
5017635602	Invoice	05/05/2022	03.29.2022 - LIBRARY - ADULT BOOKS	0.00	20.23	
	01.71.62301	ADULT BOOKS	03.29.2022 - LIBRARY - ADULT BO...	20.23		
5017635603	Invoice	05/05/2022	03.29.2022 - LIBRARY - ADULT BOOKS	0.00	62.85	
	01.71.62301	ADULT BOOKS	03.29.2022 - LIBRARY - ADULT BO...	62.85		
5017636012	Invoice	05/05/2022	03.25.2022 - LIBRARY - CHILDRENS BOOKS	0.00	15.97	
	01.71.62302	CHILDRENS BOOKS	03.25.2022 - LIBRARY - CHILDRENS..	15.97		
5017644973	Invoice	05/05/2022	04.04.2022 - LIBRARY - ADULT BOOKS	0.00	42.39	
	01.71.62301	ADULT BOOKS	04.04.2022 - LIBRARY - ADULT BO...	42.39		
5017656957	Invoice	05/05/2022	04.08.2022 - LIBRARY - ADULT BOOKS	0.00	20.89	
	01.71.62301	ADULT BOOKS	04.08.2022 - LIBRARY - ADULT BO...	20.89		
5017656958	Invoice	05/05/2022	04.08.2022 - LIBRARY - ADULT BOOKS	0.00	247.33	
	01.71.62301	ADULT BOOKS	04.08.2022 - LIBRARY - ADULT BO...	247.33		
5017656959	Invoice	05/05/2022	04.08.2022 - LIBRARY - ADULT BOOKS	0.00	18.30	
	01.71.62301	ADULT BOOKS	04.08.2022 - LIBRARY - ADULT BO...	18.30		
5017656960	Invoice	05/05/2022	04.08.2022 - LIBRARY - ADULT BOOKS	0.00	20.89	
	27.71.62301	ADULT BOOKS	04.08.2022 - LIBRARY - ADULT BO...	20.89		
5017666284	Invoice	05/05/2022	04.08.2022 - LIBRARY - CHILDRENS BOOKS	0.00	9.47	
	27.71.62302	CHILDRENS BOOKS	04.08.2022 - LIBRARY - CHILDRENS..	9.47		
5017666285	Invoice	05/05/2022	04.08.2022 - LIBRARY - CHILDRENS BOOKS	0.00	8.68	
	01.71.62302	CHILDRENS BOOKS	04.08.2022 - LIBRARY - CHILDRENS..	8.68		
5017666892	Invoice	05/05/2022	04.07.2022 - LIBRARY - CHILDRENS BOOKS	0.00	14.38	
	27.71.62302	CHILDRENS BOOKS	04.07.2022 - LIBRARY - CHILDRENS..	14.38		
5017667052	Invoice	05/05/2022	04.07.2022 - LIBRARY - CHILDRENS BOOKS	0.00	14.40	
	01.71.62302	CHILDRENS BOOKS	04.07.2022 - LIBRARY - CHILDRENS..	14.40		
H60541540	Invoice	05/05/2022	03.15.2022 - LIBRARY - VIDEOS	0.00	35.00	

Check Report **Date Range: 05/01/2022 - 05/31/2022**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62307 VIDEOS		03.15.2022 - LIBRARY - VIDEOS		35.00	
H60740000	Invoice	05/05/2022	04.01.2022 - LIBRARY - VIDEOS	0.00	62.74	
	27.71.62307 VIDEOS		04.01.2022 - LIBRARY - VIDEOS		62.74	
H60838790	Invoice	05/05/2022	04.04.2022 - LIBRARY - VIDEOS	0.00	29.29	
	01.71.62307 VIDEOS		04.04.2022 - LIBRARY - VIDEOS		29.29	
	Void	05/05/2022	Regular	0.00	0.00	94043
02823	BOUCHER LAW	05/05/2022	Regular	0.00	44,403.45	94044
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1009	Invoice	05/05/2022	04.30.2022 - CIRCULATION SUPERVISOR - 20...	0.00	5,134.75	
	01.71.61806	MISC HIRING EXPENSES	04.30.2022 - CIRCULATION SUPER...		5,134.75	
1010	Invoice	05/05/2022	04.30.2022 - COVID-19 MATTER - LEGAL CO...	0.00	556.50	
	45.21.61100	OUTSIDE SERVICES	04.30.2022 - COVID-19 MATTER - ...		556.50	
1011	Invoice	05/05/2022	04.30.2022 - DFEH CASE - MARTIN	0.00	1,135.00	
	01.16.61196	PERSONNEL LEGAL SERVIC...	04.30.2022 - DFEH CASE - MARTIN		1,135.00	
1012	Invoice	05/05/2022	04.30.2022 - PUBLIC WORKS DEPT - LEGAL C...	0.00	8,479.20	
	01.16.61196	PERSONNEL LEGAL SERVIC...	04.30.2022 - PUBLIC WORKS DEPT...		8,479.20	
1013	Invoice	05/05/2022	04.30.2022 - PLANNING DIRECTOR - 2022	0.00	1,176.00	
	01.18.61806	MISC HIRING EXPENSES	04.30.2022 - PLANNING DIRECTOR..		1,176.00	
1014	Invoice	05/05/2022	02.01.2022-02.28.2022 - PUBLIC WORKS DE...	0.00	27,675.00	
	01.41.61150	OUTSIDE SERVICES-OTHER	02.01.2022-02.28.2022 - PUBLIC ...		2,767.50	
	01.42.61150	OUTSIDE SERVICES-OTHER	02.01.2022-02.28.2022 - PUBLIC ...		22,140.00	
	01.81.61150	OUTSIDE SERVICES-OTHER	02.01.2022-02.28.2022 - PUBLIC ...		2,767.50	
1015	Invoice	05/05/2022	04.30.2022 - SENIOR PLANNER - 2021	0.00	247.00	
	01.18.61806	MISC HIRING EXPENSES	04.30.2022 - SENIOR PLANNER - 2...		247.00	
03208	Brightly Software, Inc	05/05/2022	Regular	0.00	8,945.49	94045
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV-111638	Invoice	05/05/2022	05.02.2022 - SOFTWARE MODULES - 2022	0.00	8,945.49	
	01.42.61106	OUTSIDE SVCS-MGT INFO S...	05.02.2022 - SOFTWARE MODULE...		8,945.49	
03209	Chrisp Company	05/05/2022	Regular	0.00	202,549.50	94046
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
20336	Invoice	05/05/2022	04.30.2022 - SA BIKE SPINE PROJECT - CIP 20...	0.00	202,549.50	
	14.41.63101	CAPITAL OUTLAY - PAVING...	04.30.2022 - SA BIKE SPINE PROJC...		179,317.00	
	19.41.63101	CAPITAL OUTLAY - PAVING...	04.30.2022 - SA BIKE SPINE PROJC...		23,232.50	
00072	Comcast	05/05/2022	Regular	0.00	168.55	94047
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
758-04192022	Invoice	05/05/2022	758 - TOWN HALL INTERNET - 04.24.2022 - 0...	0.00	168.55	
	01.12.61706	UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 04....		28.08	
	01.18.61706	UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 04....		28.10	
	01.30.61706	UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 04....		84.27	
	01.41.61706	UTILITIES-ONLINE INTERNET	758 - TOWN HALL INTERNET - 04....		28.10	
02987	Create + Learn, Inc.	05/05/2022	Regular	0.00	199.20	94048
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007418	Invoice	05/05/2022	05.03.2022 - CREATE & LEARN CLASSES - SPR...	0.00	199.20	
	21.63.61180	AFTER SCHOOL ENRICHME...	05.03.2022 - CREATE & LEARN CL...		199.20	
02438	Erica Freeman	05/05/2022	Regular	0.00	19.80	94049

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Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
INV0007417	Invoice	05/05/2022	05.03.2022 - REIMBURSEMENT- PLANNING D..		0.00	19.80	
	01.41.62200	DEPARTMENTAL SUPPLIES	05.03.2022 - REIMBURSEMENT- P...		19.80		
02278	Gardeners' Guild		05/05/2022	Regular	0.00	4,849.00	94050
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
108269	Invoice	05/05/2022	05.01.2022 - SFD 2 MEDIANS - MAY		0.00	997.00	
	01.42.61150	OUTSIDE SERVICES-OTHER	05.01.2022 - SFD 2 MEDIANS - MAY		997.00		
108321	Invoice	05/05/2022	05.01.2022 - RED HILL MEDIAN MAINTENAN...		0.00	1,975.00	
	01.42.61150	OUTSIDE SERVICES-OTHER	05.01.2022 - RED HILL MEDIAN M...		1,975.00		
108322	Invoice	05/05/2022	05.01.2022 - IMAGINATION PARK, TH, MAG...		0.00	1,877.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	05.01.2022 - IMAGINATION PARK,...		938.50		
	14.81.61150	OUTSIDE SERVICES-OTHER	05.01.2022 - IMAGINATION PARK,...		938.50		
00247	Ghilotti Construction Company		05/05/2022	Regular	0.00	51,700.00	94051
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
28791	Invoice	05/05/2022	04.30.2022- DIGOUTS ON RED HILL AVE - 20...		0.00	51,700.00	
	12.41.63109	UNPROGRAMMED RESURF...	04.30.2022- DIGOUTS ON RED HIL...		51,700.00		
00021	Good & Clean Company Inc		05/05/2022	Regular	0.00	-7,675.00	94052
00021	Good & Clean Company Inc		05/05/2022	Regular	0.00	7,675.00	94052
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
62991	Invoice	05/05/2022	05.03.2022 - JANITORIAL SERVICE - RD,ICC,T...		0.00	7,675.00	
	01.12.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		358.39		
	01.12.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		725.00		
	01.18.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		143.36		
	01.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		523.25		
	01.71.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		1,075.00		
	01.71.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		300.00		
	01.81.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		600.00		
	01.81.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		240.00		
	31.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		1,125.00		
	31.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		1,275.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		950.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..		360.00		
00021	Good & Clean Company Inc		05/05/2022	Regular	0.00	4,845.00	94053
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
62992	Invoice	05/05/2022	05.03.2022 - JANATORIAL SERVICES - RD,IIC,...		0.00	1,170.00	
	34.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANATORIAL SERVIC...		1,170.00		
62993	Invoice	05/05/2022	05.03.2022 - JANATORIAL SERVICES - COVID-...		0.00	3,675.00	
	45.21.61100	OUTSIDE SERVICES	05.03.2022 - JANATORIAL SERVIC...		3,675.00		
00021	Good & Clean Company Inc		05/05/2022	Regular	0.00	-4,845.00	94053
01143	Gopher IT Trenchless		05/05/2022	Regular	0.00	1,500.00	94054
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
WEB3537	Invoice	05/05/2022	02.24.2022 - 155 PINE STREET - ROAD BOND...		0.00	1,500.00	
	01.00.20314	ROAD BOND	02.24.2022 - 155 PINE STREET - R...		1,500.00		
00479	Irish & Son Welding Inc		05/05/2022	Regular	0.00	1,825.00	94055

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1728	Invoice	05/05/2022	04.27.2022 - FABRICATE STEEL PLATE FOR P...	0.00	1,825.00	
	01.81.61506	BLDG. MAINT-OTHER	04.27.2022 - FABRICATE STEEL PL...	1,825.00		
00377	Luis Quezada	05/05/2022	Regular	0.00	15,815.10	94056
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007415	Invoice	05/05/2022	04.26.2022 - SOCCER - SPRING 2022 - HALF ...	0.00	15,815.10	
	21.61.61162	KIDS SPORTS SERVICES	04.26.2022 - SOCCER - SPRING 20...	15,815.10		
00148	Maggiora & Ghilotti Inc.	05/05/2022	Regular	0.00	12,397.50	94057
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11858	Invoice	05/05/2022	04.29.2022 - SFD REHABILITATION PRJCT - P...	0.00	12,397.50	
	14.41.63101	CAPITAL OUTLAY - PAVING...	04.29.2022 - SFD REHABILITATION...	10,975.50		
	19.41.63101	CAPITAL OUTLAY - PAVING...	04.29.2022 - SFD REHABILITATION...	1,422.00		
02963	Marin County Fire Department	05/05/2022	Regular	0.00	142,782.08	94058
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007414	Invoice	05/05/2022	05.02.2022 - COORDINATED DEFENSIBLE SP...	0.00	142,782.08	
	35.41.61150	OUTSIDE SERVICES-OTHER	05.02.2022 - COORDINATED DEFE...	142,782.08		
00149	Marin County Sheriff's Department	05/05/2022	Regular	0.00	100.00	94059
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11978	Invoice	05/05/2022	04.22.2022 - LIVE SCAN - QTR 1	0.00	100.00	
	01.82.61806	MISC HIRING EXPENSES	04.22.2022 - LIVE SCAN - QTR 1 - ...	100.00		
00029	Marin IT	05/05/2022	Regular	0.00	6,395.50	94060
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-117891	Invoice	05/05/2022	04.26.2022 - TH NETWORK MAINTENANCE -...	0.00	915.50	
	01.12.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	183.10		
	01.18.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	73.24		
	01.41.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	256.34		
	01.42.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	82.40		
	01.71.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	119.02		
	21.65.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	201.40		
2022-117892	Invoice	05/05/2022	04.26.2022 - TH NETWORK MAINTENANCE - ...	0.00	5,480.00	
	01.12.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	1,096.00		
	01.18.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	438.40		
	01.41.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	1,534.40		
	01.42.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	493.20		
	01.71.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	712.40		
	21.65.61106	OUTSIDE SVCS-MGT INFO S...	04.26.2022 - TH NETWORK MAIN...	1,205.60		
01036	Matrix HG Inc	05/05/2022	Regular	0.00	250.00	94061
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
158144	Invoice	05/05/2022	04.28.2022 - TOWN HALL FLOOD HORN REPA..	0.00	250.00	
	01.11.61506	BLDG. MAINT-OTHER	04.28.2022 - TOWN HALL FLOOD ...	25.00		
	01.12.61505	BLDG. MAINT-HEAT/AIR	04.28.2022 - TOWN HALL FLOOD ...	45.00		
	01.18.61505	BLDG. MAINT-HEAT/AIR	04.28.2022 - TOWN HALL FLOOD ...	20.00		
	01.41.61505	BLDG. MAINT-HEAT/AIR	04.28.2022 - TOWN HALL FLOOD ...	77.50		
	01.71.61505	BLDG. MAINT-HEAT/AIR	04.28.2022 - TOWN HALL FLOOD ...	82.50		
02754	MAYACAMAS MOUNTAIN SPRING WATER	05/05/2022	Regular	0.00	202.00	94062

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
64697	Invoice	05/05/2022	05.03.2022 - TH - BOTTLED WATER SERVICE -...	0.00	202.00	
	01.12.62200	DEPARTMENTAL SUPPLIES	05.03.2022 - TH - BOTTLED WATER..		50.50	
	01.41.62200	DEPARTMENTAL SUPPLIES	05.03.2022 - TH - BOTTLED WATER..		50.50	
	01.71.62200	DEPARTMENTAL SUPPLIES	05.03.2022 - TH - BOTTLED WATER..		50.50	
	01.81.62200	DEPARTMENTAL SUPPLIES	05.03.2022 - TH - BOTTLED WATER..		50.50	
00515	Mill Valley Refuse Service Inc	05/05/2022	Regular	0.00	1,713.78	94063
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0003408837	Invoice	05/05/2022	05.01.2022 - PORTA POTTY/SINK - SFD/BANK	0.00	1,713.78	
	45.21.61100	OUTSIDE SERVICES	05.01.2022 - PORTA POTTY/SINK -...		1,713.78	
00372	Miller Pacific	05/05/2022	Regular	0.00	2,135.10	94064
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24582	Invoice	05/05/2022	04.26.2022 - GEOTECHNICAL SRVCS - 11.21 -...	0.00	2,135.10	
	01.41.61150	OUTSIDE SERVICES-OTHER	04.26.2022 - GEOTECHNICAL SRV...		1,010.00	
	01.41.61150	OUTSIDE SERVICES-OTHER	04.26.2022 - GEOTECHNICAL SRV...		335.10	
	01.41.61157	PLAN CHECKING	04.26.2022 - GEOTECHNICAL SRV...		555.00	
	45.41.61150	OUTSIDE SERVICES-OTHER	04.26.2022 - GEOTECHNICAL SRV...		235.00	
01346	Nerviani Paving Inc	05/05/2022	Regular	0.00	56,400.00	94065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6863	Invoice	05/05/2022	04.14.2022 - REMOVE & REPLACE 6,000 FT - ...	0.00	42,000.00	
	45.41.61150	OUTSIDE SERVICES-OTHER	04.14.2022 - REMOVE & REPLACE ...		42,000.00	
6864	Invoice	05/05/2022	04.18.2022 - REMOVE & REPLACE 1,800 FT - ...	0.00	14,400.00	
	45.41.61150	OUTSIDE SERVICES-OTHER	04.18.2022 - REMOVE & REPLACE ...		14,400.00	
00160	OCLC	05/05/2022	Regular	0.00	22.93	94066
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1000204726	Invoice	05/05/2022	04.01.2022 - CATALOGING & METADATA SU...	0.00	22.93	
	01.71.61150	OUTSIDE SERVICES-OTHER	04.01.2022 - CATALOGING & MET...		22.93	
00128	Pacific Gas & Electric	05/05/2022	Regular	0.00	14,075.48	94067

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
461-04222022	Invoice	05/05/2022	461 - TOWN HALL UTILITIES - 03.08.22 - 04.0...	0.00	14,075.48	
	01.12.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	543.31		
	01.12.61702	UTILITIES-GAS	TOWN UTILITIES	43.63		
	01.18.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	349.07		
	01.18.61702	UTILITIES-GAS	TOWN UTILITIES	28.15		
	01.30.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	2,632.11		
	01.30.61702	UTILITIES-GAS	TOWN UTILITIES	209.75		
	01.41.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	349.07		
	01.41.61702	UTILITIES-GAS	TOWN UTILITIES	28.15		
	01.42.61707	UTILITIES-SIGNALS	TOWN UTILITIES	933.20		
	01.42.61708	UTILITIES-STREET LIGHTS	TOWN UTILITIES	4,048.11		
	01.71.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	926.17		
	01.71.61702	UTILITIES-GAS	TOWN UTILITIES	112.60		
	01.81.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	446.19		
	21.65.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	658.73		
	21.65.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	423.67		
	31.41.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	1,169.67		
	31.41.61702	UTILITIES-GAS	TOWN UTILITIES	740.37		
	34.41.61701	UTILITIES-ELECTRICITY	TOWN UTILITIES	264.62		
	34.41.61702	UTILITIES-GAS	TOWN UTILITIES	168.91		
	Void	05/05/2022	Regular	0.00	0.00	94068
00166	Parisi Transportation Consulting	05/05/2022	Regular	0.00	10,198.75	94069
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18849	Invoice	05/05/2022	04.27.2022 - PROJECT MANAGEMENT - ON ...	0.00	5,843.75	
	01.41.61150	OUTSIDE SERVICES-OTHER	04.27.2022 - PROJECT MANAGEM...	5,843.75		
18857	Invoice	05/05/2022	04.27.2022 - PROFESSIONAL SRVCS - SAUND...	0.00	1,775.00	
	14.41.63123	CAPITAL OUTLAY - SIGNALS	04.27.2022 - PROFESSIONAL SRVC...	1,775.00		
18858	Invoice	05/05/2022	03.31.2022 - PROJECT MANAGEMENT - SIER...	0.00	2,580.00	
	01.42.61130	OUTSIDE SVCS-SIGNALS	03.31.2022 - PROJECT MANAGEM...	2,580.00		
00181	Ross Valley Fire Department	05/05/2022	Regular	0.00	95,778.75	94070
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
050422	Invoice	05/05/2022	05.04.2022 - FIRE FUEL REDUCTION - CAMI...	0.00	95,778.75	
	35.41.61150	OUTSIDE SERVICES-OTHER	05.04.2022 - FIRE FUEL REDUCTI...	95,778.75		
02936	SMITH'S PEST MANAGEMENT	05/05/2022	Regular	0.00	232.50	94071
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
139285	Invoice	05/05/2022	05.02.2022 - BURROWING PEST CONTROL - ...	0.00	82.50	
	01.81.61104	OUTSIDE SERVICES-GROU...	05.02.2022 - BURROWING PEST C...	82.50		
53625B	Invoice	05/05/2022	05.02.2022 - PEST CONTROL - MEMORIAL P...	0.00	150.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	05.02.2022 - PEST CONTROL - M...	150.00		
02108	Syar Industries Inc.	05/16/2022	Regular	0.00	-2,700.00	94072
02108	Syar Industries Inc.	05/05/2022	Regular	0.00	2,700.00	94072
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
877683	Invoice	05/05/2022	04.20.2022 - EZ STREET PALLET - 50 LB BAGS	0.00	2,700.00	
	01.42.62907	SUPPLIES-PAVEMENT MAIN	04.20.2022 - EZ STREET PALLET - 5...	2,700.00		
00215	Transbay Security Service Inc	05/16/2022	Regular	0.00	-822.08	94073
00215	Transbay Security Service Inc	05/05/2022	Regular	0.00	822.08	94073

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84483	Invoice	05/05/2022	05.02.2022 - MASTER PADLOCKS - 36	0.00	822.08	
	01.42.62908	SUPPLIES-STREET MAINTE...	05.02.2022 - MASTER PADLOCKS -...	822.08		
01509	Tyler Business Forms	05/05/2022	Regular	0.00	370.18	94074
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INVOICE-71583	Invoice	05/05/2022	04.19.2022 - LASER TOP CHECKS - 1,000	0.00	370.18	
	01.12.62000	OFFICE SUPPLIES	04.19.2022 - LASER TOP CHECKS - ...	370.18		
00352	Tyler Technologies Inc	05/05/2022	Regular	0.00	3,688.00	94075
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
025-376919	Invoice	05/05/2022	04.19.2022 - PROJECT MANAGEMENT - 2021	0.00	250.00	
	01.12.61150	OUTSIDE SERVICES-OTHER	04.19.2022 - PROJECT MANAGEM...	250.00		
025-377119	Invoice	05/05/2022	04.20.2022 - INCODE LICENSE & MAINTENA...	0.00	3,438.00	
	01.12.61150	OUTSIDE SERVICES-OTHER	04.20.2022 - INCODE LICENSE & ...	3,438.00		
00021	Good & Clean Company Inc	05/12/2022	Regular	0.00	7,675.00	94076
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
62991	Invoice	05/05/2022	05.03.2022 - JANITORIAL SERVICE - RD,ICC,T...	0.00	7,675.00	
	01.12.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	358.39		
	01.12.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	725.00		
	01.18.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	143.36		
	01.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	523.25		
	01.71.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	1,075.00		
	01.71.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	300.00		
	01.81.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	600.00		
	01.81.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	240.00		
	31.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	1,125.00		
	31.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	1,275.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	950.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANITORIAL SERVICE -..	360.00		
00021	Good & Clean Company Inc	05/12/2022	Regular	0.00	4,845.00	94077
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
62992	Invoice	05/05/2022	05.03.2022 - JANATORIAL SERVICES - RD,IIC,...	0.00	1,170.00	
	34.41.61501	BLDG. MAINT-JANITORIAL	05.03.2022 - JANATORIAL SERVIC...	1,170.00		
62993	Invoice	05/05/2022	05.03.2022 - JANATORIAL SERVICES - COVID-...	0.00	3,675.00	
	45.21.61100	OUTSIDE SERVICES	05.03.2022 - JANATORIAL SERVIC...	3,675.00		
02806	AQUASCAPE POOL SERVICE	05/12/2022	Regular	0.00	289.00	94078
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16624	Invoice	05/11/2022	04.30.2022 - FOUNTAIN SERVICE - IMAGINAT..	0.00	289.00	
	14.81.61150	OUTSIDE SERVICES-OTHER	04.30.2022 - FOUNTAIN SERVICE - ..	289.00		
00388	Baker & Taylor	05/12/2022	Regular	0.00	702.87	94079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5017681523	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	62.00	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	62.00		
5017681524	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	19.55	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	19.55		
5017681525	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	44.05	
	27.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	44.05		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017681526	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	21.42	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	21.42		
5017681527	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	20.12	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	20.12		
5017681528	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	20.87	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT B...	20.87		
5017681529	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	41.10	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	41.10		
5017681530	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	39.39	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	39.39		
5017681531	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	21.54	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	21.54		
5017681532	Invoice	05/11/2022	04.21.2021 - LIBRARY - ADULT BOOKS	0.00	19.57	
	01.71.62301	ADULT BOOKS	04.21.2021 - LIBRARY - ADULT BO...	19.57		
5017681533	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	44.35	
	01.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	44.35		
5017681534	Invoice	05/11/2022	04.21.2022 - LIBRARY - ADULT BOOKS	0.00	43.05	
	27.71.62301	ADULT BOOKS	04.21.2022 - LIBRARY - ADULT BO...	43.05		
5017696499	Invoice	05/11/2022	04.21.2022 - LIBRARY - CHILDRENS BOOKS	0.00	16.97	
	01.71.62302	CHILDRENS BOOKS	04.21.2022 - LIBRARY - CHILDRENS..	16.97		
5017700914	Invoice	05/11/2022	04.26.2022 - LIBRARY - CHILDRENS BOOKS	0.00	43.88	
	01.71.62302	CHILDRENS BOOKS	04.26.2022 - LIBRARY - CHILDRENS..	43.88		
H61016100	Invoice	05/11/2022	04.19.2022 - LIBRARY - VIDEOS	0.00	23.91	
	27.71.62307	VIDEOS	04.19.2022 - LIBRARY - VIDEOS	23.91		
H61042910	Invoice	05/11/2022	04.287.2022 - LIBRARY - VIDEOS	0.00	37.74	
	27.71.62307	VIDEOS	04.287.2022 - LIBRARY - VIDEOS	37.74		
H61043420	Invoice	05/11/2021	04.22.2022 - LIBRARY - VIDEOS	0.00	115.77	
	27.71.62307	VIDEOS	04.22.2022 - LIBRARY - VIDEOS	115.77		
H61099980	Invoice	05/11/2022	04.26.2022 - LIBRARY - VIDEOS	0.00	27.12	
	01.71.62307	VIDEOS	04.26.2022 - LIBRARY - VIDEOS	27.12		
H61125750	Invoice	05/11/2022	05.02.2022 - LIBRARY - VIDEOS	0.00	40.47	
	01.71.62307	VIDEOS	05.02.2022 - LIBRARY - VIDEOS	40.47		
	Void	05/12/2022	Regular	0.00	0.00	94080
02773	BRIAN COLBERT	05/12/2022	Regular	0.00	149.00	94081
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0007477	Invoice	05/11/2022	05.10.2022 - REIMBURSEMENT - NEXT 22	0.00	149.00	
01.11.61000	TRAINING		05.10.2022 - REIMBURSEMENT - ...	149.00		
01931	Charity Kahn	05/12/2022	Regular	0.00	450.00	94082
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0007484	Invoice	05/11/2022	03.26.2022 - WACKY WED PERFORMANCE	0.00	450.00	
01.71.61132	OUTSIDE SVCS-PROGRAM...		03.26.2022 - WACKY WED PERFO...	450.00		
01563	Contract Sweeping Services	05/12/2022	Regular	0.00	5,846.21	94083
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
22000414	Invoice	05/11/2022	04.15.2022 - RESIDENTIAL STREET SWEEPING..	0.00	5,846.21	
01.42.61135	STREET SWEEPING		04.15.2022 - RESIDENTIAL STREET...	5,846.21		
02581	CSG CONSULTANTS	05/12/2022	Regular	0.00	10,781.25	94084

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
B220787	Invoice	05/11/2022	05.02.2022 - BUILDING PALN REVIEW SERVI...	0.00	10,781.25	
	01.41.61157	PLAN CHECKING	05.02.2022 - BUILDING PALN REVI...	10,781.25		
00266	Ed Gurka	05/12/2022	Regular	0.00	277.50	94085
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
17-2022	Invoice	05/11/2022	05.02.2022 - ARBORISTS SERVICES - APRIL	0.00	277.50	
	01.42.61105	OUTSIDE SERVICES-TREES	05.02.2022 - ARBORISTS SERVICES...	277.50		
02795	Elizabeth Lara-Dobleman	05/12/2022	Regular	0.00	40.00	94086
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3	Invoice	05/11/2022	05.04.2022 - LIBRARY - BILINGUAL STORYTI...	0.00	40.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	05.04.2022 - LIBRARY - BILINGUAL...	40.00		
00092	Ewing Irrigation Products	05/12/2022	Regular	0.00	239.47	94087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9959836	Invoice	05/11/2022	04.28.2022 - TOOLS - CORPYARD	0.00	239.47	
	01.81.62200	DEPARTMENTAL SUPPLIES	04.28.2022 - TOOLS - CORPYARD	239.47		
02278	Gardeners' Guild	05/12/2022	Regular	0.00	20,255.00	94088
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
108418	Invoice	05/11/2022	05.06.2022 - IMAGINATION PK, TH, MAGNOL..	0.00	275.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	05.06.2022 - IMAGINATION PK, TH..	137.50		
	14.81.61150	OUTSIDE SERVICES-OTHER	05.06.2022 - IMAGINATION PK, TH..	137.50		
108424	Invoice	05/11/2022	05.06.2022 - TURF RENOVATION - CREEK PA...	0.00	19,980.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	05.06.2022 - TURF RENOVATION -...	19,980.00		
00104	Grier Argall Plumbing Inc	05/12/2022	Regular	0.00	9,244.47	94089
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14874	Invoice	05/11/2022	04.05.2022 - PLUMBING SERVICES - MEMOR...	0.00	9,244.47	
	01.81.61501	BLDG. MAINT-JANITORIAL	04.05.2022 - PLUMBING SERVICES ..	9,244.47		
00020	Hannibal's Inc Electrical Construction	05/12/2022	Regular	0.00	1,796.60	94090
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24763	Invoice	05/11/2022	05.09.2022 - ELECTRICAL SERVICES - FINANC...	0.00	1,796.60	
	01.12.61506	BLDG. MAINT-OTHER	05.09.2022 - ELECTRICAL SERVICES..	1,796.60		
02236	HooplaDigital	05/12/2022	Regular	0.00	573.78	94091
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
502048012	Invoice	05/11/2022	04.30.2022 - LIBRARY - DIGITAL AUDIO BOO...	0.00	573.78	
	27.71.62309	E BOOKS	04.30.2022 - LIBRARY - DIGITAL A...	573.78		
03210	Ian Ivarson	05/12/2022	Regular	0.00	1,640.00	94092
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R10852	Invoice	05/11/2022	03.22.2022 - 80 MONTEREY AVE - ROAD BO...	0.00	1,640.00	
	01.00.20314	ROAD BOND	03.22.2022 - 80 MONTEREY AVE - ...	1,640.00		
00113	Juan Olsen Sanchez	05/12/2022	Regular	0.00	5,000.00	94093

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Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007479	Invoice	05/11/2022	05.09.2022 - GYMNASTICS - SPRING - PAYM...	0.00	5,000.00	
	21.61.61167	TUMBLING SERVICES	05.09.2022 - GYMNASTICS - SPRI...	5,000.00		
02558	Kanopy	05/12/2022	Regular	0.00	591.00	94094
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
297042-PPU	Invoice	05/11/2022	04.30.2022 - LIBRARY - VIDEOS	0.00	591.00	
	27.71.62307	VIDEOS	04.30.2022 - LIBRARY - VIDEOS	591.00		
00115	Kone Inc	05/12/2022	Regular	0.00	2,769.12	94095
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
962204794	Invoice	05/11/2022	05.01.2022 - LIBRARY & DPW - ELEVATOR M...	0.00	2,769.12	
	01.41.61504	BLDG. MAINT-ELEVATOR	ELEVATOR MAINTENANCE	1,384.56		
	01.71.61504	BLDG. MAINT-ELEVATOR	ELEVATOR MAINTENANCE	1,384.56		
03059	LISA SARTO	05/12/2022	Regular	0.00	460.00	94096
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007476	Invoice	05/11/2022	05.09.2022 - REIMBURSEMENT - EXAMS	0.00	460.00	
	01.41.61000	TRAINING	05.09.2022 - REIMBURSEMENT - E...	460.00		
00121	Marin I J - 2072661 AD	05/12/2022	Regular	0.00	267.74	94097
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0001336938	Invoice	05/11/2022	04.30.2022 - ADVERTISING - LEGAL NOTICES	0.00	267.74	
	01.21.61151	LEGAL NOTICES	04.30.2022 - ADVERTISING - LEGAL..	267.74		
01256	Miksis Services Inc	05/12/2022	Regular	0.00	48,955.00	94098
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
110181	Invoice	05/11/2022	05.03.2022 - REPLACE 13' OF CMP W/ DYNAL..	0.00	48,955.00	
	12.41.63103	CAPITAL OUTLAY - DRAINA...	05.03.2022 - REPLACE 13' OF CMP...	48,955.00		
01388	NCSI	05/12/2022	Regular	0.00	74.00	94099
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007481	Invoice	05/11/2022	05.04.2022 - BACKGROUND CHECK - RECREA...	0.00	74.00	
	21.65.61137	FINGERPRINTING	05.04.2022 - BACKGROUND CHECK..	74.00		
03211	ODP Business Solutions LLC	05/12/2022	Regular	0.00	55.61	94100
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
243239302001	Invoice	05/11/2022	05.05.2022 - OFFICE SUPPLIES	0.00	55.61	
	01.12.62000	OFFICE SUPPLIES	05.05.2022 - OFFICE SUPPLIES	55.61		
02554	Parkmobile LLC	05/12/2022	Regular	0.00	172.80	94101
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV28488	Invoice	05/11/2022	04.30.2022 - END USER FEES	0.00	172.80	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI...	04.30.2022 - END USER FEES	172.80		
01359	Siegfried Engineering Inc	05/12/2022	Regular	0.00	23,791.50	94102
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
43460	Invoice	05/11/2022	05.05.2022 - TSA PAVEMENT REHAB - COOR...	0.00	23,791.50	
	19.41.63107	CAPITAL OUTLAY - PAVING...	05.05.2022 - TSA PAVEMENT REH...	23,791.50		
03212	Steven Teijeiro	05/12/2022	Regular	0.00	583.80	94103

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007480	Invoice	05/11/2022	05.04.2022 - SKATE CLASSES - SPRING 2022	0.00	583.80	
	21.61.61162	KIDS SPORTS SERVICES	05.04.2022 - SKATE CLASSES - SPR...	583.80		
00205	Team Ghilotti	05/12/2022	Regular	0.00	93,520.45	94104
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
829904	Invoice	05/11/2022	04.29.2022 - PAVEMENT REHAB - BILLING 4	0.00	93,520.45	
	12.41.63107	CAPITAL OUTLAY - PAVING...	04.29.2022 - PAVEMENT REHAB - ...	93,520.45		
03213	The Dream Top	05/12/2022	Regular	0.00	400.00	94105
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007482	Invoice	05/11/2022	03.26.2022 - LIBRARY - DREAM TOP CIRCUS ...	0.00	400.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	03.26.2022 - LIBRARY - DREAM T...	400.00		
03207	Toni DeFrancis	05/12/2022	Regular	0.00	160.00	94106
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007478	Invoice	05/11/2022	05.08.2022 - PLANNING COMMISSION - TRA...	0.00	160.00	
	01.18.60010	TEMPORARY HELP	05.08.2022 - PLANNING COMMISS...	160.00		
03214	Your Song My Song LLC	05/12/2022	Regular	0.00	500.00	94107
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007483	Invoice	05/11/2022	03.26.2022 - LIBRARY - WACKY WED PERFO...	0.00	500.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	03.26.2022 - LIBRARY - WACKY W...	500.00		
00402	US Bank	05/13/2022	Regular	0.00	20,654.57	94108
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007421	Invoice	04/22/2022	04.07.2022 - LEYLAND - USPS - INTER LIBRAR...	0.00	3.63	
	01.71.61150	OUTSIDE SERVICES-OTHER	04.07.2022 - LEYLAND - USPS - IN...	3.63		
INV0007422	Invoice	04/22/2022	04.06.2022 - WASKEY - ACLNC - MEMBERSHIP	0.00	50.00	
	01.71.61000	TRAINING	04.06.2022 - WASKEY - ACLNC - M...	50.00		
INV0007423	Invoice	04/22/2022	04.06.2022 - WASKEY - CSLP - SUMMER REA...	0.00	530.26	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	04.06.2022 - WASKEY - CSLP - SU...	530.26		
INV0007424	Invoice	04/22/2022	04.08.2022 - WASKEY - CSLP - SUMMER REA...	0.00	13.57	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	04.08.2022 - WASKEY - CSLP - SU...	13.57		
INV0007425	Invoice	04/22/2022	04.21.2022 - WASKEY - ACE HARDWARE - SU...	0.00	10.45	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	04.21.2022 - WASKEY - ACE HAR...	10.45		
INV0007426	Invoice	04/22/2022	03.23.2022 - CLIFFORD - TEAMSCREEN - BCK...	0.00	8.88	
	01.82.61806	MISC HIRING EXPENSES	03.23.2022 - CLIFFORD - TEAMSC...	8.88		
INV0007427	Invoice	04/22/2022	04.19.2022 - CLIFFORD - GFOA - CLASS REGI...	0.00	85.00	
	01.12.61000	TRAINING	04.19.2022 - CLIFFORD - GFOA - C...	85.00		
INV0007428	Invoice	04/22/2022	03.26.2022 - DONERY - GO DADDY - DOMAIN..	0.00	21.17	
	01.12.61150	OUTSIDE SERVICES-OTHER	03.26.2022 - DONERY - GO DADDY...	21.17		
INV0007429	Invoice	04/22/2022	04.09.2022 - DONERY - IOTUM.COM - CONF...	0.00	9.99	
	01.12.61150	OUTSIDE SERVICES-OTHER	04.09.2022 - DONERY - IOTUM.C...	9.99		
INV0007430	Invoice	04/22/2022	04.16.2022 - DONERY - NEXT DAY DISPLAY - ...	0.00	101.25	
	01.21.62203	VOLUNTEER REC SUPPLIES	04.16.2022 - DONERY - NEXT DAY...	101.25		
INV0007431	Invoice	04/22/2022	04.20.2022 - DONERY - ANDRONICO'S - REFR...	0.00	23.55	
	01.12.61000	TRAINING	04.20.2022 - DONERY - ANDRONI...	23.55		
INV0007432	Invoice	04/22/2022	03.24.2022 - SEMONIAN - SPECTRA - OFFICE ...	0.00	319.50	
	01.81.62000	OFFICE SUPPLIES	03.24.2022 - SEMONIAN - SPECTR...	319.50		
INV0007433	Invoice	04/22/2022	04.01.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	16.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01.41.62000	OFFICE SUPPLIES		04.01.2022 - LAPTEV - AMAZON - ...		16.85	
INV0007434	Invoice	04/22/2022	04.01.2022 - LAPTEV - AMAZON - OFFICE SU...	0.00	11.92	
01.41.62000	OFFICE SUPPLIES		04.01.2022 - LAPTEV - AMAZON - ...		11.92	
INV0007435	Invoice	04/22/2022	04.06.2022 - LAPTEV - GRAMMERLY - DL SU...	0.00	60.00	
01.42.62200	DEPARTMENTAL SUPPLIES		04.06.2022 - LAPTEV - GRAMMER...		60.00	
INV0007436	Invoice	04/22/2022	04.13.2022 - LAPTEV - FAIRFAX AUTO BODY/...	0.00	1,471.46	
01.18.61000	TRAINING		04.13.2022 - LAPTEV - FAIRFAX A...		-760.00	
01.41.61602	VEHICLE MAINTENANCE/R...		04.13.2022 - LAPTEV - FAIRFAX A...		2,231.46	
INV0007437	Invoice	04/22/2022	04.18.2022 - LAPTEV - UPCODE - EF/AC SUB...	0.00	78.00	
01.42.62200	DEPARTMENTAL SUPPLIES		04.18.2022 - LAPTEV - UPCODE - E...		78.00	
INV0007438	Invoice	04/22/2022	03.24.2022 - MIHAN - SAFEWAY - BAGS	0.00	20.00	
21.61.62965	SOFTBALL SUPPLIES		03.24.2022 - MIHAN - SAFEWAY - ...		20.00	
INV0007439	Invoice	04/22/2022	03.25.2022 - MIHAN - SMART N FINAL - FOOD	0.00	44.98	
01.81.62206	Snack Shack		03.25.2022 - MIHAN - SMART N F...		44.98	
INV0007440	Invoice	04/22/2022	03.29.2022 - MIHAN - ACE HARDWARE - FIE...	0.00	39.30	
21.61.62965	SOFTBALL SUPPLIES		03.29.2022 - MIHAN - ACE HARD...		39.30	
INV0007441	Invoice	04/22/2022	03.29.2022 - MIHAN - SMART N FINAL - FOOD	0.00	18.73	
01.81.62206	Snack Shack		03.29.2022 - MIHAN - SMART N F...		18.73	
INV0007442	Invoice	04/22/2022	03.30.2022 - MIHAN - RED HILL CLEANERS - J...	0.00	82.40	
21.61.62961	BASKETBALL SUPPLIES		03.30.2022 - MIHAN - RED HILL CL...		82.40	
INV0007443	Invoice	04/22/2022	03.31.2022 - MIHAN - AMAZON - FIRST AID ...	0.00	114.56	
21.65.62200	DEPARTMENTAL SUPPLIES		03.31.2022 - MIHAN - AMAZON - F..		114.56	
INV0007444	Invoice	04/22/2022	04.13.2022 - MIHAN - SMART N FINAL - FOOD	0.00	22.93	
01.81.62206	Snack Shack		04.13.2022 - MIHAN - SMART N F...		22.93	
INV0007445	Invoice	04/22/2022	04.19.2022 - MIHAN - SMART N FINAL - FOOD	0.00	45.98	
01.81.62206	Snack Shack		04.19.2022 - MIHAN - SMART N F...		45.98	
INV0007446	Invoice	04/22/2022	04.21.2021 - MIHAN - ACE HARDWARE -TEN...	0.00	73.16	
21.61.62966	TENNIS SUPPLIES		04.21.2021 - MIHAN - ACE HARD...		73.16	
INV0007447	Invoice	04/22/2022	03.30.2022 - O'GRADY - COMCAST - WIFI RO...	0.00	93.65	
21.63.61187	ROBSON AFTER SCHOOL S...		03.30.2022 - O'GRADY - COMCAST...		93.65	
INV0007450	Invoice	04/22/2022	03.30.2022 - O'GRADY - AMAZON - OFFICE S...	0.00	22.82	
21.65.62000	OFFICE SUPPLIES		03.30.2022 - O'GRADY - AMAZON -..		22.82	
INV0007451	Invoice	04/22/2022	04.07.2022 - O'GRADY - AMAZON - OFFICE S...	0.00	62.51	
21.65.62000	OFFICE SUPPLIES		04.07.2022 - O'GRADY - AMAZON -..		62.51	
INV0007452	Invoice	04/22/2022	04.12.2022 - O'GRADY - SAFEWAY - ROBSON...	0.00	34.86	
21.63.62987	ROBSON AFTER SCHOOL S...		04.12.2022 - O'GRADY - SAFEWAY ..		34.86	
INV0007453	Invoice	04/22/2022	04.13.2022 - O'GRADY - AMAZON - ROBSON...	0.00	7.09	
21.63.62987	ROBSON AFTER SCHOOL S...		04.13.2022 - O'GRADY - AMAZON -..		7.09	
INV0007454	Invoice	04/22/2022	04.14.2022 - O'GRADY - AMAZON - ROBSON...	0.00	223.08	
21.63.62987	ROBSON AFTER SCHOOL S...		04.14.2022 - O'GRADY - AMAZON -..		223.08	
INV0007455	Invoice	04/22/2022	03.31.2022 - MAUK- ADOBE - MONTHLY SUB...	0.00	9.99	
21.65.61905	PROMOTION/MARKETING		03.31.2022 - MAUK- ADOBE - MO...		9.99	
INV0007456	Invoice	04/22/2022	04.05.2022 - MAUK - OFFICE DEPOT - OFFICE...	0.00	265.34	
21.65.62200	DEPARTMENTAL SUPPLIES		04.05.2022 - MAUK - OFFICE DEP...		265.34	
INV0007457	Invoice	04/22/2022	04.05.2022 - MAUK - VISTA PRINT - STICKERS	0.00	195.20	
21.65.61905	PROMOTION/MARKETING		04.05.2022 - MAUK - VISTA PRINT ...		195.20	
INV0007458	Invoice	04/22/2022	04.13.2022 - MAUK - MMANC - CONFERENCE	0.00	450.00	
21.65.61000	TRAINING		04.13.2022 - MAUK - MMANC - C...		450.00	
INV0007459	Invoice	04/22/2022	04.16.2022 - MAUK - AMAZON - BUILDING ...	0.00	12.06	
21.65.61506	BLDG. MAINT-OTHER		04.16.2022 - MAUK - AMAZON - ...		12.06	
INV0007460	Invoice	04/22/2022	03.01.2022 - JONES - AMAZON - PRESCHOOL...	0.00	19.58	
21.63.62979	PARKSIDE SUPPLIES		03.01.2022 - JONES - AMAZON - P...		19.58	

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INV0007461	Invoice	04/22/2022	03.30.2022 - JONES - INSTACART	0.00	171.82	
21.63.62979	PARKSIDE SUPPLIES		03.30.2022 - JONES - INSTACART	171.82		
INV0007462	Invoice	04/22/2022	03.29.2022 - JONES - AMAZON - PRESCHOOL...	0.00	37.17	
21.63.62979	PARKSIDE SUPPLIES		03.29.2022 - JONES - AMAZON - P...	37.17		
INV0007463	Invoice	04/22/2022	04.03.2022 - JONES - AMAZON - PRESCHOOL...	0.00	15.18	
21.63.62979	PARKSIDE SUPPLIES		04.03.2022 - JONES - AMAZON - P...	18.43		
21.63.62979	PARKSIDE SUPPLIES		04.03.2022 - JONES - AMAZON - P...	-3.25		
INV0007464	Invoice	04/22/2022	04.19.2022 - AMAZON - JONES - PRESCHOOL...	0.00	50.93	
21.63.62979	PARKSIDE SUPPLIES		04.19.2022 - AMAZON - JONES - P...	69.36		
21.63.62979	PARKSIDE SUPPLIES		04.19.2022 - AMAZON - JONES - P...	-18.43		
INV0007465	Invoice	04/22/2022	04.19.2022 - JONES - AMAZON - PRESCHOOL...	0.00	36.85	
21.63.62979	PARKSIDE SUPPLIES		04.19.2022 - JONES - AMAZON - P...	36.85		
INV0007466	Invoice	04/22/2022	03.29.2022 - SHAW - AMAZON - SUNSCREN	0.00	13.87	
01.42.62200	DEPARTMENTAL SUPPLIES		03.29.2022 - SHAW - AMAZON - S...	13.87		
INV0007467	Invoice	04/22/2022	03.29.2022 - SHAW - AMAZON - FRAUDULE...	0.00	30.32	
01.42.61150	OUTSIDE SERVICES-OTHER		03.29.2022 - SHAW - AMAZON - F...	30.32		
INV0007468	Invoice	04/22/2022	03.30.2022 - SHAW - AMAZON FRAUDULENT...	0.00	38.05	
01.42.61150	OUTSIDE SERVICES-OTHER		03.30.2022 - SHAW - AMAZON FR...	38.05		
INV0007469	Invoice	04/22/2022	04.02.2022 - SHAW - AMAZON - FLAGPOLE L...	0.00	37.68	
01.81.62200	DEPARTMENTAL SUPPLIES		04.02.2022 - SHAW - AMAZON - F...	37.68		
INV0007470	Invoice	04/22/2022	04.11.2022 - SHAW - AMAZON - FRAUDULE...	0.00	83.50	
01.42.61150	OUTSIDE SERVICES-OTHER		04.11.2022 - SHAW - AMAZON - F...	83.50		
INV0007471	Invoice	04/22/2022	04.12.2022 - SHAW - MSA REDWOOD EMPIR...	0.00	86.05	
01.42.61000	TRAINING		04.12.2022 - SHAW - MSA REDW...	86.05		
INV0007472	Invoice	04/22/2022	04.14.2022 - SHAW - 800 BOLLARDS - BOLLA...	0.00	1,275.59	
01.42.62909	SUPPLIES-TRAFFIC CONTRO...		04.14.2022 - SHAW - 800 BOLLAR...	1,275.59		
INV0007473	Invoice	04/22/2022	04.15.2022 - SHAW - U-LINE - SIGNS	0.00	176.66	
01.42.62200	DEPARTMENTAL SUPPLIES		04.15.2022 - SHAW - U-LINE - SIG...	176.66		
INV0007474	Invoice	04/22/2022	04.16.2022 - SHAW - AMAZON - HANGERS	0.00	41.38	
01.81.62200	DEPARTMENTAL SUPPLIES		04.16.2022 - SHAW - AMAZON - H...	41.38		
INV0007475	Invoice	04/22/2022	04.20.2022 - SHAW - AMAZON - BATTERIES	0.00	43.17	
01.81.62200	DEPARTMENTAL SUPPLIES		04.20.2022 - SHAW - AMAZON - B...	43.17		
INV0007485	Invoice	04/22/2022	03.25.2022 - KACMAR - ZOOM - ANNUAL CO...	0.00	5,980.17	
45.21.61100	OUTSIDE SERVICES		03.25.2022 - KACMAR - ZOOM - A...	5,980.17		
INV0007486	Invoice	04/22/2022	04.07.2022 - KACMAR - ADOBE - SUBSCRIPT...	0.00	351.85	
42.21.63003	COMPUTER HARDWARE/S...		04.07.2022 - KACMAR - ADOBE - ...	351.85		
INV0007487	Invoice	04/22/2022	04.13.2022 - KACMAR - MARIN IJ - SUBSCRIP...	0.00	13.95	
01.12.62000	OFFICE SUPPLIES		04.13.2022 - KACMAR - MARIN IJ -...	13.95		
INV0007488	Invoice	04/22/2022	04.17.2022 - KACMAR - AMAZON - SUPPLIES	0.00	18.80	
45.21.61100	OUTSIDE SERVICES		04.17.2022 - KACMAR - AMAZON -..	18.80		
INV0007489	Invoice	04/22/2022	04.20.2022 - KACMAR - AUTODESK - SOFTW...	0.00	420.00	
42.21.63003	COMPUTER HARDWARE/S...		04.20.2022 - KACMAR - AUTODESK..	420.00		
INV0007490	Invoice	04/22/2022	03.22.2022 - CONDRY - FLORES - STAFF LUN...	0.00	128.46	
01.41.61000	TRAINING		03.22.2022 - CONDRY - FLORES - S...	128.46		
INV0007491	Invoice	04/22/2022	03.23.2022 - CONDRY - AMERICAN SANITAT...	0.00	313.88	
01.81.61104	OUTSIDE SERVICES-GROU...		03.23.2022 - CONDRY - AMERICAN..	313.88		
INV0007492	Invoice	04/22/2022	03.23.2022 - CONDRY - OLD MONTEREY CAF...	0.00	56.00	
01.41.61000	TRAINING		03.23.2022 - CONDRY - OLD MON...	56.00		
INV0007493	Invoice	04/22/2022	03.22.2022 - CONDRY - PARKING - TRAINING	0.00	2.25	
01.41.61000	TRAINING		03.22.2022 - CONDRY - PARKING -...	2.25		
INV0007494	Invoice	04/22/2022	03.22.2022 - CONDRY - SCHOONERS - TRAIN...	0.00	280.34	
01.41.61000	TRAINING		03.22.2022 - CONDRY - SCHOONE...	280.34		

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INV0007495	Invoice	04/22/2022	03.24.2022 - CONDRY - YOUR ANSWERING S...		0.00	157.82	
	01.41.61000	TRAINING		03.24.2022 - CONDRY - YOUR AN...	157.82		
INV0007496	Invoice	04/22/2022	03.24.2022 - CONDRY - PARKING - TRAINING		0.00	9.95	
	01.41.61000	TRAINING		03.24.2022 - CONDRY - PARKING -...	9.95		
INV0007497	Invoice	04/22/2022	03.26.2022 - CONDRY - PORTOLA HOTEL - T...		0.00	1,097.00	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - PORTOLA ...	1,097.00		
INV0007498	Invoice	04/22/2022	03.26.2022 - CONDRY - PORTOLA HOTEL - T...		0.00	1,097.00	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - PORTOLA ...	1,097.00		
INV0007499	Invoice	04/22/2022	03.26.2022 - CONDRY - PORTOLA HOTEL - T...		0.00	1,097.00	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - PORTOLA ...	1,097.00		
INV0007500	Invoice	04/22/2022	03.26.2022 - CONDRY - PORTOLA HOTEL - T...		0.00	1,888.60	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - PORTOLA ...	1,888.60		
INV0007501	Invoice	04/22/2022	03.26.2022 - CONDRY - PARKING - TRAINING		0.00	10.93	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - PARKING -...	10.93		
INV0007502	Invoice	04/22/2022	03.26.2022 - CONDRY - PARKING - TRAINING		0.00	10.93	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - PARKING -...	10.93		
INV0007503	Invoice	04/22/2022	03.26.2022 - CONDRY - 76 GAS STATION - T...		0.00	71.51	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - 76 GAS ST...	71.51		
INV0007504	Invoice	04/22/2022	03.25.2022 - CONDRY - DAMETRA CAFE - TRA..		0.00	174.87	
	01.41.61000	TRAINING		03.25.2022 - CONDRY - DAMETRA...	174.87		
INV0007505	Invoice	04/22/2022	03.26.2022 - CONDRY - CREPES BRITTANY - T...		0.00	121.46	
	01.41.61000	TRAINING		03.26.2022 - CONDRY - CREPES BR...	121.46		
INV0007506	Invoice	04/22/2022	04.20.2022 - CONDRY - AMERICAN SANITAT...		0.00	313.88	
	01.81.61104	OUTSIDE SERVICES-GROU...		04.20.2022 - CONDRY - AMERICAN..	313.88		
INV0007507	Invoice	04/22/2022	03.29.2022 - JONES - AMAZON - SUPPLIES		0.00	129.25	
	21.63.62979	PARKSIDE SUPPLIES		03.29.2022 - JONES - AMAZON - S...	129.25		
INV0007508	Invoice	04/22/2022	04.22.2022 - JONES - DOORDASH		0.00	43.03	
	21.63.62979	PARKSIDE SUPPLIES		04.22.2022 - JONES - DOORDASH	43.03		
INV0007509	Invoice	04/22/2022	04.20.2022 - JONES - AMAZON - SUN PRINT ...		0.00	53.72	
	21.63.62979	PARKSIDE SUPPLIES		04.20.2022 - JONES - AMAZON - S...	53.72		
	Void		05/13/2022	Regular	0.00	0.00	94109
	Void		05/13/2022	Regular	0.00	0.00	94110
	Void		05/13/2022	Regular	0.00	0.00	94111
	Void		05/13/2022	Regular	0.00	0.00	94112
	Void		05/13/2022	Regular	0.00	0.00	94113
00048	Alhambra & Sierra Springs		05/19/2022	Regular	0.00	361.18	94114
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**		**Distribution Amount**		
12161581051122	Invoice	05/19/2022	05.11.2022 - CORPYARD - BOTTLED WATER ...		0.00	361.18	
	01.42.62200	DEPARTMENTAL SUPPLIES		05.11.2022 - CORPYARD - BOTTLE...	361.18		
00054	ASCAP		05/19/2022	Regular	0.00	30.67	94115
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**		**Distribution Amount**		
724 - 04202022	Invoice	05/19/2022	04.20.2022 - LICENSE FEE - OUTDOOR EVEN...		0.00	30.67	
	60.14.61901	ASCAP ROYALTIES - EVENTS		04.20.2022 - LICENSE FEE - OUTD...	30.67		
00001	AT&T Calnet		05/19/2022	Regular	0.00	1,231.42	94116

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000018168084	Invoice	05/19/2022	574 - ALL DEPTS - CENTREX - 04.10.22 - 05.09..	0.00	1,148.44	
	01.12.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	229.69		
	01.18.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	183.75		
	01.41.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	91.88		
	01.42.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	149.30		
	01.71.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	126.33		
	01.81.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	45.94		
	21.65.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	264.14		
	31.41.61705	UTILITIES-TELEPHONE	574 - ALL DEPTS - CENTREX - 04.10..	57.41		
000018168088	Invoice	05/19/2022	579 - TRAFFIC LIGHT MODEM - 04.10.22 - 05...	0.00	21.09	
	01.42.61705	UTILITIES-TELEPHONE	579 - TRAFFIC LIGHT MODEM - 04...	21.09		
000018168089	Invoice	05/19/2022	05.10.2022 - ROBSON HOUSE - 04.10.22 - 05...	0.00	40.80	
	34.41.61705	UTILITIES-TELEPHONE	05.10.2022 - ROBSON HOUSE - 04...	40.80		
000018168090	Invoice	05/19/2022	587 - FUEL FORCE STATION - 04.10.2022 - 05...	0.00	21.09	
	01.81.61705	UTILITIES-TELEPHONE	587 - FUEL FORCE STATION - 04.10..	21.09		
00633	BAAQMD	05/19/2022	Regular	0.00	419.00	94117
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
T139327	Invoice	05/19/2022	05.03.2022 - REPORTING & OPERATING FEES	0.00	419.00	
	01.41.61506	BLDG. MAINT-OTHER	05.03.2022 - REPORTING & OPER...	419.00		
00388	Baker & Taylor	05/19/2022	Regular	0.00	1,455.04	94118
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5017690359	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	41.13	
	01.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	41.13		
5017690360	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	19.58	
	27.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	19.58		
5017690361	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	21.53	
	27.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	21.53		
5017690362	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	127.81	
	01.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	127.81		
5017690363	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	16.56	
	01.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	16.56		
5017690364	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	40.46	
	01.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	40.46		
5017690365	Invoice	05/19/2022	04.27.2022 - LIBRARY - ADULT BOOKS	0.00	80.12	
	01.71.62301	ADULT BOOKS	04.27.2022 - LIBRARY - ADULT BO...	80.12		
5017701664	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	20.87	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	20.87		
5017701665	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	333.39	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	333.39		
5017701666	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	21.44	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	21.44		
5017701667	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	42.95	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	42.95		
5017701668	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	18.80	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	18.80		
5017701669	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	39.79	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	39.79		
5017701670	Invoice	05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS	0.00	20.23	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...	20.23		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017701671	Invoice 05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS		0.00	38.53	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...		38.53	
5017701672	Invoice 05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS		0.00	271.11	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...		271.11	
5017701673	Invoice 05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS		0.00	30.72	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...		30.72	
5017701674	Invoice 05/19/2022	05.02.2022 - LIBRARY - ADULT BOOKS		0.00	20.89	
	01.71.62301	ADULT BOOKS	05.02.2022 - LIBRARY - ADULT BO...		20.89	
H61125570	Invoice 05/19/2022	05.03.2022 - LIBRARY - VIDEOS		0.00	130.42	
	27.71.62307	VIDEOS	05.03.2022 - LIBRARY - VIDEOS		130.42	
H61197930	Invoice 05/19/2022	05.09.2022 - LIBRARY - VIDEOS		0.00	84.73	
	27.71.62307	VIDEOS	05.09.2022 - LIBRARY - VIDEOS		84.73	
H61270070	Invoice 05/19/2022	05.09.2022 - LIBRARY - VIDEOS		0.00	33.98	
	01.71.62307	VIDEOS	05.09.2022 - LIBRARY - VIDEOS		33.98	
	Void	05/19/2022	Regular	0.00	0.00	94119
03217	Bay Bridge Copy Partners LLC	05/19/2022	Regular	0.00	401.31	94120
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
008024242	Invoice 05/19/2022	05.13.2022 - PDF CREATED - TABS - 30 MIN		0.00	401.31	
	01.12.62200	DEPARTMENTAL SUPPLIES	05.13.2022 - PDF CREATED - TABS ...		401.31	
03206	Cayla Coleman	05/19/2022	Regular	0.00	25.50	94121
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007377-B	Invoice 05/19/2022	04.25.2022 - BUSINESS LICENSE REFUND - R...		0.00	25.50	
	01.00.42001	BUSINESS LICENSE TAX	04.25.2022 - BUSINESS LICENSE R...		25.50	
02581	CSG CONSULTANTS	05/19/2022	Regular	0.00	920.00	94122
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
43622	Invoice 05/19/2022	05.13.2022 - 1 LINCOLN PARK - BUILDING IN...		0.00	920.00	
	01.00.20340	PERMIT DEPOSITS	05.13.2022 - 1 LINCOLN PARK - BU...		920.00	
00533	Davis Sign Company	05/19/2022	Regular	0.00	620.00	94123
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
35117	Invoice 05/19/2022	05.17.2022 - LIBRARY - CUSTOM DROP BOX S..		0.00	620.00	
	01.71.61506	BLDG. MAINT-OTHER	05.17.2022 - LIBRARY - CUSTOM ...		620.00	
00035	Demco Inc	05/19/2022	Regular	0.00	756.06	94124
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
7094815	Invoice 05/19/2022	03.14.2022 - DISPLAY SUPPLIES - HOLDERS/R...		0.00	756.06	
	01.71.62000	OFFICE SUPPLIES	03.14.2022 - DISPLAY SUPPLIES - ...		756.06	
02732	Diesel Direct West	05/19/2022	Regular	0.00	985.36	94125
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
84541964	Invoice 05/19/2022	05.10.2022 - ULSD CLEAR - 38.6 GALLONS		0.00	251.28	
	01.81.62988	VEHICLE-FUEL/OIL/TIRES	05.10.2022 - ULSD CLEAR - 38.6 G...		251.28	
84541971	Invoice 05/19/2022	05.10.2022 - GASOLINE UNL - 120.9 GALLONS		0.00	734.08	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	05.10.2022 - GASOLINE UNL - 120...		734.08	
00266	Ed Gurka	05/19/2022	Regular	0.00	420.00	94126

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Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
18-2022	Invoice	05/19/2022	05.09.2022 - ARBORIST SERVICES - MAY 2022	0.00	420.00	
	01.42.61105	OUTSIDE SERVICES-TREES	05.09.2022 - ARBORIST SERVICES -...	420.00		
01794	Elise Semonian	05/19/2022	Regular	0.00	760.00	94127
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007510	Invoice	05/19/2022	05.15.2022 - REIMBURSEMENT FOR APA - C...	0.00	760.00	
	01.18.61000	TRAINING	05.15.2022 - REIMBURSEMENT F...	760.00		
02795	Elizabeth Lara-Dobleman	05/19/2022	Regular	0.00	40.00	94128
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
4	Invoice	05/19/2022	05.04.2022 - LIBRARY - SPANISH STORYTIME	0.00	40.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	05.04.2022 - LIBRARY - SPANISH S...	40.00		
02622	Epstein Holtzapple Christo LLP	05/19/2022	Regular	0.00	16,400.00	94129
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
6021	Invoice	05/18/2022	05.13.2022 - LEGAL COUNSEL	0.00	12,275.00	
	01.16.61138	GENERAL COUNSEL LEGAL ...	05.13.2022 - LEGAL COUNSEL	12,275.00		
6022	Invoice	05/19/2022	05.13.2022 - LEGAL COUNCIL - PLANNING C...	0.00	3,200.00	
	01.16.61138	GENERAL COUNSEL LEGAL ...	05.13.2022 - LEGAL COUNCIL - PL...	3,200.00		
6023	Invoice	05/19/2022	05.13.2022 - LEGAL COUNCIL - LITIGATION	0.00	925.00	
	01.16.61138	GENERAL COUNSEL LEGAL ...	05.13.2022 - LEGAL COUNCIL - LIT...	925.00		
00092	Ewing Irrigation Products	05/19/2022	Regular	0.00	244.62	94130
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
16697991	Invoice	05/19/2022	05.05.2022 - SHADE BLEND SEED	0.00	244.62	
	01.81.62200	DEPARTMENTAL SUPPLIES	05.05.2022 - SHADE BLEND SEED	244.62		
03160	Fredric C. Divine Associates	05/19/2022	Regular	0.00	2,748.78	94131
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0015104	Invoice	05/19/2022	05.13.2022 - SITE MEETING - SCHEMATIC PL...	0.00	2,748.78	
	01.41.61150	OUTSIDE SERVICES-OTHER	05.13.2022 - SITE MEETING - SCH...	2,748.78		
02606	Halleh Besharati	05/19/2022	Regular	0.00	2,577.40	94132
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007513	Invoice	05/19/2022	05.17.2022 - STAR ART CLASS - SPRING 2022	0.00	2,577.40	
	21.62.61174	KIDS ART & SAFETY SERVIC...	05.17.2022 - STAR ART CLASS - SP...	2,577.40		
00020	Hannibal's Inc Electrical Construction	05/19/2022	Regular	0.00	518.39	94133
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
24766	Invoice	05/19/2022	05.16.2022 - ELECTRICIAN - LABOR/MATERI...	0.00	518.39	
	01.81.61104	OUTSIDE SERVICES-GROU...	05.16.2022 - ELECTRICIAN - LABO...	518.39		
02586	HdL Software LLC	05/19/2022	Regular	0.00	4,017.63	94134
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
SIN016259	Invoice	05/19/2022	03.31.2022 - NEW ACCOUNTS PROCESSED - ...	0.00	4,017.63	
	01.12.61150	OUTSIDE SERVICES-OTHER	03.31.2022 - NEW ACCOUNTS PR...	4,017.63		
03216	Interwest Consulting Group Inc	05/19/2022	Regular	0.00	11,480.00	94135

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
78426	Invoice	05/19/2022	05.17.2022 - PLANING SERVICES - ASST/MA...	0.00	11,480.00	
	01.18.61150	OUTSIDE SERVICES-OTHER	05.17.2022 - PLANING SERVICES - ...	11,480.00		
00704	Liebert Cassidy Whitmore	05/19/2022	Regular	0.00	124.00	94136
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
216306	Invoice	05/19/2022	03.31.2022 - LEGAL COUNCIL - MARTIN CLA...	0.00	124.00	
	01.16.61109	OUTSIDE SERVICES-LITIGAT...	03.31.2022 - LEGAL COUNCIL - M...	124.00		
00148	Maggiora & Ghilotti Inc.	05/19/2022	Regular	0.00	9,354.65	94137
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11867	Invoice	05/19/2022	04.30.2022 - PAVEMENT REHAB PJCT - PHAS...	0.00	9,354.65	
	19.41.63107	CAPITAL OUTLAY - PAVING...	04.30.2022 - PAVEMENT REHAB P...	9,354.65		
00142	Marin Municipal Water District	05/19/2022	Regular	0.00	7,623.80	94138
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
073-05092022	Invoice	05/19/2022	073 - CENTER & FORREST - 03.04.2022 - 05.0...	0.00	81.65	
	01.81.61703	UTILITIES-WATER	073 - CENTER & FORREST - 03.04....	81.65		
119-05132022	Invoice	05/19/2022	119 - MULTIPLE - 03.10.2022 - 05.10.2022	0.00	1,911.21	
	01.81.61703	UTILITIES-WATER	119 - MULTIPLE - 03.10.2022 - 05....	1,911.21		
120-05132022	Invoice	05/19/2022	120 - MULTIPLE - 03.10.2022 - 05.10.2022	0.00	1,566.92	
	01.81.61703	UTILITIES-WATER	120 - MULTIPLE - 03.10.2022 - 05....	1,566.92		
152-05132022	Invoice	05/19/2022	152 - SAN FRANCISCO BLVD - 03.10.2022 - 05..	0.00	498.94	
	01.42.61703	UTILITIES-WATER	152 - SAN FRANCISCO BLVD - 03.1...	498.94		
216-05102022	Invoice	05/19/2022	216 - 237 CRESCENT RD - 03.08.2022 - 05.05...	0.00	557.95	
	01.81.61703	UTILITIES-WATER	216 - 237 CRESCENT RD - 03.08.2...	557.95		
307-05102022	Invoice	05/19/2022	307- 237 CRESCENT RD - 03.08.2022 - 05.05....	0.00	104.73	
	01.81.61703	UTILITIES-WATER	307 - 237 CRESCENT RD - 03.08.2...	104.73		
495-05132022	Invoice	05/19/2022	495 - MAGNOLIA AVE - 03.10.2022 - 05.10.2...	0.00	156.10	
	01.42.61703	UTILITIES-WATER	495 - MAGNOLIA AVE - 03.10.2022..	156.10		
665-05132022	Invoice	05/19/2022	665 - SAN FRANCISCO BLVD - 03.10.2022 - 05..	0.00	319.96	
	01.42.61703	UTILITIES-WATER	665 - SAN FRANCISCO BLVD - 03.1...	319.96		
752-05132022	Invoice	05/19/2022	752 - SUNNY HILLS DR - 03.10.2022 - 05.10.2...	0.00	521.56	
	01.81.61703	UTILITIES-WATER	752 - SUNNY HILLS DR - 03.10.202...	521.56		
761-05132022	Invoice	05/19/2022	761 - REDHILL & SEQOUIA - 03.10.2022 - 05....	0.00	169.60	
	01.81.61703	UTILITIES-WATER	761 - REDHILL & SEQOUIA - 03.10....	169.60		
808-05132022	Invoice	05/19/2022	808 - TH DEPTS - 03.10.2022 - 05.10.2022	0.00	413.24	
	01.12.61703	UTILITIES-WATER	808 - TH DEPTS - 03.10.2022 - 05....	49.59		
	01.18.61703	UTILITIES-WATER	808 - TH DEPTS - 03.10.2022 - 05....	37.19		
	01.30.61703	UTILITIES-WATER	808 - TH DEPTS - 03.10.2022 - 05....	268.61		
	01.41.61703	UTILITIES-WATER	808 - TH DEPTS - 03.10.2022 - 05....	37.19		
	01.71.61703	UTILITIES-WATER	808 - TH DEPTS - 03.10.2022 - 05....	20.66		
939-05132022	Invoice	05/19/2022	939 - 634 SAN ANSELMO AVE - 03.10.22 - 05...	0.00	72.27	
	01.81.61703	UTILITIES-WATER	939 - 634 SAN ANSELMO AVE - 03...	72.27		
943-05132022	Invoice	05/19/2022	943 - 237 CRESCENT RD - 03.10.2022 - 05.10...	0.00	1,249.67	
	01.81.61703	UTILITIES-WATER	943 - 237 CRESCENT RD - 03.10.2...	1,249.67		
	Void	05/19/2022	Regular	0.00	0.00	94139
02754	MAYACAMAS MOUNTAIN SPRING WATER	05/19/2022	Regular	0.00	182.25	94140

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
64962	Invoice	05/19/2022	05.06.2022 - REC DEPT - BOTTLED WATER S...	0.00	32.75	
	21.65.62200	DEPARTMENTAL SUPPLIES	05.06.2022 - REC DEPT - BOTTLED...	32.75		
65311	Invoice	05/19/2022	05.12.2022 - TH BOTTLED WATER SERVICE -...	0.00	108.00	
	01.12.62200	DEPARTMENTAL SUPPLIES	05.12.2022 - TH BOTTLED WATER ...	27.00		
	01.18.62200	DEPARTMENTAL SUPPLIES	05.12.2022 - TH BOTTLED WATER ...	27.00		
	01.41.62200	DEPARTMENTAL SUPPLIES	05.12.2022 - TH BOTTLED WATER ...	27.00		
	01.71.62200	DEPARTMENTAL SUPPLIES	05.12.2022 - TH BOTTLED WATER ...	27.00		
65557	Invoice	05/19/2022	05.14.2022 - REC DEPT - BOTTLED WATER S...	0.00	41.50	
	21.65.62200	DEPARTMENTAL SUPPLIES	05.14.2022 - REC DEPT - BOTTLED...	41.50		
03211	ODP Business Solutions LLC	05/19/2022	Regular	0.00	186.20	94141
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
243687522001	Invoice	05/19/2022	05.09.2022 - OFFICE SUPPLIES - PAPER, TISS...	0.00	186.20	
	01.41.62000	OFFICE SUPPLIES	05.09.2022 - OFFICE SUPPLIES - P...	186.20		
00992	OverDrive Inc.	05/19/2022	Regular	0.00	931.51	94142
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02883C022152471	Invoice	05/19/2022	05.09.2022 - LIBRARY - AUDIOBOOKS	0.00	931.51	
	27.71.62309	E BOOKS	05.09.2022 - LIBRARY - AUDIOBO...	931.51		
00128	Pacific Gas & Electric	05/19/2022	Regular	0.00	1,640.10	94143
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
146-05122022	Invoice	05/19/2022	146 - EV CHARGING - 04.07.22 - 05.05.2022	0.00	1,255.91	
	01.42.61701	UTILITIES-ELECTRICITY	146 - EV CHARGING - 04.07.22 - 05..	1,255.91		
216-05122022	Invoice	05/19/2022	216 - IMAGINATION PARK - 04.07.22 - 05.05....	0.00	103.08	
	14.81.61701	UTILITIES-ELECTRICITY	216 - IMAGINATION PARK - 04.07....	103.08		
355-05122022	Invoice	05/19/2022	355 - CORPYARD UTILITIES - 04.05.2022 - 05....	0.00	247.74	
	01.42.61701	UTILITIES-ELECTRICITY	355 - CORPYARD UTILITIES - 04.05...	247.74		
717-05062022	Invoice	05/19/2022	717 - CORPYARD GAS - 04.06.2022 - 05.05.2...	0.00	33.37	
	01.42.61702	UTILITIES-GAS	717 - CORPYARD GAS - 04.06.2022..	33.37		
02839	Quadient Finance USA, Inc	05/19/2022	Regular	0.00	56.81	94144
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
274-04202022	Invoice	05/19/2022	04.20.2022 - POSTAGE METER FEES - 04.18....	0.00	56.81	
	01.12.62003	POSTAGE	04.20.2022 - POSTAGE METER FEE...	11.36		
	01.18.62003	POSTAGE	04.20.2022 - POSTAGE METER FEE...	11.36		
	01.41.62003	POSTAGE	04.20.2022 - POSTAGE METER FEE...	11.36		
	01.71.62003	POSTAGE	04.20.2022 - POSTAGE METER FEE...	11.37		
	01.82.62003	POSTAGE	04.20.2022 - POSTAGE METER FEE...	11.36		
00181	Ross Valley Fire Department	05/19/2022	Regular	0.00	382,352.85	94145
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007511	Invoice	05/19/2022	05.17.2022 - RVFD FEES COLLECTED - APRIL ...	0.00	5,241.27	
	01.00.20354	DUE TO ROSS VALLEY FIRE ...	05.17.2022 - RVFD FEES COLLECT...	5,241.27		
INV0007512	Invoice	05/19/2022	05.17.2022 - FIRE SRVCS MONTHLY CONTRI...	0.00	377,111.58	
	01.32.61139	RVFS CONTRACT	05.17.2022 - FIRE SRVCS MONTHL...	377,111.58		
03218	Sandor Lengyel	05/19/2022	Regular	0.00	79.50	94146

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Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
R13485	Invoice	05/19/2022	04.28.2022 - 2 SIERRA DRIVE - PERMIT REFU...		0.00	79.50	
	01.00.42206		CONSTR: ENCROACHMENT...	04.28.2022 - 2 SIERRA DRIVE - PE...	79.50		
01359	Siegfried Engineering Inc		05/19/2022	Regular	0.00	219.00	94147
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
43484	Invoice	05/19/2022	05.09.2022 - ENGINEERING SRVCS - APRIL 2...		0.00	219.00	
	12.41.63101		CAPITAL OUTLAY - PAVING...	05.09.2022 - ENGINEERING SRVCS ..	219.00		
02108	Syar Industries Inc.		05/19/2022	Regular	0.00	2,700.00	94148
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
877683-B	Invoice	05/19/2022	04.20.2022 - EZ STREET PALLET - REPLACEM...		0.00	2,700.00	
	01.42.62907		SUPPLIES-PAVEMENT MAIN	04.20.2022 - EZ STREET PALLET - R...	2,700.00		
03200	TBWBH Props & Measures		05/19/2022	Regular	0.00	6,500.00	94149
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
INV03759	Invoice	05/19/2022	05.10.2022 - CONSULTING FEE - PAYMENT #3		0.00	6,500.00	
	01.12.61150		OUTSIDE SERVICES-OTHER	05.10.2022 - CONSULTING FEE - P...	6,500.00		
00206	Tennis in Marin		05/19/2022	Regular	0.00	7,323.75	94150
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
INV0007514	Invoice	05/19/2022	05.16.2022 - JUNIOR TENNIS - SPRING 2022		0.00	4,370.45	
	21.61.61166		TENNIS SERVICES	05.16.2022 - JUNIOR TENNIS - SPR...	4,370.45		
INV0007515	Invoice	05/19/2022	05.16.2022 - ADULT TENNIS - SPRING 2022		0.00	2,953.30	
	21.61.61166		TENNIS SERVICES	05.16.2022 - ADULT TENNIS - SPR...	2,953.30		
00215	Transbay Security Service Inc		05/19/2022	Regular	0.00	904.93	94151
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
84483-B	Invoice	05/02/2022	05.02.2022 - MASTER PAD LOCKS - REPLAC...		0.00	834.08	
	01.42.62908		SUPPLIES-STREET MAINTE...	05.02.2022 - MASTER PAD LOCKS -..	834.08		
84522	Invoice	05/19/2022	05.16.2022 - RECREATION DEPT - 25 KEYS		0.00	70.85	
	01.81.62200		DEPARTMENTAL SUPPLIES	05.16.2022 - RECREATION DEPT - ...	70.85		
03094	TRC Companies		05/19/2022	Regular	0.00	615.00	94152
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
36881	Invoice	05/19/2022	05.12.2022 - BOLINAS AVE REHAB- INSPECT...		0.00	615.00	
	14.41.63101		CAPITAL OUTLAY - PAVING...	05.12.2022 - BOLINAS AVE REHAB-..	615.00		
00462	County of Marin - Marin.Org		05/23/2022	Regular	0.00	8,606.19	94153
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount		
1503	Invoice	04/07/2022	03.31.2022 - TH UTILITIES - ONLINE INTERNET		0.00	8,606.19	
	01.12.61706		UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	707.43		
	01.18.61706		UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	265.07		
	01.30.61706		UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	2,209.21		
	01.41.61706		UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	1,237.57		
	01.82.61706		UTILITIES-ONLINE INTERNET	03.31.2022 - TH UTILITIES - ONLIN...	4,186.91		
02677	Nissan Motor Acceptance Corporation		05/23/2022	Regular	0.00	12,846.92	94154

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
542-05232022	Invoice	05/23/2022	05.23.2022 - LEASE PAYOFF - 25008404542	0.00	12,846.92	
	50.42.63011	VEHICLE OPERATING LEASE	05.23.2022 - LEASE PAYOFF - 250...	12,846.92		
02677	Nissan Motor Acceptance Corporation	05/23/2022	Regular	0.00	12,846.92	94155
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
519-05232022	Invoice	05/23/2022	05.23.2022 - LEASE PAYOFF - 25008404519	0.00	12,846.92	
	50.42.63011	VEHICLE OPERATING LEASE	05.23.2022 - LEASE PAYOFF - 250...	12,846.92		
02677	Nissan Motor Acceptance Corporation	05/23/2022	Regular	0.00	12,846.92	94156
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
537-05232022	Invoice	05/23/2022	05.23.2022 - LEASE PAYOFF - 25008404537	0.00	12,846.92	
	50.42.63011	VEHICLE OPERATING LEASE	05.23.2022 - LEASE PAYOFF - 250...	12,846.92		
03219	Joe Schwartz	05/23/2022	Regular	0.00	3,680.71	94157
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1548	Invoice	05/17/2022	05.17.2022 CORNHOLE BOARDS FOR TOUR...	0.00	3,680.71	
	21.62.61171	ADULT CULTURE SERVICES	05.17.2022 CORNHOLE BOARDS F...	3,680.71		
02411	23 ELEPHANTS THEATRE COMPANY	05/26/2022	Regular	0.00	4,716.60	94158
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0007627	Invoice	05/26/2022	05.23.2022 - JUNGLE BOOK KIDS - PAYMENT...	0.00	4,716.60	
	21.62.61175	KIDS CULTURE SERVICES	05.23.2022 - JUNGLE BOOK KIDS -...	4,716.60		
00001	AT&T Calnet	05/26/2022	Regular	0.00	1,524.58	94159
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
000018175536	Invoice	05/26/2022	588 - LIBRARY ELEVATOR PHONE - 04.12.22 -...	0.00	1,073.90	
	01.71.61504	BLDG. MAINT-ELEVATOR	588 - LIBRARY ELEVATOR PHONE -...	1,073.90		
000018229469	Invoice	05/26/2022	634- TRAFFIC LIGHT MODEM - 04.20.2022 -,...	0.00	450.68	
	01.42.61707	UTILITIES-SIGNALS	634- TRAFFIC LIGHT MODEM - 04....	450.68		
02315	Coastland Civil Engineering Inc.	05/26/2022	Regular	0.00	4,207.50	94160
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
53780	Invoice	05/26/2022	04.30.2022 - BUILDING DEPT SRVCS - FY21-22	0.00	4,207.50	
	01.41.61157	PLAN CHECKING	04.30.2022 - BUILDING DEPT SRV...	4,207.50		
00072	Comcast	05/26/2022	Regular	0.00	771.70	94161
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
583-05162022	Invoice	05/26/2022	583 - CORPYARD INTERNET - 05.21.2022 - 06...	0.00	771.70	
	01.42.61706	UTILITIES-ONLINE INTERNET	583 - CORPYARD INTERNET - 05.21..	771.70		
01320	DC Electric Group Inc	05/26/2022	Regular	0.00	4,530.00	94162
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
431433	Invoice	05/26/2022	04.30.2022 - STREETLIGHTS - MAINTENANCE	0.00	613.27	
	01.42.61131	OUTSIDE SVCS-STREET LIG...	04.30.2022 - STREETLIGHTS - MAI...	613.27		
431482	Invoice	05/26/2022	04.30.2022 - MGSA STEETLIGHTS - MAINTE...	0.00	143.54	
	01.42.61131	OUTSIDE SVCS-STREET LIG...	04.30.2022 - MGSA STEETLIGHTS -...	143.54		
431505	Invoice	05/26/2022	04.30.2022 - TRAFFIC SIGNAL MAINTENANCE	0.00	2,059.56	
	01.42.61130	OUTSIDE SVCS-SIGNALS	04.30.2022 - TRAFFIC SIGNAL MA...	2,059.56		
431506	Invoice	05/26/2022	04.30.2022 - TRAFFIC SIGNAL - REPAIRS	0.00	1,713.63	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.42.61130 OUTSIDE SVCS-SIGNALS		04.30.2022 - TRAFFIC SIGNAL - RE...		1,713.63	
02732	Diesel Direct West	05/26/2022	Regular	0.00	104.02	94163
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84561248	Invoice	05/26/2022	05.23.2022 - USLD CLEAR - 15.3 GALLONS	0.00	104.02	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	05.23.2022 - USLD CLEAR - 15.3 G...	104.02		
02777	ELIZABETH FLANAGAN	05/26/2022	Regular	0.00	504.00	94164
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0007626	Invoice	05/26/2022	05.23.2022 - PAINTING WORKSHOPS - MAR...	0.00	504.00	
	21.62.61170	ADULT ART & CULTURE SE...	05.23.2022 - PAINTING WORKSH...	504.00		
00092	Ewing Irrigation Products	05/26/2022	Regular	0.00	264.40	94165
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10070505	Invoice	05/26/2022	05.09.2022 - SEED - CORPYARD	0.00	24.93	
	01.81.62200	DEPARTMENTAL SUPPLIES	05.09.2022 - SEED - CORPYARD	24.93		
16634691	Invoice	05/26/2022	4.28.2022 - CORPYARD - TOOLS	0.00	239.47	
	01.81.62200	DEPARTMENTAL SUPPLIES	4.28.2022 - CORPYARD - TOOLS	239.47		
00029	Marin IT	05/26/2022	Regular	0.00	400.00	94166
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2022-117974	Invoice	05/26/2022	05.06.2022 - TH NETWORK MAINTENANCE - ...	0.00	400.00	
	01.12.61106	OUTSIDE SVCS-MGT INFO S...	05.06.2022 - TH NETWORK MAIN...	80.00		
	01.18.61106	OUTSIDE SVCS-MGT INFO S...	05.06.2022 - TH NETWORK MAIN...	32.00		
	01.41.61106	OUTSIDE SVCS-MGT INFO S...	05.06.2022 - TH NETWORK MAIN...	112.00		
	01.42.61106	OUTSIDE SVCS-MGT INFO S...	05.06.2022 - TH NETWORK MAIN...	36.00		
	01.71.61106	OUTSIDE SVCS-MGT INFO S...	05.06.2022 - TH NETWORK MAIN...	52.00		
	21.65.61106	OUTSIDE SVCS-MGT INFO S...	05.06.2022 - TH NETWORK MAIN...	88.00		
00142	Marin Municipal Water District	05/26/2022	Regular	0.00	249.87	94167
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
622-05132022	Invoice	05/26/2022	622 - IMAGINATION PARK - 03.10.22 - 05.10....	0.00	83.29	
	14.81.61150	OUTSIDE SERVICES-OTHER	622 - IMAGINATION PARK - 03.10....	83.29		
623-05132022	Invoice	05/26/2022	623 - IMAGINATION PARK - 03.10.2022 - 05....	0.00	83.29	
	14.81.61150	OUTSIDE SERVICES-OTHER	623 - IMAGINATION PARK - 03.10...	83.29		
624-05132022	Invoice	05/26/2022	624- IMAGINATION PARK - 03.10.2022 - 05....	0.00	83.29	
	14.81.61150	OUTSIDE SERVICES-OTHER	624- IMAGINATION PARK - 03.10....	83.29		
00372	Miller Pacific	05/26/2022	Regular	0.00	4,007.50	94168
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24692	Invoice	05/26/2022	05.20.2022 - SFD PAVING - GEOTECHNICAL S...	0.00	4,007.50	
	14.41.63101	CAPITAL OUTLAY - PAVING...	05.20.2022 - SFD PAVING - GEOTE...	3,547.84		
	19.41.63101	CAPITAL OUTLAY - PAVING...	05.20.2022 - SFD PAVING - GEOTE...	459.66		
00165	Pacific Telemanagement Services - PTS	05/26/2022	Regular	0.00	53.00	94169
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2087461	Invoice	05/26/2022	05.12.2022 - TH PAYPHONE - 06.01.2022 - 06..	0.00	53.00	
	01.42.61705	UTILITIES-TELEPHONE	05.12.2022 - TH PAYPHONE - 06.0...	53.00		
00166	Parisi Transportation Consulting	05/26/2022	Regular	0.00	49,874.68	94170

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Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
18899	Invoice	05/26/2022	05.24.2022 - HUB TRANSPORTATION ASSES...		0.00	44,469.68	
	14.41.63101	CAPITAL OUTLAY - PAVING...	05.24.2022 - HUB TRANSPORTATI...		39,369.00		
	19.41.61101	OUTSIDE SERVICES-PROF F...	05.24.2022 - HUB TRANSPORTATI...		5,100.68		
18923	Invoice	05/26/2022	05.25.2022 - PROFESSIONAL SRVCS - ON CALL		0.00	5,405.00	
	01.41.61150	OUTSIDE SERVICES-OTHER	05.25.2022 - PROFESSIONAL SRVC...		5,405.00		
00181	Ross Valley Fire Department		05/26/2022	Regular	0.00	24,343.00	94171
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
051922	Invoice	05/26/2022	05.19.2022 - FIRE FUEL REDUCTION - SAN A...		0.00	24,343.00	
	35.41.61150	OUTSIDE SERVICES-OTHER	05.19.2022 - FIRE FUEL REDUCTI...		24,343.00		
00182	Roto-Rooter Plumbers		05/26/2022	Regular	0.00	1,080.00	94172
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
48837679	Invoice	05/26/2022	05.18.2022 - SANITARY DISTRIC CLEANING P...		0.00	1,080.00	
	01.81.62200	DEPARTMENTAL SUPPLIES	05.18.2022 - SANITARY DISTRIC CL...		1,080.00		
03220	Signs By Scott		05/26/2022	Regular	0.00	43.40	94173
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
3912	Invoice	05/26/2022	05.18.2022 - ENGRAVED NAME PLATES - REC...		0.00	43.40	
	21.65.61101	OUTSIDE SERVICES-PROF F...	05.18.2022 - ENGRAVED NAME P...		43.40		
00205	Team Ghilotti		05/26/2022	Regular	0.00	12,530.72	94174
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
829905	Invoice	05/26/2022	05.20.2022 - 2021 PAVEMENT REHAB PROJE...		0.00	12,530.72	
	12.41.63107	CAPITAL OUTLAY - PAVING...	05.20.2022 - 2021 PAVEMENT RE...		12,530.72		
00391	Verizon Wireless		05/26/2022	Regular	0.00	1,594.46	94175
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
9906396810	Invoice	05/26/2022	05.12.2022 - TH WIRELESS - 04.13.2022 - 05....		0.00	1,594.46	
	01.12.61705	UTILITIES-TELEPHONE	05.12.2022 - TH WIRELESS - 04.13...		827.34		
	01.18.61705	UTILITIES-TELEPHONE	05.12.2022 - TH WIRELESS - 04.13...		38.01		
	01.41.61705	UTILITIES-TELEPHONE	05.12.2022 - TH WIRELESS - 04.13...		372.49		
	01.42.61705	UTILITIES-TELEPHONE	05.12.2022 - TH WIRELESS - 04.13...		253.98		
	21.63.61179	PARKSIDE SERVICES	05.12.2022 - TH WIRELESS - 04.13...		51.32		
	21.63.61187	ROBSON AFTER SCHOOL S...	05.12.2022 - TH WIRELESS - 04.13...		51.32		
02905	Wells Fargo Vendor Financial Services, LLC		05/26/2022	Regular	0.00	918.65	94176
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description		Distribution Amount		
5020169682	Invoice	05/26/2022	05.12.2022 - CANNON COPIER - 05.07.22 - 06..		0.00	918.65	
	01.12.61402	COPY MACHINE LEASE	05.12.2022 - CANNON COPIER - 05..		229.66		
	01.18.61402	COPY MACHINE LEASE	05.12.2022 - CANNON COPIER - 05..		229.66		
	01.41.61402	COPY MACHINE LEASE	05.12.2022 - CANNON COPIER - 05..		229.66		
	21.65.62200	DEPARTMENTAL SUPPLIES	05.12.2022 - CANNON COPIER - 05..		229.67		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00362	Town of San Anselmo	05/03/2022	Bank Draft	0.00	208,007.11	DFT03597

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0007413	Invoice	05/03/2022	5-15-2022 TSA To Fund Payroll	0.00	208,007.11
	01.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	145,093.84	
	12.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	8,357.05	
	12.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	-46.25	
	19.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	9,032.20	
	21.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	32,460.75	
	21.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	-230.00	
	27.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	14,461.22	
	27.00.20299	PAYROLL PAYABLE	5-15-2022 TSA To Fund Payroll	-1,121.70	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01281	Payroll Resources Group	05/06/2022	Bank Draft	0.00	85.00	DFT03599

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0007420	Invoice	05/06/2022	May 2022 S125 Processing fees	0.00	85.00
	01.12.61107	OUTSIDE SVCS-ACCOUNTI...	May 2022 S125 Processing fees	85.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00362	Town of San Anselmo	05/25/2022	Bank Draft	0.00	168,185.09	DFT03617

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0007533	Invoice	05/20/2022	5-31-2022 TSA To Fund Payroll	0.00	168,185.09
	01.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	118,510.52	
	01.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	-1,121.70	
	12.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	6,082.71	
	12.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	-46.25	
	19.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	6,977.26	
	21.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	27,156.85	
	21.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	-230.00	
	27.00.20299	PAYROLL PAYABLE	5-31-2022 TSA To Fund Payroll	10,855.70	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	311	127	0.00	1,592,921.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	-16,042.08
Bank Drafts	3	3	0.00	376,277.20
EFT's	0	0	0.00	0.00
	314	**144**	**0.00**	**1,953,156.34**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	311	127	0.00	1,592,921.22
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	-16,042.08
Bank Drafts	3	3	0.00	376,277.20
EFT's	0	0	0.00	0.00
	314	**144**	**0.00**	**1,953,156.34**

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	5/2022	1,953,156.34
			1,953,156.34

TO: Town Council | 6/14/2022 | **Item #:** 2.3.

FROM:
Megan H. Acevedo, Town Attorney

SUBJECT:
Consider Adoption of Resolution to Allow for Virtual Town Council Meetings in Compliance with AB 361.

RECOMMENDATION

That the Town Council adopt the attached resolution making findings pursuant to AB 361 to support continued use of teleconferencing/videoconferencing to hold public meetings of the Town Council and Town legislative bodies during the continuing state of emergency proclaimed by Governor Newsom on March 4, 2020. (Attachment 1).

BACKGROUND

On March 4, 2020, Governor Newsom declared a state of emergency pursuant to Government Code section 8625 due to COVID-19. Recognizing the need to promote social distancing while allowing local legislative bodies to continue operating during the emergency, Governor Newsom signed Executive Orders N-25-20, N-29 -20, and N-08-21, which suspended provisions of the Brown Act. Those Orders permitted legislative bodies to hold virtual meetings; however, the relevant provisions expired on September 30, 2021.

On September 16, 2021, Governor Newsom signed AB 361, which extends the authority of public agencies to conduct meetings by teleconference, including video conference, during State-declared emergencies. Specifically, the bill provides that a legislative body may hold virtual meetings where there is a proclaimed state of emergency and state or local officials have imposed or recommended measures to promote social distancing. (Cal. Gov. Code § 54953(e)(1)(A)).

On September 22, 2021, the Marin County Director of Health & Human Services, Benita McLarin, sent a letter to the Marin County Board of Supervisors recommending continued social distancing for local government meetings.

> Local government meetings are indoor meetings that are sometimes crowded, involve many different and unfamiliar households, and can last many hours. Given those circumstances, I recommend a continued emphasis on social distancing measures as much as possible to make public meetings as safe as possible. These measures can include using video/teleconferencing when it meets community needs and spacing at in-person meetings so that individuals from different households are not sitting next to each other.

Ms. McLarin has confirmed that these recommendations remain in place, including in her letter to the Board on April 26, 2022. The Board has consistently relied on Ms. McLarin's recommendation to allow for continued

use of tele/video conferencing.
On November 26, 2021, the World Health Organization (WHO) classified a new variant, B.1.1.529, as a Variant of Concern and named it Omicron and on November 30, 2021, the United States also classified it as a Variant of Concern. On December 1, 2021, the California and San Francisco Departments of Public Health confirmed that a recent case of COVID-19 in California was caused by the Omicron variant. Omicron is more contagious than previous variants and spread rapidly. On January 10, 2022, the U.S. reported 1,400,000 positive COVID cases in a single day. On February 22, 2022, the World Health Organization identified a second Omicron variant as a variant of concern and case rates have risen as a result of its spread.

On October 12, 2021, November 9, 2021, December 14, 2021, January 11, 2022, February 8, 2022, March 8, 2022, and April 12, 2022, and May 10, 2022, the Town Council adopted resolutions with the requisite findings that the state of emergency is in effect, that measures to promote social distancing are still being recommended by local officials, and that the state of emergency directly impacts the ability of the public and the members of the Town Council to meet safely indoors in person.

On March 22, 2022, the Council voted for the month of April to have the option for Council to either meet in the Council Chambers or virtually and for the public to only meet virtually. Given the unpredictable spread of new COVID-19 variants and the nature of public meetings to bring different households into an enclosed room for extended periods of time, the Town Council indicated that remote meetings could be necessary beyond April and the Council has not requested that the issue return for their consideration. The Town Council also directed that, going forward, Town legislative bodies may make an independent determination about their use of the virtual meeting format. However, the Council limited the Committee and Commissions' options to only those that allow for virtual public participation.

Council requested that staff be asked how they feel about attending in person meetings and staff indicated that they would prefer to be allowed to choose to be in person or virtual, just like the Council.

Finally, the Council asked staff to verify that Council members and Committee and Commission members who plan to participate in person at public meetings be vaccinated. Given the proof-of-vaccination requirement imposed by the Council, allowing virtual participation by Council and Committee members will ensure that all members can take part in the meetings, regardless of vaccination status.

The following San Anselmo committees meet monthly and have made the determination that they would like to continue meetings in the following format:

Arts Commission, Economic Development Committee and Planning Commission have decided to stay virtual for now.

Historical Commission and Parks and Recreation Commission have decided to hold hybrid meetings.

Climate Action Commission, Library Advisory Board, Open Space Committee, Racial Equity Ad Hoc Committee have not made a formal decision as of this report.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adopting a resolution to establish the format for public meetings during a state of emergency is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

Staff respectfully requests that the Council adopt the attached resolution to allow for continued use of video/teleconferencing for public meetings.

RESOLUTION NO.

RESOLUTION REGARDING TELECONFERENCE AND VIDEOCONFERENCE MEETINGS DURING THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, Governor Newsom proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists due to a novel coronavirus (COVID- 19); and

WHEREAS, on June 4, 2021, in lifting many restrictions that the State previously imposed due to COVID-19, the Governor indicated that those changes did not end the ongoing, proclaimed state of emergency; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that on September 22, 2021, the Marin County Director of Health & Human Services recommended that local government entities continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings; and

WHEREAS, the County Director of Health & Human Services' has confirmed her recommendation related to public meetings, including in a letter to the Board of Directors on April 26, 2022; and

WHEREAS, on November 26, 2021, the World Health Organization (WHO) classified a new variant, B.1.1.529, as a Variant of Concern and named it Omicron and on December 1, 2021, the California and San Francisco Departments of Public Health confirmed that the first case of COVID-19 in California caused by the Omicron variant; and

WHEREAS, Omicron is a more contagious variant and by January 10, 2022, the U.S. reported 1,400,000 positive COVID-19 cases on a single day; and

WHEREAS, on February 22, 2022, the WHO labeled a second version of Omicron to be a new variant of concern; and

WHEREAS, in light of the County's recommendation and the current COVID-19 variant of concern, the Town Council desires to continue to have the flexibility, for itself and for all other Town legislative bodies, to meet by teleconference and/or videoconference; and

WHEREAS, adopting a resolution to establish the format for public meetings during a state of emergency is not a "project" under the California Environmental Quality Act (CEQA),

because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The above recitals are hereby incorporated as if fully set forth herein.
2. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
3. The state of emergency continues to directly impact the ability of Town Council and standing committees and commissions to meet safely in person.
4. Local health officials, including the County Director of Health & Human Services continue to recommend social distancing during public meetings, including the use of tele/video conferencing.
5. Holding meetings with all attendees participating in person would present imminent risks to the health or safety of attendees, such that the conditions continue to exist pursuant to Government Code Section 54953(e)(3) to allow the Town of San Anselmo Town Council and Town legislative bodies to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.

PASSED AND ADOPTED at the regular meeting of the Town Council of the Town of San Anselmo held on the 14th day of June, 2022, by the following vote:

AYES
NOES:
ABSENT:

_____
Alexis Fineman, Mayor

Attest:

_____
Carla Kacmar, Town Clerk

TO: Town Council | 6/14/2022 | **Item #:** 2.4.

FROM:
Robyn Clifford, Payroll & Benefits Technician

SUBJECT:
Appoint applicants to the Climate Action Committee

RECOMMENDATION

Appoint applicants to the Climate Action Committee.

BACKGROUND

The Climate Action Committee has a membership of seven seats. There are two seats available. Christiana Conser and Cynthia Briggs have applied. They have been interviewed and their applications are attached to this report.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment 1 - Board and Commission Status Report 06.14.2022
Attachment 2 - Christiana Conser
Attachment 3 - Cynthia Briggs

Board, Committee, Commission *(total seats)*	**Seats Expiring/ Vacant**	**Applicants**	**Term (Yrs)[1]**	**Date of Interview**
Arts Commission *9 seats + youth* *Dannielle Mauk*	2		3	
Bicycle and Pedestrian Committee *7 seats* *Sean Condry*			4	
Board of Review *5 seats* *Jeff Zuba*	2		6	
Capital Programs Monitoring Committee *7 seats* *Sean Condry*	3		4	
Economic Development Committee *7 seats* *Heidi Scoble*			3	
Financial Advisory Committee *5 seats* *Jeff Zuba* *(Temporary Expansion to 6 seats)*	1	Kfir Lindheim	3	
Flood Committee *7 seats* *Sean Condry*	2		4	
Historical Commission *11 seats+ youth* *Linda Kenton*			4	
Library Advisory Board *7 seats+ youth* *Linda Kenton*			4	
Library Tax Oversight Committee *5 seats* *Linda Kenton*			3	
Marin Commission On Aging *1 seat*			3	
Mosquito Abatement District *1 seat*			2-4	
Open Space Committee *11 seats + youth* *Heidi Scoble*			4	
Parks & Recreation Commission *7 seats + youth* *Dannielle Mauk*	1		4	
Planning Commission *7 seats* *Heidi Scoble*	1	Kim Pipkin Peter Thomas Strauss Mark M Haddix	4	
Racial Equity Ad Hoc Committee			1	
Climate Action Commission *7 seats+ youth* *Heidi Scoble*	2	Christiana Conser Cynthia Briggs	3	
Ross Valley Paramedic Authority *1 seat*			4	
Tax Equity Board *3 seats* *Jeff Zuba*	1		3	

* Incumbent

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

Print

Boards & Committee Applications - Submission #1478

Date Submitted: 3/7/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

3/7/2022

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

Climate Action Commission

Name*

Christiana Conser

Home Address*

65 Angela Ave

Occupation*

Restoration Ecologist

Employer's Address

20361 Hermana Cir, Lake Forest, CA 92630

Home Phone*

9498733814

Work Phone

9498733814

Cell Phone

9498733814

E-Mail*

cconser@protonmail.com

Number of years as resident of San Anselmo*

1

Number of years as a resident in Marin*

10

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Sheri Oakes

1.) Phone*

5126560511

2.) Name*

Aviva Rossi

2.) Phone*

4158472461

3.) Name*

Randi Radar

3.) Phone*

4153850414

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

I served on the California Invasive Species Advisory Committee (CISAC) from 2012 to 2014

Reasons for this appointment.*

Provide scientific expertise on climate change and biodiversity issues

What are your qualifications for this appointment.*

My career focus and personal passion for the past 25 years has been developing practical science-based solutions to conserve native biodiversity for future generations. My expertise ranges from doing academic research, technical writing, hands-on fieldwork, restoration planning and design, project and stakeholder management, and policy work.

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

Building public support to make substantive change

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

- (●) YES
- ( ) NO

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

Open Space Committee

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

Conser CV .pdf

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



CHRISTIANA CONSER

65 Angela Avenue
San Anselmo CA 94960
cconser@protonmail.com
(949) 873-3814

EDUCATION

University of California, Davis; Department of Plant Sciences
Ph.D. student in Horticulture and Agronomy (*not completed* - 2017)
Advisor: Dr. Joseph DiTomaso, Non-Crop Weed Specialist
Dissertation project: The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants.

San Francisco State University, Department of Biology
M.A. in Biology, Ecology and Systematics (2005)
Advisor: Dr. Edward F. Connor, Population and Community Ecology, Statistical Ecology
Thesis project: Assessing the residual effects of iceplant (*Carpobrotus edulis*) invasion, implications for restoration.

San Francisco State University, Department of Biology
B.S. in Biology, Ecology and Systematics (1998)
Advisor: Dr. V. Thomas Parker, Plant Ecology
Research project: Effect of iceplant (*Carpobrotus edulis*) extract on native plant germination.

WORK EXPERIENCE

Restoration Ecologist/Grant Developer
HANA Resources/Natures Image (Lake Forest, CA)
2019 to Present
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Adjunct Part-time Professor
Orange Coast College (Costa Mesa, CA)
2020 to Present
Instructor for Introduction to Biology (Biol 100) lab both in-person and online via Zoom. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring quizzes, and grading lab reports and quizzes.

Restoration Biologist/Botanist
Chambers Group (Santa Ana, CA)
2018 to 2019
Design, fund and implement habitat restoration and invasive species removal projects throughout California. Duties include developing new restoration projects and collaborative partnerships; securing funding including writing grant proposals; writing restoration and management plans; meeting facilitation; project management, implementation and monitoring; data analysis; report writing; collection of native plant propagation materials; and public outreach. Job requires extensive fieldwork.

Middle School Science Teacher
Holy Spirit School (San Jose, CA)
2017 to 2018
Science Teacher for 6th, 7th, and 8th grades for earth, life, and physical sciences. Duties included preparing daily lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Adjunct Part-time Professor
Ohlone College (Fremont, CA)
2016 to 2016
Instructor for Introduction to Biology (Bio 130) lecture and lab for the summer school session. Duties included preparing lectures and lab activities, lab set-up, creating and proctoring exams, and grading lab exercises and exams.

Graduate Student Teaching Assistant
UC Davis (Davis, CA)
2014 to 2015
Instructor for Identification and Ecology of Grasses Lab (PLS131) and Restoration Ecology Lab (ENH160L). Duties for PLS131 included leading the field collection for nearly 100 species of native and exotic grass species throughout California, lab set-up included organizing daily specimens to display by grass tribe, teaching students how to key grass specimens using the Jepson Manual and Weeds of the West ID database, answering questions, lab practical set-up, proctoring exams, and grading quizzes and final exams. Duties for ENH160L included leading the field instruction for the class restoration project, assisting student teams in the development of all elements of a habitat restoration plan including: site description, restoration planning, planting design, invasive species management, implementation, and monitoring. Other duties included grading lab reports, papers, and exams. Job required extensive fieldwork.

Project Scientist/Project Manager
PlantRight/Sustainable Conservation (San Francisco, CA)
2008 to 2014
As the primary researcher in the development of a Plant Risk Evaluation (PRE) tool from 2011 to 2014, duties include PRE tool research and development, technical advising on invasive plant issues, and assisting with the development of the invasive plant screening program. Originally hired as Project Manager with duties including managing the California Horticultural Invasive Prevention (Cal-HIP) steering committee, conducting public and industry outreach, strategic planning, managing budgets, and securing grant funding.

Restoration Biologist/Project Manager
River Partners (Chico, CA)
2005 to 2008
Designed and implemented large-scale riparian habitat restoration and invasive species removal projects throughout northern California. Duties included writing restoration plans and other publications, conducted public meetings and workshops, managed project implementation and monitoring, analyzed monitoring and experimental data, managed collection of native plant propagation materials, and developed outreach materials including an outdoor environmental education program with a local elementary school. Job required extensive fieldwork.

Restoration Biologist/Researcher
Instituto de Ecología, A.C. (Xalapa, México)
2002 to 2003
Designed and implemented a research project on the effects of forest fragmentation and conversion to pastureland on soil invertebrates in tropical montane cloud forests (TMCF). Other duties included evaluating and developing TMCF restoration protocols for the BIOCORES project. Job required extensive fieldwork.

Statistical Analyst and Restoration Handbook Editor
Golden Gate National Parks Association (San Francisco, CA)
2000 to 2002
Analyst duties included collaborating with the Vegetation Management Team to design ecological experiments to test new restoration techniques and refine ecological monitoring programs, trained data collectors, analyzed monitoring data, and incorporated findings into reports and presentations. Editor duties included first evaluating and refining GGNRA's existing habitat restoration and weed removal monitoring programs, then designing a habitat restoration handbook with monitoring protocols for training technicians and interns. Job required extensive fieldwork.

Co-Director of Invertebrate Survey
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
2000 to 2000
Hired as part of a team to develop an ecological monitoring program for invertebrates in San Francisco remnant natural areas as a measure of ecosystem diversity and health. Duties included project design, data collection and analysis, and report writing. Job required extensive fieldwork.

Graduate Student Teaching Assistant
SFSU Dept. of Biology (San Francisco, CA)
1999 to 2001
Hired to TA Principles of Ecology (Biol 313), General Biology Lab (Biol 240), and World of Plants Lab (Biol 150). Duties included designing and delivering weekly lab lectures, grading lab reports, papers, and exams.

Science Education Consultant
Friends of SF Rec & Parks (San Francisco, CA)
1999 to 1999
Duties included organizing outdoor educational activities in Golden Gate Park for the Discovery Walk Program for K-5 classes from SFUSD, leading teacher workshops, giving public presentations, and the publication of the quarterly newsletter.

Weed Removal Crew
Golden Gate National Recreation Area (San Francisco, CA)
1998 to 1998
Hired as part of a summer work crew for the Lobos Creek Dune Restoration Project working to restore critical habitat for the San Francisco lessingia (*Lessingia germanorum*), a rare and endangered plant species endemic to San Francisco. Duties included removing invasive plants and completing monitoring reports. Job required extensive fieldwork.

Restoration Team Leader
SF Natural Areas Program, SF Rec & Parks (San Francisco, CA)
1997 to 1998
Hired to supervise the monitoring and maintenance of a community habitat restoration project in Brooks Park by a neighborhood youth work crew. Job required extensive fieldwork.

Field Assistant
Plant Ecology Lab, SFSU Dept. of Biology (San Francisco, CA)
1996 to 199
Assisted several graduate student's data collection for their thesis projects, both in the lab and in the field throughout California. Job required extensive travel and camping in field conditions. Projects focused on fire ecology and seed bank research throughout chaparral plant communities in California. Job required extensive fieldwork.

PEER-REVIEWED PUBLICATIONS

- Conser C, Seebacher L, Fujino DW, Reichard S, DiTomaso JM (2015) The development of a Plant Risk Evaluation (PRE) tool for assessing the invasive potential of ornamental plants. *PLOS ONE* DOI:10.1371/journal.pone.0121053. March 24, 2015.
- Conser C, Adams B (2014) The PlantRight PRE: A New Screening Process for Invasiveness. *Acta Horticulturae* 1055: 183:187.
- Conser C, Connor EF (2009) Assessing the residual effects of *Carpobrotus edulis* invasion, implications for restoration. *Biological Invasions* 11(2): 349-358.

OTHER PUBLICATIONS

- DiTomaso JM, Conser C (2014) *Developing an Accuracy Risk Assessment Tool for Evaluating the Potential Invasiveness of Ornamental Plants*. California Weed Science Society (CWSS) Research Update and News 10(2): 2-6.
- Conser C (2012) *Invasive Plants Sold in California*. UC IPM's quarterly *Retail Nursery and Garden Center IPM News, June 2012.*
- Conser C (2011) *What invasive plants are for sale in California*? *Cal-IPC News*, Fall 2011.
- DiTomaso, JM, Seebacher L, Conser C, Brush R (2011) *Development of a More Accurate Weed Risk Assessment Model for Potential Third-Party Certification of Non-invasive Horticultural Plants*. *UC ANR Blog, UC Weed Science*, August 9, 2011.
- Contributor (2006) *Don't Plant a Pest brochure, Central Valley version*. Cal-IPC, Berkeley, CA.

TECHNICAL REPORTS

- Conser C (2021) *Hidden Valley Wildlife Area Restoration Project Natural Environment Study Report (Minimal Impacts)*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *Biological Resources Report for Mount Owen Rifle Range, Fresno County, California*. HANA Resources, Lake Forest, CA.
- Conser C (2021) *2020 (Year 4) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2020) *2019 (Year 3) Serenity Lodge Restoration and Monitoring Annual Report Lake Arrowhead, San Bernardino County, CA*. HANA Resources, Lake Forest, CA.
- Conser C (2019) *Annual Monitoring Report for Lost Canyons Development Project, Ventura County, CA*. Chambers Group, Santa Ana, CA.
- Conser C (2019) *Weed Management Plan for San Bernardino National Forest for Nestle Waters*. Chambers Group, Santa Ana, CA.
- Conser C (2013) *Invasive Species Pathway Risk Analysis for California*. Technical report for the California Invasive Species Advisory Committee (CISAC) and the California Department of Food and Agriculture (CDFA). California Invasive Species Advisory Council (CISAC) and the California Department of Food and Agriculture (CDFA), Sacramento, CA
- Conser C, Efseaff D (2007) *Landowner's Manual for the Lower Stony Creek Watershed, Glenn County Resource Conservation District*, Glenn County, California. River Partners, Chico, CA.
- Conser C, Griggs T (2007) *Lower Stony Creek Demonstration Project Site Plan, Glenn County Resource Conservation District, Glenn County, California*. River Partners, Chico, CA.
- Conser C, Griggs T (2006) *Pre-Restoration Plan for Gover Ranch Riparian Conservation Easement, Shasta and Tehama Counties, California*. River Partners, Chico, CA.
- Conser C, Griggs T, Kirk P, Cederborg M (2006) *O'Connor Lakes Unit Riparian Restoration Plan for CA Dept. of Fish & Game, Feather River Wildlife Area, Sutter County, California*. River Partners, Chico, CA.
- Contributor (1999) *San Francisco Natural Areas Program Restoration Handbook*. San Francisco Recreation and Parks Department, San Francisco, CA.

FUNDED GRANTS AND SCHOLARSHIPS

- California Wildlife Conservation Board (WCB) California Riparian Habitat Conservation Program. Funding for Hidden Valley Wildlife Area Restoration– Phase 1 Planning Project, Riverside, CA. HANA Resources, Lake Forest, CA. (2020)
- National Fish and Wildlife Foundation (NFWF) Southern California Forests and Watershed Wildfire Restoration grant. Funding for Spanish Broom Removal and Habitat Restoration Project, Los Padres National Forest, Santa Barbara, CA. HANA Resources, Lake Forest, CA. (2020)
- California Association of Nursery and Garden Centers (CANGC), CANERS Foundation Research Grant (2014)
- University of California's Agriculture and Natural Resources (ANR) Competitive Grants Program (2012)
- Horticultural Research Institute (HRI) Competitive Grants (2008 & 2011)
- California Association of Nursery and Garden Centers, CANERS Foundation Research Grant (2010)
- Graduate Student Council in Biology Research Grant; San Francisco State University, Department of Biology (2001 to 2002)
- ARCS Foundation Academic Scholarship (2000 to 2001)

ORAL PRESENTATIONS

- Conser C, DiTomaso J (2014) The development and refinement of a Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 10, 2014.
- Conser C (2014) A Plant Risk Evaluation (PRE) tool for evaluating the invasive potential of ornamental plants. 99th Ecological Society of America (ESA) Meeting, August 15, 2014.
- Conser C (2014) The Ecological Context of Invasive Plants, Biodiversity, and Habitat Restoration. PlantRight webinar presentation, April 4, 2014.
- Conser C, Adams B (2013) The PlantRight PRE: A New Screening Process for Invasiveness. The 54th Annual Meeting International Plant Propagators Society, Western Regional Conference. October 4, 2013.
- Conser C, DiTomaso J (2013) Weed Risk Assessment for Ornamentals – A New Approach. Society of American Florists Pest and Production Management Conference, February 26, 2013.
- Conser C (2012) The Right Plant for the Right Place: The Issue of Invasives in Horticulture. The Sacramento Valley Nursery & Landscape Expo, December 5, 2012.
- DiTomaso J, Conser C, Seebacher L, Brush-Brownsey R (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. Cal-IPC Symposium, October 11, 2012.
- Conser C, Seebacher L, Brush-Brownsey R, DiTomaso J (2012) The development and validation of a more accurate weed risk assessment tool for evaluating the invasive potential of ornamental plants. UC Davis Weed Day, July 19, 2012.
- Conser C (2012) Reframing the Invasive Plant Issue. Educating the Public About Invasive Species Symposium, UC Davis, CA. April 24, 2012.
- Conser C, DiTomaso J, Seebacher L, Brush-Brownsey R (2011) Developing a More Accurate Weed Risk Assessment Model. California Nursery Conference, October 6, 2011.
- Conser C (2010) Protecting California from Ornamental Invasive Plants. National Master Gardener Conference, October 19, 2010.
- Conser C (2010) Developing a Voluntary Weed Risk Assessment Program for California's Nursery Industry. Presentation for California Nursery and Garden Centers (CANGC) Funding Board, March 9, 2010.
- Conser C (2009) Overview of PlantRight program. Santa Clara Master Gardener meeting, November 19, 2009.
- Conser C, Connor EF (2002) Assessing the Residual Effects of *Carpobrotus edulis* Invasion on the Survivorship, Growth and Reproduction of *Gilia millefoliata*. Oral Presentation at the Ecological Society of America Meeting.

PROFESSIONAL TRAINING

- Essential Facilitation training (2008), Interaction Associates, San Francisco, CA.
- Facilitative Leadership training (2009), Interaction Associates, San Francisco, CA.

Print

Boards & Committee Applications - Submission #1542

Date Submitted: 4/25/2022

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

4/25/22

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

Climate Action Commission

Name*

Cynthia Briggs

Home Address*

909 SIR FRANCIS DRAKE BLVD. San Anselmo, CA.

Occupation*

Project Manager - Construction

Employer's Address

200 Tamalpais Rd. Fairfax, CA.

Home Phone*

7084089263

Work Phone

Cell Phone

7084089263

E-Mail*

cynthisix@hotmail.com

Number of years as resident of San Anselmo*

6 years

Number of years as a resident in Marin*

6 years

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Nina Schuyler

1.) Phone*

415.385.2162

2.) Name*

Victor Turkan

2.) Phone*

415.205.3365

3.) Name*

Tika Hick

3.) Phone*

415.847.7877

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.*

Fairfax Festival / Ecofest Committee

Reasons for this appointment.*

To help the community arrive at a better place concerning climate change, to make a difference

What are your qualifications for this appointment.*

I work in the field of construction, I have some experience with installation of Grey Water systems in residentials for water conservation, I hate plastic, I have a bleeding heart for our beautiful earth

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

water usage, use of plastics / recycling, awareness

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

- (•) YES
- ( ) NO

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

Park & Recreation Commission

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

CHBriggs.pdf

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

CYNTHIA H. BRIGGS

708-408-9263
cynthisix@hotmail.com
linkedin.com/in/cynthia-briggs-5487b76

Project manager with diverse background, recognized for exceptional work ethic and dedication to shared goals. Analytical problem solver who excels at organizing complex data and streamlining workflows to maximize efficiency. Keenly focused on details without losing sight of overall goal and deliverables. Leverage flexibility and adaptability to quickly learn new tools, and support colleagues to improve team function. Dependable team player, respected for leading projects, and consistently contributing at high level.

- Project Management
- Budget Management
- AP/AR
- Account Management
- Cost Analysis
- Client Management
- Customer Satisfaction
- Strategic Planning
- Event Management

Relevant Professional Experience

Project Manager 2018 - Present
Blair Burke General Contractors

- Project manage high-end projects for Bay Area construction company, valued up to $2M, driving projects from initiation through delivery
- Proactively manage relationships with diverse clients including attorneys, tech entrepreneurs, and CEOs
- Manage punch list for completed projects and oversee bidding process for new projects
- Track and monitor work across function and teams, both internal and external, to ensure projects stay on agreed-upon budget and timeline
- Liaison for all stakeholders, including clients, architects, and various construction departments, communicating schedules, dependencies, updates, and timelines
- Main point of contact for clients, triaging questions and concerns to ensure successful resolution

Artist Relations Manager 2021 - Present
Summer Camp Music Festival/Jay Goldberg Event Productions

- Coordinate main stage artist schedules, hospitality, and transportation
- Serve as point person for all credentialing for artists, guests, and media

Personal Accounts Assistant 2016 - 2018
MH Consulting

- Collected and consolidated finance information to prepare for annual taxes for consulting practice
- Collaborated with CPA and other tax professionals to finalize year-end numbers

Event Coordinator 2000-2008
Standing Room Only, Inc. / JAM Productions

- Coordinated events for clients renting out venues owned by JAM Productions
- Served as primary liaison between venue staff, city officials, and client vendors

Community Service

Lead Parade Coordinator and Festival Administrator | *Fairfax Festival and Parade*
Lead International Day Coordinator & Merchandising Coordinator | *Wade Thomas Elementary School*

Education

Doctorate of Chiropractic Medicine | *University of Health Sciences*
Bachelors of Science, Psychology and Philosophy | *Bradley University*

TO: Town Council | 6/14/2022 | **Item #:** 2.5.

FROM:
Sean Youra

SUBJECT:
CalRecycle SB 1383 Local Assistance Grant Program Award

RECOMMENDATION

That Council accept the grant award from CalRecycle.

BACKGROUND

At its May 9, 2017 meeting, Town Council approve Resolution 4195 to authorize the Town Manager or his/her designee to submit applications for all CalRecycle payment programs that are offered. Additionally, the resolution authorized the Town Manager or his/her designee as Signature Authority to execute all documents necessary to implement and secure grant payment.

DISCUSSION

On February 1, 2022, staff applied for the CalRecycle SB 1383 Local Assistance Grant Program. The one-time grant program is intended to assist local jurisdictions with the implementation of regulation requirements associated with SB 1383, Short-Lived Climate Pollutants: Organic Waste Reductions.

On May 24, 2022, the Town was awarded the CalRecycle grant in the amount of $21,247. The grant term has now begun and ends on May 2, 2024. The current approved grant budget includes hiring a consultant to provide services identifying Town-usage and possible application of compost/mulch on Town-owned and managed lands. This consultant would also identify privately-owned land within and outside jurisdictional boundaries that can utilize compost/mulch and explore delivery options of said material. This grant budget may be subject to change at staff's discretion and with CalRecycle approval to ensure the grant funds go towards projects and programs that will assist with SB 1383 implementation.

FISCAL IMPACT

The grant award provides $21,247 upfront to cover eligible costs associated with SB 1383 implementation.

ENVIRONMENTAL IMPACT

Accepting a grant from CalRecycle 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).

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 6/14/2022 | **Item #:** 2.6.

FROM:
Jeff Zuba, Finance & Administrative Services Director & Sean Condry, P.E., Public Works Director

SUBJECT:
Establishing Job Description and Pay Range for Public Works Manager Position

RECOMMENDATION

That Council approve the attached resolution establishing the job description, classification, and salary range for Public Works Manager and add it to the Salary and Benefit Resolution for Management employees.

BACKGROUND

The Public Works Department's operational crew has been understaffed in recent years as the Town has had three individuals out on workers' compensation (workers' comp) claims. The Town has engaged a consulting firm who has provided services including evaluation of the operational systems in place along with providing managerial direction to the operations staff. The current operations staff, or streets and parks crew, includes one Maintenance Supervisor, one Senior Maintenance Worker, and two Maintenance Worker II positions. The consultants were brought in in September 2020 to build sustainable organizational structure and to help plan for the future. Human Resources has been working through each of the workers' comp cases simultaneously.

DISCUSSION

The Town has reconciled one of the workers' comp cases and expects to reconcile a second case in the near future. Once the second case is cleared, there will be two vacant positions on the operations crew. Staff proposes that the Town convert one of these vacancies into a Public Works Manager position. If approved, the proposed Public Works Manager position would be part of a departmental reorganization that is aimed at restructuring the Streets and Parks Division to bringing additional oversight, depth, and capacity to the department. The departments' overall goal is to become more proactive and less reactive to the needs of the Town and the community. This position is intended to fill the gaps between the Director and other Public Works staff. One of the primary goals is to allow the Director and Assistant Public Works Director to be less involved in daily operational tasks, freeing up time for other critical, management-level work.

The second vacant position will be kept as a Maintenance Worker II level and staff will recruit to fill both positions.

The Public Works Manager is proposed as an FLSA exempt position (not eligible for overtime) with a 40-hour work week. The salary range for the position is from $8,342 to $10,242 monthly and will follow salary adjustments for the non-represented group.

If the reorganization is approved, the consulting firm agreement will be terminated.
The goal of the Finance & Administrative Services Director is to post the open position soon after it is approved to have an individual be ready to start early in the 2022-2023 fiscal year.

FISCAL IMPACT

The full cost of the Public Works Manager position being proposed is $143,542-$169,790 annually which includes all benefits. This position would replace the existing Maintenance Worker I position, which has a full cost of $83,080-$96,218 annually. The increase to the Town in creating the Manager position is between $60,000-$73,000. Staff expects to see savings once the third workers' comp case is cleared. Staff will bring a separate staff report once the case is cleared.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment #1: Resolution with Job Description as Exhibit A
Attachment #2: Resolution No. _____, A Resolution Revising Resolution #____ to Establish Salaries and Benefits for Management Employees Effective July 1, 2022

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION REVISING RESOLUTION # 4388 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2021 and January 1, 2022

WHEREAS, the role of a manager is defined by its responsibility for the sound management and effective operations of a vital function of Town government; and

WHEREAS, management employees are expected to perform their duties and assignments in a manner and to the degree that recognizes this substantial responsibility and that serves the best interests of the Town; and

WHEREAS, the Town of San Anselmo management employees are defined to include the following positions:

Town Manager
Department Managers
Community Services Director
Finance and Administrative Services Director
Librarian
Planning Director
Public Works and Building Director
Mid-Managers
Assistant Public Works Director (2)
Building Official
Deputy Town Clerk/Municipal Information Officer
Senior Accountant/Financial Supervisor
Senior Civil Engineer
Public Works Manager

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of San Anselmo does herein define management benefits as follows:

Section 1. **Monthly Salaries**

	Per Resolution #4365		
	January 1, 2021	**July 1, 2021**	**January 1, 2022**
Town Manager	$17.484	$17,659	$17,835
Public Works Director	$14,993	$15,143	$15,294
Fin & Adm Services Director	$13,908	$14,047	$14,188
Planning Director	$13,268	$13,401	$13,535
Librarian	$11,614	$11,730	$11,847
Community Services Director	$11,614	$11,730	$11,847
Building Official	$11,614	$11,730	$11,847
Senior Civil Engineer	$10,040	$10,140	$10,242
Dep. Town Clerk/Muni Info Off.	$ 7,735	$ 9,043	$ 9,133
Assistant Public Works Director	$11,614	$11,730	$11,847
Senior Accountant/ Financial Supervisor (Step E)	$ 8,953	$ 9,043	$ 9,133

Manager and Mid-Manager hired to the position after January 1, 2021 will enter a step-system, as outlined under section 10 below.

Section 2. Salary Adjustments

The Town Council will review management employee performance evaluations conducted annually by the Town Manager, or by the employee's direct supervisor with review by the Town Manager. The Town Council sets management salaries annually by resolution.

Section 3. Administrative Leave

Management positions are classified as Fair Labor Standards Act (FLSA) exempt and therefore are not eligible for overtime or compensatory time off. However, in recognition of the long hours required to perform at the management level, including attendance at numerous meetings outside normal working hours, an Administrative Leave policy shall be implemented.

Management employees receive ten (10) days of administrative leave annually beginning July 1 of each year (6.67 hours per month). Management employees may use administrative leave in increments of two hours or greater. Maximum accrual at any time is ten (10) days.

Mid-Manager hired to the position after September 1, 2019 receive five (5) days of administrative leave annually beginning July 1 of each year (3.33 hours per month). Mid-Manager may use administrative leave in increments of two hours or greater. Maximum accrual at any time is five (5) days.

Section 4. Employment Agreements

In order to foster job security within a professional climate, management employees may negotiate employment agreements with the Town. The Town Manager agreement was amended on November 12, 2019 by resolution no. 4311.

Section 5. Vehicle Allowance

The Town Manager and Public Works Director are granted a monthly car allowance of $400, and Planning Director a monthly car allowance of $150. All other management employees are reimbursed for specific job-related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

Vacation leave accrues based on the employee's continuous employment with the Town. Positions that are less than full time shall accrue the days proportional to their full-time equivalency:

Years of Service	Annual Vacation Entitlement
1 through 3	15 working days
4 through 7	18 working days
8 through 12	20 working days
13 and over	25 working days

A management employee may at his/her option, receive cash for vacation days accrued in excess of 20 days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year. A management employee with 20 years of service may receive cash for an additional 2.5 days for a maximum of 7.5 days (60 hours) cash payment.

Section 7. Assistant Town Manager

One Department Head is designated as the Assistant Town Manager, serving as the Acting Town Manager in the absence of the Town Manager, and keeping abreast of major Town issues on an ongoing basis. The Assistant Town Manager will receive a 10% uplift in salary during the period served.

Section 8. Finance and Administrative Services Director

The Finance and Administrative Services Director position has assumed complete responsibility for the Ross Valley Fire Department (RVFD) financial reporting systems, including budgeting, financial software management, audit management, and supervision of the payroll and accounts payable functions, which entail significant increased responsibility, for which the Finance and Administrative Services Director will receive an additional 7% on the incumbent's current salary, effective June 1, 2016, for as long as the position is responsible for the RVFD functions. The Ross Valley Fire Department will pay the Town for these accounting services.

Section 9. Other Benefits

Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the Service Employees International Union (SEIU) Memorandum of Understanding.

Section 10. Salary Schedule by Steps

Manager and Mid-Manager hired to the position after January 1, 2021 will enter a step-system with the following monthly salary pay range:

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2021

Position	A	B	C	D	E
Community Services Director	$9,554	$10,057	$10,586	$11,144	$11,730
Fin & Admin Services Director	$11,441	$12,044	$12,677	$13,345	$14,047
Planning Director	$10,915	$11,490	$12,094	$12,731	$13,401
Public Works Director	$12,334	$12,983	$13,667	$14,386	$15,143
Town Librarian	$9,554	$10,057	$10,586	$11,144	$11,730

Position	Monthly Salary
Town Manager (Appointed)	$17,659

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2021

Position	A	B	C	D	E
Assistant Public Works Director	$9,554	$10,057	$10,586	$11,144	$11,730
Building Official	$9,554	$10,057	$10,586	$11,144	$11,730
Deputy Town Clerk/ Municipal Info Officer	$7,438	$7,810	$8,200	$8,609	$9,043
Senior Accountant/ Financial Supervisor	$7,438	$7,810	$8,200	$8,609	$9,043

Senior Civil Engineer	$8,259	$8,694	$9,151	$9,633	$10,140

San Anselmo Unrepresented Management Salary Schedule

Effective January 1, 2022

Position	A	B	C	D	E
Community Services Director	$9,649	$10,157	$10,692	$11,255	$11,847
Fin & Admin Services Director	$11,556	$12,164	$12,805	$13,479	$14,188
Planning Director	$11,024	$11,605	$12,215	$12,858	$13,535
Public Works Director	$12,457	$13,113	$13,803	$14,529	$15,294
Town Librarian	$9,649	$10,157	$10,692	$11,255	$11,847

Position	Monthly Salary
Town Manager (Appointed)	$17,835

San Anselmo Unrepresented Mid-Management Salary Schedule

Effective January 1, 2022

Position	A	B	C	D	E
Assistant Public Works Director	$9,649	$10,157	$10,692	$11,255	$11,847
Building Official	$9,649	$10,157	$10,692	$11,255	$11,847
Deputy Town Clerk/ Municipal Info Officer	$7,512	$7,888	$8,282	$8,695	$9,133
Senior Accountant/ Financial Supervisor	$7,512	$7,888	$8,282	$8,695	$9,133
Senior Civil Engineer	$8,342	$8,781	$9,243	$9,730	$10,242
Public Works Manager	$8,342	$8,781	$9,243	$9,730	$10,242

A one-step advancement within the steps shall occur upon the annual anniversary of the incumbent's date of appointment to the position, and the Town Manager's determination that the incumbent's performance is satisfactory, up to the maximum step.

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 12th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Alexis Fineman, Mayor

ATTEST:

_____

Carla Kacmar, Town Clerk

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING A JOB DESCRIPTION AND CLASSIFICATION AND SETTING THE COMPENSATION RANGE FOR A NEW POSITION – PUBLIC WORKS MANAGER FOR 2021-2022

WHEREAS, the Town has included the position of Public Works Manager in its salary table; and

WHEREAS, the attached job description enumerates the roles and responsibilities of the Public Works Manager attached as Exhibit A and incorporated herein by reference; and

WHEREAS, the duties, responsibilities, and compensation of the professional position of the Town of San Anselmo have been reviewed in relation to comparable position in comparable agencies in Marin.

NOW THEREFORE, BE IT HEREBY RESOLVED, as follows:

Section 1. The Town Council finds that the aforementioned recitals are true and correct and are herein incorporated into this Resolution.

Section 2. Monthly Salary. The following monthly salary range of this new classification is set as of January 1, 2022:

	Step A	Step B	Step C	Step D	Step E
Public Works Manager (40 hour work week)	$8,342	$8,781	$9,243	$9,730	$10,242

Section 3. Public Works Manager belongs non-represented mid-management employees group and shall follow the SEIU Memorandum of Understanding for all employee benefits including periodic salary adjustments; and

Section 4. The Town Council of the Town of San Anselmo hereby authorizes the Town Manager to approve the final job description, classification, and pay range for the position of Public Works Manager.

IT IS HEREBY CERTIFIED that the Town Council of the Town of San Anselmo duly introduced and regularly adopted the foregoing Resolution at the regular meeting held on April 12, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

TOWN OF SAN ANSELMO

PUBLIC WORKS OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

Under administrative direction, the Public Works Operations and Maintenance Manager plans, organizes, directs and evaluates the work of maintenance staff. This position also manages the day-to-day functions of the Town's parks, facilities, streets, median, flood control, storm drainage systems, fleet vehicles and other maintenance activities. The incumbent evaluates work to best determine the use of in-house and contract staff; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works; exercises direct supervision over all maintenance staff including Maintenance Supervisor, Senior Maintenance Workers and Maintenance Worker I/II.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Provides daily oversight to senior maintenance staff with a goal of providing superior quality and efficiency.
- Continually evaluates opportunities for lowering operating costs by sharing services or contracts.
- Manager both in-house and contract staff responsible for the management and maintenance of parks, medians, pathways, and landscaped areas on all municipal properties, parkways, street dividers and highway areas including trees, grass, plants, irrigation system, equipment and structures.
- Oversees staff responsible for the management and maintenance of street patching and repair, street sweeping and cleaning, traffic signs and pavement striping, parking meters, storm drains, flood control channels, and related facilities.
- Supervises the maintenance, cleaning and repair of Town buildings and facilities by in-house and contract staff.
- Oversees the management and the repair and maintenance of Town vehicles and equipment.
- Select, supervise, train and evaluate field maintenance subordinates.
- Manages and implements the illness and injury prevention program.
- Manages and implements the waste discharge requirements of the Town’s National Pollution Discharge Elimination System (NPDES) permit for storm water discharges as it relates to Public Works maintenance.
- Participates in budget preparation and administration of the Department operating funds and capital improvement projects.
- Assists in development of department policies and Town ordinances.
- Represents the Town before the Parks and Recreation Commission, Town Council, and various community groups.
- Coordinates and assists various regulatory and administrative agencies as needed.

- Responds to emergency situations to evaluate situation and make recommendations on appropriate action.
- Investigates and resolves citizens requests related to maintenance operations for each agency.
- Performs related duties and responsibilities as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public works maintenance and administration as applied to the design, construction and operation of public works facilities and technical inspection services.
- Methods, materials, and techniques employed in public works construction and maintenance.
- Principles and practices of modern office equipment.
- Recent developments, current literature and sources of information in municipal public works administration.
- Laws and codes related to the public works maintenance.
- Principles of organization, administration, budget and personnel management.

Ability to:

- Effectively supervise public works personnel.
- Interact and negotiate with contractors, engineers, and their representatives.
- Use a personal computer and related maintenance software.
- Supervise the preparation of maintenance records and prepare technical reports.
- Evaluate and resolve street, sewer, and building maintenance problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.
-

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience:

Five years of management, administration and maintenance experience in the field of public works operations, systems, programs, activities and equipment.

Education:

An Associate of Arts Degree from an accredited college or university with major emphasis in engineering, construction, public works management or related field. A Bachelor's Degree is highly desirable.

License or Certificate:

Possession of a valid California driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee may: on a continuous basis, sit at desk for long periods of time; stand and walk while performing maintenance duties. Intermittently, sit while reading or preparing reports; twist to reach equipment surrounding desk; bend, squat, climb, kneel, and twist; perform simple and power grasping, pushing, pulling, and fine manipulation; reach with hands and arms; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Occasionally, lift and/or move up to 50 pounds.

Date: February 21, 2022 Approved: _____
Town Manager

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council | 6/14/2022 | **Item #:** 3.

Flood Zone 9 (Verbal Report)

Robyn Clifford

From: Carla Kacmar
Sent: Friday, May 27, 2022 2:48 PM
To: Robyn Clifford
Cc: Dave Donery
Subject: FW: Baffles project

For the 6/14 packet

Sincerely,
Carla Kacmar
Town Clerk

From: Doug Ryan <dougryan999@gmail.com>
Sent: Thursday, May 26, 2022 3:07 PM
To: Town Council <towncouncil@townofsananselmo.org>
Cc: towncouncil@townofross.org
Subject: Baffles project

CAUTION: External Sender

Please include this as public comment in your next council meeting.
My name is Doug ryan and I reside at 74 sir Francis drake Blvd in Ross.
The point of this email is to put you on notice
That should the town of san anselmo proceed with the "baffles project" in Corte madera creek you are aware it is NOT a flood control project as by design it provides no benefit in the event of flooding.
You should also be aware that as a matter of physics it is impossible to do such a project and be able to say with metaphysical certitude that it is absolutely water level neutral. In the case of a flood event, either san anselmo avenue or Corte madera creek will receive at least .01" more than would have happened had the project not been done.
The towns approval of this project, should it happen, will make you liable in the case of a flood event at my house and I will seek every means of redress available.
It is literally the height of folly to spend four million dollars to prep and install a temporary measure which provides no benefit in the event of a flood.
Please contact
Me directly should you wish to discuss this further.
Doug ryan
415-297-8402.

Robyn Clifford

From: Robyn Clifford
Sent: Friday, June 10, 2022 1:30 PM
To: Robyn Clifford
Subject: FW: There should be a public vote on if SA should withdraw from the Flood Zone

From: ross asselstine <ross.asselstine@comcast.net>
Sent: Friday, June 10, 2022 12:35 PM
To: Town Council <towncouncil@townofsananselmo.org>
Cc: Carla Kacmar <ckacmar@townofsananselmo.org>
Subject: There should be a public vote on if SA should withdraw from the Flood Zone

CAUTION: External Sender

San Anselmo Town Council,

I read that it is feasible to submit written statements before a Town Council Meeting. I forward this to you now as the back-up may be of interest to you in advance of the meeting. There is new information from my prior comments.

Attached is what I will be reading from at next Tuesday's meeting during the period for items not on the agenda. Yes, I'm aware that the plaza is on the agenda, but my point is not plaza-specific so I think it's best not to mix the two issues together. I have no position on the plaza at this time.

Thanks for your time.

Ross Asselstine

Public Comment at the San Anselmo Town Council Meeting

Ross Asselstine, June 14, 2022 (copy issued June 8)

I spoke here recently about the incredible waste of time, money and carbon emissions that is San Anselmo's participation in Flood Zone 9.

The Flood Zone has burned through over $34,000,000. That is staggering. About all we've done is bought three properties and dug one hole in the ground. The staff and consulting costs in the past thirteen years totals about $25,000,000.

We have $4,200,000 available in collected fees and the flood fees in the coming years will total about $23,000,000. The question at hand is how much longer are we going to stand on the sidelines and watch the waste?

I believe it is time to start talking about exiting Flood Zone 9. The waste cannot be ignored and the futility of attempting to control floods is now more than apparent.

The Marin County Flood Control and Water Conservation District Act was created by the State in 1953. In 1971 San Anselmo exited the Flood Zone because of the ecological impact of the concrete channel as well as wanting to avoid maintaining downstream creek modifications. In 1971 the town of San Anselmo had an ecology commission, a human rights commission, a budding recycling program, and had passed a resolution against the war in Indochina. The parallels to today are amazing. In 1971 the Town Council voted unanimously to exit Flood Zone 9. *"...as presently conceived Zone 9's construction to date and plan does not benefit the taxpayers of the City of San Anselmo ...."* and " ... *we find that the maintenance of the down-stream portion of the project is of no benefit to the taxpayers of San Anselmo and feel that we must, in protecting their interest, withdraw from the maintenance district"* and " .... *The loss of the natural stream environment riparian woodland associations are simply a price we are unwilling to pay*".

I believe that in a very similar vein in 1971, the flood control project costs to date are not sound ecologically in terms of carbon emissions and like in 1971, the taxpayers in San Anselmo should not bear any responsibility for any flood zone project's maintenance, repair, performance, or lack of performance of items constructed in the 1970's, recently or upcoming. I and many others feel enough is enough.

We can exit the Flood Zone by a simple public vote.

I believe that the public deserves a vote on whether the Town of San Anselmo should withdraw from Marin County Flood Zone 9, per clause: **68-26.1. Withdrawal of territory,** per the Marin County Flood Control and Water Conservations Act of 1953. This language is appended. I believe that this should take place in the near term and well before the expiry of the flood Fee in 2027.

The citizens and taxpayers deserve a voice by a public vote. The Town Council can make this form of democracy real.

Thank you.

Attch.

I append images of a portion of the Council minutes from 1971, the Withdrawal clause as well as the numbers related to the costs to mid-2021

San Anselmo Council Meeting minutes from November 23, 1971

Relevant portions of the minutes below.

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Minutes of regular San Anselmo City Council meeting of November 23, 1971.
All Councilmen present.

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f. QUESTION OF WITHDRAWING FROM JOINT POWERS AGREEMENT FOR MAINTENANCE OF FLOOD CONTROL FACILITIES

M/S Reed, Stewart that the City Council of the City of San Anselmo correspond with the Flood Control District and inform them that as presently conceived Zone 9's construction to date and plan does not benefit the taxpayers of the City of San Anselmo and that we urge that Phase 4 within the town of Ross be placed in an underground by-pass conduit retaining the Corte Madera creek in its natural condition so that a similar by-pass can be constructed through the City of San Anselmo leaving San Anselmo creek and its tributaries in a natural condition. Otherwise we find that the maintenance of the down-stream portion of the project is of no benefit to the taxpayers of San Anselmo and we feel that we must, in protecting their interest, withdraw from the maintenance district." Passed unanimously.

g. REQUEST BY CORPS OF ENGINEERS FOR COMMENTS ON ENVIRONMENTAL STATEMENT FOR CORTE MADERA CREEK FLOOD CONTROL PROJECT

M/S Reed, Perry that the City of San Anselmo finds the Adverse Environmental effects listed under 3b on the introductory page of the Environmental Statement to state our feelings completely and the loss of the natural stream environment-riparian woodland associations are simply a price we are unwilling to pay. Passed unanimously.

Withdrawal Clause

As quoted from the Marin County Flood Control and Water Conservations Act of 1953.

68-26.1. Withdrawal of territory

Notwithstanding any provisions of this act to the contrary, the withdrawal of all the area lying within the exterior boundaries of any chartered or incorporated city from the district may be effected by the vote of a majority of the qualified electors of said city voting at any regular or special election on the proposition to withdraw the area lying within such city from the district. Said election shall in all particulars be held as provided by law for holding a municipal election in said city and the cost thereof shall be a city charge. The city council shall cause the results of the election to be certified to the board of supervisors of the district and if a majority of the votes cast on the proposition to withdraw such area from the district are in favor thereof, thereupon the area lying within the exterior boundaries of such city shall no longer be a part of the district; provided, however, that the withdrawal of the area lying within the exterior boundaries of such city from the district shall not release the area so withdrawn from debts and obligations for or upon which it was liable or chargeable at the time such withdrawal was made; provided further, however, that any portion of a city which prior to its withdrawal from the district was included within the Page 15 boundaries of a flood control zone shall remain subject to taxes for the maintenance of improvements constructed within such zone prior to the withdrawal of the city from the district.

Recent FZ 9 Budget Summary

The numbers from FZ Staff are confusing if not so compartmentalized by fiscal year that one cannot understand "Where the heck are we?" without building your own spreadsheet. I've done that to the best of my understanding of their accounting.

Yes, the numbers are very small on the following page, but the numbers tie to those quoted in my public comments of May 24 and June 14.

FZ-9's numbers are from this link:

https://www.marinwatersheds.org/sites/default/files/2022-03/Zone%209%20Financial%20Review.pdf

They presented the colored image on the following page, while I transcribed all of the numbers in that spreadsheet to create a live Excel sheet to conform totals as illustrated in the black and white sheet below that. FZ9 staff have confirmed the overall summary.

County of Marin
Department of Public Works
Flood Control Zone #9

Description	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
Total Fund Balance	2,586,636.37	4,650,475.75	6,034,654.86	7,323,848	9,010,532	8,515,840	9,904,502	9,930,848	11,190,737	7,614,799	8,395,475	6,788,686	7,168,048
Unrestricted Fund Balance	2,506,383.40	3,920,071.34	5,502,350.08	7,306,564	8,912,252	8,149,821	9,632,157	9,390,312	10,027,918	5,391,947	6,115,480	4,871,644	3,889,165
Taxes & Interest	2,432,528.01	2,428,054.88	2,370,150.57	2,358,078	2,351,650	2,377,385	2,471,192	2,556,556	2,704,854	2,800,314	3,013,229	3,065,460	2,939,310
Intergovernmental Revenue	0.00	0.00	0.00	0	0	0	0	0	1,020	1,049,922	237,631	316,738	2,705,195
Misc Revenue	500.00	500.00	500.00	1,000	1,000	1,000	5,757	1,500	40	7,999	1,499	564	499
Transfers In	0.00	0.00	0.00	0	0	0	0	0	0	891,320	0	0	0
Total Revenue	2,433,028.01	2,428,554.88	2,370,650.57	2,359,078	2,352,650	2,378,385	2,476,949	2,558,056	2,705,913	4,749,556	3,252,359	3,382,763	5,645,004
Salaries & Benefits	162,074.55	74,406.52	255,512.27	428,721	565,045	685,192	1,079,271	895,100	1,416,033	1,600,031	1,263,349	1,147,370	709,928
Services & Supplies	207,114.08	969,969.25	825,945.41	243,673	2,282,297	304,532	1,371,331	403,068	1,065,818	2,285,518	1,878,695	1,691,136	4,602,039
Land	0.00	0.00	0.00	0	0	0	0	0	3,800,000	83,330	1,717,104	164,895	0
Total Expense	369,188.63	1,044,375.77	1,081,457.68	672,394	2,847,341	989,723	2,450,602	1,298,167	6,281,852	3,968,879	4,859,148	3,003,400	5,311,967
Prior Year Encumbrance	$80,252.97	730,404.41	532,304.78	17,284	98,280	366,019	272,345	540,536	1,162,819	2,222,851	2,279,995	1,917,042	3,278,883
Current Year Encumbrance	-$730,404.41	-532,304.78	-17,284.05	-98,280	-366,019	-272,345	-540,536	-1,162,819	-2,222,851	-2,279,995	-1,917,042	-3,278,883	-3,289,461
Ending Fund Balance	4,650,475.75	6,034,654.86	7,323,847.75	9,010,532	8,515,840	9,904,502	9,930,848	11,190,737	7,614,799	8,395,475	6,788,686	7,168,048	7,501,085
Ending Unrestricted Fund Balance	3,920,071.34	5,502,350.08	7,306,563.70	8,912,252	8,149,821	9,632,157	9,390,312	10,027,918	5,391,947	6,115,480	4,871,644	3,889,165	4,211,624

ITEM 3 ATTACHMENT 2

	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	TOTAL to 20/21
Total Fund Balance	2,586,636	4,650,475	6,034,655	7,323,848	9,010,532	8,515,840	9,904,501	9,930,848	11,190,736	7,614,759	8,395,435	6,788,646	7,168,007	
Unrestricted Fund Balance	2,506,383	3,920,071	5,502,350	7,306,564	8,912,252	8,149,821	9,632,156	9,390,312	10,027,917	5,391,908	6,115,440	5,591,604	3,889,124	
Taxes	2,432,528	2,428,055	2,370,150	2,358,078	2,351,650	2,377,385	2,471,192	2,556,556	2,704,854	2,800,314	3,013,229	3,065,460	2,939,310	**33,868,761**
Intergovenmental									1,020	1,049,922	237,631	316,738	2,705,195	**4,310,506**
Misc Revenue	500	500	500	1,000	1,000	1,000	5,757	1,500		7,999	1,499	564	499	**22,318**
Transfers in										891,320				**891,320**
Total Revenue	**2,433,028**	**2,428,555**	**2,370,650**	**2,359,078**	**2,352,650**	**2,378,385**	**2,476,949**	**2,558,056**	**2,705,874**	**4,749,555**	**3,252,359**	**3,382,762**	**5,645,004**	**39,092,905**
Salaries	162,075	74,406	255,512	428,721	565,045	685,192	1,079,271	895,100	1,416,033	1,600,031	1,263,349	1,147,370	709,928	**10,282,033**
Services and Suppies	207,114	969,969	825,945	243,673	2,282,297	304,532	1,371,331	403,068	1,065,818	2,285,518	1,878,695	1,691,136	4,602,039	**18,131,135**
Land									3,800,000	83,330	1,717,104	164,895		**5,765,329**
Total Expenses	**369,189**	**1,044,375**	**1,081,457**	**672,394**	**2,847,342**	**989,724**	**2,450,602**	**1,298,168**	**6,281,851**	**3,968,879**	**4,859,148**	**3,003,401**	**5,311,967**	**34,178,497**
Prior Year Encumbrance	80,253	730,404	532,305	17,284	98,280	366,019	272,345	540,536	1,162,819	2,222,851	2,279,995	1,197,042	3,278,883	
Current Year Encumbrance	(730,404)	(532,305)	(17,284)	(98,280)	(366,019)	(272,345)	(540,536)	(1,162,819)	(2,222,851)	(2,279,995)	(1,197,042)	(3,278,883)	(3,289,461)	
Ending Fund Balance	4,650,475	6,034,655	7,323,848	9,010,532	8,515,840	9,904,501	9,930,848	11,190,736	7,614,759	8,395,435	6,788,646	7,168,007	7,501,044	
Ending Fund Unrestricted Fund Balance	3,920,071	5,502,350	7,306,564	8,912,252	8,149,821	9,632,156	9,390,312	10,027,917	5,391,908	6,115,440	5,591,604	3,889,124	4,211,583	

BRIAN - A HARD COPY - ROSS

Comment During the Public Comment period of the San Anselmo Town Council Meeting

Ross Asselstine, May 24, 2022

Recent financial reports from County staff reflect that the Flood District has spent what can only be considered to be an embarrassing, if not unbelievable, amount of our money for almost no credible benefit. It's time to start talking about taking real responsibility for the waste and saying this waste has many serious issues: it's a waste of our taxes, a waste of time, a waste of energy in a useless machine that does nothing. A vehicle with all but zero miles to the gallon, a factory with no product other than the smoke of hard earned money. San Anselmo needs to act. I believe you need to act.

These numbers are from FZ9's most recent financial report:

- Our flood fees have totaled about $33.9 million so far
- We have external grants and sources of about $4.3 million
- We have spent $34.2 million to date
- There is only about $4.2 million unspent or uncommitted in current fees

Expenses have been:

- Staff costs: $10.3 million
- Consultants and Supplies: $18 million (maybe $5 million of this is construction)
- Land: $5.8 million
- The estimated remaining fees to be imposed until 2027: $23 million.

So we are here:

- About $39 million dollars in income and $34.8 million is gone.
- We own $5.8 million of land and built one tiny detention basin for about $5 million.
- The carbon footprint of this waste is staggering.

Engineering Summary:

We have no real way to increase creek capacity and no way to increase detention. I.e. there is no solution to flooding in the Ross Valley, but we sure know how to waste money studying it.

Financial and Environmental Impact

On average, we are burning money about as fast as we can collect the flood fee. In one view, about 75% of our money has been wasted. Wasting money is in effect, directly tied to producing CO2 emissions for no benefit. My perspective is that we've spent $29 million dollars and emitted a consequent amount of CO2. This is a terrible truth and we should own it. The question going forward is are we going to participate in wasting the remaining $27 million dollars not yet spent or collected as fees in the coming years.

What are we going to say when all the money is spent? Are we going to say we did not know? Are we going to say that no one told us? Are we going to say we did not think we could do anything? Are we going to say that spending almost $60 million dollars on all but no flood control and a huge plume of CO2 emissions was worth it? Sometimes we want to blame someone other than ourselves: The US government, the State, the County, the USACE, FEMA, the list goes on. This waste is ours to stop. I believe it is San Anselmo's Council's time to act, just as it was the citizen's time to act with the Vote To Save Memorial Park.

And it should stop now. I suggest you all stand up to this waste. Now you know, now someone told you, now you can do something and yes, now you know wasting this much money is not worth it for the taxpayers or the planet.

I implore you to act.

NOTES

I attach documentation on Town Council actions in 1971 as well as notes about the engineering obstacles and related in the attached.

I also provide copies of some of the warnings I've given about budgets and ineffectiveness. Today marks exactly twelve years since I was appointed to the San Anselmo Flood Committee. I've been called a "critic" but I've been honest and rigorous in my assessment about where this entire effort was headed. I could see this coming.

We have exited the Flood District before, we can do it again.

On April 13, 1971 the San Anselmo Town Council voted unanimously to leave the Flood District. "San Anselmo should not participate in the maintenance of all of Corte Madera Creek because it is of little or no benefit to San Anselmo". "...the city attorney be directed to prepare an appropriate document indicating the City of San Anselmo's intention to withdraw from the Joint Powers Agreement". See **Appendix A**

On June 22, 1971 the San Anselmo Town Council told Flood Control District Engineers that "....as the project now stands, the City is absolutely not willing to discuss it further." **See Appendix B.**

This is not about "the NIMBYs" or "the naysayers". It's about the simple realities of our valley.

The failure to create detention basins cannot be blamed on those that apposed digging up Memorial Park. It was never going to be feasible to create enough basins.

The goals and concepts were unachievable, the engineering was not tied to any political or economic reality. The attempted land grabs were grossly naïve. I list the possible detention basins and the groups that adamantly opposed them:

- Phoenix Lake Reservoir: MMWD and the obvious risks related to an earthen dam failing.
- Memorial Park Basin: the majority of the voters in San Anselmo
- Left Gomez Basin : a huge number of Fairfax petition signatories and Fairfax Council
- San Domenico School Basin: the Board of Trustees of San Domenico
- Deer Park School Basin: the representative of Fairfax on the FZ Advisory Board
- Loma Alta Open Space Basin: advocates for open space
- Arequipa Basin: the representative of Arequipa Girl Scout Camp
- The Town and Country Club Basin: the owner of the Town and Country Club

I have been speaking up for years.

Since my appointment to the San Anselmo Flood Committee, I have read engineering reports, closely looked at budgets and estimates and warned the community about the reality of the situation and waste. A copy of a Marin Voice from 2017 is included in **Appendix C.**

APPENDIX A

Minutes of the regular San Anselmo City Council meeting of April 13, 1971
All present - quorum declared

ELECTION OF MAYOR AND VICE MAYOR

M/S Councilman Capurro-Stewart for the nomination of Councilman Anderson for Mayor. M/S Councilman Perry-Stewart to close the nominations.
Motion passed on following vote:
Ayes Councilmen Perry, Stewart, Capurro, Reed
Abstaining Councilman Anderson
Mayor Anderson occupied the Mayor's chair and thanked Councilman Reed for his hard work during his term of office as Mayor, pointing out that the Mayor has spent more time working for the city of San Anselmo than for any other project.

Councilman Stewart nominated Councilman Perry for Vice Mayor. Councilman Reed moved the nominations be closed. Mayor Anderson called for the vote for Councilman Perry for Vice Mayor. Passed unanimously

OPEN TIME FOR PUBLIC DISCUSSION

Ross Perry, President, Redhill School Student Body, asked if the city would be interested in helping his group with the collection of debris in creek and planting areas around San Anselmo such as providing debris bags. They plan on handling the material on a recycling basis. This is tentatively planned for May 22nd. Mayor Anderson stated the city will be happy to cooperate and Ross Perry should work out details with Mr. Letizell. Mr. DeVore requested permission to have signs at the entrances to San Anselmo pertaining to the San Anselmo Town Meeting. He was instructed to contact the Chief of Police regarding this matter. Mr. Husband, of the Parks and Recreation Commission, brought up the matter of a letter of intent to file for federal assistance for park projects. He was asked not to go into this matter since it was on the agenda for the adjourned meeting the next night, April 14, 1971.

APPLICATION FOR USE PERMIT, U-183, Brunal and Mitchell

Mr. Leitzell read the motion for denial by the Planning Commission which was based on the lack of off-street parking and the traffic problems which would be aggravated if such a business is allowed on this particular site. Mr. Shapire and Mr. Silberstein represented the applicants. They described a parking plan which included permission for five spaces at a nearby service station, and also stated that there would be no take-out food service and this item was taken out of their application. Mr.Heinecke, Chairman of the Planning Commission stated that the commission, in viewing the item, was concerned with the parking situation and further stated this is already a tight area with regard to traffic problems on Redhill. The Chief of Police stated the Police Department could not enforce the law in regard to parking in the reserve area at the service station since this is on private property. Mr. Ragan, Planning Commissioner, brought out the fact that the commission was only concerned with parking and safety - that there could be serious problems in having cars backing out on a busy street. Councilman Reed stated he found the actions of the Planning Commission proper and would uphold them. Councilman Stewart stated he was interested in the legal question as to what the beer and wine have to do with the application being denied. Mr. Heineck felt that establishing another restaurant in the area dispensing alcoholic beverages is undesirable. He brought out that the reason for having Use Permits is the recognition there may be uses which can be applied in certain zones but not in all parts of the zone. Primary consideration is the safety and welfare of San Anselmo. If there were no other restaurants in the area serving alcoholic beverages, there would be no great concern but San Anselmo already has a bad situation traffic-wise and it is not unfair to the applicant to prevent him from compounding the problem. Councilman Capurro stated there are definitely two problems - traffic and off-street parking - unfortunately this property is located in an island - and he would go along with the Planning Commission. Councilman Perry said that the grounds for denial were appropriate becuase of the interest of public safety and welfare. The Chief of Police stated it is a bad situation and the problems have increased because of the Lions Share across the street.
M/S Councilman Reed-Perry that in regard to the application for Use Permit, U-183, Brunal and Mitchell, the decision of the Planning Commission be upheld and the appeal be denied.
Motion passed on following vote: Ayes Councilmen: Perry,Capurro, Reed, Anderson
Noes Councilman: Stewart

VARIANCE 444, application of Andrew Stafford for 10' variance

Mr. Leitzell described the matter from a map pointing out difficulties with parking patterns because of the cottage at the rear of the property. The land area is sufficient according to the ordinance. Mr. Reed stated there are specific reasons for the city to grant variances such as a hardship demonstrated and/or advantages to the neighborhood. Mr. Stafford explained that his property is for an investment and he wa to get as many units on the property as possible. Mr. Perry felt that Mr. Stafford is trying to get too much on the lot and this is not a good reason for granting a varianc

Mayor Anderson pointed out that all requirements must be considered in order to obtain a variance, including set-backs and parking.
M/S Councilman Perry-Stewart that the appeal of Ansrew Stafford be denied.
Passed unanimously

RECOMMENDATION FROM PARKS & RECREATION COMMISSION - Proposed playground changes at Isabel Cook School. This item to be considered at adjourned meeting April 14.

POLICE:

1. Promulgation of eligible list, Police Sergeant. M/S Councilman Stewart-Perry to promulgate eligible list,Police Sergeant. Passed unanimously

1a Appointment of Police Sergeant. M/S Councilman Reed-Stewart to appoint Officer Richard Schmidt to the position of sergeant effective April 16, 1971, Step D, Range 70, salary $992.00 per month. Passed unanimously

OIL AND GASOLINE FIRE SCHOOL - M/S Councilman Perry-Stewart to authorize the contribution of 100 gallons of gasoline for less than $25.00 for the Marin County Fire Chief's Assoc. training school. Passed unanimously

APPOINTMENTS:

1/ Committee on Ecology: M/S Councilman Reed-Perry to appoint the following for the Committee on Ecology: Claudia Goldthwaite, 131 Surry Lane, Terra Linda, Michele Thunes, 70 Florence Ave. and John Doge, 91 Spring Grove Ave.

2. Traffic & Street Committee: M/S Councilman Reed-Perry to accept the resignation of R.G. Dufficy,III, from the committee. Passed unanimously A letter of appreciation to be sent out. There are no applicants for the position and Mayor Anderson stated that anyone interested should speak up. The appointment will be put over until there are applications for the vacancy.

3. Human Rights -Mini Board: M/S Councilman Stewart-Perry to accept the resignations of Mrs. Virna H. Chrest from the board.Passed unanimously Councilman Reed nominated Rev. Charles Gompertz, 13 Parkside Court. M/S Councilman Stewart-Perry that the nominations be closed. Passed unanimously
M/S Councilman Reed-Capurro to appoint Rev. Charges Gompertz to the San Anselmo Mini-½ Board. Passed unanimously

MARIN SENIOR COORDINATING COUNCIL -Nomination for Senior Citizen of the Year. Mr. Trewhella reported that the San Anselmo Chamber of Commerce has nominated Mr. Von Rotz. M/S Councilman CApurro-Perry to nominate Mr. Von Rotz for Senior Citizen of the Year. Passed unanimously

AWARD OF BID, TREE SPRAYING
Benjamin Blades of the College of Marin Ecology Center voiced his concern about the substance to be used and stated that Berkeley used biological controls exclusively. It was decided that the matter would be held over until April 27,in order for Mr. Schaaf and his committee to have th time to get more detailed information.

AMENDMENT OF RESOLUTION 1240, Leased Housing Program. Mr. Leitzell gave history of Resolution. M/S Councilman Stewart=Reed that Resolution 1240 be amended as follows: Delete paragraph 8 and put the following wording in its place.
"Leased housing may be established in any structure meeting the requirements of paragraphs 1 through 7 above, providing that any dwelling unit proposed for participation in the program which is non-conforming per the Zoning Ordinance shall be shown by the owner to be legal non-conforming rather than illegal". Passed unanimously Councilman Capurro suggested that Item 4 be re-written by the City Attorney and passed at the meeting the following night, April 14. All agreed. Mr. Leitzell is to look at the two units under consideration before the meeting. Mr. Gerald J. Hood, Manager of Leased Housing Program, Housing Authority-County of Marin will be present.

AMENDMENT OF JOINT POWERS AGREEMENT, Corte Madera Creek Maintenance
Mr. Kaeppel explained that the request for an Amendment to Joint Powers Agreement is to enable the Marin County Flood Control and Water Conversation District to accumulate funds from year to year rather than have a larger tax rate one year and perhaps no tax rate the next year. Councilman Reed feels that San Anselmo should not participate in the maintenance of all of Corte Madera Creek because it is of little or no benefit to San Anselmo. The District keeps adding to the size of the ditch we have to maintain. He further states he is in favor of pulling out of the agreement completely. Councilman Perry was definitely not in favor of the addition to Paragraph 6, third line which reads in part:"and are not placed in a reserve for future maintenance". He stated the City of San Anselmo should refuse to modify the agreement which would allow the inclusion of this new phrase and should also send them a proposal allowing us to withdraw. M/S Councilman Perry-Reed that the city of San Anselmo declined to amend the Joint Powers Agreement with the Marin County Flood Control Water Conservation District. Passed unanimously

M/S Councilman Perry-Reed that the city attorney be directed to prepare an appropriate document indicating the City of San Anselmo's intention to withdraw from the Joint Powers Agreement dated November 23, 1965.

Ayes: Councilmen Perry, Reed, Stewart, Anderson
Noes: Councilman Capurro

Councilman Capurro felt that San Anselmo should not say we won't help maintain the creek because it belongs to all of us.

PUBLIC WORKS: Funding Resolution, TOPICS Program: Mr. Leitzell read the resolution by title only.
Resolution No.___ Requesting allocation of funds from the California State Highway Commission for improvement of a portion of Sir Francis Drake Blvd. as a "TOPICS" project. Total allocation is for $34,443.00. At the suggestion of Councilman Reed the remainder of the council concurring, Item 3 should read: "That the City has sufficient rights-of-way to assure completion of all stages of the Ultimate Facility." M/S Councilmen Reed, Perry that the resolution noted above be approved. Passed unanimous.

Resolution No.___approving a "Local Agency-State Agreement" for Traffic Operations Program to Increase Capacity and Safety, "Topics", an dauthorizing the Mayor to sign the Agreement on behalf of the City" is to be considered at the City Council adjourned meeting of April 14, 1971.

Authorization for the Mayor to sign agreement for signalization design, Project 66 is to be considered at the adjourned meeting of the City Council, April 14, 1971.

SPRING CLEAN-UP: Set dates and time, appropriate funds for debris boxes
Hours for the spring clean-up will be from 6:00 a.m. to 2:00 p.m. Mr. Schaaf, Chairman of the Ecology Committee for spring clean-up read a letter giving the following recommendations for spring clean-up.

1. Endorse the recommendation of the Ecology Committee to re-cycle all possible material collected during the spring clean-up.
2. Establish the weekend of May 22-23 (Sat. & Sun) for the clean-up.
3. Authorize the expenditure of $900 for rental of debris boxes. (NOTE the Ecology Committee intends to spend as little of this amount as possible, but is requesting it because of the experimental nature of the program. Actually, the hope is to make a profit.)
4. Authorize the use of the city's chipping machine, and an operator experienced in its use, for the above period. The following additions were added by the Council.
5. The spring clean-up and recycling drive be under the control of theEcology Committee with the exception of the fact that the city-operated equipment will be under the direct responsibility of the Department Head.

M/S Councilman Reed-Perry that the council endorse the recommendations of the Ecology Committee and accept Paragraphs 1,2,3,4 plus paragraph 5 and insertions. Passed unanimou
Mr. Schaaf reported that the Town Meeting and Ecology Committees are going to send out information regarding the spring clean-up without cost to the city.

REQUEST FROM ABAG: Project application by Sanitary District #1. M/S Councilman Reed-Stewart to check the Project Notification Response Card under "General Support" and send it back. Passed unanimously

REQUESTS FOR PURCHASE OF OFFICE EQUIPMENT

1. Used desk for Public Works Dept. M/S Councilman Reed-Stewart to authorize the purchase of desk from Cosgrove Equip. Co. not to exceed the amount of $195.00 plus tax, from the general reserve. Passed unanimously
2. M/S Councilman Stewart-Reed to transfer funds from General Reserve in the amount of $124.00 to Account 421-40 for purchase of filing cabinet. Passed unanimously

RESOLUTION No.___Amendment to sick leave regulations, read in full by Mr. Buresh. M/S Councilman Reed-Capurro to approve resolution of Intent. Passed unanimously

CONSENT AGENDA
Approve minutes of March 23, 1971.
REQUEST BY MEMBER OF TRANSPORTATION SUBCOMMITTEE CCPC -last line after "for public transit" insert 'to recreational areas'. Additions by Mr. Reed: In answer to the request by Mrs. Roberta Michels representing the Mini-Board regarding the installation of additional bulletin boards in various parts of San Anselmo, the Council agreed that t present bulletin board at City Hall is adequate for the ordinary business of the City as required by law. It was suggested that the Mini-Board could contact the shopping center banks, etc. for permission to use their bulletin boards if they feel there is a need.

Mr. Reed reported that several months ago, a citizen contacted Councilman Perry and offered some property to the city of San Anselmo which contained a large redwood tree. Later she contacted Mr. Reed who found she doesn't actually own the property now - that she and the Seminary were interested in the property at the same time and it now belongs to the Seminary. Mr. Reed discussed the matter with Don Duerr at the Seminary who stated that they had no desire to sell the property to the city or to anyone else. Mr. Reed wrote to Mrs. Stout stating that, in his conversation with Mr. Duerr, he found Mr. Duerr was interested in preserving the tree and suggested that she try to obtain some sort of guarantee from the Seminary for the preservation of the tree. Mr. Reed added his thanks for what Mrs. Stout was attempting to do.

Resolution No.____ Claims and Demands for the month of March, passed unanimously by Council with Mr. Perry abstaining on Sunnyside Nursery item.
M/S Councilman Perry-Capurro to approve consent agenda. Passed unanimously

Requested items for the next agenda were:

Lions Share
Criminal Justice Co-ordinator
Burglary reports in the I-J

Councilman Stewart wants an item on the next agenda regarding setting aside a short period of time at the half-way point of the council meeting for discussion of items not on the agenda whereby anything can be discussed. Mayor Anderson suggested that a separate meeting for this purpose be called periodically and not use the regular City Council meetings.

Meeting adjourned at 11:45 p.m. until April 14, 1971 at 8:00 p.m.

H. Ragan, Secty.

* *

Minutes of the San Anselmo City Council adjourned meeting of April 14, 1971.
All present - quorum declared

RECOMMENDATION BY PARKS & RECREATION COMMISSION for application for Federal Grant for park development and other park purposes.
Mr. Husband, Chairman of the Parks & Recreation Dommission expressed the desire to approach the Council regarding the subject matter. However, the Mayor suggested that he withhold his recommendations until Mr. Joel Nemschoff, Area Manager of the Department of Housing and Urban Development had an opportunity to describe the program. In response to inquiries by members of the staff, City Council and Park & Recreation Commission, Mr. Nemschoff offered the following information to the City Council:
The President wants to develop open space for everyone. Under the July 1st law, his department (HUD) can use funds to develop any lands owned by the city - even lands that are leased. This is called the Legacy of Parks under the Bureau of Outdoor Reclamation or Rural Water-oriented parks. San Anselmo would be urban development. The Cities write to the bureau and tell them what they want to do:

1. What does the city to acquire?
2. What does the city want to develop?

All letters are reviewed and a letter of assurance is returned to the city and the details will be worked out later. The Bureau will eliminate some applications - depending on what the demand is - and this is why they are asking for a Letter of Intent. The open space program, Title 7 of the new law was passed effective July 1st. Regarding school land, there must be an agreement that the city would help to improve the land, state who will maintain it, and make certain it is usable by the public in general when not used by the school. List everything under the open space that the city might want to acquire - any open space to develop. Because this is a 50% grant, nothing should be put in more than the budget can allow. There have been some changes in the program - now swimming pools can be built - and the $25,000 limit on structures is off. For instance, if the city wants to plant a large quantity of trees, a work order can be issued and they can be counted as a contribution. The time involved in setting up a Letter of Intent is worth the effort. The letter should not be specific - the details come later. The program includes beautification items but not construction of curbs, gutters, etc. in the case of Hub intersection work and similar projects. Mr. Nemschoff said to forget Sorich Ranch because it is not a neighborhood park. He stated that his department views the overall picture to include housing and they are interested in the community using all of the programs and want the community to take an interest in housing. The Letter of Intent is due in on April 20th and the time to nail down the priorities can be changed. San Anselmo should have a Capital Improvement Program showing what the City can do within the next five years. Mr. Numschoff stated there are are no HUD funds for constructing or improving a Civic Center but there are funds for storm drain improvement.

APPENDIX B

Minutes of the regular meeting of the San Anselmo City Council held June 22, 1971
All Councilmen present. Quorum declared.

CORTE MADERA CREEK FLOOD CONTROL PROJECT
Mr. Charles Murphy, Flood Control Engineer for the County of Marin, stated the Corps of Engineers had asked if San Anselmo and Fairfax would look at the Flood Control Project again, and he was present to answer any questions with regard to the project. Several of the Councilmen pointed out to Mr. Murphy that as the project now stands the City is absolutely not willing to discuss it further. The City is definitely opposed to work in the creek, concrete ditches, chain link fences, etc.
Councilman Stewart presented slides of various channel Corps of Engineer projects throughout the County as well as areas of the creek in San Anselmo.
M/S Councilman Reed-Stewart, the City Administrator be instructed to write a letter to the Board of Supervisors informing them that we are not interested in any project designed by the Corps of Engineers until such time as they indicate a greater flexibility in their project storm criteria and further have reasonable assurance from their superiors that alternates to their basic design flood control facility can be funded; however, we are interested and concerned about flood control in the City of San Anselmo. Passed unanimously

U-185 and C-30. RECOMMENDATION OF DESIGN REVIEW COMMITTEE. United Rent All
The City Administrator pointed out that the Design Review Committee concerned themselves with the screening of the outdoor display of vehicles only, and did not make a recommendation for the outdoor display of smaller equipment in the front of the building.
Mr. Pfeiffer, of United Rent all, said he felt the Design Review Committee proposed a good solution to the problem; however, it was a costly one for him. He said he was not in favor of removing existing live trees and the provision for what Design Review considered "proper maintenance".
M/S CouncilmanPerry, Stewart, the acceptance of the recommendtions of the Design Review Committee insofar as they are set forth on the memorandum dated June 16, 1971 is concerned. Passed unanimously
The Planning Director asked that the additional outdoor display of merchandise be limited.
Councilman Perry pointed out that the outdoor display of merchandise in this case was unique since there is a walkway immediately adjacent to the building and this is set back from the sidewalk, then there is a planted area and then a clear space where the merchan dise would be displayed. The merchant is not being told he can put the merchandise on the sidewalk.
M/S Councilman Reed,Capurro, that we allow limited display of outdoor merchandise; the number not to exceed three and be containable on the walkway area adjacent to the front of the building so passage not be obstructed and that all items be removed into the building when the operation is closed and that this is to be reviewed in a six month period.

Ayes Councilmen: Capurro, Reed, Perry,Anderson
Noes Councilman: Stewart

CORRECTED PAGE 135

CORRECTED PAGE 136

STREET NAME CHANGE, ROSE AND LILY AVENES, TO VINEYARD AVENUE
M/S Counciman Perry, Reed, that the names of Rose Avenue and Lily Avenue be changed to Vineyard Avenue. Passed unanimously

REQUEST FROM MERCHANTS TO CLOSE SAN ANSELMO AVENUE AND TUNSTEAD AVENUE FOR COUNTY FAIR DA
The Chief of Polce had no opposition to closing the above two streets for County Fair Day
There was a question of whether or not horses would be allowed in the parade.
M/S Councilman Perry,Reed, that in furtherance of San Anselmo County Fair Days, we authorize the closing of Tunstead Avenue from San Anselmo Avenue to Caspar's frontage, and that San Anselmo Avenue be closed from Tamalpais Avenue to Tunstead Avenue on Saturda August 28, 1971 from 11:00 a.m. to 3:00 p.m., and that permission is giving for a parade with or without horses. Passed unanimously

APPOINTMENTS TO CITIZENS' COMMITTEE ON ZONING AND HOUSING
REsignations had been received from Robert Lee and William Franchini.
M/S Councilman Reed, Perry, that Robert Gicker and James Klein be nominated as regular members of the Citizens' Committee on Zoning and Housing. Passed unanimously
M/S Reed, Perry, nomination be closed. Passed unanimously
M/S Reed, Perry, the appointment of Robert Gicker and James Klein to the Citizens Committee on Zoning and Housing. Passed unanimously
In reviewing the attendance records of the members and alternates of the CCZH it was noted that Rev. Vernon Cox had never attended a meeting. Councilman Stewart asked the Committee Chairman to write a letter to him informing him that he is now the only alterna to the Committee, and they would like to have him attend.

Councilman Stewart suggested that additional alternates should be appointed. Councilman Reed felt that the Committee was so far into the study at this point that appointments of alternates at this point might have a deleterious effect on the project rather than a positive one. He said members might be less inclined to resign from the Committee if they are aware that there is no one prepated to take their place.

M/S Reed, Perry, that alternates not be appointed to the CCZH at this time.

Ayes Councilmen: Capurro, Reed, Perry, Anderson
Noes Councilman: Stewart

The Administrator was asked to write letters of appreciation to Robt. Lee and Wm. Franchini.

A.B. 2294, Mobilehomes: LOCAL CONTROL REMOVED

Mayor Anderson said he had asked to have this item on the Agenda; he said he cannot believe this bill will pass the assembly, but it did pass the Committee on Planning and Land Use unanimously

M/S Councilman Reed, Perry, that we write to our legislators opposing AB 2294 and SB 1489 on the grounds that they are an invasion of home rule. Passed unan.

REQUEST FOR FUND RAISING DRIVE PERMIT, MARIN COUNTY YOUTH COMMISSION

M/S Councilman Stewart, Reed, that a solicitation permit be issued to the Marin County Youth Commission for the purpose of conducting a fund raising drive within San Anselmo and that such fee for the permit be waived in accordance with their letter of June 15, 1971. Passed unanimously

ANNEXATION OF TERRITORY AT END OF SAN FRANCISCO BOULEVARD

The City Administrator read a memorandum he had prepared after researching the possibility of annexation of the territory at the end of San Francisco Blvd. He said in an effort to make some progress toward eliminating the small unincorporated area between the City Limits and the Corporation Yard, he had discussed the matter with the Local Agency Formation Commission. He was told in view of the circumstances prevailing along this street the LAFC would favor such action in the hope that a domino effect woudl gradually bring all of these properties into the City.

M/S Councilman Reed,Perry, that we instruct the City Administrator to send a letter to each property owner on this unincorporated area on San Francisco Blvd. inviting them to apply individually for annexation thereby making all city services, including fire protection available. Passed unanimously

REQUEST OF CITY OF SAN ANSELMO RELATING TO PLUMBING FIXTURE CASE

M/S Councilman Reed, Stewart, that we instruct the City Attorney to file a written notice that the City of San Anselmo be excluded on the grounds that we made no such purchases. Passed unanimously

AMENDMENT OF URBAN THOROUGHFARE AGREEMENT

Mr. Buresh said he had read the agreement and felt that it was satisfactory as written.

M/S Councilman Reed, Capurro, the addition of section 14, as set forth as an attachment to a letter dated May 20 from the Director of Public Works, Donald Frost, to the Board of Supervisors. Passed unanimously

MAYORS AND COUNCILMEN:

1. Suggestions for increased effectiveness of meetings.

Councilman Stewart read his suggestion for increased effectiveness of meetings.

M/S Councilman Stewart,Reed, that the Council submit this resolution to the Marin County Mayors and Councilmen at their next regular meeting for deliveration by that body. The City Administrator to send a copy to each City previous to the meeting, and assure its placement on the Agenda. Passed unanimously

2. Proposal to Ban Non-returnable Beverage Containers

Mr. Valmar Schaaf, Chairman of the Ecology Committee reported he had research the proposal. It was found to be discriminatory to ban one-way beverage bottles when all other one-way containers are not banned, plus the fact that one-way glass containers comprise only about 3% of litter.

Councilman Stewart asked how the makeup of roadside letter was determined. Mr. Schaaf said he did not know. COuncilman Reed asked if it would be possible to study the makeup of roadside litter. Mr. Schaaf said that if the Council desired this, he could take it to the committee. Mayor Anderson said he felt such an ordinance should be passed on a statewide basis to make it work.

M/S Councilman Reed,Perry, that we support an ordinance banning the one way use of malt and carbonated beverage containers, providing it is passed by all other eleven cities and the unincorporated area and requesting the County and other cities then go along with the City of San Anselmo to study the composition of their litter to determine whether malt and carbonated beverage bottled do, in fact, constitute a high percantage of the slow degrading and non-degrading litter in our streets.

AYES Councilmen: Reed, Perry, Anderson
NOES Councilmen: Stewart, Capurro

REQUEST TO DECLARE OLD BICYCLE RACKS SURPLUS

The Director of Public Works said the old bicycle racks are not suited to today's bicycles, and he had an offer of $25.00 for one of the old racks. He said it might be possible to rework the racks; however, in the case where he had an offer, it would be just as easy to buy new material for another rack with the money from the sale. M/S Councilman Stewart,Perry, that four bicycle racks be declared surplus and be disposed of at the discretion of the City Engineer. Passed unanimously

APPROVAL OF CONTRACTS

1. Marin Senior Coordinating Council - Mr. Ed Ryken, Executive Director of the Marin Senior Coordinating Council was present and discussed the use of facilities in San Anselmo for Senior Citizens. He said use of Robson-Harrington had been somewhat limited because of physical problems, e.c. restrooms located upstairs pose a hardship for some of the elderly. Seating capacity is limited and in some instances it is necessary to bring in additional card tables and chairs from other areas. Presently the Presbyterian Church is used as a base of operation. He said average attendance was between 50 and 80 per meeting 93% of which attendance are residents of San Anselmo. The City Administrator said a Joint Powers Agreement should be entered into with the Marin Senior Coordinating Council for the providing of recreational program for senior citizens and to renew the agreement with the Marin Senior Coordinating Council for the implementation of the program.
M/S Reed, Stewart, that the Joint powers agreement providing recreational program for senior citizens for the coming fiscal year be approved and also the contract with the senior Coordinating Council for recreational services to senior citizens in an amount not to exceed $2,700 also be approved. Passed unanimously

2. College of Marin, Work-Study Program - The City Administrator said this was a renew of an agreement which the City has had with the College of Marin. This year's contract is on the basis of a 60¢ federal contribution and 40% city contribution. Councilman Capurro felt this item was more appropriately considered at the Recreation budget hearing, and the matter was held over until that time.

ORDINANCES:

Ord. No. 617 Rezoning A/P 5-151-02,03,03 and a ptn of 01,(Arbini,Segale,Tartaul and Soldavini) second reading.
M/S Reed,Stewart, that we rezone A/P 5-151-02,03,04 and ptn of 01,(Arbini, Segale,Tartaul, Soldavini, from C-1 to R-1

Ayes Stewart, Reed, Anderson
Noes Capurro, Perry

Ord. No. ___ "Amending Code relating to parking of bicycles. First Reading
The City Attorney said he and the Chief of Police felt the ordinance should apply only to the central business district. Councilman Reed said that would require quite a few bike racks since the only one the City had provided was demolished already. He said he di not believe that the Council had proved to themselves yet that a bicycle rack standing in a parking space was the solution.
The Mayor referred the matter to each Councilman to give some thought to, and the item was tabled until it was put back on the agenda.

CONSENT AGENDA

M/S Reed, Stewart, approval of consent agenda. Passed unanimously

The Mayor said it will be necessary to make an appointment to the Parks and Recreation Commission effective July 15. He would like to recommend that the appointment be made at the next regular meeting of July 13th.
The Mayor also announced the Council should be ready with nonimations at the July 13th meeting for the two terms on the Planning Commission.
Mrs. Cann of the Parks & Recreation Commission asked how late letters of application would be accepted for the Park & Recreation Commission, and the Mayor told her they should be in by the following week.
The Mayor brought up the noise ordinance. If the Marin County Mayor's and Councilmen do not proceed on this item it will be placed on the next San Anselmo City Council agenda.

Meeting adjourned at 11:00 p.m. to 8:00 p.m. June 23, 1971 Budget Hearing/

Thelma Foster, Secretary

APPENDIX C

OPINIONCOMMENTARY

Marin Voice: Stuck on the wrong strategy for Ross Valley flood control

By MARIN INDEPENDENT JOURNAL |

PUBLISHED: February 16, 2017 at 2:49 p.m. | UPDATED: July 19, 2018 at 12:12 p.m.

It's time to be honest with each other. Starting with today.
To reduce damage from floods in the Ross Valley, the effort needs to be focused on simple measures to protect what is in harm's way. We need to set aside a half-baked, unjustifiable engineering plan to "fix" nature.
Mitigating risk by attempting to control the raging waters is for all practical purposes a fool's errand.

At this point, it is an expensive fool's errand.

We are living in the absurd spending our money in an irresponsible fashion when:

1. There are no reliable estimates and never have been.
2. There is no coherent plan to meet the goal of "fixing" the floods.
3. There is no money allocated to reduce flood losses by the simplest and most practical measures.

Most of us drive the streets of our flood plains every day. We can see the evidence that older homes were raised. We might even know someone that raised their home since 2005. In commercial areas, we can see a few solidly built floodgates that will work, and flimsy gates or piles of sand bags that won't. We also know there is real and justifiable opposition to detention basins.

I have spoken publicly for years, along with numerous others, to voice objections to this absurd process.
After six years of reading engineering reports, I've long understood and am convinced, there are fundamental problems that cannot be surmounted: a lack of money and land. Like so many places across the U.S., buildings must move, be raised or have perimeter protection because flood waters simply cannot be mitigated.

Let's go back in time a bit.

If we were given comprehensive, complete estimates and a clear voice in use of public spaces six years ago, the entire effort and all of our funds would have been re-directed towards the simplest, quickest and most effective methods available. The recent storms of this season would not have resulted in sandbagging of our downtowns; we would have first-class hinged floodgates and sealed floors on the commercial buildings.
We could have offered a program to help homeowners raise their homes; maybe pay for the permit costs, while the homeowner pays to improve their own property. We would have been doing something useful and of immediate benefit. We would have had six years of real progress.

A failed plan gives false results.

The Flood Zone 9 board perpetuates the false hope that we are going to control nature. Because of this, many emotional people have been led to believe that their realistic neighbors are the problem.

A social media website, Nextdoor, is filled with long comments and 10-bullet-point diatribes, being divisive and suggesting the impossible, but these are not based on the simple, irrefutable fact that we don't have enough money nor unused land to build a "big dig" solution. There are decades of history of proposals to fix floods. This history is laced with just a few undersized projects, cost overruns, unaffordable dreams and community actions to halt "big digs" that are considered as harm to the environment. We are paying huge sums to re-live that history: simply repeating the cycle of wanting something we either cannot have, or don't accept the loss of quality of life.

We are going in the wrong direction and most of us know it.

We need to head in a new direction. We need to do this together, based on an honest assessment, based on rational use of our flood fee dollars, based on tangible improvements.

Robyn Clifford

From: John Crane <johncranefilms@gmail.com>
Sent: Tuesday, June 14, 2022 12:25 PM
To: Robyn Clifford
Subject: Fwd: Comments for Tuesday, June 14, 2022 San Anselmo Town Council Meeting

CAUTION: External Sender

June 14, 2022

RE: Summation of Overwhelming Challenges, Adverse Impacts and Problems with Process

TO: San Anselmo Town Council

I am a homeowner trying to protect my home from harm resulting from the Marin County Flood Control and Watershed District's (the District) flood projects, notably the San Anselmo Flood Risk Reduction Project (SAFRR). My home is located at 86 Sir Francis Drake Boulevard in Ross. I am, along with many other homeowners, being put at a greater risk of flooding by the District. My home did not flood in 2005, and most of the homes that will be adversely impacted by these projects have also not been previously flooded.

I would like to call your attention to the following:

- The reason the District wants to install a baffle at Bridge Building 2 (BB2) is to "buy time" (their words) to determine what *potential mitigation* is necessary.

- Four years after certification of the 2018 SAFRR EIR, there is still no comprehensive mitigation plan for adversely impacted homeowners, and there is a lack of funding.

- The proposed baffle would be constructed in advance of downstream mitigation for adversely impacted homeowners. 44 CFR 65.12 requires that the community certify that there are no unmitigated impacts at insurable structures.

- The baffle costs $200,000, but before installation, there is $4 million of work proposed to stabilize the creek slopes, remove a bridge foundation, stabilize and revegetate banks, all to enable replication of the flood constriction of the bridge foundation just removed. This replica prevents flood remediation upstream and downstream of the proposed baffle. Future removal of the baffle will be at additional cost and undertaken only after non-existent, unfunded conceptual projects.

Involvement by the community and FEMA have made a critical difference, the District has had to update and revise its plans to meet established criteria, requirements, regulations, ordinances and guidelines. The community depends on FEMA's on-going support, and oversight to protect the interests of property owners in Marin County, and to that end the Town of San Anselmo has a clear responsibility to not cause harm to downstream homes.

180 Projects and Improvements Reduced to Fewer than 13 Measures

When the flood fee was established in 2007 it was envisioned that the flood fee would pay for a high level of flood protection for Ross Valley in a 100 -year-event. That went down to 25 year-event protection in 2012, then to a 6 year-event around 2018, and now it is effectively zero. The original plan called for 180 projects and improvements, but over time that dwindled to 13 projects and now most of those solutions are no longer feasible due to funding issues, complications, feasibility and various issues that the District has been unwilling and unable to resolve.

At the top of insurmountable problems is the lack of mitigation measures for 20 impacted homeowners. After 4 years since 2018 SAFRR EIR was certified, homeowners such as myself have never seen a mitigation plan specific to their homes. This is true for all but 3 property owners. Based on past performance and the current lack of plans, I don't believe the District has the money or ability to provide effective mitigation.

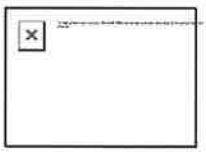
The original lofty 100-year goal has been significantly reduced, but very few taxpayers realize it. That is why the Town Council of San Anselmo must act in accordance with the best interests of the community, FEMA regulations, and avoid the massive liabilities that the District is creating for itself and the Town of San Anselmo.

SAFRR is on a road to nowhere. There is no reason to waste more money on a temporary baffle that provides zero flood benefit.

Respectfully,

John Crane

John Crane Films
415.847.5054
email: johncranefilms@gmail.com



Robyn Clifford

From: ross asselstine <ross.asselstine@comcast.net>
Sent: Thursday, June 16, 2022 8:28 AM
To: Town Council; Dave Donery; Sean Condry
Cc: 'Jeff Kroot'; mark_haddix@afbcllc.com
Subject: San Anselmo Due Diligence of Building Bridge 2

CAUTION: External Sender

Mayor, Council Members, Dave and Sean,

I am not up to speed on the issues related to Building Bridge 2, (the downtown plaza) but was very surprised that the timeline to act on potential negotiations to accept the property from FZ9 may come very quickly if not in the coming few months. I think a few things need to move very quickly to prepare for this possibility.

From my personal quick view, the FEMA no-rise risk / financial issues are best managed by keeping BB2 in place.

I've no idea what David and Sean may be working on in terms of a report, but I forward the numbered notes below with the intent of adding my input as early as possible such that investigations can progress quickly and without me commenting later after a survey is completed. I think that two other individuals in town will be invaluable.

You will see that I have copied Jeff Kroot and Mark Haddix. Jeff you all know well. Mark you met recently. Mark and I worked on projects in the city together. Mark has by far the most extensive experience available in the process of requesting (as well as conducting) these type of reports. I've seen hundreds of these reports, Mark has likely seen thousands in his career. He is an exceptional talent we should use now. His experience is measured in decades as well as millions of square feet of buildings. Because of what appears to be a serious time constraint, I believe that including Jeff and Mark in Sean's RFP scope document and review of the report will be most valuable and help things progress quickly. A quick preliminary walk with Sean, Jeff and Mark would be great and get everyone on the same page quickly.

I complied this quick list this morning to kick this off as I am headed out on an extended vacation.

BB2 (plaza)

1. Research town records for permit drawings of the original steel and concrete drawings.
2. Conduct a CalTrans survey of the structure ASAP. Include removal of sections of the top layers of non-structural surfaces so that the top of structure is exposed. The report should requested without bias of outcome.
3. This might include x-ray work to find rebar spacing and depth of cover.
4. Request the report include estimated immediate and long term repairs, if required. The numbers should reflect protection work over a stream.
5. Request that the report include an estimated remaining lifespan
6. Request that the engineer estimate the dead load capacity of the structure.
7. Survey the large steel tube that likely was the SS enclosure for the car hoist piston. (This is under the park side of BB2) Access the top if possible to see if there are oils or other hazardous materials inside the tube. Estimate removal of the tube as Hazmat.
8. Look for any other potential locations of Hazmat like asbestos tile, insulation etc.
9. Research and find / sight the property boundaries.
10. Assess bank stability within parcel and potential cost to remediate.

Acorn Building (BB1?) opposite the fire house.

11. I think this may be included in the negotiations and as such, some review might be considered.
12. For all I know, maybe it stays with FZ9. I don't know if a benefit to SA. There were suggestions that a new bridge to "straighten Center Blvd" and to tear out the old Center bridge could be useful to the town. It might be best to leave this issue for another day and another form of funding.

As a final point, I note that FZ9 meetings are noticed and calendared **just 3 days before the meeting.** I can also say that in my experience the FZ9 AB rubber stamps most things the MC staff presents and then follows their legal obligation to secure approval from the BoS. Ie, SA TC may feel they have input but ultimately will not have more influence than a single representative. The next few meetings, in my mind must have two weeks notice for schedule and documentation available in advance no less that what SA does with their meeting packets. I also note that I believe that it is going to be most beneficial to SA if more that one representative of TC be present. Finally, the next few meetings should be in SA where online meetings are feasible. One of the last meetings was in Larkspur and not accessible on Zoom. The next meetings are not going to be just any old meetings.

As always, I think you for your time to read my emails on this subject.

Ross Asselstine

TO: Town Council 6/14/2022 **Item #:** 4.

FROM:
David P. Donery, Town Manager Heidi Scoble, Planning Director

SUBJECT:
Consider approval of a Resolution establishing a Housing Element Advisory Committee, appoint one Town Councilmember to the committee, and direct staff to bring recommendations for the appointment of one Planning Commissioner and three public applicants to the next Town Council meeting for consideration and approval.

RECOMMENDATION

Staff recommends:

1. That Council adopt the attached proposed Resolution establishing a Housing Element Advisory Committee; and

2. That Council appoint one member of the Town Council to the Housing Element Advisory Committee.

3. That Council direct staff to bring recommendations for the appointment of one Planning Commissioner and three public applicants to the next Town Council meeting for consideration and approval.

BACKGROUND

The California Department of Housing and Community Development (HCD) requires that cities accommodate housing by meeting the Regional Housing Needs Assessment (RHNA). In each planning cycle, HCD calculates the number of new homes each city or region must build and how affordable those homes should be to meet the demand for housing for people across different income levels. Meeting the RHNA is a critical component of a city's Housing Element, a required chapter in the General Plan. To ensure the Town's Housing Element gets certified by HCD, the Town must show that it can accommodate its RHNA through land use policies and development standards.

DISCUSSION

The Town's Housing Element Project Management Team (Town staff, working with the consultant team from Houseal Lavigne, hereinafter referred to as "PMT"), requested the development of a Housing Element Advisory Committee (HEAC). The HEAC, working with the PMT, would have the following roles and responsibilities:

- Provide guidance to the Project Management Team (PMT) through the public outreach process;

- Review and provide guidance to the PMT on goals and policies related to the update of the Housing Element;
- Ensure sufficient public outreach and stakeholder input regarding the Housing Element update, including innovative ways to reach multiple segments of population and stakeholders;
- Work with the PMT to communicate with the County on potential for collaborative approaches;
- Make other recommendations to the Town Council regarding the update of the Housing Element, as necessary;
- Serve as the host committee for all public outreach efforts;
- The HEAC is an advisory committee and will offer recommendations only to the PMT and the Town Council as appropriate.

Meetings

Staff recommends that the HEAC meetings adhere to the following guidelines:

- The HEAC shall meet once per month, with additional meetings held as necessary;
- All meetings of the HEAC will be held in compliance with the Ralph M. Brown Act;
- Meetings may be viewed live via webcast or as video recordings <https://www.sausalito.gov/city-government/special-committees/general-plan-advisory-committee/meetings-and-agendas> beginning on the day after a meeting takes place;
- Meeting times and agendas may be viewed on the meetings and agendas page <https://www.sausalito.gov/city-government/special-committees/housing-element-advisory-committee> for the HEAC on the Town's website.
- Upon certification of the Housing Element Update, meetings will be discontinued and the HEAC will be dissolved.

Committee Membership

Staff recommends that the HEAC be limited to five members, with the membership to include:

- One member from the Town Council
- One member from the Planning Commission
- Three members who are San Anselmo residents and appointed by the Town Council

Staff recommends that the Council direct staff to have the Planning Commission appoint one member at their June 20th meeting, and that staff work with the Council appointee to the HEAC to interview public applicants and bring recommendations to the June 28th Town Council meeting for consideration and appointment. The Town Council will receive the applications from everyone who applied, and will appoint the three seats at that meeting.

It is expected that the first HEAC meeting will take place on July 11th.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approval of the temporary HEAC and appointment of a Council member to serve on the committee is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

CONCLUSION

The San Anselmo Housing Element Update must be submitted to the State by January 15, 2023. The Housing Element Advisory Committee is a limited-term committee appointed only to provide recommendations throughout the update process. Given the time constraints for completing the Housing Element Update, staff respectfully requests the Town Council's approval of the HEAC and appointment of a Council member to serve on the committee.

Attachment 1 - Resolution establishing the San Anselmo Housing Element Advisory Committee
Attachment 2 - Housing Element Advisory Committee application

[Proposed] RESOLUTION NO. ___

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE HOUSING ELEMENT ADVISORY COMMITTEE

WHEREAS, the Town of San Anselmo is in the process of updating the Housing Element for the 2023-2031 cycle; and

WHEREAS, the California Department of Housing and Community Development (HCD) requires that cities accommodate housing by meeting their Regional Housing Needs Assessment (RHNA) and to ensure the Town's Housing Element gets certified by HCD, the Town must show that it can accommodate its RHNA through land use policies and development standards; and

WHEREAS, at its meeting of May 10, 2022, the Town Council authorized the Town Manager to enter into a professional services agreement with consultant Houseal Lavigne to complete the Town's Housing Element and Safety Element Updates; and

WHEREAS, the Town's Housing Element Project Management Team, which is made up of Town staff and Houseal Lavigne, has requested the development of a Housing Element Advisory Committee (HEAC) to assist with the Update.

NOW, THEREFORE, BE IT HEREBY RESOLVED in the interest of successfully completing the Town's Housing Element Update in a transparent and timely manner, the Town Council hereby forms a temporary committee as follows:

1. Name: Housing Element Advisory Committee (HEAC)

2. Purpose: The purpose of the HEAC is as follows:

    a. Provide guidance to the Project Management Team (PMT) through the public outreach process;
    b. Review and provide guidance to the PMT on goals and policies related to the update of the Housing Element;
    c. Ensure sufficient public outreach and stakeholder input regarding the Housing Element update, including innovative ways to reach multiple segments of population and stakeholders;
    d. Work with the PMT to communicate with the County on potential for collaborative approaches;
    e. Make other recommendations to the Town Council regarding the update of the Housing Element, as necessary;
    f. Serve as the host committee for all public outreach efforts.

g. The HEAC is an advisory committee and will offer recommendations only to the PMT and the Town Council as appropriate.

3. Organization:

a. The HEAC is limited to five (5) members consisting of: One (1) member from the Town Council; one (1) member from the Planning Commission; three (3) members who are San Anselmo residents appointed by the Town Council.
b. The HEAC shall meet once per month, with additional meetings held as necessary.
c. Members are expected to attend all meetings, unless prevented from doing so by a substantial reason. In the case of an absence, members shall endeavor to notify the Chairperson at least twenty-four (24) hours in advance of a meeting.
d. Applicants must be interviewed by the Town Council before being appointed as a member of the HEAC.

4. Terms: Members will serve until HCD certifies the Housing Element. The HEAC will dissolve automatically following certification.

5. Brown Act: All meetings of the Committee shall be conducted in accordance with the requirements of the Ralph M. Brown Act.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 14th of June, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

San Anselmo Housing Element Advisory Committee Application

Over the next year, the Town of San Anselmo will be focused on updating its Housing Element. The Town is seeking residents to serve on the newly created Housing Element Advisory Committee (HEAC). In addition to reviewing and provide guidance on goals and policies related to the update of the Housing Element, one of the HEAC's main purpose is to assist the Town in ensuring a broad and inclusive community outreach and engagement process. The Update will involve participation from community members through public meetings, workshops, and online surveys. The effort will involve extensive data gathering and analysis, and will be assisted by a consultant team. This is a once in decade opportunity to get involved in the Housing Element process. HEAC applications are due to the Town by noon, June 16, 2022 VIA EMAIL. Interviews are expected on June 20 and 21, 2022 with Town Council appointment to the Committee are expected on June 28, 2022. The first HEAC meeting is expected on July 11, 2022.

1. General Information

Name

Address

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

2. Years residing in San Anselmo

3. Occupation

4. References

Name/Phone

Name/Phone

5. Are you available to attend daytime meetings?

- ◯ Yes
- ◯ No

6. Are you available to attend evening meetings?

- ◯ Yes
- ◯ No

7. Days you are not available to attend daytime/nighttime meetings

- ☐ Mondays
- ☐ Tuesdays
- ☐ Wednesdays
- ☐ Thursdays
- ☐ Fridays

8. Please indicate which segments of the community you would represent as a member of the HEAC

- ☐ Renter
- ☐ Owner
- ☐ Experiencing Homelessness

9. Which answer best describes the type of housing you live in currently

- ☐ Single Family (1 unit, or 1 unit plus an ADU)
- ☐ Accessory Dwelling Unit (small unit ancillary to a primary)
- ☐ Duplex (2 units)
- ☐ Multi-Family (3+ units)
- ☐ Mixed-use residential (commercial below, housing above)
- ☐ Unsheltered

10. Household Type (check all that apply)

- ☐ Single with children
- ☐ Single without children
- ☐ Single with dependent senior
- ☐ Family with children
- ☐ Family without children
- ☐ Family with dependent senior
- ☐ Single-person household
- ☐ Senior living in Senior Housing
- ☐ Senior not living in Senior Housing
- ☐ None of the above

11. Age Group

- [ ] Youth
- [ ] Adult
- [ ] Older Adult (65+)

12. Household (hh) Income Group (voluntary, not required - 1 or 2 adult earners)

- [ ] Earning less than $60,900 annually for 1-person hh, $69,600 for a 2-person hh
- [ ] Earning between $60,900 and $120,200 annually for 1-person hh, $69,600-$137,350 for a 2-person hh
- [ ] Earning more than $120,200 for a 1-person hh, $137,350 for a 2-person hh
- [ ] Prefer not to answer

13. Briefly describe your educational, employment, and civic participation background

14. Briefly describe your interest your interest in serving on the Housing Element Advisory Committee (HEAC)

15. DECLARATIONS - Please acknowledge each item by checking the corresponding box

- [ ] I am aware that the Housing Element Update process is up to a 1-year effort and I am prepared to make the commitment to serve on the HEAC for this time period. I understand my role on the HEAC and am prepared to serve accordingly.
- [ ] I request that you consider my application to be a member of the San Anselmo Housing Element Advisory Committee (HEAC). I am prepared and will be able to devote the time necessary to perform the duties of this body. I am also aware that my application will be made public as an applicant for this body and that this application will be held on file for subsequent vacancies.

16. By entering your name below, you acknowledge that that you have completed this application for yourself and no one else.

TO: Town Council 6/14/2022 **Item #:** 5.

FROM:
Erica Freeman, P.E., R.A., Building Official

SUBJECT:
Introduction and first reading of an Amendment to the San Anselmo Municipal Code adding Chapter 24 "All Electric Construction in Newly Constructed Residential Buildings" to Title 9 "Building Regulations"; and Amendment to Chapter 9-19 "Green Building Requirements" for consistency.

RECOMMENDATION

1. That the Town Council hold a public hearing to consider the Ordinance Amendment.
2. Make a motion to introduce the Ordinance by title only and to waive future readings in their entirety.

BACKGROUND

On March 8, 2022, Council provided direction to staff on the electrification of new residential construction, see Attachment 2. Confronting climate change and promoting environmental sustainability are important goals for the Town of San Anselmo. The Town's Climate Action Plan sets forth the Town's environmental goals and policies. Recently, there has been a growing push to reduce reliance on fossil fuels by requiring all new buildings to be electric-only. Staff proposes an amendment to the Town Code requiring that all new residential construction include electric-only sources of power as one tool to reduce greenhouse gas emissions and further the use of cleaner electric power.

DISCUSSION

The main provision of the proposed Ordinance Amendment would be to require that all new residential buildings must completely utilize electricity as a permanent source of power. No natural gas or propane infrastructure would be allowed in newly constructed buildings.

The State of California adopts new building standards every three years, codified in Title 24 of the California Code of Regulations known as the California Building Standards Code. ("California Building Code." Municipalities adopt the California Building Code by reference into their own local codes. San Anselmo adopted its most recent update in November 2019, Title 9, Chapter 1 "Construction Codes". The California Building Code and the Town Code currently contain energy-efficient requirements, such as "green" building requirements.

In addition, State law allows local jurisdictions to adopt more stringent local amendments to the building code if reasonably necessary because of local climatic, geological, or topographical conditions. (See i.e., Health & Saf. Code, § 17958.7.)

The California Building Code (as currently applied in the Town) does not dictate the type of energy to be used in new buildings. Rather, it provides prescriptive and performance-based environmental requirements. The Climate Action Committee suggests that to reduce the use of fossil fuels and promote cleaner electric power, it is necessary to require that all new buildings be constructed with electricity as the sole power source.

Fossil fuel usage, such as natural gas, has several drawbacks:

- The primary component in natural gas is methane, which is a pollutant that contributes to climate change. Climate change has contributed to extreme weather and hazard conditions including wildfires, drought, and flooding.
- Methane pollution can occur throughout a natural gas system including leaks within homes and buildings.
- Methane pollution may also occur when natural gas is burned in a building by appliances including cooking, space heating, and clothing washers and driers.
- Indoor natural gas use for cooking can pollute indoor air quality.

Fossil fuel usage, such as natural gas, has a benefit:

- A natural gas connection provides resiliency as an alternative energy source, especially during a Public Safety Power Shutoff.

In April 2020 the Town adopted a Green Building Ordinance, referred to as “reach codes” which allowed all construction to be mixed fuel, limited mixed fuel, or all-electric. Since the adoption of this ordinance, staff believes that a number of Accessory Dwelling Units have gone all-electric.

Requiring that new residential buildings use electric power benefits the environment and promotes green electric energy. Many California jurisdictions, including the Town of Fairfax and the City of Petaluma, have adopted ordinance amendments that require new construction to be all-electric.

The proposed Ordinance Amendment would apply to all new residential building permit applications submitted on or after the effective date of the new ordinance. It would require all newly constructed residential buildings to be constructed to use solely electric power. A “newly constructed building” is defined as a residential building that has “never been used or occupied for any purpose”, mirroring the definition used by many California jurisdictions with similar ordinances including the Town of Fairfax. Substantial remodels would not be subject to the ordinance; however, should the Council desire to include substantial remodels, staff will return with additional language and analysis for the Council’s consideration.

The proposed Ordinance Amendment contains narrow exemptions. First, under the public interest exemption, the Town may allow the installation of natural gas infrastructure in a newly constructed residential building if it determines that it is in the public interest. The Town may consider factors including, but not limited to, the availability of alternative technologies or systems that do not use natural gas, and the impact the decision may have on the public health, welfare, and safety. However, the building must include sufficient electrical infrastructure such as wiring and conduit to facilitate full electrification in the future. Additionally, the Town Building Official may grant an exemption if it determines that full electrification is physically infeasible under the circumstances. The proposed Ordinance Amendment also exempts food services establishments with commercial kitchens, in order to reduce the burden on local business and promote the economic vitality of the

Town. All exempt projects remain subject to other green building code requirements.

A survey link was sent out with the Town's newsletter dated May 14, 2022 and closed on May 23, 2022. (Attachment 3). 96 people responded to the survey. Out of the 96 people, more than 50 percent opposed the all-electric ordinance for new residential construction. There were a variety of concerns with the proposed ordinance which include: monthly costs, vulnerability during electrical outages, distrust of PG&E and government, an overburdened electrical grid, and people who do not want to give up their gas stoves. Please see Attachment 3 for specific survey results.

Finally, the proposed Ordinance Amendment provides that the requirements shall constitute "objective standards" pursuant to SB 35 (Gov. Code § 65913.4), the Housing Accountability Act (Gov. Code § 65589.5), and SB9. By way of background, these State laws only allow a municipality to impose objective standards to certain housing development projects.

FISCAL IMPACT

There is no significant financial impact associated with the Ordinance Amendment, except it may require additional review time by staff.

GENERAL PLAN CONSISTENCY

The proposed Ordinance Amendment is consistent with the General Plan.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project' under CEQA; CEQA Guidelines section 15061(b)(3), the "common sense exemption", because the proposed Ordinance Amendment will not have a significant environmental effect; and CEQA Guidelines section 15307 and 15308 as an action taken by a regulatory agency to protect the environment.

The Town's long-term climate action goal as set forth in the Climate Action Plan includes the electrification and the phase-out of fossil fuels by upgrading and replacing fossil fuel-based infrastructure throughout the transportation and building sectors with cleaner electric power. (Climate Action Plan, p. 8.) Additionally, Chapter 2 of the Climate Action Plan encourages the use of electric power in new construction. The proposed Ordinance Amendment is consistent with the Climate Action Plan because it reduces the use of non-renewable fossil fuels in newly constructed buildings and promotes environmentally cleaner electric power.

CONCLUSION

Staff recommends that the Town Council consider the approval of the proposed Ordinance Amendment.

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ADDING CHAPTER 24 "ALL ELECTRIC CONSTRUCTION IN NEWLY CONSTRUCTED RESIDENTIAL BUILDINGS" TO TITLE 9 "BUILDING REGULATIONS" AND AMENDING CHAPTER 9-19 "GREEN BUILDING REQUIREMENTS" FOR CONSISTENCY

WHEREAS, the Town's Climate Action Plan sets forth Town goals and policies to combat climate change, promote clean energy use, and protect the environment; and

WHEREAS, the Climate Action Plan's Framework for a Post-Carbon Community has the strategy to "upgrade and replace carbon-intensive, fossil fuel-based infrastructure and combustion power throughout the transportation and building sectors with clean electric power"; and

WHEREAS, natural gas contains methane, which significantly contributes to pollution and climate change; and

WHEREAS, methane pollution from natural gas occurs throughout the natural gas system including leaks within buildings, and from household appliances; and

WHEREAS, the use of natural gas, including building-related natural gas infrastructure, produces significant greenhouse gas emissions that contribute to climate change; and

WHEREAS, the Town Council desires to require that all newly constructed residential buildings, with certain limited exceptions, be constructed to use all-electric power and make a minor amendment to Town Code section 9-19 "Green Building Requirements" for consistency (the "Ordinance Amendment"); and

WHEREAS, the Town Council determines that the Ordinance Amendment is necessary to protect the health, safety, and welfare of its residents pursuant to the Town's Constitutional Police Power authority; and

WHEREAS, the Town Council also determines pursuant to Health and Safety Code sections 17958.5, 17958.7, and 18941.4, that the Ordinance Amendment is reasonably necessary because of local climatic, geological, or topographical conditions as set forth in the findings herein; and

WHEREAS, on May 24, 2022, the Town Council held a duly noticed public hearing to consider the Ordinance Amendment.

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

SECTION 1: Environmental Review. The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project' under CEQA; CEQA Guidelines section 15061(b)(3), the "common sense exemption", because the proposed Ordinance Amendment will not have a significant environmental effect; and CEQA Guidelines section 15307 and 15308 as an action taken by a regulatory agency to protect the environment.

SECTION 2: The above recitals are true and correct and are incorporated as findings herein.

SECTION 3: Chapter 24 "All Electric Construction in Newly Constructed Residential Buildings" of Title 9 "Building Regulations" is hereby added as follows:

9-24.01 – Findings and Purpose.

The Town Council of the Town of San Anselmo expressly declares and finds that:

(a) A primary component in natural gas is methane, which is a pollutant that significantly contributes to climate change.
(b) The combustion of natural gas and leakage occurring during the procurement, transportation, storage, distribution, and usage of natural gas produces emissions of methane that contributes to climate change.
(c) The adoption of this San Anselmo Municipal Code Chapter 9-24 "All Electric Construction in Newly Constructed Residential Buildings", is reasonably necessary because of local climatic, geologic, and topographical conditions as set forth below:
    (1) Flooding Hazards. The Town of San Anselmo has historically been subject to damaging floods during significant rain events due to the flooding of the San Anselmo Creek. Many areas of San Anselmo are located within flood zones subject to a high risk of flooding as defined by the Federal Emergency Management Agency. Extreme weather and sudden large rain events fueled by climate change have caused flood events in San Anselmo to become more common. Requiring newly constructed buildings to utilize only electric power will reduce greenhouse gas emissions that contribute to climate change and flooding events.
    (2) Wildfire Hazards. The Town of San Anselmo is located near a wildland-urban interface area vulnerable to wildfires. The hilly topography of the Town combined with its narrow roads constrain the fire department's ability to respond to fires. The Town of San Anselmo is also subject to drought conditions that have increased wildfire risk. The climatic conditions of drought, combined with the geologic and topographical conditions of the Town, significantly increase the risk of a catastrophic wildfire. Reducing the use of combustible natural gas and associated infrastructure will reduce fire risks, and reduce greenhouse gas emissions that contribute to climate change.
    (3) Seismic Hazards. San Anselmo is located near several active seismic faults with the potential to cause damaging earthquakes. The San Andreas Fault runs north and south

in the Western side of Marin County approximately 9 miles from the Town, and several other faults are within 15 miles of the Town including the Hayward Fault, the Rodgers Creek Fault, and the San Gregorio Fault. Earthquakes can damage natural gas infrastructure causing gas leaks and significant fire hazards. New building electrification requirements and the accompanying reduction in natural gas use are reasonably necessary to reduce the risk of gas leaks and fire caused by earthquakes.

9-24.02– Applicability.

(a) Unless exempt, the requirements of this chapter apply to all newly constructed residential buildings.
(b) This chapter shall in no way be constructed to amend Energy Code requirements under Title 24 of the California Code of Regulations Part 6 or part 1, nor as requiring the use or installation of any specific appliance of system.
(c) This chapter shall not apply to portable propane appliances as used for outdoor cooking and heating.

9-24-03 – Definitions. For the purposes of this chapter the following definitions apply:

(a) "All electric building" means a building that uses a permanent supply of electricity as the source of energy for space heating, water heating (including pools and spas), cooking appliances, clothing drying appliances, that has no natural gas or propane plumbing installed in the building.
(b) "Energy Code" means the California Energy Code as adopted in San Anselmo Municipal Code section 9-1.101.
(c) "Newly constructed residential building" means a residential building that has never been used or occupied for any purpose, and has not been granted and/or is not subject to a valid building permit that remains in effect.

9-24.04 – Requirement for All Electric Construction in Newly Constructed Residential Buildings. A newly constructed residential building must satisfy the definition of an all electric building.

9-24.05 – Exemptions. The following are exempt from the requirements of this chapter. If an exemption applies, the newly constructed building shall remain subject to other applicable Town building codes including Chapter 9-19 "Green Building Requirements".

(a) The Building Official may allow natural gas infrastructure in a newly constructed residential building if the applicant establishes the building is not able to achieve the performance compliance standard under the Energy Code using commercially available technology or there is not an all-electric prescriptive compliance pathway under the Energy Code.
(b) The Building Official may allow natural gas infrastructure in a newly constructed residential building if the applicant establishes that there is an equivalent greenhouse gas reduction to that of all-electric construction.
(c) For all exemptions hereunder, natural gas appliance locations must also be electrically pre-wired for future electric appliance installation as approved by the Building Official.

9-24-06 – Objective Standard. The requirements of this chapter shall be determined to constitute "objective standards" under current and future State housing laws including but not limited to Government Code sections 65913.4 (SB35), 65589.5 (the Housing Accountability Act) and 65852.21 (SB9).

SECTION 4: Chapter 19 "Green Building Requirements" of Title 9 "Building Regulations" is amended as follows. Deleted language in ~~strikeout~~, new language in underline, existing language unchanged.

9-19-030 – Applicability

The provisions of this chapter shall apply to all construction or development projects defined below as a "covered project." Notwithstanding anything to the contrary in this chapter, Chapter 9-24 "All Electric Construction in Newly Constructed Residential Buildings" shall apply to newly constructed buildings as defined in said chapter, unless exempt.

SECTION 5: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 6: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption and shall be posted or published as required by state law.

SECTION 7: Submission to California Building Standards Commission. The Ordinance Amendment shall be submitted to the California Building Standards Commission pursuant to State law.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on May 24, 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Alexis Fineman, Mayor

ATTEST:_____
Carla Kacmar, Town Clerk

Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Legislation Text

File #: 22-131, **Version:** 1

FROM:
Erica Freeman, PE, RA, CBO, Building Official

SUBJECT:
New Residential Construction Electrification

RECOMMENDATION

That the Council provide direction to staff on revising the Town's Building Code related to the current Green Building Reach Code requirements to include the electrification of residential new construction under the Health and Safety Code, before the proposed 2022 Reach Code adoption this fall.

BACKGROUND AND DISCUSSION

California continues to lead the fight against climate change. The State has established two goals to drastically reduce Greenhouse Gas (GHG) emissions throughout the State: 1) reduce GHG by 40-percent of 1990 levels by 2030; and 2) reach carbon neutrality by 2045. The effort to fight climate change is delegated to State agencies, regional planning/transportation agencies and local governments like San Anselmo and Marin County.

In 2019, Building Energy accounted for 34% of Countywide Emissions (27% Natural Gas and 7% Electricity). Waste and Water use were at 4% and <1% respectively, and despite being a smaller portion of emissions, both are addressed within features of the state's Green Building Code.

Overall Marin County GHG emissions have decreased from 777,035 mt CO2 equivalent (CO2e) in 2005 to 481,855 mtCO2e in 2019. The decrease in County emissions is the result of Statewide policy and Marin Clean Energy's (MCE) cleanup of the electricity grid on the supply side, and green building requirements, efficiency, and decarbonization on the demand side. Despite the decrease in overall GHG emissions, natural gas emissions from 2005 to 2019 increased as a percentage from 56% to 80%.

On April 28, 2020, the Town Council approved San Anselmo's Green Building Reach Codes, which incorporated additional requirements, beyond the state's Green Building code requirements, to Residential: New Construction, Large Additions and Alternations, Small Additions and Alterations; Commercial: New Construction, Large Additions and Alternations, Small Additions and Alterations. The adopted Reach Codes were the same as those adopted by Marin County and Mill Valley.

Currently, Marin County's stance is that building electrification is critical to decarbonizing the building sector and reducing overall emissions. Additionally, the decarbonization of buildings sets the stage to decarbonize the transportation sector through EV readiness and infrastructure policies and programs.

This fall, the Town will adopt State Building Code amendments, including potential additional County Reach Codes. The State will defer an all-electric code until the 2025 code cycle but will focus on heat pumps this 2022 code cycle. However, in the 2022 cycle, the County will have draft Reach Codes that will include requirements beyond the state's requirements. These Reach Codes will be developed by Marin County through a process, (meetings and community outreach), which began this winter with the County's Steering Committee. Like the 2019 Reach Codes, the 2022 Reach Codes will encompass residential and commercial new construction and remodel permit types. Under the 2022 Reach Codes, new residential construction will be required to be all-electric. The 2022 Green Building Reach Codes, if adopted on schedule, will become enforceable by Jan 1, 2023.

Approximately 53 California jurisdictions including Fairfax, have utilized sections 18941.5 and 17958.7 of the Health and Safety Code to adopt all-electric and/or natural gas moratoriums for new residential construction. Under these statutes, a jurisdiction can modify the Building Code based on findings that the jurisdiction-specific amendments are reasonably necessary because of local climatic, geological, or topographical conditions. If the Town Council directs staff to prepare a building electrification ordinance based on these findings, the Council may implement such regulations until the Reach Codes are adopted.

Between now and the implementation of the 2022 Green Building Reach Codes (if adopted), the Planning Department has determined that two new homes and 10 new Accessory Dwelling Units (ADUs) could potentially apply for new construction permits. With a new construction electrification ordinance, these units would be required to be all-electric. The numbers of units are speculative and as with all construction environments, this number could be higher or lower. If the Town does not adopt an all-electric ordinance before complete applications are submitted for the above new construction, the Town will have missed an opportunity to reduce greenhouse gas emissions for these new buildings.

With the above information in mind, if directed by Council, staff will return with an ordinance that requires all new residential construction to be all-electric. The ordinance would be in effect until the Reach Codes take effect in January 2023.

FISCAL IMPACT

Staff time.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA) and the State CEQA Guidelines. The Town hereby finds that pursuant to CEQA Guidelines section 15378(b)(5), action on this item is not a project subject to CEQA because it is an

administrative governmental activity that will not cause a direct or indirect physical change in the environment.

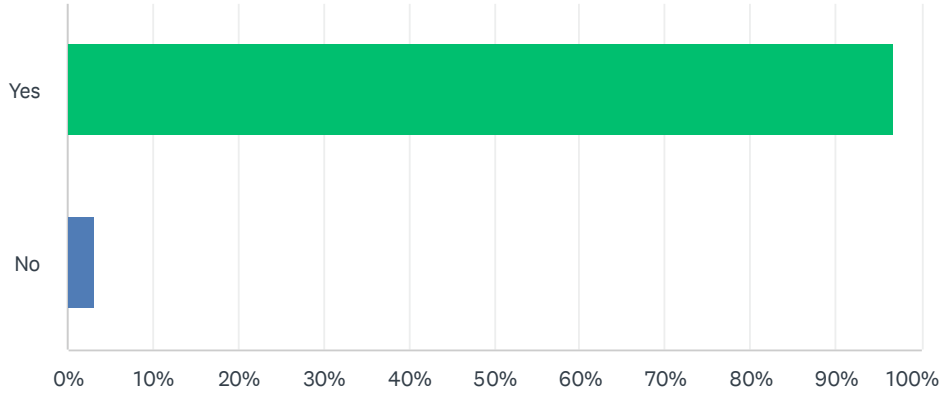
The Town also finds that, alternatively, under CEQA Guidelines section 15061(b)(3), this Ordinance is exempt from the requirements of CEQA because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Further, and in the alternative, the Town finds that the Ordinance is exempt from the requirements of CEQA pursuant to CEQA Guidelines sections 15307 and 15308 as an action by a regulatory agency taken to protect the environment and natural resources.

The electrification of new residential construction will address San Anselmo's Climate Action Plan (CAP) 2030, specifically CAP E-4, Green Building Reach Codes, all-electric building systems as an option to reduce greenhouse gas emissions.

Q1 Do you live in San Anselmo?

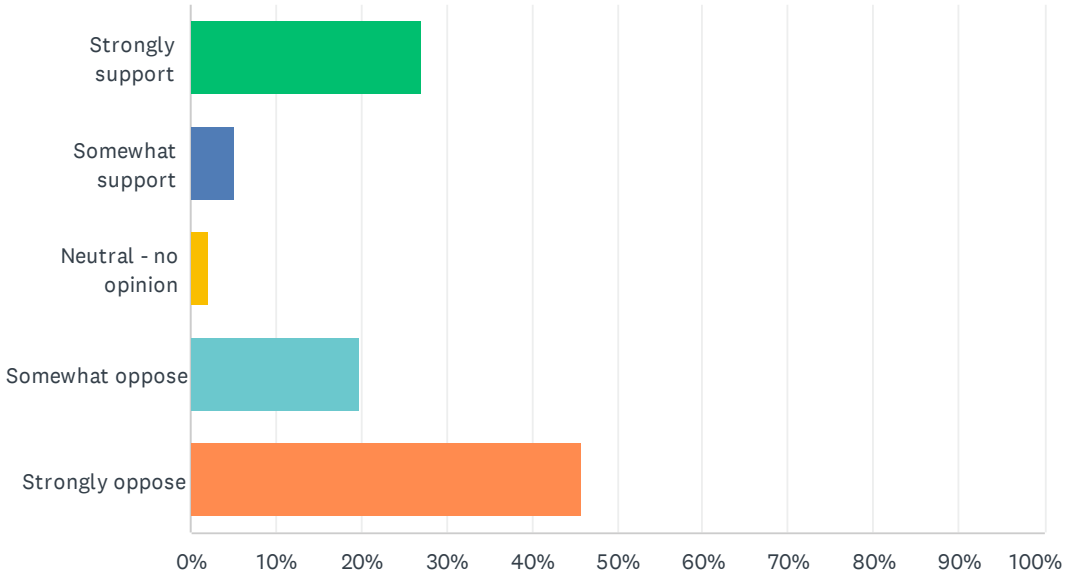
Answered: 96 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	96.88%	93
No	3.13%	3
TOTAL		96

Q2 Would you support or oppose a proposed all-electric construction requirement for newly constructed residential buildings?

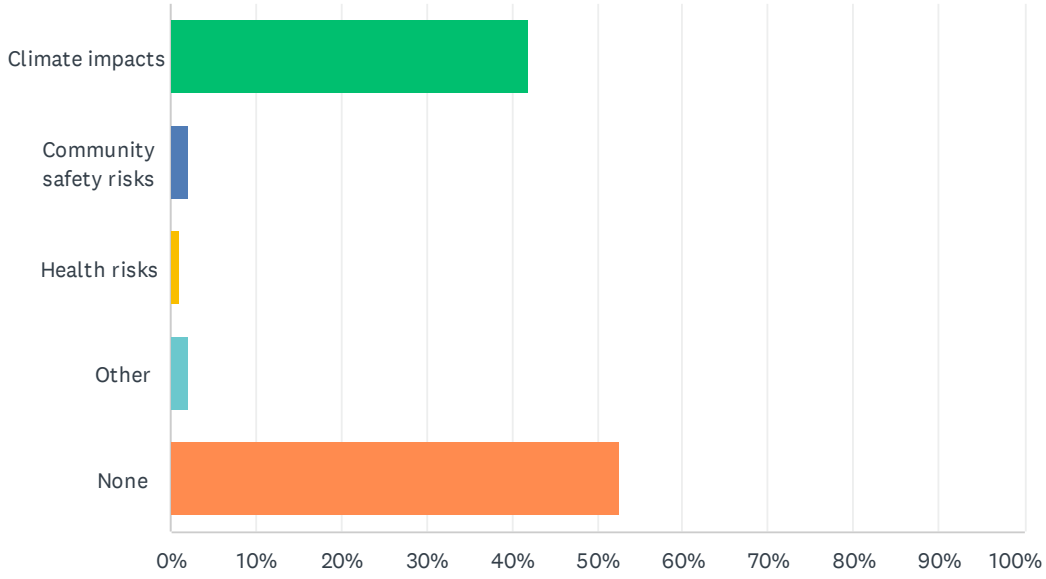
Answered: 96 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly support	27.08%	26
Somewhat support	5.21%	5
Neutral - no opinion	2.08%	2
Somewhat oppose	19.79%	19
Strongly oppose	45.83%	44
TOTAL		96

Q3 What aspects of gas appliance use concern you?

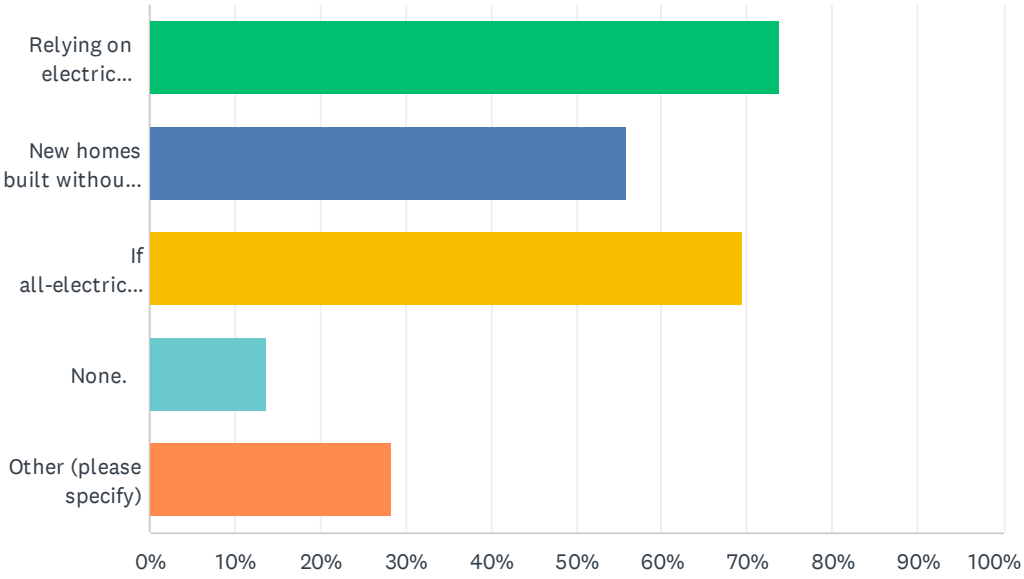
Answered: 95 Skipped: 1



ANSWER CHOICES	RESPONSES	
Climate impacts	42.11%	40
Community safety risks	2.11%	2
Health risks	1.05%	1
Other	2.11%	2
None	52.63%	50
TOTAL		95

Q4 Do you have concerns with a proposed requirement for all-electric appliances in newly constructed residential buildings? Check all that apply:

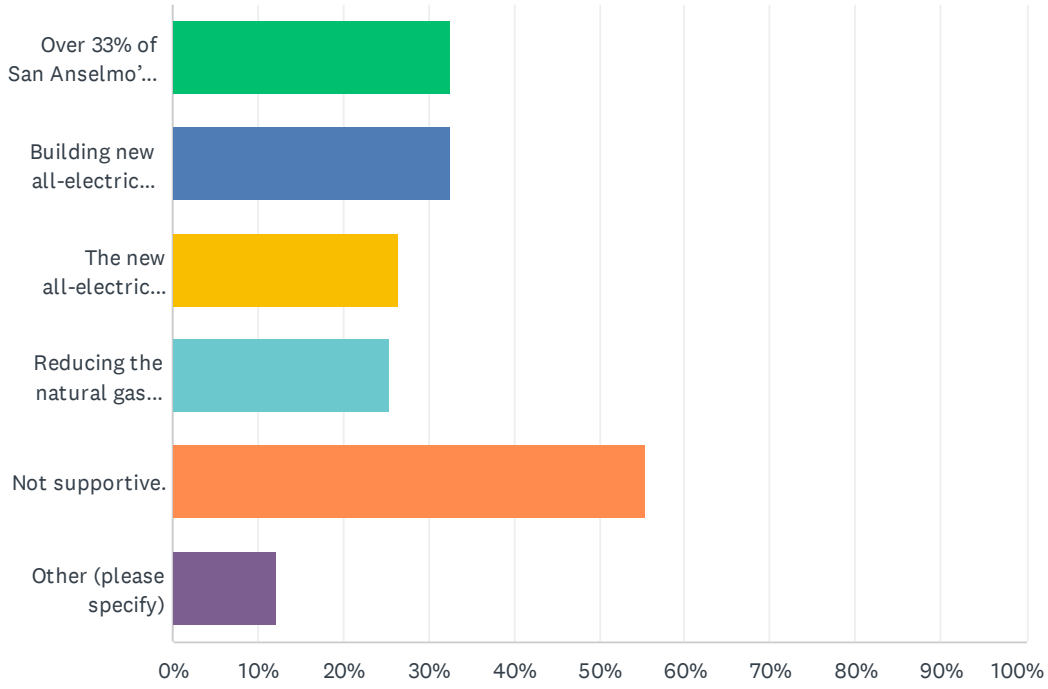
Answered: 95 Skipped: 1



ANSWER CHOICES	RESPONSES	
Relying on electric appliances can leave homeowners vulnerable during power outages.	73.68%	70
New homes built without gas will be less desirable as buyers will prefer gas stoves and gas fireplaces.	55.79%	53
If all-electric is required for new construction, the next step may be to require all-electric in some remodel projects or require homeowners to replace gas appliances with electric. This will place a financial burden on homeowners and is an example of government overreach.	69.47%	66
None.	13.68%	13
Other (please specify)	28.42%	27
Total Respondents: 95		

Q5 If supportive, what reasons do you see for supporting all-electric construction in newly constructed residential buildings? Check all that apply:

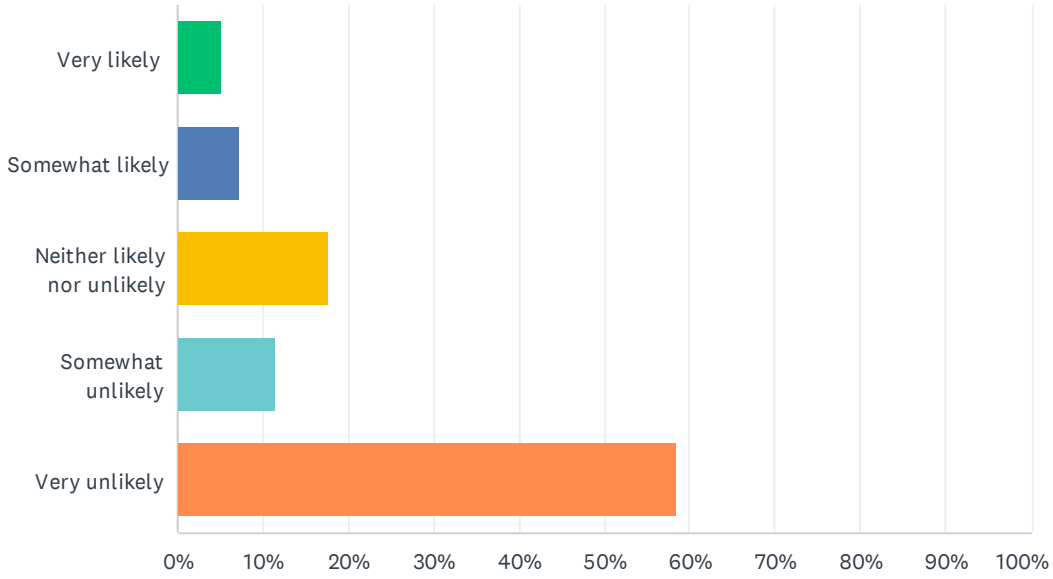
Answered: 83 Skipped: 13



ANSWER CHOICES	RESPONSES	
Over 33% of San Anselmo's greenhouse gas emissions come from the use of natural gas appliances in private homes. The Town will not be able to significantly reduce its greenhouse gas emissions unless it shifts to less natural gas use in homes.	32.53%	27
Building new all-electric homes will be an easy way to begin to transition away from fossil fuel use in buildings.	32.53%	27
The new all-electric buildings will have healthier air quality.	26.51%	22
Reducing the natural gas infrastructure will reduce the risk of pipeline rupture and resulting fire.	25.30%	21
Not supportive.	55.42%	46
Other (please specify)	12.05%	10
Total Respondents: 83		

Q6 How likely are you to build a new home in San Anselmo in the next 5 years?

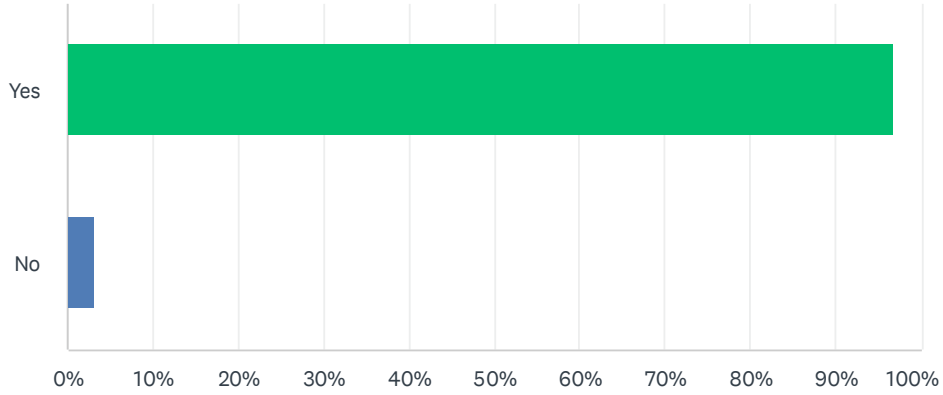
Answered: 96 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very likely	5.21%	5
Somewhat likely	7.29%	7
Neither likely nor unlikely	17.71%	17
Somewhat unlikely	11.46%	11
Very unlikely	58.33%	56
TOTAL		96

Q7 Do you currently have gas appliances in your home?

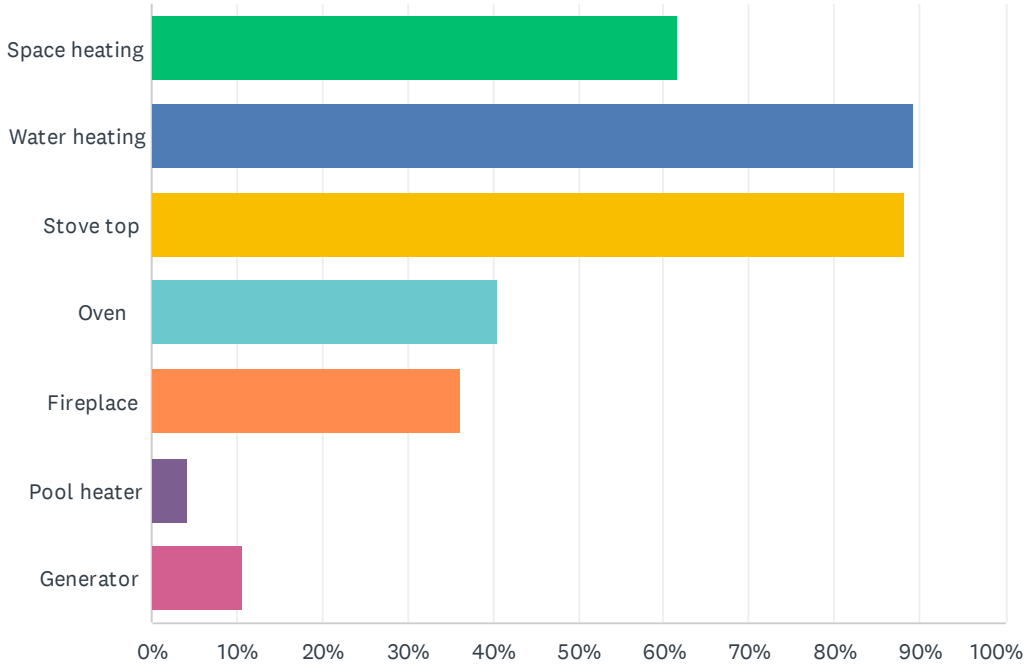
Answered: 96 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	96.88%	93
No	3.13%	3
TOTAL		96

Q8 If you have gas appliances in your home, check all of those that apply:

Answered: 94 Skipped: 2



ANSWER CHOICES	RESPONSES	
Space heating	61.70%	58
Water heating	89.36%	84
Stove top	88.30%	83
Oven	40.43%	38
Fireplace	36.17%	34
Pool heater	4.26%	4
Generator	10.64%	10
Total Respondents: 94		

TO: Town Council 6/14/2022 **Item #:** 6.

FROM:
David P. Donery, Town Manager, Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
2021-2022 Budget Amendment and 2022-2023 Preliminary Proposed Budget and Work Plan

RECOMMENDATION

That Council approve the attached resolution amending the 2021-2022 Budget and conduct a public hearing on the Preliminary Proposed 2022-2023 Budget and Work Plan.

BACKGROUND

The Town of San Anselmo's fiscal year starts on July 1 and ends the following June 30. Each year staff prepares a proposed budget to project revenues and recommend expenditures for the upcoming fiscal year. Included with the budget proposal is a recommended work plan.

DISCUSSION

The attached documents indicate that a balanced budget is anticipated in the General Fund for the 2022-2023 fiscal year. In the 2021-2022 fiscal year, the revised budget estimated an operating surplus of $28,459. The most recent information indicates, the 2021-2022 will end with a larger operating surplus of approximately $935,864. This increase is mainly due to increases in property taxes. Staff recommends amending the FY 2021-2022 Transfers out budget by $600,000, which includes $200,000 to Building Maintenance Fund to fund the Town's deferred building maintenance needs, $200,000 to the existing Insurance Fund as well dealing with unanticipated surge of Insurance premium and claims, and $200,000 to the Emergency Project Fund to fund any unexpected items that occur like the Center Avenue Bridge Sinkhole. The estimated beginning fund balance as of July 1, 2022, is $6,650,793 or 27.7% of expenditures and transfers out. This reserve is expected to be maintained for 2022-2023 as the proposed budget is a balanced budget. The following are the major changes to the 2022-2023 general fund budget as compared with the 2021-2022 budget:

Revenue

- Secured property tax, the General Fund's main source of revenue, is expected to increase by approximately $495,468 as compared to the 2021-2022 estimated actual based on year-to-date collection from the Marin County Department of Finance. Total property taxes are expected to increase by approximately $637,549 or 4.3%, as compared to the 2021-2022 year-end estimate.

- General Fund Sales Tax category, which includes regular sales tax and Prop 172 Sales Tax, will see a

decrease of ($70,000) or (4.6%) due to an expected slow-down in retail and online sales activities.

- The overall increase to revenue and transfers-in as compared to the fiscal year 2021-2022 estimated actual is approximately $497,689.

Expenditures

- The total increase for salaries is approximately $210,025 as compared to the 2021-2022 revised budget, which represents the following adjustments:

    - 4.5% salary schedule increase for SEIU employees as well as for employees in the management and confidential groups effective July 1, 2022.
    - Anticipated step increases for eligible employees.
    - Two positions - Code Enforcement Officer and Public Works Manager (Public Works Department).

- The Town issued Pension Obligation Bonds in September 2021 to fund the Town's unfunded liability with CALPERS. The issuance of the bonds due to the favorable interest rate environment created a savings between the bond payment schedule and CALPERS amortization schedule. That savings will be sent the Pension Trust to address any future unfunded liability concerns. In the 2022-2023 budget that amount is approximately $246,000 and budgeted in the non-departmental fund of the General Fund.

- Health insurance costs are based on six months of the January 1, 2022 Kaiser medical insurance rate and another six months with a 4% escalator. The Town pays up to the Kaiser family rate for employees hired prior to July 1, 2014. Employees hired after July 1, 2014 have their medical benefits limited to a maximum of $1,950 per month.

- Payments for Pension Obligation Bonds is $528,976 in accordance with the debt service agreement, this is the first payment for the 2021 Pension Obligation Bonds.

- The payment to the Central Marin Police Authority for police services has increased by $252,272 or 5.38% over prior year budget.

- The direct member contribution to Ross Valley Fire Department related services has increased by $229,891 or approximately 5.17% from prior year budget.

- Included a budget of $500,000 for updating Housing, Circulation, and Safety Elements of the Town's General Plan.

- The total increase to expenditures and transfers out is $883,654 as compared to the 2021-2022 estimated actuals.

Other Funds:

MEASURE D SALES TAX FUND - The Measure D Sales Tax Fund is expected to receive $1,210,000 in revenue in FY 2022-2023, which represents about $10,000 more than the amount budgeted in FY 2021-2022 and remains relatively flat from the estimated year-end actual. These proceeds will be expended for road paving, bridge maintenance program, median, and project management.

GRANT FUNDS -The Town expects to receive grants totaling approximately $717,000 in the 2022-2023 fiscal year in order to complete work related to bridges, roadway improvements, and flood control.

RECREATION FUND- In FY 2022-2023, the proposed budget includes a significant increase in revenue $529,007 and expenditures $370,263 from 2021-2022 budgeted. This is due to the lifting of the Covid-19 restrictions and participation level growth across existing programs, our sports programs offered an opportunity to get outside, and the department brought back pre-pandemic programs and added new and creative programs.

LIBRARY TAX FUND -The Library Parcel Tax has increased from $64.48 per parcel to $66.41 per parcel, resulting in an additional $8,657 in revenue for supplemental library services.

MEASURE A PARK TAX FUND -The Town Council approved the Memorial Park Playing Field Repair Project for an estimated amount of $675,000 in FY2020-2021. Due to the water shortage emergency, this project was postponed and now included in FY2022-2023 budget.

CLIMATE ACTION FUND - The creation of the fund is intended to help the Town build its capacity to identify and undertake climate action at the municipal level. The proposed budget includes provided funding of $55,000 for Climate Action Coordinator shared with the Town of Fairfax and $50,000 for projects.

SPECIAL REVENUE FUND - CREEKSIDE COMMONS FUND - The creation of the fund is intended to track all the activities that related to the Creekside Commons project and provide transparency of this once a lifetime public fundraising effort project. Since June 25, 2019, the Town has received a total donation amount of $450,500 for this project.

INTERNAL SERVICES FUNDS - BUILDING MAINTENANCE, TEHCNOLOGIE REPLACEMENT, AND VEHICLE REPLACEMENT FUNDS - The purpose of these funds are to account for the cost of operating and maintaining the Town's building, network system, and vehicle program; to accumulate funding and build up reserves to fund future needs.

WORK PLAN GOALS

The Town will continue to carry on the work plan priorities that were set by the Town Council and department management staff at the April 27, 2021 Town Council meeting. These priorities are reflected on the corresponding department pages or in the narrative of the corresponding fund.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed project is exempt from the California Environmental Quality Act (CEQA), under the "common sense" exemption, because it can be seen with certainty that there is no possibility that the activity in

question may have a significant effect on the environment. (Cal. Code Regs. tit. 14, § 15061).

CONCLUSION

The action recommended for the Council is to approve the budget amendment for FY2021-22 and conduct the public hearing on the Proposed 2022-2023 Budget and Work Plan. Pending the outcome of the public hearing, the next step will be to incorporate any changes identified by Council and bring the Budget and Work Plan back to Council for adoption at the June 28, 2022, meeting.

Attachment 1 - Fiscal Year 2022-23 Draft Budget and Workplan

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING THE 2021-2022 BUDGET

WHEREAS, the Town Council adopted the 2021-2022 fiscal year budget by Resolution No. 4395 on June 22, 2021; and

WHEREAS, at its meeting of January 25, 2022, the Town Council amend the budget as part of its Mid-Year Budget Review by Resolution 4411; and

WHEREAS, new information has emerged since Mid-Year Budget Review of the 2021-2022 budget; and

WHEREAS, the Town Council finds it necessary and in the public interest to amend the budget amended by Resolution 4411;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

The 2021-2022 budget be amended as follows:

GENERAL FUND

Transfers out	Increase Transfers to Building Maintenance Fund by $200,000
	Increase Transfers to Insurance Fund by $200,000
	Increase Transfer to Emergency Reserve Fund by $200,000

BUILDING MAINTENANCE FUND

Transfers In	Increase Transfers in from General Fund by $200,000

INSURANCE FUND

Transfers In	Increase Transfers in from General Fund by $200,000

Emergency Reserve Fund

Transfers In	Increase Transfers in from General Fund by $200,000

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof, held on the 14th day of June 2022, by the following vote:
AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

FISCAL YEAR 2022-23



Town of San Anselmo Proposed 2022-2023

BUDGET & WORK PLAN

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

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TOWN MANAGER'S MESSAGE

Alexis Fineman
Mayor

Steve Burdo
Vice Mayor

Eileen Burke
Councilmember

Brian Colbert
Councilmember

Ford Greene
Councilmember

525 San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org
(415) 258-4600 | Fax (415) 454-4683

June 14, 2022

Honorable Mayor Fineman, Town Council and San Anselmo Residents,

I am pleased to present the Town's Fiscal Year 2022-2023 Proposed Annual Budget and Work Plan the annual financial roadmap for the Town of San Anselmo. This extensive, detailed, and balanced budget continues the Town Council's priorities to protect General Fund reserves while restoring normal operational services in the wake of the COVID-19 pandemic and provides a Capital Improvement Program (CIP) of one-time expenses towards improving City assets and infrastructure.

The annual budget and work plan allocates resources to a variety of Town priorities and programs to ensure the community's physical security, enhance the community's quality of life, and maintain and develop the Town's facilities and infrastructure. This particular budget attempts to hold onto years of effort in doing so, despite the ongoing effects of the public health emergency which threatens revenue stability and, at the same time, requires a nimble response to demands for services.

This document represents our continued commitment to prudent fiscal management, to effective service delivery and to supporting an affordable quality of life for our citizens. Once adopted by the Council, the budget establishes the direction for all Town programs and services for the coming year. It represents the consensus of Council direction and staff recommendations on how to best accomplish Council goals and respond to the highest priorities of community needs.

TOWN ORGANIZATIONAL STRUCTURE

Town Council is the legislative body which represents the public; receives input, develops and adopts policy, and resolves public issues; formulates Town policy through motions, resolutions and ordinances which reflect the needs of the public.

Town staff, led by the Town Manager and the Department Heads, carries out the day-to-day work of the organization. These departments include Administration and Finance, Fire, Library, Planning, Police, Public Works, and Recreation.

TOWN MANAGER'S MESSAGE

SAN ANSELMO RESIDENTS

MAYOR
Alexis Fineman



VICE MAYOR
Steve Burdo



COUNCIL MEMBER
Brian Colbert



COUNCIL MEMBER
Eileen Burke



COUNCIL MEMBER
Ford Greene



TOWN TREASURER
John Mahl

TOWN CLERK
Vacant

TOWN MANAGER
David P. Donery



TOWN ATTORNEY
Megan H. Acevedo



LIBRARY
Linda Kenton
Director & Assistant Town Manager

FINANCE & ADMINISTRATIVE SERVICES
Jeff Zuba
Director

PUBLIC WORKS & BUILDING
Sean Condry
Director

FIRE DEPARTMENT
Jason Weber
Fire Chief

POLICE DEPARTMENT
Michael Norton
Chief of Police

PLANNING DEPARTMENT
Heidi Scoble
Director

RECREATION & SPECIAL EVENTS
Dannielle Mauk
Director of Community Services

ITEM 6 - ATTACHMENT 2

TOWN OF SAN ANSELMO
ELECTED AND AUTHORIZED PERSONNEL SUMMARIES
FISCAL YEAR 2022-2023

DEPARTMENT	2018-2019 BUDGET	2019-2020 BUDGET	2020-2021 BUDGET	2021-2022 BUDGET	2022-2023 BUDGET
GENERAL FUND					
Town Council*	n/a	n/a	n/a	n/a	n/a
Town Treasurer*	n/a	n/a	n/a	n/a	n/a
Administration and Finance	5.00	5.00	5.00	5.80	4.80
Legal Services*	n/a	n/a	n/a	n/a	n/a
Library	3.80	3.80	2.80	3.80	3.80
Planning	2.00	2.00	2.00	2.00	2.00
Fire Protection Services**	n/a	n/a	n/a	n/a	n/a
Police**	n/a	n/a	n/a	n/a	n/a
Public Works					
Engineering & Inspection	7.30	6.60	6.25	6.25	6.25
Street & Park Maintenance	6.00	6.00	6.00	6.00	7.00
Recreation	1.80	1.80	1.60	1.80	1.80
TOTAL GENERAL FUND	25.90	25.20	23.65	25.65	25.65
MEASURE D SALES TAX FUND	-	-	0.70	1.05	1.05
RECREATION FUND	5.00	5.00	5.00	5.20	5.00
SPECIAL REVENUE FUNDS					
Road Maintenance Fund	1.50	1.50	1.50	1.50	1.50
Library Fund	1.73	1.73	1.73	2.20	2.20
Robson House Fund	0.10	0.10	0.10	0.10	0.10
Isabel Cook Center Fund	0.10	0.10	0.10	0.10	0.10
TOTAL SPECIAL REVENUE FUNDS	3.43	3.43	3.43	3.90	3.90
TOTAL POSITIONS (ALL FUNDS)	34.33	33.63	32.78	35.80	35.60

* Town Council and Treasurer are elected part-time positions and receive fixed compensation
** Contracted services or JPA

TOWN MANAGER'S MESSAGE

FISCAL SUMMARY AND ECONOMIC OUTLOOK

With over 93% of Marin's eligible population having been fully vaccinated, the nation has recovered substantially from the Novel Coronavirus (COVID-19) pandemic. GDP growth is strong and unemployment low. However, there are formidable headwinds from high inflation, supply-chain disruptions, labor shortages, and impacts from the Russia-Ukraine war. Unlike many other industries, local government, including San Anselmo, is dealing with retention and recruitment issues and the escalation costs of labor. Although the Town is seeing a healthy pattern of revenue recovery in sales tax, business license tax, and recreation programs and rentals, projected costs in coming years will need to be addressed.

In fiscal year 2021-22, the Town achieved several important goals, including:

- Created two additional **Internal Service Funds - Technology Replacement Fund** and **Vehicle Replacement Fund** to allocate resources based on replacement schedule.
- Created a **Climate Action Fund** to track all the Climate Action efforts
- Implement new business license program
- Bring back suspended Library Assistant position for Library and Administrative Assistant position for Public Works department

Staff continues to work on the General Plan Housing, Safety and Circulation Elements, and at the time of the printing of this budget, is in final interviews to fill the Community Engagement Coordinator position.

In addition, staff:
The proposed fiscal year 2022-23 budget was developed based on the continuing objective of providing high quality services to our community in an effective, efficient, and financially responsible manner. The 2022-23 Work Plan Priorities information have been placed in each department's budget section, which will guide work during the fiscal year and beyond.

The fiscal year 2022-23 Proposed Budget reflects a balancing strategy that has prioritized essential services, continues to proactively fund long term obligations, and
maintains investments in the Town's most critical infrastructure.

Roads, Infrastructure and Town Facilities

Since 2013, when Measure D was passed by residents increasing funding for infrastructure improvements, the annual work plan for road, drainage and other infrastructure repairs has been greatly enhanced. Additional transportation funding has become available due the passage of Senate Bill 1 (SB 1).

5-Year Capital Improvement Plan

In August of 2019, the Town Council approved a new 5-Year Capital Improvement Plan (CIP). This plan was reviewed the Capital Program Monitoring Committee and the Planning Commission before coming to the Town Council. Many of the priorities in the previous CIP are the same for the current Draft 5-Year CIP, however, due to the dynamic state of the budget, new funds becoming available (SB1), and the periodic need to refresh the CIP, staff has updated the plan to reflect the current funding conditions.

The funds in the CIP budget are for road maintenance, except for Measure D which also includes some general infrastructure improvements. These include the implementation of the school bike spine project, the installation of the HAWK pedestrian signal at SFD and Saunders, resurfacing Sir Francis Drake Boulevard from the Hub to Bolinas Avenue, and construction of the Brookside School Sidewalk Gap Closure project. Each of these projects are primarily funded through grants, with partial funding coming from the Road Maintenance Fund and Measure D.

Aging Town Facilities

The Town's community facilities are aging and many are in need of repair or replacement. These facilities include the Robson Harrington Park and House, the Isabel Cook Community Center, Fire Station #20, Creek Park and Memorial Park. Town Hall and Fire Station #19 have been restored in the recent past and are only in need of ongoing upkeep, and the Corporation Yard buildings are well-maintained, and the grounds are well utilized.

Flood Mitigation

The San Anselmo Flood Risk Reduction Project (SAFRR) is part of the District's 10-Year work plan to mitigate the 25-year flood event in the Ross Valley. The Project consists of three distinct components: (1) the Sunnyside Nursery Flood Diversion and Storage Basin at 3000 Sir Francis Drake Boulevard in Fairfax; (2) the removal of buildings at 632-634 San Anselmo Ave in San Anselmo (BB2), a structure that partially obstructs the flow of San Anselmo Creek and related creek restoration; and (3) flood mitigation measures on designated downstream private properties that may see a rise in water surface due to the removal of BB2 in San Anselmo.

During the spring of 2020, the Town worked with the Flood District to remove the buildings but not the abutments in the creek at 632-634 San Anselmo Ave. This provided an opportunity to create a temporary outdoor plaza for use by the community. This outdoor space has been well- received and has allowed for residents and visitors to safely enjoy the downtown during the pandemic. The timeline for the next steps in the SAFRR project have been delayed to 2022.

Pension Obligations

In 2006, the Town's miscellaneous bargaining unit, SEIU 1021, agreed to a two-tiered retirement plan for employees hired after February 1, 2007 and all new benefitted employees, including management and confidential, were affected. In 2013, the Public Employees' Pension Reform Act (PEPRA) was enacted, further reducing pension costs for newly hired employees. In 2015-16, well more than half of the Town's employees are enrolled in the two lower cost tiers.

TOWN MANAGER'S MESSAGE

In 2003, the Public Employees' Retirement System (PERS) combined agencies with less than 100 members into risk pools based on plan type. An Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans. The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately $60,000 per year.

Due to unintended consequences resulting from the PEPRA changes and existing PERS policies on risk pools, changes were necessary to ensure the proper funding of the pools. In order to address the problem, CalPERS combined twelve risk pools into two, one for Safety and one for Miscellaneous and employer contributions toward the unfunded liability for plans in a risk pool will be collected for an estimated 30 years as dollar amounts instead of contribution rates expressed as a percentage of payroll. In May 2014, the CalPERS Board adopted changes to the existing pooling structure policies and a new policy for allocating the pools' unfunded accrued liability, effective for the 2015-16 employer contribution rates.

In December 2016, the CalPERS Board of Administration acted to strengthen the fund by cutting the discount rate by a half percentage point over the next three years. CalPERS has already reduced the return rate from 7.5 percent to 7.375 percent and will further reduce the assumption to 7.25 percent for the July 2017, valuations and to 7.0 percent a year later.
CalPERS lowered the discount rate because they determined that achieving a 7.5 percent rate of return was now far less likely. The result of this lowered discount rate is that liabilities will grow, and that the Town will have to increase pension contributions. CalPERS uses an amortization and smoothing policy that spreads rate increases or decreases over a 20-year period and amortizes all experience gains and losses over a fixed 30-year period.

Most recently, on February 14, 2018, the CalPERS Board adopted changes to the amortization methods for gains and losses including reducing the amortization period from 30 years to 20 years, which directly impact employer contribution rates. The change will be reflected in June 2019 actuarial reports and take affect fiscal year 2021-22.

Based on the analysis conducted by Bartel & Associates in the spring of 2018, the Town's pension obligations are expected to double over the next ten years. The additional impacts on the economy as a result of COVID-19 on CalPERS pension investments will add further uncertainty to the Town's obligations.

At the January 12, 2021 meeting, Council approved the Town's participation to refinance its unfunded pension liability for the Town's Safety and Police Plan through the issuance of bonds by the Central Marin Police Authority. The combination of projected total interest savings over the current CalPERS amortization period of 25 years is $11.9 million, or approximately $534,000 per year. The Town would benefit from this savings as a member of the JPA.

After the January meeting, Town staff met with Wulff Hansen & Co., a financial advisor, to discuss potentially refinancing the Town's pension obligation debt with the California Public Employee Retirement System (CalPERS) for Town's miscellaneous plan. Wulff Hansen Co.'s analysis shows that the Town has an opportunity to achieve interest savings in the estimated amount of $3.4 million by issuing pension obligation bonds. At the Financial Advisory Committee meeting held on April 15, 2021, the Committee received the presentation given by Wulff, Hansen & Co. and voted unanimously to recommend that this action be brought to the full Town Council for consideration.

At the April 27, 2021 meeting, Staff brought the item forward for Council's consideration. Town Council voted unanimously to authorize staff to proceed with the project. The Town certainly has taken one step in the right direction in terms of dealing with CalPERS pension cost challenges.

Grants

The proposed budget reflects a number of grants, some new and some awarded in earlier years. Grants are accounted for in the Grant Fund and the majority require no matching funds on the part of the Town. Actual budgeted expenditures for FY 2022-23 are, in many cases, less than the total amount of the grant as the projects are multi year. Details and figures for these grants are available in the Grant Fund pages of the budget document.

Budget Format

The operations of the Town are budgeted primarily in the Town's General Fund. Significant maintenance projects and other capital improvements are contained in the Capital Reconstruction Fund. Road and drainage improvement projects are funded through the Road Maintenance Fund and grants in the Grants Fund. The Recreation Fund accounts for most of the revenue and expenditures related to recreation programs. The Library Tax Fund tracks expenditures related to the special Library services tax. The Measure D Sales Tax Fund tracks activity related to capital projects funded through the use of those fund. A list of all the Town funds, a description of their functions, and a summary of revenue and expenses are contained in the Overview of Funds section at the beginning of the budget document.

TOWN MANAGER'S MESSAGE

Conclusion

The proposed FY 2022-23 budget represents a prudent budget that addresses the Town's pressing capital and equipment needs, while maintaining a staffing structure that strives to meet the needs of its citizens. The Town's staff remains committed to providing excellent community services to the residents of San Anselmo.

Acknowledgements

The development of the Town's annual budget and work plan, especially in these uncertain times, requires teamwork, foresight, experience, and leadership. From top to bottom, the leadership and dedication from within each Town department is reflected within this document.

The Town has experienced some turnover in key positions within it leadership team. Notably, as of September of 2021, the Town appointed a new Finance and Administrative Services Director, Jeff Zuba. Jeff brings to the Town a strong background in managing local government finances and came in, completed the Town's annual financial audit and has put his own stamp of excellence on the operations of the Finance and Administrative Services Department from day one. The Town's team, led by Jeff, submit a proposed budget following the Town's strict standards, which reflect a careful balancing of accountability and progress with the overarching policy of 'living within our means'.

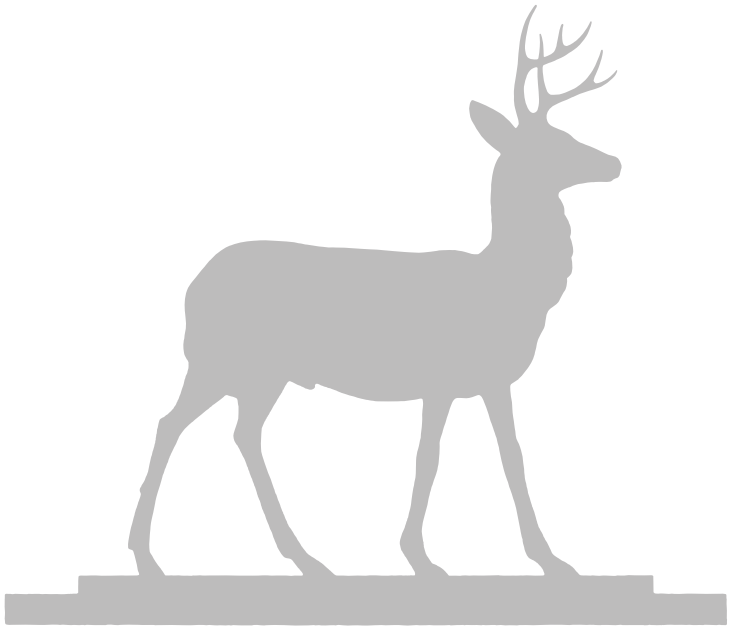
Respectfully submitted,



David P. Donery
Town Manager

OVERVIEW OF FUNDS
CHANGES IN FUND BALANCE
2022-2023

DESCRIPTION	Estimated Fund Balance June 30, 2022	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2023
General Fund	6,650,794	19,271,898	384,447	26,307,139	18,842,829	813,517	6,650,793
Special Revenue Fund							
Community Services Master Pl	4,851	-	-	4,851	4,000	-	851
Road Maintenance Fund	509,295	505,000	680,987	1,695,282	1,214,864	-	480,418
State Gasoline Tax	-	638,946	-	638,946	-	638,946	-
Measure D Sales Tax Fund	845,731	1,210,000	-	2,055,731	1,284,720	-	771,011
Emergency Reserve Fund	1,545,125	1,492,262	-	3,037,387	850,000	-	2,187,387
Downtown Revitalization Fund	15,876	-	-	15,876	3,678	-	12,198
Grant Fund	(25,526)	717,744	-	692,218	717,744	-	(25,526)
Recreation Fund	767,698	1,877,632	-	2,645,330	1,851,144	26,488	767,698
Library Tax Fund	152,607	297,222	-	449,829	346,825	-	103,004
Robson House	81,018	26,220	-	107,238	57,263	-	49,975
Special Events	5,713	22,000	-	27,713	44,040	-	(16,327)
Measure A Parks Tax Fund	570,404	226,168	-	796,572	796,572	-	-
Isabel Cook Center	37,499	107,688	-	145,187	112,196	-	32,991
Measure C Wildfire Tax Fund	263,514	365,000	-	628,514	365,000	-	263,514
Climate Action Fund	10,000	-	105,000	115,000	80,000	-	35,000
Creekside Commons Fund	136,433	-	-	136,433	136,433	-	-
Capital Project Funds							
Capital Reconstruction	65,650	-	-	65,650	50,000	-	15,650
Equipment Replacement	120,193	-	-	120,193	-	-	120,193
Debt Service Fund							
Measure G Debt Service	2,010,200	567,158	-	2,577,358	689,756	-	1,887,602
Municipal Lease Fund	-	-	158,517	158,517	158,517	-	-
Internal Service Fund				-			-
Insurance Fund	170,683	-	-	170,683	569,392	-	(398,709)
Building Maintenance Fund	100,000	344,784	-	444,784	300,000	-	144,784
Technologies Replacement	140,000	281,700	-	421,700	400,000	-	21,700
Vehicle Replacement Fund	95,000	-	100,000	195,000	75,000	-	120,000
TOTAL	14,272,758	27,951,422	1,428,951	43,653,131	28,949,973	1,478,951	13,224,207



TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

GENERAL FUND



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OVERVIEW OF REVENUES & EXPENDITURES

Understanding municipal finance takes a lot of effort and willingness to read and interpret a large volume and wide variety of information. The Town strives to make all communications, including financial information, as approachable and understandable as possible.

In this section, we are presenting information about how the Town receives its funding and how it gets spent. We are also presenting it in a new format that has been developed to layout the basic structures of the income and outflow of tax dollars and other funds the Town receives and spends.

The Town of San Anselmo receives funding to operate through a variety of sources. Many are well-known, such as property tax and sales tax. These two sources make up the majority of Town funding. As you will see in this budget document, the Town's operations are accounted for in the General Fund.

GENERAL FUND REVENUE

PROPERTY AND OTHER TAXES

- **Property Tax:** Property tax is the primary source of revenue for the Town of San Anselmo. The basic property tax is 1 percent of assessed valuation, of which the Town receives less than one quarter. In 2022-2023, the assessed valuation of San Anselmo properties is expected to increase more than 4.0%, an indication that property sales are continuing to pick up and remain strong.
- **Secured:** The Town's share of 1 percent on the Town's assessed valuation is billed by the County of Marin. A property assessment may not exceed a 2 percent increase in any year unless the property has been sold or improvements have been constructed.
- **Unitary:** State collected and distributed tax on utility-owned properties. In Marin County, PG&E property accounts for approximately 25% of unitary tax collections.
- **Unsecured:** Tax on property such as business office equipment and possessory interest tax.
- **Supplemental:** Taxes assessed on property sales and new construction outside the regular tax bills.
- **Homeowners Exemption (HOPTR):** Reimbursement for the property tax lost on the $7,000 homeowners' property tax exemption.
- **Pension Override Tax:** The Town's pension tax is used to pay for the cost of the employee pension program. The rate is $0.059 per $100 of a property's assessed value.
- **Municipal Service Tax:** The Town's Municipal Services Tax is used to pay for general Town services. It is assessed annually at $78 per residential living unit or 5.2 cents per square foot for commercial space.
- **ERAF Property Tax:** Beginning in the 1992-93 fiscal year, the State of California diverted property taxes from local governments to boost revenues to the State. The fund to which these local revenues are being diverted is called "ERAF," Educational Revenue Augmentation Funds. In Marin County, the ERAF formula allows the local governments to keep a portion of the diverted property taxes, or ERAF taxes.

OVERVIEW OF REVENUES & EXPENDITURES

- **Property Tax in Lieu of Motor Vehicle License Fees:** The vehicle license fee (VLF), also called the motor vehicle in-lieu tax, is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property

OTHER TAXES

- **Sales Tax:** The Town receives 1 percent of the 8.75 percent in sales tax on retail sales transactions taking place in the Town. San Anselmo has relatively low sales tax revenue compared to its neighboring cities due to its physical location away from the freeway.
- **Property Transfer:** The Town and County of Marin each receive $.55 per $1,000 of the sales price of property sold in San Anselmo.

FRANCHISES

- **Garbage:** The Town receives 11% of the revenues of the garbage service.
- **Cable TV:** The Town receives 5% of the revenues received by the cable companies, Comcast and AT&T, from San Anselmo subscribers. Legislation has held that high speed internet access fees collected by the cable company are not subject to the franchise fee.
- **Electricity & Gas:** The Town receives 0.5 % of electrical service revenue and 1% of the gas service revenue in San Anselmo.

PERMITS AND LICENSES

- **Business License Tax:** Each business activity in San Anselmo is required to have a business license. Most license fees are based on the gross receipts of the business. The minimum license fee for most businesses is $15. A business license administrative fee is no longer being charged.
- **Meter Parking Fees:** Revenue collected in the parking meters that are located in the Town's parking lots.
- **Merchant Parking:** Business owners and employees may purchase permits to park all day in four-hour parking zones. The revenue is held in reserve in the designated portion of the ending balance for downtown parking-related projects.
- **Construction:** Building, electrical, plumbing, heat/air/mechanical permits, and plan check fees. Revenues have steadily increased over the past few years due to strong building activity and turnover in real estate.

FINES

- **Vehicle Code:** The Town, County, and State each receive a share of the fines collected for vehicle code citations issued in San Anselmo. The State and County are the first to collect their share on the fines imposed by the courts.
- **Parking:** The Town's share of fines collected on parking citations issued in San Anselmo.

OVERVIEW OF REVENUES & EXPENDITURES

USE OF MONEY & PROPERTY

- **Interest:** The Town invests its idle funds with the Local Agency Investment Fund (LAIF) managed by the State Treasurer. The General Fund receives interest on all funds, with the exception of interest that accrues to the Measure G Debt Service Funds, Measure A Parks Tax Fund and Measure G Projects Fund; those funds accrue their own interest.

STATE REVENUE

- **Proposition 172 Sales Tax:** Allocation of 0.5 percent of sales tax approved by California voters to fund public safety costs.
- **Abandoned Vehicle Program:** Cities and towns are eligible to receive reimbursement for their costs in enforcing State abandoned vehicle laws. This revenue is turned over to Central Marin Police Authority.
- **Motor Vehicle License Fee:** The California Department of Motor Vehicles collects a property tax on the depreciated value of motor vehicles, and the State distributes the funds to local governments on a per capita basis.
- **State Mandated Reimbursement:** Legislation known as SB 90 previously required the State to reimburse local governments for the cost of implementing state mandates, such as domestic violence calls and Open Meeting Act laws. No reimbursement is expected this year from the State.

FEES FOR SERVICE

- **General Plan Maintenance Fee:** Fees collected from Planning applicants for General Plan maintenance.
- **Resale Inspections:** Town code requires an inspection by the Building Inspector at the time a residential property is sold, to identify health and safety hazards needing correction.
- **Planning Fees:** Cost recovery for labor to process planning permit applications, such as variances, use permits, design review, and subdivisions.

MISCELLANEOUS

- **Donations:** Donations from community groups or residents.
- **Other:** Miscellaneous Town revenues, such as copy machine revenue, reimbursement of water costs by the Robson Community Garden, donations by Friends of the Library, etc.

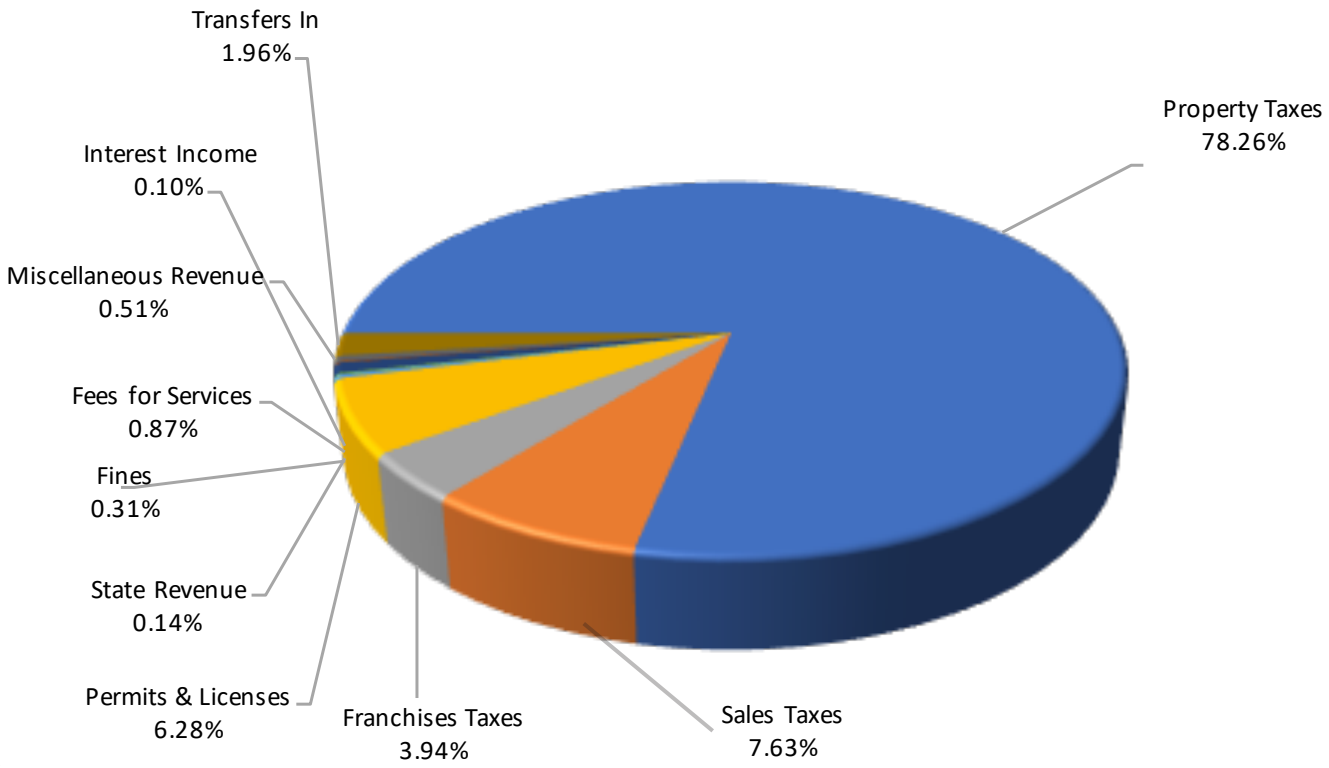
TRANSFERS IN

- **From State Gasoline Tax Fund:** Municipalities receive a share of State gas tax revenues, distributed on a per capita basis, for costs associated with street maintenance. This revenue is received into the Gas Tax Fund, a special revenue fund. Transfers are made to the General Fund to support street maintenance activities as appropriate.
- **From Recreation Fund:** Recreation Fund transfers its share of annual unfunded pension liability payment to General Fund.

OVERVIEW OF REVENUES & EXPENDITURES

To demonstrate the General Fund funding levels for FY 2022–23, please refer the chart below:

GENERAL FUND REVENUE SUMMARY $19,656,345



TOTAL GENERAL FUND REVENUE SUMMARY

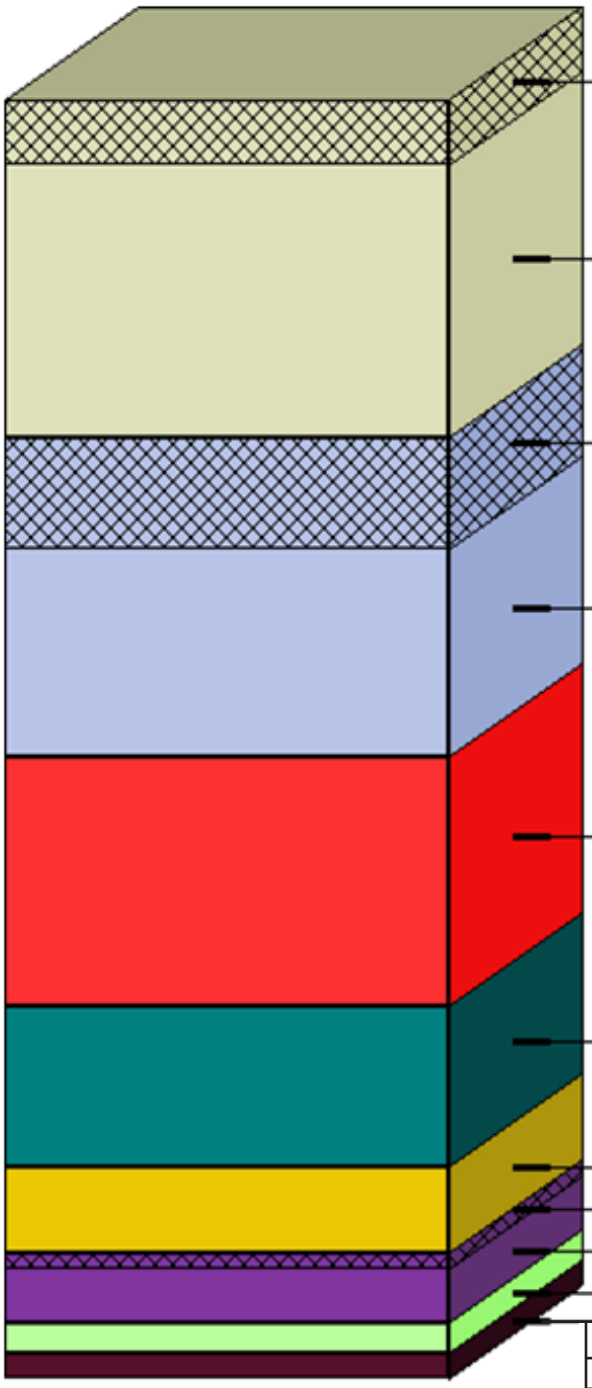
Property Taxes	15,383,828	78.26%
Sales Taxes	1,500,000	7.63%
Franchises Taxes	775,000	3.94%
Permits & Licenses	1,234,500	6.46%
Fines	60,000	0.31%
State Revenue	27,500	0.14%
Fees for Services	171,000	0.87%
Interest Income	20,000	0.10%
Miscellaneous Revenue	100,070	0.51%
Transfers In	384,447	1.96%
Total	**19,656,345**	**100.00%**

OVERVIEW OF REVENUES & EXPENDITURES

Two of the most well-known taxes are property taxes and sales taxes (or sales and use taxes)

PROPERTY TAX ALLOCATION

Property taxes in San Anselmo provide over 78% of the Town's operating revenue for FY2022-23. Of each dollar of property tax spent by our residents, the Town receives approximately $0.26. The chart below shows a breakdown of how your property taxes are used:

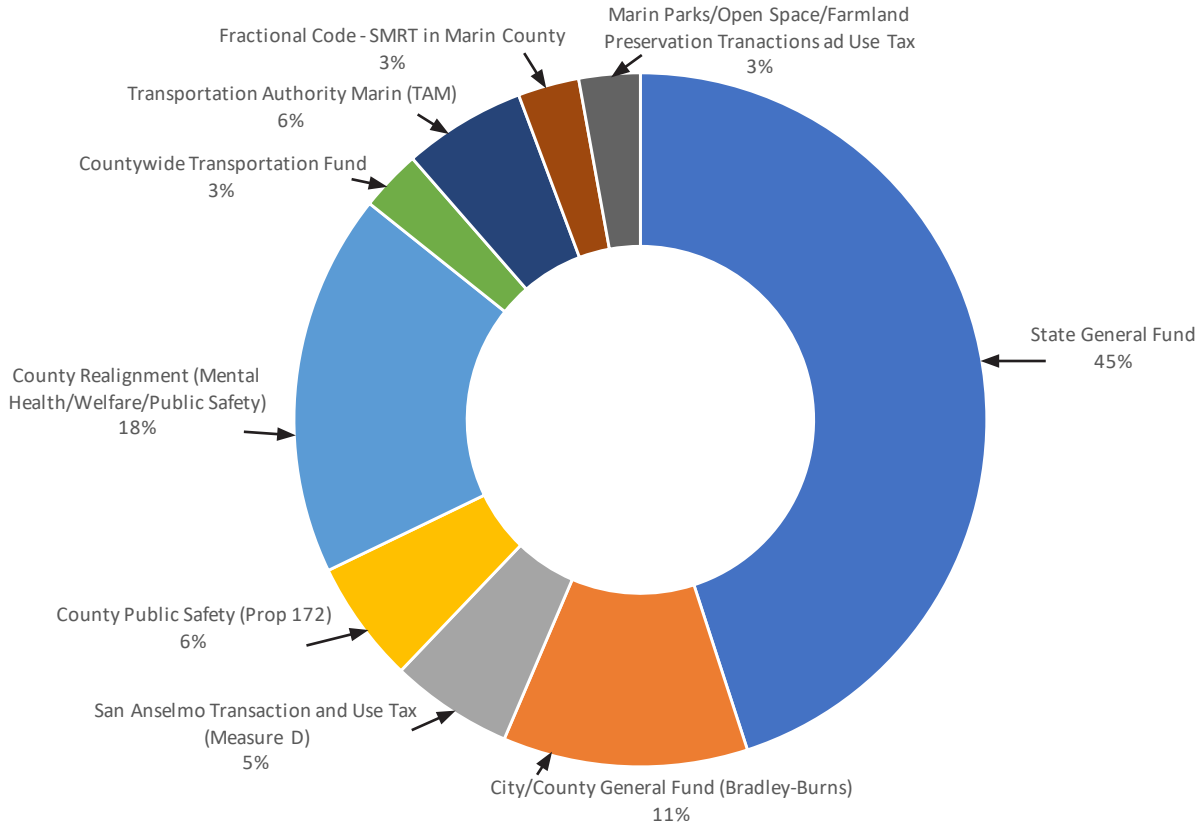


$0.05129	ERAF Share of San Anselmo General Fund
$0.2132	San Anselmo General Fund
$0.08704	ERAF Share of County General Taxing District
$0.1629	County General Taxing District
$0.1942	Ross Valley School
$0.1259	Tamalpais Union High School District
$0.0674	Marin Community College
$0.01246	ERAF Share of #1 Ross Valley Sanitary
$0.0421	#1 Ross Valley Sanitary
$0.0231	County School Service Fund
$0.00981	Marin County Open Space
$0.00573	Marin County Transit District
$0.00293	Marin/Sonoma Mosquito/Vector
$0.00188	Bay Area Air Quality Management Disctirct

ITEM 6 - ATTACHMENT 2

SALES AND USE TAX ALLOCATION

Sales tax in the Town of San Anselmo is currently assessed at 8.75%. Of this amount, the Town receives 1% as per State Law, and an additional 0.5% from Measure D which is allocated towards road and infrastructure repairs and upgrades. The chart below shows a breakdown of how your local sales taxes are used:



SALES AND USE TAXES ALLOCATION

State General Fund	3.9375
City/County General Fund (Bradley-Burns)	1.0000
San Anselmo Transaction and Use Tax (Measure D)	0.5000
County Public Safety (Prop 172)	0.5000
County Realignment (Mental Health/Welfare/Public Safety)	1.5625
Countywide Transportation Fund	0.2500
Transportation Authority Marin (TAM)	0.5000
Fractional Code - SMRT in Marin County	0.2500
Marin Parks/Open Space/Farmland Preservation Tranactions ad Use Tax	0.2500
Total	**8.7500 %**

GENERAL FUND EXPENDITURES

LABOR COSTS

- **Salaries:** Salaries and salary-related costs are the largest single expenditure for the Town, approximately 78% of the Town's expenditures, including Fire and Police Department contract cost.
- **Final Salary/Leave Buyout:** Employees may opt to cash out one week of vacation per year. Upon separation from the Town, an employee's accrued vacation time payout costs and any other moneys due are paid from this category.
- **Health Benefits:** The Town currently has a cafeteria benefits plan that pays the equivalent of family Kaiser, dental, vision, a small life insurance policy for each employee and long-term disability premium currently in the amount of approximately $2,523 per month. Any unused portion of the 2022-23 cafeteria benefits plan is given to employees as "cashback" up to a cap of $365 per month. The cashback program offers flexibility to employees in their choices for health coverage. Employees hired after July 1, 2014 have their medical benefit limited to a maximum of $1,950 per month with no cashback option.
- **Retirement:** The Town is a member of the Public Employees Retirement System (PERS). The various plans are described in terms of a percentage of annual salary at a certain retirement age. For example, the 2% @ 55 plan allows an employee to retire at age 55 with 2% of his/her annual salary for each year of service. The Town had one retirement plan for Miscellaneous employees (2.7%@55) until February 2007, when a second-tier retirement plan (2%@55) was enacted in order to reduce retirement costs. The current configuration of retirement plans and their rates (expressed as a percentage of payroll) is:

Group	Tier 1	2022-23 Rate	2021-22 Rate	Tier 2 (eff. 2/07)	2022-23 Rate	2021-22 Rate	PEPRA
Miscellaneous	2.7%@55	14.03%	14.20%	2%@55	10.87%	10.88%	7.47%

Currently, part of the pension rate is expressed as a percentage of monthly salary. Employees pay the employee share, which is 8% for Miscellaneous in Tier 1 and 7% for Tier 2.

In 2012-13 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of $3,521,184. In 2003, CalPERS combined agencies with less than 100 members into risk pools based on plan type. The Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans. The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately $60,000 per year.

In January 2013 the State Public Employees' Pension Reform Act (PEPRA) went into effect. Any person who becomes a new member of the retirement system on or after January 1, 2013 may only be offered the new pension benefit plan specified in the Reform Act. All non-safety new hires are subject to a formula providing 2% of compensation for each year of service for an individual retiring at age 62, increasing to 2.5% for an individual retiring at age 67. PEPRA employees must pay 50% of the cost of the pension, currently 6.75%.

OVERVIEW OF REVENUES & EXPENDITURES

In May 2014, the CalPERS Board adopted changes to the existing pooling structure policies and a new policy for allocating the pools' unfunded accrued liability, effective for the 2015-16 employer contribution rates. Due to unintended consequences resulting from the PEPRA changes and existing PERS policies on risk pools, changes were necessary to ensure the proper funding of the pools. In order to address the problem, CalPERS combined twelve risk pools into two, one for Safety and one for Miscellaneous. Employer contributions toward the unfunded liability for plans in a risk pool are collected as dollar amounts instead of contribution rates expressed as a percentage of payroll for an estimated 30 years.

In September 2021, the Town issued Pension Obligation Bonds to pay the Town's Employer side unfunded liability of $9,070,378. Due to the favorable interest rate environment at the time of issuance the projected savings over the life of the bond is estimated to be $5,351,965. The savings between the CALPERS amortization schedule and bond repayment schedule will be paid to the Pension Trust each year to alleviate any future unfunded liability concerns. For the Town, year 1 savings estimated to be paid to the Pension Trust is $246,000.

With the consolidation of Police services into the Central Marin Police Authority and Fire services into the Ross Valley Fire Department, the Safety pension costs are included in their respective budgets.

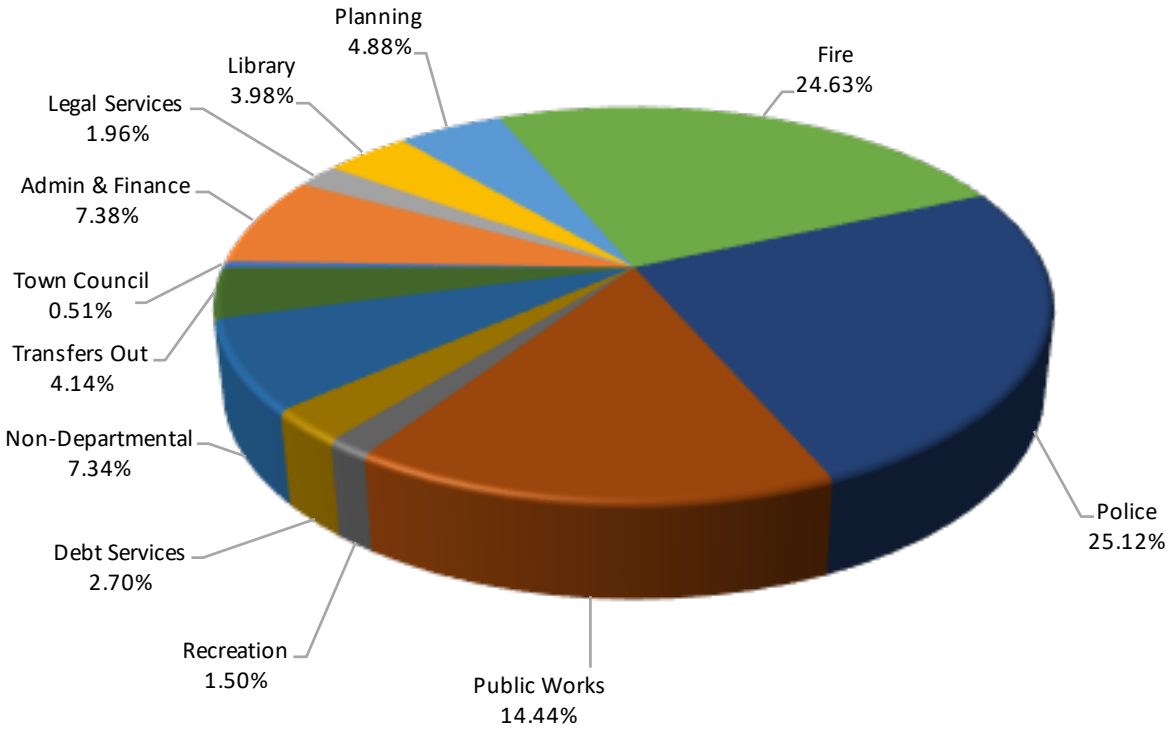
- **Payroll Taxes:** The Town participates in Social Security at a rate of 6.2% of total salary up to a limit of $147,000 in 2022 and in Medicare at a rate of 1.45% of total salary without limit.
- **Overtime/Temporary:** Costs associated with overtime pay and temporary help.

SERVICES AND SUPPLIES

- **Legal Advertising:** Legally required advertising for noticing of public meetings, bidding, ordinances and General Plan amendments.
- **Vehicle Operations:** Preventive and repair maintenance for the Town fleet of cars, trucks and motorcycles.
- **Equipment Maintenance:** Town equipment, including office equipment, copy machines, postage machine, fax, mowers.
- **Publications & Dues:** Professional and technical publications and membership dues in professional organizations.
- **Outside Services:** Outside audits, technical consulting assistance, Joint Powers Agreements for county wide services and parking meter collection.
- **Training:** Workshops, seminars and conference to keep staff current.
- **Internal Service Charge – Building Maintenance:** Janitorial, heating and air conditioning and minor repairs. Telephone, gas, electricity, water, sewer, and heat/air.
- **Internal Service Charge – Info Tech:** Technology support for departments.
- **Supplies:** Postage, copy paper, and miscellaneous supplies; costs associated with employee costs that are reimbursable, such as mileage allowance, uniforms, boots, and protective clothing tools; supplies and services related to the technical functions of each department.

OVERVIEW OF REVENUES AND EXPENDITURES

GENERAL FUND EXPENDITURE SUMMARY $19,656,348



TOTAL GENERAL FUND EXPENDITURE SUMMARY

Town Council	101,030	0.51%
Admin & Finance	1,450,835	7.38%
Legal Services	385,000	1.96%
Library	781,633	3.98%
Planning	958,759	4.88%
Fire	4,841,339	24.63%
Police	4,938,129	25.12%
Public Works	3,118,389	15.87%
Recreation	294,405	1.50%
Debt Services	530,476	2.70%
Non-Departmental	1,442,836	7.34%
Transfers Out	813,517	4.14%
Total	**19,656,348**	**100.00%**

GENERAL FUND SUMMARY

TOWN OF SAN ANSELMO
GENERAL FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023	
	Actual	Rev Budget	Est. Actual	Budget	%Total
BEGINNING BALANCE	4,437,465	6,264,830	6,264,830	6,650,794	
REVENUE					
Property Taxes	14,214,800	14,053,988	14,746,279	15,383,828	78.3%
Franchise Taxes	807,419	750,630	801,664	775,000	3.9%
Sales Taxes	1,358,110	1,400,000	1,570,000	1,500,000	7.6%
Licenses, Permits, Fees, Fines	1,371,908	1,327,000	1,305,090	1,294,500	6.6%
Use of Money & Property	76,487	15,000	15,000	20,000	0.1%
Other Agency Revenue	31,858	27,500	22,500	27,500	0.1%
Fees for Services, Misc	299,971	268,500	256,884	271,070	1.4%
SUB TOTAL	18,160,553	17,842,618	18,717,417	19,271,898	98.0%
TRANSFERS IN	420,969	418,464	441,239	384,447	2.0%
TOTAL REVENUE AND TRANSFERS IN	18,581,522	18,261,082	19,158,656	19,656,345	100.0%
TOTAL RESOURCES	23,018,987	24,525,912	25,423,486	26,307,139	
EXPENDITURES					
Salaries	2,241,661	2,853,215	2,516,463	3,063,145	15.6%
Retirement	919,515	1,105,254	1,023,168	692,141	3.5%
Other Benefits	559,169	816,875	748,081	893,105	4.5%
Office & Dept Sup, Lib Mat	164,002	151,773	181,500	153,594	0.8%
Training, Publications, Dues	20,027	55,750	46,025	59,046	0.3%
Outside Serv: Other	1,856,442	1,992,936	2,259,206	3,086,264	15.7%
Outside Serv: Ross Valley Fire Dept	4,382,002	4,611,448	4,555,339	4,841,339	24.6%
Outside Serv: Central Marin Police	4,546,889	4,685,857	4,705,257	4,938,129	25.1%
Utilities	89,852	90,300	96,850	183,000	0.9%
Bldg, Veh, Equip Maint	398,180	367,490	589,078	399,091	2.0%
Debt Service Principal	211,000	227,000	227,000	285,000	1.4%
Debt Service Interest	16,902	11,208	11,208	248,976	1.3%
SUB TOTAL	15,405,640	16,969,106	16,959,175	18,842,829	95.9%
TRANSFERS OUT	1,348,517	1,263,517	1,813,517	813,517	4.1%
TOTAL EXPENDITURES & TRANSFERS OUT	16,754,157	18,232,623	18,772,692	19,656,346	100.0%
Net Increase/(Decrease)	1,827,365	28,459	385,964	(0)	-
ENDING BALANCE	6,264,830	6,293,289	6,650,794	6,650,793	
Committed	1,139,794	626,329	1,190,422	1,190,422	6.1%
Unassigned	5,125,036	5,666,960	5,460,372	5,460,371	27.8%
TOTAL BUDGET	23,018,987	24,525,912	25,423,486	26,307,139	

ITEM 6 - ATTACHMENT 2

GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY					
	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
PROPERTY TAXES					
Secured	7,736,201	8,061,810	8,182,381	8,677,849	44.15%
Unitary	52,184	45,000	62,917	50,000	0.25%
Unsecured	147,124	147,124	149,702	159,994	0.81%
Supplemental	159,948	90,000	125,000	110,000	0.56%
HOPTR	33,268	32,958	33,000	32,891	0.17%
Pension Override	2,490,633	2,291,980	2,554,331	2,592,646	13.19%
Muni Services	449,214	455,492	439,381	454,462	2.31%
ERAF (County)	1,387,119	1,214,436	1,426,858	1,469,664	7.48%
Prop Tax in Lieu of MVLF	1,540,203	1,595,188	1,612,709	1,716,323	8.73%
Property Transfer Tax	218,906	120,000	160,000	120,000	0.61%
PROPERTY TAXES	14,214,800	14,053,988	14,746,279	15,383,828	78.26%
SALES TAXES					
Sales Tax - State 1%	1,237,813	1,320,000	1,450,000	1,400,000	7.12%
Prop 172 Sales Tax	120,297	80,000	120,000	100,000	0.51%
SALES TAXES	1,358,110	1,400,000	1,570,000	1,500,000	7.63%
FRANCHISE TAXES					
Garbage Franchise	484,552	445,630	470,000	465,000	2.37%
Cable Franchise	207,024	190,000	209,486	195,000	0.99%
PG & E Franchise	115,843	115,000	122,178	115,000	0.59%
FRANCHISE TAXES	807,419	750,630	801,664	775,000	3.94%
PERMITS AND LICENSES					
Business License Tax	292,106	240,000	272,267	260,000	1.32%
Meter Parking	8,774	20,000	20,000	20,000	0.10%
Merchant Parking	2,490	4,500	1,915	4,500	0.02%
Construction Permits	1,006,975	980,000	930,000	950,000	4.83%
PERMITS AND LICENSES	1,310,345	1,244,500	1,224,182	1,234,500	6.29%

GENERAL FUND SUMMARY

FINES					
Vehicle Code	18,043	17,500	20,000	10,000	0.05%
Library	1,205	-	908	-	0.00%
Parking	42,315	65,000	60,000	50,000	0.25%
FINES	61,563	82,500	80,908	60,000	0.31%
USE OF MONEY AND PROPERTY					
Interest	76,487	15,000	15,000	20,000	0.10%
USE OF MONEY AND PROPERTY	76,487	15,000	15,000	20,000	0.10%
STATE REVENUE					
State Library AID	6,197	-	-	-	0.00%
State Mandated Reimb.	16,305	-	-	-	0.00%
Other State Revenue	9,356	27,500	22,500	27,500	0.14%
STATE REVENUE	31,858	27,500	22,500	27,500	0.14%
FEES FOR SERVICES					
General Plan Maint. Fee	8,832	6,000	8,387	6,000	0.03%
Resale Inspections	75,916	50,000	55,000	50,000	0.25%
Planning Fees	82,973	100,000	85,000	100,000	0.51%
Other Fees	54,034	15,000	21,000	15,000	0.08%
FEES FOR SERVICES	221,755	171,000	169,387	171,000	0.87%
MISCELLANEOUS REVENUE					
Friends of Library Donation	-	-	-	-	0.00%
Library Fundraising	50	-	50	-	0.00%
Ross Valley Fire Dept.	84,900	87,500	87,447	90,070	0.46%
Other Misc Revenue	(6,734)	10,000	-	10,000	0.05%
MISCELLANEOUS REVENUE	78,216	97,500	87,497	100,070	0.51%
GENERAL FUND OPERATING REVENUE	18,160,553	17,842,618	18,717,417	19,271,898	98.04%
TRANSFERS IN					
Transfers In	420,969	418,464	441,239	384,447	1.96%
TRANSFERS IN	420,969	418,464	441,239	384,447	1.96%
TOTAL REVENUE AND TRANSFERS IN	18,581,522	18,261,082	19,158,656	19,656,345	100.00%

GENERAL FUND
EXPENDITURE SUMMARY

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
GENERAL FUND DEPARTMENTS					
Town Council	36,906	95,323	71,023	101,030	0.51%
Administration and Finance	1,082,518	1,423,742	1,241,457	1,450,835	7.38%
Legal Services	315,276	300,000	366,500	385,000	1.96%
Library	561,380	729,256	638,036	781,633	3.98%
Planning	356,218	638,270	582,704	958,759	4.88%
Public Safety					
Fire	4,382,002	4,611,448	4,555,339	4,841,339	24.63%
Police	4,546,889	4,685,857	4,705,257	4,938,129	25.12%
Public Works					
Engineering	1,283,357	1,406,648	1,479,495	1,635,519	8.32%
Street and Park Maintenance	1,405,357	1,403,037	1,709,861	1,482,870	7.54%
Recreation	241,375	281,448	268,110	294,405	1.50%
Debt Service- Pension Obligation Bonds	226,418	234,708	234,708	530,476	2.70%
Non-Departmental	967,945	1,159,369	1,106,685	1,442,836	7.34%
TOTAL EXPENDITURES	15,405,640	16,969,106	16,959,175	18,842,829	95.86%
GENERAL FUND TRANSFERS					
to Building Maintenance Fund	-	-	200,000	-	0.00%
to Capital Reconstruction Fund	100,000	-	-	-	0.00%
to Climate Fund	-	55,000	55,000	105,000	0.53%
to Equipment Fund	215,000	-	-	-	0.00%
to Insurance Fund	450,000	450,000	600,000	-	0.00%
to Measure A Parks Tax Fund	-	-	-	-	0.00%
to Municipal Lease Fund	158,517	158,517	158,517	158,517	0.81%
to Road Maintenance Fund	425,000	400,000	400,000	450,000	2.29%
to Technology Replacement Fund	-	100,000	100,000	-	0.00%
to Vehicle Replacement Fund	-	100,000	100,000	100,000	0.51%
to Emergency Project Fund	-	-	200,000	-	
TRANSFERS OUT	1,348,517	1,263,517	1,813,517	813,517	4.14%
TOTAL EXPENDITURES AND TRANSFERS OUT	16,754,157	18,232,623	18,772,692	19,656,346	100.00%

ITEM 6 - ATTACHMENT 2





TOWN COUNCIL

The five-member Town Council is the legislative body of the Town. The elected representatives enact ordinances, determine policy, hear appeals, adopt the annual budget, fix salaries, appoint the Town Manager and the members of the Town's boards, commissions, and committees, and through the Town Manager, monitor the activities of Town staff. Regular meetings of the Council are held on the second and fourth Tuesdays of every month. Councilmembers also serve on regional and local boards and on Council ad-hoc committees.

LABOR

Compensation for each Councilmember is $300 per month.

SERVICES AND SUPPLIES

- **Training** – Attendance at meetings of the Marin County Council of Mayors and Councilmembers (MCCMC), the League of California Cities, and other meetings or conferences ($9,000).
- **Outside Services** – Election – Election costs ($65,000).
- **Internal Service Charge – Building maintenance** – Heat/air, and minor repairs ($2,000).
- **Internal Service Charge – Info Tech** – All utilities and internet connection ($2,500).
- **Department supplies** – Frames and certificates for Council commendations and ceremonies, and for Council meeting supplies ($2,500).

GENERAL FUND
TOWN COUNCIL

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
Labor Costs					
Salaries	18,300	18,600	19,250	18,600	18.41%
Payroll Taxes	1,400	1,423	1,473	1,430	1.42%
LABOR COSTS	19,700	20,023	20,723	20,030	19.83%
Services & Supplies					
Training	1,100	9,000	9,000	9,000	8.91%
Outside Services	11,421	60,000	35,000	65,000	64.34%
Internal Service - Bldg Maint	472	1,500	1,500	2,000	1.98%
Internal Service - Info Tech	3,184	2,300	2,300	2,500	2.47%
Departmental Supplies	1,029	2,500	2,500	2,500	2.47%
SERVICES & SUPPLIES	17,206	75,300	50,300	81,000	80.17%
TOTAL BUDGET	36,906	95,323	71,023	101,030	100.00%

ITEM 6 - ATTACHMENT 2

ADMINISTRATION & FINANCE

The Administration & Finance Department implements the legislative actions of the Town Council and provides for the Town's administrative, fiscal, personnel, property management, public information, and record keeping functions. In addition, its staff manages labor relations and staff support, inter-governmental relations, business license administration, risk management and insurance administration, the Town's franchise agreements for cable television and solid waste collection, and state and federal mandates such as the Americans with Disabilities Act. The Department provides administration and coordination for various Town policies, programs, and procedures.

2021-2022 ACCOMPLISHMENTS

- Updated Purchasing Policy from 1979 to reflect best practices.
- Distributed Employee Informational Handbook.
- Implemented new business license processing system.
- Implemented new agenda management system.
- Updated wiring and audio-visual technology within the Council Chambers, Historical Museum and Town Hall Conference Room.
- Procured and implemented hybrid meeting software platforms, such as Zoom Rooms, Blue Sky digital timer, Otter.ai transcription services for ADA accessibility.
- Completed first phase of laptop roll out, instead of desktop PCs for employees.
- Installed a new virtual machine, which provides more server space, back up capacity and off-site access for work from home flex schedules.
- Established a social media policy.
- Established a cybersecurity policy.
- Conduced Financial Advisory Committee meetings since covered a wide range of topics:
    - Measure D Sales Tax Renewal
    - American Rescue Plan Funds
    - Budget Development
    - Review the Town's preliminary operating and capital budget for 2022-23

2022-2023 GOALS/WORK PLAN

Below are the FY 2021-2023 Work Plan Priorities for the Administration and Finance Department, which was rolled forward from prior year and will continue in the 2022-2023 budget cycle:

1. **Priority:** Implement Record Retention Policies.
   Description: The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by Town of San Anselmo or are of no value are discarded at the proper time and in the proper. This Policy is also for the purpose of aiding employees of Town of San Anselmo in understanding their

ADMINISTRATION AND FINANCE

obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files

2. **Priority:** Update Town telephone system.
   Description: Update the phone system from an analog system to a Voice Over Internet Protocol (VoIP) system to allow for increased efficiency and usability. Voice mails can be integrated into the email system to allow for better response capabilities and customer service.
3. **Priority:** Explore opportunities to foster and support employee wellness.
   Description: Create opportunities to improve and support the wellness of Town's employees. Introduce life changing options to address chronicle health issues and promote the importance of life/work balance. The wellness program will lead to.
   - Increased productivity
   - Lower absenteeism
   - A happier, less stressed workforce
   - Improvements in your health and well-being
   - Greater employee loyalty, commitment and motivation
4. **Priority:** Explore opportunities to address structural deficit in General Fund budget.
   Description: Engage community leaders and stakeholders to explore the options to improve efficiency and secure on-going funding to address deferred maintenance and future capital needs along with a plan to support critical public services.
5. **Priority:** Streamline the accounting processes such as cash receipts, account payable, and payroll, etc.
   Description: Work with the other departments to develop a series of accounting processes that will be easy to implement and understand, also provide transparency, efficiency, and controls for these processes.

LABOR

Title	2020-2021	2021-2022	2022-2023
Town Manager	1.00	1.00	1.00
Finance & Administrative Services Director	1.00	1.00	1.00
Deputy Town Clerk/Management Analyst	1.00	1.00	1.00
Accounting/Benefits Technician	1.00	1.00	1.00
Administrative Services Technician	1.00	1.00	0.00
Senior Accountant/Financial Supervisor	0.00	1.00	0.00
Community Engagement Coordinator	0.00	0.80	0.80
Total	**5.00**	**5.80**	**4.80**

ADMINISTRATION AND FINANCE

SERVICES AND SUPPLIES

- **Training** – Staff attendance at training seminars, meetings of the League of California Cities and California Municipal Finance Officers Association.
- **Outside Services** – Annual audits ($33,500), financial reports and bank charges ($86,635), Human Resources and finance assistance ($30,000); Solid Waste Compliance consultation services ($20,000), Sales Taxes and Property Taxes management ($20,000); Business Licensing services ($25,000), DEI Audit of Town Code ($70,000).
- **Publications & dues** – Membership in the Marin Managers Association and California Society of Municipal Finance Officers.
- **Equipment maintenance** – Computers, copy machines ($6,600), telephone, postage machine, and other.
- **Internal Service Charge – Building maintenance** – Janitorial, heat/air, and minor repairs ($20,500), Electricity, gas, telephone, water, Internet/e-mail and sewer ($25,250).
- **Internal Service Charge – Info Tech** – Technology support for department ($5,000), website and accounting software ($50,000), meeting software ($20,000)
- **Office and Department Supplies** – Postage, copy paper, ink cartridges, miscellaneous supplies, updates of the Municipal Code.

GENERAL FUND
ADMINISTRATION AND FINANCE

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
Labor Costs					
Salaries	597,773	771,470	680,407	724,315	49.92%
Temporary Help	32,979	25,000	29,450	30,000	2.07%
Overtime	4,728	-	3,500	-	0.00%
Retirement	59,230	77,876	56,300	67,696	4.67%
Benefits	89,102	136,560	115,500	134,729	9.29%
Payroll Taxes	41,355	56,596	49,900	56,610	3.90%
LABOR COSTS	825,167	1,067,502	935,057	1,013,350	69.85%
Services and Supplies					
Training	3,962	10,000	4,000	10,000	0.69%
Outside Services	202,542	275,690	250,000	280,735	19.35%
Publications and Dues	1,173	2,000	2,900	2,000	0.14%
Equipment Maintenance	3,610	6,600	1,000	6,600	0.45%
Internal Service - Bldg Maint	37,762	44,550	38,000	45,750	3.15%
Internal Service - Info Tech	-	-	-	75,000	5.17%
Supplies	8,302	17,400	10,500	17,400	1.20%
SERVICES & SUPPLIES	257,351	356,240	306,400	437,485	30.15%
TOTAL BUDGET	1,082,518	1,423,742	1,241,457	1,450,835	100.00%

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LEGAL SERVICES

The Town Attorney is the legal official of the Town, responsible for providing legal advice to the Town Council and staff and for providing legal representation as needed to protect the Town's interests. The Town Attorney is accountable directly to the Town Council.

Litigation resulting from property damage and similar claims against the Town is managed and accounted for through the Town's self-insurance liability pool program, budgeted through the Insurance Fund.

2022-2023 CHANGES/HIGHLIGHTS

The Department budget for 2022-2023 reflects an hourly rate of $250 for Town Attorney.

SERVICES AND SUPPLIES

Outside services – The cost to provide legal services is separated into three categories:

- **General Legal Counsel** – General legal counsel includes day-to-day advice on matters such as land use, elections, nuisance abatements, open meeting laws, law enforcement, and the applicability of municipal ordinances, as well as state and federal laws.
- **Litigation** – Legal expenses related to litigation.
- **Employment Legal Services** – Costs for specialized human resources legal counsel.

GENERAL FUND
LEGAL SERVICES

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
Services and Supplies					
Litigation	2,006	60,000	1,500	60,000	15.58%
General Legal Counsel	202,874	150,000	220,000	215,000	55.84%
Personnel Legal Services	110,396	90,000	145,000	110,000	28.57%
SERVICES & SUPPLIES	315,276	300,000	366,500	385,000	100.00%
TOTAL BUDGET	315,276	300,000	366,500	385,000	100.00%

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LIBRARY

The San Anselmo Public Library strives to be a hub of information, knowledge, culture, and inspiration in the heart of San Anselmo. The services provided by the Town Library staff are designed to meet the informational and recreational needs of residents and businesses in a timely and professional manner, to enrich the lives of library patrons and to encourage children and teens to read.

During non-pandemic times, the library welcomes over 90,000 patrons annually, circulates approximately 154,000 items, and provides over 400 programs attended by approximately 17,000 participants of all ages.

The library is open six days a week for 46 hours, provides direct services across two public desks, and offers four public Internet stations. A local history collection is maintained in the San Anselmo Historical Museum and a print and digital collection of over 100,000 items supports a community interested in knowing its own story, in life-long learning, in a thriving intellectual and physically-active environment, in professional growth and in motivating children of all ages to be readers.

During this most extraordinary time, there was a rapid pivot from traditional library programs and services to increased digital resources and the creation of an entirely virtual program including livestreaming storytime, establishing the San Anselmo Library YouTube channel, instructions on using the virtual library's digital resources, and the development of curbside service to get materials into the hands of our patrons.

2021-2022 Highlights

- Returned to 46 open hours per week.
- Eliminated overdue fines on San Anselmo Library materials.
- Expanded Large Print collection.
- Technology upgrades included a Chromebook and Roku for patron use.
- Cultivated Age-Friendly San Anselmo with Memory Kits for elders experiencing dementia and new partnership with the Alzheimer's Association for virtual programs.

LIBRARY

2022-2023 GOALS/WORK PLAN

- Identify, cultivate, and nurture library services that meet the diverse needs of patrons including library beyond walls, speaker series, and technology solutions.
- Identify, modify and implement programs, protocols, and services as library/community needs change in the wake of the recent pandemic.
- Continue to address the needs of the community as expressed in the 2022 patron survey.

LABOR

Title	2020-21	2021-22	2022-23
Town Librarian	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00
Senior Library Assistant	0.80	0.80	0.80
Library Assistant	0.00	1.00	1.00
Total	**2.80**	**3.80**	**3.80**

SERVICES AND SUPPLIES

- **MARINet Membership** – County-wide automated catalog, circulation system, delivery, eBooks and databases ($91,922).
- **Print and Digital Books, DVDs and Periodicals** – Adult books ($11,068), children's books ($5,150), magazines and newspapers ($4,766), videos ($515) and audiobooks ($2,575).
- **Outside Services** – Outside programs, guest artists, performers and lecturers ($16,995).
- **Training** – Conferences, workshops, and webinars to keep staff current on library trends ($200).
- **Publications & Dues** – Library organization dues and publications for staff to maintain expertise in library, catalog and information services ($500).
- **Internal Service Charge** – **Building Maintenance** – Janitorial, elevator, heat/air and minor repairs ($30,591). Electricity, gas, water, sewer, telephone, and Internet ($13,905).
- **Equipment Maintenance** – Maintenance of office equipment and computers ($1,442).
- **Internal Service Charge – Info Tech** – technology support for department ($15,000)
- **Office and Department supplies** – Postage, copy paper, and miscellaneous supplies, cataloging, circulation, and materials repair supplies ($5,665).

GENERAL FUND
LIBRARY

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
Labor Costs					
Salaries	245,360	339,105	249,838	364,997	46.70%
Temporary Help	41,393	50,000	64,054	50,000	6.40%
Overtime	3,057	-	-	-	0.00%
Retirement	28,166	35,745	28,982	38,007	4.86%
Benefits	62,856	100,595	81,214	97,130	12.43%
Payroll Taxes	20,523	29,468	22,789	31,205	3.99%
LABOR COSTS	401,355	554,913	446,877	581,339	74.37%
Services and Supplies					
Training	1,055	200	425	200	0.03%
Outside Services	7,393	16,500	15,524	16,995	2.17%
MARINet Database	74,555	71,970	78,282	91,922	11.76%
Publications and Dues	231	500	1,750	500	0.06%
Internal Service - Bldg Main	51,997	43,200	51,678	44,496	5.69%
Equipment Maintenance	1,103	1,400	5,000	1,442	0.18%
Internal Service - Info Tech	10,679	11,700	9,500	15,000	1.92%
Books, DVDs & Periodicals	6,848	23,373	19,500	24,074	3.08%
Supplies	6,164	5,500	9,500	5,665	0.72%
SERVICES & SUPPLIES	160,025	174,343	191,159	200,294	25.63%
TOTAL BUDGET	561,380	729,256	638,036	781,633	100.00%

GENERAL FUND

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

PLANNING

This Department is responsible for land use planning and zoning. The department reviews applications for development permits, provides public information, maintains the General Plan, Climate Action Plan, and other planning documents, and enforces zoning regulations. Department staff process applications for zoning entitlements, and drafts and revise zoning regulations. Planning Department staff supports the Planning Commission, Open Space Committee, Economic Development Committee, Sustainability Commission and Racial Equity Ad Hoc Committee and represents the Town on the Marin Map Executive Committee.

2021-2022 ACCOMPLISHMENTS

- Worked on ordinances for Planning Commission review and Town Council consideration: updated Accessory Dwelling Unit regulations, revised nonconforming structure/demolition thresholds, clarify design review and noticing requirements, and accessory dwelling unit regulations to conform with state law, and electric vehicle and ADA parking regulations.
- Continued work on new multifamily objective design and development standards and inclusionary housing study.
- Supported committee projects and Zoom meetings: created new websites for COVID-19 business resources, printed COVID-19 posters, drafted newsletters for new business email list, Climate Safe California endorsement, stamp to promote pizza box composting, and MCE Deep Green campaign.
- Served on ABAG Housing Methodology Committee to develop draft methodology for the Regional Housing Needs Allocation (RHNA).
- Served on Digital Marin Steering Committee.

2022-2023 GOALS/WORK PLAN

Below are the FY 2022-23 Work Plan Priorities for the Planning Department:

1. **Priority:** Adoption of Housing Element for 2023-2031 for the Town General Plan.
   Description: Adoption of 6th planning cycle Housing Element for 1/31/23-1/31/31 Planning Period to be part of the San Anselmo General Plan, as required by the State housing element law. Staff would update the current housing element through a public process with hearings before the Planning Commission and Town Council and submission to the California Department of Housing and Community Development (HCD).
2. **Priority:** Update Circulation Element and Develop policy to implement SB 743.
   Description: Update General Plan Circulation Element and develop vehicle miles traveled (VMT) policy direction to comply with changes to the CEQA Guidelines under California Senate Bill 743 for traffic impact studies and Town Climate Action Plan.

   Develop VMT analysis methodology and set local CEQA VMT thresholds and, if applicable, screening criteria.

PLANNING

3. **Priority:** Adopt a Safety Element for the Town *General Plan*.
   Description: The Planning and Zoning Law requires the Town to adopt a comprehensive, long-term general plan that includes a safety element for the protection of the community from unreasonable risks associated with the effects of various geologic hazards, flooding, and wildland and urban fires. The plan can include adaptation planning.

LABOR

Title	2020–21	2021–22	2022–23
Planning Director	1.00	1.00	1.00
Associate Planner	1.00	0.00	0.00
Senior Planner	0.00	0.00	1.00
Total	**2.00**	**1.00**	**2.00**

SERVICES AND SUPPLIES

- **Training** – Workshops, seminars, and conferences to keep planning staff current on planning procedures and law ($3,500).
- **Outside Services** – Update to Housing, Safety, and Circulation Element and other updates of the Town's General Plan ($460,000), and planning projects requiring use of consultants ($40,000).
- **Publications & Dues** – Planning organization dues and publications required for staff to maintain expertise in planning procedures and changes in land use law ($1,450).
- **Equipment Maintenance** – Set planning department share of Town Hall computers, copy machines, telephone, postage machine and other equipment ($6,100).
- **Internal Service Charge – Building Maintenance** – Set planning department share of Town Hall janitorial, heat/air, and minor repairs ($8,800). Set planning department share of Town Hall Electricity, gas, telephone, Internet/e-mail, water and sewer ($14,800).
- **Internal Service Charge – Info Tech** – Technology support for department ($20,000).
- **Supplies** – Set planning department share of Town Hall postage, copy paper, map paper, files, pens, printer ink ($8,200).

GENERAL FUND
PLANNING

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
Labor Costs					
Salaries	216,505	270,555	154,878	284,131	29.64%
Temporary Help	958	-	40,000	-	0.00%
Overtime	-	-	-	-	0.00%
Retirement	20,951	29,440	15,574	30,885	3.22%
Benefits	36,949	56,245	23,102	58,645	6.12%
Payroll Taxes	15,809	24,980	11,500	20,848	2.17%
LABOR COSTS	291,172	381,220	245,054	394,509	41.15%
Services and Supplies					
Training	302	3,500	750	3,500	0.37%
Outside Services	32,089	201,000	293,000	500,000	52.15%
Publications and Dues	535	1,450	750	1,450	0.15%
Equipment Maintenance	3,610	6,100	3,750	6,100	0.64%
Internal Service - Bldg Maint	17,350	23,600	21,200	25,000	2.61%
Internal Service - Info Tech	5,959	13,200	13,200	20,000	2.09%
Supplies	5,201	8,200	5,000	8,200	0.86%
SERVICES & SUPPLIES	65,046	257,050	337,650	564,250	58.85%
TOTAL BUDGET	356,218	638,270	582,704	958,759	100.00%

ITEM 6 - ATTACHMENT 2

GENERAL FUND

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

PUBLIC SAFETY – FIRE PROTECTION SERVICES



On July 1, 1982, the San Anselmo Fire Department merged with the Fairfax Fire Department to form the Ross Valley Fire Department (RVFD), administered under joint powers authority (JPA) to provide fire protection to San Anselmo, Fairfax, and the unincorporated county area known as Sleepy Hollow. Through June 30, 2010, the Department provided service to Sleepy Hollow through a contract for service with the Town of San Anselmo.

On July 1, 2010, Sleepy Hollow Fire Protection District became a full member of the joint power authority. As of July 1, 2012, the Town of Ross joined the Department as a full member. Today the JPA provides fire protection to San Anselmo, Fairfax, Ross, and the unincorporated county area known as Sleepy Hollow. The percentages of the Fire Department budget for the four members are San Anselmo 40.53%, Fairfax 23.30%, Ross 23.37%, and Sleepy Hollow 12.80%. The Department is governed by an eight- member Board of Directors, two from each agency.

In 2021 the Ross Valley Fire Department received an Insurance Services Office (ISO) rating "2" which continues the rating of "2" received in 2015. The Insurance Services Office rating impacts insurance rates for homes and businesses.

An annual budget is adopted by the Ross Valley Fire Department Board and funded through assessments to the towns of San Anselmo, Fairfax and Ross, and the Sleepy Hollow Fire Protection District. The Department also receives outside revenues in the form of contracts for service provided to the County of Marin and the Ross Valley Paramedic Authority, as well as fees for services related to plan checks and inspections.

2021-2022 ACCOMPLISHMENTS

- Worked with the Town of San Anselmo on MWPA funded projects focused on evacuation routes in The Alameda and surrounding area, Sequoia area, and Hawthorne Hill area and performed over 3,100 defensible space inspections in San Anselmo.
- Worked with Towns to fund and create a new Emergency Preparedness Coordinator position that will work across the Ross Valley. The position is filled and working with partners to build out the program and support our community.
- Responded to out of county wildfires supporting State mutual aid, including the Dixie Fire (963,000 acres) and the Caldor Fire (nearly 222,000 acres).
- Analyzed policies and procedures to prepare for implementing Lexipol in 2022- 23.

FIRE PROTECTION SERVICES

- Working off the Vehicle Replacement Plan, RVFD purchased a new Type 1 Fire Engine with expected delivery in 2023.
- Worked with the Town of San Anselmo on planning for a capital improvement project at Fire Station 20 on Butterfield Road.
- RVFD completed over 2,900 hours of training classes and with engines and fire equipment.

2022-2023 GOALS/WORK PLAN

1. **Priority:** Implement strategic wildfire prevention work in concert with Marin Wildfire Prevention Authority.
   Description: Using a strategic, holistic approach to wildfire prevention utilize MWPA local funds to support Town priorities. Work with neighboring jurisdictions to develop a Valley-wide strategy for MWPA core funding. Continue the multiagency coordination and pooled resources to complete defensible space inspections throughout the Town.
2. **Priority:** Enhance the employee performance management system by continuing evaluations and coaching, further developing the workforce.
   Description: Evaluation, annual goal setting and coaching have been implemented. Over the next two years, the Department will work to further refine and enhance the program.
3. **Priority:** Evaluate the RVFD's infrastructure and capital asset plan.
   Description: The Department's vehicle replacement schedule has been updated, next steps are to evaluate the fire station infrastructure needs and work with Towns on short- and long-term capital facility needs.
4. **Priority:** Work with the newly hired Emergency Services Coordinator to enhance resiliency within the RVFD area.
   Description: Establish a work plan in concert with the Towns and Fire District to develop Neighborhood Emergency Response groups. Develop and manage MWPA grant program for residents. Organize and create best practices for CERT and other preparedness programs.
5. **Priority:** Update and adopt new Policy and Procedure Manual for the Department.
   Description: Determine if the Department will use a commercially available product, Lexipol, or a conventional system for policies and procedures. Most policies and procedures will need to be updated, and those requiring meet and confer with labor will be negotiated and ultimately brought to the Fire Board for adoption.

FIRE PROTECTION SERVICES

OTHER COSTS

- **Property Maintenance** – Total $80,000 is budgeted for property maintenance at Stations 19 and 20, which are in San Anselmo. Out of the total budget, $15,000 for each station is budgeted as reimbursement to the Fire Department for handling routine repairs and minor improvements. Capital expenditures made at Station 20 (Butterfield Road) are matched by the Sleepy Hollow Fire Protection District, up to a maximum of $10,000.
- **Fire Equipment** – With the recent update to the Vehicle and Apparatus Replacement Schedule and Funding Plan, San Anselmo's FY2022-23 contribution for vehicle and apparatus replacement to is $143,884.

The Ross Valley Fire Department FY22-23 Approved Budget along with annual audits and other financial information can be found at:
http://www.rossvalleyfire.org/about/financial-information.





GENERAL FUND
PUBLIC SAFETY - FIRE

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% of Total Budget
Services and Supplies					
RVFD - Fire Services	4,357,895	4,531,448	4,525,339	4,761,339	98.35%
Station 19 Maintenance	12,054	40,000	15,000	40,000	0.83%
Station 20 Maintenance	12,053	40,000	15,000	40,000	0.83%
RVFD - Disaster Coordinator	-	-	-	-	0.00%
Defensible Space Inspection	-	-	-	-	0.00%
SERVICES & SUPPLIES	4,382,002	4,611,448	4,555,339	4,841,339	100.00%
TOTAL BUDGET	4,382,002	4,611,448	4,555,339	4,841,339	100.00%

ITEM 6 - ATTACHMENT 2



PUBLIC SAFETY – POLICE

On January 1, 2013, the San Anselmo Police Department joined the Twin Cities Police Authority, which included the City of Larkspur and the Town of Corte Madera. The new authority was named the Central Marin Police Authority. The Authority is administered under a joint powers authority to provide police services to San Anselmo, Corte Madera and Larkspur. The agency is governed by the Police Council, comprised of two members from each of the City/Town Councils of San Anselmo, Corte Madera and Larkspur.

An annual budget is adopted by the Central Marin Police Authority Council and funded through assessments to the three members. The costs for administration, communications, and investigations are shared on an equal basis with each member paying one-third. The costs for field operations, juvenile/school resource officer, and traffic are allocated according to a funding formula based upon the number of calls for service, total crimes, citations and accidents on a rolling three-year period. This method of cost allocation ensures that if one member has additional patrol field needs, the costs are fairly allocated to the town/city receiving the services.

The percentages of the Police Authority budget for the three members are: San Anselmo 38.43%, Larkspur 33.71% and Corte Madera 27.86%.

2021-2022 ACCOMPLISHMENTS

- Adapted and adjusted to the COVID-19 pandemic to ensure a healthy police department and continue police services to our communities.
  - Organized early vaccinations and boosters for all employees who are front line health care providers.
- Recruited, interviewed, conducted background investigations, and trained four Police Officers and four Police Cadets.
- Trained in many areas, including, but not limited to: Racial Equity, Duty to Intercede, Crisis Intervention, De-escalation/Communication, Emotional Intelligence, First Aid/AED, Defensive Tactics, Safer handcuffing techniques, and Urban/Wildland Fire Response for Law Enforcement.
- Established new Corporal roles and expectations to enhance service to the communities and balanced supervision in the workplace.
- Established Mentorship Program for all levels of staff.

POLICE

- Continued to work with our fire agency partners to refine responses and community notifications to fire disasters.
- Continued to focus on purchasing and refurbishing the outdated fleet, including purchase of first two all-electric vehicles.
- Trained the entire organization in the use of CIBRS (California Incident-Based Reporting System) which is a federal mandate that requires standardized crime reporting to the FBI.
- Finalized testing and successfully implemented the data gathering tool to be in compliance with the State of California mandated RIPA (Racial and Identity Profiling Act).

2022-2023 CHANGES/HIGHLIGHTS

The FY 2022-2023 Budget and Work Plan represents CMPA's commitment to fiscal responsibility and long-term sustainability, ensuring the continuation of providing the highest level of police services. This budget reflects an overall increase of $252,272 (5.38%) in San Anselmo's share over the FY2021-2022 adopted budget.

The increase in the CMPA FY 2022-2023 budget is attributed to increases in:

- Increase to salaries for current full-time employees and additional bargained for costs, pursuant to the Memorandum of Understanding agreed to in 2021. Includes addition of another Police Records Specialist position, due to increased workload as a result of new legislative mandates and technological advances.
- Increase to debt service for pension obligation bond.
- Increase to the Bay Cities Joint Powers Insurance Authority for general liability, workers' compensation, and property coverage.
- Increase to health and dental benefits for current employees and health benefits for retired full-time employees. Includes addition of another Police Records Specialist position, due to increased workload as a result of new legislative mandates and technological advances.
- Increase to PERS costs for unfunded accrued liability of current full-time employees, retired San Anselmo full-time employees, and retired Twin Cities full-time employees.
- Increase to Contract Services account due to increases in costs of cyber security, misc. IT costs, recruitment services, janitorial services, and misc. contracts.
- Increase to payment to pay down unfunded Other Post-Employment Benefits (OPEB) costs for current and retired full-time employees.
- Increase to PERS costs of current CMPA employees.
- Increase to automotive fuel and gas/electric utilities.
- Increase to the part-time employee and consultant account for additional part time human resources personnel.

POLICE

2022-2023 GOALS/WORK PLAN

- Begin development and implement an organizational wellness program for all employees to focus on general mental and physical wellness. The aim of this program is to provide resources to employees to help with long-term retention. This program will be funded by a 2-year federal grant that provides $75,000.
- Continue in-house training.
  - Including active shooter, de-escalation, mental health, duty to intercede, use of force options, and wildfire evacuations.
- Finalize POST Organizational Audit of entire agency.
- Continue our in-depth assessment of our Records and Evidence divisions to explore more efficient processes and abilities to complete the ever-increasing demands.
- Continue succession planning for supervisory and leadership positions.
- Begin a multi-year project to convert our unmarked fleet to electric vehicles to adopt more sustainable/renewable energy. This includes working with local and state entities to explore funding options for EV projects to reduce fiscal impacts to the Authority, including installation of charging infrastructure to our parking lot.
- Continue implementing newly acquired LEFTA software.
  - Including citizen complaints, internal affairs investigations, and vehicle pursuits.

The Central Marin Police Authority FY 2022-2023 Budget can be found at:
https://www.centralmarinpolice.org/227/REPORTS-AND-BUDGETS

GENERAL FUND
PUBLIC SAFETY - POLICE

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% Total
Services and Supplies					
Police Services Contract	4,540,998	4,685,857	4,685,857	4,938,129	100.00%
Building Maintenance	5,463	-	19,400	-	0.00%
Supplies	428	-	-	-	0.00%
SERVICES & SUPPLIES	4,546,889	4,685,857	4,705,257	4,938,129	100.00%
TOTAL BUDGET	4,546,889	4,685,857	4,705,257	4,938,129	100.00%

ITEM 6 - ATTACHMENT 2

PUBLIC WORKS – ENGINEERING & INSPECTION

The Engineering staff is responsible for administering public works construction and maintenance projects, natural disaster preparedness and response, providing cost-effective engineering management of Town infrastructure within budget limits, delivery of accurate, reliable and timely plan/permit review and inspection services as required by the Building Code in accordance with the expectations of the Town Council and the community while improving public safety and infrastructure. Assistance services to the public on questions of drainage, road conditions, traffic safety, traffic calming, parking, red curb, open space areas, parks, etc.

The Towns infrastructure consists of the following:

- 40 Lane Miles of roads
- 20 Bridges
- 5 Ped Bridges
- 6 Buildings
- 6 Parks
- 3 Public Parking Lots
- 3 major medians
- 12 Traffic signals
- 3 Rapid Flash lighted crosswalks
- 600+ Street lights
- 21 Miles of Drainage



2021-22 ACCOMPLISHMENTS

- The Town has continued to improve the Pavement Condition Index over the past 7 years up to 69 by completing asset protection projects such as slurry seals and repaving streets throughout Town.
- Completed the Sir Francis Drake Boulevard Rehabilitation Project (Hub to Bolinas Avenue)
- Completed the 2021 Street Paving Projects (Phase A – Portions of Laurel Avenue, Crescent Road, Fern Avenue, as well as Fairview Court and Florence Avenue, Phase B – Barber Avenue, Gerlack Road, and portions of Lincoln Park and Kensington Road)
- Completed the School Bike Spine Project
- Completed the Brookside Elementary School Sidewalk Gap Closure Project
- Completed the sidewalk infill projects funded by the Transportation Authority of Marin
- Completed the Hub Transportation Study
- Completed the Downtown San Anselmo Parking Study
- Responded to the Center Avenue Bridge emergency sinkhole and completed repairs in 4 days.

ENGINEERING & INSPECTION

2022-23 GOALS/WORK PLAN

The department includes the Public Works Director, Assistant Public Director, Building Official, Building Inspector, Assistant Engineer, Project Coordinator, Permit Technician and Administrative Assistant position. Consultant Services will continue to be needed for road design, traffic engineering, flood control and other projects.

- Complete the 2022 Street Resurfacing Project (portions of Woodside and Oak Springs Drives, Angela Ave, Timothy Ave, Woodside Court, Mountain View Ave, Brookside Drive, Cordone Drive, Beverly Way, Rivera St)
- Complete the 2022 Slurry Seal Project (Sir Francis Drake Blvd, Red Hill Ave, Butterfield Road and residential streets)
- Design the 2023 Street Resurfacing Project
- Construct the Sir Francis Drake Boulevard/Saunders Avenue HAWK Pedestrian Beacon project
- Construct the Sir Francis Drake Boulevard/Broadmoor Avenue traffic signal phase separation project
- Continue working on Flood Control including the San Anselmo Creek Restoration project along with bridge replacement designs.
- Continue improving Town roads along with bicycle and pedestrian improvements. Continue the trend for increasing PCIs along with incorporating stormwater projects into street repaving projects.
- Endeavor to include green infrastructure into all capital improvement projects throughout Town.

ENGINEERING & INSPECTION

LABOR

Title	2020-21	2021-22	2022-23
Director of Public Works/Town Engineer*	0.70	0.70	0.70
Assistant Director of Public Works**	0.50	0.50	0.50
Assistant Engineer*	0.25	0.25	0.25
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Building Maintenance Supervisor***	0.80	0.80	0.00
Code Enforcement Official	0.00	0.00	1.00
Permit Services Technician	1.00	1.00	1.00
Administrative Services Assistant I/II	1.00	1.00	1.00
Total	**5.25**	**6.25**	**6.45**

* 30% of the Public Works Director and 75% of the Assistant Engineer are assigned to capital project management, therefore, their correspondence salaries are reflected in Measure D Sales Tax fund.

** The Assistant Public Works Director is assigned to road projects half time; thus, half the salary is reflected in Road Maintenance fund.

*** The Building Maintenance Supervisor is assigned primarily to Engineering and Inspection (80%) and spends a portion of his time on the Isabel Cook Complex (10%) and Robson House (10%).

SERVICES AND SUPPLIES

- **Training** – Attendance at professional training seminars and conferences ($15,000).
- **Outside services** – Participation in countywide GIS digital mapping system ($20,000); Engineering services for special projects including traffic safety, emergency response, etc. ($65,000); plan checking, inspection services, and special project support ($272,000).
- **Publications & dues** – Memberships in public works and engineering organizations/ societies, professional registration fees.
- **Equipment maintenance** – Maintenance of office equipment, computers, copier, fax, phones, pagers, and 2-way radios ($5,150).
- **Internal Service Charge – Building maintenance** – Janitorial, elevators, heat/air, other maintenance ($20,600). Electricity and gas, water, telephone, Internet/e-mail, and sewer ($27,141).
- **Vehicle maintenance** – Maintenance of department vehicles.
- **Internal Service Charge – Info Tech** – Technology support for department ($50,000)
- **Office and Department supplies** – Postage, copy paper, ink cartridges, miscellaneous supplies, tools and supplies for engineering, surveying, and drafting ($17,510).

GENERAL FUND
PUBLIC WORKS - ENGINEERING INSPECTION

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% Total
Labor Costs					
Salaries	513,341	663,630	599,332	807,088	49.35%
Temporary Help	91,563	50,000	96,000	15,000	0.92%
Overtime	1,604	-	1,500	-	0.00%
Retirement	48,179	63,535	59,066	77,838	4.76%
Benefits	93,282	130,350	166,444	175,255	10.72%
Payroll Taxes	45,023	54,533	51,703	65,413	4.00%
LABOR COSTS	792,992	962,048	974,045	1,140,594	69.74%
Services and Supplies					
Training	3,121	12,000	10,000	15,000	0.92%
Outside Services	376,504	312,000	362,500	350,000	21.40%
Workers Compensation Claim	-	-	-	-	0.00%
Publications and Dues	1,258	1,750	2,100	1,750	0.11%
Equipment Maintenance	3,610	5,000	5,000	5,150	0.31%
Internal Service - Bldg Maint	49,001	46,350	58,350	50,000	3.06%
Vehicle Maintenance	2,013	500	500	515	0.03%
Internal Service - Info Tech	40,750	50,000	50,000	55,000	3.36%
Supplies	14,108	17,000	17,000	17,510	1.07%
SERVICES & SUPPLIES	490,365	444,600	505,450	494,925	30.26%
TOTAL BUDGET	1,283,357	1,406,648	1,479,495	1,635,519	100.00%

ITEM 6 - ATTACHMENT 2

PUBLIC WORKS – STREET & PARK MAINTENANCE

The Street and Park Maintenance division of the Public Works Department is responsible for the ongoing maintenance of Town streets, median islands, parking lots, traffic and street signs, pavement markings, curb painting, storm drains, emergency response, and other Town maintenance projects as required. In addition, staff is responsible for maintaining the Town's parks and community gathering areas (Memorial Park, Creek Park, Sorich Park, Lansdale Station Park, Imagination Park, Robson-Harrington Park and Grounds and Faude Park) and for the maintenance and upkeep of the landscaped areas surrounding Town Hall and the Community Center.

Street and Park Maintenance is also responsible for the development of improvements for most of the Town's parks and community gathering areas to further serve public needs and enhance existing landscapes. Included in this enhancement are reduction of fire fuel and improvement of accessibility for disabled persons in Town parks and public gathering areas.

2021-2022 ACCOMPLISHMENTS

- Trained the Streets and Parks staff in the use of work order software (Asset Essentials by Dude Solutions) to track and more efficiently schedule work
- Provided supervision and review of crew by outside consultant to implement ways to improve overall efficiency and productivity.
- Improved storm and flood control preparedness and response by the Streets and Parks staff along with Engineering staff.
- Replaced older gas-powered landscape equipment including blowers, weedwhackers, chainsaws, hedgers, and mowers with battery powered tools.
- COVID-19 Response.
- Implemented staff safety training protocol resulting in zero workplace accidents.
- Provided staff training for playground safety compliance.
- Operate, and maintain town wells and irrigation systems to reduce or eliminate potabile water use.
- Provide traffic control for Town special events.

2022-2023 GOALS/WORK PLAN

- Focus on internal operations and continue to improve productivity and efficiency through teamwork, cross training and accountability and the implementation of scheduling software.
- Continue to work proactively with residents, utilities, and contractors to abate traffic safety and other hazards in the public right of way.
- Continue training and work on storm water improvements as required by the State.
- Look for ways to improve maintenance on the medians and parks, along with ADA improvements in the parks and buildings.

STREET & PARK MAINTENANCE

- Inspect and clean all storm drain structures prior to winter season
- Investigate ways to replace existing older gas and diesel powered vehicles with electric powered vehicles.
- Repaint all curb markings (Red, Green, Yellow) in the downtown business district.
- Inspect and repaint all yellow pavement markings around school zones for pedestrian safety.
- Replace older faded 24" STOP signs with larger 30" signs for improved visibility and traffic safety.

LABOR

Title	2020–21	2021–22	2022–23
Maintenance Supervisor	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00
Maintenance Workers I/II	3.00	3.00	3.00
Public Works Manager	0.00	0.00	1.00
Total	**6.00**	**6.00**	**7.00**

- **Reimbursable costs** – Safety and other work clothing provided.
- **Temporary hire/overtime** – Summer hires to supplement regular crews for street painting and other projects at peak maintenance times, overtime during storms and part-time janitorial work.

SERVICES AND SUPPLIES

- **Training** – Staff attendance at safety training seminars and CalOSHA current regulations.
- **Outside services** – Routine and specialized maintenance and repair of Town streetlights ($29,000), traffic signals ($61,000), sidewalks and other concrete work ($55,000); mandated storm water pollution control program and projects ($55,000); street sweeping ($110,000); contractor services to help maintain the Town's landscaped grounds and trees, poison oak and other brush/fire hazard removal ($75,000).
- **Equipment maintenance** – Maintenance of field radios, mowers and other equipment.
- **Internal Service Charge – Building Maintenance** – Janitorial, heat/air, and minor repairs ($14,200). Street lights, traffic signals, and other facilities; water for landscaping, electricity, internet/e-mail and sewer expenses ($123,990).
- **Vehicle Maintenance** – Fuel, oil, maintenance, and repair of maintenance vehicles.
- **Equipment Rental** – Miscellaneous equipment rental.
- **Internal Service Charge – Info Tech** – Technology support for departments ($15,500).
- **Supplies** – Materials and supplies for paving ($8,000), street maintenance ($19,500), traffic control ($13,000), and other services; supplies needed to maintain parklands and open space areas, park furnishing and removal of graffiti.

ITEM 6 - ATTACHMENT 2

GENERAL FUND
PUBLIC WORKS - STREET AND PARK MAINTENANCE

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% Total
Labor Costs					
Salaries	283,198	444,480	356,807	536,499	36.18%
Temporary Help	21,938	30,000	33,253	30,000	2.02%
Overtime	1,051	-	2,000	-	0.00%
Retirement	32,235	47,130	39,922	54,457	3.67%
Benefits	90,375	138,922	147,318	156,312	10.54%
Payroll Taxes	23,560	37,735	30,561	44,007	2.97%
LABOR COSTS	452,357	698,267	609,861	821,275	55.38%
Services and Supplies					
Training	1,120	2,500	2,500	2,500	0.17%
Outside Services	606,098	456,280	586,900	385,000	25.96%
Workers Compensation Claim	-	-	-	-	0.00%
Equipment Maintenance	2,001	2,500	2,500	2,500	0.17%
Internal Service - Bldg Maint	202,152	138,190	367,000	158,895	10.72%
Vehicle Maintenance	21,964	32,000	32,000	32,000	2.16%
Internal Service - Info Tech	15,392	8,100	8,100	15,500	1.05%
Supplies	103,963	64,200	100,000	64,200	4.33%
Equipment Rental	310	1,000	1,000	1,000	0.07%
SERVICES & SUPPLIES	953,000	704,770	1,100,000	661,595	44.62%
TOTAL BUDGET	1,405,357	1,403,037	1,709,861	1,482,870	100.00%

GENERAL FUND

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2



RECREATION

General Fund support of the Recreation Department in past years has been equal to the total compensation of the Community Services Director and the Administrative Assistant (0.8 FTE), in addition to a number of general administrative costs.

2022-23 CHANGES/HIGHLIGHTS

In 2022-23, 100 % of the Community Services Director's total compensation and the Administrative Assistant (0.8 FTE) is reflected in the General Fund, in addition to some Outside Services, including janitorial services and internet/email services.

Administrative overhead such as payroll, finance, personnel, legal, and insurance, as well as field and building maintenance, is provided through other Town funds. The remainder of the Recreation Department's expenditures are reflected in the Recreation Fund, which is self-supported by recreation program fees.

SERVICES AND SUPPLIES

- **Internal Service Charge – Building Maintenance** – Janitorial ($1,648). Internet/e-mail ($16,995).
- **Departmental Supplies** – Postage, miscellaneous supplies ($1,545).

LABOR

Title	2020–21	2021–22	2022–23
Community Services Director	1.00	1.00	1.00
Administrative Services Assistant I/II	0.60	0.80	0.80
Total	**1.60**	**1.80**	**1.80**

GENERAL FUND
RECREATION

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% Total
Labor Costs					
Salaries	167,913	190,375	186,194	202,515	68.79%
Retirement	17,294	19,105	18,489	20,179	6.85%
Benefits	26,138	34,060	32,476	35,260	11.98%
Payroll Taxes	12,797	15,408	14,101	16,263	5.52%
LABOR COSTS	224,142	258,948	251,260	274,217	93.14%
Services and Supplies					
Internal Service - Bldg Mair	1,535	16,000	1,600	18,643	6.33%
Utilities	13,888	5,000	13,750	-	0.00%
Supplies	1,810	1,500	1,500	1,545	0.52%
SERVICES & SUPPLIES	17,233	22,500	16,850	20,188	6.86%
TOTAL BUDGET	241,375	281,448	268,110	294,405	100.00%

ITEM 6 - ATTACHMENT 2

DEBT SERVICE

In 2012-13 the Town's PERS rate was reduced to reflect the sale of Pension Obligation Bonds to pay the Town's Employer Side Fund liability of $3,521,183.91.

In 2003, CalPERS combined agencies with less than 100 members into risk pools based on plan type. The Employer Side Fund was created to account for the difference between the funded status of the pool and the funded status of individual plans.

The repayment of the Pension Obligation Bonds is reflected in the Expenditure Summary under General Fund Departments, Debt Service (Pension Obligation Bonds). Overall, the refinancing of the side fund is saving the Town approximately $60,000 per year and $600,000 over the ten-year term. The Bonds mature in fiscal year 2021-22.

The Town issued Pension Obligation Bonds to pay the employer side unfunded liability in September 2021. The first-year payment is reflected in the 2022-2023 budget. Overall, the issuance of the bonds is savings the Town approximately, $246,000 in year 1 and over $5 million over the life of the bonds.

GENERAL FUND
DEBT SERVICE

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% Total
Services					
Administration Fees	1,400	1,500	1,500	1,500	0.28%
Debt Service: Principal	211,000	227,000	227,000	285,000	53.73%
Debt Service: Interest	14,018	6,208	6,208	243,976	45.99%
SERVICES	226,418	234,708	234,708	530,476	100.00%
TOTAL BUDGET	226,418	234,708	234,708	530,476	100.00%

ITEM 6 - ATTACHMENT 2

NON-DEPARTMENTAL SERVICES

This budget program represents services, participation in joint powers authorities (JPA's), and other expenditures that represent the Town's interest and are not attributable to a single department or program.

The Public Employees Retirement System (PERS) has changed the way public entities are charged for pension costs to better reflect actual costs and to reduce unfunded liabilities. As such, members are now charged a flat fee in addition to a percentage of salary. The Town issued Pension Obligation Bonds in 2021 to pay the unfunded liability amount. The amount recognized in retirement for the FY2022-2023 is the savings between CALPERS amortization scheduled and bond repayment schedule that will be deposited into the Pension Trust for any future unfunded liability. The difference of $246,689 is reflected in Non-Departmental Services, under Retirement for FY2022-2023.

The Town participates in a number of Joint Powers Authority (JPA) agencies county wide, and the costs for participation are budgeted under Outside Services.

The San Anselmo Volunteer Effort has generously agreed to fund an annual Volunteer Appreciation recognition and an annual Volunteer of the Year award.

SERVICES AND SUPPLIES

- **Retiree Benefits** – The Town provides $225/month for retiree health for the Town's retirees. The estimated payment needed to meet Actuarially Determined Contribution (ADC) is $156,390.
- **Training** –Training and conference attendance by Council-appointed boards, commissioners, and general staff ($3,000).
- **Outside services** – Joint powers authorities, contracts, and memoranda of understanding with other agencies: Animal control services from the Marin Humane Society ($142,000); Transportation Authority of Marin ($22,500); MERA administrative fee and replacement fund ($18,000), Marin Local Agency Formation Commission ($11,800), Association of Bay Area Governments ($3,910), Marin Climate and Energy Partnership ($2,500).
- **Internal Service Charge – Insurance** – Workers Compensation, Liability and Property Insurance ($450,000).
- **Promotion of Commerce** – Town Holiday lights; miscellaneous advertisement, Economic Development activities ($18,500).
- **Publications & dues** – Town's membership in the League of California Cities, personnel consortium, PERSPAC, and for publications ($9,850).
- **Department Supplies** – Employee recognition ($3,000), County Office of Emergency Services assistance ($6,000), volunteer recognition ($1,600), and miscellaneous supplies ($500).
- **Safety Program** – Correction of unsafe conditions, health & safety training ($5,000). Interest Expense – Cost of borrowing funds from the County of Marin to cover dry period before property tax payout ($5,000).

GENERAL FUND

NON-DEPARTMENTAL SERVICES

Investments in community service organizations that provide assistance to San Anselmo's citizens-in-need:

Community Service Investments	2020–21	2021–22	2022–23
Marin Abused Women's Services	5,000	5,000	5,000
Archie Williams High School Safe & Sober	500	500	500
Marin Housing BMR Program	2,067	2,130	2,250
Ross Valley School District Yellow Bus	30,500	30,500	35,500
Community Homeless Fund	14,145	14,145	14,152
Ross Valley Healthy Communities	2,500	2,500	2,500
Total	**$54,712**	**$54,775**	**$59,902**

GENERAL FUND
NON DEPARTMENTAL

	2020-2021 Actuals	2021-2022 Revised Budget	2021-2022 Estimated Actuals	2022-2023 Budget	% Total
Retirement	573,838	688,101	665,213	246,689	17.10%
Retiree Benefits	139,622	144,322	139,622	156,390	10.84%
Training	-	3,000	2,000	3,000	0.21%
Outside Services	229,418	274,496	250,000	386,612	26.80%
Publications & Dues	6,170	9,850	9,850	10,146	0.70%
Promotion of Commerce	(380)	18,500	15,000	18,500	1.28%
Safety Program	126	5,000	5,000	5,000	0.35%
Department Supplies	16,267	11,100	15,000	11,500	0.80%
Internal Service - Insurance	-	-	-	600,000	41.58%
Interest Expense	2,884	5,000	5,000	5,000	0.35%
TOTAL SERVICES & SUPPLIES	967,945	1,159,369	1,106,685	1,442,836	100.00%
TOTAL BUDGET	967,945	1,159,369	1,106,685	1,442,836	100.00%

ITEM 6 - ATTACHMENT 2

GENERAL FUND

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

MEASURE D SALES TAX FUND

Revenue and expenditures associated with the Measure D one-half percent (0.5%) transactions and use tax measure passed in 2013, designed to repair potholes, repave roads, reduce traffic congestion, maintain and improve sidewalks/ drainage/street medians, preserve public safety, and improve other general Town services, facilities, and infrastructure. Projects completed and funds spent are reviewed by the Capital Programs Monitoring Committee on an annual basis.



Revenue in this fund is anticipated to be approximately $1,210,000. Expenditures are budgeted for the following:

Project	Cost $
Salary/Benefits for Engineers (1.05 FTE)	189,018
Project Design and Inspection	100,000
Corp Yard Paving	40,000
Robson ADA Bathroom	50,000
Traffic Signal Controller	50,000
Slurry Seal Program (Butterfield Rd., Red Hill Ave., and various others)	300,000
Street Paving Project – Phase A – (Portions of Mt. View Ave, Beverly Way, Rivera St, Timothy Dr, and Woodside Ct)	455,702
Unprogrammed Drainage	100,000
Total Expenditures	**$1,284,720**

Also included is bridge preventive maintenance local match and bridge replacement local match.

LABOR

Title	2020-21	2021-22	2022-23
Director of Public Works/Town Engineer	0.30	0.30	0.30
Assistant Engineer	0.75	0.75	0.75
Total	**1.05**	**1.05**	**1.05**

MEASURE D SALES TAX FUND

TOWN OF SAN ANSELMO
MEASURE D SALES TAX FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	310,779	812,102	812,102	845,731
REVENUE				
Measure D Sales Tax	1,121,468	1,200,000	1,260,000	1,210,000
TOTAL REVENUE	1,121,468	1,200,000	1,260,000	1,210,000
TOTAL RESOURCES	1,432,247	2,012,102	2,072,102	2,055,731
EXPENDITURES				
TOTAL EXPENDITURES	620,145	1,530,370	1,226,371	1,284,720
Net Increase/(Decrease)	501,323	(330,370)	33,629	(74,720)
ENDING BALANCE	812,102	481,732	845,731	771,011
TOTAL BUDGET	1,432,247	2,012,102	2,072,102	2,055,731

MEASURE D SALES TAX FUND

TOWN OF SAN ANSELMO
MEASURE D SALES TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure D Sales Tax	1,121,468	1,200,000	1,260,000	1,210,000
TOTAL REVENUE	1,121,468	1,200,000	1,260,000	1,210,000
EXPENDITURES				
Arterial Median Work	-	30,000	15,000	-
Bolinas Ave Paving	290,222	-	-	-
Bridge Prevention Maintenance Prg	12,894	18,100	18,861	-
Bridge Ave Bridge	-	35,000	-	-
Brookside School Sidewalk Gap	-	50,000	35,633	-
Center Boulevard Bridge	-	35,000	-	-
Corp Yard Paving	-	-	-	40,000
Madrone Ave Bridge	3,806	96,770	-	-
Project Design and Inspection	-	100,000	75,000	100,000
Project Management	105,604	205,500	115,000	189,018
Robson ADA Bathroom	-	20,000	-	50,000
SFD/Boadmor Traffic Signal Separation	-	-	-	100,000
Street Paving Phase A	1,068	395,000	526,877	455,702
Slurry & Crack Seal, Digouts	-	280,000	175,000	300,000
Traffic Signal Controller	-	-	-	50,000
TAM Sidewalks	7,996	-	-	-
Unprogrammed Drainage	36,611	75,000	75,000	100,000
Unprogrammed Resurfacing	132,334	190,000	190,000	-
TOTAL EXPENDITURES	620,145	1,530,370	1,226,371	1,284,720

MEASURE D SALES TAX FUND

TOWN OF
SAN ANSELMO
EST. 1907

EMERGENCY RESERVE FUND

The Emergency Reserve Fund serves as a safety valve for unanticipated emergency needs. Prior to 2003-04, the Town's policy was to maintain a fund balance of $100,000 to ensure adequate cash flow in anticipation of emergency projects, disasters, or other unprogrammed demands. In 2003-04, $50,000 of this fund was transferred to the General Fund.

The fund was established for use during winter storms to respond to hazards on public and private property. Costs associated with private property are charged to the property owner, for reimbursement. When costs are incurred during emergencies that are declared to be federal and/or state disasters, and are eligible for disaster assistance, a reimbursement claim is filed and funds that are received are returned to the Emergency Projects Fund.

The fund has been used to record the Town's expenses incurred in conjunction with the flood that occurred on December 31, 2005 and the April 2006 damage on Allyn Avenue. As of June 30, 2014, the Town spent a total of $7.6 million in recovery costs and related improvements for the two emergency events and has received reimbursement from FEMA, OES and flood insurance for $4.7 million. Of the remaining $2.9 million costs, the Town has funded $1.7 million of fire station reconstruction with a municipal loan, leaving an unreimbursed balance of $1.2 million that was absorbed by the General Fund. Construction costs for the firehouse remodel exceeded the $1.7 million construction loan. The Town has transferred $1.7 million in General Fund money into the Emergency Projects fund since 2005 to cover unreimbursed flood-related expenses. The Town returned $21,729 in reimbursements to FEMA and OES that were subsequently disallowed.

The Town has been audited with respect to the reimbursements from FEMA and OES by the Office of the Inspector General for the flood expenses. The result of that report was a finding that the Town's expenditures were generally within the guidelines set by the federal and state government.

When costs are incurred by the Town but are not eligible for reimbursement by property owners or other agencies, the annual carryover and/or a transfer from the General Fund is recommended to replenish the fund for future needs.

On March 16, 2020, Town Manager issued a Proclamation of the Existence of a Local Emergency Related to COVID-19. The Town has been recording all the expenditures that are related to COVID-19 responses to a COVID-19 project and will submit for all qualified reimbursements to state and federal agencies.

The Town received $157,512 Coronavirus Relief Fund direct allocation of CARES Act funding from the State to reimburse the costs incurred due to the COVID-19 pandemic during the fiscal year 2020-21.

On March 11, 2021, President Biden signed the American Rescue Plan Act which provided funding to state and local governments to facilitate recovery from the economic and public health effects of the COVID-19 Pandemic. The Town is expected to receive $2.984 million. The deadline to spend the funding is December 31, 2026 with as long as the funds are obligated by December 31, 2024.

EMERGENCY RESERVE FUND

TOWN OF SAN ANSELMO
EMERGENCY RESERVE FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	342,307	335,875	335,875	1,545,125
REVENUE				
Revenue	127,050	1,433,011	1,433,011	1,492,262
Transfers In	-	-	200,000	-
TOTAL REVENUE AND TRANSFERS IN	127,050	1,433,011	1,633,011	1,492,262
TOTAL RESOURCES	469,357	1,768,886	1,968,886	3,037,387
EXPENDITURES				
TOTAL EXPENDITURES	133,482	155,299	423,761	850,000
Net Increase/(Decrease)	(6,432)	1,277,712	1,209,250	642,262
ENDING BALANCE	335,875	1,613,587	1,545,125	2,187,387
TOTAL BUDGET	469,357	1,768,886	1,968,886	3,037,387

EMERGENCY RESERVE FUND

TOWN OF SAN ANSELMO
EMERGENCY RESERVE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Other Misc Revenue	127,050	1,433,011	1,433,011	1,492,262
Transfers In	-	-	200,000	-
TOTAL REVENUE AND TRANSFERS IN	127,050	1,433,011	1,633,011	1,492,262
EXPENDITURES				
Department Supplies	27,422	50,000	5,000	50,000
Outside Services	106,060	105,299	418,761	800,000
Emergency Response	-	-	-	-
TOTAL EXPENDITURES	133,482	155,299	423,761	850,000

EMERGENCY RESERVE FUND

TOWN OF
SAN ANSELMO
EST. 1907

DOWNTOWN REVITALIZATION FUND

As a community of residents, business owners, and commercial property owners, enlisting the cooperation of the Town of San Anselmo, we endeavor to identify and define our downtown as a desirable destination, encourage businesses to meet the needs of our community, and create a favorable center of increased social interaction and business.

Downtown Revitalization Strategy Mission Statement

In 1994, residents, businesspeople, and Town officials began to create a strategy for enhancing the appearance and vitality of downtown San Anselmo. The Town hired Urban Planning Consultant Michael Freedman to lead community workshops, which resulted in the adoption of the above mission statement, and a strategy and priorities for improving the downtown. Landscape architect George Girvin was hired by the Town to create a streetscape conceptual design, which was approved by the Council in September 1996.

The design plan consists of adding trees, old-fashioned streetlights, outside furniture such as benches, a plaza seating area, signs, and other improvements to the downtown. In May, 1997, the Town hired Greenwood & Associates to perform a study on the feasibility of raising the funds to build these downtown improvements.

In February 1998, the Town Council adopted a downtown revitalization plan to bring $300,000 of streetscape improvements to the downtown. The Council authorized hiring George Girvin to design the improvements and coordinate the design with the undergrounding of utilities and Measure G street repaving project.

In 1999-00, a fundraising campaign was conducted to raise $300,000 for the streetscape project; the total results of the fundraising campaign, including interest revenue, were $341,000.

The Downtown Revitalization Fund accounts for the revenues and expenses related to the Downtown Revitalization improvement project.

In Spring, 1999, beating out stiff competition, San Anselmo was awarded a $226,000 grant from the Metropolitan Transportation Commission's Livable Communities program to construct entry signs to San Anselmo and improvements to the Hub station bus shelters. A local match of 11%, or $22,000 was required and these improvements were completed in conjunction with the San Anselmo 2000 Streetscape Improvements.

With the completion of the downtown paving, tree planting, bench placement, electrical conduit placement, sidewalk grates and the majority of the Town Hall Plaza work, the main project is completed. Benches continue to be placed as donors indicate a desire for a memorial bench. Still to be completed is the tree lighting. Funding is utilized for downtown tree replacement, flower baskets, and other miscellaneous services.

DOWNTOWN REVITALIZATION FUND

TOWN OF SAN ANSELMO
DOWNTOWN REVITALIZATION FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	13,443	10,947	10,947	8,447
REVENUE				
Revenue	-	-	-	-
TOTAL REVENUE	-	-	-	-
TOTAL RESOURCES	13,443	10,947	10,947	8,447
EXPENDITURES				
TOTAL EXPENDITURES	2,496	-	2,500	3,678
Net Increase/(Decrease)	(2,496)	-	(2,500)	(3,678)
ENDING BALANCE	10,947	10,947	8,447	4,769
TOTAL BUDGET	13,443	10,947	10,947	8,447

DOWNTOWN REVITALIZATION FUND

TOWN OF SAN ANSELMO
DOWNTOWN REVITALIZATION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Elders Garden Donations	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Tree Replacement	-	-	-	1,178
Outside Services - Other	2,496	-	2,500	2,500
TOTAL EXPENDITURES	2,496	-	2,500	3,678

DOWNTOWN REVITALIZATION FUND

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

GRANTS FUND

This fund was initially established to track the revenue and expenditures related to legally restricted funds obtained through state grants for traffic congestion relief. The State has withheld traffic congestion funds since 2004-05. The fund is currently utilized to track all grant funds associated with road resurfacing and other related capital improvement projects. It has been renamed GRANTS FUND to more accurately reflect its use.

Included in the fund in 2022-23 are expenditures associated with the following grants:

Project	Cost $
Bridge Preventive Maintenance	60,000
Center Boulevard and Bridge Avenue Bridges	100,000
Madrone Avenue Bridge	50,000
Nokomis Avenue	50,000
Cal Recycle Recycling Grant	5,000
2022 Street Paving Project (Phase A)	410,744
Zero Waste Grant	22,000
Regional Early Action Plan	20,000
Total Expenditures	**$717,744**

- **Bridge Preventative Maintenance Program** – Funds were granted by the State for preventative maintenance in the total amount of approximately $1.2 million on three bridges consisting of Center Boulevard Bridge at Lansdale, Sir Francis Drake Bridge at Tunstead, and Barber Avenue Bridge. This funding is for bridges that do not need to be replaced but that need preventative maintenance. This fiscal year's funding is expected to be approximately $157,006 total ($138,997 from the grant, and $18,009 local match).
- **Center Boulevard and Bridge Avenue Bridges** – Federal Highway Bridge Program funding for the replacement of bridges over San Anselmo Creek at Center Boulevard and Bridge Avenue. There is a required match for this bridge grant of 11.5% that was initially anticipated to be covered by the County of Marin Flood Zone 9 Flood Fee but is now covered in the Town budget. Initial funding has been approved for conceptual design. Subsequent funds will be available for design and construction phases of the project. Funding for the entire project has been allocated by CalTrans but construction has not been authorized. Funding for the conceptual design, final design and environmental process is approximately $1,969,000 and will be authorized upon approval of the conceptual design. Due to delays with funding, this fiscal year's funding is expected to be minimal so only $5,000 total for each of the Bridge has been set aside from the local match in the coming year. We are anticipating the local match of $35,000 for each bridge from prior year will be rollover into the new fiscal year. The remainder of the grant will be spent in subsequent years as the project progresses.

GRANTS FUND

- **Madrone Avenue Bridge** – Federal Highway Bridge Program funding to rebuild the bridge over San Anselmo Creek at Madrone Avenue. Total grant for design is $1,267,875, with approximately $843,000 is scheduled to be expended this year ($843,680 from the grant and $96,700 local match). The required local match of 11.5% was being covered by the County of Marin Flood Zone 9 Flood Fee but now is incorporated into the Town budget. The remainder of the grant will be spent in subsequent years as the project progresses. Funding for the entire project was delayed but it appears that funding has been authorized by CalTrans to continue.
- **Nokomis Avenue** – Federal Highway Bridge Program funding to rebuild the bridge over San Anselmo Creek at Nokomis Avenue. The estimated design dollars for this year is $1,260,000. There is no required local match for this bridge grant. The remainder of the grant will be spent in subsequent years as the project progresses. Funding for the entire project was delayed along with bridges throughout California due to funding issues but it appears that funding has been authorized by CalTrans to continue.
- **Cal Recycle** recycling grant has awarded the Town a $5,000 grant used to purchase and replace public recycling containers as well as clean up litter in parks, recreation areas, and roadways. The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers.
- **2022 Street Paving Project (Phase A**) – The Transportation Authority of Marin (TAM) has awarded Measure AA funding to the Town in an amount of $410,000 for FY2022-23. This money will be used to partially fund the 2021 Street Paving Phase A project (Portions of Laurel Avenue, Crescent Road, Fern Avenue, as well as Fairview Court and Florence Avenue).
- **Zero Waste Grant** through the Hazardous and Solid Waste JPA. The Zero Waste Grant amount is release in early-July. $32,160 (including approximately $11,160 carried over from 2019-2020) is expected to be spent on implementation of the Town's Single Use Food Ware Ordinance and Plastic Bag Ordinance and educational efforts to reduce resident waste, which is increasing, and increase composting and recycling.
- **Local Early Action Planning Grants Program (LEAP).** Like the SB2 Planning Grant, LEAP provides support to jurisdictions to engage in housing related planning activities to facilitate housing production. The Town will receive $65,000 for staff time to implement programs in the current housing element, preparation of the updated Housing Element and programs to implement the next housing element. The Town budgets the $50,000 funding for the staff time in the general fund under Other State Revenue line item.

GRANTS FUND

TOWN OF SAN ANSELMO
GRANTS FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	119,504	106,404	106,404	(25,526)
REVENUE				
Revenue	326,204	6,444,369	1,079,096	717,744
TOTAL REVENUE	326,204	6,444,369	1,079,096	717,744
TOTAL RESOURCES	445,708	6,550,773	1,185,500	692,218
EXPENDITURES				
TOTAL EXPENDITURES	339,304	6,444,369	1,211,026	717,744
Net Increase/(Decrease)	(13,100)	-	(131,930)	-
ENDING BALANCE	106,404	106,404	(25,526)	(25,526)
TOTAL BUDGET	445,708	6,550,773	1,185,500	692,218

GRANTS FUND

TOWN OF SAN ANSELMO
GRANTS FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Bike Spine	-	228,000	269,000	-
Bridge Avenue Bridge	-	984,500	-	50,000
Bridge Preventive Maintenance	34,091	138,997	22,449	60,000
Center Blvd Bridge	(46,385)	984,500	-	50,000
Madrone Ave Bridge	138	843,680	35,834	50,000
Nokomis Ave Bridge	22,040	1,260,000	19,531	50,000
SFD Rehab - Hub to Bolinas Ave	67,829	1,019,000	4,219	-
HAWK Pedestrian Signal at Saunders Ave/SFD	-	24,000	-	-
Hub Study	-	150,000	-	-
Imagination Park	46,320	-	34,715	-
Local Early Action Planning (LEAP)	-	15,000	-	-
Other Revenue	-	-	60,000	
Regional Early Action Plan	-	20,000	-	20,000
Red Hill Median - Donation	-	-	-	-
State Library Grant	4,929	-	-	-
State Recycling Grant	-	5,000	5,000	5,000
Street Paving Phase A - Measure AA	-	230,692	230,692	410,744
SB2 - Building Homes and Job Act project	-	160,000	-	-
TAM Brookside School Sidewalk	-	340,000	350,000	-
TAM - Measure A		-	-	-
TAM - Measure AA		-	-	-
Tam Safe Pathways	176,372		26,716	
Zero Waste Grant	20,870	41,000	20,940	22,000
TOTAL REVENUE	326,204	6,444,369	1,079,096	717,744
EXPENDITURES				
Bike Spine OBAG 2 Grant	50	228,000	213,210	-
Bridge Ave Bridge	-	984,500	-	50,000
Bridge Preventive Maintenance	40,854	138,997	27,695	60,000
Center Blvd Bridge	-	984,500	-	50,000
Madrone Ave Bridge	30,455	843,680	12,530	50,000
Nokomis Ave Bridge	33,497	1,260,000	15,094	50,000
SFD Rehab - Hub to Bolinas Ave	46,483	1,019,000	427,750	-
HAWK Pedestrian Signal at Saunders Ave/SFD	-	24,000	12,809	-
Hub Study	49,884	150,000	132,566	-
Imagination Park	34,870	-	17,647	-
Local Early Action Planning (LEAP)	-	15,000	-	-
Regional Early Action Plan	-	20,000	1,725	20,000
Red Hill Median - Donation	15,698	-	-	-
State Library Grant	-	-	-	-
State Recycling Grant	-	5,000	-	5,000
Street Paving Phase A - Measure AA	-	230,692	-	410,744
SB2 - Building Homes and Job Act project	-	160,000	-	-
TAM Brookside School Sidewalk	-	340,000	350,000	-
TAM - Measure A - SF Blvd Payback	-	-	-	-
TAM - Measure AA - SF Blvd Payback	-	-	-	-
TAM Safe Pathways	74,171		54,020	
Zero Waste Grant	13,342	41,000	-	22,000
TOTAL EXPENDITURES	339,304	6,444,369	1,211,026	717,744

ITEM 6 - ATTACHMENT 2

RECREATION FUND



The Recreation Department is responsible for developing and administering programs and services that enrich lives and help meet social, recreational, leisure and cultural needs of youth, families, and older adults through direct and contract programs.

Town residents and the greater Ross Valley community are provided a variety of sports, leisure, arts and recreational activities and classes for all ages and abilities throughout the year. Program highlights include sports programs, afterschool care, afterschool enrichment, a dog park, a skate park, and events. Summer day camps, specialty camps, and sports camps fill an important need in the Ross Valley for quality, affordable summer programming for children. The Parkside Preschool program has been serving preschool-aged children (and their parents) for over 45 years.

The Department provides staff support to our senior community. We work with the Ross Valley Seniors program and our Age-friendly Committee offers recreational, social, educational programming and outreach to seniors.

We provide support to the Parks and Recreation Commission, Arts Commission, Dog Park Committee, Age-Friendly Committee, and Skate Park Committee. The Recreation Fund is self-supporting except for general administrative functions such as payroll, finance, legal, maintenance and the Community Services Director's and the Administrative Services Assistant's compensation. Internet services and some maintenance functions are provided through the General Fund contribution to the Recreation Department. The Recreation Fund recoups its expenditures through class and program fees, as well as associated revenues such as advertising sales and rental/reservations income.

RECREATION FUND

2021-22 ACCOMPLISHMENTS

- The Recreation Department increased enrollment during FY 2021-22. We were able to serve more members of the community by following the COVID health recommendations and protocols. As the recommendations and protocols changed staff added additional programming.
- During the COVID-19 Pandemic the Recreation Department and the Age-Friendly Committee continued to offer virtual programs and community outreach programs designed to support and enrich the lives of older adults. The department also restarted our adult and senior in-person programming.
- Skateboarding continues to grow in popularity throughout our community. In San Anselmo there are kids both young and well into their teens who use our facility. Due to its constant use, it was time for the Town to rehabilitate and rebuild the skate park. We completed a rebuild of the skate park in partnership with Proof Lab. The rebuild included new ramps and concrete elements.
- In partnership with the Recreation Department the Arts Commission completed the Paint Box: Utility Art Box Art Project. Twelve utility boxes were painted by local artist, bringing art to unexpected public places, and enhancing the beauty and artistic vibrancy of San Anselmo.
- The Community Advisory Committee for Millennium Playground at Memorial Park completed improvements within the playground footprint with the intent of improving the playground for use by the community for the next twenty years. The Committee, Town staff and community volunteers made repairs to the existing playground equipment. The playground was also repainted and the artist from the Isabel Cook Community Center studios painted fairy-tale like details on the playground equipment.

2021-22 CHANGES/HIGHLIGHTS

The Recreation Department saw a significant increase in participation levels in existing activities and programs due to the lifting of COVID-19 restrictions from the State and County Health Departments. Our sports programs grew from previous years because they offered children the opportunity to get outside, be active and socialize. We also brought back pre-pandemic programs and added new and creative programs.

2022-23 WORK PLAN PRIORITIES

Below are the FY 2022-23 Work Plan Priorities for the Recreation Department:

1. **Priority:** Adult and Senior In-Person Programming
   Description: During 2020-21, because of the State and County guidelines, all adult and senior in-person programming was suspended for over a year. Staff has reopened many programs. We will continue to grow adult and senior programming adding new and updated classes and social opportunities.
   Employee Impact: Moderate
   Fiscal Impact: Low**.**

RECREATION FUND

2. **Priority:** Expand Recreation Programming to Include Toddler Enrichment
   Description: The Recreation Department is looking forward to starting a new toddler enrichment program that will allow young children and their families to explore our local parks and create community through play. The program will include art projects, nature- based activities, and sensory experiences at both Memorial Park and Robson Harrington Park throughout the year.
   Employee Impact: Moderate
   Fiscal Impact: Low**.**
3. **Priority:** Restart the Department's Teen Programming at the Robson Harrington House.
   Description: The Department will reopen the Station at the Robson Harrington House. The Station provides a safe place for teens to go after school, do their homework, take part in a variety of activities, and socialize.
   Employee Impact: Moderate
   Fiscal Impact: Low**.**
4. **Priority:** Update the Recreation Department Software Platform to Civic Rec.
   Description: The new software platform will align with our Town's website software. The new program offers a simpler public interface that is more customizable on the backend, which allows recreation staff to take control of our public image and create a registration experience that is uncomplicated and effective for the community.
   Employee Impact: Low
   Fiscal Impact: There is an initial fee for set-up and training of the new software program. We anticipate a savings in fees after the first year**.**
5. **Priority:** Age-Friendly Strategic Plan
   Description: Age-Friendly San Anselmo will present a completed strategic plan to Town Council. To achieve the Vision of the strategic plan, the Town and the community will develop and reinforce a culture that allows for people to actively age with dignity, respect, and independence. Nurturing a commitment to an age-friendly future will be an essential factor in successfully implementing the strategies in the plan.
   Employee Impact: Moderate
   Fiscal Impact: Low**.**
6. **Priority:** Make Improvements to Programming areas at the Robson Harrington House.
   Description: The Department plans to make improvements to the interior of the Robson Harrington House. Our Robson After-School program operates out of this location. The program is very popular and over the years there has been significant wear and tear on the interior of the house. Improvements will include buffing and resealing the floors, repainting the interior of the house and new window coverings on the first floor**.**
   Employee Impact: Moderate
   Fiscal Impact: Projects will be funded based on program revenue.

RECREATION FUND

7. **Priority:** Resurface Memorial Park Tennis Courts.
   Description: Over the past two years the use of the tennis courts at Memorial Park has doubled. After the courts are resurfaced staff would like to add pickle ball nets and lines to two of the four tennis courts. We will engage the community for feedback and policy setting for pickle ball before we add pickle ball courts.
   Employee Impact: High
   Fiscal Impact: The preliminary repair costs are estimated to be between $175,00 to $200,000. The Town has not identified a funding source for the resurfacing.
8. **Priority:** Millennium Playground Community Advisory Committee.
   Description: The Town will explore potential opportunities to make improvements within the playground footprint with the intent of improving the playground for use by the community for the next twenty years. This step would include retaining a playground design professional to identify opportunities, engaging the community to receive input about any suggested improvements, and developing a funding plan.
   Employee Impact: Moderate
   Fiscal Impact: The outcome of the committee's work included cost estimates for playground design consultation along with funding to complete the identified repair and improvement projects.

SERVICES AND SUPPLIES

- **Outside Services** – Credit card charges, registration software, technologies services, professional fees. ($145,400)
- **Temp Salaries** – Part-time recreation staffing costs ($10,000).
- **Dues** – Professional organization dues and publications required for staff to maintain expertise in recreation, catalog and information services ($1,000).
- **Training** – Seminars, workshops and conferences to keep staff current on recreation trends, best practices and policies and procedures ($5,000)
- **Building maintenance** – Minor building repairs ($1,000).
- **Equipment Maintenance** – Maintenance of office and computer equipment ($1,500)
  Utilities – Electricity and telephone ($16,500)
- **Office Supplies** – Postage, copy paper, ink cartridges, and miscellaneous supplies ($6.000).
  Promotional/Marketing – Advertising, program brochure and mailing ($34,605).

LABOR

Title	2020–21	2021–22	2022–23
Recreation Supervisor	2.00	2.00	2.00
Recreation Coordinator I/II	3.00	3.00	3.00
Administrative Services Assistant	0.20	0.00	0.00
Total	**5.20**	**5.00**	**5.00**

* The Recreation Director and the Administrative Services Assistant (0.80 FTE) are accounted for in the General Fund

RECREATION FUND

PROGRAMS

Revenues and expenses are budgeted for each program area.

- **Sports** – includes youth and adult sports leagues, classes, and clinics, Tumbling and gymnastics classes.
- **Culture** – includes art, theatre, food, music, babysitting certification, and yoga, etc. for youth and adults.
- **Child Care** – includes Parkside Preschool program, on-campus after school enrichment classes, Robson After Care program, and summer art, sports, and general day camps for youth.
- **Facility Rentals/Other** – includes picnic reservations and field rental revenue; Robson House and ICC facility rental revenue; advertising revenue and other miscellaneous items.
- **Administration** – includes staff salaries, benefits, and training; office expenses; utilities expense; credit card fees; registration software fees; activity guide production costs; marketing costs; and equipment maintenance costs.

RECREATION FUND

TOWN OF SAN ANSELMO
RECREATION FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	533,015	343,672	343,672	767,698
REVENUE				
Revenue	1,088,781	1,348,625	1,992,589	1,877,632
TOTAL REVENUE	1,088,781	1,348,625	1,992,589	1,877,632
TOTAL RESOURCES	1,621,796	1,692,297	2,336,261	2,645,330
EXPENDITURES				
Operating Expenditures	1,204,388	1,426,675	1,487,869	1,851,144
Capital Expenditures	-	-	-	-
Transfers Out	73,736	80,694	80,694	26,488
TOTAL EXPENDITURES AND TRANSFERS O	1,278,124	1,507,369	1,568,563	1,877,632
Net Increase/(Decrease)	(189,343)	(158,744)	424,026	-
ENDING BALANCE	343,672	184,928	767,698	767,698
TOTAL BUDGET	1,621,796	1,692,297	2,336,261	2,645,330

RECREATION FUND

TOWN OF SAN ANSELMO
RECREATION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actuals	Budget	Est. Actual	Budget
REVENUE				
Sports Programs	436,575	434,125	588,029	518,768
Cultural Programs	69,077	93,000	148,062	110,176
School Programs/Childcare	561,447	787,000	1,229,961	1,212,188
Events and Other Revenue	21,682	34,500	26,537	36,500
TOTAL REVENUE	1,088,781	1,348,625	1,992,589	1,877,632
EXPENDITURES PROGRAMS ADMINISTRATI				
ADMINISTRATION LABOR COSTS				
Regular Salaries	200,757	235,310	260,206	249,759
Temporary Help	9,731	10,000	10,000	10,000
Overtime	192	-	6,500	6,000
Retirement	19,472	23,390	24,064	24,652
Other Benefits	29,739	32,215	47,379	42,038
Payroll Taxes	16,533	19,440	20,677	19,777
SUB-TOTAL LABOR COSTS	276,424	320,355	368,826	352,226
SERVICES AND SUPPLIES				
Outside Services	104,152	171,866	184,762	170,150
Training	324	3,000	1,000	5,000
Publications and Dues	356	1,000	1,000	1,000
Building Maintenance	1,496	1,500	500	1,000
Equipment Maintenance	62	1,500	50	3,000
Utilities	16,454	15,000	15,877	16,500
Promotion/Marketing	1,348	21,500	15,075	34,605
Furniture	-	-	-	500
Office/Departmental Supplies	6,770	9,750	2,250	14,500
SUB-TOTAL SERVICES AND SUPPLIES	130,962	225,116	220,514	246,255
TOTAL PROGRAM ADMINISTRATION	407,386	545,471	589,339	598,481
EXPENDITURES PROGRAMS OPERATIONS				
Sports Programs	145,453	176,504	194,541	278,264
Cultural Programs	57,501	51,490	82,637	70,874
School Programs and Childcare	593,316	651,210	616,351	901,925
Events and Other	732	2,000	5,000	1,600
SUB-TOTAL PROGRAMS OPERATIONS	797,002	881,204	898,529	1,252,663
CAPITAL OUTLAY - CONSTRUCTION	-	-	-	-
TRANSFERS OUT - GENERAL FUND	73,736	80,694	80,694	26,488
TOTAL EXPENDITURES	1,278,124	1,507,369	1,568,563	1,877,632

RECREATION FUND

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

SPECIAL REVENUE FUNDS



Community Services Master Plan Fund 93

Road Maintenance Fund 97

State Gasoline Tax Fund 101

Library Tax Fund 105

Robson House Fund 109

Special Events Fund 113

Measure A Parks Tax Fund 117

Isabel Cook Center (ICC) Fund 121

Measure C Wildfire Tax Fund 125

Climate Action Fund 129

Creekside Common Fund 133

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

COMMUNITY SERVICES MASTER PLAN FUND

The Community Services Master Plan Fund was initiated in 2014-15 to reflect the revenue and expenditures associated with the Community Facilities Master Planning process. This fund is intended to be used for master planning projects related to Town parks and recreation activities and facilities.

The project was initially funded by a $50,000 grant from Marin County Supervisor Katie Rice and a transfer of $60,000 from the Recreation Fund.

During the Community Facilities Master Plan process, community input was collected from a variety of community members to help develop ideas for the Town's community facilities. A Master Plan was adopted by the Council at the end of the process, and work will continue toward the goal of carrying out the goals of the Master Plan.

At the completion of Community Facilities Master Plan, funding was set aside to explore capital funding options.

In 2018-19, the Town Council allocated $30,000 from the General Fund reserve balance for use in a public information program to increase awareness about the Memorial Park Restoration Project.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
COMMUNITY SERVICES MASTER PLAN FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	4,851	4,851	4,851	4,851
REVENUE				
Revenue & Transfers In	-	-	-	-
TOTAL REVENUE & TRANSFERS	-	-	-	-
TOTAL RESOURCES	4,851	4,851	4,851	4,851
EXPENDITURES				
TOTAL EXPENDITURES	-	4,000	-	4,000
Net Increase/(Decrease)	-	(4,000)	-	(4,000)
ENDING BALANCE	4,851	851	4,851	851
TOTAL BUDGET	4,851	4,851	4,851	4,851

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
COMMUNITY SERVICES MASTER PLAN FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Transfers In	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Outside Services	-	4,000	-	4,000
TOTAL EXPENDITURES	-	4,000	-	4,000

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

ROAD MAINTENANCE FUND

With the adoption of the 2002-03 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance beyond the resources provided by the Measure G bond funds. To provide additional funds for road maintenance, the Town Council directed staff to budget $400,000 in this fund annually. A Road Impact Fee for construction to be charged on construction projects was approved and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund.



In FY 2022-23, Road Impact fees for construction are estimated at $420,000 and for garbage trucks at $84,000. A General Fund contribution of $450,000 to the fund is included to reflect the Town's continued commitment to road maintenance. This fund also includes Senate Bill 1 (SB) gas tax at approximately $280,000.

A new 5-Year Capital Improvement Plan (CIP) was prepared by staff in 2019 based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Capital Program Monitoring Committee. It was also reviewed by the Planning Commission for compliance with the California Environmental Quality Act and conformance with the Town's General Plan. The 5 Year CIP was approved by Town Council in 2019.

The Plan calls for the following projects to be completed in 2022-23::

Project	Cost $
Salary/Benefits for Engineers (1.5 FTE)	216,310
Alderny ADA Ramps	10,000
CMP Replacment	45,000
Misc Intersection Striping	10,000
Street Paving Project - Phase B	683,554
Stormwater Regulations	100,000
Other ADA	10,000
Traffic Signal Controller	50,000
Unprogrammed Paving	100,000
Total Expenditures	**$1,224,864**

ROAD MAINTENANCE FUND

The Capital Improvement Plan document is available for review on the Town's website at https://www.townofsananselmo.org/Archive.aspx?AMID=77.

LABOR

Title	2020-21	2021-22	2022-23
Assistant Director of Public Works	0.50	0.50	0.50
Project Coordinator	1.00	1.00	1.00
Total	**1.50**	**1.50**	**1.50**



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
ROAD MAINTENANCE FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	399,072	253,972	253,972	182,714
REVENUE				
Revenue & Transfers In	1,150,593	1,136,666	1,131,549	1,235,987
TOTAL REVENUE AND TRANSFERS IN	1,150,593	1,136,666	1,131,549	1,235,987
TOTAL RESOURCES	1,549,665	1,390,638	1,385,521	1,418,701
EXPENDITURES				
TOTAL EXPENDITURES	1,295,693	1,224,200	1,202,807	1,224,864
Net Increase/(Decrease)	(145,100)	(87,534)	(71,258)	11,123
ENDING BALANCE	253,972	166,438	182,714	193,837
TOTAL BUDGET	1,549,665	1,390,638	1,385,521	1,418,701

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
ROAD MAINTENANCE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Interest Income	511	1,000	300	1,000
Road Impact Fees: Construction	424,629	370,000	417,000	420,000
Road Impact Fees: Grbg Trucks	84,000	84,000	84,000	84,000
Reimbursement	-	29,500	29,500	-
TOTAL REVENUE	509,140	484,500	501,300	505,000
TRANSFERS IN				
from General Fund	425,000	400,000	400,000	450,000
from SB1	216,453	252,166	230,249	280,987
TRANSFERS IN	641,453	652,166	630,249	730,987
TOTAL REVENUE & TRSF IN	1,150,593	1,136,666	1,131,549	1,235,987
EXPENDITURES				
Alderny ADA Ramps	-	-	-	10,000
Bike Spine	-	29,500	29,500	-
Bolinas Ave Paving Construction	615,000	-	-	-
CMP Replacement	-	-	-	45,000
HAWK Pedestrian Signal	-	6,000	58,536	-
Hub Study	7,260	20,000	11,033	-
Low Impact Development	-	-	-	-
Median Improvement	-	-	-	-
Misc Intersection Striping	-	-	-	10,000
Salaries and Benefits	182,551	201,600	201,600	216,310
SFD Rehab - Hub to Bolinas Ave	1,199	132,100	102,138	-
Street Paving Phase B	72,322	525,000	500,000	683,554
Stormwater regulations	-	-	-	100,000
Other ADA	-	10,000	-	10,000
Traffic Signal Controller	-	-	-	50,000
Unprogrammed Drainage	-	-	-	-
Unprogrammed Resurfacing	417,361	300,000	300,000	100,000
TOTAL EXPENDITURES	1,295,693	1,224,200	1,202,807	1,224,864

STATE GASOLINE TAX FUND

California municipalities receive a portion of the state gasoline taxes, allocated on a per capita basis, to be used for street maintenance work. Interest earnings on any funds on deposit in the gas tax fund are required to accrue to that fund. Funds may be transferred from the gas tax fund to other funds during the year for street maintenance work.

Starting in 1997-98, the full amount of gas tax revenue received in the fiscal year is transferred to the General Fund on an ongoing basis, rather than just the projected revenue amount, as long as estimated Street Maintenance costs exceed the Town's gas tax revenue.

On April 28, 2017, the Governor signed Senate Bill 1 (SB1), an increase in vehicle registration fees along with per-gallon gas and diesel tax increases. Distribution of funds to San Anselmo will follow the apportionment formula used for the current gas tax. Funding will be available for basic road maintenance, rehabilitation and critical safety projects on local streets and roads.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
STATE GASOLINE TAX FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE				
Revenue	503,686	589,936	602,271	638,946
TOTAL REVENUE	503,686	589,936	602,271	638,946
TOTAL RESOURCES	503,686	589,936	602,271	638,946
EXPENDITURES	503,686	589,936	602,271	638,946
TOTAL EXPENDITURES &TRANSFERS O	503,686	589,936	602,271	638,946
Net Increase/(Decrease)	-	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	503,686	589,936	602,271	638,946

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
STATE GASOLINE TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
State Gasoline Tax - Regular	287,233	337,770	339,450	357,959
State Gasoline Tax - SB1	216,453	252,166	262,821	280,987
TOTAL REVENUE	503,686	589,936	602,271	638,946
EXPENDITURES				
Transfers Out - General Fund	287,233	337,770	339,450	357,959
Transfers Out - Road Maintenance Fund	216,453	252,166	262,821	280,987
TOTAL EXPENDITURES	503,686	589,936	602,271	638,946

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2



LIBRARY TAX FUND

The voters of San Anselmo approved a Special Library Services Tax of $49 per parcel effective July 1, 2010. The revenue from the tax was restricted to expenditures for expanding library hours, improving children's services at the Library, including hiring a special children's librarian, and enhancing general Library services.

A special Library Fund was created to record the revenue from the tax measure and the allowable expenditures. Any funds that are not expended at the end of a given year remain in the Fund and are available for budgeted expenditures in future years.

The voters of San Anselmo approved a renewal of the tax in June 2014 at $54 per parcel for nine years, with an annual increase of 3% per year. It is anticipated that the Special Library Services Tax will create revenue of $297,222 for the Library next year. A special Library Tax Oversight Committee was established with the parcel tax renewal and monitors expenditures from this fund.

The Special Library Services Tax requires that the tax funding augment, not displace, funding provided by the Town. To that end, the ordinance requires that the tax continues to be levied only if Town funding of the library remains above 90% of the amount budgeted for 2012-2013 ($449,765). The $449,765 figure was arrived at by taking the 2012-2013 Library budget ($545,685) and subtracting the budgeted donations from the Friends of the Library ($14,426), budgeted State library funding ($4,290) and budgeted library fines ($27,230). 90% of $499,739 is **$449,765**.

The amount budgeted in the General Fund for the Library in this proposed budget is $773,734, which is within the allowable parameters in the Special Library Tax Services measure.

LIBRARY TAX FUND

2021-22 HIGHLIGHTS

- Returned to three weekly in-person storytimes on the library lawn, including Spanish storytime.
- Reinvented the Hoot, the library monthly e-newsletter, to a weekly publication.
- Expanded e-book and e-audio collections to serve the needs of all patrons.
- Digital resources included NewsBank, Wall Street Journal, JobNow/VetNow, and Consumer Reports online.
- Expansion of adult programs to include Marin Master Gardener programs.
- Successful return of read to a dog, the Teen Library Council, the Lion Dance performers, Día de Los Ninos and the 17th Night of the Poets.
- Prepared at least 50 Grab and Go craft kits for children each month.

LABOR

Title	2020-21	2021-22	2022-23
Children's Librarian	1.00	1.00	1.00
Library Assistant	0.53	1.00	1.00
Senior Library Assistant	0.20	0.20	0.20
Total	**1.73**	**2.20**	**2.20**

SERVICES AND SUPPLIES

- **MARINet** – Membership in Link Plus, a Statewide inter-library loan service ($6,065) and additional databases, such as Mango Language, and Overdrive e-books.
- **Equipment maintenance** – Maintenance of computers ($1,500).
- **Internet** – CENIC (Corporation for Education Network Initiatives in California) High speed Internet ($11,353).
- **Materials** – Print and digital books, magazines, newspapers, and film ($35,200). Outside Services – Program and special events expenditures ($250).
- **Department supplies** – Postage, copy paper, and miscellaneous supplies, cataloging, circulation, and materials repair supplies ($10,000).

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	72,788	96,141	96,141	59,656
REVENUE				
Revenue	281,519	288,565	288,565	297,222
TOTAL REVENUE	281,519	288,565	288,565	297,222
TOTAL RESOURCES	354,307	384,706	384,706	356,878
EXPENDITURES				
TOTAL EXPENDITURES	258,166	322,373	325,050	346,825
Net Increase/(Decrease)	23,353	(33,808)	(36,485)	(49,603)
ENDING BALANCE	96,141	62,333	59,656	10,053
TOTAL BUDGET	354,307	384,706	384,706	356,878

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Library Tax	281,519	288,565	288,565	297,222
TOTAL REVENUE	281,519	288,565	288,565	297,222
EXPENDITURES				
LABOR COSTS				
Regular Salaries	99,160	142,290	142,308	146,984
Temporary Help	31,385	44,500	40,790	44,500
Retirement	8,671	12,780	11,855	13,119
Overtime	1,284	-	-	-
Other Benefits	40,960	45,815	48,259	47,757
Payroll Taxes	9,930	14,624	14,624	14,983
TOTAL LABOR COSTS	191,390	260,009	257,836	267,343
SERVICES AND SUPPLIES				
Outside Services - Programming	-	250	-	250
MARINet Database	4,769	4,061	4,061	6,065
Equipment Maintenance	-	1,500	-	1,500
Internet - CENIC	10,412	11,353	11,353	8,417
Department Supplies	1,211	10,000	8,500	10,000
Adult Books	15,531	10,000	12,500	15,000
Childrens' Books	8,033	10,000	5,500	10,000
Audio/Visual Books	899	1,000	800	1,000
DVDs	7,405	7,200	8,500	8,750
E Books	18,516	7,000	16,000	18,500
TOTAL SERVICES AND SUPPLIES	66,776	62,364	67,214	79,482
TOTAL EXPENDITURES	258,166	322,373	325,050	346,825

ROBSON HOUSE FUND



The Robson House is an elegant mansion that was donated to the Town in 1968, with the agreement that it be used for the benefit of the community's children. In 1978 a Robson-Harrington House Association was formed to restore, manage, and maintain the house as a civic, educational, recreational, and cultural center. In 2005 the Association was unable to find new board members willing to take on the considerable responsibilities of the house and the organization disbanded. Management of the house has reverted to the Town.

Revenue from the rental of the upstairs offices has been sufficient over past years to cover the ongoing operation and routine maintenance of the house. However, since 2011-12, personnel, utility and maintenance costs have risen to the point that rental revenue does not cover the regular costs. Rental increases were implemented in 2015-16, but even with a rental increase, rental revenue is not sufficient to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house. The Town is budgeting $50,000 for adding an ADA bathroom, half of the cost will be funded through Measure D Sales Tax fund.

LABOR

Title	2020-21	2021-22	2022-23
Building Supervisor*	0.10	0.10	0.10

*10% of the Building Supervisor's time is charged to the Robson Fund. A portion of the Building Supervisor's time (80%) is spent on other Town work and is funded in the Engineering and Inspector budget. The remaining 10% is charged to the Isabel Cook Center Fund.

The Building Supervisor provides custodial, maintenance, and repair services for the upkeep of the Robson House.

SERVICES AND SUPPLIES

- **Outside services** – Pest control services, landscape services, fire safety equipment; special assistance for repairs ($2,110).
- **Building maintenance** – Janitorial Service ($15,600), other repair services ($1,500), Robson ADA bathroom ($40,000, ½ of the cost will be funded through Measure D sales tax).
- **Utilities** – Electricity, water, telephone, and sewer ($7,000).
- **Department supplies** – Material and supplies needed to maintain Robson house ($1,000).
- **Possessory tax payment** – Taxable possessory interest assessment ($2,400).

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
ROBSON HOUSE FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	134,588	27,212	27,212	81,018
REVENUE				
Revenue & Transfers In	35,400	35,400	80,316	26,220
TOTAL REVENUE AND TRANSFERS I	35,400	35,400	80,316	26,220
TOTAL RESOURCES	169,988	62,612	107,528	107,238
EXPENDITURES				
TOTAL EXPENDITURES	142,776	63,660	26,510	57,263
Net Increase/(Decrease)	(107,376)	(28,260)	53,806	(31,043)
ENDING BALANCE	27,212	(1,048)	81,018	49,975
TOTAL BUDGET	169,988	62,612	107,528	107,238

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
ROBSON HOUSE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Dovetail	8,415	9,180	-	-
Moment Records	20,400	20,400	20,400	20,400
Social Rep, LLC	6,585	5,820	7,500	5,820
Transfers In	-	-	52,416	-
TOTAL REVENUE	35,400	35,400	80,316	26,220
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	9,213	-	9,677
Overtime	-	-	-	-
Retirement	-	1,292	-	1,358
Other Benefits	400	2,840	-	2,978
Payroll Taxes	-	705	-	740
TOTAL LABOR COSTS	400	14,050	-	14,753
SERVICES AND SUPPLIES				
Outside Services	55,421	2,110	2,110	2,110
Building Maintenance	17,449	37,100	17,640	30,000
Utilities	5,715	7,000	6,760	7,000
Supplies	(28)	1,000	-	1,000
Possessory Tax Payment	3,819	2,400	-	2,400
TOTAL SERVICES AND SUPPLIES	82,376	49,610	26,510	42,510
TRANSFERS OUT	60,000	-	-	-
TOTAL EXPENDITURES	142,776	63,660	26,510	57,263

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2







SPECIAL EVENTS FUND

This fund was established in 2000-01 to track the revenues and expenses associated with the annual fall event, Country Fair Day, and other special events sponsored by the Town.

The fund was opened with a balance comprised of the proceeds from 1996 Country Fair Day, which was organized and managed by the Town for the first time in many years.

The fund was utilized in 2007 to fund events commemorating the Town's centennial anniversary. Over the years the events that the Town offers to our community have changed. The fund continues to be used to support Town events, such as the Live on the Avenue music series, the Goblins Spooktacular, Teen and Children's Egg Hunts, Breakfast with Santa, the Holiday Tree Lighting and other events.

$44,000 is committed for expenditures for the annual Town events.



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Actual
BEGINNING BALANCE	11,655	10,923	10,923	5,713
REVENUE				
Revenue	-	24,400	14,325	22,000
TOTAL REVENUE	-	24,400	14,325	22,000
TOTAL RESOURCES	11,655	35,323	25,248	27,713
EXPENDITURES				
TOTAL EXPENDITURES	732	24,255	19,535	44,040
Net Increase/(Decrease)	(732)	145	(5,210)	(22,040)
ENDING BALANCE	10,923	11,068	5,713	(16,327)
TOTAL BUDGET	11,655	35,323	25,248	27,713

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Breakfast With Santa	-	3,500	325	3,500
Country Fair Day	-	15,800	-	-
Egg Hunt	-	500	1,000	1,000
Goblins Parade	-	500	3,000	1,000
Picnics On The Plaza	-	4,100	-	-
United Against Hate	-	-	-	1,000
Live on the Avenue	-	-	10,000	15,000
Holiday Tree Lighting	-	-	-	500
TOTAL REVENUE	-	24,400	14,325	22,000
EXPENDITURES				
Temporary Help	-	1,050	-	11,700
Overtime	-	-	-	-
Retirement	-	-	-	-
Payroll Taxes	-	80	-	895
Outside Services	-	-	-	-
Special Event Supplies	-	500	-	500
ASCAP Royalties - Events	368	350	398	400
BMI Royalties - Events	364	375	368	375
Breakfast With Santa	-	2,000	76	1,700
Country Fair Expenses	-	14,000	-	-
Egg Hunt	-	1,000	1,213	1,200
Goblins Parade	-	800	1,027	1,000
Picnics On The Plaza	-	4,100	-	-
United Against Hate	-	-	700	1,000
Live on the Avenue	-	-	15,753	25,000
Holiday Tree Lighting	-	-	-	270
TOTAL EXPENDITURES	732	24,255	19,535	44,040

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2



MEASURE A PARKS TAX FUND

Revenue and expenditures associated with San Anselmo's share of the Marin County one-quarter per cent (.25%) transactions and use tax, entitled Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance are accounted for in this fund. Countywide, the tax is estimated to generate $10,000,000 per year for ten years. Fifteen per cent (15%) of the Measure A revenue is allocated to cities, towns, and special districts. San Anselmo's share is 6.65% of that revenue.

The Town Council annually determines the distribution of these funds. For 2014-15, and including the partial funding for 2013-14, $55,494 was contributed to the Sky Ranch open space acquisition and $66,794 to Memorial Park improvements.

In 2015-16 and going forward, the Town Council decided that on an ongoing basis, 70% of the annual funding will go to Memorial Park and 30% to open space acquisition.

On January 26, 2021, the Town Council approved the Memorial Park Playing Field Repair Project for an estimated amount of $675,000, which $47,000 will come from General Fund Reserve and approximately $439,000 from Measure A Parks Tax Fund to supplement $177,982 from State Proposition 68 Per Capita funding. Due to the water shortage emergency, the construction will was postponed in FY2021-22 and the budget will be carryover for FY2022-23.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
MEASURE A PARKS TAX FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	509,389	572,678	572,678	570,404
REVENUE				
Revenue	109,842	233,933	63,823	226,168
TOTAL REVENUE	109,842	233,933	63,823	226,168
TOTAL RESOURCES	619,231	806,611	636,501	796,572
EXPENDITURES				
TOTAL EXPENDITURES	46,553	840,767	66,097	796,572
Net Increase/(Decrease)	63,289	(606,834)	(2,274)	(570,404)
ENDING BALANCE	572,678	(34,156)	570,404	-
TOTAL BUDGET	619,231	806,611	636,501	796,572

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
MEASURE A PARKS TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure A Parks Tax	106,928	51,951	62,823	44,186
Interest	2,914	4,000	1,000	4,000
Proposition 68 Park Grant	-	177,982	-	177,982
Donation/Transfers In	-	-	-	-
TOTAL REVENUE	109,842	233,933	63,823	226,168
EXPENDITURES				
SERVICES AND SUPPLIES				
Memorial Park Improvement	46,553	675,000	66,097	617,549
Open Space	-	165,767	-	179,023
TOTAL EXPENDITURES	46,553	840,767	66,097	796,572

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

ISABEL COOK CENTER (ICC) FUND

The Isabel Cook Center (ICC), located at 1000 Sir Francis Drake Boulevard, is a former school property purchased by the Town with Community Development Block Grant funds. It is comprised of the Recreation Center and the Isabel Cook Community Center. The Center houses the Recreation Department offices, multi-purpose rooms, a gymnasium and a pre-school center. The classroom space is leased to a community non-profit organization of artists, called the San Anselmo Artist Studios.

Rents from the artist studios support the maintenance, operating expenses, repairs, and capital improvements in the complex.

The lower office space (3,800 square feet) is vacant, and the space is being utilized by the Recreation Department for community programs. Several of the upstairs classrooms were converted to artist's studios and are fully rented.

LABOR

Title	2020–21	2021–22	2022–23
Building Supervisor*	0.10	0.10	0.10

*10% of the Building Supervisor's time is spent at ICC. A portion of his time (80%) is spent on other Town work and is funded in the Engineering & Inspection Department. The Town took over management of Robson House in 2006-07 and 10% of the Building Supervisor's time is charged to that fund.

The Building Supervisor provides maintenance and repair services for the upkeep of the ICC complex.

SERVICES AND SUPPLIES

- **Outside Services** – Special assistance for repair of facility and equipment. Outside services during employee vacation/leave. ($5,000)
- **Building Maintenance** – Building Maintenance – Janitorial service, heat/air HVAC; routine and emergency building maintenance projects ($47,000); Generator installation ($29,000).
- **Utilities** – Electricity, gas, telephone, and sewer ($22,000). Water is paid through the Parks budget.
- **Supplies** – Miscellaneous office supplies and minor supply items for building operation.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
ISABEL COOK CENTER FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	(9,381)	17,287	17,287	37,499
REVENUE				
Revenue	88,099	107,668	107,668	107,688
TOTAL REVENUE	88,099	107,668	86,804	107,688
TOTAL RESOURCES	78,718	124,955	104,091	145,187
EXPENDITURES				
TOTAL EXPENDITURES	70,223	117,550	66,592	112,196
Net Increase/(Decrease)	17,876	(9,882)	20,212	(4,508)
ENDING BALANCE	8,495	7,405	37,499	32,991
TOTAL BUDGET	78,718	124,955	104,091	145,187

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
ISABEL COOK CENTER FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
ICC Rental Income	88,099	107,668	107,668	107,688
TOTAL REVENUE	88,099	107,668	107,668	107,688
EXPENDITURES				
LABOR COSTS				
Regular Salaries	-	9,213	-	9,630
Overtime	-	-	-	-
Retirement	-	1,292	-	1,351
Other Benefits	400	2,840	-	2,978
Payroll Taxes	-	705	-	737
TOTAL LABOR COSTS	-	14,050	-	14,696
SERVICES AND SUPPLIES				
Outside Services	7,381	5,000	550	5,000
Building Maintenance	41,037	76,000	39,329	70,000
Utilities	21,405	22,000	21,467	22,000
Office/Department Supplies	-	500	-	500
TOTAL SERVICES AND SUPPLIES	70,223	103,500	66,592	97,500
TOTAL EXPENDITURES	70,223	117,550	66,592	112,196

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2







MEASURE C WILDFIRE TAX FUND

In 2019, 17 Marin County agencies with fire prevention responsibilities formed the Marin Wildfire Prevention Authority ("MVPA") through a Joint Exercise of Powers Agreement. MWPA's mission is to organize and sustain local wildfire prevention including early detection, warning and alerts; reducing vegetation; ensuring defensible space around homes, neighborhoods and critical infrastructure; and improving disaster evacuation routes/procedures; Marin Wildfire Prevention Measure, levying up to $10 cents per building square foot tax ($75 per multifamily unit) for ten years, providing $19,300,000 annually, with annual inflation adjustments, independent citizen oversight/audits, and low-income senior exemptions.

Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by responsible member.

Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each member in proportion to revenue raised in each member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistent with the purpose of the Authority and that the tax measure expenses result in a higher level of service than would otherwise be provided by the member. The approximately allocation to the Town is $365,000 in FY2022-23.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
MEASURE C WILDFIRE TAX FUND
FISCAL YEAR 2022-2023

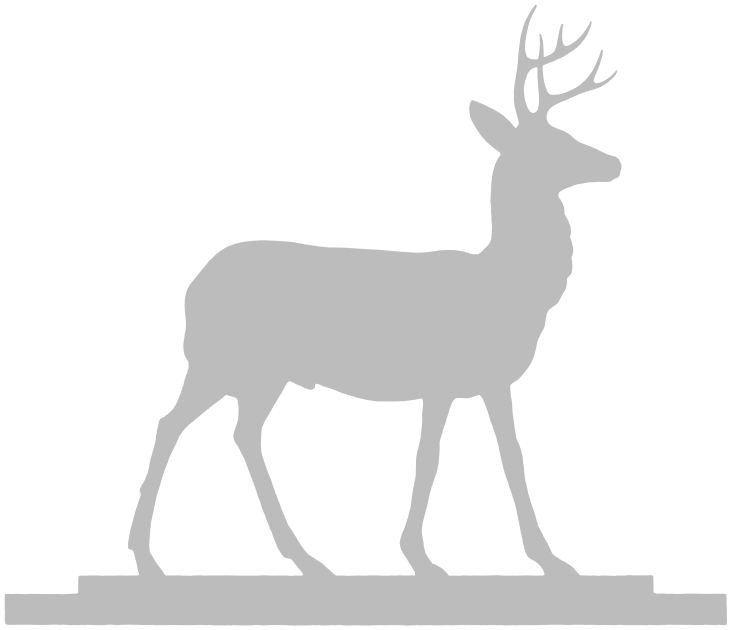
	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	280,282	280,282	250,603
REVENUE				
Revenue	365,422	362,648	349,737	365,000
TOTAL REVENUE	365,422	362,648	349,737	365,000
TOTAL RESOURCES	365,422	642,930	630,019	615,603
EXPENDITURES				
TOTAL EXPENDITURES	85,140	362,648	379,416	365,000
Net Increase/(Decrease)	280,282	-	(29,679)	-
ENDING BALANCE	280,282	280,282	250,603	250,603
TOTAL BUDGET	365,422	642,930	630,019	615,603

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
MEASURE C WILDFIRE TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure C Wildfire Tax	365,422	362,648	349,737	365,000
TOTAL REVENUE	365,422	362,648	349,737	365,000
EXPENDITURES				
SERVICES AND SUPPLIES				
Outside Services - Fire Prevention	85,140	362,648	327,000	365,000
TRANSFERS OUT	-	-	52,416	-
TOTAL EXPENDITURES & TRANSFERS OUT	85,140	362,648	379,416	365,000

SPECIAL REVENUE FUNDS



TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

CLIMATE ACTION FUND

On June 11, 2019, the Town Council adopted *Resolution 4286: A Resolution of the Town Council of the Town of San Anselmo Adopting San Anselmo Climate Action Plan 2030*. The Climate Action Plan 2030 (CAP) is a master plan to guide the development and implementation of local, measurable actions and initiatives to reduce local Greenhouse Gas Emissions 54% by 2030 (from a 2005 baseline, or 45% below 1995 levels), with the goal of community-scale carbon neutrality by no later than 2045.

On February 11, 2020, the Town Council adopted *Resolution No. 4325: A Resolution of the Town Council of the Town of San Anselmo Declaring a Climate and Ecological Emergency in San Anselmo*. In declaring a Climate and Ecological Emergency, the Town Council directed the Town Manager to (i) work with staff to include consideration and prioritization of consistency with the Climate Action Plan 2030, as amended or updated, in staff reports to council and (ii) to earmark specific funds for greenhouse gas and climate change mitigation annually, beginning in the Fiscal Year 2020-2021. Subsequently, the 2020-2021 budget, adopted on June 23, 2020, included the addition of Appendix B, which tracked the Town's anticipated spending on Climate Action Plan Implementation Programs.

With the adoption of the FY 2021-2022 budget, the Town Council formally recognized the ongoing need to devote resources towards implementing its Climate Action Plan. The creation of the Climate Fund is intended to help the Town build its capacity to identify and undertake climate action at the municipal level and to provide maximum transparency to the public on the Town's progress.

In 2021-2022, funds were budgeted in the amount of $55,000 to hire a part-time Climate Action Coordinator (as described in the San Anselmo 2021-2023 Work Plan Priorities, Administrative & Finance Priority #10, adopted on April 27th, 2021) and for other expenses related to identifying and implementing policies, programs, and grants consistent with the Town's stated climate action goals. The proposed FY 2022-2023 budget for the Climate Action Fund is $136,000, which includes approximately $21,000 for an awarded grant from CalRecycle to assist in SB 1383 implementation with the goal of keeping food and other compostable materials out of landfills to reduce emissions that contribute to climate change. $75,000 is budgeted for outside services to cover half of the salary for the part-time Climate Action Coordinator and hire consultants on an as needed basis to support implementation of climate action programs and policies. Additional expenditures may include funding for rebate programs (e.g., electric landscape equipment rebates, E-bike rebates), pilot programs (e.g., innovative EV charging technologies for multi-family dwellings), and outreach/educational materials.

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
CLIMATE ACTION FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	10,000
REVENUE				
Revenue	-	55,000	55,000	126,000
TOTAL REVENUE AND TRANSFER IN	-	55,000	55,000	126,000
TOTAL RESOURCES	-	55,000	55,000	136,000
EXPENDITURES				
TOTAL EXPENDITURES	-	55,000	45,000	80,000
Net Increase/(Decrease)	-	-	10,000	46,000
ENDING BALANCE	-	-	10,000	56,000
TOTAL BUDGET	-	55,000	55,000	136,000

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
CLIMATE ACTION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Intergovernmental Revenue	-	-	-	21,000
Transfers In	-	55,000	55,000	105,000
TOTAL REVENUE	-	55,000	55,000	126,000
EXPENDITURES				
SERVICES AND SUPPLIES				
Outside Services	-	50,000	40,000	75,000
Equipment Grant	-	5,000	5,000	5,000
TOTAL EXPENDITURES	-	55,000	45,000	80,000

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

CREEKSIDE COMMON FUND

At the Town Council meeting on September 25, 2018, Town Council discussed an idea related to planning for the renovation of Creek Park following the potential removal of the building at 630-636 San Anselmo Avenue, otherwise known as “Building Bridge 2”. This building was removed as part of the Marin County Flood Control and Water Conservation District’s San Anselmo Flood Risk Reduction Program (SAFRR).

An idea was brought forward for a local design competition using the post-building removal, expanded space at Creek Park as a canvas for collecting visionary design proposals with the potential to enliven the park and adjoining commercial district.

The goal of this competition would be to foster creativity and challenge participants to think outside the box; to propose exciting ideas that have never been considered possible for the space; to reimagine the existing urban/park landscape; and to aid in bringing Creek Park into the 21st Century.

On June 25, 2019, the Town Council directed the Town Manager to convene a Community Advisory Group (CAG) to help oversee the public process portion of the design development and conduct fundraising for the project.

Since then, the Town has received total donation amount of $351,500 toward identifying opportunities to improve public areas associated with the flood control project, with the funding used for preliminary geotechnical studies, preliminary structural bridge, and abutment design, and RHAA renderings to visualize potential improvements.

More funding will be needed for the constructions of the project.





SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
CREEKSIDE COMMONS FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	154,000	211,433	211,433	136,433
REVENUE				
Revenue	201,500	-	-	-
TOTAL REVENUE	201,500	-	-	-
TOTAL RESOURCES	355,500	211,433	211,433	136,433
EXPENDITURES				
TOTAL EXPENDITURES	144,067	201,500	75,000	136,433
Net Increase/(Decrease)	57,433	(201,500)	(75,000)	(136,433)
ENDING BALANCE	211,433	9,933	136,433	-
TOTAL BUDGET	355,500	211,433	211,433	136,433

SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
CREEKSIDE COMMONS FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Donations	201,500	-	-	-
Interest	-	-	-	-
Misc Revenue	-	-	-	-
TOTAL REVENUE	201,500	-	-	-
EXPENDITURES				
SERVICES AND SUPPLIES				
Outside Services	138,567	201,500	75,000	136,433
Misc Services	5,500	-	-	-
Transfer Out	-	-	-	-
TOTAL EXPENDITURES	144,067	201,500	75,000	136,433

SPECIAL REVENUE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

CAPITAL RECONSTRUCTION FUND

The Capital Reconstruction Fund accounts for the revenues and expenses of capital projects. It is funded primarily from the General Fund. Prior to the funding crisis beginning in 2003, Town policy had been to make a transfer from current year General Fund revenues, which is generally 70% of the amount of the prior year General Fund carryover (excess of revenues carried over from the prior year, less any transfer needed to replenish the Emergency Projects Fund). Because of the funding shortfalls in the past several years, Council has opted to allocate funds where they are most needed.



Projects are funded on a prioritized basis, based on health, safety, liability, cost benefit, cost avoidance, and ability to deliver services, and categorized according to prior commitments (whether by written agreement with an outside entity, or by policy direction), liability/safety, and other. The project expenditures are typically categorized as follows:

- **Commitments due to grants and loans.** These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.
- **Recommended due to liability and/or safety concerns.** These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish**.**
- **Recommended based on prior commitments and/or direction.** These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.
- **Other**. These are projects or other funding recommendations that do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs, as well as cost overruns in budgeted projects.

2022-23 GOALS/WORK PLAN

This budget year $50,000 is carryover from prior year budget for Wayfinding project.

2022-23 EXPENDITURES

Recommended based on prior commitments and/or direction:	**Cost $**
Other – Wayfinding and Signage Program (Phase II) carryover	50,000
Total 2022–23 Expenditures	**50,000**

CAPITAL PROJECTS FUNDS

TOWN OF SAN ANSELMO
CAPITAL RECONSTRUCTION FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	(15,018)	67,074	67,074	65,650
REVENUE				
Revenue & Transfers In	107,341	-	-	-
TOTAL REVENUE AND TRANSFERS I	107,341	-	-	-
TOTAL RESOURCES	92,323	67,074	67,074	65,650
EXPENDITURES				
TOTAL EXPENDITURES	25,249	50,000	1,424	50,000
Net Increase/(Decrease)	82,092	(50,000)	(1,424)	(50,000)
ENDING BALANCE	67,074	17,074	65,650	15,650
TOTAL BUDGET	92,323	67,074	67,074	65,650

CAPITAL PROJECTS FUNDS

TOWN OF SAN ANSELMO
CAPITAL RECONSTRUCTION FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Miscellaneous Revenue	7,341	-	-	-
Transfers In	100,000	-	-	-
TOTAL REVENUE AND TRANSFERS IN	107,341	-	-	-
EXPENDITURES				
Snack Shack Improvement	-	-	1,424	-
Fire Station Building Repair	1,467	-	-	-
Wayfinding Program	-	50,000	-	50,000
Construction - Trails	23,782	-	-	-
TOTAL EXPENDITURES	25,249	50,000	1,424	50,000

CAPITAL PROJECTS FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund accounts for revenues that are restricted or otherwise designated for the purchase of Town equipment.

In the past, the Town does not have an adopted equipment replacement schedule and funding program, but instead schedules equipment acquisition and replacement as funds are available. The Town has allocated about $200,000 each year for the last ten years from the General Fund to the Equipment Fund to fund the following costs:

- Town-wide computer hardware/software replacement or acquisition.
- The debt service payment for the Marin Emergency Radio Authority (MERA) Bonds.
- Vehicle lease payment for three electronic vehicles.
- Fund Town's Climate Action Plan activities.

During 2020-21, the Town updated its inventory listings for Vehicle and Technology programs. The Town decided to create two separate Internal Services Funds, which are Technologies Replacement and Vehicle Replacement fund to maintain the Town's future Technology and Vehicle replacement activities.

CAPITAL PROJECTS FUNDS

TOWN OF SAN ANSELMO
EQUIPMENT REPLACEMENT FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	213,706	298,944	298,944	120,193
REVENUE				
Revenue & Transfers In	215,000	-	-	-
TOTAL REVENUE AND TRANSFERS IN	215,000	-	-	-
TOTAL RESOURCES	428,706	298,944	298,944	120,193
EXPENDITURES				
TOTAL EXPENDITURES	129,762	195,000	178,751	-
Net Increase/(Decrease)	85,238	(195,000)	(178,751)	-
ENDING BALANCE	298,944	103,944	120,193	120,193
TOTAL BUDGET	428,706	298,944	298,944	120,193

CAPITAL PROJECTS FUNDS

TOWN OF SAN ANSELMO
EQUIPMENT REPLACEMENT FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Miscellaneous Revenue	-	-	-	-
Transfers In	215,000	-	-	-
TOTAL REVENUE AND TRANSFERS IN	215,000	-	-	-
EXPENDITURES				
Computer Hardware/Software	41,311	-	191	-
MERA Debt Service Payment	64,136	-	-	-
Public Works Capital Outlay	-	60,000	43,560	-
Parking Meters	13,435	-	-	-
Climate Action Plan Initiatives	-	-	-	-
Public Works Vehicle Replacement	10,880	-	-	-
Transfers Out	-	135,000	135,000	-
TOTAL EXPENDITURES	129,762	195,000	178,751	-

CAPITAL PROJECTS FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

MEASURE G DEBT SERVICE

In June 1995, the San Anselmo voters approved a $10.8 million general obligation bond measure, known as Measure G, to finance improvements to the Town's streets, storm drains, and Library building. This fund is dedicated to the collection of property tax assessments for the repayment of principal and interest on the bonds. As required by law, it was segregated from the Measure G Bond Proceeds Fund which was dedicated to receipt and expenditure of the $10.8 million bond funds. A separate fund was established for each issue. The Measure G bond proceeds are fully expended.

Series 1995

The first bond issue of $2.125 million was sold in August 1995. The first debt service payment was made in February 1996, and the second in August 1996. This debt service schedule is repeated for the remainder of the series payments. The debt service is being paid by a tax levied on the tax roll, beginning in the 1995-96 fiscal year. The tax rate levied per $100 of assessed valuation is as follows:

- 1995-96: 1.4 cents
- 1996-97: 1.2 cents
- 1997-98: 1.1 cents
- 1998-99: 1.2 cents
- 1999-00: 1.3 cents
- 2000-01: 1.1 cents
- 2001-02: 1.1 cents
- 2002-03: 1.1 cents
- 2003-04: 0.6 cents
- 2004-05: 0.9 cents
- 2005-06: 0.8 cents
- 2006-07: 0.8 cents
- 2007-08: 0.6 cents
- 2008-09: 0.7 cents
- 2009-10: 0.6 cents
- 2010-11: 0.8 cents
- 2011-12: (Refunded in conjunction with 1997 and 2000 issues)

Any tax proceeds remaining in excess of debt service payments, as well as interest revenue on funds in the debt service fund, are designated as a reserve for future year payments.

DEBT SERVICE FUNDS

MEASURE G DEBT SERVICE

Series 1997

A $3.55 million general obligation bond issue was sold in July 1997. The tax rate levied per $100 of assessed valuation is as follows:

- 1997-98: 1.7 cents
- 1998-99: 1.9 cents
- 1999-00: 2.0 cents
- •2000-01: 1.8 cents
- 2001-02: 1.8 cents
- 2002-03: 1.8 cents
- 2003-04: 0.7 cents
- 2004-05: 1.4 cents
- 2005-06: 1.2 cents
- 2006-07: 1.2 cents
- 2007-08: 1.1 cents
- 2008-09: 1.0 cents
- 2009-10: 1.0 cents
- 2010-11: 1.2 cents
- 2011-12: (Refunded in conjunction with 1995 and 2000 issues)

Series 2000

A third bond issue of $2.56 million was sold in August 2000. The tax rate levied per $100 of assessed valuation is as follows:

- 2001-02: 1.2 cents
- 2002-03: 1.2 cents
- 2003-04: 0.8 cents
- 2004-05: 1.0 cents
- 2005-06: 0.9 cents
- 2006-07: 0.8 cents
- 2007-08: 0.8 cents
- 2008-09: 0.7 cents
- 2009-10: 0.7 cents
- 2010-11: 0.8 cents
- 2011-12: (Refunded in conjunction with 1995 and 1997 issues)

Series 2003

The final bond issue of $2.565 million was in March 2003. The tax rate levied per $100 of assessed valuation is as follows:

- 2003-04: 1.1 cents
- 2004-05: 0.8 cents
- 2005-06: 0.7 cents
- 2006-07: 0.8 cents
- 2007-08: 0.6 cents
- 2008-09: 0.6 cents
- 2009-10: 0.6 cents
- 2010-11: 0.7 cents
- 2011-12: 0.7 cents
- 2012-13: 0.7 cents
- 2013-14: 0.7 cents
- 2014-15: 0.6 cents
- 2015-16: 0.6 cents
- 2016-17: 0.6 cents
- 2017-18: 0.5 cents
- 2018-19: 0.6 cents
- 2019-20: 0.5 cents
- 2020-21: 0.5 cents
- 2021-22: (Refunded by 2020 Series)

MEASURE G DEBT SERVICE

Series 2011 (Refunded Series 1995, 1997 and 2000)

- 2011-12: 2.4 cents
- 2012-13: 2.3 cents
- 2013-14: 2.3 cents
- 2014-15: 2.2 cents
- 2015-16: 2.2 cents
- 2016-17: 1.9 cents
- 2017-18: 1.9 cents
- 2018-19: 1.8 cents
- 2019-20: 1.8 cents
- 2020-21: 1.2 cents
- 2021-22: 1.1 cents
- 2022-23: 0.5 cents

Series 2020 (Refunded Series 2003)

- 2021-22: 0.4 cents
- 2022-23: 0.4 cents'

The total estimated Measure G Debt Service in 2021-22 is estimated at 0.9 cents per $100 of assessed valuation.

Fund Balance

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February.

Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

DEBT SERVICE FUNDS

TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	953,223	2,221,145	2,221,145	2,114,947
REVENUE				
Revenue	2,226,814	567,158	567,158	567,158
TOTAL REVENUE	2,226,814	567,158	567,158	567,158
TOTAL RESOURCES	3,180,037	2,788,303	2,788,303	2,682,105
EXPENDITURES				
TOTAL EXPENDITURES	958,892	673,356	673,356	689,756
Net Increase/(Decrease)	1,267,922	(106,198)	(106,198)	(122,598)
ENDING BALANCE	2,221,145	2,114,947	2,114,947	1,992,349
TOTAL BUDGET	3,180,037	2,788,303	2,788,303	2,682,105

DEBT SERVICE FUNDS

TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Measure G	691,499	565,158	565,158	565,158
Interest	1,544	2,000	2,000	2,000
Bond Proceed	1,533,771	-	-	-
TOTAL REVENUE	2,226,814	567,158	567,158	567,158
EXPENDITURES				
Debt Service: Principal	775,000	570,000	570,000	610,000
Debt Service: Interest	103,867	101,856	101,856	78,256
Bond Administrative Fees	750	1,500	1,500	1,500
Refunding Escrow Deposi	-	-	-	-
Cost of Issuance	79,275	-	-	-
TOTAL EXPENDITURES	958,892	673,356	673,356	689,756

DEBT SERVICE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

MUNICIPAL LEASE FUND

On February 1, 2008, the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation), to finance the restoration, remodeling and expansion of the downtown Fire Station, Station 19.

The financing was accomplished by the Corporation entering into a lease with the Town and the corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make rental payments to the Corporation.

The term of the lease is fifteen (15) years and the amount financed is $1,701,094. The annual debt service payment is $158,517. This payment is funded with general operating funds.

DEBT SERVICE FUNDS

TOWN OF SAN ANSELMO
MUNICIPAL LEASE FUND
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	1	-	-	-
REVENUE				
Transfers In	158,517	158,518	158,518	158,517
TOTAL REVENUE & TRANSFERS IN	158,517	158,518	158,518	158,517
TOTAL RESOURCES	158,518	158,518	158,518	158,517
EXPENDITURES				
TOTAL EXPENDITURES & TRANSFERS C	158,518	158,518	158,518	158,517
Net Increase/(Decrease)	(1)	-	-	-
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	158,518	158,518	158,518	158,517

DEBT SERVICE FUNDS

TOWN OF SAN ANSELMO
MUNICIPAL LEASE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE AND TRANSFERS I				
Transfers In	158,517	158,518	158,518	158,517
TOTAL REVENUE	158,517	158,518	158,518	158,517
EXPENDITURES				
Lease Payment: Principal	139,759	146,312	146,312	153,172
Lease Payment: Interest	18,759	12,206	12,206	5,345
TOTAL EXPENDITURES	158,518	158,518	158,518	158,517

DEBT SERVICE FUNDS

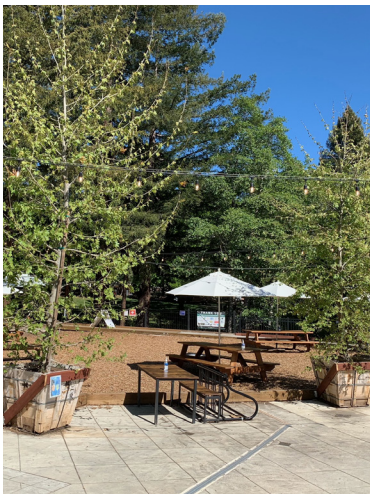
TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

INTERNAL SERVICE FUNDS







Insurance Fund 157

Building Maintenance Fund 161

Technologies Replacement Fund 165

Vehicle Replacement Fund 169

INTERNAL SERVICE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

INSURANCE FUND

The Insurance Fund receives and expends funds related to the Town's liability and workers compensation self-insurance coverage.

Liability Insurance

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to twenty agencies in the Bay Area. Each member agency selects a self-insured retention limit. With the transition to Central Marin Police Authority for police services, the Town's self-insured retention has been reduced to $10,000 (from the previous amount of $100,000), below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above $1 million, up to $20 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the fiscal standing of the pool. Beginning in 1999-00, Bay Cities coverage includes personnel related liabilities.

Workers Compensation

Until June 30, 2003, the Town was a member of the Marin County Risk Management Authority (MCRMA), a self-insurance pool for workers compensation coverage. Called an "account pool," this self-insurance program maintained separate accounts for each pool member. Losses and expenses were paid from the member's pool account, up to the self-insured retention limit.

Effective July 1, 2003, the MCRMA group transferred to the Bay Cities Joint Powers Insurance Authority (Bay Cities), as the MCRMA Program Administrator retired. The Town's self-insured retention in the Bay Cities Workers Compensation pool is $150,000. Costs in excess of this limit are paid by the Authority, although it purchases excess insurance coverage from a commercial insurance agency.

Annually, Bay Cities evaluates the financial risk position of each member, and establishes an annual assessment based on outstanding claims and claim history.

2022-23 Highlights

A transfer of $500,000 has been made to the Insurance Fund from the General Fund to ensure an adequate claims reserve, as required by Bay Cities. The reserve for claims is now $101,291, within the limits set by Bay Cities.

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
INSURANCE FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	346,523	73,848	73,848	170,683
REVENUE				
Revenue	450,000	450,000	600,000	600,000
TOTAL REVENUE AND TRANSFERS IN	450,000	450,000	600,000	600,000
TOTAL RESOURCES	796,523	523,848	673,848	770,683
EXPENDITURES				
TOTAL EXPENDITURES	722,675	693,946	503,165	569,392
Net Increase/(Decrease)	(272,675)	(243,946)	96,835	30,608
ENDING BALANCE	73,848	(170,098)	170,683	201,291
TOTAL BUDGET	796,523	523,848	673,848	770,683

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
INSURANCE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charges	-	-	-	600,000
Transfers In	450,000	450,000	600,000	-
TOTAL REVENUE	450,000	450,000	600,000	600,000
EXPENDITURES				
Employee Assist.Program Premiums	1,187	1,600	1,250	1,600
Flood Insur.Premiums	16,348	16,775	16,775	20,313
Liability Insur. Premiums	251,713	287,463	224,802	247,282
Liability Insur. Claims	1,329	34,272	30,000	32,000
Workers Comp.Insur.Premiums	138,630	140,836	123,588	135,947
Workers Comp. Insur. Claims	310,248	181,000	105,000	112,250
State Unempolyment Insurance	3,220	32,000	1,750	20,000
TOTAL EXPENDITURES	722,675	693,946	503,165	569,392

INTERNAL SERVICE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2



BUILDING MAINTENANCE FUND

The Building Maintenance Fund is to account for the costs of operation of the Town's maintenance and repair of the Town's building and accumulate funding for major improvements down the road.

Staff will continue to evaluate the fund and other operating activities that relate to building maintenance, such as custodial services, routine preventative maintenance, and repairs for municipal buildings and facilities, as well as restrooms and structures at Town parks. The goal is to develop a program that provide routine custodial services, preventative maintenance, and capital improvement at the Town facilities to ensure a clean, safe, well maintained, and accessible environment for use by the community and Town employees.

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
BUILDING MAINTENANCE FUND
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	100,000
REVENUE				
Revenue	-	-	-	319,420
Transfers In	-	-	200,000	-
TOTAL REVENUE AND TRANSFERS I	-	-	200,000	319,420
TOTAL RESOURCES	-	-	200,000	419,420
EXPENDITURES				
TOTAL EXPENDITURES	-	150,000	100,000	300,000
Net Increase/(Decrease)	-	(150,000)	100,000	19,420
ENDING BALANCE	-	(150,000)	100,000	119,420
TOTAL BUDGET	-	-	200,000	419,420

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
BUILDING MAINTENANCE FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charge	-	-	-	319,420
Misc Revenue	-	-	-	-
Transfers In	-	-	200,000	-
TOTAL REVENUE	-	-	200,000	319,420
EXPENDITURES				
Public Works Capital Outlay	-	150,000	100,000	300,000
TOTAL EXPENDITURES	-	150,000	100,000	300,000

INTERNAL SERVICE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

TECHNOLOGIES REPLACEMENT FUND

The Technologies Replacement Fund accounts for the costs of operating and maintaining the Town's network system, which includes computer hardware, telecommunication systems, connectivity to the internet, and software systems.

Costs are billed to the consuming departments at a rate that includes operation and maintenance, and an amount necessary to provide for replacement of computers or other technology needs. Activities of the fund also cover cybersecurity, technology disaster recovery, and various data retention needs. Staff will continue to evaluate the fund and other operating activities that relate to technology and move such activities and funding to the Technologies Replacement Fund in the future years.

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
TECHNOLOGY REPLACEMENT FUND
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	140,000
REVENUE				
Revenue	-	190,000	190,000	271,700
TOTAL REVENUE AND TR	-	190,000	190,000	271,700
TOTAL RESOURCES	-	190,000	190,000	411,700
EXPENDITURES				
TOTAL EXPENDITURES	-	150,000	50,000	400,000
Net Increase/(Decrease)	-	40,000	140,000	(128,300)
ENDING BALANCE	-	40,000	140,000	11,700
TOTAL BUDGET	-	190,000	190,000	411,700

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
TECHNOLOGY REPLACEMENT FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charge	-	-	-	231,700
Misc Revenue	-	-	-	50,000
Transfers In - Equipment Fund	-	90,000	90,000	-
Transfers In - GF	-	100,000	100,000	-
TOTAL REVENUE	-	190,000	190,000	281,700
EXPENDITURES				
Computer Hardware/Software	-	150,000	50,000	400,000
TOTAL EXPENDITURES	-	150,000	50,000	400,000

INTERNAL SERVICE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

VEHICLE REPLACEMENT FUND

The Vehicle Replacement Fund accounts for the costs of operating and maintaining the Town's vehicle program.

During fiscal year 2020-21, the Town updated its vehicle inventory list and developed a replacement strategy. Historically, vehicle replacement, repair, or lease expenses have been budgeted in the Equipment Fund or run through Public Works Department operating cost. The Town proposes charging user departments $100,000 from the General Fund and $45,000 from the Equipment Fund to use for the FY2022-23 budget year. Any unused funding will stay within the fund and build up the reserve for future needs.

Staff will continue look for opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
VEHICLE REPLACEMENT FUND
FISCAL YEAR 2022-2023

Description	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	95,000
REVENUE				
Revenue	-	145,000	145,000	100,000
TOTAL REVENUE AND TRANSFERS II	-	145,000	145,000	100,000
TOTAL RESOURCES	-	145,000	145,000	195,000
EXPENDITURES				
TOTAL EXPENDITURES	-	93,000	50,000	75,000
Net Increase/(Decrease)	-	52,000	95,000	25,000
ENDING BALANCE	-	52,000	95,000	120,000
TOTAL BUDGET	-	145,000	145,000	195,000

INTERNAL SERVICE FUNDS

TOWN OF SAN ANSELMO
VEHICLE REPLACEMENT FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2022-2023

	2020-2021	2021-2022		2022-2023
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Internal Service Charge	-	-	-	-
Transfers In - Equipment Fund	-	45,000	45,000	-
Transfers In - GF	-	100,000	100,000	100,000
TOTAL REVENUE	-	145,000	145,000	100,000
EXPENDITURES				
Public Works Vehicle Replacement	-	93,000	50,000	75,000
TOTAL EXPENDITURES	-	93,000	50,000	75,000

INTERNAL SERVICE FUNDS

TOWN OF
SAN ANSELMO
EST. 1907

ITEM 6 - ATTACHMENT 2

APPENDIX A

TOWN OF SAN ANSELMO

DEPARTMENT OF PUBLIC WORKS

Capital Projects Budget Summary FY 2022-2023

DESCRIPTION			
Funding Source	**Funding Type**		**22-23 Funding**
Arterial Median Work (PW055)			**-**
Measure D Sales Tax	Measure D Sales Tax Fund		-
Bike Spine (PW053)			**-**
Federal OBAG2	Grant fund		-
Town Funding	Road Maintenance Fund		-
Bridge Avenue Bridge (PW052)			**-**
Measure D Sales Tax	Measure D Sales Tax Fund		-
Bridge Preventive Maintenance Program (PW037)			**60,000**
State of California	Grant fund		60,000
Measure D Sales Tax	Measure D Sales Tax Fund		-
Brookside School Sidewalk Gap Closure (PW042)			**-**
Transportation Authority of Marin (TAM)	Grant Fund		-
Measure D Sales Tax	Measure D Sales Tax Fund		-
Center Ave Bridge (PW025)			**100,000**
State of California	Grant fund		100,000
Measure D Sales Tax	Measure D Sales Tax Fund		-
HAWK Pedestrian Signal at Saunders Ave/SFD			**24,000**
State of California	Grant fund		24,000
Town Funding	Road Maintenance Fund		-
Hub Study (PW054)			**-**
State of California	Grant fund		-
Town Funding	Road Maintenance Fund		-
Madrone Ave Bridge (PW018)			**50,000**
State of California	Grant fund		50,000
Measure D Sales Tax	Measure D Sales Tax Fund		-
Nokomis Ave Bridge (PW017)			**50,000**
State of California	Grant fund		50,000

APPENDIX A

Capital Projects Budget Summary FY2021-22 (Continued)			
Miscellaneous ADA - NEW			**10,000**
Town Funding	Road Maintenance Fund		10,000
Project Design and Inspection - N/A			**100,000**
Measure D Sales Tax	Measure D Sales Tax Fund		100,000
Project Management - N/A			**405,328**
Measure D Sales Tax	Measure D Sales Tax Fund		189,018
Town Funding	Road Maintenance Fund		216,310
Robson ADA Bathroom (PW090)			**70,000**
Measure D Sales Tax	Measure D Sales Tax Fund		50,000
Town Funding	Robson House Fund		20,000
SFD Rehab - Hub to Bolinas Ave (PW051)			**-**
State of California	Grant fund		-
Town Funding	Road Maintenance Fund		-
Slurry & Crack Seal, Digouts - N/A			**300,000**
Measure D Sales Tax	Measure D Sales Tax Fund		300,000
Street Paving Phase A (PW105)			**866,446**
State of California	Grant fund		410,744
Measure D Sales Tax	Measure D Sales Tax Fund		455,702
Street Paving Phase B (PW106)			**683,554**
Town Funding	Road Maintenance Fund		683,554
Unprogrammed Resurfacing - N/A			**100,000**
Town Funding	Road Maintenance Fund		100,000
Unprogramed Drainage/Flood Control (N/A)			**100,000**
Measure D Sales Tax	Measure D Sales Tax Fund		100,000
Grand Total			**2,919,328**
Grant Fund			694,744
Measure D Sales Tax			1,194,720
Road Maintenance Fund			1,009,864
Robson House Fund			20,000

APPENDIX B

TOWN OF SAN ANSELMO

SALARY SCHEDULE - July 1, 2022

Classification Title	Low	High
Accounting-Benefits Technician	76,456	92,959
Administrative Services Assistant I	55,515	67,440
Administrative Services Assistant II	60,405	73,422
Administrative/Permit Services Technician	68,732	83,541
Assistant Civil Engineer	83,316	101,273
Assistant Planner	77,761	94,527
Associate Planner	85,560	103,982
Assistant Public Works Director	120,998	148,561
Building Inspector	88,996	108,183
Building Official	120,998	148,561
Child Care Instructor	42,084	51,138
Community Services Director	120,998	148,561
Finance & Administrative Services Director	144,912	177,918
Lead Library Assistant	55,928	67,992
Librarian I	66,851	81,272
Librarian II	74,864	90,978
Library Assistant	52,016	63,214
Library Technician	59,277	72,080
Maintenance Supervisor	79,604	96,759
Maintenance Worker I	55,841	67,892
Maintenance Worker II	61,484	74,726
Planning Director	138,241	169,729
Planning Technician	70,538	85,749
Project Coordinator	77,761	94,527
Public Works Director	156,211	191,787
Recreation Coordinator I	55,477	67,440
Recreation Coordinator II	60,405	73,422
Recreation Program Leader	46,285	56,254
Recreation Supervisor	72,519	88,169
Senior Accountant / Financial Supervisor	93,284	114,528
Senior Civil Engineer	104,609	128,435
Senior Maintenance Worker	66,349	80,657
Senior Planner	94,125	114,402
Town Clerk/Municipal Information Officer	93,284	114,528
Town Librarian	120,998	148,561
Town Manager		223,651

APPENDIX C

TOWN OF SAN ANSELMO

SALARIES AND BENEFITS SUMMARY

FUNCTIONS	Fiscal Year 2020-21 Salaries & Wages	Fiscal Year 2020-21 Employee Benefits	Fiscal Year 2021 Salaries & Wages	Fiscal Year 2021 Employee Benefits	Fiscal Year 2022-23 Salaries & Wages	Fiscal Year 2022-23 Employee Benefits
General Government	653,987	196,497	815,070	285,255	772,915	182,346
Planning	214,539	75,267	270,555	110,665	284,131	110,378
Public Safety						
Fire Protection	n/a	n/a	n/a	n/a	n/a	n/a
Police Protection	n/a	n/a	n/a	n/a	n/a	n/a
Public Works						
Engineering	817,380	271,813	1,007,276	355,646	1,227,416	318,506
Streets	148,580	61,547	305,545	126,293	363,288	144,536
Parks	161,004	92,377	168,935	97,495	203,211	110,240
Library	421,390	178,517	575,895	239,027	606,481	241,080
Community Services						
Administration	379,271	125,931	436,734	143,698	468,274	158,169
Childcare	293,176	109,779	344,174	115,423	379,083	100,667
Sports	13,998	1,022	36,000	2,754	36,000	2,754
Total	3,103,323	1,112,751	3,960,184	1,476,256	4,340,799	1,368,674
OPEB - Retiree Medical Expense not allocated to Departments						
Retiree Medical Premium Paid		90,225		95,814		91,773
Contributions to OPEB Funding Trust		49,397		48,508		47,192
Total OPEB Expense		139,622		144,322		138,965
Pension Liabilities not allocated to Departments						
Unfunded Pension Liabilities		573,838		688,101		0
Pension Obligation Bonds Payments		225,018		233,208		528,976
Contributions to Pension Trust		19,745		22,888		22,888
Total Lump Sum Pension Costs		798,856		921,309		528,976
Workers Compensation not allocated to Departments		302,801		321,836		248,197
(1) Benefit Include:						
CalPERS Pension Contributions		277,828		344,461		325,569
Medical, Dental, Vision, Life Premiums		554,789		668,175		747,126
Medicare/Social Security Taxes		226,274		347,141		235,774
Other (2)		53,859		116,480		116,480
Total Benefit		1,112,751		1,476,256		1,424,949
(2) Car Allowance, Cashback, and Leave buy-back						

TO: Town Council 6/14/2022 **Item #:** 7.

FROM:
Elise Semonian, Planning Director

SUBJECT:
9 Laurel Avenue, APN 007-112-11, appeal by Applicants Hassan Afrookteh and Brooke Peterson of Planning Commission decision to deny applications for design review for a second story addition, a variance to allow two parking spaces to be created in the north side setback (8-foot side setback required), with one of the two in the front setback (20-foot setback required), a variance to allow an area of pavers in the front setback to be used for an additional, undersized, parking space, a demolition permit to remove more than 50% of the exterior walls (54.3% demolition proposed, which included 25.3% related to the residence and the balance for demolition of an attached garage structure), and a variance to maintain the existing lower level of the structure 16 feet to 19 feet from the front property line (20-foot setback required for over 50% demolition).

RECOMMENDATION

That the Town Council conduct a public hearing, consider testimony from all parties, and deny the project and the appeal, and uphold the Planning Commission's denial of the project and adopt the findings in the attached draft resolution (Attachment 1).

The following alternative actions are available:

1. Approve the project, grant the appeal and overturn the Planning Commission decision with direction to staff to prepare a resolution with appropriate findings for consideration at a future Town Council meeting; or
2. Request additional information from any of the parties and/or staff and continue this matter to a future date for consideration of the requested information.

BACKGROUND

The Planning Commission considered plans for a second story addition at 9 Laurel Avenue on September 20, 2021, and denied the application. Applicants Hassan Afrookteh and Brooke Peterson have appealed the decision.

See project plans (Attachment 3), September 2021 staff report (Attachment 5), correspondence considered by Planning Commission (Attachment 6), and prior meeting minutes (Attachment 7) attached. All materials considered by the Planning Commission, which are made part of the public record, may be found with the prior meeting materials here:

April 19, 2021 (Item 6A first Planning Commission hearing on application, not approved)

<https://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=545>

September 20, 2021 (Item 5A second Planning Commission hearing on revised plans, application denied)
<https://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=629>

October 18, 2021 (Item 5 Planning Commission consideration of draft resolution to memorialize decision to deny application, adopted as part of consent calendar)
<https://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=654>

DISCUSSION

The Town Council hearing is a de novo hearing in which the Council considers the project as a matter of first impression. The Council is the final decision-maker and analyzes the project to determine if it can, or cannot, make all of the required findings for approval contained in the Town Municipal Code.

As provided in the Municipal Code and consistent with State law, “the Town Council shall determine the appeal or the review based upon the testimony and documents produced before it and any site visits. The Town Council may sustain, modify, reject, or overrule any recommendations or rulings of the Planning Commission and may make such findings and determinations as are consistent with State law, this Code and other applicable rules and regulations.” (SAMC §10-1.06(h).)

As reflected in the record, the Planning Commission could not make the required findings to approve the project and therefore issued a denial. As set forth in the draft resolution (Attachment 1) staff also suggests that the required findings cannot be made for the project, and recommends denying the project and upholding the Planning Commission’s decision.

1. Design Review Findings Not Satisfied.

Design Review approval is required for the second story addition. Staff suggests, and the Planning Commission found, that the Design Review findings for the project cannot be made.

The Planning Commission was concerned about the shadow the second story addition would cast on the adjacent sites. There was some dispute regarding the accuracy of the shadow study. The Applicants have submitted a revised shadow study (Attachment 8). The Town retained an architect to peer review the Applicant's study who found that the study accurately depicts how much shadow the second story addition will cast on the adjacent properties.

San Anselmo Municipal Code section 10.3.1506 contains the Design Review findings, and all findings must be satisfied for a project to be approved. The Municipal Code language and suggested findings of denial for the Council's consideration are set forth in the attached draft resolution. (Attachment 1).

The project consists of a two-story addition on the east side of the residence, where no second story currently exists. The proposed second story addition will cast significant shadow and shade on adjacent properties, as shown in the shadow study and the Town's peer review study.

Additionally, the second story design lacks articulation, is inappropriate in bulk and mass for the neighborhood, and out of scale with adjacent properties. The bulk and mass of the proposed addition are not aesthetically compatible with existing improvements in the neighborhood.

Finally, as shown in the story poles, project plans, and shadow study and the Town architect's review, the second story addition will unreasonably affect the privacy of neighboring properties including 1 Laurel, 1055 San Anselmo Avenue, and 15 Laurel. The addition will impact these properties by causing shadow, shade and unreasonable privacy impacts.

Staff suggests that the Design Review findings, as set forth in the draft resolution (Attachment 1), cannot be made.

2. Variance Findings Cannot Be Made.

Two setback variances are requested for the creation of two parking spaces. The first would be located in the north side setback (8-foot side setback required), and the second in the front setback (20-foot setback required). The variance to allow an area of pavers in the front setback to be used for an additional, undersized, parking space.

Pursuant to State law and the Town Municipal Code Section 10-3.1405, a variance can only be granted if:

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

(b) The granting of the variance, under the circumstances of the particular case, will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

Here, staff suggests and the Planning Commission determined, that the findings for the requested side and front yard setback variances cannot be made.

There are no special circumstances applicable to the property. The parcel is comparable in size to lots within the area; the property is 3,983 sq. ft. in area and lots in the subdivision are between 3,000 and 5,000 sq. ft. The site is generally rectangular in size and located on a flat lot. The site has existing parking in the side and rear setback areas. Many sites in the vicinity also have parking in the setback areas. The need for the variances themselves is created by the design of the project, not special circumstances related to the property. No variance is required to maintain the parking in its current configuration. By way of context, the Planning Commission has denied other requests to locate and relocate parking spaces in setback areas.

Additionally, the granting of the variances would allow parking spaces to be located in a setback area where it would be unscreened and in public view, which is detrimental to the aesthetics and character of the neighborhood and public. In contrast, the current parking spaces located in the setbacks are more screened and aesthetically appropriate for the neighborhood.

3. Demolition Permit Finding 2 Cannot Be Made.

The Town Council adopted a new ordinance that went to effect in October 2020 that requires a demolition permit to demolish more than 50% of the exterior walls of a structure. At 50% demolition, a residence is essentially a new home and must have design review and be brought into conformance with all zoning regulations unless variances are approved. Since 9 Laurel is a small house, the combination of the garage demolition and the house demolition exceeds the new demolition permit threshold of 50% and a Demolition Permit is required. Only 25.3% (502 sq. ft. out of a total of 1,984 sq. ft.) of the demolition is for the residence,

the rest is demolition of garage walls.

Pursuant to Town Municipal Code Section 10-3.2104, a Demolition Permit may be approved subject to the following findings:

(a) The demolition will not remove from the neighborhood or Town, nor adversely affect, a building of historical, architectural, cultural or aesthetic value.

(b) The project is consistent with the San Anselmo General Plan.

(c) The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

(d) The granting or denying of a demolition permit for the demolition of structures may also be subject to the following findings based on substantial evidence as determined by the Planning Commission or Town Council.

(1) Failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this chapter. Examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships.

(2) It is necessary to reveal previous architectural features covered up, such feature that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area.

As supported in the staff report, the Planning Commission project record, and summarized in the attached Resolution, Demolition Permit Finding (b) cannot be made because the project would not be consistent with Land Use Goal 1, which states, “The small-town character, scale, and pace of life in San Anselmo shall be preserved, as shall the Town's close connection with the natural beauty of its setting;” Land Use Goal 3 “New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial areas;” and Land Use Policy 11.1 “New development, including rehabilitation and expansion projects, shall be of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood”.

FISCAL IMPACT

The applicants’ appeal fee covers Town costs to processing the appeal. Granting the appeal and approval of the project would result in a building permit application that would generate additional revenue to the Town. Improvement of the site and residence would result in the Marin County Tax Assessor reassessing the

property, which would increase property tax revenue to the Town.

GENERAL PLAN CONSISTENCY

See attached resolution (Attachment 1).

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

See attached resolution for CEQA finding. Denial of the project maintains the existing residence, which may not be energy efficient, and reduces greenhouse gas impacts associated with new construction. Approval of the project would result in a residence that complies with energy efficiency requirements of the building code.

CONCLUSION

Adopt Attachment 1 resolution to deny the project and deny the appeal.

Attachment 1 - Resolution for Denial of Appeal
Attachment 2 - Appeal
Attachment 3 - 9 Laurel Drawings
Attachment 4 - Application Materials
Attachment 5 - Planning Commission Staff Report
Attachment 6 - Correspondence Considered by Planning Commission
Attachment 7 - Meeting Minutes
Attachment 8 - Shadow Studies
Attachment 9 - Public Comment
Attachment 10 - Correspondence from Attorney John Sharp
Attachment 11 - Numerical Shadow Impact
Attachment 12 - Appeal Presentation by Appellants

SAN ANSELMO TOWN COUNCIL
RESOLUTION NO. _____
DENIAL OF A DESIGN REVIEW PERMIT, DEMOLITION PERMIT AND VARIANCES, AND UPHOLDING THE PLANNING COMMISSION DENIAL OF AN APPLICATION TO ALLOW A REMODEL AND ADDITIONS TO A SINGLE-FAMILY RESIDENCE AT 9 LAUREL AVENUE

WHEREAS, on February 4, 2021, Hassan Afrookteh and Brooke Peterson ("Applicants") file an application for a 536 square foot upper story addition to the existing single-family residence at 9 Laurel Avenue (APN 007-112-11) PRO2021-0014 (the "Project"); and

WHEREAS, the project site is located within the General Plan Single Family Residential Land Use Designation, and the Single-Family Residential Zoning District (R-1); and

WHEREAS, the project necessitated approval of design review for a second story addition, a variance to allow two parking spaces to be created in the north side setback (8-foot side setback required), with one of the two in the front setback (20-foot setback required), a variance to allow an area of pavers in the front setback to be used for an additional, undersized, parking space, a demolition permit to remove more than 50% of the exterior walls (54.3% demolition proposed, which included 25.3% related to the residence and the balance for demolition of an attached garage structure), and a variance to maintain the existing lower level of the structure 15.94' to 18.97' from the front property line (20-foot setback required for over 50% demolition); and

WHEREAS, the Planning Commission conducted duly noticed public hearing on April 19, 2021, and allowed all interested persons an opportunity to be heard; and

WHEREAS, on April 19, 2021, the Planning Commission informed the applicant that his proposal to convert the existing garage to an accessory dwelling unit could be approved ministerially with just a building permit and was not subject to Planning Commission review, and only the second story addition to the primary residence required design review and a floor area exception, which they did not support; and

WHEREAS, the applicant subsequently modified the project to remove the proposed garage conversion to an accessory dwelling unit; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on September 20, 2021, to review revised plans for the project at which time the Planning Commission gave all interested persons an opportunity to be heard; and

WHEREAS, the Planning Commission viewed the story poles and reviewed and considered the information contained in the staff reports, application materials, as well as oral and written testimony on the proposed project; and

WHEREAS, the Planning Commission reviewed and considered the 28 sheets of project plans titled "Remodel & Addition 9 Laurel Avenue" dated July 15, 2021; and

WHEREAS, at the conclusion of the September 20, 2021, public hearing to consider the application, the Planning Commission voted 4-1 to deny the application based on the findings in the staff report and those articulated verbally at the hearing, findings which town staff recorded by video and in meeting minutes approved by the Planning Commission; and

WHEREAS, the Planning Commission found the proposed project to be categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(e), Existing Facilities, and 15270 projects which a public agency rejects or disapproves; and

WHEREAS, on September 29, 2021, Applicants appealed the Planning Commission decision to the Town Council based on a letter by attorney Jahn E. Sharp dated September 28, 2021; and

WHEREAS, the Town Council held a public hearing de novo to consider the appeal on June 14, 2022; and

WHEREAS, staff mailed notice of the Town Council hearing to all owners of property within 300 feet and posted in three public places on May 23, 2022, at least 10 days prior to the hearing; and

WHEREAS the Town Council reviewed the staff reports and attachments, prior staff reports and attachments, the Applicant's shadow study, a Town peer review of the shadow study, correspondence, and project plans, and the Town Council heard oral testimony from the appellant, property owners, and all interested persons; and

NOW, THEREFORE, THE TOWN COUNCIL HEREBY RESOLVES AS FOLLOWS:

Based on substantial evidence in the record as set forth in the recitals above and incorporated herein, the Town Council denies the project and appeal, and upholds the Planning Commission denial of an application for a Design Review Permit, Demolition Permit and Variances to allow for a remodel and addition to an existing single-family dwelling at 9 Laurel Avenue as proposed on the plans dated July 15, 2021, based upon the following findings:

A. CEQA. The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(e), Existing Facilities, and 15270 projects which a public agency rejects or disapproves.

B. Required findings for Variance per San Anselmo Municipal Code Section 10-3.1405.

    1. *Due to special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the controlling zoning ordinance or regulation deprives the property of privileges enjoyed by other property*

in the vicinity and under an identical zoning classification, and the granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

The parcel is 3,983 sq. ft. in area, which is not a special circumstance applicable to the property since all the lots in the subdivision are between 3,000 and 5,000 square feet in area. The site is generally rectangular in size and located on a flat lot., but the two side property lines are different lengths with the southern property line 72.7 feet and the north property line 78.87 feet, resulting in a slight angle at the front property line. The site has existing parking in the side and rear setback areas. Many sites in the vicinity also have parking in the setback areas. The need for the variance is created not by the special circumstances of the property, but by the design of the project. The applicant is creating the hardship that requires parking in the front and side setbacks as no variance is required to maintain the parking in its current configuration. The Planning Commission has also denied other requests to locate and relocate parking spaces in setback areas. Therefore, based on the above, this finding cannot be made.

2. *The granting of the variance, under the circumstances of the particular case, will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.*

   The existing parking is adjacent to a neighbor's driveway and parking spaces. The proposed parking arrangement would move the parking to the opposite side of the site where it would be unscreened and viewed from adjacent yard area, which is injurious and detrimental to the neighbor's enjoyment of their property. Town staff would require the neighbor to maintain transparent fencing and low landscape materials 36" from the ground in a site triangle to maintain an adequate site distance for vehicles in the new parking area, which could require removal of perennial plants on the adjacent neighbor's site. Granting a variance would allow parking spaces to be located in a setback area where it would be unscreened and in public view, which is detrimental to the aesthetics and character of the neighborhood and public. Therefore, based on the above, this finding cannot be made.

C. Required findings for Design Review per San Anselmo Municipal Code Section 10-3.1506(b).

1. *Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area.*

   The structure has significant impacts on adjacent development and is not functionally and aesthetically compatible with existing improvements and natural elements in the surrounding area. The volume and apparent mass of the structure, combined with articulation and design elements, results in a structure that creates negative attributes of aesthetic compatibility with the surrounding area. The Applicants propose the two story design on the east side of the block where no second story additions currently exist. The design lacks articulation, is bulky, and is out of scale with adjacent

development. Therefore, based on the above, this finding cannot be made.

2. *Will not unreasonably impair access to light and air of structures on neighboring properties.*
   Based on the story poles, project plans and shadow study, the second story addition will have an unreasonable and material impact on light, air, and privacy on neighboring 5 Laurel, 1055 San Anselmo Avenue and 15 Laurel. Studies of existing and proposed shadows show the project will cast shadows on neighbors at 5 Laurel Ave. and 1055 San Anselmo Avenue during some times during the day. Evidence was presented that the project will cast significant shadows on 5 Laurel Avenue, significantly impacting light to existing living spaces. Therefore, this finding cannot be made.

3. *Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks.*
   The project unreasonably impacts the privacy of neighboring properties because the upper-level deck allows views into 1055 San Anselmo Avenue. Additionally, based on the story poles, project plans and shadow study, the second story addition will unreasonably affect neighboring 1 Laurel, 1055 San Anselmo Avenue, and 15 Laurel, causing shade and shadow and unreasonably impact the privacy of those properties. Therefore, this finding cannot be made.

4. *Will not be of a bulk, mass and design that complements the existing character of the surrounding neighborhood.*
   Building heights generally vary from one to two stories in the neighborhood but this project is proposed on the east side of a block that has low single-story structures and no second stories and the full two-story design will be out of scale with, and will not complement, the existing character of the surrounding neighborhood. Therefore, this finding cannot be made.

5. *Will materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.*
   The proposed project will have significant impacts on access to light and air for neighbors to the south, west and east. Therefore, this finding cannot be made.

D. Required findings for Demolition Permit per San Anselmo Municipal Code section 10.3.2104:

1. *The demolition will not remove from the neighborhood or Town, nor adversely affect, a building of historical, architectural, cultural or aesthetic value.*
   The project site is a portion of lots 5 and 6 of an unrecorded Yolanda Park Subdivision ("the subdivision"), subdivided prior to 1919. The first homes developed on the street were the bungalows at 15, 16 and 42 Laurel (and a residence in the area of 26 Laurel that was replaced). According to the County Assessor, the site and adjacent lot 5 Laurel Avenue were developed in 1939-1940. In 1934, the Town Council denied a request to

rezone 5 and 9 Laurel Avenue to allow construction of a gas station. The Town of San Anselmo does not have an official local register of historic properties or historic districts. The site was not listed in the 1987 historic resource survey. The bungalows at 15 and 16 Laurel Avenue were identified as potentially eligible for local listing in that survey. The site does not represent a particular architectural style and was not designed by a notable architect. The residence would not qualify for listing on a state or federal historic register.

2. *The project is consistent with the San Anselmo General Plan.*
   The addition is not consistent with the following General Plan provisions: Land Use Goal 1 "The small-town character, scale, and pace of life in San Anselmo shall be preserved, as shall the Town's close connection with the natural beauty of its setting;" Land Use Goal 3 "New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial areas;" and Land Use Policy 11.1 "New development, including rehabilitation and expansion projects, shall be of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood" as supported by the above Variance Finding 2 and Design Review Findings 1-5.

3. *The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.*
   The proposed residence will meet Building Codes and will be up to current fire safety standards with sprinklers. The second story is not stepped back on all sides and not well-articulated and will be injurious to adjacent property.

4. *The granting or denying of a demolition permit for the demolition of structures may also be subject to the following findings based on substantial evidence as determined by the Planning Commission or Town Council:*
   a.) *Failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this chapter. Examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships.*
   b.) *It is necessary to reveal previous architectural features covered up, such feature that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area.*
   These findings are inapplicable to this project. Failure to approve the demolition permit would not cause immediate hardship and is not necessary to reveal previous architectural features.

Resolution passed this 14th day of June, 2022 at the regular meeting of the San Anselmo Town Council by the following vote:

AYES:
NAYS:
ABSTAIN:
ABSENT:

RECEIVED

SEP 29 2021

TOWN OF SAN ANSELMO
BUILDING, PLANNING & PUBLIC WORKS

TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org
(415) 258-4600 | Fax (415) 459-2477

Appeal Fee for Non-Applicant: $837.00 **Appeal Fee for Applicant:** $2,614.00

APPEAL OF ADMINISTRATIVE OR PLANNING COMMISSION ACTION

Appellant's Name and Address:	Daytime Phone and Email:
Brooke Peterson 20 Lincoln Park San Anselmo	415-377-8446 btsterlingpeterson@gmail.com
Hassan Afrookteh "	415-377-8442 afrookteh@comcast.net

Address of Subject Property (if applicable): 9 Laurel Ave. San Anselmo, CA

Date of Planning Commission action or date of written notice of administrative action: 9/20/2021

Action being appealed: Denial of application for design review, variance to allow one parking space to be created in the north side setback, and allow an area in the front setback to be used as a parking space, variance to maintain the existing structure to allow for demolition over 50%

Reason(s) why the action should not be sustained. (San Anselmo Municipal Code Sec. 1-4.03)

Please see a letter from Law Offices of John E. Sharp dated 9/28/2021 detailing the reasons why the Planning commission denial of the application should not be sustained attached to this application.

Signature of Appellant(s) Date 9/28/21 9/28/21

A written appeal shall be filed with the Town Clerk within 10 calendar days after receipt of written notice of the administrative decision which is being appealed or within 10 calendar days after the Planning Commission decision. (San Anselmo Municipal Code Section 1-4.02)

Law Offices of
JOHN E. SHARP
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903

John E. Sharp
john@johnsharplaw.com

Telephone: (415) 479-1645
Facsimile: (415) 295-7020

September 28, 2021

HAND DELIVERED

Mayor Brian Colbert
and Members of the San Anselmo Town Council
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: ***Appeal of Hassan Afrookteh and Brooke Peterson: Planning Commission Action of 9/20/21***

Dear Mayor Colbert and Members of the Council:

This office represents Appellant, Hassan Afrookteh and Brooke Peterson, ("Appellants"), with reference to the action of the Planning Commission ("Commission"), taken on September 20, 2021, denying Design Review, Parking Variance, and Demolition Permit for 9 Laurel Avenue, San Anselmo ("the Project"). Please include this correspondence in the Administrative Record of proceedings. Please provide this office with any and all notices, agendas, and staff reports and/or other communications pertaining to the Project and appeal.

The basis of the appeal is that, in denying the Project, the Commission abused its discretion inasmuch as the Commission's decision was unsupported by substantial evidence. The Commission abused its discretion insofar as its decision was not supported by proper findings, nor were any purported findings supported by substantial evidence. (Code of Civil Procedure 1094.5(b)). To the contrary, the evidence supported approval of the Project and the Commission acted arbitrarily and in excess of its jurisdiction.

Substantial evidence is defined in, without limitation, *Topanga Assn. for a Scenic Community v. County of Los Angeles*, 11 Cal.3d 506. Among other things, the *Topanga* decision requires that the Commission determine whether substantial evidence exists to support the findings set forth in the Town Code. Moreover, the findings must bridge the analytic gap between the raw evidence and the denial of the entitlements considered by the Commission on September 20. In this instance, the failure to follow Section 1094.5, Town Code, and related authority occurred inasmuch as the Commission appears to have pre-determined that Appellants

would not receive approval of anything involving a second story, then worked backward from this conclusion.

Appellants reserve the right to supplement his appeal, including submitting further correspondence, up to and including at the time of the hearing.

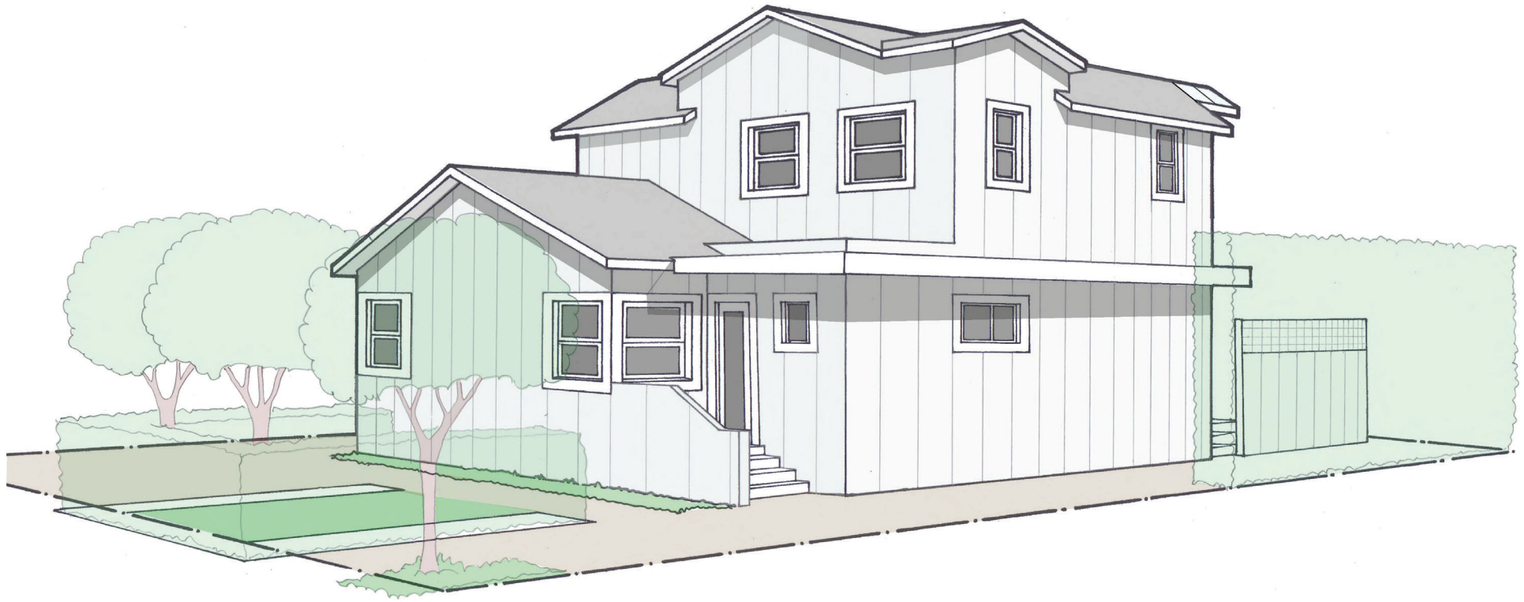
Thank you for your attention to these matters.

Very truly yours,
LAW OFFICES OF JOHN E. SHARP

John E. Sharp

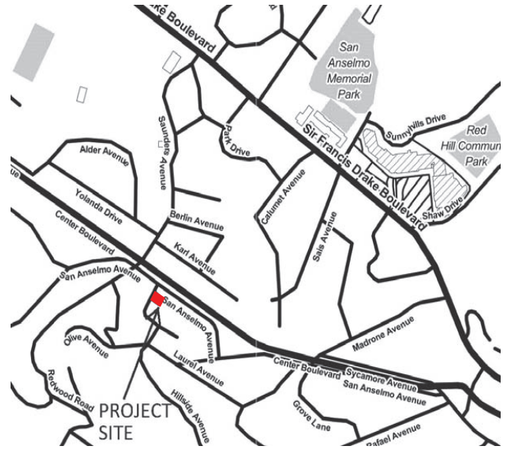
JES/aea

cc: Client



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Existing and Proposed Project Data			
	EXISTING	PROPOSED	CODE
Zoning	R1, Single Family	Same	
General Plan	Single Family	Same	
Flood Zone	X	Same	
Lot Size sq. ft.	3,983	Same	7,500 sq. ft.
Lot Coverage (%)	33%	31%	35%
Lot Coverage	1,317 sq. ft.	1,247 sq. ft.	1,394
Adjusted Floor Area	26%	44.8%	45% + 325 sq. ft.
First Floor	1,039	1,247	
Second Floor	0	536	
Total	1,039	1,783	2,117 (1,792+325)
Garage	278	0	
Setbacks			
Front	15.94' to 18.79'	No Change	20'
Rear	20.45'	No Change	20'
Side (North)	10.52' to 10.67'	8.17'	8'
Side (South)	13.11'	8.61'	8'
On-Site Parking	2	Same	2
Stories	1	2	2
Max. Ht. Above Ex. Grade	16' - 6"'	24' - 8"	30'

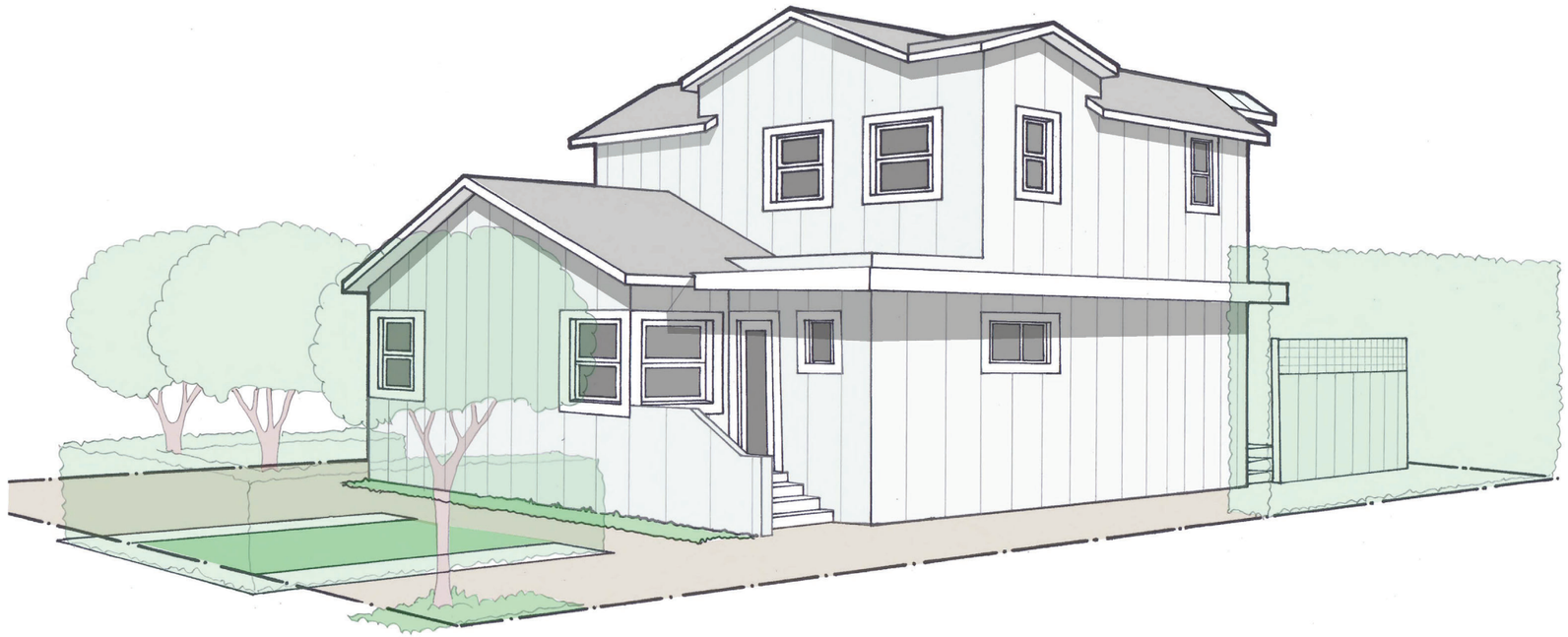


ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

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2/4/2021	
7/15/2021	

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

EXISTING
AND
PROPOSED
STREET VIEWS

SHEET:

A0.1

OF 28 SHEETS

EXISTING HOUSE

EX. GARAGE

EX. HOUSE

N57°04'46"W 78.48'

S56°49'00"E 72.32'

S26°30'11"W 53.00'

N33°11'00"E 53.00'

EXISTING SINGLE FAMILY HOUSE @ 9 LAUREL AVE.

LAUREL AVENUE

1.89' FENCE OUTSIDE PL

0.19' FENCE OUTSIDE PL

1.98' FENCE OUTSIDE PL

1.03' FENCE OUTSIDE PL

1.33'ADJ BLDG OUTSIDE PL

1.36'ADJ BLDG OUTSIDE PL

24" APPLE TREE

6" TREE

GRAVEL DRIVEWAY

GARAGE

EX. GARAGE

EX. PORCH

EX. HOUSE

CONCRETE WALKWAY

CONCRETE SIDEWALK

CONCRETE

BRICK GRILL

BRICKS

WOOD LANDING

WOOD STAIR

CONCRETE W/ RAIL

PLANTER

GAS RISER

WD GATE

WD FNCE

CURB

AC PAVEMENT

SSMH RIM 62.91

UT POLE

SETBACK

20.00' SETBACK

8.00' SETBACK

PLAN NORTH

SURVEY NORTH

1 EXISTING SITE PLAN & ROOF PLAN

1"= 10'- 0"

BASED ON TOPOGRAPHIC & BOUNDARY SURVEY BY JACQUELINE LUK P.L.S. 8934 DATED APRIL 15, 2019

1/15/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

EXISTING
SITE PLAN &
ROOF PLAN

SHEET:
A 1
OF 27 SHEETS

2/4/2021
7/15/2021

5 LAUREL AVE.

WINDOW WINDOW WINDOW

GARAGE

WINDOW WINDOW 1055 SAN ANSELMO AVE.

N 57° 04' 46" W 78.48'

5.00'

PARKING SPACE 9' X 20'

PARKING SPACE 9' X 20'

PAVERS

10.57'

8.00'

14.32'

2' OVERHANG

8.17'

62.35'

UP

PAVERS

63.34'

63.01'

DRIVEWAY

AC

AC

28.45'

UP

18.79'

20.00'

30.00'

8.00'

19.50'

63.09'

DRIVEWAY

PAVERS

FLUE

WALL LINE

4.5:12

4.5:12

4.5:12

20.45'

> 40.00'

WINDOWS

TALL SCREEN PLANTING

20.00'

2' OVERHANG

HEGDE

ROOF OVERHANG LINE

53.00'

S 26° 30' 11" W

FACE OF CURB

CONCRETE SIDEWALK

LINE OF REQUIRED SETBACK

ARTIFITIAL TURF

4.5:12

4.5:12

4.5:12

4.5:12

RESIDENCE

FIRST FLOOR ELEVATION: 65.13'

RAISED WOOD DECK

CENTER LINE OF STREET

FLAT ROOF

FLUE

4.5:12

4.5:12

8' HIGH ARBOR

UP

N 33° 11' 00" 53.00'

GARAGE

EXISITNG PLANTER

WALKWAY PAVERS

63.15'

UP

2' OVERHANG

8.00'

PAVERS

PAVERS

8.61'

LAUREL AVENUE

S 56° 49' 00" E 72.32'

62.94'

7.00'

GARAGE

PORCH ROOF

15 LAUREL AV.

WINDOW WINDOW WINDOW

NORTH

1 PROPOSED SITE & ROOF PLAN

1/8"= 1'- 0"

BASED ON TOPOGRAPHIC & BOUNDARY SURVEY BY JACQUELINE LUK P.L.S. 8934 APRIL 19, 2019

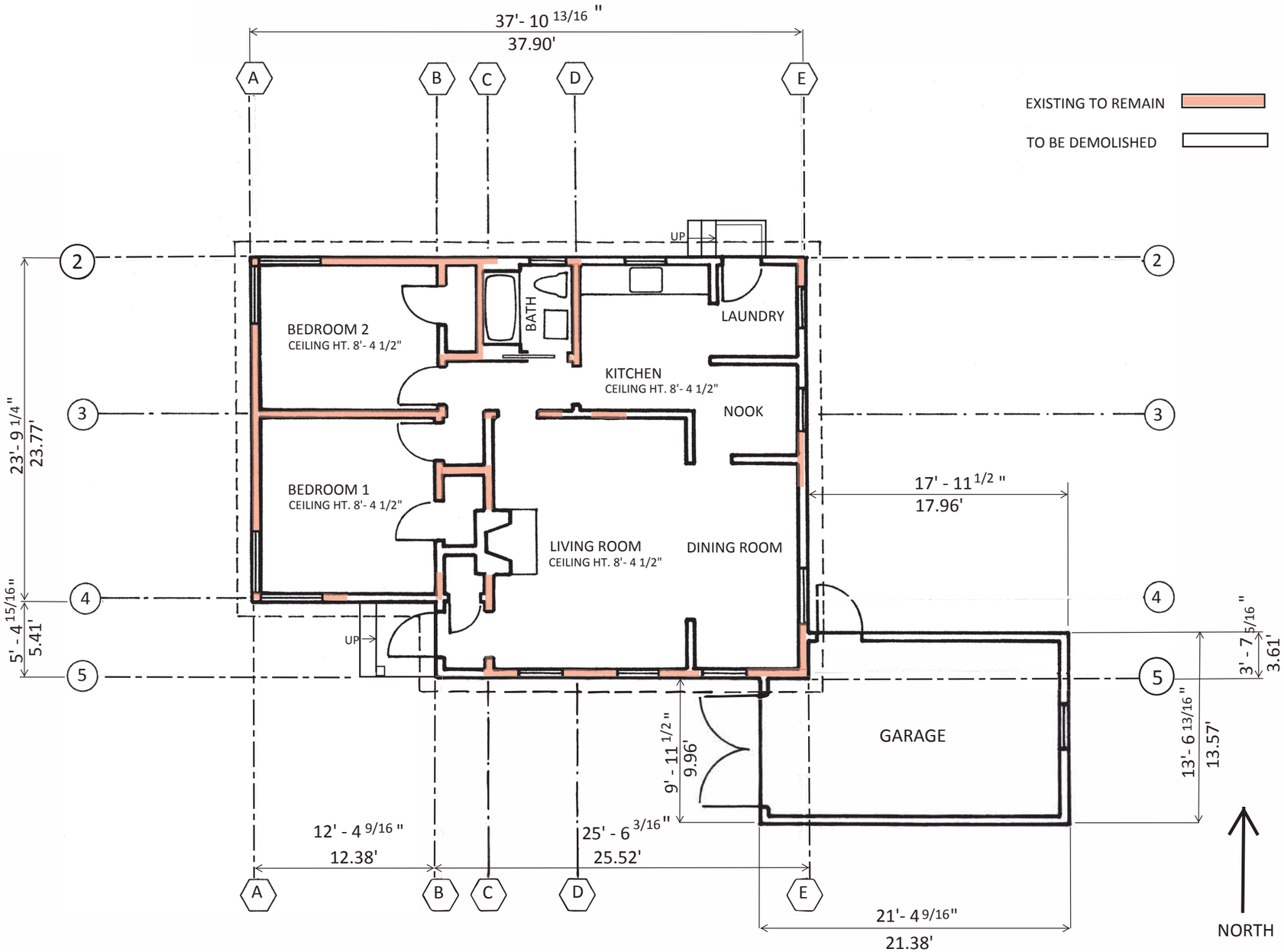
ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

PROPOSED SITE & ROOF PLAN

SHEET:
A 2

OF 28 SHEETS



1 EXISTING FLOOR PLAN, DEMOLITION PLAN 1/8"= 1'- 0"

1/15/2021	
7/15/2021	

ARCHITECT:
HASSAN AFROOKTEH C-22540
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REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

EXISTING FLOOR PLAN & DEMOLITION PLAN

SHEET:
A 3
OF 28 SHEETS

5 LAUREL AVE.

GARAGE

1055 SAN ANSELMO AVE.

A B C D

16' - 0"

PAVERS

A
A18

PORCH

UP

PAVERS

1

2

2' - 6"

40 sq. ft.

AC

AC

OVEN

BATH

REF.

UP

BEDROOM 1

KITCHEN

3

23' - 9 1/4"

31' - 8 1/4"

RAISED
WOOD
DECK

B
A18

RANGE

BEDROOM 2

LIVING/DINING
CEILING HT. 8'-4" (EXISTING)

B
A18

4

PORCH

ENTRY
168 sq. ft.

FP

UP

9' - 11"

CLOSET

BATH

4' - 6"

5

UP

WALKWAY
PAVERS

UP

4' - 6"

A
A18

PAVERS

GARAGE

GARAGE

15 LAUREL AV.

1 PROPOSED FIRST FLOOR PLAN

1/8" = 1'- 0"

NORTH

ITEM 7 - ATTACHMENT 3

2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

PROPOSED
FIRST
FLOOR
PLAN

SHEET:
A 4
OF 28 SHEETS

5 LAUREL AVE.

GARAGE

1055 SAN ANSELMO AVE.

25' - 6"

ROOF

ROOF

AC

AC

UP

ROOF

UTILITY
CEILING
HT. 7'-4"
TO 8'-0"

CLOSET

BATH

11' - 0"

ROOF

BEDROOM 3
CEILING HT.
9' TO 12'

536 sq. ft.

DECK

14' - 0"

29' - 6"

FLAT
ROOF

LANDING
CEILING
HT. 8'-0"

DN

4' - 6"

19' - 6"

6' - 0"

GARAGE

GARAGE

15 LAUREL AV.

1 PROPOSED SECOND FLOOR PLAN 1/8" = 1' - 0"

NORTH

2/4/2021
7/15/2021

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REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

PROPOSED
SECOND FLOOR
PLAN

SHEET:
A 5
OF 28 SHEETS

1/15/2021
7/15/21

TRASH, YARD & RECYCLING BINS

GATE

PARKING

PARKING

FLOW

DS

DS

PAVERS OVER
PERMEABLE
CLASS 2 BASE

FLOW

AC

AC

DS

SHRUBS

5, 6

SCREEN HEDGE

NEW CONCRETRE
DRIVEWAY
APPROACH PER
MARIN COUNTY
UNIFORM STANDARDS

NEW CONCRETE
SIDEWALK PER
MARIN COUNTY
UNIFORM STANDARDS

1

2

EXISITNG CURB, GUTTER &
PLANTER TO REMAIN

4

7

1

8

REMOVE EXISTING
DRIVEWAY APPROACH,
REPLACE CURB

5, 6

1

HEDGE

ARTIFICIAL TURF
OVER PERMEABLE
CLASS 2 BASE

HEDGE

SHRUBS

4

7

RESIDENCE

DS

4

7

DS

SHRUBS

DS

FLOW

PAVERS OVER
PERMEABLE
CLASS 2 BASE

FLOW

3

WOOD DECK OVER
NATURAL GRADE

DS

WOOD DECK OVER
EXISTING SLAB

DS

EXISTING GARAGE SLAB TO REMAIN

SCREEN HEDGE

SCREEN HEDGE

3

TOTAL SITE AREA:	3,983 Sq. Ft.
TOTAL IMPERMEABLE AREA:	1,644 Sq. Ft.
TOTAL PERMEABLE AREA:	2,339 Sq. FT.
PERCENT PERMEABLE:	58.7 %

1 PROPOSED LANDSCAPE PLAN

1/8" = 1' - 0"

ARCHITECT:
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20 LINCOLN PARK
SAN ANSELMO, CA 94960

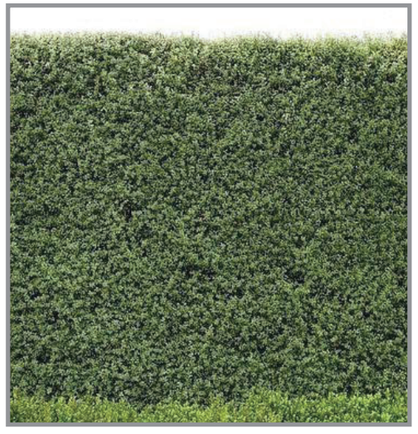
PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

PROPOSED
LANDSCAPE
PLAN

SHEET:
A 6
OF 28 SHEETS

PLANT LIST FOR 9 LAUREL AVENUE

Number	Quantity	Size	Botanical Name	Common Name	Mature Ht.	Spacing	Low Water	Native	Fire Resistant
1	3	24"/ 36" Box	Lagerstroemia Indica x Fauriei 'Natchez'	Natchez Crape Myrtle	20'	24'-28'	Yes	No	Yes
2	15	5 Gallon	Pittosporum Tenuifolium 'Silver Star'	Silver Star Pittosporum	8'		Yes	No	No
3	13	24" Box	Podocarpus Gracilior	Fern Pine	20'	6'	Yes	No	Yes
4	16	1 Gallon	Lavandula x Intermedia 'Provence'	French Lavender	2'	4' or per plan	Yes	No	Yes
5	2	2 Gallon	Rhododendron x 'RLH1-1P2'	Red Reblooming Azalea	3' - 4'	6'	No	No	Yes
6	4	1 Gallon	Nephrolepis Cordifolia	Fishbone Fern	1' - 2'	4'	No	No	Yes
7	4	1 Gallon	Lomandra Longifolia Breeze	Dwarf Mat Rush	2' - 3'	8'	Yes	No	Yes
8	1	15 Gallon	Rosa x 'Meiviowit'	White Eden Climbing Rose	8' - 12'	NA	No	No	Yes



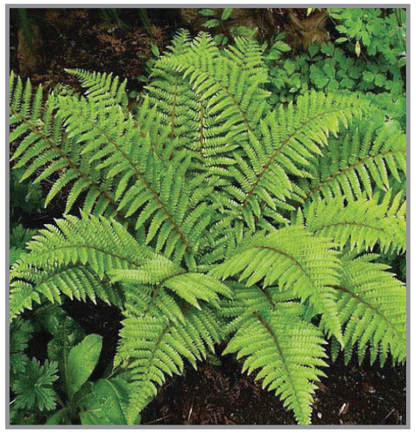
Pittosporum



Lavender



Azalea



Fern



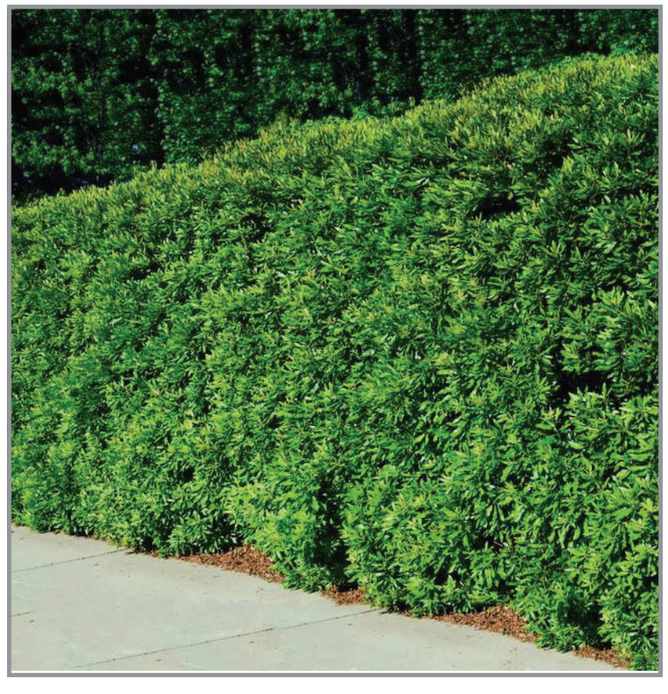
Dwarf Mat Rush



Climbing Rose



Crepe Myrtle



Fern Pine

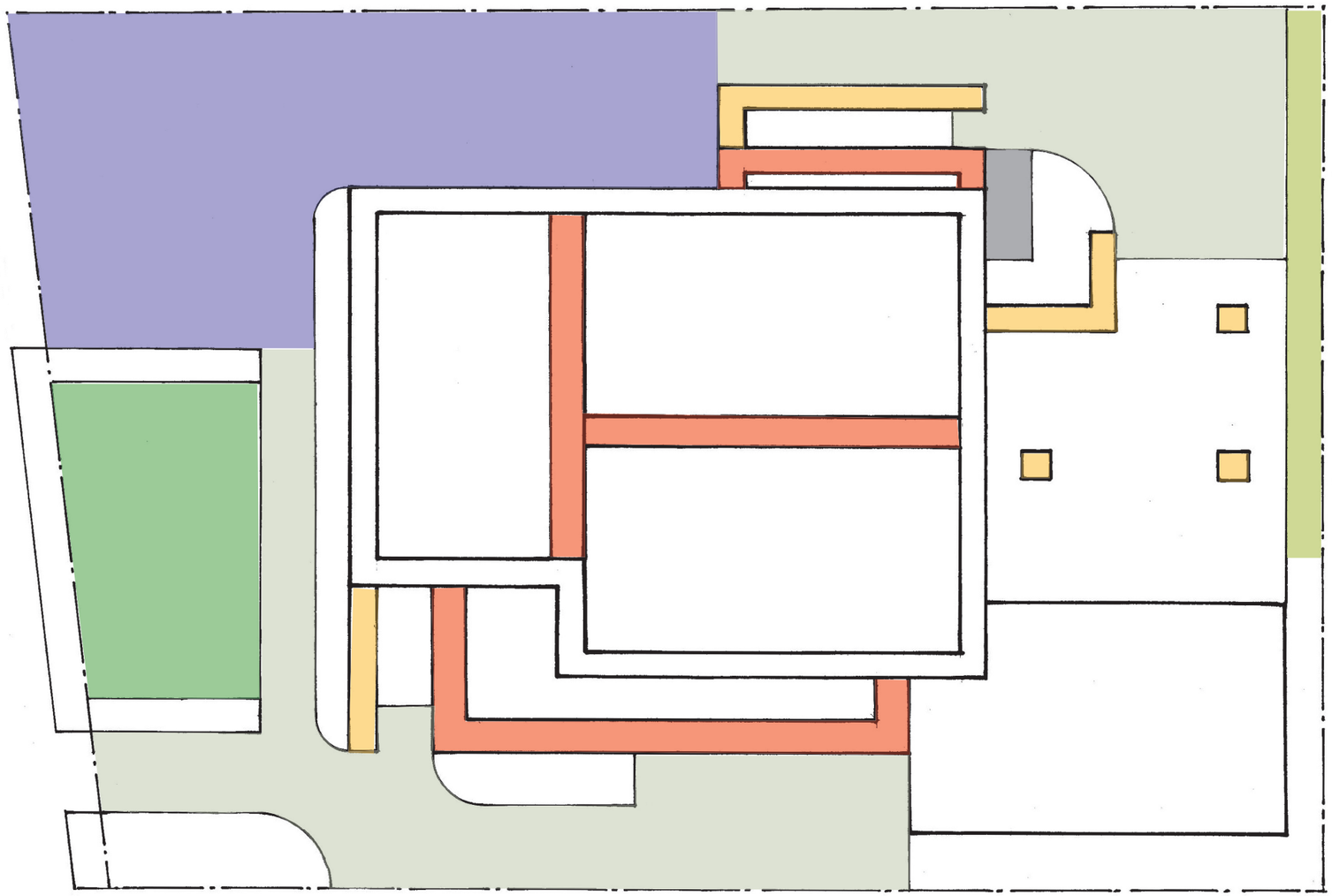
2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

PLANT LIST
&
PHOTOS

SHEET:
A 7
OF 28 SHEETS



NORTH

GRADING PLAN

1/8" = 1' - 0'

Key	Area sq. ft.	Profile	C.Y. Cut	C.Y. Fill	Key	Area sq. ft.	Profile	C.Y. Cut	C.Y. Fill
	2,116	No grading in these areas	0	0		190	1' Deep Perimeter Footing	7	0
	602	Pavers over 9" Class 2 AB	22	17		70	1' deep Deck Footing	2.6	0
	700	Pavers over 5" Class 2 AB	17	11		72	2.5' Deep Landscape Mix	0	6.7
	216	Synth. turf over 5" Class 2 AB	3.3	3.3		18	4" Slab on Grade	0.2	0
Subtotal			42.3	31.3				9.8	6.7
Total C. Y. Volume of Cut & Fill			90.1						

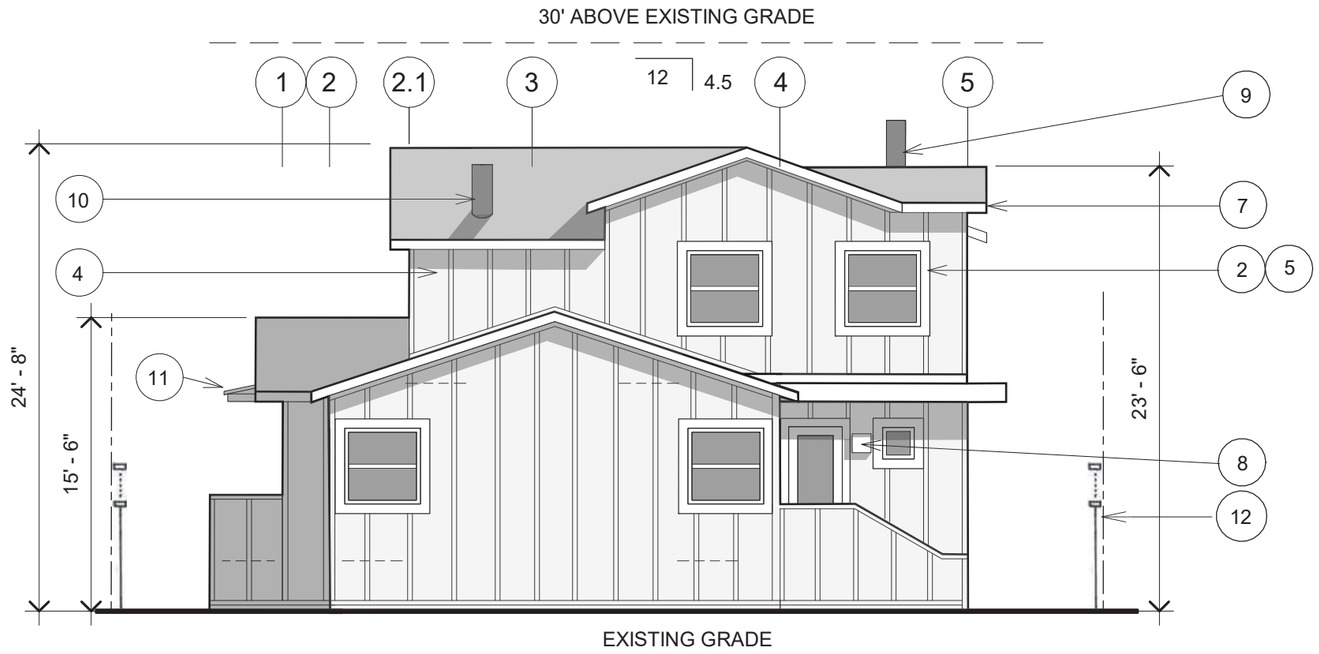
ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

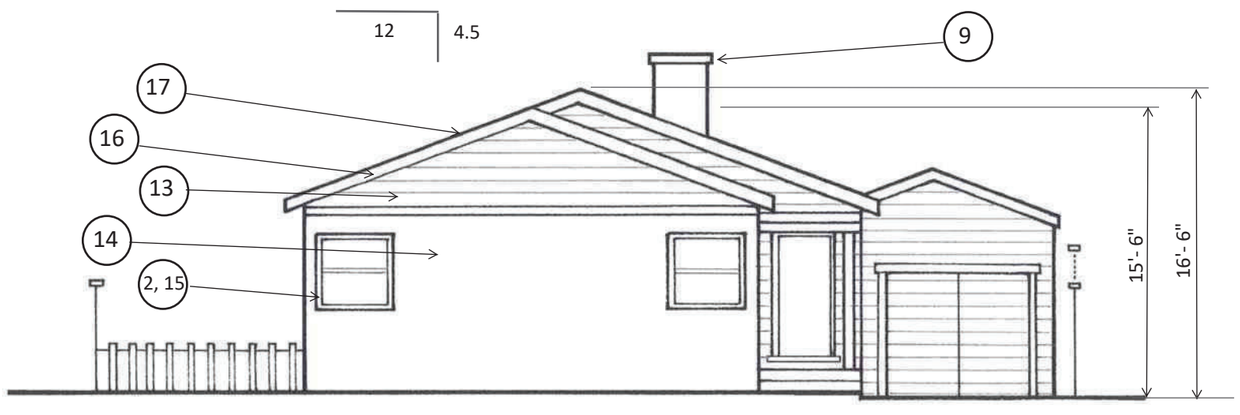
GRADING PLAN
CUT & FILL VOLUME

SHEET:
A 8
OF 28 SHEETS

2/4/2021
7/15/2021



1 PROPOSED WEST ELEVATION 1/8"= 1'- 0"



2 EXISTING WEST ELEVATION 1/8"= 1'- 0"

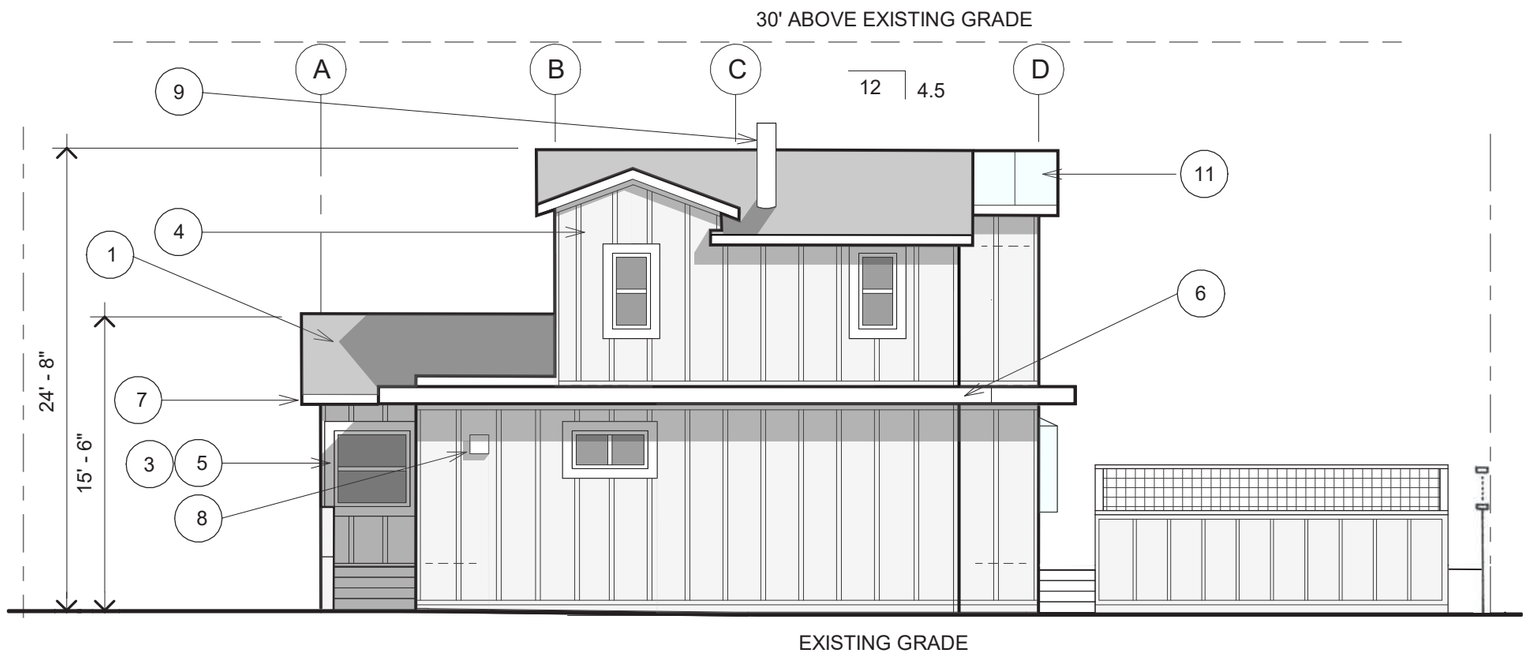
1. Composition Shingles, Light Gray
2. Vinyl Windows, White
3. Vinyl Patio Door, White
4. Board and Batten Siding, Light Gray
5. 1 x 6 Wood Trim, White
6. 2' Overhang
7. Wood Facia, White
8. Light Fixture, Shielded
9. Chimney
10. Flue
11. Multi-Wall Polycarbonate Overhang, Ice
12. Wood Fence, Stained
13. 1 x 8 Siding, Off-White
14. Stucco, Off- White
15. Wood Trim, Dark Green
16. Wood Facia, Dark Green
17. Composition Shingles, Brown

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

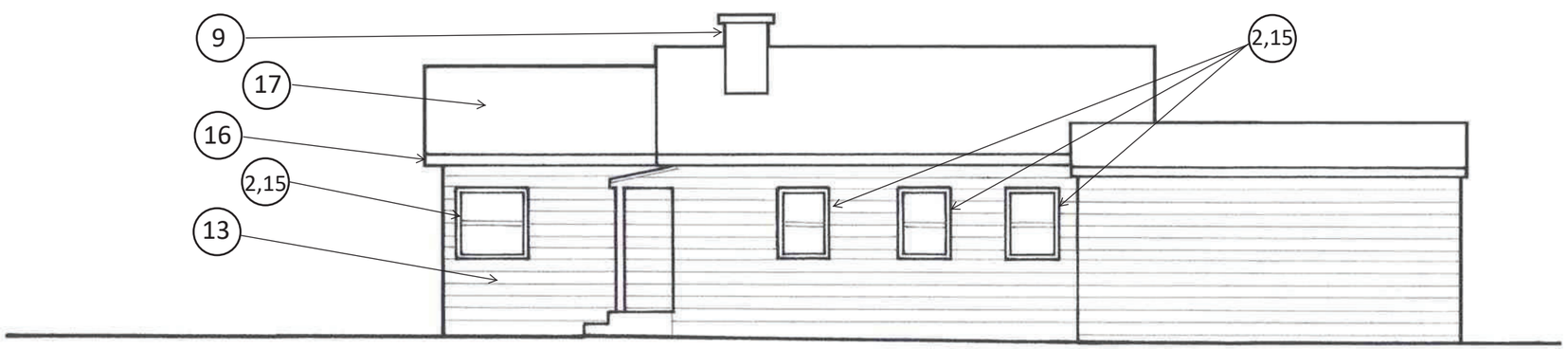
PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

EXISTING AND PROPOSED WEST ELEVATIONS

SHEET:
A 9
OF 28 SHEETS



1 PROPOSED SOUTH ELEVATION 1/8"= 1'- 0"



2 EXISTING SOUTH ELEVATION 1/8"= 1'- 0"

1. Composition Shingles, Light Gray
2. Vinyl Windows, White
3. Vinyl Patio Door, White
4. Board and Batten Siding, Light Gray
5. 1 x 6 Wood Trim, White
6. 2' Overhang
7. Wood Facia, White
8. Light Fixture, Shielded
9. Chimney
10. Flue
11. Multi-Wall Polycarbonate Overhang, Ice
12. Wood Fence, Stained
13. 1 x 8 Siding, Off-White
14. Stucco, Off- White
15. Wood Trim, Dark Green
16. Wood Facia, Dark Green
17. Composition Shingles, Brown

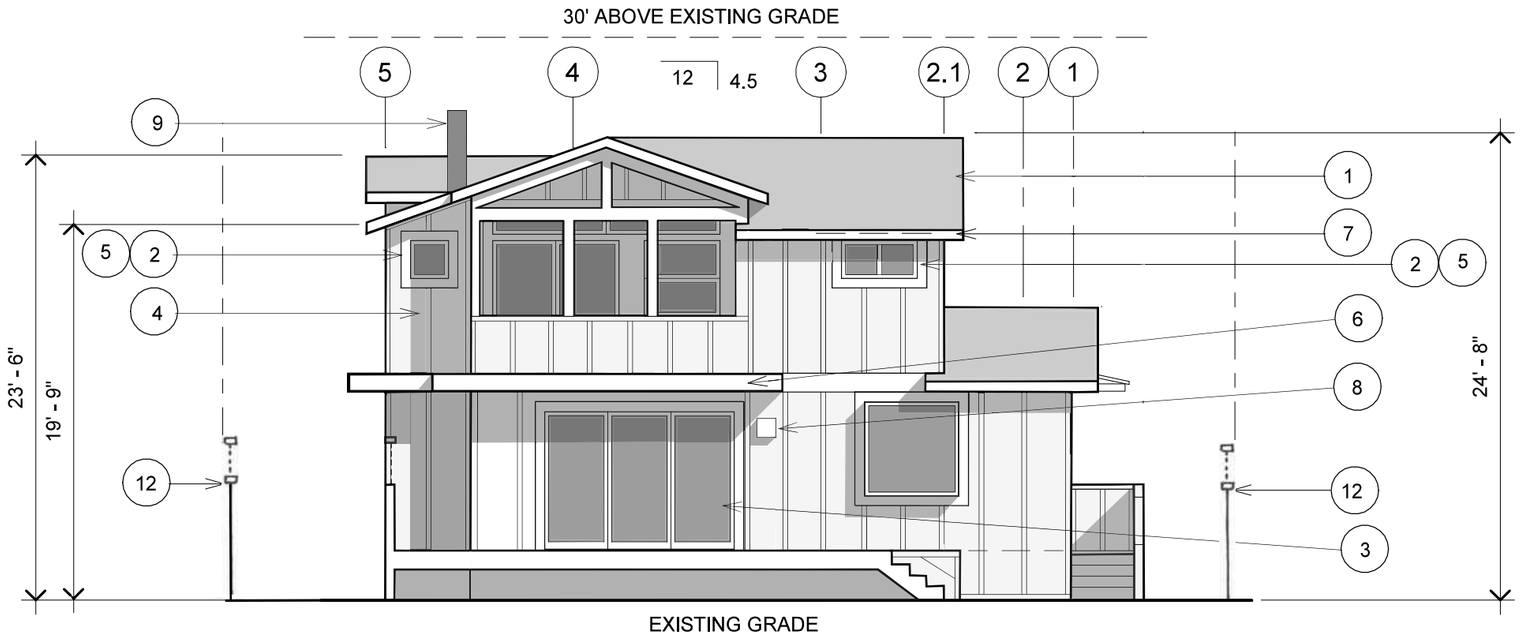
2/4/2020
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

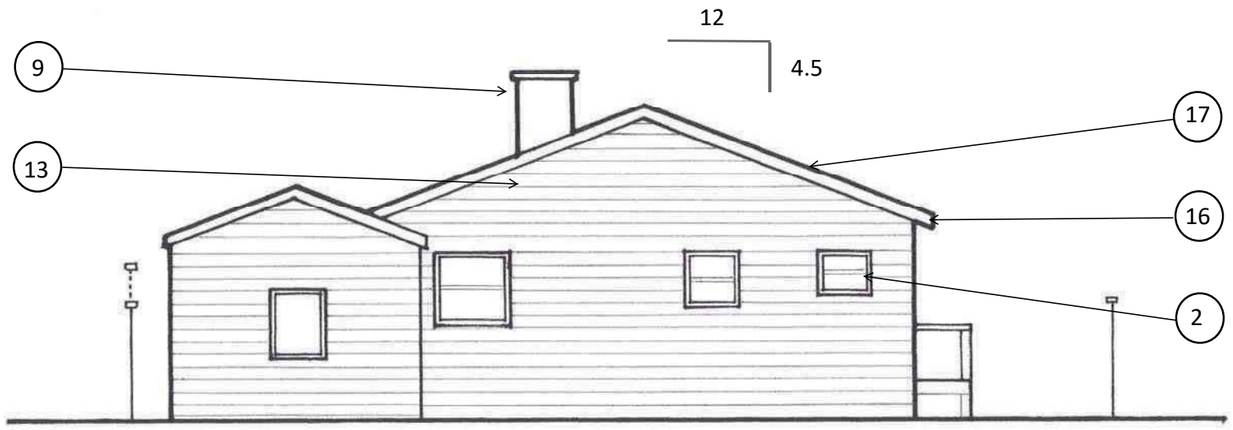
PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

EXISTING AND PROPOSED SOUTH ELEVATIONS

SHEET:
A 10
OF 28 SHEETS



1 PROPOSED EAST ELEVATION 1/8"= 1'- 0"



2 EXISTING EAST ELEVATION 1/8"= 1'- 0"

1 Composition Shingles, Light Gray
2 Vinyl Windows, White
3 Vinyl Patio Door, White
4 Board and Batten Siding, Light Gray
5 1 x 6 Wood Trim, White
6 2' Overhang
7 Wood Facia, White
8 Light Fixture, Shielded
9 Chimney
10 Flue
11 Multi-Wall Polycarbonate Overhang, Ice
12 Wood Fence, Stained
13 1 x 8 Siding, Off-White
14 Stucco, Off- White
15 Wood Trim, Dark Green
16 Wood Facia, Dark Green
17 Composition Shingles, Brown

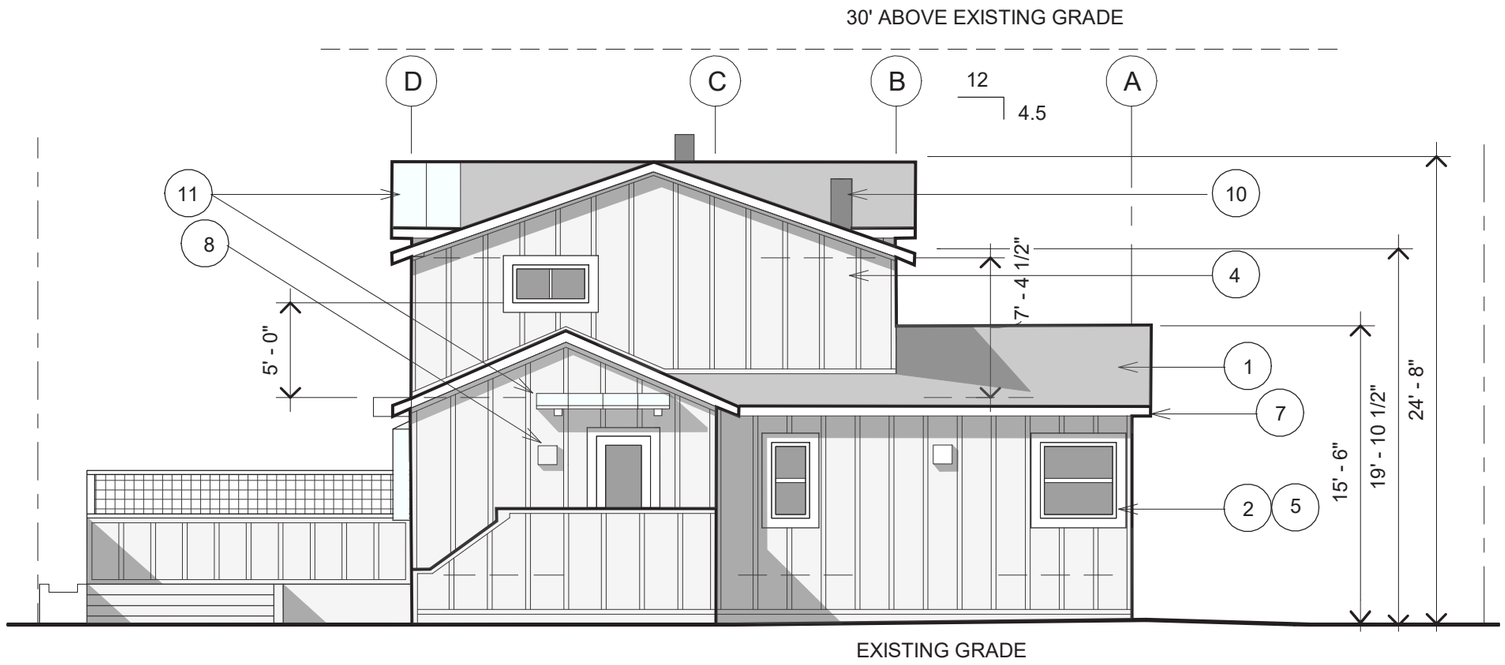
2/4/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

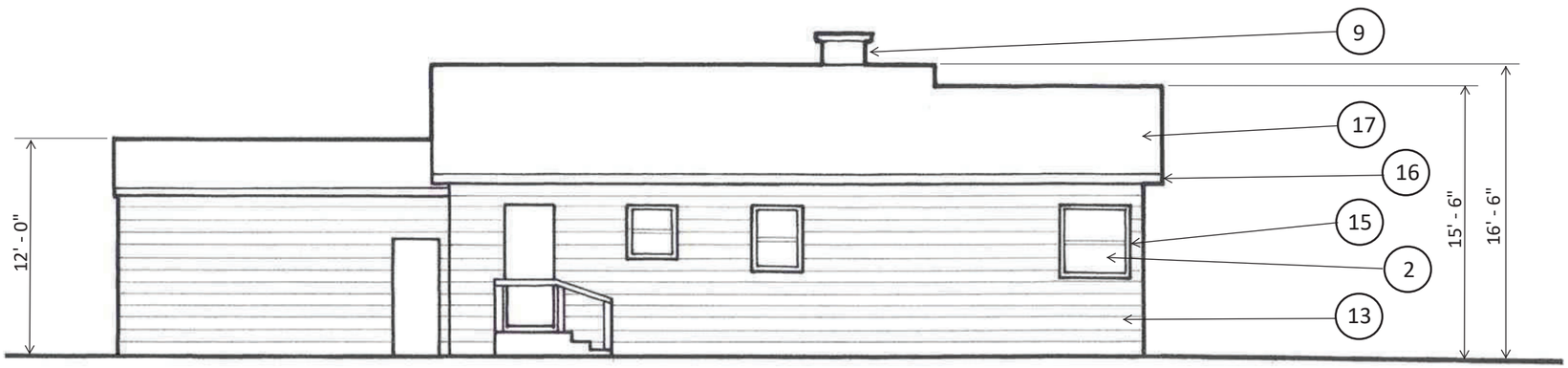
PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

EXISTING AND PROPOSED EAST ELEVATIONS

SHEET:
A 11
OF 28 SHEETS



1 PROPOSED NORTH ELEVATION 1/8"= 1'- 0"



2 EXISTING NORTH ELEVATION 1/8"= 1- 0"

1. Composition Shingles, Light Gray
2. Vinyl Windows, White
3. Vinyl Patio Door, White
4. Board and Batten Siding, Light Gray
5. 1 x 6 Wood Trim, White
6. 2' Overhang
7. Wood Facia, White
8. Light Fixture, Shielded
9. Chimney
10. Flue
11. Multi-Wall Polycarbonate Overhang, Ice
12. Wood Fence, Stained
13. 1 x 8 Siding, Off-White
14. Stucco, Off- White
15. Wood Trim, Dark Green
16. Wood Facia, Dark Green
17. Composition Shingles, Brown

2/4/2021
7/15/2021

ARCHITECT:
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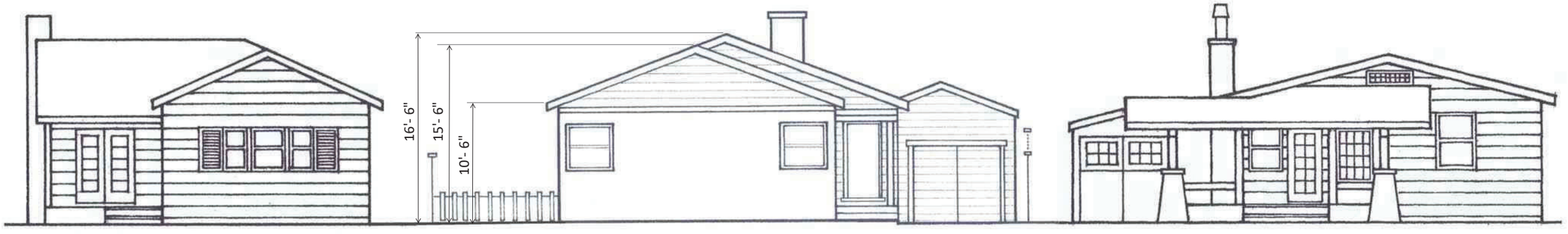
EXISTING AND PROPOSED NORTH ELEVATIONS

SHEET:
A 12
OF 28 SHEETS



1 PROPOSED STREET ELEVATION

1" = 10' - 0"



2 EXISTING STREET ELEVATION

1" = 10' - 0"

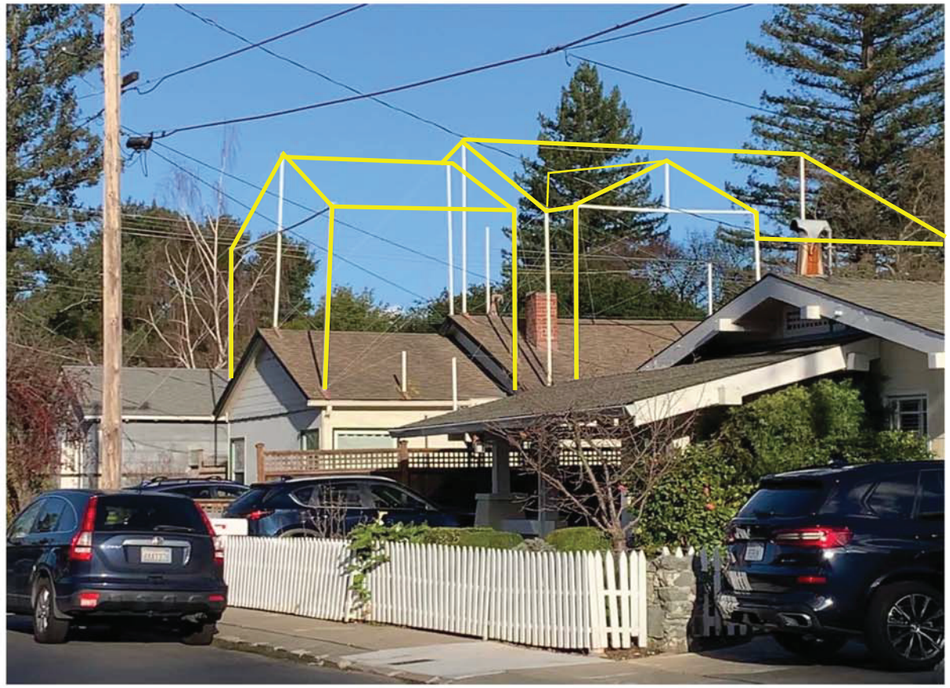
3/4/2021
7/15/2021

ARCHITECT:
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REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

PROPOSED AND EXISTING STREET ELEVATIONS

SHEET
A 13
OF 28 SHEETS



INITIAL PROPOSAL VIEWED FROM LAUREL AVE.



REVISED PROPOSAL VIEWED FROM LAUREL AVE.



INITIAL PROPOSAL VIEWED FROM CENTER BLVD.



REVISED PROPOSAL VIEWED FROM CENTER BLVD.

2/4/2021	
7/15/2021	

ARCHITECT:
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9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

STORY POLE PHOTOS 1

SHEET:
A 14
OF 28 SHEETS



INITIAL PROPOSAL VIEWED FROM 15 LAUREL BACK YARD



REVISED PROPOSAL VIEWED FROM 15 LAUREL BACK YARD



INITIAL PROPOSAL VIEWED FROM SAN ANSELMO AVE.



REVISED PROPOSAL VIEWED FROM SAN ANSELMO AVE.

2/4/2021	
7/15/2021	

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SAN ANSELMO, CA 94960
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STORY POLE PHOTOS 2

SHEET:
A 15

OF 28 SHEETS



5 LAUREL AVE.



9 LAUREL AVE.



15 LAUREL AVE.



21 LAUREL AVE.



8 LAUREL AVE.



1055 SAN ANSELMO AVE.



51 LAUREL AVE.



2 HILLCREST AVE.



TWO STORY STRUCTURES IN THE IMMEDIATE AREA

ITEM 7 - ATTACHMENT 3

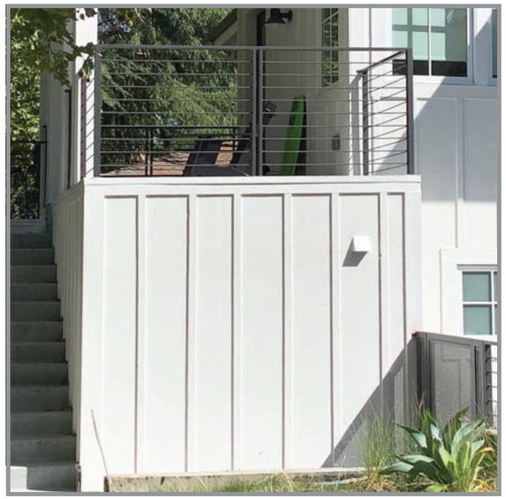
2/4/2021
7/15/2021

ARCHITECT:
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20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

CONTEXT MAP
&
PHOTOS

SHEET:
A 16
OF 28 SHEETS



SIDING



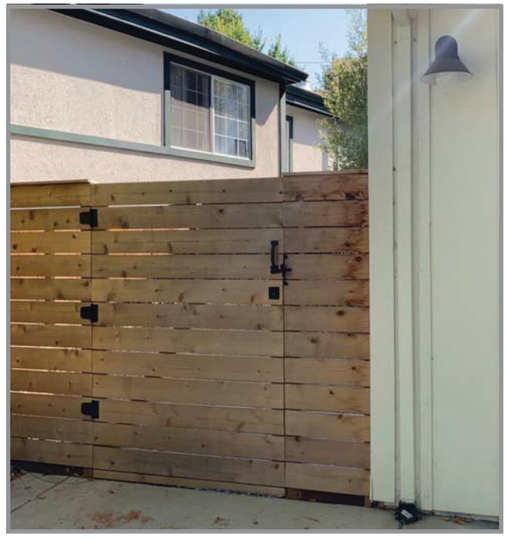
RECESSED COVERED DECK WITH SOLID RAILING



STAIRS



SIDING, CORNER & WINDOW TRIM



GATE IN CEDAR FENCE



CEDAR FENCE WITH LATTICE TOP



ROOFING SHINGLES



EXTERIOR LIGHT FIXTURE

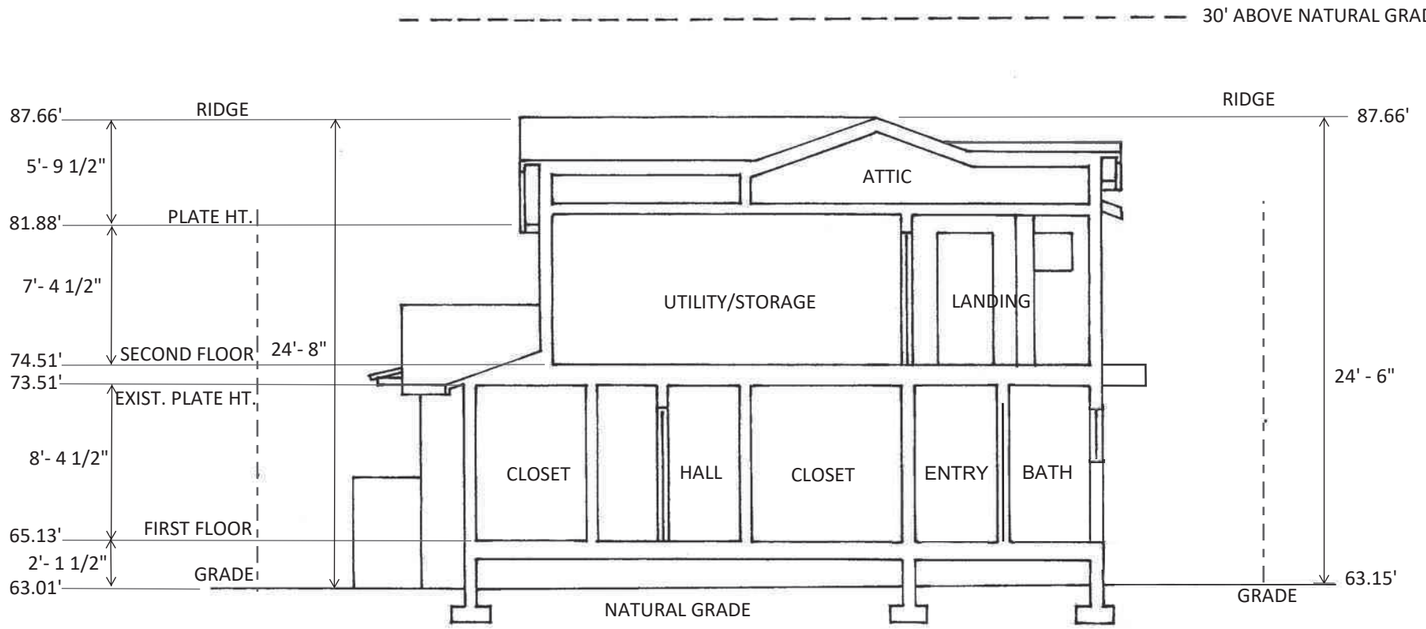
2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

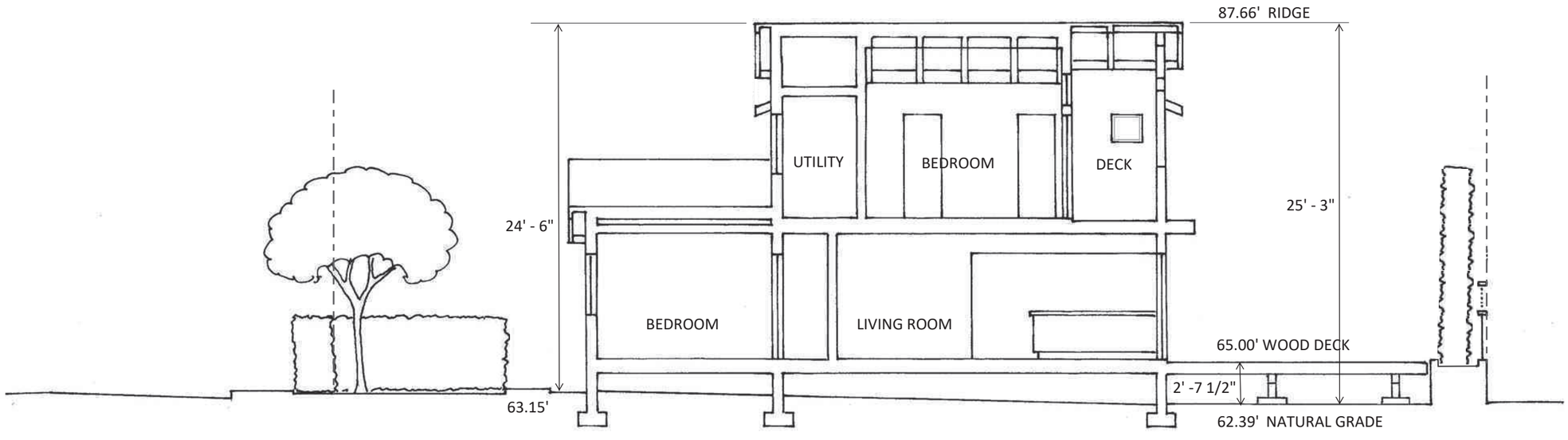
PROPOSED
MATERIALS
&
PHOTOS

SHEET:
A 17
OF 28 SHEETS



A SECTION A-A

1/8"= 1'- 0"



B SECTION B-B

1/8"= 1'- 0"

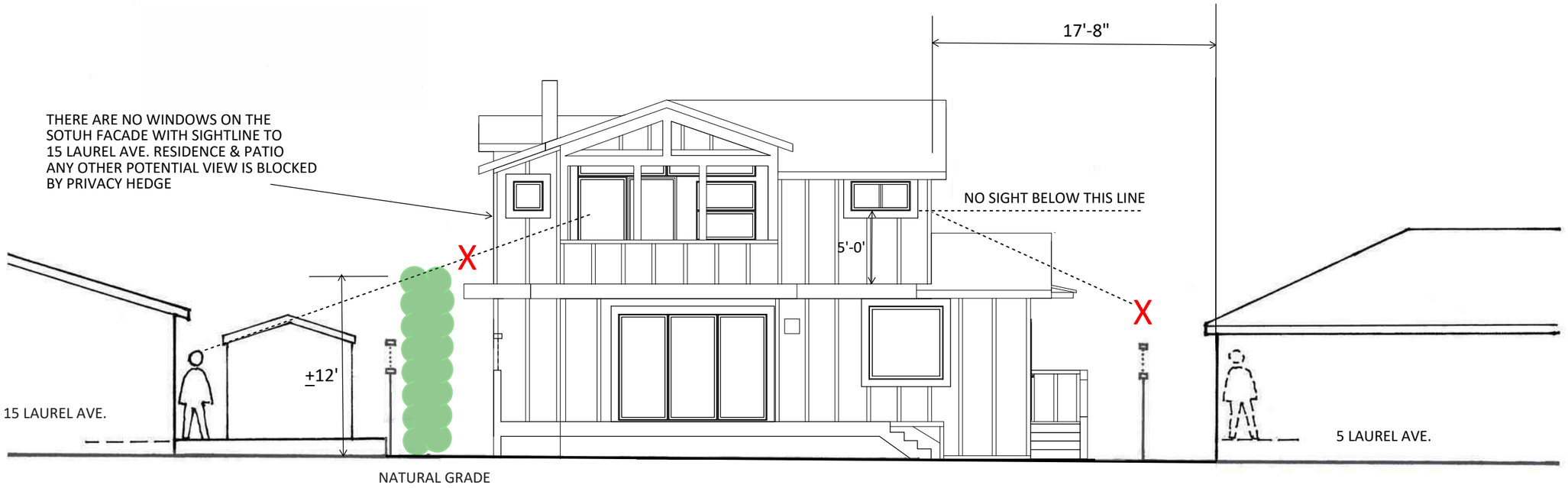
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7/15/2021	

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

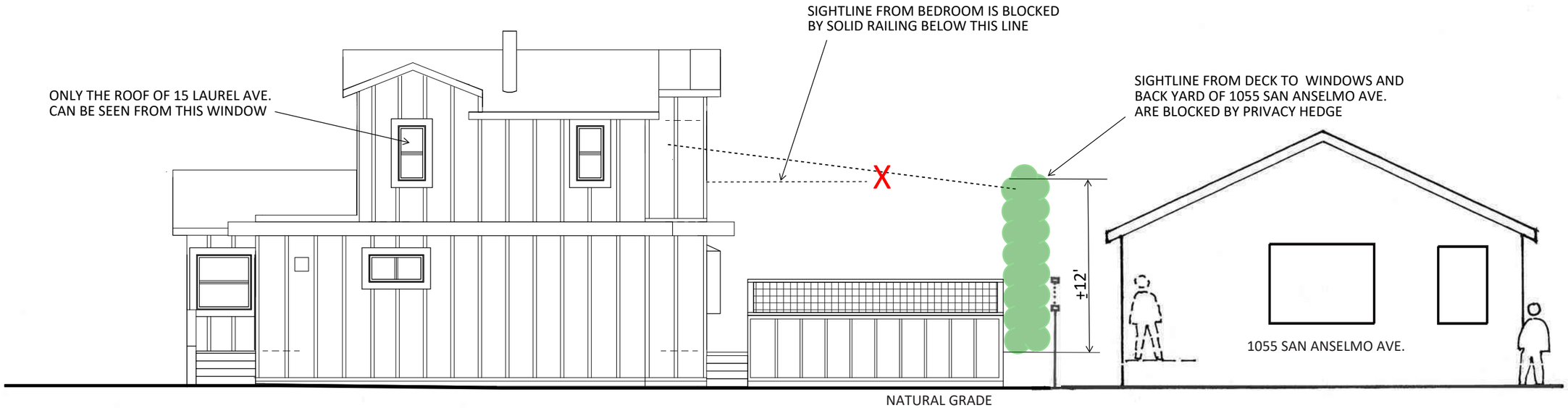
PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

BUILDING CROSS SECTIONS

SHEET:
A 18
OF 28 SHEETS



1 PRIVACY & SIGHTLINES TO SOUTH & NORTH — 1/8" = 1'- 0"



2 PRIVACY & SIGHTLINES TO EAST — 1/8" = 1'- 0"

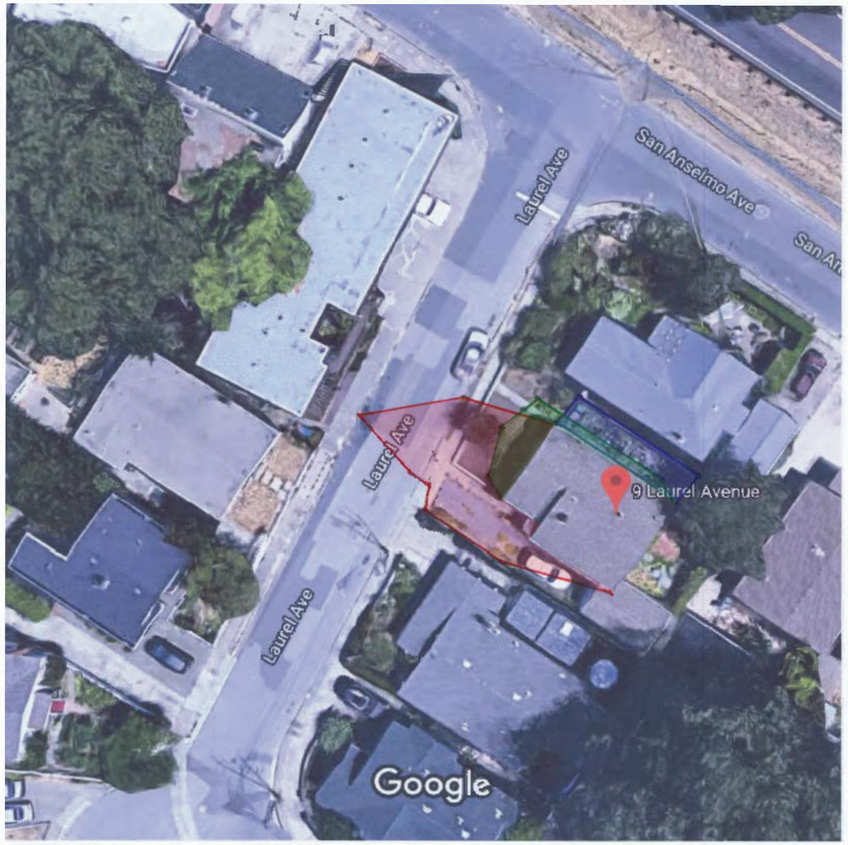
2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

SIGHTLINES & PRIVACY SCREENS

SHEET:
A 19
OF 28 SHEETS



EXISTING SHADOWS 1"=40'



PROPOSED SHADOWS 1"=40'

Existing Sun Angles and Shadows				
HEIGHTS	Roof at Eave			10.5
	Lower Ridge			15.5
	Upper Ridge			16.5
March 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	106.21	150.06	218.23
	Altitude	20.17	48.37	45.64
	Shadow Length Multiplier	2.72	0.89	0.98
SHADOWS		Existing	Existing	Existing
	Eave	**28.6**	**9.3**	**10.3**
	Lower Ridge	**42.2**	**13.8**	**15.2**
	Upper Ridge	**44.9**	**14.7**	**16.2**

Proposed Sun Angles and Shadows				
HEIGHTS	Upper Eave			19.75
	Lower Ridge			15.5
	Upper Ridge			24.7
March 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	106.21	150.06	218.23
	Altitude	20.17	48.37	45.64
	Shadow Length Multiplier	2.72	0.89	0.98
SHADOWS		Proposed	Proposed	Proposed
	Upper Eave	**53.7**	**17.6**	**19.4**
	Lower Ridge	**42.2**	**13.8**	**15.2**
	Upper Ridge	**67.2**	**22.0**	**24.2**

2/4/2021
7/15/2021

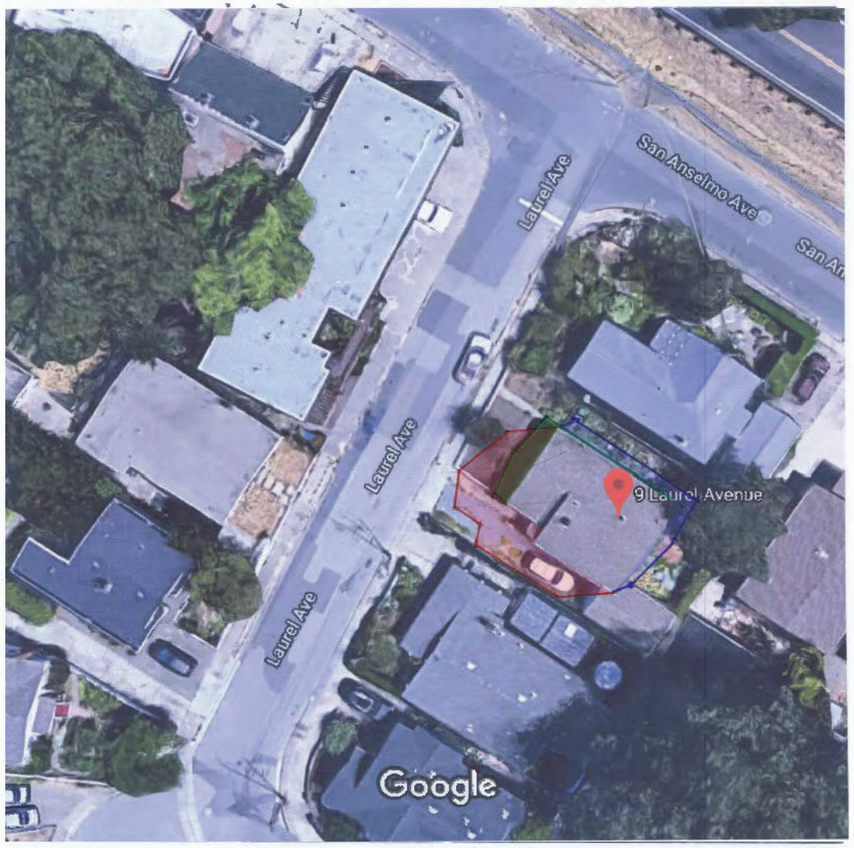
ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

SHADOW STUDIES SPRING

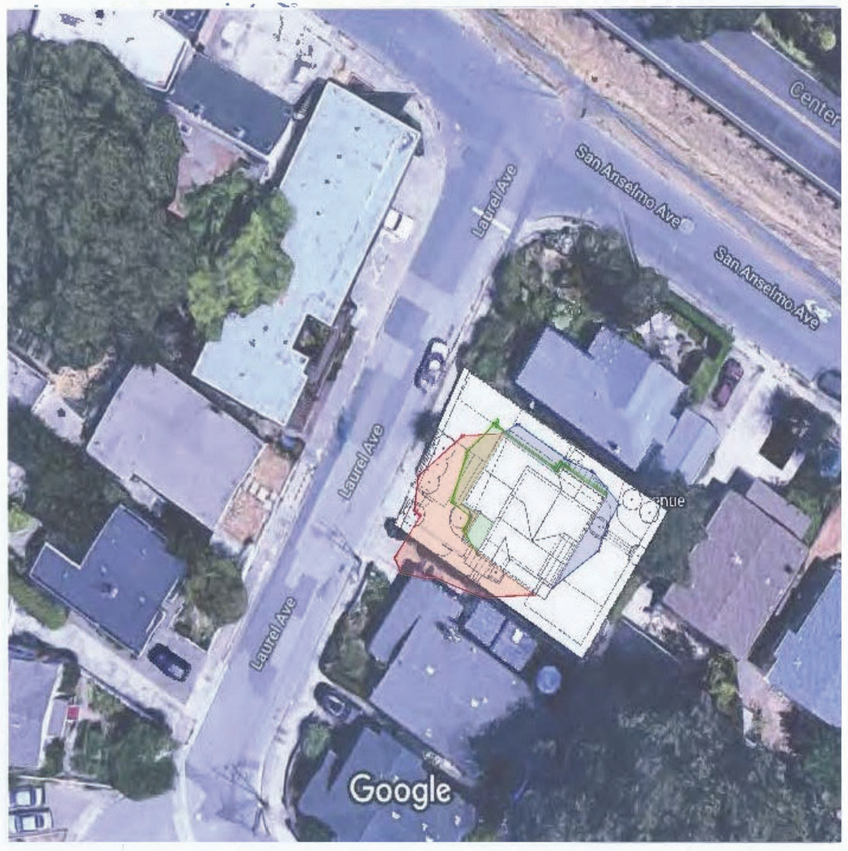
SHEET:
A 20

OF 28 SHEETS



EXISTING SHADOWS 1"=40'

Existing Sun Angles and Shadows				
HEIGHTS	Roof at Eave			10.5
	Lower Ridge			15.5
	Upper Ridge			16.5
June 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	85.99	128.20	245.49
	Altitude	34.97	68.83	62.79
	Shadow Length Multiplier	1.43	0.39	0.51
SHADOWS		Existing	Existing	Existing
	Eave	**15.0**	**4.1**	**5.4**
	Lower Ridge	**22.2**	**6.0**	**8.0**
	Upper Ridge	**23.6**	**6.4**	**8.5**



PROPOSED SHADOWS 1"=40'

Proposed Sun Angles and Shadows				
HEIGHTS	Upper Eave			19.75
	Lower Ridge			15.5
	Upper Ridge			24.7
June 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	85.99	128.20	245.49
	Altitude	34.97	68.83	62.79
	Shadow Length Multiplier	1.43	0.39	0.51
SHADOWS		Proposed	Proposed	Proposed
	Upper Eave	**28.2**	**7.7**	**10.1**
	Lower Ridge	**22.2**	**6.0**	**8.0**
	Upper Ridge	**35.3**	**9.6**	**12.7**

2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

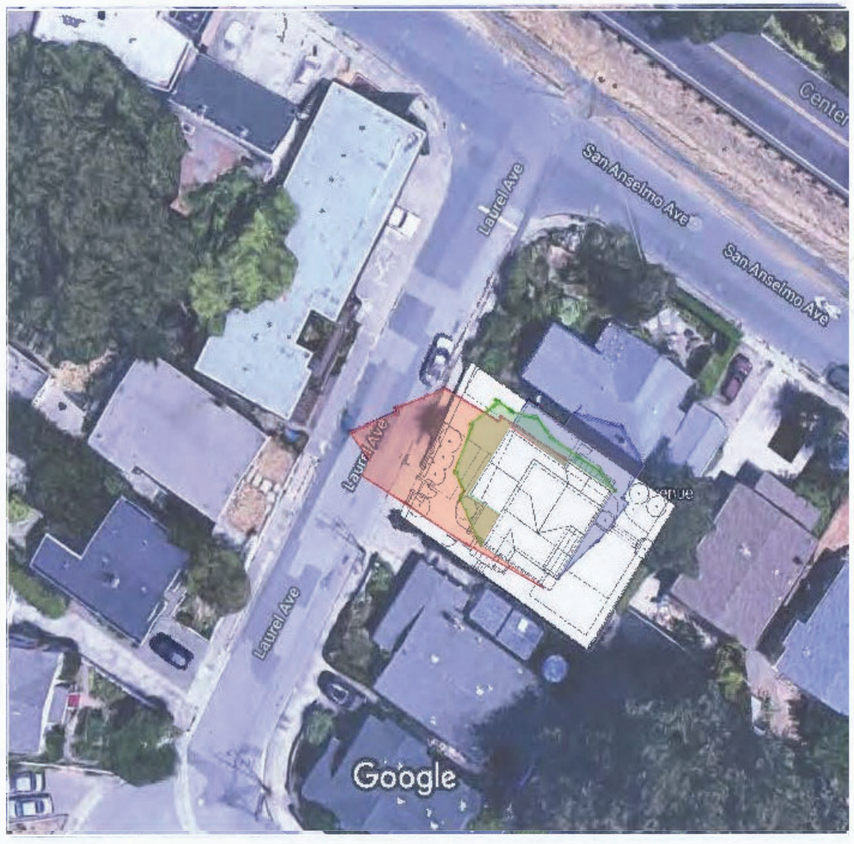
PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

SHADOW STUDIES SUMMER

SHEET:
A 21
OF 28 SHEETS



EXISTING SHADOWS 1"=40'



PROPOSED SHADOWS 1"=40'

Existing Sun Angles and Shadows				
HEIGHTS	Roof at Eave			10.5
	Lower Ridge			15.5
	Upper Ridge			16.5
September 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	108.42	154.94	222.61
	Altitude	23.04	49.89	43.97
	Shadow Length Multiplier	2.35	0.84	1.04
SHADOWS		Existing	Existing	Existing
	Eave	**24.7**	**8.8**	**10.9**
	Lower Ridge	**36.4**	**13.0**	**16.1**
	Upper Ridge	**38.8**	**13.9**	**17.2**

Proposed Sun Angles and Shadows				
HEIGHTS	Upper Eave			19.75
	Lower Ridge			15.5
	Upper Ridge			24.7
September 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	108.42	154.94	222.61
	Altitude	23.04	49.89	43.97
	Shadow Length Multiplier	2.35	0.84	1.04
SHADOWS		Proposed	Proposed	Proposed
	Upper Eave	**46.4**	**16.6**	**20.5**
	Lower Ridge	**36.4**	**13.0**	**16.1**
	Upper Ridge	**58.0**	**20.7**	**25.7**

2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

SHADOW STUDIES AUTUMN

SHEET:
A 22
OF 28 SHEETS



EXISTING SHADOWS 1"=40'



PROPOSED SHADOWS 1"=40'

Existing Sun Angles and Shadows				
HEIGHTS	Roof at Eave			10.5
	Lower Ridge			15.5
	Upper Ridge			16.5
December 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	136.09	177.81	220.65
	Altitude	14.41	28.58	16.62
	Shadow Length Multiplier	3.89	1.84	3.35
SHADOWS		Existing	Existing	Existing
	Eave	**40.8**	**19.3**	**35.2**
	Lower Ridge	**60.3**	**28.5**	**51.9**
	Upper Ridge	**64.2**	**30.3**	**55.3**

Proposed Sun Angles and Shadows				
HEIGHTS	Upper Eave			19.75
	Lower Ridge			15.5
	Upper Ridge			24.7
December 21				
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	136.09	177.81	220.65
	Altitude	14.41	28.58	16.62
	Shadow Length Multiplier	3.89	1.84	3.35
SHADOWS		Proposed	Proposed	Proposed
	Upper Eave	**76.8**	**36.3**	**66.2**
	Lower Ridge	**60.3**	**28.5**	**51.9**
	Upper Ridge	**96.1**	**45.3**	**82.7**

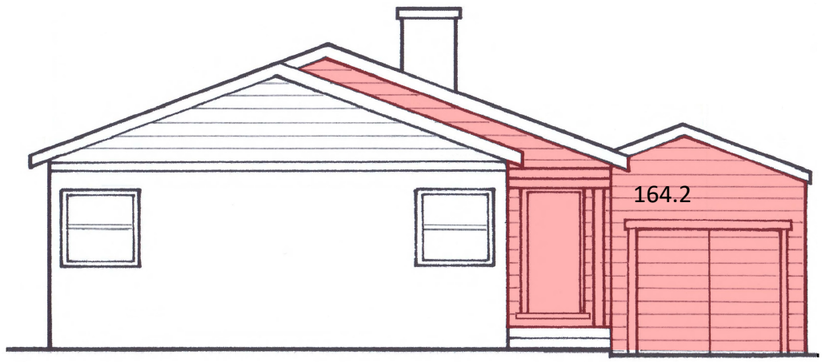
2/4/2021	
7/15/2021	

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

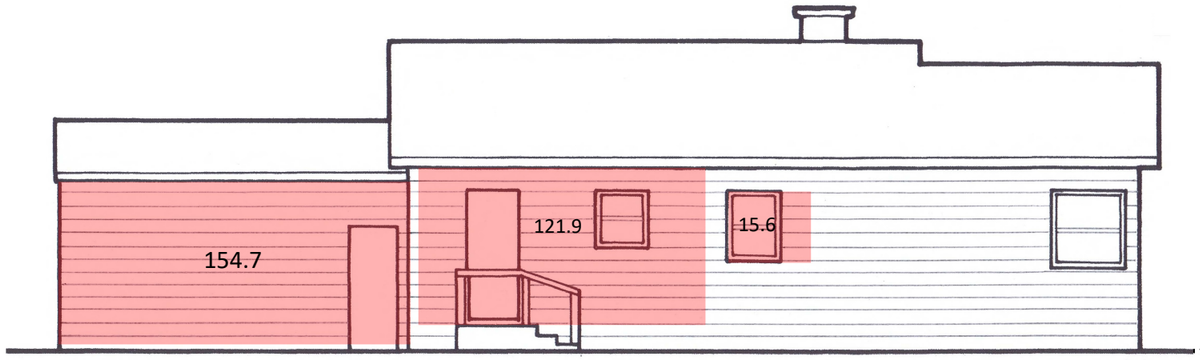
SHADOW STUDIES WINTER

SHEET:
A 23
OF 28 SHEETS



WEST ELEVATION 1/8"= 1'-0"

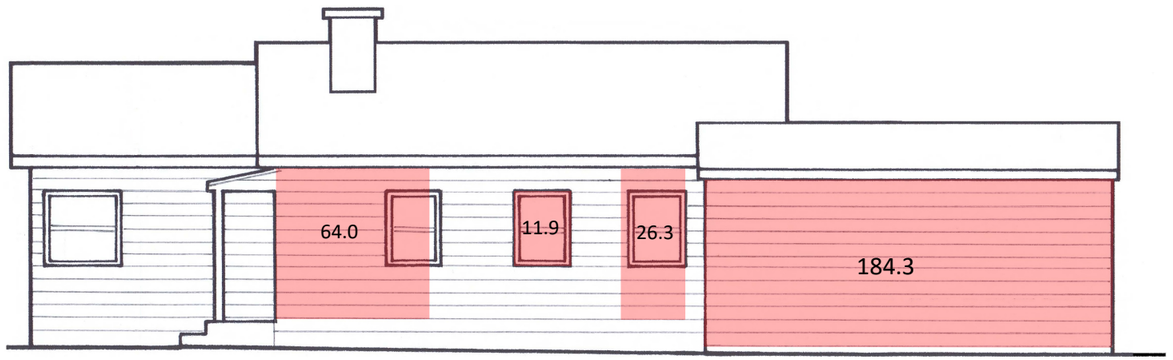
TOTAL AREA : 458.2 sq. ft.
DEMO AREA: 164.2 sq. ft.



NORTH ELEVATION 1/8"=1'-0"

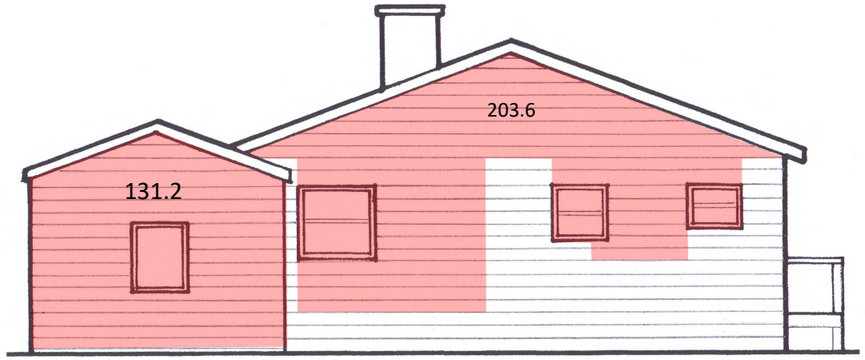
TOTAL AREA : 523.7 sq. ft.
DEMO AREA: 292.2 sq. ft.

TOTAL AREA OF ALL EXTERIOR WALLS:	1,984.3	sq. ft .
TOTAL AREA OF WALL DEMO:	1,077.7	sq. ft.
PERCENT WALL DEMO:	54.3%	



SOUTH ELEVATION 1/8"=1'-0"

TOTAL AREA : 520.7 sq. ft.
DEMO AREA: 286.5 sq. ft.



EAST ELEVATION 1/8"=1'-0"

TOTAL AREA : 481.7 sq. ft.
DEMO AREA: 334.8 sq. ft.

2/4/2021
7/15/2021

ARCHITECT:
HASSAN AFROOKTEH C-22540
20 LINCOLN PARK
SAN ANSELMO, CA 94960

PROJECT:
REMODELING & ADDITION
9 LAUREL AVENUE
SAN ANSELMO, CA 94960
APN: 007-112-11

DEMOLITION QUANTITIES

SHEET:
A 24
OF 28 SHEETS

SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE LAND SURVEYORS' ACT AT THE REQUEST OF HASSAN AFROOKTEH IN NOVEMBER, 2019.

SIGNED: _____
JACQUELINE LUK, PLS 8934

DATE: 4/7/2020

RECORDER'S CERTIFICATE

FILED THIS 17TH DAY OF APRIL, 2020, AT 8:21 A.M. IN BOOK 2020 OF MAPS, AT PAGE 87, AT THE REQUEST OF HASSAN AFROOKTEH AND THE MARIN COUNTY DEPARTMENT OF PUBLIC WORKS.

SERIAL NO.: 2020-0015146

$84

SHELLY SCOTT
COUNTY RECORDER

DEPUTY COUNTY RECORDER

COUNTY SURVEYOR'S STATEMENT

THIS MAP HAS BEEN EXAMINED IN ACCORDANCE WITH SECTION 8766 OF THE LAND SURVEYORS' ACT THIS 8TH DAY OF APRIL, 2020.

BY: _____
TRACY W. PARK, COUNTY SURVEYOR, L.S. 8176

BY: David O. Knell
DAVID O. KNELL, PLS 5301
DEPUTY COUNTY SURVEYOR

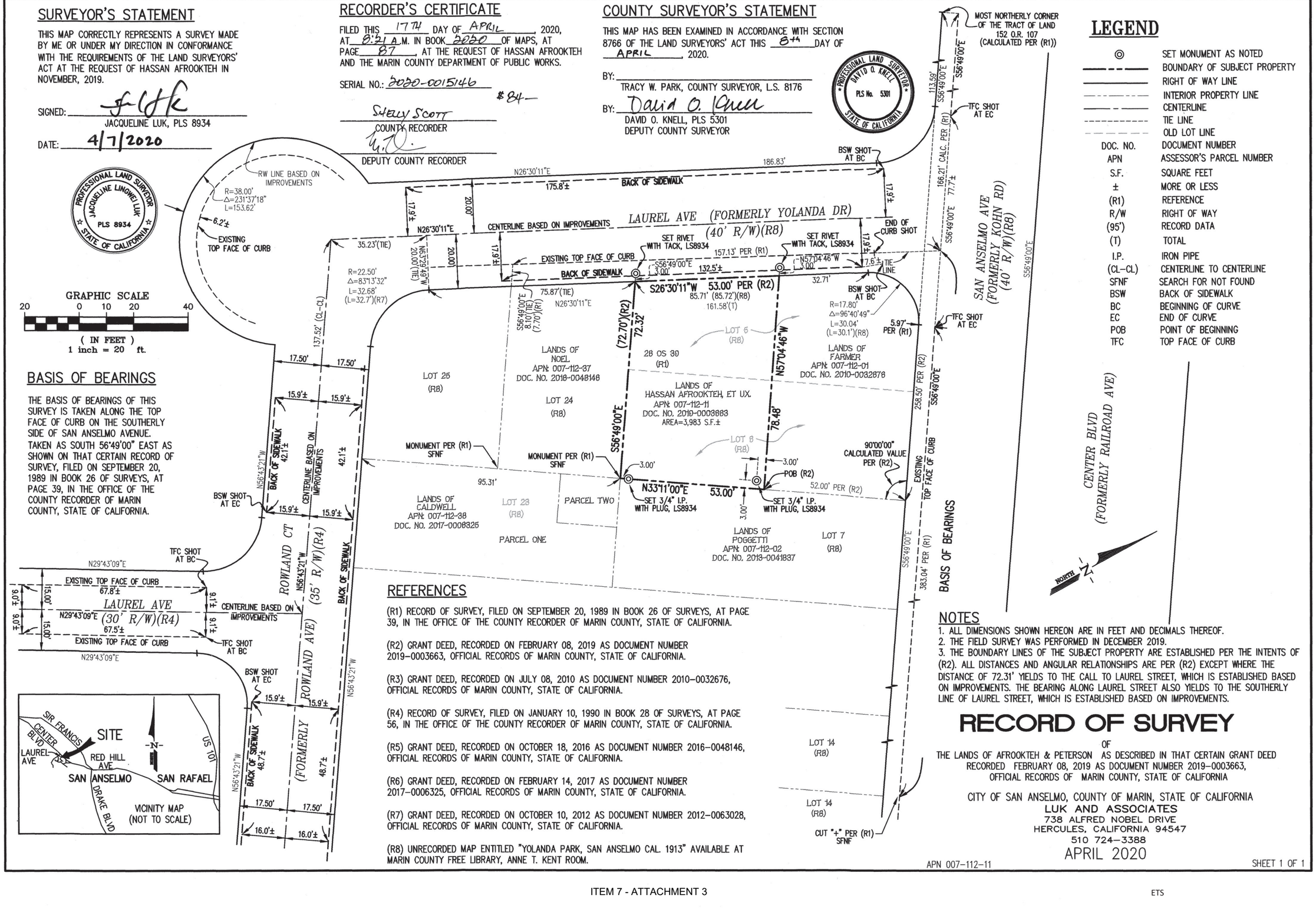
PROFESSIONAL LAND SURVEYOR * DAVID O. KNELL * PLS No. 5301 * STATE OF CALIFORNIA

PROFESSIONAL LAND SURVEYOR * JACQUELINE LINGWEI LUK * PLS 8934 * STATE OF CALIFORNIA

GRAPHIC SCALE
20 0 10 20 40
(IN FEET)
1 inch = 20 ft.

BASIS OF BEARINGS

THE BASIS OF BEARINGS OF THIS SURVEY IS TAKEN ALONG THE TOP FACE OF CURB ON THE SOUTHERLY SIDE OF SAN ANSELMO AVENUE. TAKEN AS SOUTH 56°49'00" EAST AS SHOWN ON THAT CERTAIN RECORD OF SURVEY, FILED ON SEPTEMBER 20, 1989 IN BOOK 26 OF SURVEYS, AT PAGE 39, IN THE OFFICE OF THE COUNTY RECORDER OF MARIN COUNTY, STATE OF CALIFORNIA.



LEGEND

◎	SET MONUMENT AS NOTED
	BOUNDARY OF SUBJECT PROPERTY
	RIGHT OF WAY LINE
	INTERIOR PROPERTY LINE
	CENTERLINE
	TIE LINE
	OLD LOT LINE
DOC. NO.	DOCUMENT NUMBER
APN	ASSESSOR'S PARCEL NUMBER
S.F.	SQUARE FEET
±	MORE OR LESS
(R1)	REFERENCE
R/W	RIGHT OF WAY
(95')	RECORD DATA
(T)	TOTAL
I.P.	IRON PIPE
(CL-CL)	CENTERLINE TO CENTERLINE
SFNF	SEARCH FOR NOT FOUND
BSW	BACK OF SIDEWALK
BC	BEGINNING OF CURVE
EC	END OF CURVE
POB	POINT OF BEGINNING
TFC	TOP FACE OF CURB

REFERENCES

(R1) RECORD OF SURVEY, FILED ON SEPTEMBER 20, 1989 IN BOOK 26 OF SURVEYS, AT PAGE 39, IN THE OFFICE OF THE COUNTY RECORDER OF MARIN COUNTY, STATE OF CALIFORNIA.

(R2) GRANT DEED, RECORDED ON FEBRUARY 08, 2019 AS DOCUMENT NUMBER 2019-0003663, OFFICIAL RECORDS OF MARIN COUNTY, STATE OF CALIFORNIA.

(R3) GRANT DEED, RECORDED ON JULY 08, 2010 AS DOCUMENT NUMBER 2010-0032676, OFFICIAL RECORDS OF MARIN COUNTY, STATE OF CALIFORNIA.

(R4) RECORD OF SURVEY, FILED ON JANUARY 10, 1990 IN BOOK 28 OF SURVEYS, AT PAGE 56, IN THE OFFICE OF THE COUNTY RECORDER OF MARIN COUNTY, STATE OF CALIFORNIA.

(R5) GRANT DEED, RECORDED ON OCTOBER 18, 2016 AS DOCUMENT NUMBER 2016-0048146, OFFICIAL RECORDS OF MARIN COUNTY, STATE OF CALIFORNIA.

(R6) GRANT DEED, RECORDED ON FEBRUARY 14, 2017 AS DOCUMENT NUMBER 2017-0006325, OFFICIAL RECORDS OF MARIN COUNTY, STATE OF CALIFORNIA.

(R7) GRANT DEED, RECORDED ON OCTOBER 10, 2012 AS DOCUMENT NUMBER 2012-0063028, OFFICIAL RECORDS OF MARIN COUNTY, STATE OF CALIFORNIA.

(R8) UNRECORDED MAP ENTITLED "YOLANDA PARK, SAN ANSELMO CAL. 1913" AVAILABLE AT MARIN COUNTY FREE LIBRARY, ANNE T. KENT ROOM.

NOTES

1. ALL DIMENSIONS SHOWN HEREON ARE IN FEET AND DECIMALS THEREOF.
2. THE FIELD SURVEY WAS PERFORMED IN DECEMBER 2019.
3. THE BOUNDARY LINES OF THE SUBJECT PROPERTY ARE ESTABLISHED PER THE INTENTS OF (R2). ALL DISTANCES AND ANGULAR RELATIONSHIPS ARE PER (R2) EXCEPT WHERE THE DISTANCE OF 72.31' YIELDS TO THE CALL TO LAUREL STREET, WHICH IS ESTABLISHED BASED ON IMPROVEMENTS. THE BEARING ALONG LAUREL STREET ALSO YIELDS TO THE SOUTHERLY LINE OF LAUREL STREET, WHICH IS ESTABLISHED BASED ON IMPROVEMENTS.

RECORD OF SURVEY

OF

THE LANDS OF AFROOKTEH & PETERSON AS DESCRIBED IN THAT CERTAIN GRANT DEED RECORDED FEBRUARY 08, 2019 AS DOCUMENT NUMBER 2019-0003663, OFFICIAL RECORDS OF MARIN COUNTY, STATE OF CALIFORNIA

CITY OF SAN ANSELMO, COUNTY OF MARIN, STATE OF CALIFORNIA

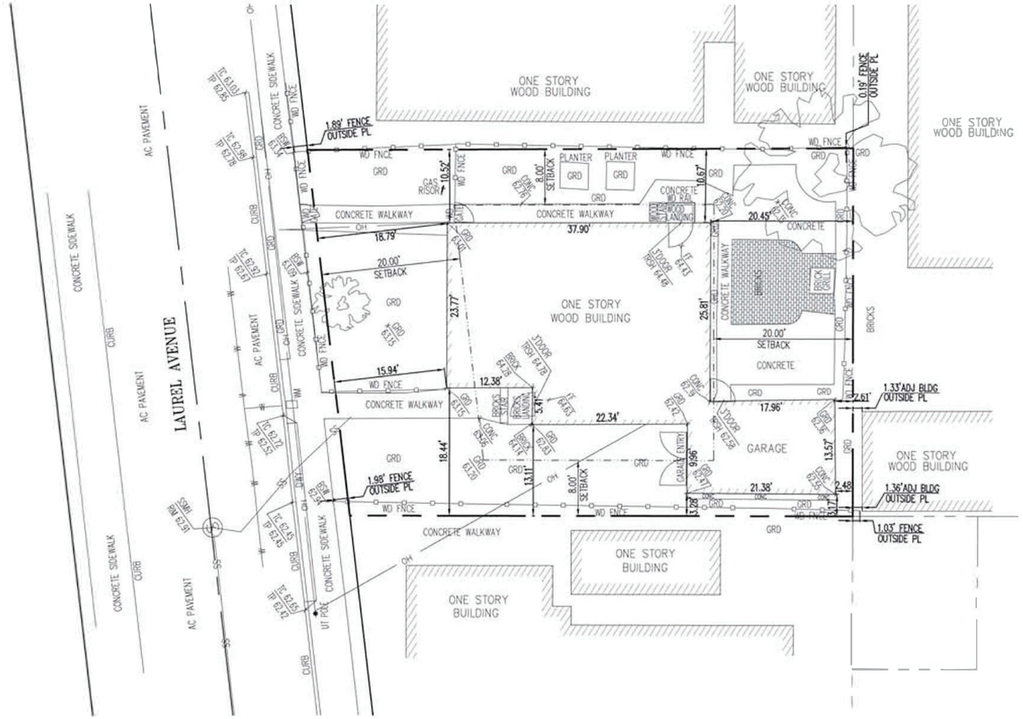
LUK AND ASSOCIATES
738 ALFRED NOBEL DRIVE
HERCULES, CALIFORNIA 94547
510 724-3388

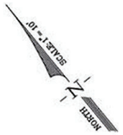
APRIL 2020

APN 007-112-11

SHEET 1 OF 1

SHEET S1 OF 28 SHEETS





GRAPHIC SCALE

10 0 5 10 20

(IN FEET)

1 inch = 10 ft.

LEGEND

SYMBOLS	DESCRIPTION
	BOUNDARY – SUBJECT PROPERTY
	RIGHT-OF-WAY LINE
	INTERIOR LOT LINE
	SETBACK LINE
	BUILDING LINE
	BUILDING HATCH
SS	SANITARY SEWER LINE
W	WATER LINE
WD FENCE	WOOD FENCE
GRD	GROUND
OH	OVERHEAD WIRES
WD RAIL	WOOD RAIL
WD GATE	WOOD GATE
DWY	DRIVEWAY
UT	UTILITY
SSMH	SANITARY SEWER MANHOLE
CONC	CONCRETE
TC 80.03	TOP OF CURB ELEVATION
TP 70.66	TOP OF CURB ELEVATION
BSW 80.19	BACK OF SIDEWALK ELEVATION

TOPOGRAPHIC AND BOUNDARY SURVEY

FOR

9 LAUREL AVENUE

TOWN OF SAN ANSELMO, MARIN COUNTY, CALIFORNIA

APRIL 2019

PREPARED BY

LUK AND ASSOCIATES

CIVIL ENGINEER – LAND PLANNERS – LAND SURVEYORS

738 ALFRED NOBEL DRIVE
HERCULES, CALIFORNIA 94547
(510) 724-3388

SHEET

S2

OF 28 SHEETS

APPLICATION MATERIALS

Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11

7/15/2021



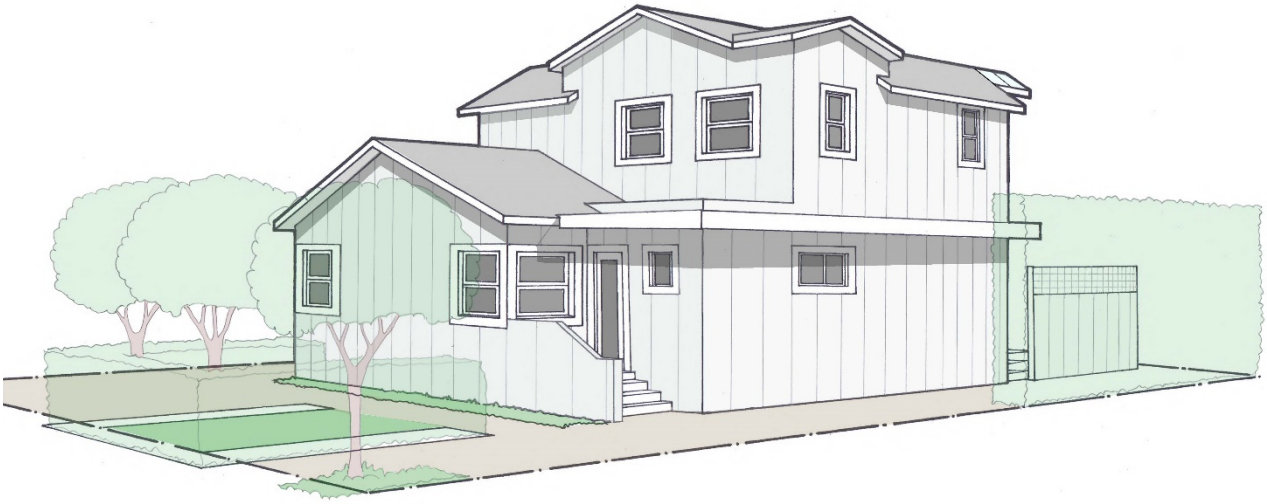


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VARIANCE SUPPLEMENTAL QUESTIONNAIRE ……. Page 6

DESIGN REVIEW FINDINGS ……Page 7

GREEN BUILDING FEATURES ……Page 11

Project Narrative

Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11

This is a third design for this property. It is a redesign of a proposal which was reviewed by the Planning Commission on April 19, 2021, which itself was a redesign of a proposal which was reviewed and subsequently denied by the Planning Commission on January 6, 2020.

This redesign responds to the specific direction given by the Planning Commission at the April 19, 2021 hearing to "either remove the ADU or the second-floor addition" from the project. The current proposal removes the ADU and reduces the floor area of the project by 278 sq. ft. making the lot coverage 31% and FAR 44.8% of the lot area.

This proposal moves the front door of the residence to the front façade facing Laurel Ave., and redesigns the south façade with additional articulation to break up a large expanse of wall on a single plane.

With the elimination of the ADU, the elevated deck is held back to the edge of the main residence, a second privacy fence is added to the south side of the deck, and tall screen plantings are added along the south setback to eliminate any possibility of privacy impacts.

The screen plantings in the rear yard are changed to Podocarpus, which is a fast growing, and fire-safe evergreen alternative to Pittosporum.

Background

The site is developed with a single-family residence built in 1939. Background research indicates that at that time 15-foot front setbacks were required. By today's standards, the existing main residence is non-conforming in front setback. Existing parking is located within setbacks in an existing semi-detached one-car garage located in the south-east corner of the site, and on a driveway in the south side setback.

Overview

The project seeks to add a 536 sq. ft. second story addition consisting of one bedroom and deck, one bathroom, one closet and one utility/storage room. Minor additions on the first floor include a compact entry and straight run of stairs, a 40 sq. ft. addition to the existing kitchen, and a 59 sq. ft. bathroom near the entrance totaling 208 sq. ft. Enclosed parking use is removed. and both parking spaces are relocated from the south to the north side setback. The proposed residence will have a lot coverage of 33% (35% allowed) and an FAR of 44.8% (45% allowed). The project proposes 58.8% of the site surface to become permeable. The proposed maximum height of the project from the existing grade to the upper roof ridge is 24'-8" feet and is 5'-4" under the 30-foot code height limit.

The redesigned project seeks to demolish the existing garage, which entails the demolition of 54.3% of the exterior walls; therefore, will require Design Review for a demolition permit. The project will require a total cut and fill volume of 90.1 cubic yards, therefore will not require a Planning Commission approval for a grading permit.

Planning Department approvals required for the project

The following actions, permits and approvals are required for the proposed project:

1. Design Review for the construction of a second-floor bedroom addition.
2. Design Review for a demolition permit.
3. A variance to relocate 2 existing non-conforming parking spaces from the south side setback to the north side setback.

Materials

The proposed exterior materials include gray board-and-batten siding, white wood trim and fascias, white window and door frames, and light gray asphalt shingle roof. Hardscape materials consist of wood deck over natural grade, tiled porches, pavers on permeable substrate, and artificial turf. The project includes landscaping in front and back yards with trees, hedge screen plants, shrubs and perennials.
Board and batten is a commonly used cladding material in San Anselmo and in Marin county. It is enjoying a new popularity.
In the immediate area board and batten siding can be seen on a second-floor addition at 25 Laurel Ave. and at 96 Redwood Ave. Elsewhere in town it is used in:
18 Mariposa, a newly constructed multi-family housing
MHBB bakery at 101 San Anselmo Ave.
Studio 5 Design, 25 San Anselmo Ave.
Residence at 44 Bolinas Ave.
Residence at 35 Waverly Rd.

Impacts During Construction

Project construction is estimated to take 10 to 12 months.
During project construction, the project contractor shall comply with the Basic Construction Mitigation Measures recommended by BAAQMD:

1. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
3. All visible mud or dirt track-out onto adjacent public roads shall be removed.
4. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible.
5. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers.
6. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
7. Post a publicly visible sign with the telephone number for the building department to contact regarding dust complaints. The Building Official or his designee shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
8. All exposed surfaces shall be watered at a frequency adequate to maintain minimum soil moisture of 12 percent.
9. All trucks and equipment, including their tires, shall be washed off prior to leaving the site.
10. Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways.
11. Minimize the idling time of diesel-powered construction equipment to two minutes.

Odors

Diesel fumes from construction equipment and trucks may be found to be objectionable, but construction of the project would be temporary. The project will not create objectionable odors that affect a substantial number of people, resulting in a less than significant impact.

Site Runoff & Stormwater Management

The proposal does not include any re-grading of the site and does not alter the site's natural drainage patterns. The Town will require Best Management Practices (BMPs) to be implemented at the site during construction and all development projects in San Anselmo must comply with the Town's Grading Ordinance.

Noise and Vibrations

Construction activities associated with construction of the project would temporarily increase noise levels in the project area. Construction activities generate considerable amounts of noise, especially when heavy equipment is used. The construction of the proposed project would temporarily increase noise levels in the immediate vicinity of the project site, would be audible at the nearby residences, and could result in a significant impact. Measures to reduce construction noise to the maximum extent feasible shall be included in contractor specifications and shall include, but not be limited to, the following:

1. Construction equipment shall be properly outfitted and maintained with manufacturer recommended noise-reduction devices to minimize construction- generated noise.
2. All property within 100 feet of the site shall be informed at least two weeks prior to the start of the construction project.
3. A noise disturbance coordinator shall be designated by the project applicant and will be responsible for responding to complaints about construction noise. The telephone number of the disturbance coordinator shall be posted in a conspicuous place at the construction site.
4. Construction hours, including the arrival and departure of employees, shall be limited to 7:00 a.m. to 6:00 p.m. Monday through Friday.
5. Quiet construction work (such as hand painting and work inside the building) shall be allowed until 7:00 p.m. on weekdays and Saturdays from 9:00 a.m. to 5:00 p.m. and Sundays from 12:00 p.m. to 5:00 p.m. The construction work must not be heard from adjacent sites.
6. No amplified music or radios are permitted to be audible off the site.
7. Stationary construction noise sources such as air compressors, generators or pumps shall be shielded to minimize their sound and shall be located as far as practical from existing residences and businesses.
8. Impact tools and equipment shall have intake and exhaust mufflers recommended by the manufacturers. Pavement breakers and jackhammers shall also be equipped with acoustically attenuating shields or shrouds recommended by the manufacturers. In lieu of or in the absence of manufacturers' recommendations, the Director of Public Works shall have the authority to prescribe such means of accomplishing maximum noise attenuation as he deems to be in the public interest, considering the available technology and economic feasibility.
9. All internal combustion engines for construction equipment used on the site shall be properly muffled and maintained.
10. All unnecessary idling of internal combustion engines is prohibited.

Variance Supplemental Questionnaire

Applicants request a dimensional variance to relocate two existing parking spaces that are currently located on the south and rear setbacks of the property to the north and front setback areas.

1. List below special circumstances applicable to the property, including size, shape, topography, location, or surroundings, to show why the variance should be granted, and why the granting of the variance will not be a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone.

The parcel is 3,983 sq. ft. in area, is 53' wide in the front (west) and the rear (east), 72.32' deep on the southern boundary and 78.48' deep on the northern boundary. An existing residence 29.18' wide and 37.90' deep occupies the middle portion of the parcel such that any open area left for parking falls within the front, side or rear setbacks. This is the special circumstance applicable to the property irrespective of any action taken on the part of the applicants.

The existing parking spaces are non-conforming, and are located on the south and rear setback areas of the parcel. The only remaining buildable area that is wide enough to accommodate a set of stairs and provide access to an ADU in the existing accessory structure is on the south side of the residence. Keeping the parking spaces on the south side of the residence will make it practically impossible to locate a set of stairs to a second-floor addition and to provide access to the ADU. As such, the provisions of California Gov. Code section 65906, providing that when, "because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification" a variance shall be granted, apply here. Moreover, the requirement that substantial evidence to support the Town's required findings, as contemplated by Code of Civil Procedure 1094.5 and *Topanga Association for a Scenic Community v. County of Los Angeles* (1974) 11 Cal. 3d 506 has been achieved.

All parcels in the immediate vicinity are smaller in area than is currently allowed, and most other existing residences in the immediate vicinity have their parking in the side setbacks. The property at 15 Laurel Ave. is immediately to the south of the subject property. This property has an illegally converted garage and one parking space (two required) located on the north setback. The parcel at 5 Laurel Ave, is located directly to the north of the subject property. It too has an illegally converted garage and one parking space (two required) located in the rear setback. Properties located at 21 Lincoln Ave. and 1055 San Anselmo Ave. similarly have parking spaces located on their setbacks. Accordingly, the strict application of San Anselmo Municipal Code Section 10-3.501, et seq, deprives the applicant of privileges enjoyed by other property in the vicinity and under the Town's zoning ordinance.

The granting of a variance does not constitute a granting of a special privilege, since many surrounding properties have a similar condition.

2. List below your reasons why the variance will not materially affect adversely the health or safety of persons residing or working in the neighborhood or be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Relocating existing parking spaces from the south of the property to its north has no physical or measurable effect on the neighborhood. These are unenclosed parking spaces, with no physical impact on any quality-of-life values in the neighborhood. They do not cast shadows, and are perceived as open space. The average person will not notice that open parking spaces have moved from one side to the other side of the property. There is no material adverse impact to anyone. (Gov. Code Sec 65906, infra).

Findings for Design Review

Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11

Residential R-1, R-2, and R-3 (Three (3) or fewer units) below 150 feet Mean Sea Level (flatland).

1. Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area

The current re-design addresses the comments made by the commissioners and the public as well as those contained in the staff report. Specifically, the proposal addresses the concerns surrounding aesthetic compatibility with the existing improvements through a new approach to massing, articulation and a quantitative reduction in program and volume of the proposed structure. The current program has eliminated one bedroom, one bathroom and one closet from the residence and removed an interior garage. The reduction in volume and apparent mass of the structure, combined with a new articulation of massing and design elements results in a structure that avoids the negative attributes of aesthetic compatibility of its predecessor.

The property will continue to function as a single-family dwelling like most of the surrounding properties. The remodeled house uses design elements that are common to the character of the neighborhood such as sloped roof shapes, and commonly used materials. The project area is a mix of architectural styles with no particular design aesthetic that predominates. The residences were primarily built between the 1920s and 1960s. Because there is no predominant architectural style in the project area, the proposed building design would be compatible with the mixed visual character of the area. The project documents show context information for size, bulk, materials and details in the area to establish the general compatibility of the proposed design with the surrounding area.

This property has not had any exterior improvements in decades. The house will have a new exterior, landscaping and sidewalk and will have a size and character that will fit well in the neighborhood. The project would not degrade the existing visual character or quality of the site and its surroundings because construction of the project is subject to yet another design review and approval process prior to issuance of building permits. Through Design Review the Planning Commission will determine, through public hearings, if the project is in character with its surroundings and meets the design review criteria.

2. Provides for protection against noise, odors, and other factors which may make the environment less desirable.

The application does not propose to change the use of the property, and does not anticipate any increase in noise, odor and other undesirable effects resulting from its continued use as a single-family dwelling. Residential land uses are not associated with the creation of substantial objectionable odors. Potential noise resulting from the project include temporary construction noise, automobile movement and mechanical equipment and noise associated with residential use. The project is expected to emit residential noise similar to noise levels in the existing residential neighborhood.

3. 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.

The existing house has not been updated in decades. The completed project will be highly desirable and will help to increase the value of the neighboring properties.

"Good Home Improvers Make Good Neighbors", is a 2008 study by Kevin Park at the Joint Center for Housing Studies at Harvard University. It's conclusion states:

"This paper finds a modest but statistically significant effect of neighborhood home improvement activity on house value appreciation, even for individual households with comparable levels of improvement spending. Following theory, this "neighborhood effect" was strongest among those households which spend the least individually. Further, the higher spending neighborhoods had, on average, higher appreciation rates, even when looking at comparable levels of household home improvement spending, in 11 of the 18 metro-areas analyzed. Looking across all metros, the average magnitude of this difference amounted to an inflation-adjusted annual appreciation rate roughly 15 percent higher over the time period analyzed. For a typical house worth $110,000 in 1996, this would yield an additional $3,900 in value by 2004."

4. 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.

The completed house will remain a single-family house with the required off street parking. It generates no new traffic and will not create any unnecessary traffic hazards, nor impede access by emergency vehicles and personnel.
During construction the project will adhere to Town of San Anselmo's rules, regulations and guidelines regarding parking, traffic and work in the public right-of-way. A construction management plan which will include a traffic management plan will be submitted as part of the permit application.

5. Will not adversely affect the health or safety of persons using the improvement or endanger property located in the area.

The occupants of the improved house will enjoy living in a well-designed, well-constructed house.
No hazardous activities are associated with single family residential uses, and building codes do not allow the use of hazardous materials in construction.

6. Is consistent with the Town General Plan

The property is and will remain a single-family house in an R1 zoning district, thus is consistent with the Land Use policies of the Town General Plan. The rehabilitation and addition will be consistent with Land Use Goal 1: "
The small-town character, scale, and pace of life in San Anselmo shall be preserved, as shall the Town's close connection with the natural beauty of its setting." And Goal 3: "
New developments shall be integrated harmoniously in to San Anselmo's existing neighborhoods and commercial areas."

The project is consistent with Land Use Policy 3.2: "Single-family residential development is most appropriate within and adjacent to existing single-family areas, and in areas easily served with water and sewer lines. Such areas should also serve as transition zones between mixed density and very low-density areas."

The project is located within a mixed neighborhood of single-story and two-story homes. This illustrates that the project is consistent with Land Use Policy 11.1: "New development, including rehabilitation and expansion

projects, shall be of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood." Please see Project Narrative for specific details.

Although the project is of a small scale, it is consistent with Land Use Policy 11.2: "Medium- and large-scale development projects in both single-family and mixed residential areas shall provide for a variation in building heights and exterior wall and roof articulation to avoid monotonous structures with a large, blank visual bulk and mass."

7. Will not unreasonably impair access to light and air of structures on neighboring properties.

The proposed second floor is 19'-4" feet away from 5 Laurel Ave., over 20' away from 15 Laurel Ave. and over 30' away from 1055 San Anselmo Ave. residences.

Studies of existing and proposed shadows (Sheets A20 to A23) are visualizations of data collected from Suncalc.org taken on the first days of spring, summer, autumn and winter at 9:00 a.m., 12:00 noon, and 3:00 p.m.

The shadow studies show no impact to neighbors at 15 Laurel Ave. and 1055 San Anselmo Ave. during those times. Same studies show some impact to 5 Laurel Ave. during parts of the day at different times of the year which are discussed below:

The residence at 5 Laurel Ave. has one living room/dining room with windows facing San Anselmo Ave. (north); one master bedroom, with windows facing Laurel Ave. (west) and San Anselmo Ave. (north), and no window facing 9 Laurel Ave. (south); one bathroom with one window facing 9 Laurel Ave. (south); one middle bedroom/studio with one window facing 9 Laurel Ave. (south), and one kitchen with two corner windows, one of which faces 9 Laurel Ave.

On March 21 the sun rises at 7:12 a.m. and sets at 7:23 p.m. There are 12 hours and 11 minutes of daylight on that day. The existing shadow reaches 5 Laurel Ave. at around 3:30 p.m. and the proposed shadow reaches the middle bedroom at around 3:00 p.m.; a 30-minute difference or 4% of the daylight hours.
On June 21 the sun rises at 5:47 a.m. and sets at 8:36 p.m. There are 14 hours and 48 minutes of daylight on that day. Shadow studies for this day show no impact at all, as the proposed shadow is cast inside the side yard.
On September 21 the sun rises at 6:56 a.m. and sets at 7:09 p.m. There are 12 hours and 12 minutes of daylight on that day. The existing shadow reaches 5 Laurel Ave. at around 3:30 p.m. and the proposed shadow reaches the middle bedroom at around 3:00 p.m.; a 30-minute difference or 4% of the daylight hours. The sun is in the same location in the sky in spring and autumn equinoxes, hence the similarity of shadows.
On December 21 the sun rises at 7:22 a.m. and sets at 4:54 p.m. There is 9 hours and 32 minutes of daylight on that day. The existing shadow reaches 5 Laurel Ave. at around noon, while the proposed shadow reaches the middle bedroom by around 10:30 a.m.; a 1.5-hour difference or 15% of the daylight hours.

During a 1/30/2021 neighborhood meeting the owner of 5 Laurel Ave. claimed that sunlight reaches her studio all year long and even in winter. This is a demonstrably false claim. The shadow diagram for Dec. 21 indicates the existing structure at 9 Laurel Ave. casting a shadow on 5 Laurel Ave. a little before noon. The existing roof ridge at 9 Laurel is 29' away from 5 Laurel Ave.'s exterior wall. Suncalc.org data shows the existing shadow to be 30.3' long at noon.

There is a narrow transient shadow band associated with the proposed roof peak that passes across the façade of 8 Laurel Ave. (across the street) at around 9:00 a.m. on December 21. This narrow band shortens rapidly as it moves to the north and away from 8 Laurel Ave. The first-floor apartment that seems to be affected, already sits in the shadow cast by an 8' deep second floor access balcony.

The proposed project at 9 Laurel Ave. has no impact on the light and air of 21 laurel Ave., since it cannot see or be seen from 21 Laurel Ave. The same is true of any property on Rowland Ct., Hazel Ave., Redwood Rd., and San Anselmo Ave.

8. Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks

The sightlines and privacy issues are illustrated on sheet A19. These were identified during discussions with the affected neighbors, and in the course of the two public hearings. The proposal uses high sill window on the north, east, and south facades, and has no second-floor windows that can overlook 15 Laurel Ave. The east façade second floor windows are setback an additional 6 feet, and are set deep behind a deck which acts as buffer. Solid railing on the second-floor deck blocks any views to 1055 Laurel Ave. from a seated or a reclined position.

In addition, tall appropriately selected screen plantings are proposed on the east and south setbacks to completely block any views into the interior or the open spaces at 1055 San Anselmo Ave., and 15 Laurel Ave.

The proposed project at 9 Laurel Ave. has no impact on privacy of 21 laurel Ave., since it cannot see or be seen from 21 Laurel Ave. The same is true of any property on Rowland Ct., Hazel Ave., Redwood Rd., and San Anselmo Ave. with the exception of 1055 San Anselmo Ave. as discussed above.

9. Be of a bulk, mass and design that complements the existing character of the surrounding neighborhood

Building heights generally vary from one to two stories in the neighborhood. The aerial view on Sheet A16 shows that approximately 20% of the buildings in the immediate area are two stories. The project area is a mix of architectural styles with no particular design aesthetic that predominates. The residences were primarily built between the 1920s and 1960s. Because there is no predominant architectural style in the project area, the proposed building design would be compatible with the mixed visual character of the area.
The proposed project maintains the low front portion of the residence, keeps the roof shape and slope of the existing residence on the second floor, while adding intersecting gables for a varied roof shape. The east façade employs a recessed deck to break up and reduce the apparent mass of the building. Second floor walls are set back on the north side.

10. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

The improved structure will incorporate many sustainable features. The existing house structure kept intact in the front, and the rear portion is incorporated into the improvements. The site will include fully landscaped front and rear yards.
The proposed project has no impact on access to light and air for neighbors to the south, west or east, and only a minimal impact to the neighbor to the north. The completed project will be highly desirable and will help increase the value of the neighboring properties.

Green Building Features

Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11

The existing building at 9 Laurel Ave. was built in 1939. It is a single-story wood-frame structure that is clad in wood siding and stucco, and rests on a poured-in-place concrete foundation. The existing structure has no insulation in attic, floor or walls. There is no weather stripping on doors, and gaps exist in the siding. The existing furnace and water heater are old. There is a low-flush toilet; faucets and shower head are not low-flow.

The project in this application will be of type **RR5** under Table A of San Anselmo Green Building Standards for Residential Remodels. The project intends to incorporate the following measures:

Demolition & Construction Activities:

- Minimize demolition by re-using the existing structure
- Utilize a waste management company where demolition waste will be diverted

Site & Storm water:

- The aggregate irrigated landscaped area in the project will be under 500 sq. ft.
- There are no lawn areas; only synthetic lawn is used
- 65% of all parking, walking or patio surfaces is permeable, where min. 20% is required
- Plant selection consists of low and medium water-use plants
- Storm water will flow over permeable and landscape areas before leaving the site

Structure:

- Place cement mortar in annular spaces around pipes, electrical cables, conduits or other openings around the bottom plates of exterior walls to protect against passage of rodents

Openings

- Install Low E windows, and glazed exterior doors
- Install weather stripping on all doors and windows

Roof & Insulation:

- Install R-36 or greater insulation in attic spaces
- Install R-30 insulation at bottom floor
- Install Energy Star Cool Roof roofing shingles

Finishes:

- VOC content of adhesives, sealants, caulks shall comply with local rules or meet VOC limits in 4.504.1 & 4.504.2 of CA Green Building Standards Code
- Architectural paints and coatings shall comply with local rules or meet VOC limits in 4.504.3 of CA Green Building Standards Code
- Carpets and carpet cushion shall meet Carpet & Rug Institute's Green Label Plus Program
- Carpet adhesive shall meet VOC limits in 4.504.1 of CA Green Building Standards Code
- Composite wood products: Hardwood plywood, particle board & medium density fiberboard composite wood products shall meet the requirements for formaldehyde limits in 4.504.5 of CA Green Building Standards Code

Equipment:

- Gas fireplace shall be direct vent sealed combustion type
- Install Energy Star refrigerator and dishwasher

HVAC:

- Ducts and mechanical equipment will be protected from dust during construction
- Install a high efficiency furnace or a VRV system
- Install R-8 insulation warp on heating & cooling ducts
- Install ductwork under attic insulation

Plumbing & Hot Water:

- General: Plumbing fixture to meet applicable standards in Table 1701.1 of the CA Plumbing Code
- Water Closets: Effective Flush Volume not to exceed 1.28 gallons per flush
- Shower Heads: Maximum flow rate of 2.0 gallons per minute at 80 psi
- Lavatory Faucets: Maximum flow rate of 1.2 gallons per minute at 60 psi. Min flow rate of 0.8 gallons at 20 psi
- Kitchen Faucet: Maximum flow rate of 1.8 gallons per minute at 60 psi
- Install insulation on exposed hot water pipes in unconditioned areas
- Install a high efficiency water heater or an on-demand water heater

Moisture Control & Indoor Air Quality:

- Concrete slab floor shall have a vapor retarder
- Concrete slab floor shall have a capillary break of no less than 4” of clean crushed drain rock
- Install vapor barrier at all under floor areas
- Moisture content of wall and floor framing shall be less than 19% before being enclosed
- Exhaust fans shall be Energy Star compliant & ducted to the outside; shall be controlled with a timer switch, an occupant sensor or a humidistat
- Install one Carbon Monoxide Alarm in garage

Lighting & Electrical:

- All lighting shall be LED type
- All lighting controls per CA Energy Code
- 240-volt, 40-amp receptacle in garage for electric vehicle charging

TOWN OF SAN ANSELMO
PLANNING COMMISSION STAFF REPORT

For the meeting of September 20, 2021
Agenda Item 5A

Project Address:	9 Laurel Avenue
Applicant:	Hassan Afrookteh
Assessor's Parcel No.:	007-112-11
Zoning District:	Single Family Residential Below 150 Mean Sea Level
General Plan Designation:	Single Family Residential
FEMA Flood Zone:	Zone X (0.2%) – area inundated by 0.2% annual chance flooding

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Request

Design review for a 536 square foot upper story addition to the existing single-family residence. The existing garage and driveway would be demolished. A variance is requested to allow two parking spaces to be created in the north side setback (8-foot side setback required), with one of the two in the front setback (20-foot setback required). The Planning Commission will also consider a variance to allow an area of pavers in the front setback to be used for an additional, undersized, parking space. A demolition permit is requested since the project includes removal of more than 50% of the exterior walls (54.3% demolition proposed, which includes garage walls). A variance is requested to maintain the existing lower level of the structure 15.94' to 18.97' from the front property line (20-foot setback required for over 50% demolition). The maximum building height would be 24' 8" (up to 30 feet allowed).

Lot Size	3,983 sq. ft.
Existing Lot Coverage	1,317 sq. ft. 33%
Proposed Lot Coverage	1,247 sq. ft. 31% (up to 35% allowed)
Existing Adjusted Floor Area (FAR)	1,039 sq. ft. 26.1%
Proposed FAR	1,783 sq. ft. 44.8% (maximum allowed 45% +325 sq. ft. with design review)

Recommendation

Approve the application based on the findings and conditions in Attachments 4 and 5 and require the story poles to be removed in 11 days unless an appeal is filed.

Alternatives available to the Planning Commission:

1. Deny the application and require the story poles to be removed in 11 days unless an appeal is filed; or
2. Continue the application for modifications.

I. PROJECT SUMMARY

Existing and Proposed Conditions

	Existing	Proposed	Code
Zoning	R-1 Single Family, Below 150 Mean Sea	Same	Same
General Plan	Single Family	Same	Same
Flood Zone	Zone X shaded area (0.2 annual chance)[1]	Same	Same
Lot Size (sq. ft.)	3,983 sq. ft.	Same	7,500 sq. ft.
Lot Coverage (sq. ft.)	First Story 1,039 Garage 278 Total 1,317	First Story 1,247 Total 1,147	1,394 sq. ft.
Lot Coverage (%)	33%	31%	35%
Adjusted Floor Area (sq. ft.)	First Story 1,039 Garage 278[2] Total 1,039	First Story 1,247 Second Story 536 Garage 0 Total 1,783	1,792 sq. ft. (45%) + 325** = 2,117 plus 400 sq. ft. garage
Adjusted Floor Area Ratio sq. ft. (%)	26.1%	44.8%	45% + 325[3] sq. ft. = 53.2%
Setbacks[4] (main residence)	Front: 15.9 feet Rear: 20 feet North Side: 10.5 feet South Side: 13.1 feet	Front: 15.9 feet Rear: 20 feet North side: 8.2 feet South side: 8.6 feet	Front: 20 feet Rear: 20 feet Side: 8 feet

[1] "As with the 100-year flood, the most common misconception is that a 500-year flood is a flooding event that happens once every 500 years. The 500-year flood zone is a designated area that has a 1 in 500 (0.2%) chance of being met or exceeded in any given year. The 500-year flood would likely be more catastrophic than the 100-year flood which would be more catastrophic than a 20-year flood, etc. When a structure is within the 500-year flood zone, there is a 6% chance of being flooded over the life of a 30-year mortgage. Flood insurance is not required by Federal Emergency Management Agency in the 500-year flood zone, but it is strongly suggested." ("What does '500-year flood' mean?" WTG Flood Resource Center Frequently Asked Questions (2017))

[2] First 400 square feet of garage floor area is not including in Adjusted Floor Area (San Anselmo Municipal Code Section 10-3.412(c)(3)(g))

[3] Maximum Adjusted Floor Area Exception. The maximum Adjusted Floor Area may be exceeded on a lot by up to 325 square feet subject to Design Review (SAMC § 10-3.412(c)(3)(e))

[4] Existing and proposed setbacks taken from July 15, 2021; plans submitted by applicant.

	Existing	Proposed	Code
On-Site Parking	1 in garage + 2 on driveway in south side/front setback	2 (9' x 19') on driveway in north/front setback, 1 undersized in front setback	2 that comply with all setbacks
Stories	1	2	2
Maximum Height Above Average Existing Grade	16 feet 6 inches	24 feet 8 inches	30 feet

Timing

Pursuant to the Permit Streamlining Act (California Government Code Section 65950 et. seq.) the Planning Commission must approve or disapprove the project by within 60 days of the project being deemed complete and exempt from CEQA. Staff recommends finding the project exempt from CEQA (See Attachment 6).

Public Notice

A notice was posted at the site and mailed to all residents and property owners with 300 feet of the project site. Correspondence received for the last public hearing meeting may be viewed here:
https://sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=545
Staff has received additional correspondence in opposition to the project (Attachment 3). The primary concerns are that the second story is out of scale and character with the neighborhood and will have a negative impact on light, views and privacy for neighbors. Several neighbors would like additional information and verification regarding the accuracy of the shadow study.

Background

For site background, see prior staff report for April 19, 2021.
https://sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=545

On January 6, 2020, the Planning Commission denied the first design for the site.
http://sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=395

On April 19, 2021, the Planning Commission considered a second design for the site and unanimously supported continuing the hearing for modifications to the design (Swaim and Hilmi absent). Planning Commissioners supported the proposed Accessory Dwelling Unit but did not support the floor area exemption for the main residence addition. Several commissioners did not support the third undersized parking space.

Project Description

See project plans and Applicant's statement (Attachment 2).

The redesign addresses most of the April 2021 recommendations by staff and the Planning Commission. The third parking space that was not supported by some Planning Commissioners remains on the plans. As stated by the applicant:

> The current proposal removes the ADU and reduces the floor area of the project by 278 sq. ft. making the lot coverage 31% and FAR 44.8% of the lot area.
>
> This proposal moves the front door of the residence to the front façade facing Laurel Ave. and redesigns the south façade with additional articulation to break up a large expanse of wall on a single plane.
>
> With the elimination of the ADU, the elevated deck is held back to the edge of the main residence, a second privacy fence is added to the south side of the deck, and tall screen plantings are added along the south setback to eliminate any possibility of privacy impacts.
>
> The screen plantings in the rear yard are changed to Podocarpus, which is a fast growing, and fire-safe evergreen alternative to Pittosporum.

The following entitlements are required to approve the project:

Demolition Permit
The Town Council adopted a new ordinance that went to effect in October 2020 that requires a demolition permit to demolish more than 50% of the exterior walls of a structure. At 50% demolition, a residence is essentially a new home and must have design review and be brought into conformance with all zoning regulations unless variances are approved. Since 9 Laurel is a small house, the combination of the garage demolition and the house demolition exceeds the new demolition permit threshold of 50% and a Demolition Permit is required. Only 25.3% (502 sq. ft. out of a total of 1,984 sq. ft.) of the demolition is for the residence, the rest is demolition of garage walls.

Design Review is required based on the extent of the demolition and for a second story addition, including deck area.[5] The project creates 536 square feet of new living space on the upper level plus an upper-level covered deck with solid railings.

Variance for New Parking Spaces in Setbacks The applicant proposes to convert the garage and driveway to a different use. San Anselmo Municipal Code Section 10-3.504(b) provides that "No parking space either uncovered or within a garage or carport, having minimum dimensions of eight (8) feet in width by seventeen (17) feet in depth, shall be converted to a use other than for vehicular parking, unless … [e]ach converted parking space [is] replaced with one (1) legal parking space that complies with all provisions for setbacks, siting, configuration, and size." The zoning

[5] SAMC §10-3.1505(d)(2)

code allows lots 52 feet wide or narrower to have tandem parking with one space in the front and side setbacks.[6] The project site is 53 feet wide and, therefore, two non-tandem parking spaces that meet the 20-foot front, 20-foot rear and 8-foot side setbacks are required.

The applicant proposes a two-vehicle wide curb cut on Laurel Avenue to serve a new onsite parking area with three spaces in the front and side setbacks. One space does not meet the minimum parking space dimensions of 9 feet by 19 feet[7], but would be about 16 feet in length and long enough for a small vehicle to park and not block the sidewalk.

Front Setback Variance to Maintain Residence in Front Setback

About 50 square feet of the existing and proposed residence extends slightly into the front yard setback. Since the exterior wall demolition exceeds 50%, the residence must be brought into conformance with the 20-foot front setback unless findings can be made for a front setback variance.

II. DISCUSSION

Design Review

The purpose of design review is to "minimize adverse effects of poor or inappropriate exterior design" that "adversely affects the health, safety, and welfare of the residents of the Town by creating conditions which: (a) Endanger the lives of persons using adjacent streets and property; (b) Decrease property values in the surrounding area or the Town as a whole; (c) Impair the comfort and well-being of the persons using such real property; and/or (d) Are aesthetically incompatible with adjacent real property." The intent of design review is to ensure these adverse effects are eliminated or minimized through the imposition of conditions, if necessary. "The Town shall seek to encourage creativity and variety in design…"[8]

The required findings are detailed in Attachment 6 and the applicant has submitted a detailed statement (Attachment 2). The applicant indicates the upper-level windows will not provide views into adjacent sites (see Sheet A 18). The applicant provides Sheets A20-A23 with shade studies to show the impact the addition has on the adjacent neighbors. The applicant explains on Page 10 of Attachment 2 that the existing residence shades the residence to the north and the project would result in the shade reaching that house about 30 minutes to 1.5 hours sooner.

Two story buildings are allowed and building heights vary from one to two stories in the neighborhood. The area has a mix of architectural styles and staff believes the proposed building design would be compatible with the mixed visual character of the area.

The applicant has provided a landscape plan that includes screening landscaping. Conditions of approval would require landscaping in compliance with the approved vegetation management plan to be installed prior to project final. Landscaping cannot be installed during the drought and

[6] SAMC Parking Standards Table 5A Note 4
[7] SAMC §10-3.507
[8] SAMC §10-3.1501 Purpose and intent

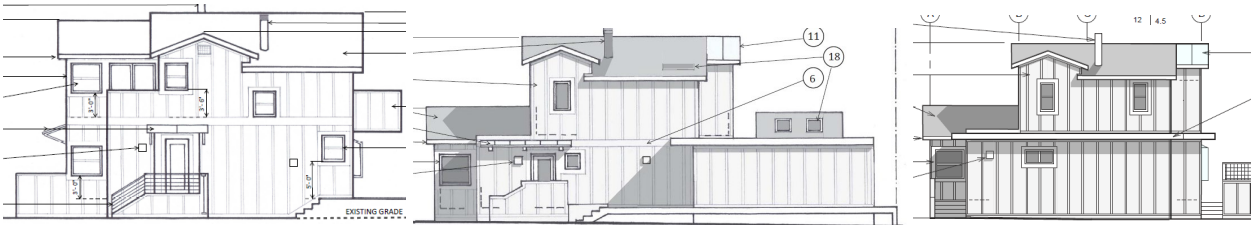
a bond or deposit could be required to ensure the landscaping is installed after the drought.

All parking and deck areas will be pervious surfaces. Only approximately 136 square feet of new impervious surface will be added to the site.

The bulk and mass of the second story have been reduced by stepping the front and north elevations back from the lower level. The rear elevation massing is broken up by the deck and recessed master bedroom wall. The south elevation has one and two-story elements. The lower-level plate height is 8’ 4.5”. The upper-level plate heights vary, but several areas have a plate height of 7’ 4.5”, which is low and will minimize the mass of the upper level. The applicant has articulated the two-story wall on the south elevation.



Front Elevation Plans 1, 2 and 3



Right Side Elevation Plans 1, 2 and 3

Parking Setback and Size Variance and Setback Variance for Residence

Staff believes a new residence on this site that complies with a 20-foot front setback and has two code-compliant parking spaces and up to 400 square feet of garage area would be much larger and more massive than what is currently proposed. A new home would likely have taller plate heights at the lower level and have a larger second story, like the first plan for this site. The small lot size and angled front property line are also unusual circumstances that make it difficult to comply with the 20-foot front yard setback requirement.

Staff believes the tandem parking spaces will not have a negative aesthetic impact on the neighbor and are not uncommon in the area. The addition of one additional parking space in the front setback will encourage parking to be off-street, which will be a benefit in the long term as the Town adds more red curb lanes in neighborhoods to ensure roads are accessible for emergency vehicles, which often reduces on street parking. In addition, the Town is expecting other property owners to convert garages to ADUs, which will continue to increase demand for street parking spaces. However, since many of the Planning Commissioners did not support the short third space, a condition of approval requires it to be removed from the plan.

Demolition Permit

Staff supports the demolition permit as most of the demolition is for the non-conforming garage structure walls and not the existing residence. As stated above, the proposed design has less mass than what would typically be proposed for a new residence. In approving the demolition permit, the Planning Commission could allow the residence to be demolished in full or limit demolition to what is proposed. Staff recommends a condition of approval that allows up to 35% demolition of the residence exterior walls in the event additional demolition is necessary during construction. The applicant would need to return to the Planning Commission to exceed that threshold.

Prepared By:

Elise Semonian
Planning Director

Attachments:

1. Project Plans
2. Application Materials and Findings
3. Neighborhood Communication/Correspondence since April 2021 (additional correspondence at links below)
4. Draft Findings and Conditions of Approval
5. Standard Conditions of Approval
6. Minutes of April 19, 2021 and January 6, 2020
7. April 19, 2021, Hearing Materials (hyperlink)
8. January 6, 2020, Hearing Materials (hyperlink)

Elise Semonian

From: Katrina Russek [redacted] >
Sent: Monday, September 20, 2021 12:40 PM
To: Elise Semonian
Subject: Planning Commission Meeting

CAUTION: External Sender

Re: 9 Laurel Avenue
Proposed 2nd Story

Dear Elise,

Kindly forward my email to the Planning commission for tonight's meeting, unfortunately we are not able to attend and wish for our opinion to be heard.

My husband and I live at [redacted] Hillcrest Avenue and we are a block and a half away from this proposed 2nd story construction home. We have lived in our home for 22+ years and enjoy the beauty, the comfort and the charm of our neighborhood. We are writing to the Commission to **strongly object** to allowing this construction to move forward. Additionally, it is my understanding that the owner/developer of this house wishes to renovate the house in order to flip it, make more money and move out of our area. We are not happy with a 2 story house in an area that it is primarily one story homes (short of the apartments) and allowing this construction to go forward is a slippery slope. I also don't want people from outside SA to turn this town into a location where people can buy a home, tear it down, renovate it and flip it and move on. It has been a terrible issue that a couple of homes on Laurel and Hazel were allowed to be torn down and McMansions built in their place on a very small footprint. We do not wish this practice to continue.

Since we have lived in our home, there hasn't been a day go by that someone is working on a home, seeking to renovate (I suspect without permits as there are no notices posted) and I wish for our Planning Commission to put an end to this work. Now, repairing a leaking roof or a destroyed patio is one thing, but allowing a 2nd story construction is simply ridiculous and must stop. I need only cite the home formerly owned by Tim and Lisa Kemp (On Hillcrest Avenue) as one of these no-permit nightmares.

I hope the Commission will see this issue very clearly, saying no to the owner/developer and not allowing him to continue with his pleadings and continuances and taking up any more of our Planning Commission's time. Please count my husband and me as two local residents saying **"NO"** to this non-local residence's request.

If you have any questions or wish to speak with me directly, please feel free to contact me directly.

Otherwise, thank you for taking our opinions into consideration.

Katrina

Katrina Russek
[redacted]

Dear Planning Director, Elise Semonian, and the Planning Commissioners,

I am the owner of [redacted] Laurel Ave and a long-time resident, 28 yrs, of San Anselmo. I am opposed to the proposed remodel of 9 Laurel Ave because it has a 2nd story. I am in support of a single-story improvement of the property.

A 2nd story addition in this case violates the Town's General Plan and the Town's Housing Elements:

Town's General Plan expressed in Land Use Goals *1 and 2*
The Land Use Map *Object 11, Policies: 11.1*
San Anselmo Housing Element, *H2.2, (1) (2) (3)*
Full descriptions at the end of this letter

LAP

Myself and my fellow neighbors at 1055 San Anselmo Ave, 8 Laurel Ave #2 & 15 Laurel Ave are the ones most adversely affected if a 2nd story is built at 9 Laurel Ave. Our light, air and privacy would be infringed upon. The value of our properties and the quality of lives would be diminished. This violates **San Anselmo Housing Element, *H2.2, (1) (2) (3)***

My Light

The developer's shade study is INACCURATE.

The developer states in his application that suncalc.org data show existing shadows at noon on my house in the winter. This is false as my pictures from this winter prove. Also, I have highlighted the shadows of the story poles on the exterior winter images. I have added screenshots with time stamps for proof since the developer is questioning these pictures. I have light coming in my windows after 3:00pm. The Developer states that the proposed 2nd story will cast shade on my house starting at 10:30 am. Shade from 10:30 am to 3 pm or later? **That is an additional 4.5 hours of shade, minimum, on my house. Far different than the 1.5 hr difference he is claiming.** *(images 1 – 5)*

The developer also claims that in Sept existing shadows reach my house at 3:30 pm and the proposed 2nd story shadows reach my house at 3:00 pm. Again, this is inaccurate as my photos reveal. I have light on the side of my house and coming in my windows up to 6:00 pm. Very different than his data shows and the 30-minute difference in light he claims. **Actually a 3-hour difference**. *(image 6)*

Unfortunately, I did not take pictures in March to know the impact of shade that would occur but can conclude from my fall & winter pictures that the developer's shade study for spring is also inaccurate and the light coming into my home would be adversely affected 3 seasons, at minimum or all year round.

It is clear the developers' shade study and his statements of additional shade on my house are an attempt to minimize the dramatic difference in my current light and the shade his proposed project would cast. This violates **San Anselmo Housing Element, *H2.2, (3)***

DIMINISH PROPERTY VALUE AND QUALITY OF LIFE

Our E/W lots are severely impacted by 2nd story construction

Most houses in San Anselmo are built on N/S oriented lots. This small section of Laurel Ave is E/W oriented. The sun tracks to our south and most of our light comes in our southern windows. A 2nd story on an E/W lot is more detrimental to the immediate neighbors than on a N/S lot.

Realtors have told me my property would decrease in value if a 2nd story were built at 9 Laurel Ave, *"Your house will definitely depreciate. Who wants to buy a house in the shade?"*
Aviva Kamler, Sotheby's.

The developer will not live in the house. This is a flip.
The developer has stated, plainly, and I quote,
"I do not care about the neighborhood or the neighbors."
Hasson Afrookteh, Developer

OUT OF CHARACTER WITH OUR NEIGHBORHOOD
This plan is overbuilding the lot
The developer's plan in style and size is out of character and immense for this tiny lot, destroying the character of our neighborhood of charming cottages – quintessential Old Town San Anselmo. Contrary to the Developer's claim we are NOT a neighborhood of "mixed architectural styles with no particular design aesthetic that predominates".

Our tiny lots are not compatible with 2nd story structures which infringe on the LAP of the immediate neighbors. The proposed project is even taller than the apartment building by 5'4"***.*** If built this project adversely affects everyone in our neighborhood – our quality of life and our property values. This violates **Town's General Plan expressed in Land Use Goals *1 and 3,* The Land Use Map *Object 11, Policies: 11.1,* and San Anselmo Housing Element *H2.2 (1) (2) (3)***

Please do not destroy our charming neighborhood for the profit of these developers who do not care about the neighbors and the neighborhood – which the developer has said outright on our recent zoom call.

Thank you for your time,
Fran Farmer
[redacted] Laurel Ave
[redacted]
[redacted]

Town's General Plan expressed in Land Use Goals:
The Primary land use goal for San Anselmo is the conservation of the small-town character of the community and its close relationships with the natural beauty of its setting.
1. The small-town character, scale and pace of life in San Anselmo shall be preserved, as shall the Town's close connection with the natural beauty of its setting.
3. New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial areas.

The Land Use Map

3. The current mixture of residential densities immediately west of the Town's downtown area is to be maintained.

Object 11. To preserve, maintain and enhance the existing character, scale, and quality of life in San Anselmo's residential neighborhoods.

Policies: 11.1 New development, including rehabilitation and expansion projects, shall be of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood.

San Anselmo Housing Element

H2.2 Design that Fits into the Neighborhood Context. The Town will encourage innovative design that creates housing opportunities that are complementary to the location of the development. It is the Town's intent to enhance neighborhood identity and sense of community by ensuring that all new housing will (1) have a sensitive transition with the surrounding area, (2) avoid unreasonably affecting the privacy of neighboring properties, or (3) avoid impairing access to light and air on neighboring properties.

Image 1 – from the developers' application

DEVELOPER'S SHADE STUDY OF
"CURRENT SHADOWS" FOR DEC 21 ONTO MY HOME



EXISTING SHADOWS 1"=40'

	Existing Sun Angles and Shadows			
HEIGHTS	Roof at Eave			10.5
	Lower Ridge			15.5
	Upper Ridge			16.5
	December 21			
SUN	Time	9 a.m.	Noon	3 p.m.
	Azimuth	136.09	177.81	220.65
	Altitude	14.41	28.58	16.62
	Shadow Length Multiplier	3.89	1.84	3.35
SHADOWS		Existing	Existing	Existing
	Eave	40.8	19.3	35.2
	Lower Ridge	60.3	28.5	51.9
	Upper Ridge	64.2	30.3	55.3

Image 2 – exterior winter light

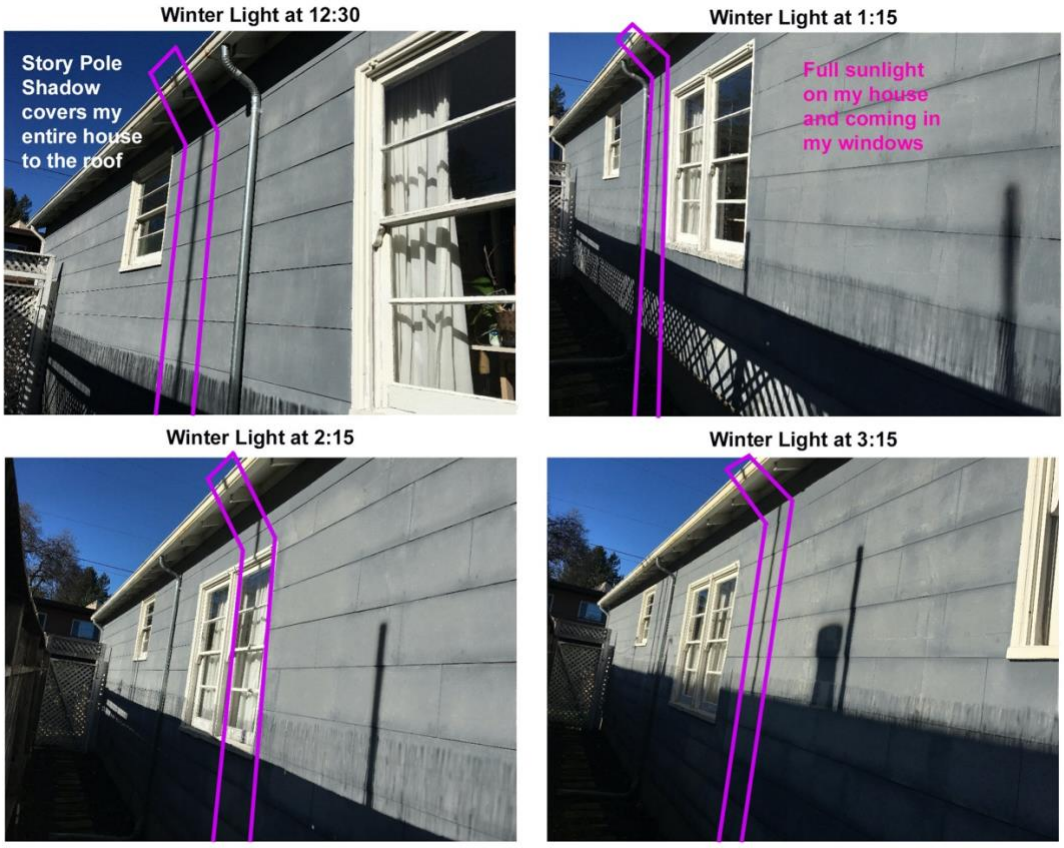


Image 3 – exterior images with timestamps



Image 4 – interior winter light

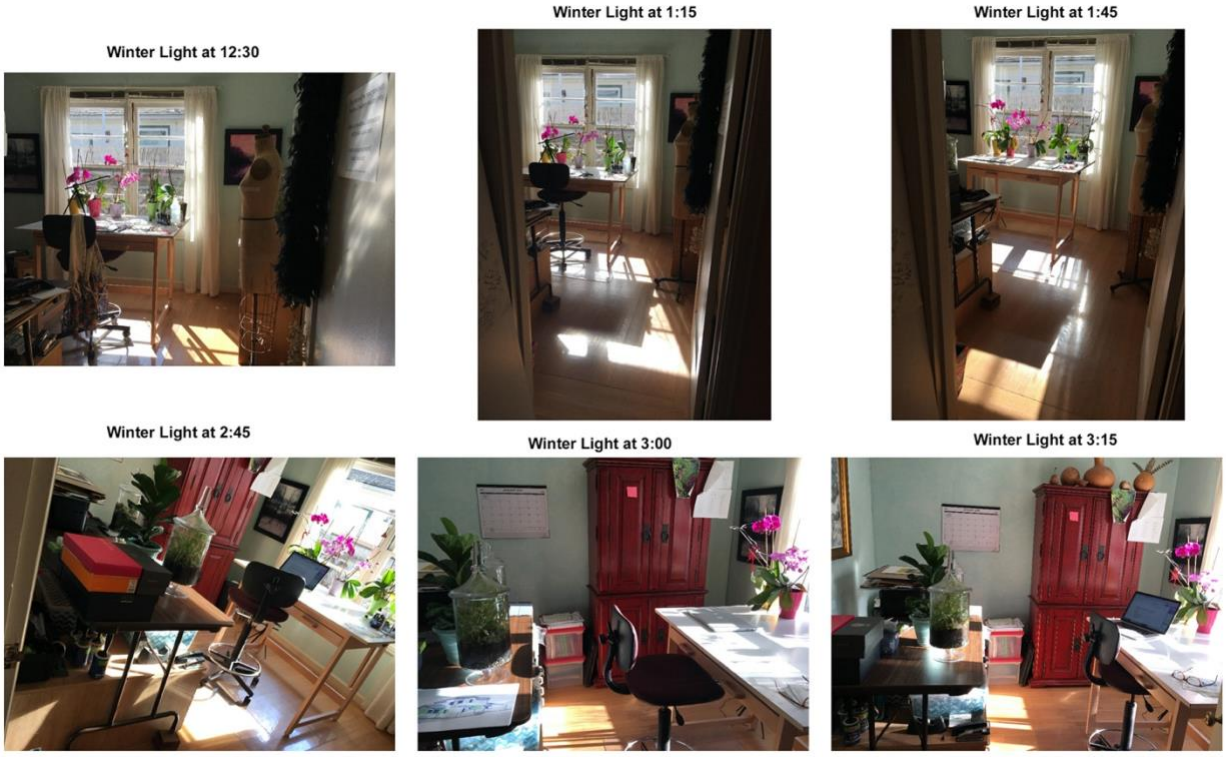


Image 5 – interior images with timestamps

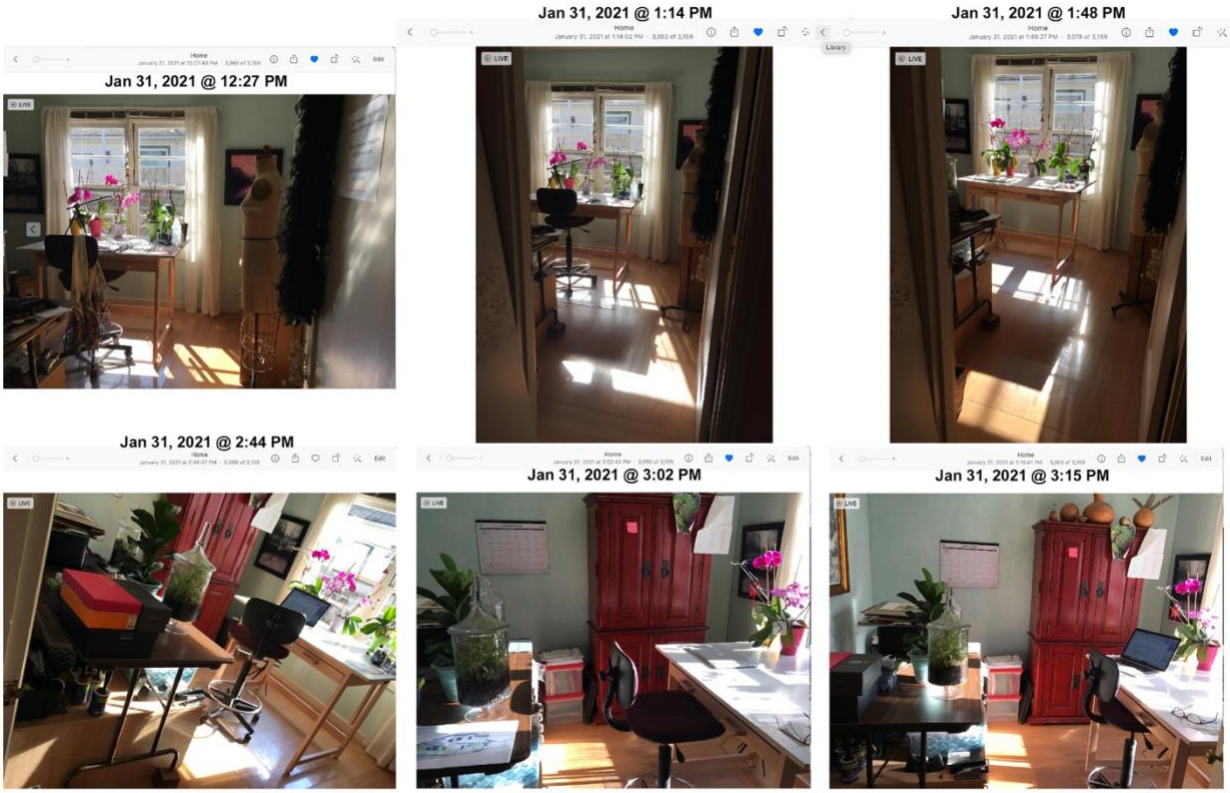


Image 6 – exterior fall light with timestamps



From: Jerri Linn
To: Elise Semonian
Subject: #9 Laurel Ave.
Date: Friday, September 3, 2021 2:55:54 PM

CAUTION: External Sender

Dear Commissioners,
This letter is in response to the proposed plans for #9 Laurel Ave.
My name is Jerri Linn and I live with my husband at [redacted] Laurel Ave. I have looked over the new proposed plans for #9 Laurel and appreciate the developers modifications. I am not opposed to his remodeling the existing little house. I also do not mind him adding on a ADU, BUT, I am really opposed to his second story addition, most importantly because it adversely effects the adjacent neighbors.

The new plan proposal goes against the San Anselmo Municipal code according to the Town's General Plan, under San Anselmo Housing Element:

H2.2 Design that Fits into the Neighborhood Context. The Town will encourage innovative design that creates housing opportunities that are complementary to the location of the development. It is the Town's intent to enhance neighborhood identity and sense of community by ensuring that all new housing will (1) have a sensitive transition with the surrounding area, (2) avoid unreasonably affecting the privacy of neighboring properties, or (3) avoid impairing access to light and air on neighboring properties.

The height of the addition blocks the light at #5 Laurel for a good portion of the day so that the owner has no direct light in the studio where she works. It would also hinder her ability to fully utilize solar panels that she wants to put up. It adversely effects #15 Laurel and #1055 San Anselmo by infringing upon their privacy and in the case of #1055 San Anselmo Ave., it also blocks their light in the afternoon. The second story also effects the light in the lower floor apartment across the street.

The fact that the developer wants to create a building that is even taller than the apartment building across the street shows that he is in total disregard of the character of the neighborhood.

I understand his desire to make a profit on an investment, but i think that he could fill that need by building out rather than building up.

I do have a question about his referring to an ADU in his response to the questionnaire regarding the requested variance for moving the parking to the other side of the house. Does he or doesn't he want to build an ADU at a later date?

In closing, I support improvements to the house and property. I also support an additional ADU. I do not support a second story.

I would like to request that at the next meeting the commissioners make sure that the people who speak give their names and their addresses because in the last meeting I was aware that some of the folks that commented on the remodel either didn't live in the immediate vicinity in or didn't even live in San Anselmo.

Thank you, Jerri Linn

Elise, Could you please make sure that the rest of the planning commission gets this letter?
Thank you again, Jerri

From: Steve Lamb
To: Elise Semonian
Subject: 9 Laurel Ave
Date: Wednesday, September 15, 2021 11:49:06 AM

CAUTION: External Sender

Hi Elise,

I'm opposed to the proposed remodel project at 9 Laurel Avenue. I live in the apartment building across the street from the site.

For me it's very simple: this project is the wrong one for this location and this location is the wrong one for this project.

Thanks,

Steve Lamb
Laurel Avenue

From: Christopher Braun
To: Elise Semonian
Subject: 9 Laurel Ave 3rd remodel and addition
Date: Thursday, September 16, 2021 11:31:50 AM

CAUTION: External Sender

Dear Planning Commission Members:

My name is Chris Braun and I live at [redacted] directly across the street from Hassan Afrookteh's and Brooke Peterson's proposed remodel and addition at 9 Laurel Ave.
I am totally opposed to the 3rd attempt by the developers to build the second story they are asking for. I feel it is the developers' property and they have the right to remodel if they choose to, however, there is a Town Plan, ordinaces, and laws which they have to follow to protect us as property owners and renters. Not one person in my neighborhood is for this plan.

This plan has serious effects on people's lives, especially those living at #5 Laurel., #15 laurel, 1055 San Anselmo Ave , and myself.
The 24' 6" second story dwarfs all the other one story houses on our street and is taller than my apartment building which is 19' 6".

From my apartment directly across the street, the Second Story addition will act like a wall. When i look out of my apartment at what is now sun, sky and trees, I will see a blank wall with a deck and window looking down into my apartment. The light at all times of day all year will be affected.
.
The height of this addition does not fit in any way in our neighborhood which as you know goes against the Town Plan of harmoniously integrating into a neighborhood. The developers say that because it has a slanted roof it fits into the neighborhood. My apartment building does not have a slanted roof. The problem is the plan is just to big, too tall to fit in. This is demonstrated by the drawing in his plan, page A13, and all the things the developers are trying to do to solve the problems it creates: privacy hedges, which cause shade issues, and taking out all the windows on the south side of the second story to solve privacy problems with #15 Laurel. Who is going to spend 1.6 million dollars at least on a house with no windows on one side of the second story. The second story is too tall.

The Town requires shade studies at 9AM, noon and 3 PM. There is no question my apartment will be affected by the shade from the second story except in June, the summer and warmest time. The light will be effected all year round. I will note that using the developers' tool SunCalc, there were discrepancies found in the length of shadows. Please refer to the letter of Marstin Talllant on this topic. I also tried using the SunCalc tool and through Elise aked the developers for clarification twice, but heard nothing in return.

Shadow studies at 6AM, 6PM and 9PM, though not required by the town, demonstrate how the second story shadows seroiusly affect my sunlight and as well as 1055 San Anselmo and #5 Laurel. Studies at these times are important because the effect is substantial because of the second story. i request the Commission look at these times, because the shade at these times is severe in comparison to the reqired times, because of the Second story. Who decided on these limited times in a place where there are so many angles of sunlight from houses in the valley to on the hills.

The developers will not live in our neighborhood. The last time they said they were going to rent the house. This plan is purely for the developers' profit. The extent that the 3 adjacent houses, myself, and the other tenants in my apartment will be drastcally, I say drastically, affected by this second story,, are among the reasons it was denied the 1st time. These factors still exist this 3rd time. The reason the second proposal received a continuance was beacuse the ADU made the buildings over the FAR. If this second story is not denied, the developers can just apply for a permit for the ADU later, without having to go before the Planning Commission. Why the 3 parking spaces?

It is my hope that the letters explaining why all of us are individually opposed to this plan, and as a neighborhood

are united in opposition, will prompt the Commisioners to come and view the story poles ,and property from in our homes. This will eliminate any "he said she said", but will establish the truth. The SunCalc studies for all day starting at 6AM to 9PM need to be looked at by the commission because of this situation and to fairly judge the validity of this plan's shade, light and air effects. The developers have been kindly asked 6 times to clarify their shade studies and have not responded.

I, and I'm sure all of my neighbors, would be happy to invite you into our homes, to come and see for yourself the many, serious problems with this proposed remodel and addition at 9 Laurel Ave.
I am requesting that at the Planning Commission meeting on Sept 20th, those people who call in at the end, are required to give their address. Last meeting there were people who called in who did not even live in San Anselmo.

Thank you very much,

Chris Braun
[redacted]
San Anselmo
[redacted]

TO: San Anselmo Planning Commission ATTN. ELISE SIMONIAN
RE: Comments on the Proposal for a second story addition to 9 Laurel Ave.

My wife and I are the owners and residents of [redacted] for 38 years. We **oppose** the project at 9 Laurel Ave. to the extent that it includes a second story addition and disrupts our neighborhood with respect to privacy, light and air and character. We accept the ADU, if added.

Privacy and light:

We have suffered the consequences of inappropriate second story additions.

We live next to two, 2–story homes at 29 (lot size 3150 sq. ft.) and 27 (lot size 2960 sq. ft.) Rowland Ct. These were once single story homes built on less than 4000 sq. ft. lots. This is in essence mirrors the situation at 9 Laurel Ave. These additions passed approval in an unknown manner. They exclude sunshine, airflow and adequate gathering areas. We have added plexiglass to our eaves to let sunshine into our living room. The two houses are featured in the developer's "Red Outlined" two story houses in the area. They were submitted in an attempt to justify approving the developer's proposal. One cannot assume that all additions were excellent. Past mistakes don't justify future, similar developments. The needs of the one (the developer) should not outweigh the desire of the many – our entire neighborhood.

The two-story homes next to us changed our neighborhood. We don't want to see the 9 Laurel proposal change the character of the Laurel Ave. residences. We, the neighbors, are speaking up to state emphatically that we **oppose a 2–story addition**. We accept the ADU if it is added.

Though the developer has taken pains to ensure privacy, he has also erected barriers to viewing sky and trees. He proposes to build a "billboard of a south facing wall" as part of the second story addition adjacent to 15 Laurel. It essentially blocks use of the sky and view. In addition, the proposed hedge to the rear of 9 Laurel is meant to bring privacy, but it blocks 1055 San Anselmo Ave. of sun. In essence, it is a "green wall of exclusion" once grown to it full potential.

Light: the developer needs to demonstrate to the neighborhood and the Planning Commission how he obtained his data. SunCalc.org **doesn't show it all.**

Shade studies that were submitted by the developer cover just three times of the day: 9 AM, noon, and 3 PM.

On page 9 of his "Application Materials" item no. 7, he states "Studies of existing and proposed shadows (sheets A20 and A23) are visualizations of data collected from Suncal.org taken on the **first days** of spring, summer, autumn and winter at 9Am, 12noon and 3PM. Looking at the referenced sheets indicate they on NOT the first days as the developer states, but are all taken on the 21st of the each quarter. Omitted are the times of day for 6 AM, 6 PM and 9 PM. The times chosen maximize solar panel efficiency. Looking at the later times one finds shadows creeping over 5 Laurel and 1055 San Anselmo Avenue homes in the afternoon. This two-story proposal deprives those homes of light and sun. We have requested, on three different occasions, shadow studies for those additional three times. We have had no response from the developer. The developer needs to make his shade studies **clearer** by **including those new times**, and **enlarging the drawings** such that **one picture covers an entire page**. It is very difficult to read the shadows due to colors he has chosen. What does he have to hide? To help us understand the developer's shade studies using SunCalc..org (the program he included in a letter), **the developer needs to demonstrate to the neighborhood and the Planning Commission how to use this program**. An architect has access to more sophisticated shade studies that we can afford.

Regarding the figures he cites for light and reduction . . . (1) Are there any errors? (2) How would we know? (3) Has he purposefully gamed the system to favor his proposal? (4) How would we know? See "Findings for Design Review" submitted by the developer. In response to statement no. 7, page 9, the developer cites the amount of sunlight affected. In actuality, **on December 21 the entire house of 5 Laurel is swept by shade.** And **the shadow cast at noon is 45.47 ft not the 30.3 feet he indicates**. Big mistake. How did he arrive at 30.3 feet? Show us. How many more errors are there?

On page 9, of the "Application Materials," the developer indicates that the "shadow studies show no impact to 15 Laurel and 1055 San Anselmo Ave **during those times**.' If you look at the shadow studies **after 3PM**, which is not "one of those times," you will find, surprise, shadows, particularly on 1055 San Anselmo Ave. The developer's studies are smoke and shadow to obfuscate the truth.

Perhaps, in addition to explaining how to best use SunCal, the developer might create a simple animation to show shadows around 9 Laurel Ave. as thy proceed through the year or in the least, each quarter on the 21st for each of 6 daylight periods sunrise to sunset!

On page 8, No. 3, of the "Application Materials," the developer cites a Harvard study entitled, "Good Home Improvers Make Good Neighbors." To borrow a Yiddish word, it is all **bupkiss** – goat droppings. Only two data periods were used and for the the years 1996 and 2004. The study used selected cities that had populations of 100,000 or more. San Anselmo hardly qualifies and the study is now **17 years old**! The title sounds good: spend more on your home, make more money. Isn't that obvious? **But a nice one story 9 Laurel would work wonders in keeping with the character of the neighborhood. The developer would still reap a handsome profit, leave a well-designed home and all without the excessive investment.**

On page 8, No. 6 of "Application materials' states: Is consistent with the Town General Plan. "New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial area." If it is two stories, it does not fit in our neighborhood.

A suggestion for front "lawn": for the front yard, exchange the 500 + sg. ft. of "plastic lawn" for crushed rock, soil and xeric, low water, plants. This would conserve water and reduce runoff to lower Rowland Ct., which experiences periodic flooding.

There is little to commend a two story addition. We are saddened by our neighbors' distress and interruption to a "normal" neighborhood. These are our neighbors. They don't deserve the pain. The developer does not visit us to gain a better understanding of our situation. Let him build for beauty and integration rather than profit.

We, along with our neighbors, oppose this 2 story addition. **One story** in keeping with the neighborhood's architecture, is O.K... **One ADU** is O.K. even the proposed parking works. This is a hallowed neighborhood to us, and historically significant. The developer will not live here to bear witness to poor planning, we will. Changes in privacy, light and air cause us to strongly oppose the rest of **the proposal. It deserves a NO vote.**

Marstin Tallant

Sincerely, Marstin Tallant, [redacted], San Anselmo 5 September 2021

TO: The Planning Commission of San Anselmo ATTN. ELISE SIMONIAN
FROM: Linda Benney, [redacted] San Anselmo, CA
RE: Proposal for 9 Laurel Ave. San Anselmo

5 September 2021

My husband and I have lived at, and owned, 31 Rowland Court for 38 + years. We love "The Court" for its charm, but it has not always been this way. Two adjacent houses at No. 29 and No. 27 are two-story. They have not always been that way. They both occupy lots notably smaller than 4000 sq. ft. @ 3150 and 2960 sq. ft. respectively. They were, built in 1922, and later approved to be modified more than 38 years ago - before the importance of light, privacy, air and character were considered important. The proximity of No. 29 has denied us of light that impacts our garden, of sky views and reduced the flow of breezes for hot days and fresh air. Privacy is notably impacted. We have installed clear eaves on one side to gain more light. The shadows cast in fall, winter and spring deprive us of warm sun and thus increase heating bills. A Hazel Ave. (parcel no. 007-112-16) second unit poses similar problems. Living quarters were added to make this two stories. It sits 3 feet from our property line. Light (for garden and home), air and privacy are gone. These three structures are prime examples of overbuild.

The proposal for 9 Laurel Ave. presents similar issues as to its effect on light, privacy, air and character for the adjacent neighbors and neighborhood. The shade studies need be re-examined. Surely, shadows are cast before 9AM and after 3PM. Where are the studies?! What do they affect? While the damage done to Rowland Ct. cannot be undone, you, the Planning Commission, can prevent the damage that will be done if this 2- story structure is allowed to be built. A short walk to Rowland Ct. to view the results of overbuild, a "living lab," will be worth the short time it takes. The location is different but the impact is the same. Please don't allow this to be a monument to poor planning. This proposal is a size 12 foot being forced into a size 9 shoe. And that is what the addition of the 9 Laurel proposal could do to the Laurel Ave. neighborhood. The needs of one developer should not outweigh the needs of our neighborhood.

I **oppose this two story addition** and fewer variances. I **accept a need for an ADU at one story**.

Sincerely,

Linda Benney

Linda Benney

From: Dennis Mowbray
To: Planning
Subject: 9 Laurel Ave
Date: Thursday, September 16, 2021 9:26:44 AM

CAUTION: External Sender

Dear Planning Commission

9 Laurel Ave has been a rental for the past 50 years. It would be wonderful if it could be owned by someone who lived there and lovingly cared for it, improving it.

Some projects need to be vacated with extensive work by professionals. 38 San Rafael Avenue is a good example. What was a large awkward residence was transformed into a lovely charming welcoming home, an improvement to our town. It is an example of how very project should be an improvement.

There have been several proposals for 9 Laurel by the new owner. All have a second story. Because the lot and the adjacent lots are small, the second story towers above the three adjacent homes, blocking the sun and view. Even the siding is vertical, just to emphasize the second story height.

The neighborhood has asked if the increased square footage could be on the first floor, but the owner is determined to do what he wants to do. I think every owner should be able to do what they want. But I do not understand why anyone would want to be inconsiderate of the physical and social surroundings. He has made a small investment in a small lot. If he wants to make a larger profit, he needs to invest in a larger lot.

I do not envy your position. He has threatened the town with his lawyers. But if we give in to every bully with lawyers, what will our town become?

Sincerely
Dennis Mowbray
[redacted] Avenue

From: Herb Miller
To: Elise Semonian
Subject: 9 Laurel Avenue
Date: Thursday, September 2, 2021 4:24:54 PM

CAUTION: External Sender

Ms. Semonian:

Below is our letter concerning the proposal for 9 Laurel Avenue. We oppose the proposal to the extent it includes a second story addition. Please forward the letter to all members of the Planning Commission.

Thank you.

Herb Miller
Holly Gadsby

Herb Miller
Holly Gadsby
[redacted] 94960
Via E-Mail

Elise Semonian
San Anselmo Planning Department
San Anselmo Planning Commissioners

We, the owners and residents of [redacted] Laurel Avenue, oppose this proposed project to the extent it includes a second story addition.

Effects on Neighbors: The residents of the houses on three sides of 9 Laurel Avenue (5 Laurel Ave., 15 Laurel Ave., 1055 San Anselmo Ave.) and in the apartment building across the street have reported adverse effects, including the loss of sunlight and privacy, resulting from the addition of a second story. These include the loss of the opportunity to add solar panels and interference with enjoyment of their outdoor spaces, such as patios and decks. These reports are all credible. We are friends with all the affected people and do not wish for them to suffer these losses.

Character of the Neighborhood: Many of us have argued that the second story does not fit into the character of the neighborhood, which consists of small, charming houses on small lots (approximately 4,000 square feet each), that are necessarily close to each other. These arguments have so far not been completely successful, as the Planning Commission has not entirely rejected a second story. However, at the April 19, 2021, Commission Meeting on an earlier proposal for this property, the Planning Department Staff Report included the recommendation that the main entry to the house be moved from the side of the house to the front to conform to surrounding houses, which have front doors and porches facing the street. So, the character of the neighborhood is important. The recommendation in the report is great. But having all the houses in proportion to each other must be more important than the

orientation of the main entrance.

ADU: The proposal in question on April 19 included the conversion of the existing garage to an accessory dwelling unit (ADU). In the narrative for the current proposal, the applicant states that the redesign responds to the Commission's "specific direction" on April 19 to remove the second story or the ADU. It's not clear that the Commission made such a stark choice. But the applicant chose to remove the ADU, despite his lawyer's statements at that meeting that the State of California favors ADUs and that the proposal should therefore be accommodated. Neighbors expressed support for the ADU, and to our knowledge, no one in the neighborhood opposes it. Still, the applicant removed the ADU from the plans, even though an ADU would be an asset to the property, the neighborhood, and the community at large, and the applicant does not need the second story as he does not plan to live in the house.

In conclusion: We support the improvement of the one-story house. We support the addition of an ADU. We oppose a second story addition to the house.

Thank you for your attention.

Herb Miller
Holly Gadsby

Rosalind Jackson & Terry Curley
[redacted]
San Anselmo, CA 94960

April 14, 2021

San Anselmo Planning Commision
525 San Anselmo Ave
San Anselmo, CA 94960

Re: Proposed Remodel at 9 Laurel Ave

Dear Planning Commission,

We live at [redacted], which shares a property line with 9 Laurel Ave. We are writing today to again respectfully request that you reject the 9 Laurel remodel project as proposed given the negative impact that a development of this scale would have on our property's privacy and light as well as the character of the neighborhood.

Regarding privacy, we want to express particular concern about the likely acoustic privacy impacts of having a second-story deck off of the master bedroom at 9 Laurel that would be located in close proximity to our side yard and our bedroom – both spaces where we especially value privacy and quiet. Living in close quarters already with our neighbors, we know how easily sound carries between our small properties. This deck, ostensibly designed to be a place for the future dwellers to use before bed and upon waking up, is very likely to be a particular source of nuisance noise for us. We have raised concerns about this particular design feature multiple times and have yet to see it addressed in the proposed design. We also continue to have concerns about the effectiveness and longevity of tall plantings as a solution to obstructing views from the proposed second story into our home and yard.

As for sunlight, we consider every square foot of our property usable living space, and having made a move from San Francisco to seek out better weather and outdoor living in San Anselmo, we especially prize our little home's yard. The proposal talks about minimal shadows cast on our building during the required 9 AM- 3 PM period, but we ask the Commission to also consider the impact on sunlight in our side yard, which is an area of our small property that we highly value and regularly use as an extension of our home – for grilling, dining and gathering with friends. If approved, the shadows and sightlines from this project would have a meaningful, negative impact on our enjoyment of this outdoor space and our quality of life.

Finally, the mass of this project remains out of character with our neighborhood of predominantly small single-story homes on small lots. The latest proposal now meets the FAR requirement, that reduction in square footage has been achieved by removing a planned ADU that can instead be added later without Commission review – but leaves the issue of primary

concern, the two-story expansion, largely untouched. we highly value the role that the smaller properties of our neighborhood play in enabling first-time buyers, those living on fixed-incomes, and others to be able to call our community home amidst the Bay Area's affordability crisis. Instead, this proposal still seeks to maximize square footage and developer profits at the expense of the neighbors and our town's important stock of small-but-charming starter homes.

We fully support smart property improvements at 9 Laurel, but it should not come at the cost of a rare opportunity for affordability in our community, the charm of our unique neighborhood, and the well-being of the property's immediate neighbors. Again, we urge you to reject this plan and to encourage the developer to work with his neighbors to improve his property with a one-story expansion / improvement that does not have negative impacts on those surrounding 9 Laurel.

Thank you for your consideration.

Sincerely,

Rosalind Jackson and Terrence Curley

[redacted]

[redacted]

Matthew & Colleen Noel

[redacted]

[redacted] 94960

Sent Via Email

September 15, 2021

San Anselmo Planning Commission

525 San Anselmo Avenue

San Anselmo, CA 94960

Dear Planning Commission Representatives:

This letter is to oppose the permit application for 9 Laurel Avenue by Hassan Afrookteh and Brooke Petersen ("Developers".) Preliminarily, we would like to note that we still have not received a response from the Developers or their attorney as to whether they intend on encroaching on or demolishing the existing fence between 15 Laurel Avenue and 9 Laurel Avenue. This is an issue that we feel should be addressed at the public hearing set for September 20, 2021 since we still do not know whether this will have to be litigated. The Planning Commission previously stated that this was a consideration in evaluating proposed projects and a concrete answer to this inquiry would be probative as part of such an evaluation.

In addition, it also needs to be noted that several vertical PVC pipes (aka "story poles") have been allowed to remain erected at the subject property since February, 2020 (nineteen months.) There appears to be no reason why these poles could not have been taken down and re-erected throughout the Developers' various iterations of their proposed project.

However, since the poles remain erected, we strongly encourage all of the members of the Planning Commission to visit our property so that you can personally view the impact that this proposal, as presently constituted, would impact our property and the surrounding neighborhood. We are also authorized to make this request on behalf of Fran Farmer (5 Laurel Avenue), Chris Braun (8 Laurel Avenue #2) and Rosalind Jackson and Terry Curley (1055 San Anselmo Avenue.) These are the homes most directly impacted by the proposed project.

Regarding the revised plan, salespeople sometimes use a tactic called "door in the face" where they try to sell a customer something that they know will be rejected. After the salesperson is rejected, they then present something more moderate which looks more reasonable relative to what was originally offered. That is precisely what transpired here. The Developers initially presented something that bordered on the absurd in their initial plans. Although we acknowledge that the Developers have made modifications to their proposal, the current proposed design should have been the starting point as opposed to a finished product.

We maintain that the proposed project is simply not in line with the character of the neighborhood. The proposed structure is simply too large in scale in relation to the other homes in the neighborhood and is a complete overbuild for the lot.

Further, the impact on our family's air (our view of the sky will be significantly impacted to the north of our property) and privacy (the project's second story windows provide a clear view of our back deck), we object to the proposed plan. Please see the attached photos which demonstrate the project's impact on our home.

While we certainly appreciate the fact that the Developers have an interest in making improvements to the property, we feel that the adverse impact on the neighbors should outweigh the interests of property developers who have made it clear that their primary goal is to profit off of this project. They can still reap a tremendous profit by completing a tasteful one-story remodel that does not adversely impact the air, privacy and light rights of the surrounding neighbors.

Finally, please consider that there is not <u>one</u> person in the immediate neighborhood who is supportive of this proposal. Please further consider that at the previous hearing, practically all of those who spoke in favor of the project did not reside in the neighborhood, let alone San Anselmo.

View from the rear deck at 15 Laurel Avenue



View from the rear deck at 15 Laurel Avenue



View from the driveway at 15 Laurel Avenue



View from the street of 15 Laurel Avenue adjacent to 9 Laurel Avenue



Sincerely,

Matthew, Colleen and Claire Noel

[redacted]

[redacted]

From: Jerri Linn
To: Planning
Subject: Questions about the decisions
Date: Wednesday, April 21, 2021 8:15:34 AM

CAUTION: External Sender

To Commissioners Elise Semonian, David Swaim, Thomas Tunny, Susan Cronk, Tim Helman,
Leila Hilmi, Daniel Krebs, and Gary Smith,

As someone who witnessed the planning commission's decisions about the proposed plans for 26 Rutherford and 9 Laurel Ave remodel, I was struck by the inconsistency with your findings, therefore I would love to know how you came to those decisions.

In the Rutherford deck expansion, you seemed to be concerned primarily with the impact it had on the immediate neighbors so you asked for modifications. In the 9 Laurel decision, your biggest concern was the variance request and not how it adversely impacted the three neighboring home owners. Especially how it greatly diminished the existing light for #5 Laurel. That seemed to not only reduce the property value but also the ability of the owner to be part of the clean energy initiative in California. Also the fact that there are legal challenges to the property lines of the neighboring property seems to be important.

Granted, the proponents and some of the opponents of these plans were primarily focused on the aesthetics of the building, and were overwhelming, I would have thought that the adverse effects of the 9 Laurel remodel on the adjacent neighbors would be an important reason to have the developer rework his plans, especially because he clearly stated that he doesn't want to live there and his main focus is to maximize his profit either by renting or selling the property.

So, could you please enlighten me on the criteria that the commission bases it's decisions on? I am sincerely confused and would love a response to my questions.

Thank you, Jerri Linn

[redacted]

From: Marstin Tallant
To: Fran FARMER; CALDWELL; Michael Ferrelli; Jerri & Terry LINN; Terrence Curley; Rosalind Jackson; Bradly Long; Herb & Holly MILLER; Dennis Mowbray; Jerri Linn; MARSTIN C TALLANT; Elise Semonian
Subject: REQUEST Shade Studies for 9 Laurel
Date: Tuesday, September 7, 2021 5:36:42 PM

CAUTION: External Sender

We, the above group, request a more thorough shade study as it will show additional shade cast from 9 Laurel building that is not apparent from the shade study provided by Hassan Afrooktah, the developer. We also request larger, single page shadow studies. Those provided are much too small to extract any meaningful data. SunCalc does not reveal the type of study the developer provided. We need an explanation of how the developer used the SunCalc program to project the shadows he provided. Sincerely, Marstin Tallant

From: Christopher Braun
To: Elise Semonian
Subject: Shade Studies for 9 Laurel 3rd proposal
Date: Monday, September 6, 2021 2:11:53 PM

CAUTION: External Sender

Elise,
In working with some other members of our neighborhood on the SunCalc tool which Hassan used to calculate his shade studies,
we would like you to ask Hassan to present an explanation as to our concerns about its accuracy.
We think Hassan's presentation should include the planning commission also.
We are simply asking for clarification to extend the times beyond 3 PM and before 9 AM.
Marstin Tallant has contacted Hassan 3 times for clarification and information and he has never gotten back to him.
We think this is important to the main issues involving his proposal and would be helpful for everybody to be on the same page.
We hope that he will comply and could you pleaae get back to me with what he says.
Thank you very much,
Chris Braun
[redacted]

From: Christopher Braun
To: Elise Semonian
Subject: shadow study clarifications.
Date: Sunday, September 12, 2021 11:47:15 PM

CAUTION: External Sender

Elise, this an expert from Marstin Tallant's letter to the planning commission:

On page 9 of his "Application Materials" item no. 7, he states "Studies of existing and proposed shadows (sheets A20 and A23) are visualizations of data collected from Suncal.org taken on the **first days** of spring, summer, autumn and winter at 9Am, 12noon and 3PM. Looking at the referenced sheets indicate they on NOT the first days as the developer states, but are all taken on the 21st of the each quarter. Omitted are the times of day for 6 AM, 6 PM and 9 PM. The times chosen maximize solar panel efficiency. Looking at the later times one finds shadows creeping over 5 Laurel and 1055 San Anselmo Avenue homes in the afternoon. This two-story proposal deprives those homes of light and sun. We have requested, on three different occasions, shadow studies for those additional three times. We have had no response from the developer. The developer needs to make his shade studies **clearer** by **including those new times**, and **enlarging the drawings** such that **one picture covers an entire page**. It is very difficult to read the shadows due to colors he has chosen. What does he have to hide? To help us understand the developer's shade studies using SunCalc..org (the program he included in a letter), **the developer needs to demonstrate to the neighborhood and the Planning Commission how to use this program.** An architect has access to more sophisticated shade studies that we can afford. Regarding the figures he cites for light and reduction . . . (1) Are there any errors? (2) How would we know? (3) Has he purposefully gamed the system to favor his proposal? (4) How would we know?

See "Findings for Design Review" submitted by the developer. In response to statement no. 7, page 9, the developer cites the amount of sunlight affected. In actuality, **on December 21 the entire house of 5 Laurel is swept by shade**. And **the shadow cast at noon is 45.47 ft not the 30.3 feet he indicates**. Big mistake. How did he arrive at 30.3 feet? Show us. How many more errors are there?

On page 9, of the "Application Materials," the developer indicates that the "shadow studies show no impact to 15 Laurel and 1055 San Anselmo Ave **during those times**.' If you look at the shadow studies **after 3PM,** which is not "one of those times," you will find, surprise, shadows, particularly on 1055 San Anselmo Ave. The developer's studies are smoke and shadow to obfuscate the truth.

Perhaps, in addition to explaining how to best use SunCal, the developer might create a simple animation to show shadows around 9 Laurel Ave. as thy proceed through the year or in the least, each quarter on the 21st for each of 6 daylight periods sunrise to sunset!

Elise, This email is backing Marstin Tallant about getting the develeper to explain the discrepancies in his shade studies ,,At the last planning commission zoom meeting I mentioned these times 6AM, 6PM,& 9PM, with photos of the sun early in the morning behind the story poles. This was ignored as were, the shade, privacy and light issues,because the focus of the commission was on the size, that the proposal was too big for the lot. On that front the whole issue has always been the obvious point that this huge addition of a second story absolutely does not fit into our neighborhood of small one story houses, and all the problems it causes, privacy, light & air, among others.This proposal as everyone knows is even taller than my apartment building. In using his tool, SunCalc now we find discrepencies to his shade calculations. Also They are on the 21st of every quarter, not the 1st as he says.. The demolition of the ADU bring the privacy air and shade issues back and now are more important, why he has made such an effort to solve them. Well there are still issues with them, EX) the shade from the privacy hedges. I am asking the developer to put his best foot forward and explain why in using the same tool SunCalc we find different lengths of shadows. Also if Marstin has asked to make them clearer that is not a big or unfair thing at all to ask of him. We

are dealing with peoples lives, investments in homes, not expected to be so adversely affected by a plan that does not follow the town plan and ordinances. This is completely clear. You know as a neighborhood we have tried from the very beginning to work with the developer as he is coming into our neighborhood protected by the town plan and ordinances. Privacy,Light and Air are issues his second story effects so dramatically causing drastic measures he is trying to take to eliminate them, even to the point of leaving out windows on the south side. The question is are they successful. Well in the shade studies we have found some real dicreamcies. I feel that this a chance for him to put his best foot forward and explain how he arrived at them. On a logical note, I understand the town requires the times of 9AM, noon, & 3PM , but what about the other times of the day? Why are they excluded? In using SunCalc it shows clearly issues of shade were the develeper says there is none. He would go a long way to mending his actions over this time by coming forward, how he arrived at his present studies ,on the 21st of each quarter not the1st like he says. The additional times not required by the town create shadow issues so they should be looked at, and brought to the attention of of the commission without question if the rights the of residents are being considered. Isn't that what the Town Plan and different ordinaces are for? if they as they are going to really affect peoples lives which they will, why not look at them.I honestly hope he will step forward, and comply with our asking him to explain the discrepancies we found. They are going to come out anyway. Why not? It's simply being honest, and if there is no problem then he will be helping himself. It is just simple clarification.

Thank you very much,
Chris Braun [redacted]

MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, September 20, 2021
This meeting was conducted via Zoom.

COMMISSIONERS PRESENT: Leyla Hilmi, Daniel Krebs, Gary Smith, David Swaim, Thomas Tunny.

COMMISSIONERS ABSENT: Susan Cronk, Tim Heiman.

1. CALL TO ORDER
Chair Swaim called the meeting to order at 7:00 p.m.

2. OPEN TIME FOR PUBLIC EXPRESSION
There were no comments from the public.

3. PLANNING DIRECTORS REPORT
Elise Semonian told the Commissioners that 52 Austin is no longer being heard tonight and that the state legislature passed SB 9, allowing duplex development in single-family residential zones and subdivision of single-family lots.

4. APPROVAL OF MINUTES
M/s Krebs/Smith to approve the August 16, 2021, minutes. The motion carried 5-0 (Cronk and Heiman absent).

5. PUBLIC HEARINGS

A. 9 LAUREL AVENUE DESIGN REVIEW AND VARIANCES Request for design review for a 536 square foot upper story addition to the existing single-family residence. The existing garage and driveway would be demolished. A variance is requested to allow one parking space to be created in the north side setback (8-foot side setback required). A second tandem space would be legally located within the front and side setbacks. The Planning Commission will also consider a variance to allow an area of pavers in the front setback to be used for an additional, undersized, parking space. A demolition permit is requested since the project includes removal of more than 50% of the exterior walls (54.3% demolition proposed, which includes garage walls). A variance is requested to maintain the existing lower level of the structure 15.94’ to 18.97’ from the front property line (20-foot setback required for over 50% demolition). The maximum building height would be 24’ 8" (up to 30 feet allowed). Lot Size 3,983 sq. ft. Existing Lot Coverage 1,317 sq. ft. 33% Proposed Lot Coverage 1,247 sq. ft. 31% (up to 35% allowed) Existing Adjusted Floor Area (FAR) 1,039 sq. ft. 26.1% Proposed FAR 1,783 sq. ft. 44.8% (maximum allowed 45% +325 sq. ft. with design review)

Planning Director Elise Semonian presented the staff report and recommended approval of the project based on the findings and conditions in the staff report.

Chair Swain asked Elise Semonian about the afternoon on December 23 in the shadow study. Semonian suggested having the applicant address the shadow study question.

Brooke Peterson, co-applicant, indicated that they have been residents of San Anselmo for 24 years and they are hurt by statements that say they are outsiders that have nefarious aims to make a quick profit and show no regard for the neighborhood. Their intent is to update and transform a small 80-year-old structure with two bedrooms into a still small but updated, tasteful, charming and welcoming home that complements the town and the neighborhood.

Hassan Afrookteh, co-applicant, indicated that the drawings are not remarkably different than what they presented in April but include these changes:

- Removing the ADU so they could bring the house within the 45% maximum FAR and not ask for the FAR exception. He believed the house qualified for the FAR exception.
- Demolishing the garage to bring the house in compliance with the lot coverage ratio of 35%.
- More articulated south facade to break up that façade.
- Front door moved to face the streets and away from 15 Laurel.
- Privacy fence, since the garage is removed.
- Podocarpus for screen planting, fast growing effective evergreen screen plant

He reviewed the shadow study. There is little impact in spring. A shadow from just the top of the peak his 55 Laurel at 3 pm. In summer, there is no impact. September is almost identical to March. On the shortest days of the year. He took raw data from an online sun calculator Sun Calc. Users input date, time, location and height and receive a shadow multiplier. So, for 3 pm, the shadow links multiplier for this site is 3.35. So, an object one foot tall will cast a shadow 3.35 feet tall. The underlying line data is the existing height of the house various elements of the house, and what the online application indicates the sun is doing. It is just mathematics.

His position is that yes, there is an impact. But no, it is not a significant impact. Because over the course of the entire year, it is only at the shortest times that there is any impact. He tried to quantify the time differences based on how many hours of daylight there are and came up with percentages. The biggest impact was 15% on the shortest day of the year.

Chair Swaim opened the public comment period.

Matt Noel, adjacent neighbor on Laurel, told the commission that the themes and their conversations with the applicants have all been about profits. They are seeking a second story for profit and the applicants have threaten legal action against them. They are objecting to the structure, and it is nothing personal against the applicants. They appreciate that the applicants want to improve the property. They feel strongly that the proposal with its second story will have a significant impact on their privacy and view of the sky to the north. They submitted photos to depict the impact. The project is not aligned with the character of the neighborhood. It is too large and out of scale with other homes in the neighborhood, which are primarily single-story cottage style homes built in the early 1900s. They believe the applicants can achieve their long-term goal of profit with a tasteful one-story remodel that does not have

adverse impacts on the surrounding neighbors. They would like to know if the applicants intend on encroaching on or demolishing the existing fence between the sites and removing their deck, as previously threatened.

Fran Farmer, 28-year resident of adjacent site on Laurel, stated that the shadow the proposed project will cast on her house is excessive and will devalue her quality of life and property value. She also stated that if this project is approved, it will violate the town general plan expressed in Land Use Goals one and two, the land use map, object 11, policy 11.1, and San Anselmo housing element H2.2. She reviewed images of existing conditions and the story poles. She indicated views of the sky and trees would be eliminated completely and an immense amount of shade would be cast onto her house. Currently, even in the winter, the sun clears the current roofline, and she has sun coming in her windows all year round. She believed the photos showing actual sunlight on the side of her house and coming in her windows is much more definitive and accurate than the shadow study. She indicated the structure would shade her house four and a half hours in the winter. She questioned the accuracy of the developer's shade study. She urged them to deny the project and require a single story.

Terry Curly, adjacent property to rear of project site on San Anselmo Avenue, stated the second story will look down on their side yard where they entertain on a regular basis. It also looks down on four of their home's windows. It will affect their privacy. Tall plants cannot mitigate noise or privacy issues. The drought may preclude planting the screening. The second story will directly affect them with sound and the deck at the rear looks through multiple backyards. He questioned the shadow study and indicated the addition would shade their side yard where they grow tomatoes. He supports smart property improvements, but they should not come at the cost of others in the community. He opposed the project with a second story but would be open to a project that includes the use of the garage to gain square footage. They appeal for consideration of the second-floor deck that is over their bedroom and side yard, which is of particular concern to them for its impact on noise and privacy.

Chris Braun, 8 Laurel, Apt 2, said that the proposed project would affect his privacy, light, and air, and it goes against the codes of the town of San Anselmo. He has a view of trees and sky it will be changed into a blank wall with four windows. The second story does not fit into the neighborhood is far too tall and five feet four inches taller than his apartment building. He disputes the developers shade study and says he tried to contact the applicant, but he never responded.

Marstin Tallant, 31 Rowland Court, presented his shadow study using SunCalc. He showed the commission how the proposed project would affect the light that reaches the houses around 9 Laurel Avenue. He was concerned with loss of light, compromised views and loss of privacy for the neighbors. He believed the shade studies should be conducted on the 21st day of each quarter. He is concerned that it does reasonably impair light and air structures on neighboring properties. It will affect the privacy of the neighbors and will be of a bulk and massive design that does not complement the existing character of the surrounding neighborhoods. He also voiced his opposition to the mini parking spot that was proposed.

Jerri Lynn, Laurel resident, stated she is not directly impacted by the developers building, but she supports him remodeling the property and would support him enlarging it by building out rather than up. She added that Fran's quality of life and ability to work is going to be impacted so she is against the second story of the project.

Herb Miller, 16 Laurel, said he opposes the second story addition to 9 Laurel and stated that there are no two-story houses on the block. He liked that the recommendation from staff to move the main entrance from the side of the house to the front of the house and that an ADU is a good idea. The applicant should not be allowed to alter a neighborhood they do not want to live in.

Jo Ann Hartley, 43-year resident of Hazel Avenue, said that the proposed changes do not suit the neighborhood. She suggested an addition to the front or back that does not impede the lifestyle of surrounding residents.

Bradly Long, Laurel, speaking for himself and resident Michael stated that light can be and is beneficial to one's mental wellbeing. He said they are living in a community and there are consequences to their actions. The consequence of the proposed renovation is that the neighbors will be negatively impacted not only their fiscal impact, but also their mental health impact. The project will shade the neighbors and intrude on their privacy. His view of the morning sky will be obstructed. He wondered if the applicant actually asked the neighbor how she feels about her office being put into complete shade. He believed this would place a "box" in the neighborhood and it is not a tasteful design like the quaint cottages of the neighborhood. They respectfully requested that the current renovation plan not be approved.

Terry Sozanski, Laurel Avenue, said that the proposed remodel will negatively impact neighbors light, air and privacy and urged the Commission to reject the second story proposal.

Michael Ferrelli expressed his concerns that the owner has done nothing to improve the site in many years and there is not one plant in the yard. The design will be a square box with two windows and not an improvement. He urged the Commission to deny the project.

Ellen Coldwell, 27 resident of Laurel Avenue, said that the project will negatively affect her light and air. It is important to take into consideration the surrounding neighbors that are impacted by this project. She would support variances for a single story. Keep the project in the character of the neighborhood. They should consider keeping starter homes for people and not pricing them out.

Leon, San Anselmo Avenue resident, stated that he supports everyone that has spoken out against the proposed project.

Hassan Afrookteh, co-applicant, indicated the neighbor's shadow study is not accurate and overstates the height of the project. He addressed the photos provided of 5 Laurel and stated that the photos do not give an accurate representation of the shadows and how they will affect the neighbors. He said that the photos do not disprove his shadow study because the photos

are not taken at the same time as the shadow study he provided. He also addressed Matt Noel's concerns and stated that Noel threatened him with adverse possession. His site plan is based on a recorded survey. He said the proposed project would not cast a shadow on 15 Laurel. The upper-level deck is off a bedroom, arguably the most private part of any house and not associated with excessive noise. He said it was very unlikely nuisance noise would come from a bedroom. What is likely is that nuisance noise would come from a gathering in the side yard of the neighbor's site into the bedroom. "Character of the neighborhood" is the most ambiguous phrase that there can be. Every time there is a hearing the neighbors mob them and control the narrative and limit discussion.

Commissioner Hilmi asked what the plate height of the bedroom is. Hassan Afrookteh responded that the plate height is 7 foot 4 inches in the mechanical room.

Chair Swaim closed the public comment period.

Commissioner Smith asked that if they were to step forward into 2022, would they still have the flexibility to try to manage this to a smaller project of a single unit building without having an ADU on the same lot. Elise Semonian stated that if there was no renter for three years then they could avoid design review under new state legislation. If the site did not have a tenant for 3 years, then they could build additional units on the site.

Commissioner Smith stated that he agrees with the planning department recommendation, both for the parking variance and the variance for the existing structure. He said he walked around the site and the neighborhood to see if the proposed project would fit into the neighborhood. There is a lot of variation from split levels to full two stories to very small cottages and the variation in the type of homes creates the character of the neighborhood, and they are all attractive

Commissioner Krebs indicated the applicant has taken into consideration many of their concerns. He appreciates the neighbors and their strong opposition. The project triggers very strong emotions for neighbors, many of whom have lived there 25 to 40 years. A change like this is very difficult to accept. People do have a right to build on their homes to a certain limit, and they do have a right to make money off those properties. He does not think that the applicants not living in the home should disqualify them from being allowed to make changes, but he understands that if someone lives there, they have more sensitivity to the impact changes have on neighbors. He believed it will have a material impact on the light for 5 Laurel and privacy for 15 Laurel. He questioned if a second floor is reasonable under the circumstances. Whether the design fits the character of the neighborhood depends on if you consider the immediate neighborhood or further out. There are no second floors near the site but many further out. He is frustrated by the conflict and uncertainty of the various shadows studies and does not have a good sense of which ones are accurate.

Commissioner Tunny stated he is torn on this one too and agreed with points made by Commissioners Smith and Krebs. He indicated it is hard to make the design review findings. On the other hand, it is eight feet taller than the existing home and approximately 20 by 25 feet on

the second floor. It is a 1,700 square foot home, which is still modest. It is a great opportunity for some small families in a great neighborhood. But there are significant impacts on more than one neighbor. The design is a little bit wonky since they are working with the existing building. He liked the materials and believed it will look better than other “McMansions” in the neighborhood.

Commissioner Hilmi agreed that it is a difficult decision. She tries to look forward to another 100 years and how the neighborhood might look. It is hard to be the first second story. There are numerous two-story buildings in the area and no restriction on two stories in San Anselmo. She felt the design was bulky given that they are trying to do two stories in a neighborhood that does not currently have two story buildings. If one of their neighbors were to add a story, then it would start to fit in. But they are the first and that does impact how the neighborhood looks. She noted that a design that could pass as a single story would be far more appropriate, such as one and a half stories where there is a steep pitch roof with dormers and the roof slopes away from the neighbors and there are no tall walls. The shade study is just science, and it should not matter what day of the year studies are done so long as they are not doctored. She questioned the town’s policy on rights to light from the side of a house and if people have more right to light and views at the front and rear sides of a structure. Her understanding is that variances are for exceptional circumstances due to the physical constraints of a site. This lot is a little on the small side, but it does not actually qualify for the exception. That the survey indicates part of the land is on the neighboring site could help them to avoid a variance if the lot is narrower. She would like to be consistent with other decisions. She believes the upper level could be tightened up and smaller and still be an effective master bedroom of, for example, around 14 feet by 14 feet. She did not believe the design is there yet. She would like to see a shade study done by an outside party who is not connected with either the neighbors or the owners.

Chair Swaim agrees that it is a difficult decision. He appreciated the applicant’s efforts to modify the design in response to their concerns. He is concerned about the impact on neighbors, especially 5 Laurel because of how the light would be affected, and on 15 Laurel. He did not believe a second story is in keeping with the neighborhood currently. He does not think he would be able to approve this project.

Commissioner Krebs said a small lot does not constitute a special circumstance. The House is a fairly modest size at 1,700 square feet. He did not prefer the design but does not believe every design has to be craftsmen. It could be a little bit more articulated in some ways. He supported Commissioner Hilmi’s idea of making the upper floor a little smaller. If it was in a sloped roof, it might have less of an impact on light, but that may not make a big difference in privacy. He agreed it would be good to have a professional shade or shadow study done to help them understand the impact. But the project will have an impact on 5 Laurel just given the small size of these lots.

Commissioner Hilmi stated that if you live downtown in a dense neighborhood, privacy is not necessarily a given, even if you had it when you bought the site. There will be changes. She believed they should explore any ways to reduce the shading. She said that the applicants being developers is completely irrelevant.

Commissioner Krebs agreed with Commissioner Hilmi about the applicants being developers and her opinion on privacy. On small sites residents will hear neighbors talking and that is just part of living in a neighborhood.

Commissioner Tunny asked Commissioner Hilmi about reducing the upper level. Commissioner Hilmi answered that she thinks it can still be reduced somewhat and still be a nice upstairs bedroom. She is not considering the financial benefits and whether it is worth doing the project if it is reduced.

Commissioner Smith said that on San Anselmo Avenue three houses over there are two story homes in a row. On Roland Court there are two story homes. They are close together and have very little privacy. The design looks boxy and awkward, which is a trade off with houses of that style on a lot this size.

Chair Swaim asked Elise Semonian if she looked into what they could do with a single story on the lot. Semonian indicated they are very limited by the lot coverage limit. She said that the neighbors said they would support a variance to allow the applicants to keep their house one story, but she does not know if that would be possible to make the findings, because it would have to be a very big variance.

Commissioner Krebs stated that he is leaning towards not approving the project as submitted.

Commissioner Hilmi agreed that she would also vote no to approving the project. She acknowledged that she is looking at the project for the first time and was mindful that the applicant has been to prior hearings. But she just did not believe the design is appropriate for the neighborhood.

Commissioner Smith said he supports the planning departments recommendation to approve the project and it meets the criteria that the owners were given to work with.

Commissioner Tunny stated he is leaning against approving the project, but he said that the applicant was responsive to what they said last time, and now he would like to find ways to give them direction to continue working on this.

Chair Swaim asked Elise Semonian if they can ask the applicants if they would like to continue the project or if they want the commissioners to vote right now. Hassan Afrookteh and Brooke Peterson asked what continuing the project would entail.

Chair Swaim answered that the light and air and privacy issue with the two-story is his biggest concern. He said it may be more than just a tweak, and a complete redesign.

Hassan Afrookteh indicated they redesigned twice to fit within all the town requirements that are outside of opinion. The only exception requested is for moving the parking from one side to the other. So, he was unclear what direction there is for the design. He asked if the Commission considered all the mitigation measures for privacy issues.

Chair Swaim said they need to get a shadow study from an outside source.

Commissioner Hilmi said that they could try a one and a half story house to have less of an impact on the neighbors. She said there is a bit of space on the ground level they could try to work with.

Hassan Afrookteh responded that a one and a half story house would not work. One the roof pitches are brought together there is not adequate ceiling height. That is why they proposed the low walls. They cannot lower the wall on the stairs, and they have no room to relocate the stairs.

Chair Swaim said they may not be able to give the applicants direction with this plan and asked of they should just take a vote.

Semonian would not be able to help the applicant with revising the project based on what she had heard. A major change would be required. She suggested voting but staff should consider returning with a resolution in writing.

Krebs said that he does not see a tweak that would have the commission approve the project. Commissioner Hilmi and Commissioner Tunny discussed reducing the second story to be able to approve the project, but Commissioner Hilmi was not in favor of designing a new project for them at the meeting.

M/s Krebs/Heiman to deny the application since the design will have a material impact on the light and privacy of the neighbors and they cannot find special circumstances for the parking variance. The motion carried 4-1 (Smith opposed and Cronk and Heiman absent).

Chair Swaim announced the ten-day appeal period.

6. ITEMS FROM PLANNING COMMISSION

Commissioner Krebs asked about the Q & A option in the zoom meeting and said they should remove that feature. It was noted that the comments made in the Q & A were completely inappropriate and unacceptable.

7. ADJOURN

Chair Swaim adjourned the meeting at 9:35 p.m.

MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, October 18, 2021
This meeting was conducted via Zoom.

COMMISSIONERS PRESENT: Tim Heiman, Thomas Tunny, Leyla Hilmi, Gary Smith, Susan Cronk.

COMMISSIONERS ABSENT: Chair David Swaim, Daniel Krebs.

1. CALL TO ORDER
Tim Heiman called the meeting to order at 7:00 p.m. and announced how the public may participate in the meeting.

2. OPEN TIME FOR PUBLIC EXPRESSION
No one wished to speak during open time.

3. PLANNING DIRECTORS REPORT
Planning Director Elise Semonian noted that the Town Council appointed Jennifer Asselstine to the planning commission and reappointed Tim Heiman.

4. APPROVAL OF MINUTES
There were no minutes to approve.

5. 9 LAUREL AVENUE - Resolution memorializing the Planning Commission's September 20, 2021, findings to deny design review, variances and demolition permit application for 9 Laurel Avenue.
The applicant read a letter dated October 18, 2021, from his attorney John E. Sharp to Elise Semonian, Planning Director. Semonian indicated that if the draft resolution does not reflect the decision that they made, they can suggest modifications to staff. They also do not need to take any action on the resolution and the record from the meeting would stand. She recommended approval of the resolution so that the Town Council has written findings from the Planning Commission. It was noted that only four of the seven planning commissioners that were at the September meeting are present.

The applicant indicated that he felt that he was provided direction by the Planning Commission, and he followed it. He believed the decision was arbitrary. The commissioners discussed the resolution.

There was no motion to approve the resolution.

6. PUBLIC HEARINGS

A. 570 SAN ANSELMO AVENUE CONDITIONAL USE PERMIT - Request for a conditional use permit to sell alcohol for a proposed retail wine store.

Goodwin, applicant, informed the commissioners that there are many neighbors that do support their plans and have no problems with the roof deck.

Commissioner Tunny closed the public comment period.

Commissioner Heiman stated that tearing down the shed just to make just to bring it under a threshold for design review is unnecessary even though it makes sense from a bureaucratic standpoint. He said the shed does not have a negative impact on the neighborhood. He stated that the only thing they can do is minimize the deck and he would like to see dimensions for the smaller deck. He would like to make the deck smaller and be moved further away from the front roof edge. He agrees that the plants along the railing to protect privacy are temporary and can be changed so they do not guarantee privacy for neighbors.

Commissioner Krebs stated he will approve the trellis and agrees that the shed does not have to be removed because it does not impact the neighbors. He stated he believes that the roof deck needs to be reduced.

Commissioner Smith said he appreciates the architecture but recognizes that the mass of the building is not in sync with the mass of other structures in the neighborhood. He does not think that trellis or shed are an issue. He agrees with his fellow commissioners to further modify the deck and mitigate the consequences and reduce the impact on the neighborhood.

Commissioner Cronk said the shed has a very minimal impact. She agrees with the applicants that the railing will finish off the design and create a balance. She also stated that if the all the commissioners want to reduce the deck, they could give the applicant specific modifications so they d not have to come back to another public hearing.

Commissioner Tunny stated he agrees about the shed and the trellis being approved and agrees with Commissioner Cronk about the railing. He thinks it a matter of pulling the east edge back towards the structure.

M/s Heiman/Cronk to approve the application including the trellis and allowing the existing shed to remain and the addition with a modification to the proposed roof deck such that the rail along the south elevation be moved back such that it is no more than six feet from the face of the addition. The motion carried 7-0.

Commissioner Tunny announced the ten day appeal period.

6. PUBLIC HEARING ON PLANNING APPLICATIONS

A. 9 LAUREL AVENUE Public hearing to consider application for design review for an upper story addition to the existing single-family residence and an exception to allow the addition to be 274 sq. ft. over the maximum adjusted floor area. A lot coverage variance is necessary for the addition, which exceeds the maximum 35% lot coverage

by 136 square feet. A setback variance and design review are requested to allow parking spaces to be created in the front and side setbacks in the northwest area of the site. The existing garage would be converted into an Accessory Dwelling Unit.

Lot Size	3,983 sq. ft.
Existing Lot Coverage	1,317 sq. ft. 33%
Proposed Lot Coverage	1,530 sq. ft. 38.4%
Existing Adjusted Floor Area	1,039 sq. ft. 26.1%

Elise Semonian presented the staff report and answered commissioner questions.

Hassan Afrrookteh, applicant, further explained the plans for his property.

John Sharp stated that there is nothing in the ADU law that says a person has to consider an ADU separately.

Commissioner Heiman asked for the elevation of the wrap around deck.

Afrookteh answered a little over two feet.

Commissioner Heiman asked what is in the utility room.

Afrookteh answered that part of it is storage and it was be used as a laundry room as well.

Commissioner Tunny opened up the public comment period.

Fran Farmer, neighbor at 5 Laurel, stated that the project would adversely affect the light coming into her home which would devalue her quality of life and her property value. She also stated that approving this project would set a precedent that would put all starter homes in jeopardy. She offered a solution that the commissioners approve a variance for the applicant to add a modest addition to the back of the home.

Matthew Noel, neighbor at 15 Laurel, would like the applicant to make a two-story house that looks like a one-story house. He stated that approving this project will take away the charm of the neighborhood and encourage future property owners to take similar measures to maximize profits.

Rosalind Jackson, neighbor at 1055 San Anselmo, stated her primary concerns are overbuilding on lot, privacy and sound concerns and what else will come next for a project of this size considering how the property owner has gone about the project so far. Her husband said he was concerned that the ADU would become a main living space.

Chris Braun, neighbor at 8 Laurel, stated that the project will create lighting issues for his home and is uncharacteristic for the neighborhood. He also stated that the addition will create parking issues because more people would live in the house meaning there will be more cars.

Marstin Tallant, neighbor at 31 Rowland, informed the council that the project will contribute to the drain in the neighborhood clogging and cause flooding. He opposes the project.

Herb Miller, neighbor at 16 Laurel, oppose the project. He stated it is too big for the lot and uncharacteristic of the neighborhood.

Ellen Caldwell, neighbor at 25 Laurel, presented photos of other houses in the neighborhood in order to show the bungalow theme that the project would not fall into.

Jerri Linn and Terry Sozanski, neighbors at 20 Laurel, stated that other two-story houses in the neighborhood have much bigger lots than the applicant's lot.

Nancy Taylor, neighbor, stated that she thinks this is a modest proposal of a great development that improves the neighborhood. She is in favor of the project and does not think it impacts the adjacent houses as much.

Peter Pfau, neighbor, supports the position that staff outlined and thinks it is a big improvement over the previous plan.

Tracey, neighbor, supports the project and does not think it is fair or correct to say that the proposed addition will make the house uncharacteristic of the neighborhood when it is building across from an apartment building. She also does not think it is fair to be upset with the property owner about the process being slow.

Jason, neighbor, supports the project and stated that he was impressed by the owner's changes in the second submission that addresses many neighbor concerns. He also questioned how someone is supposed to build a two-story house that looks like a one-story house. He stated it is a bad precedent to not allow the applicant to build a second story just because the neighbors do not want it.

Aviva Kamler, neighbor, stated that the bungalow homes are very unique to San Anselmo and does not believe a homeowner should be able to remodel their home to increase the value of their property while simultaneously decreasing the privacy, light and space of the surrounding homes. She also believes the proposed project is too big for the lot.

Leon Kouyoumjian, neighbor, stated that the proposed project is uncharacteristic of the neighborhood.

Al and his wife, neighbors, approve of the project because the applicant considered aesthetics.

Jo Ann Hartley, neighbor, suggested the applicant build out instead of up and hopes that the proposal is rejected.

Chris Braun, neighbor, stated that all the people that have spoken in support of the project are not taking into consideration the hardship that it is causing the adjacent neighbors.

David Broome, neighbor, supports the project and thinks it is a great aesthetic improvement to the neighborhood. Also thinks not approving the project would set a dangerous precedent that an organized group of neighbors could prevent someone from improving their house.

Michael Ferrelli, neighbor, stated that only people that live on the street should have a say on the project.

John Sharp, applicant, stated the government mandate that affordable housing needs to be addressed which ADUs help with.

Commissioner Tunny closed the public comment period.

Commissioner Krebs stated that he still thinks that there are still problems with the project that need to be addressed, such as the size of the house compared to the lot. He is in favor of trying to promote ADUs but does not think that should allow people to expand beyond what the town allows.

Commissioner Cronk believes that the proposal has greatly improved. She also stated that the house is not bungalow style and does not think it is particularly attractive and could use improvement. She said that she is in support of the parking and setbacks as requested and the lot coverage variance is reasonable to her. She cannot get behind the exception of the FRA.

Commissioner Heiman stated that it would be very difficult for the applicant to add to the first story instead of adding a second story. He does not see a reason that could make him support the bonus to the FRA and thinks the project needs to be reworked. He suggests the second-floor deck off the bedroom could be removed because it hinders privacy. He supports the other modifications of the plan that were suggested by staff and agreed to by the owner such as relocating the front door and eliminating the deck around the ADU. He is in favor of the variance for the two-car tandem parking in the front and side setback, but he is not in favor of the third parking space in the front setback. He is fine with the lot coverage.

Commissioner Smith stated there are elements of the proposal which could be refined and some of which can mitigate conflicts, specifically with the FRA. He does not see a reason for denial but agrees with Commissioner Heiman that the third stall of parking is not necessary. Overall, he is in support of the staff opinion that this plan can be improved but he does not think it is unreasonable to seek a second-floor addition in the neighborhood.

Commissioner Tunny stated he also does not like the third parking space and likes all of staff's recommended changes. His main concern is the FRA and would like the applicant to get under the limit.

Hassan Afrookteh, applicant, said he will remove the ADU and come back with new plans but said he will go to the California Housing Authority, Office of Transparency and Compliance because he does not think what the commissioners are doing is legal.

Commissioner Cronk stated that no one is contesting the ADU and the applicant is welcome to go get a permit for it tomorrow.

Commissioner Tunny also wanted to clarify that even if they are not counting the ADU in the FAR that they are finding the main dwelling to be too large.

M/s Heiman/Cronk to continue the project and the applicant resubmits the plans taking into account the comments that have been made at the hearing and to keep it within the FAR. The motion carried 5-0.

B. 316 GREENFIELD AVENUE Public hearing to consider a Conditional Use Permit application for a new 480 square foot detached Accessory Dwelling Unit (ADU) proposed partially within the 20-foot required setback from Greenfield Avenue (10-foot setback from property line proposed). Due to the width of the public right-of-way, the front wall of the ADU would be 21' 3" from the sidewalk, in line with the main residence and neighboring development. The proposed ADU is setback 8 feet from the west side property line where a 4-foot setback is required.

Elise Semonian presented the staff report and answered commissioner questions.

James Alai, applicant, stated that the ADU is for his mother. He wants to keep the aesthetics and be in alignment with the other homes on the street and it keeps him from having to dig back into his hillside.

Commissioner Tunny opened up the public comment period.

Paul Nyulassie, architect, said he can do some architectural changes to the façade.

Cece, neighbor, stated that she and her husband are in total support of the project.

Commissioner Tunny closed the public comment period.

Commissioner Cronk appreciates the neighbor support and would like there to be design changes that could make it more street friendly.

Commissioner Krebs agrees with commissioner Cronk and would support her request to change some of the design elements facing the street.

M/s Krebs/Cronk to approve the staff report. The motion carried 5-0.

Semonian presented the staff report. Staff included findings submitted by the applicant. The lot does have an unusual small size. Staff recommended approval of the minor exception and Planning Commission discussion of the variance findings. She answered commissioner questions.

Eric Spletzer, project applicant, presented the project and answered commissioner questions

The majority of the Planning Commission supported the project and variance requested based on the small size of the deck area, the steepness of the slope, small lot size, location of a protected tree in an area that encumbers the property, and since no square footage is added to the house. The project is a minor expansion of an existing deck at the front of the house that is not visible from the street and the privacy or views of the adjacent property owner are not being impacted.

M/s, Daniel Krebs, Matt Brasler, to approve the lot coverage variance and minor exception for the deck at 8 Island Drive subject to the conditions in the staff report. AYES: Tim Heiman, David Swaim, Pete Pedersen, Matt Brasler, Susan Cronk, Daniel Krebs. NOES: Bill Engelhardt. ABSENT: None.

B. 9 LAUREL AVENUE - DESIGN REVIEW, VARIANCES, GRADING PERMIT, FLOOR AREA EXCEPTION

Project Address: 9 Laurel Avenue
Owner/Applicant: Hassan Afrookteh
Assessor's Parcel No.: 007-112-11
Zoning District: Single Family Residential Below 150 MSL
General Plan Designation: Single Family Residential
FEMA Flood Zone: Zone X (0.2%) - area inundated by 0.2% annual chance flooding.

Request: Design Review for an addition and substantial remodel to an existing single-family residence and for a Maximum Adjusted Floor Area Exception to allow the residence to be 319 sq. ft. over the maximum adjusted floor area. The project would lift the existing first story to create a new second story. Grading permit for 90 cubic yards of fill and 52 cubic yards of cut, primarily to elevate the level of the rear yard for drainage. Setback variance for new construction within the front setback and to increase the height of the existing structure in the front setback approximately 15 feet from the front property line (code: 20 feet). Variance to replace a legal non-conforming garage and second parking space in the rear and south side yard setbacks with a garage at the lower level of the residence, partially within the front setback, and to create a new uncovered space within the front and north side setbacks. The proposed height of the residence is 28 feet (code: 30 feet). Proposed materials include white board and batten siding, white vinyl trim, and light gray composition shingle roofing and cedar fencing.

Lot Size	3,983 sq. ft.
Existing Lot Coverage	1,312 sq. ft. 33%
Proposed Lot Coverage	1,347 sq. ft. 34% (code: 35%)

Existing Adjusted Floor Area	1,039 sq. ft. 26%
Proposed Adjusted Floor Area	2,111 sq. ft. 53% (code: 45% + 325 sq. ft.)

Semonian presented the staff report and recommended denial of the project.

Hassan Afrookteh, the applicant, presented the project and answered commissioner questions.

Fran Farmer, Laurel Ave resident, expressed concerns regarding how her light and sun exposure will be affected by this new construction and the potential for mold and lack of solar energy possibilities due to shade.

Jerry Lynn, Laurel Ave resident, expressed his concerns that the proposed project is not compatible with the character of the neighborhood and is too big.

Herb Miller, Laurel Ave resident, expressed concerns that the project does not fit well with the neighborhood as it is a big house on a small lot.

Terry Sozanski, Laurel Ave resident, expressed his concern regarding the negative impact on neighbors with regards to privacy, light and air, and the project being out of character with the neighborhood.

Colleen Noel, Laurel Ave resident, expressed concern that the project does not fit in with the character of the neighborhood, overbuilds the lot and negatively impacts privacy, and light.

Steve Lamb, Laurel Ave resident, expressed his concerns and echoed other residents' concerns. Lamb questioned the content of the supplemental form for demolition that was submitted by the applicant.

Ellen Caldwell, Laurel Ave resident, expressed her concerns, specifically regarding drainage and grading.

Christopher Braun, Laurel Ave resident, expressed his concerns, specifically about the proposed project blocking the sunlight and the sky to the apartment across the street.

Terry Curly, San Anselmo Ave resident, expressed his concerns regarding light, privacy, grading, and drainage.

Rosaline Jackson, San Anselmo Ave resident, expressed her concerns regarding the impact of the project on the community.

Matt Noel, Laurel Ave resident, expressed his concerns regarding the overbuilding the lot, the project being out of character with the neighborhood, privacy, light and property line litigation.

Dennis Mowbray expressed his concerns about the project.

Michael Farrelli, Laurel Ave resident, expressed his concerns with regards to the project being out of character with the neighborhood.

Leon, San Anselmo Ave resident, expressed his concerns with regards to the project being out of character with the neighborhood.

Patrick Torres Jr, on behalf of his parents living at Laurel Ave, expressed concerns with regards to the project being out of character with the neighborhood. He also mentioned concerns regarding drainage out to the street, parking, light, and noise.

The applicants responded.

Commissioner Brasler asked about the property line issues raises. The applicant said that they will have to take it to court or have the surveyors figure it out.

The majority of the commission indicated the design was out of character and scale with the neighborhood. They did not support the variances requested, although some indicated support for the setback variance for the parking, which would replace parking that is currently in a setback. More information on grading and drainage was requested. Some Planning Commissioners indicated a second story might be supported with an appropriate design and no variances.

M/s, Matt Brasler, Daniel Krebs, to deny the design review, variances, grading permit and floor area exception for 9 Laurel Avenue based on the findings in the staff report. AYES: Bill Engelhardt, Tim Heiman, David Swaim, Pete Pedersen, Matt Brasler, Susan Cronk, Daniel Krebs. NOES: None. ABSENT: None.

C. 1214 SAN ANSELMO AVENUE - USE PERMIT - THIS ITEM WILL BE CONTINUED TO A FUTURE MEETING

Project Address:	1214 San Anselmo Avenue
Applicant:	Bryan Hendon
Assessor's Parcel No.:	007-051-21
Zoning District:	C-1 Neighborhood Commercial
General Plan Designation:	Neighborhood Commercial

Request: After-the-fact request for a use permit to convert an office use to a residential dwelling unit. Residential use requires a conditional use permit in the Neighborhood Commercial zoning district. No exterior changes are proposed.

This item was continued to a future meeting date due to a change in the application.

6. CONSIDER ORDINANCE TO AMEND ACCESSORY DWELLING UNIT (SECOND UNIT) REGULATIONS Consider "An Ordinance of the Town Council of the Town of San Anselmo Amending Title 10 (Planning and Zoning) Chapter 6 (Accessory Dwelling Units) Articles 1-3 to Bring the Town Accessory Dwelling Unit Regulations into Conformance With 2019 State Housing Bills" and make a recommendation to the Town Council.

ADAM FRANCH
DEVELOMENT - MANAGEMENT - ARCHITECTURE

April 15, 2022

Attn: Elise Semonian, Planning Director
Project Manager
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: 9 Laurel Avenue - Shadow Study Verification

Dear Ms Semonian,

I have reviewed the shadow study for the proposed remodel & addition project located at 9 Laurel Avenue in San Anselmo California, APN 007-112-11. The referenced documents include the 9 Laurel Avenue Drawings, a Numerical Shadow Impact excel file, Study 01 SketchUp Model, Study 02 SketchUp Model, Study 01 PDF, and Study 02 PDF. The referenced file versions are noted here:

Name	Date modified	Type	Size
3-23-2022 - 9 Laurel Ave. Study 02 updated	4/11/2022 12:22 PM	SketchUp Pro 2022	25,828 KB
3-23-2022 - 9 Laurel Ave. Study 01 updated	3/25/2022 11:33 AM	SketchUp Pro 2022	27,694 KB
3-23-2022 - 9 Laurel Ave. Numerical Shadow Impact 3-23-2022	3/25/2022 11:32 AM	Microsoft Excel Worksheet	19 KB
3-23-2022- 9 Laurel Ave. Study 01	3/25/2022 11:32 AM	Adobe Acrobat Document	10,028 KB
3-23-2022- 9 Laurel Ave. Study 02	3/25/2022 11:33 AM	Adobe Acrobat Document	12,519 KB
9 Laurel Ave. APN 007-112-11 Drawings	4/15/2022 11:29 AM	Adobe Acrobat Document	46,971 KB

After completing an analysis of the provided documents, I can confirm the revised shadow study is substantially accurate. As a part of the review, I have confirmed the 3D model is accurately geo-located at longitude 122.571453W and latitude 37.978648N; The proposed structures are accurately modeled in the 3D file and match the proposed project drawings, site plan, building height, and solar North is accurately identified in the 3D model. The Shadow Study 01 and Shadow Study 02 pdf files accurately represent the amount of shadow cast from the proposed project onto the neighboring property. In addition, the Numerical Shadow Impact excel file accurately identifies the minutes of daylight versus the minutes of additional shadow cast onto the neighboring property.

Please contact me with any additional questions.

Best Regards,

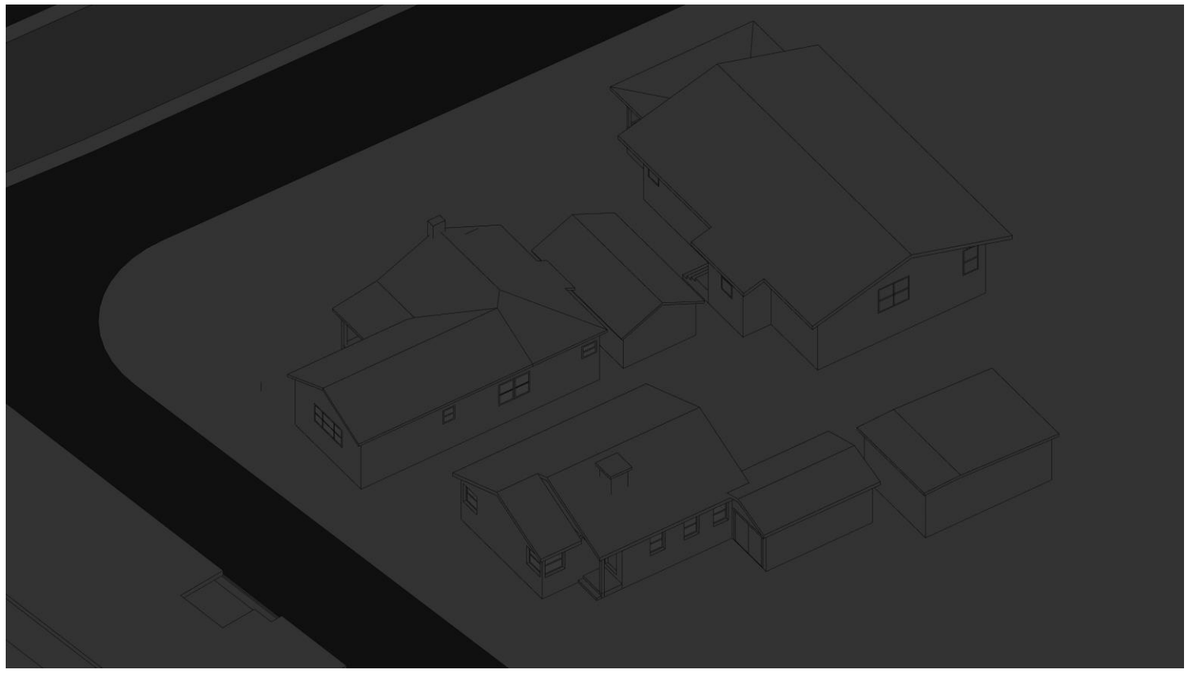
Adam Franch, AIA
C-34374
Adam@dev-arc.com
720-219-2117

Shadow Study #1 for **9 Laurel Ave.**

January 21st

06:00 am

Sunrise at 7:22 am



EXISTING

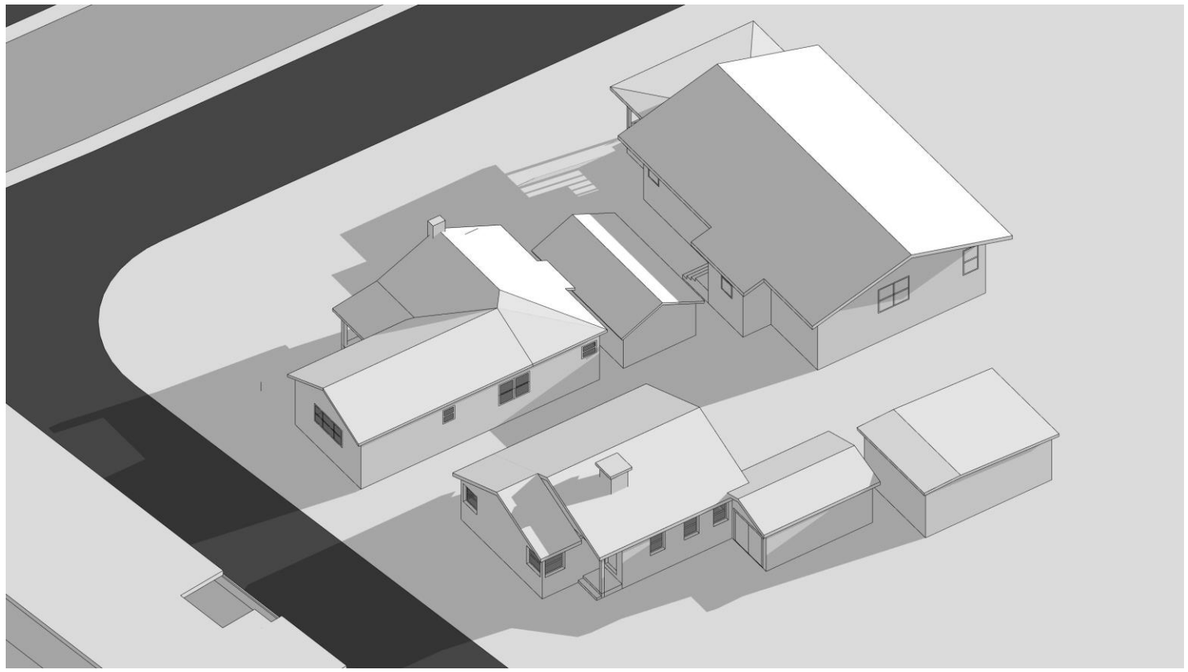


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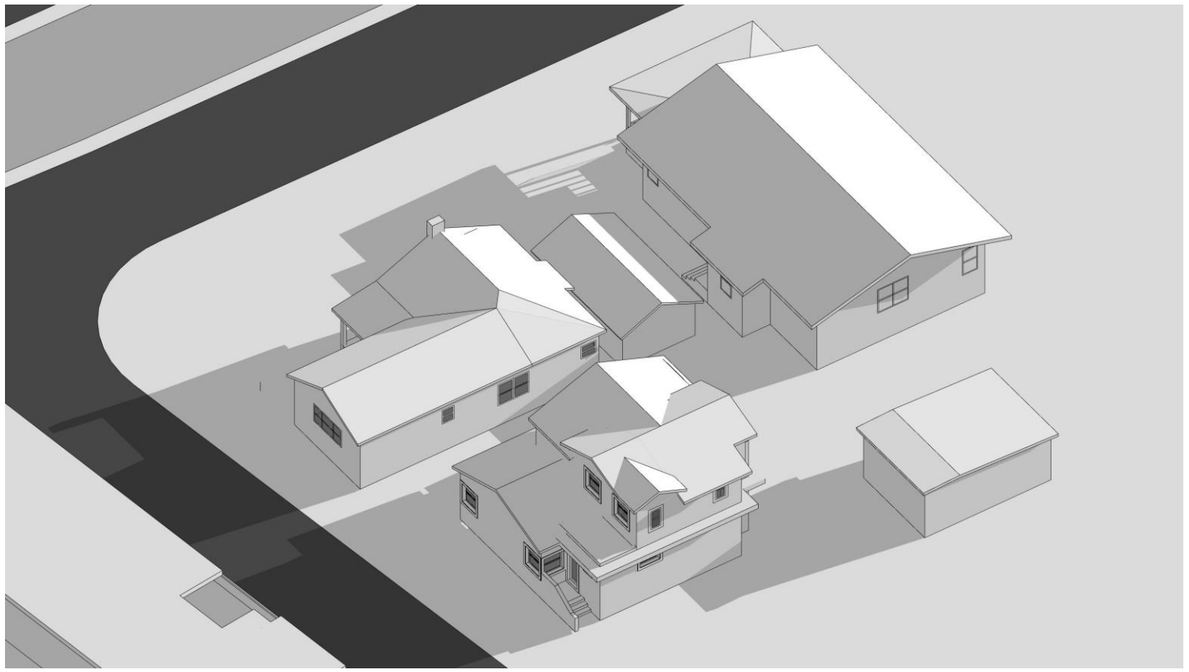
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

09:00 am



EXISTING

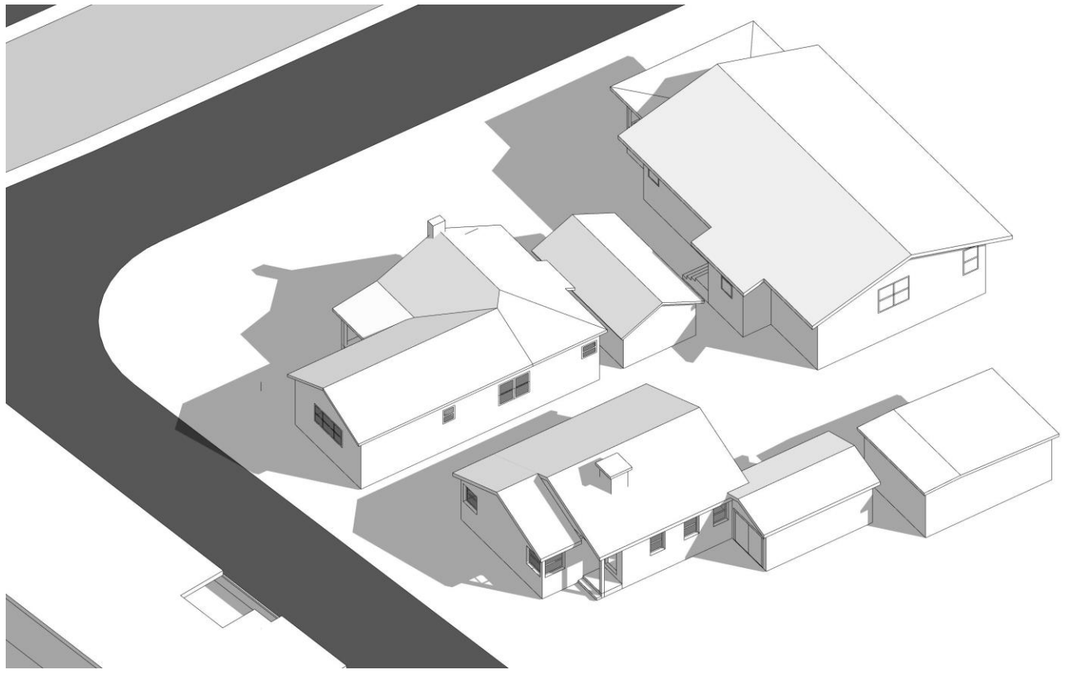


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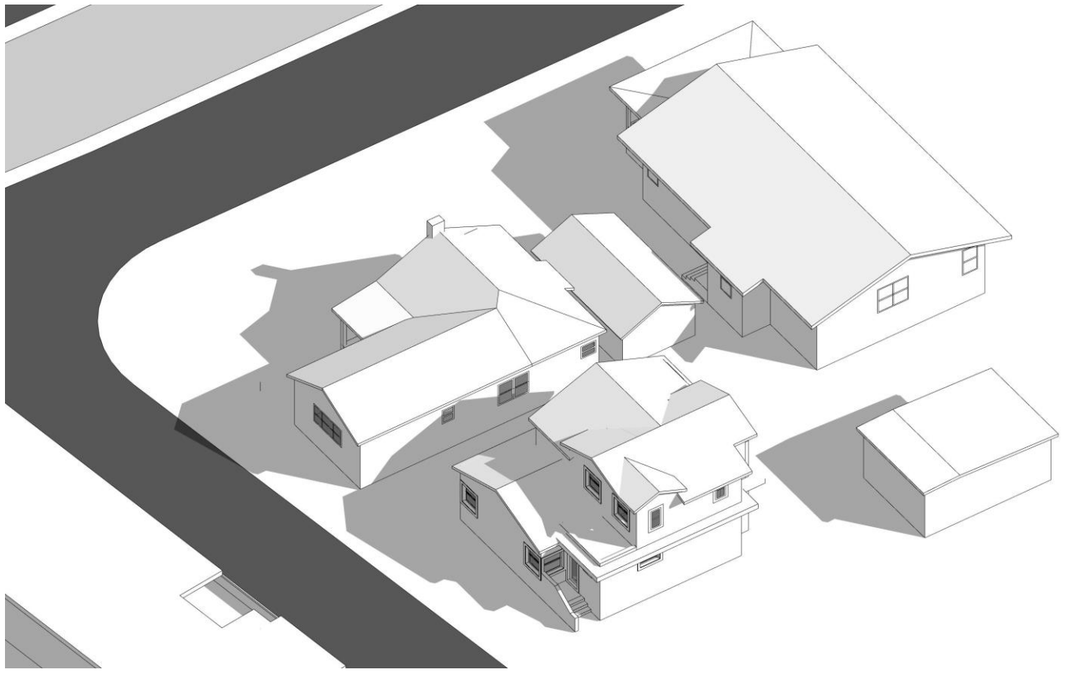
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

12:00 pm



EXISTING

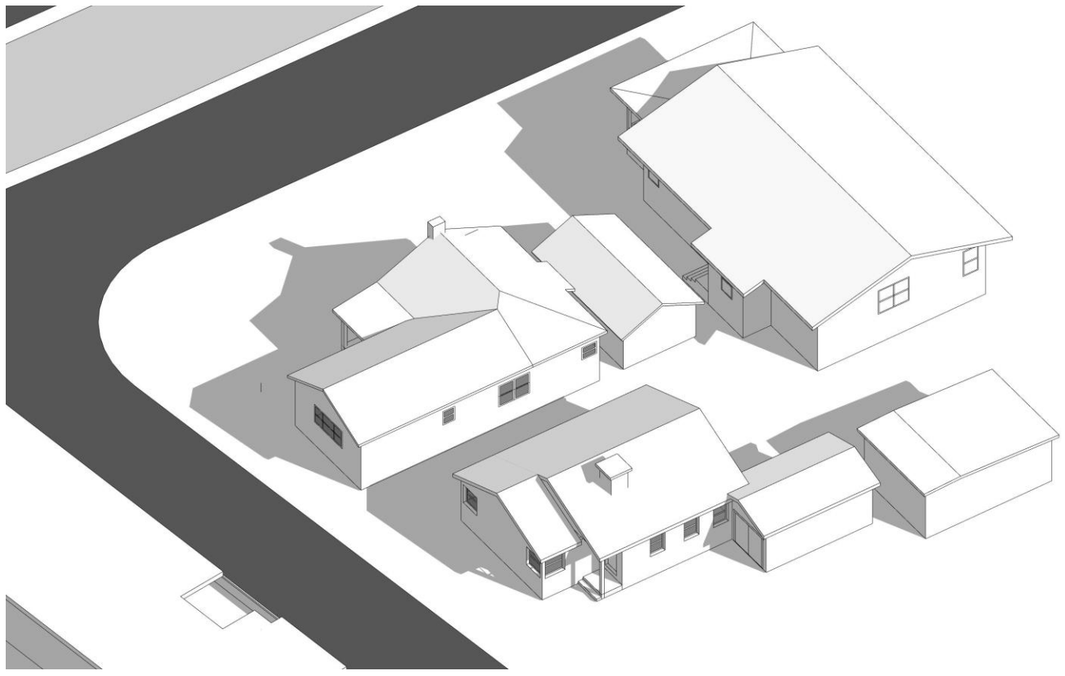


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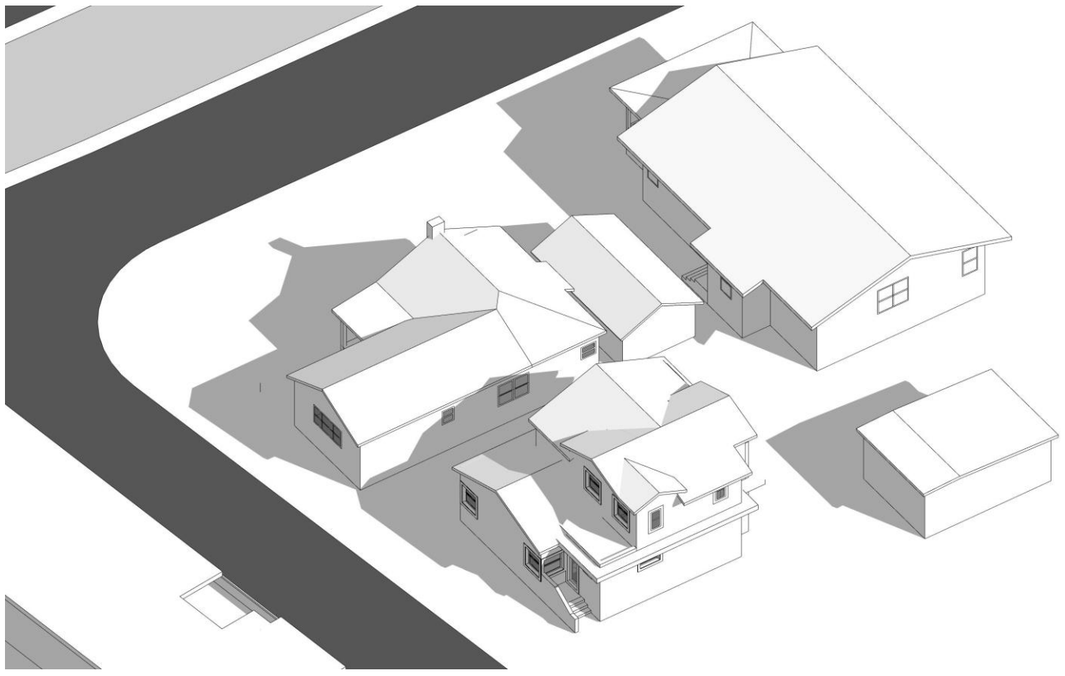
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

12:30 pm



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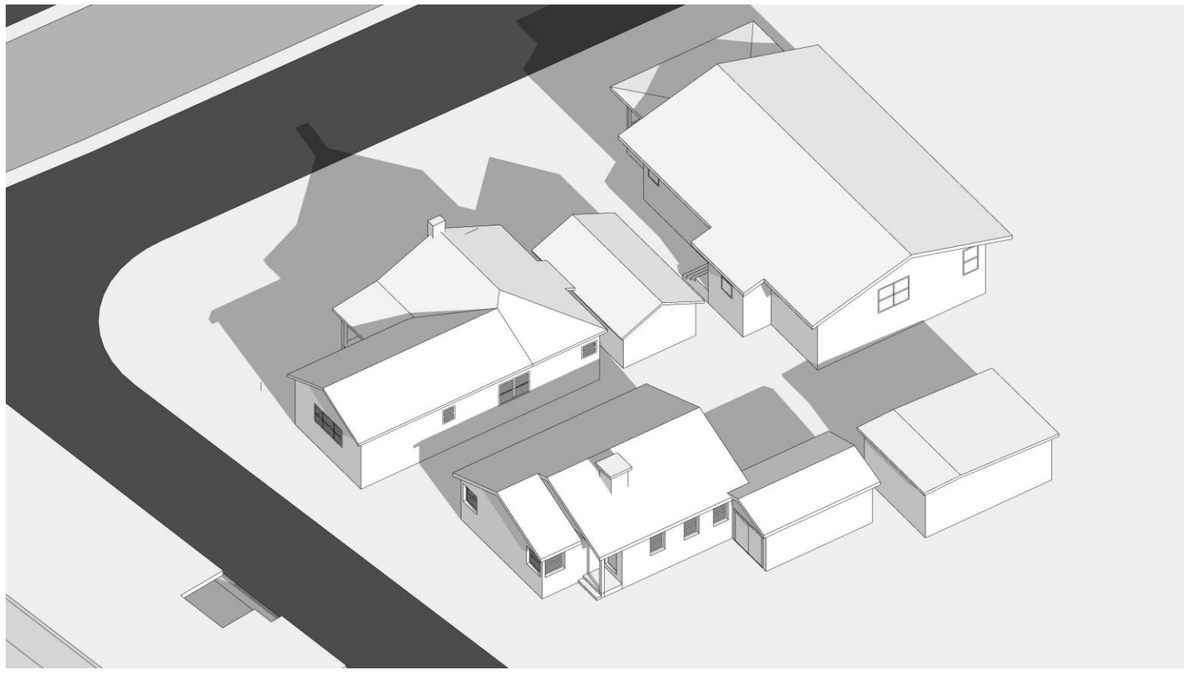


PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

January 21st

03:00 pm



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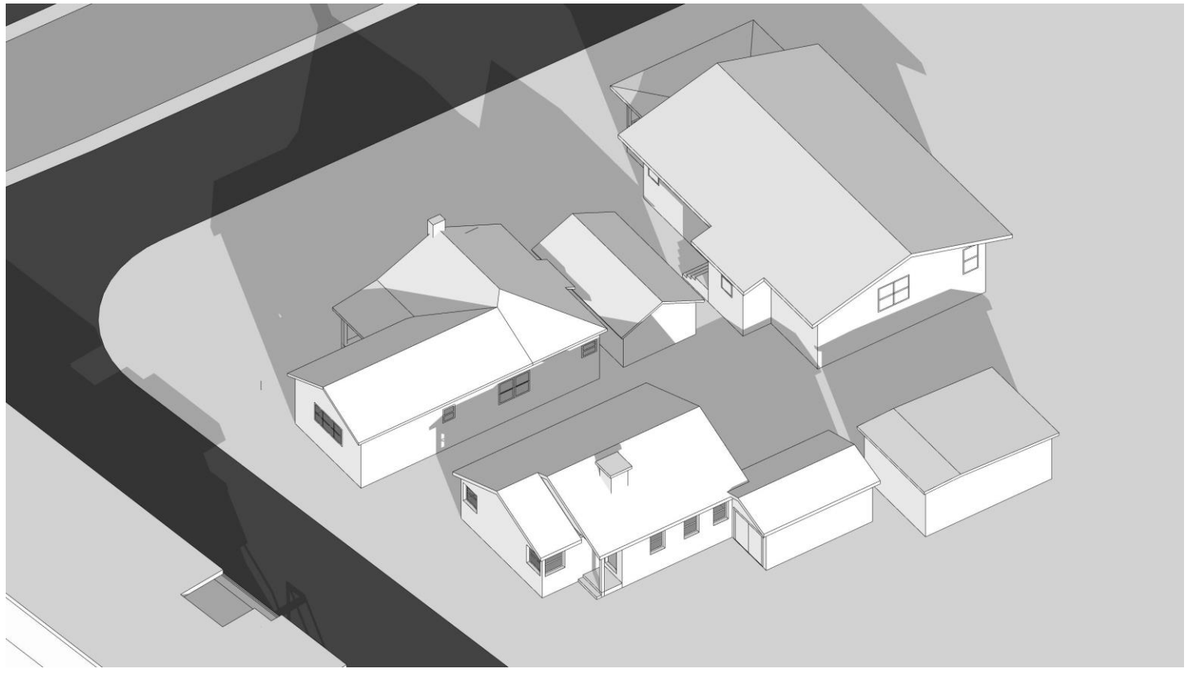


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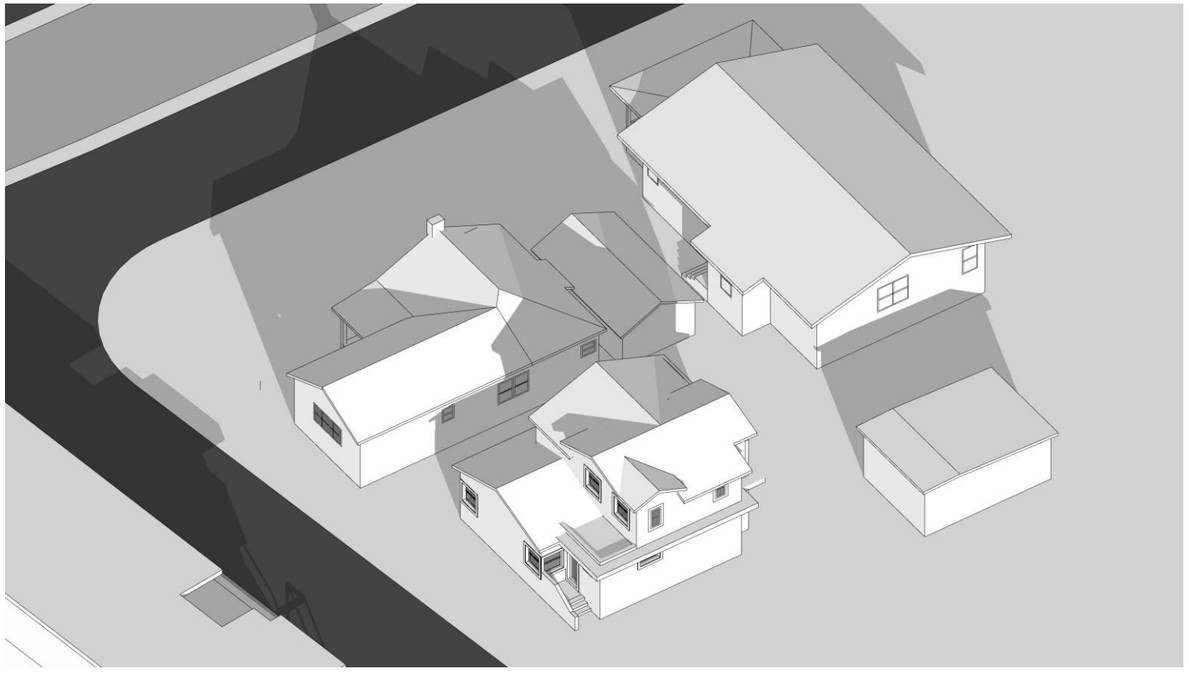
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

04:00 pm



EXISTING



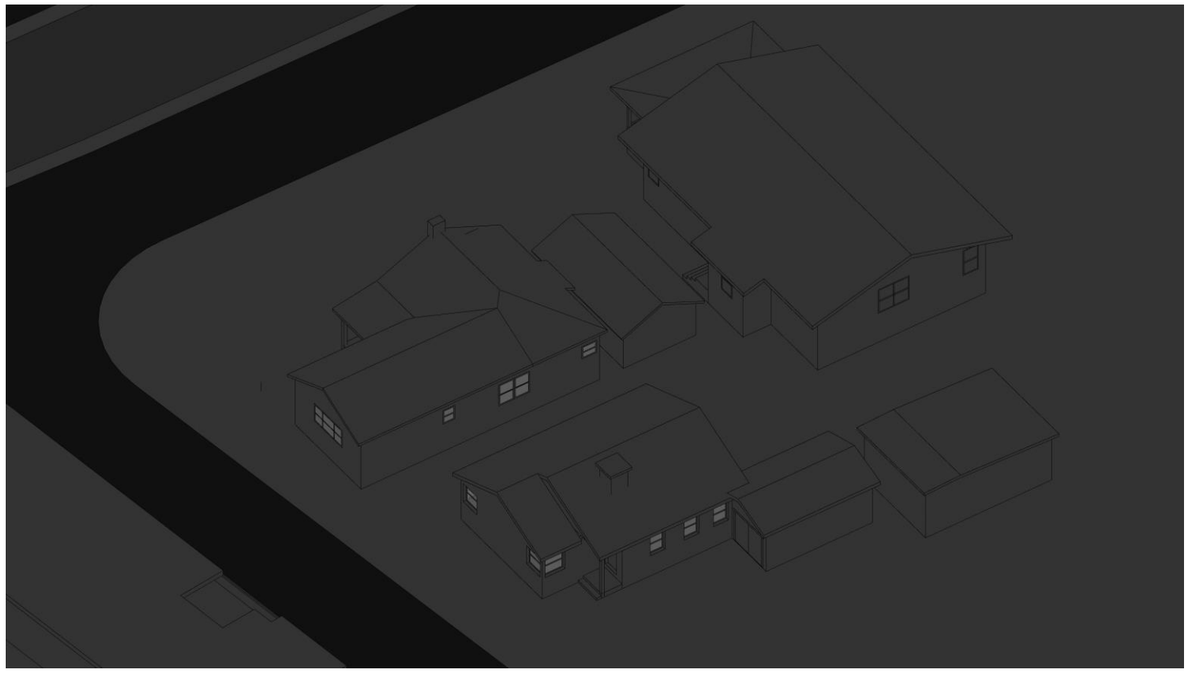
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

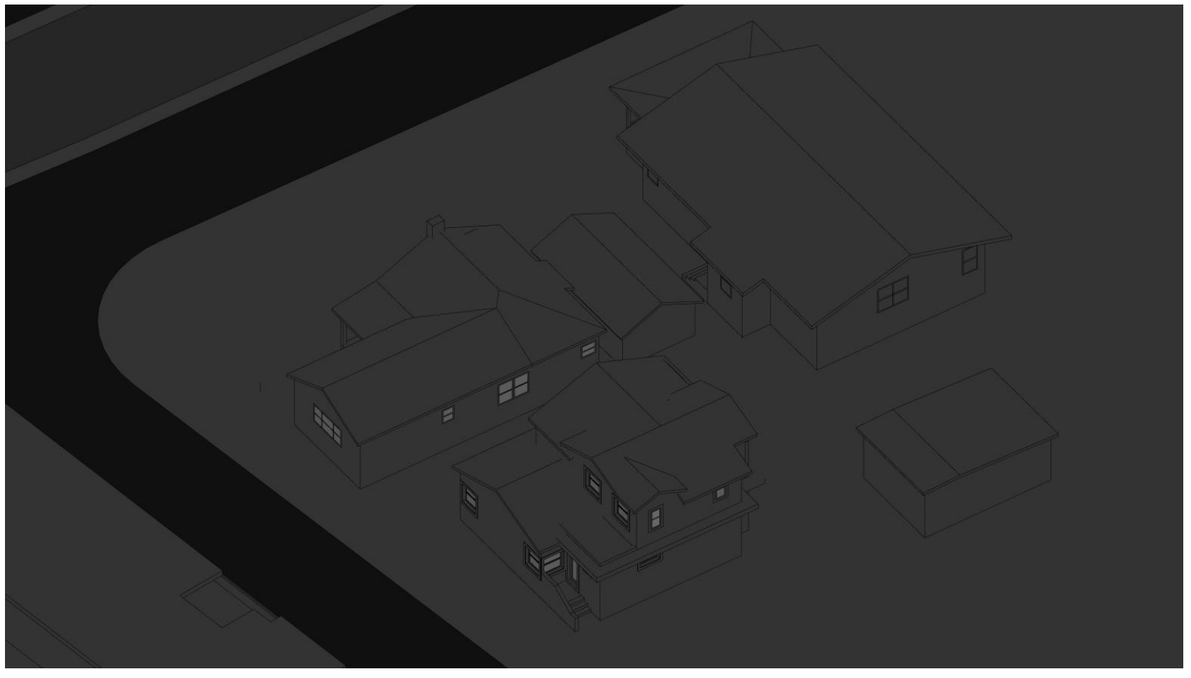
January 21st

06:00 pm

Sunset at 5:21 pm



EXISTING



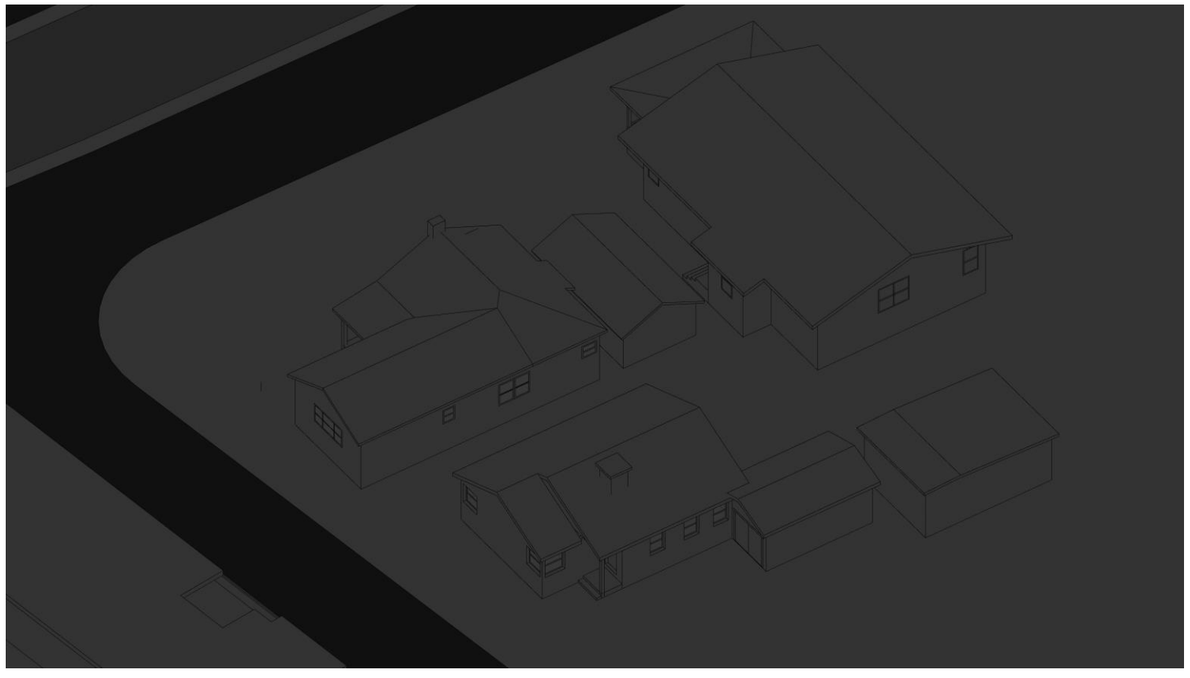
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

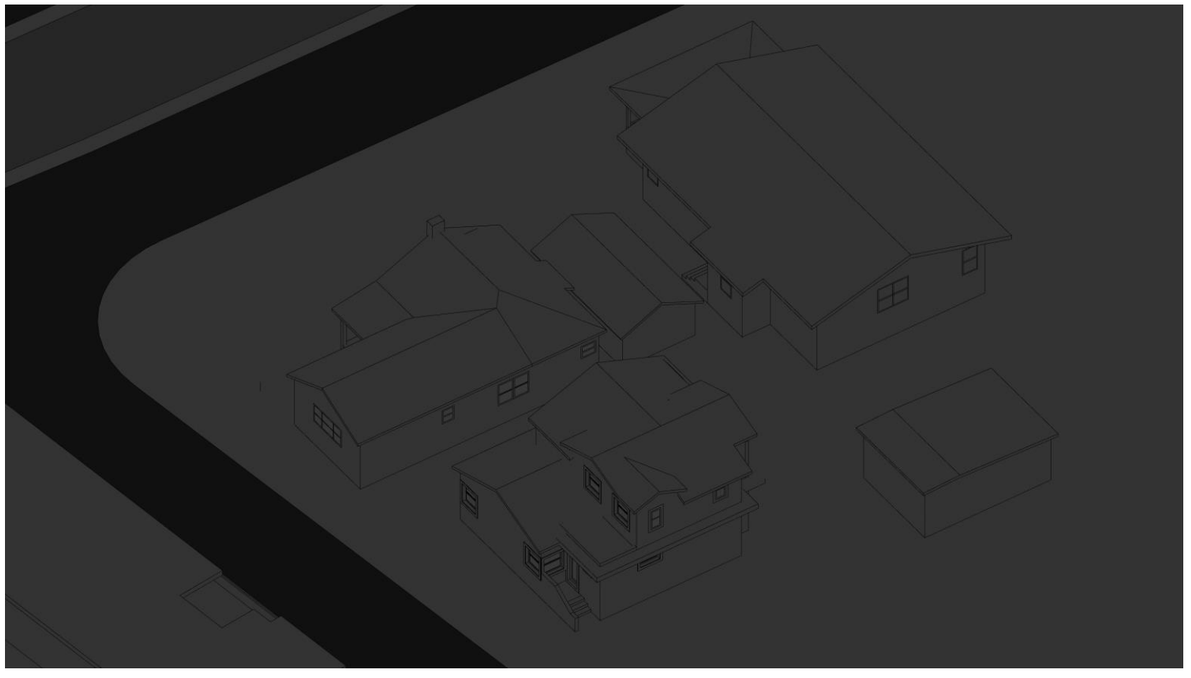
February 21st

06:00 am

Sunrise at 6:52 am



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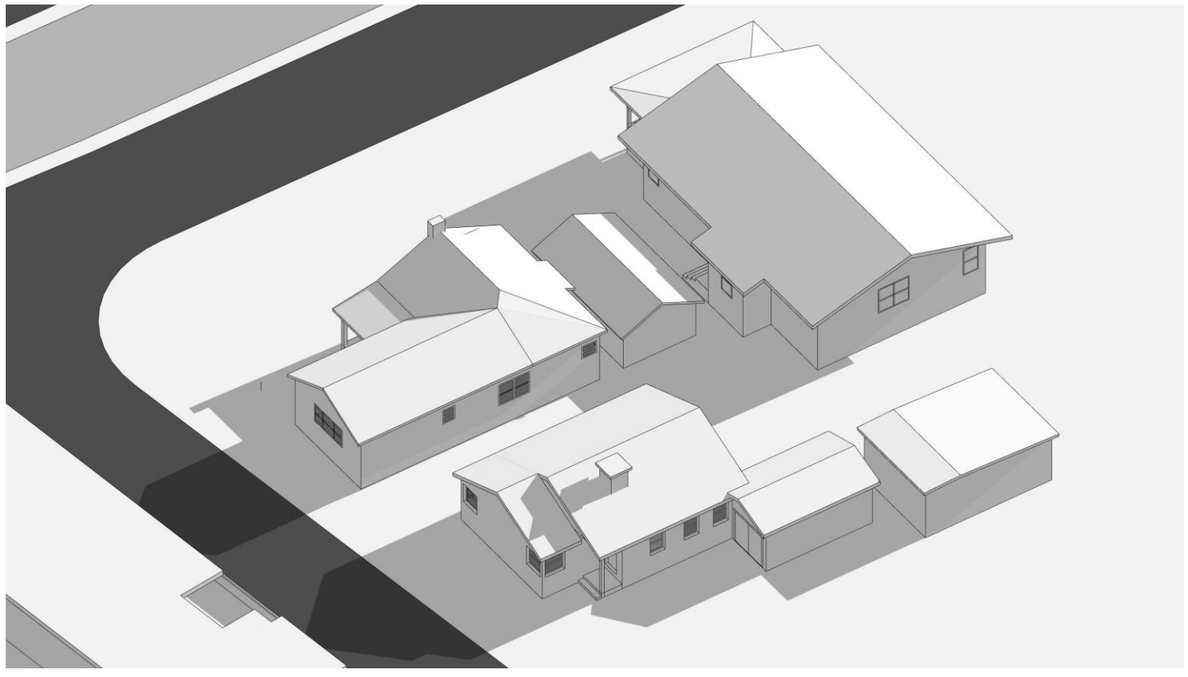


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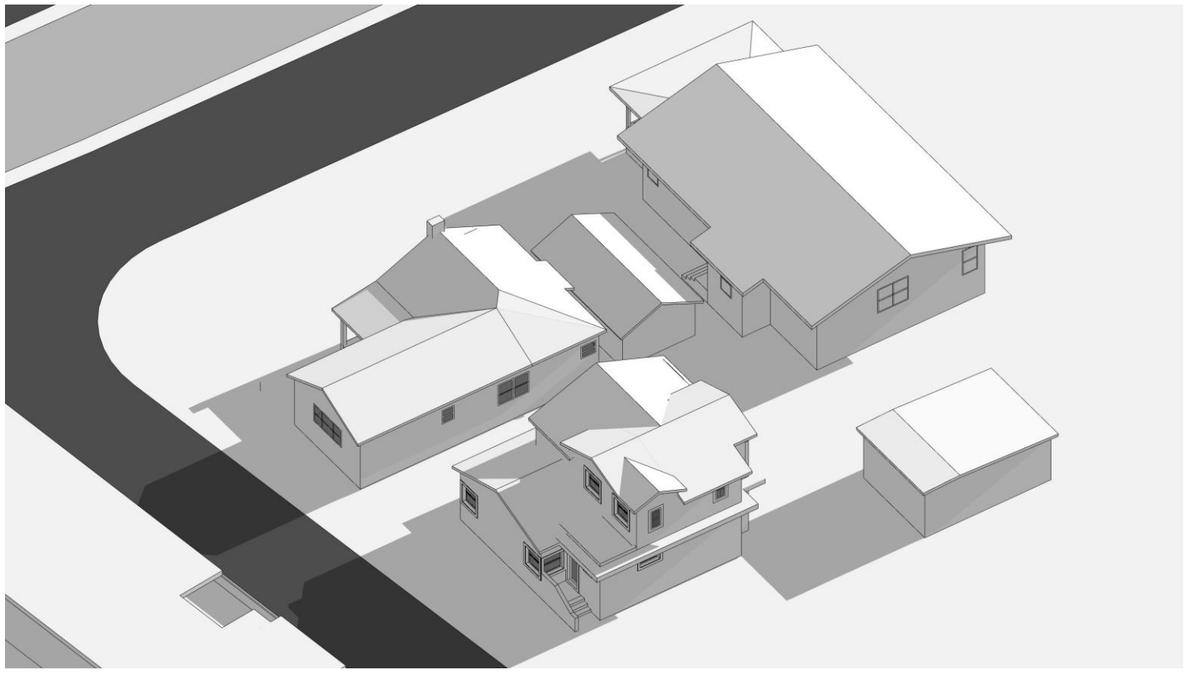
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

09:00 am



EXISTING

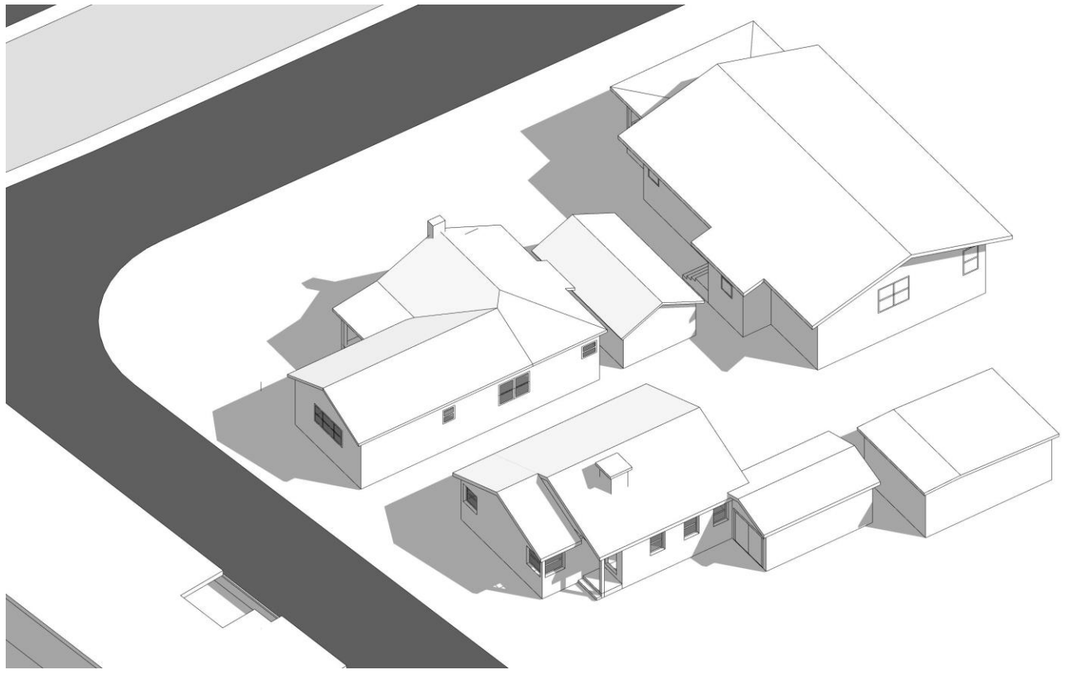


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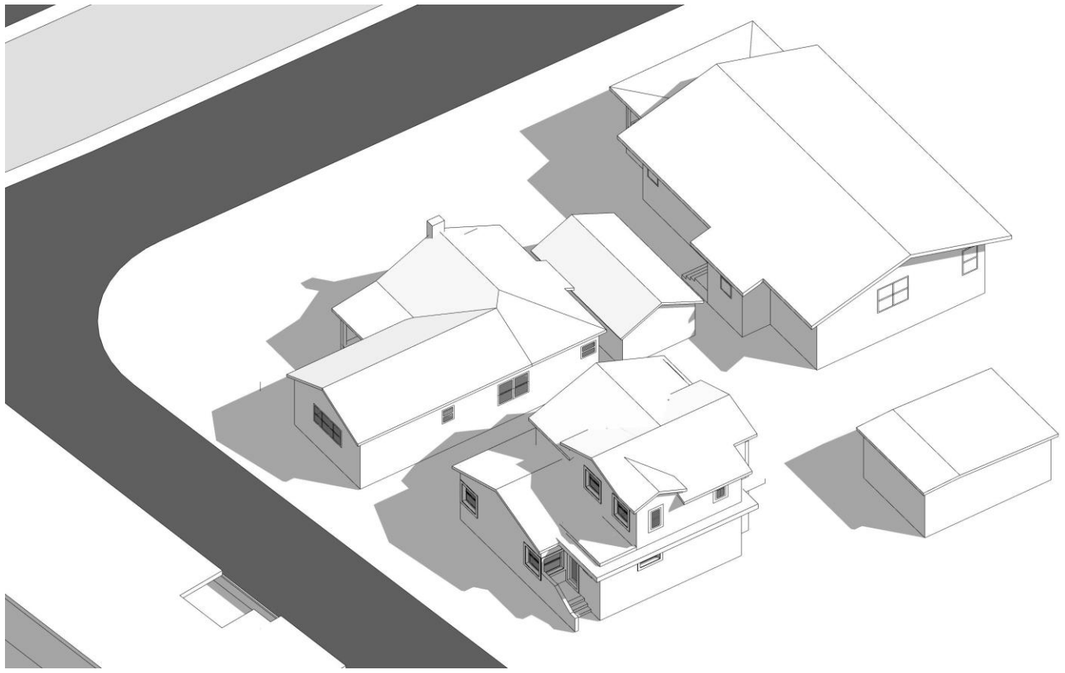
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

12:00 pm



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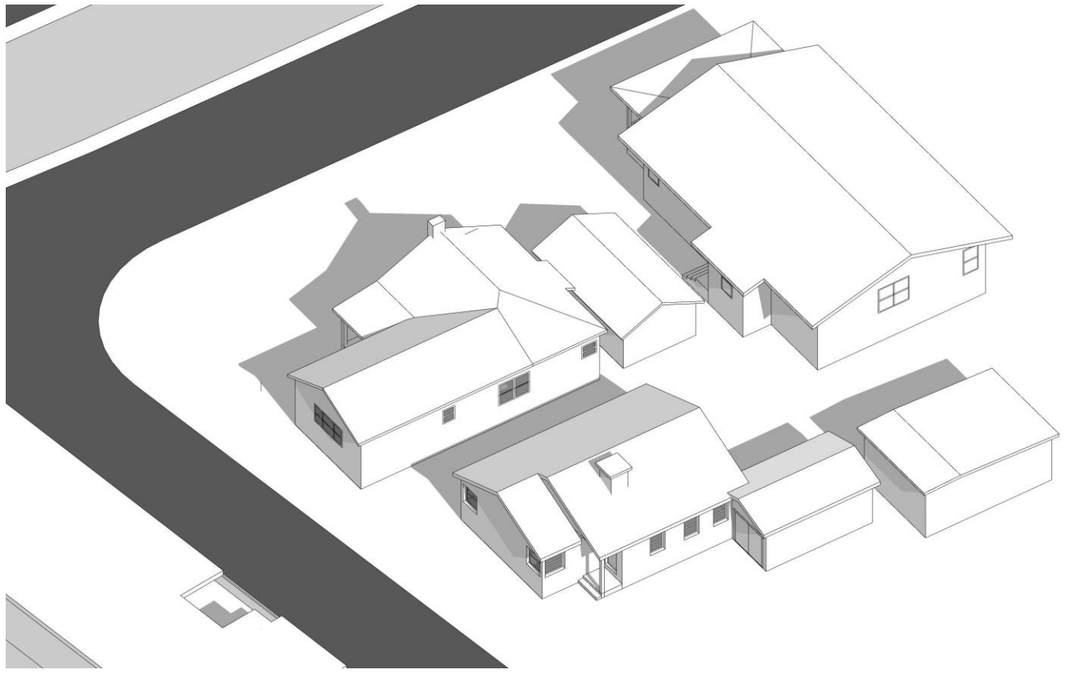


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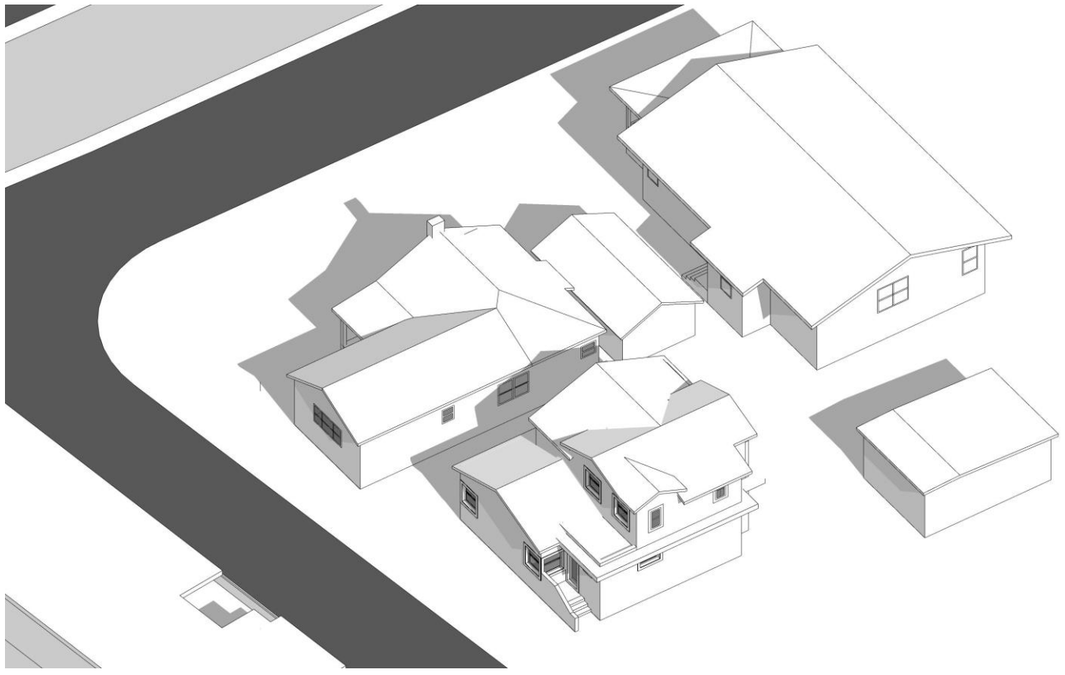
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

02:30 pm



EXISTING

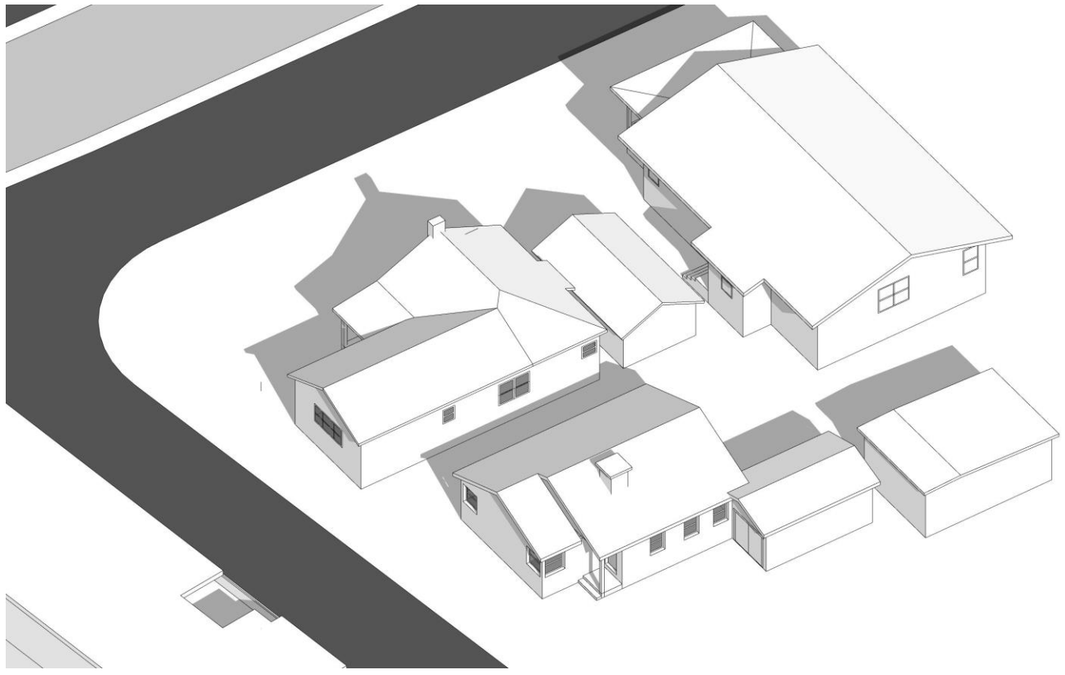


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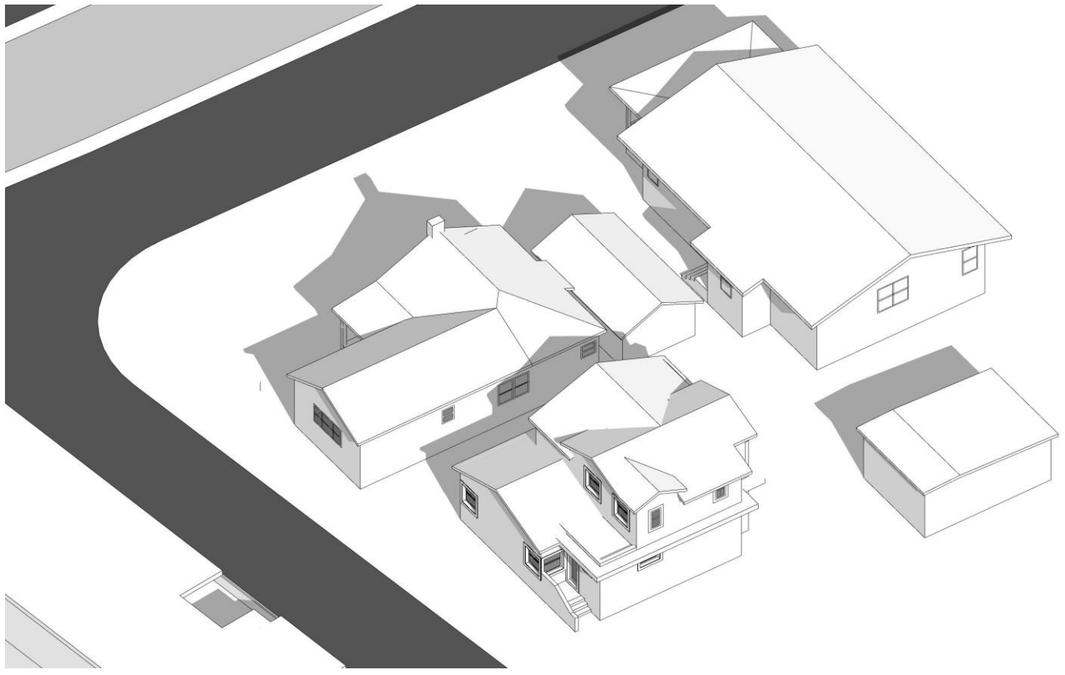
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

03:00 pm



EXISTING

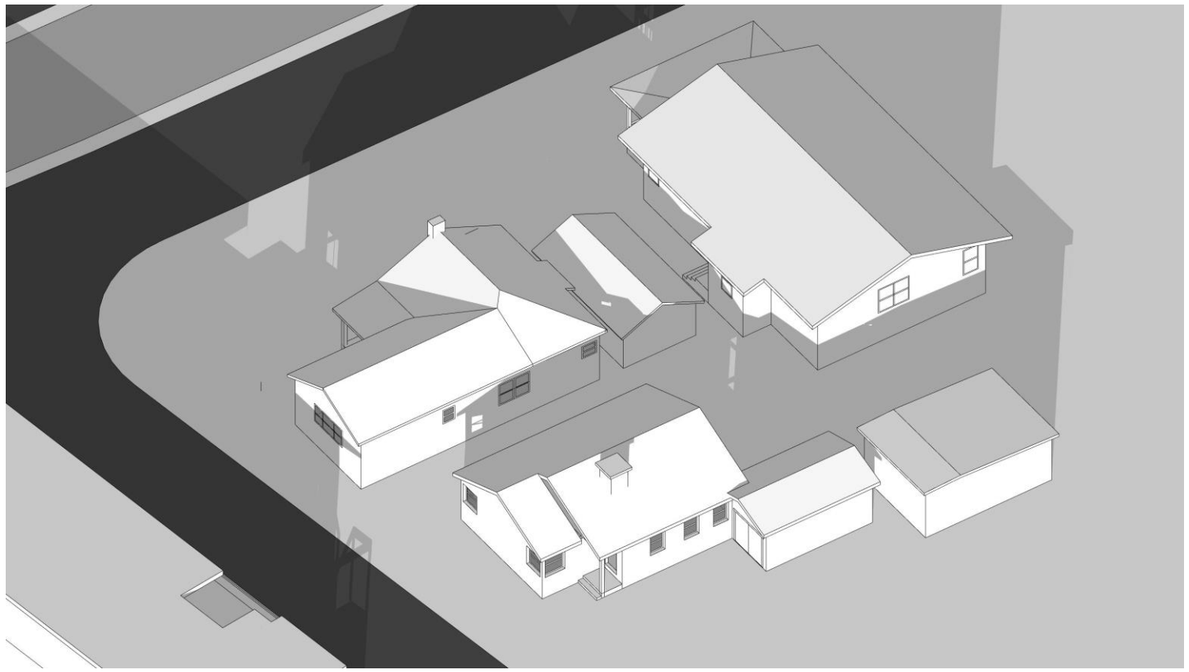


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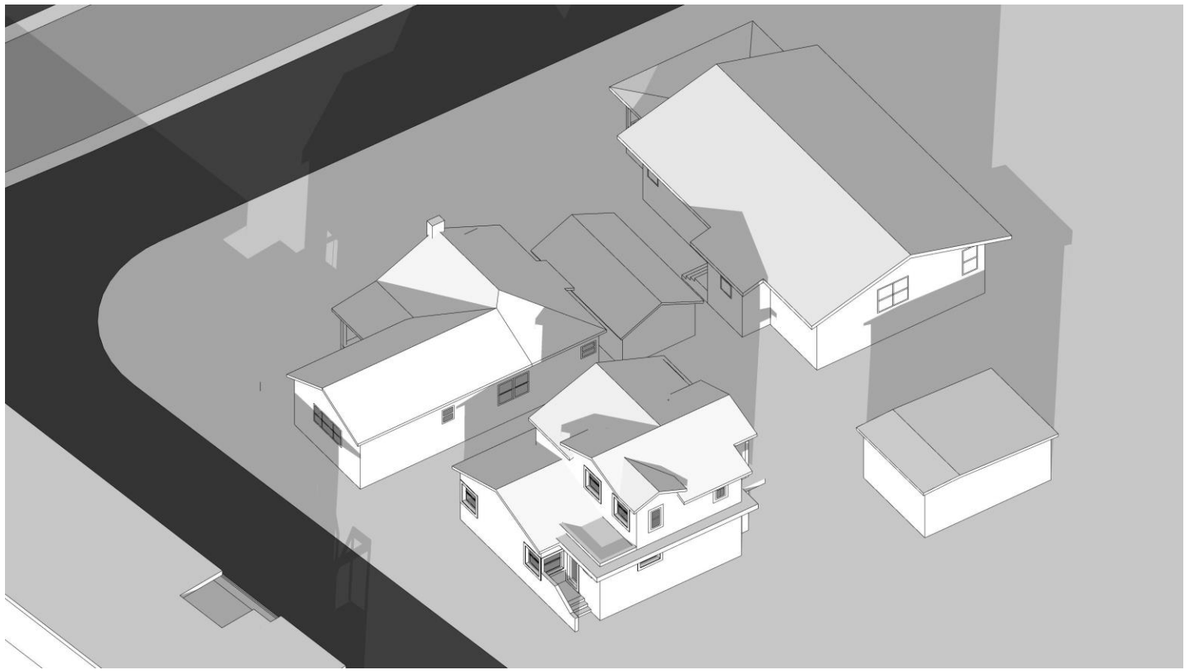
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

05:00 pm



EXISTING



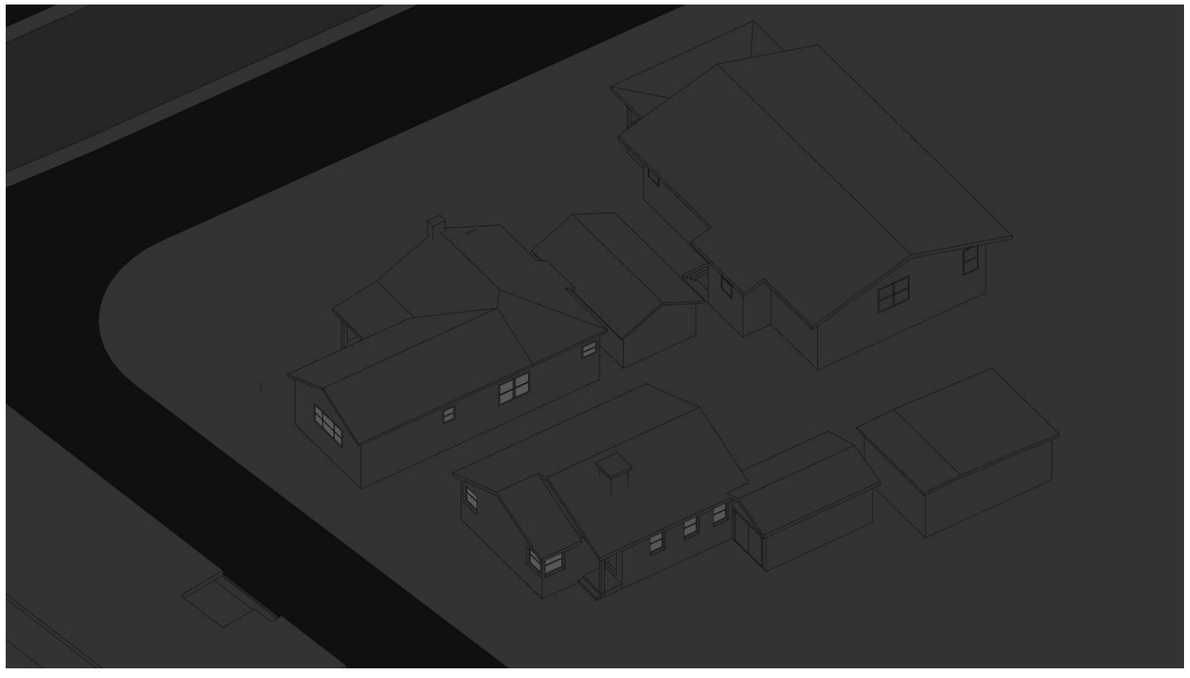
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

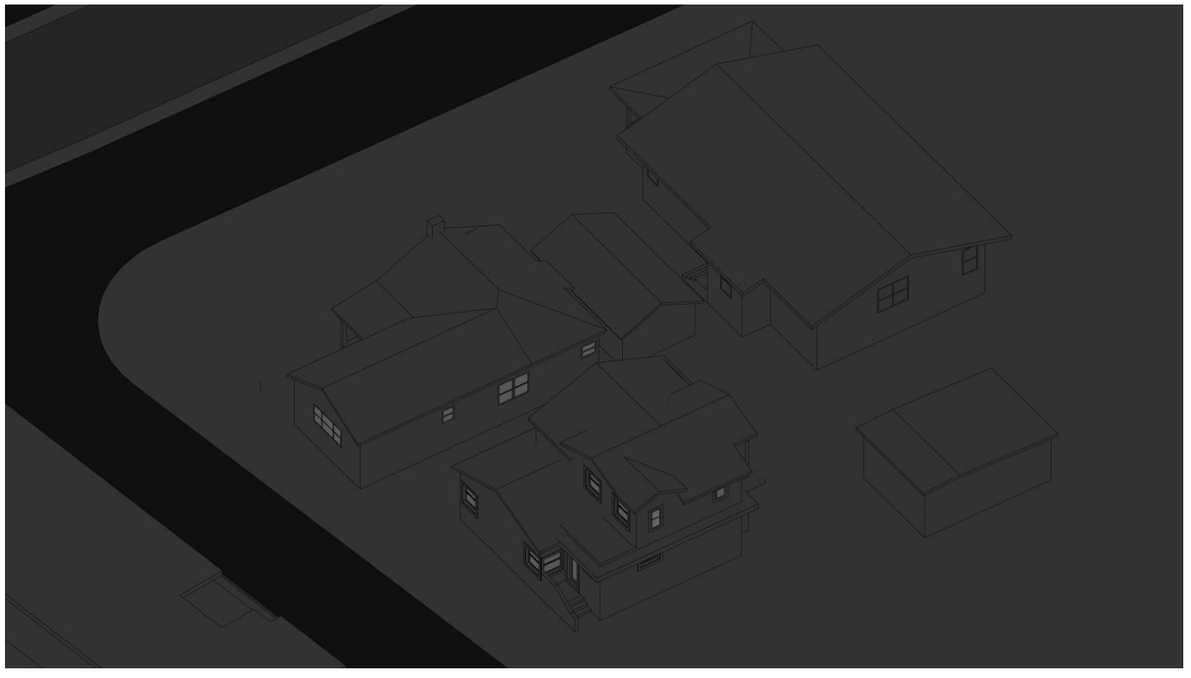
February 21st

06:00 pm

Sunset at 5:55 pm



EXISTING



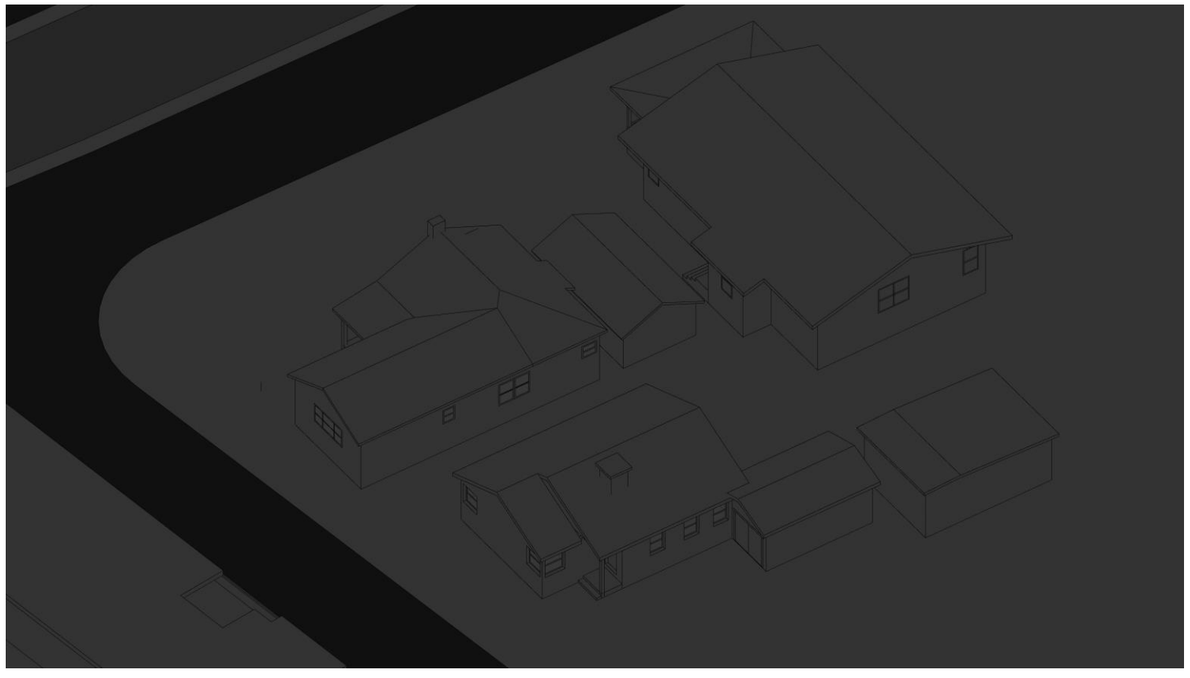
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

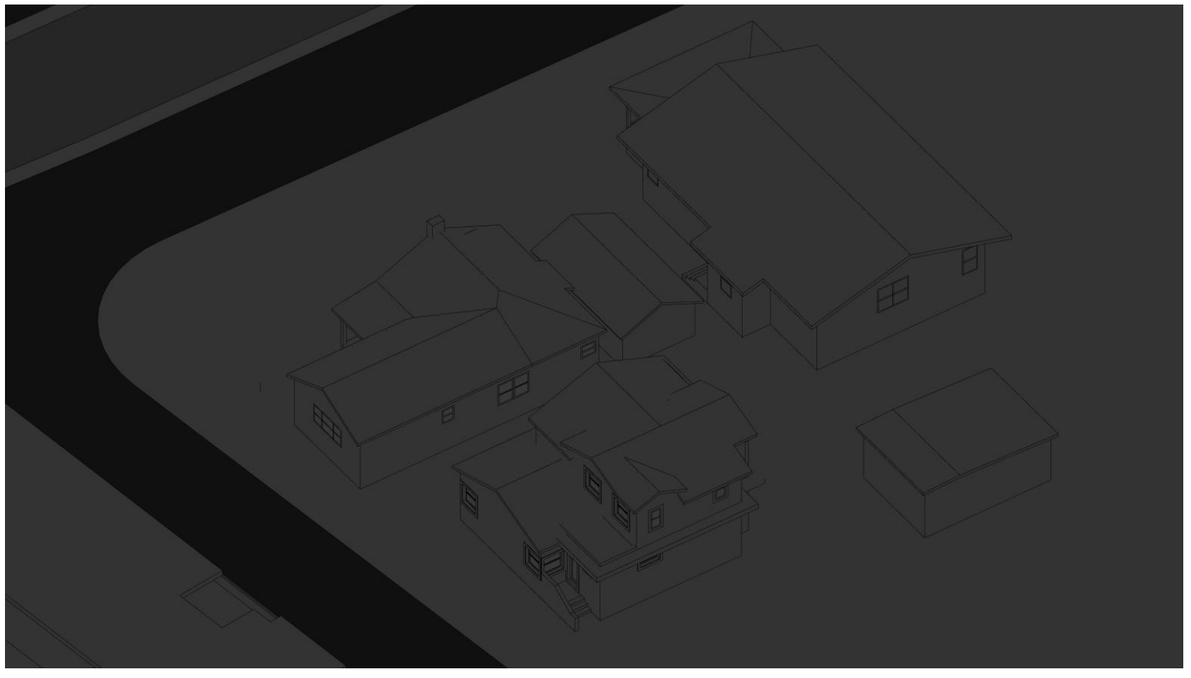
March 21st

06:00 am

Sunrise at 7:11 am



EXISTING

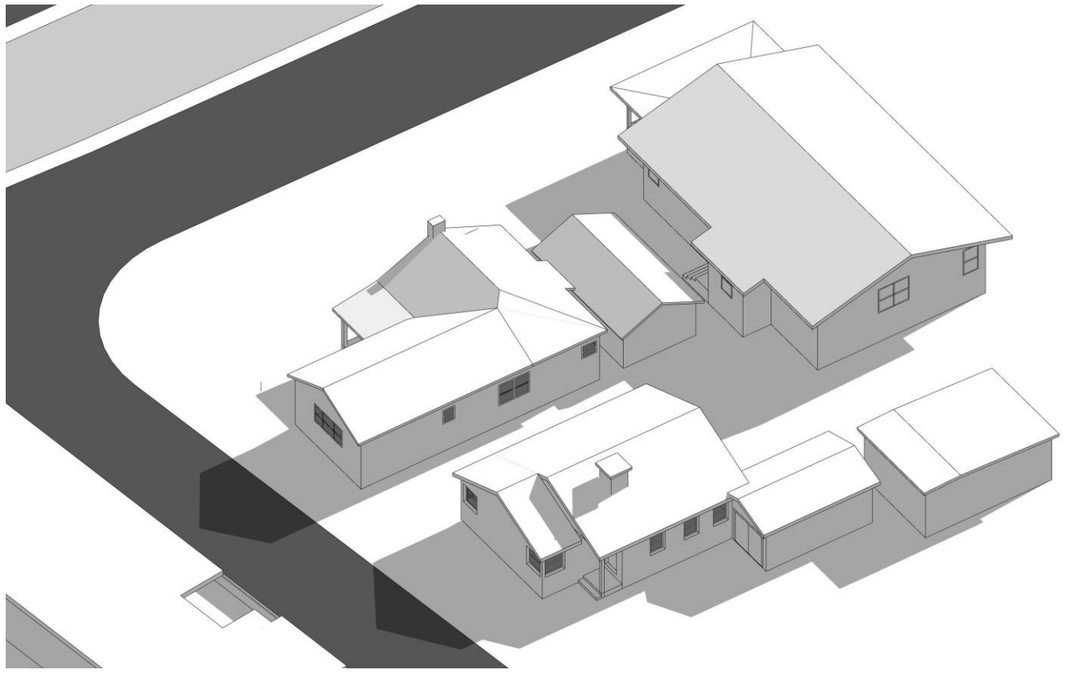


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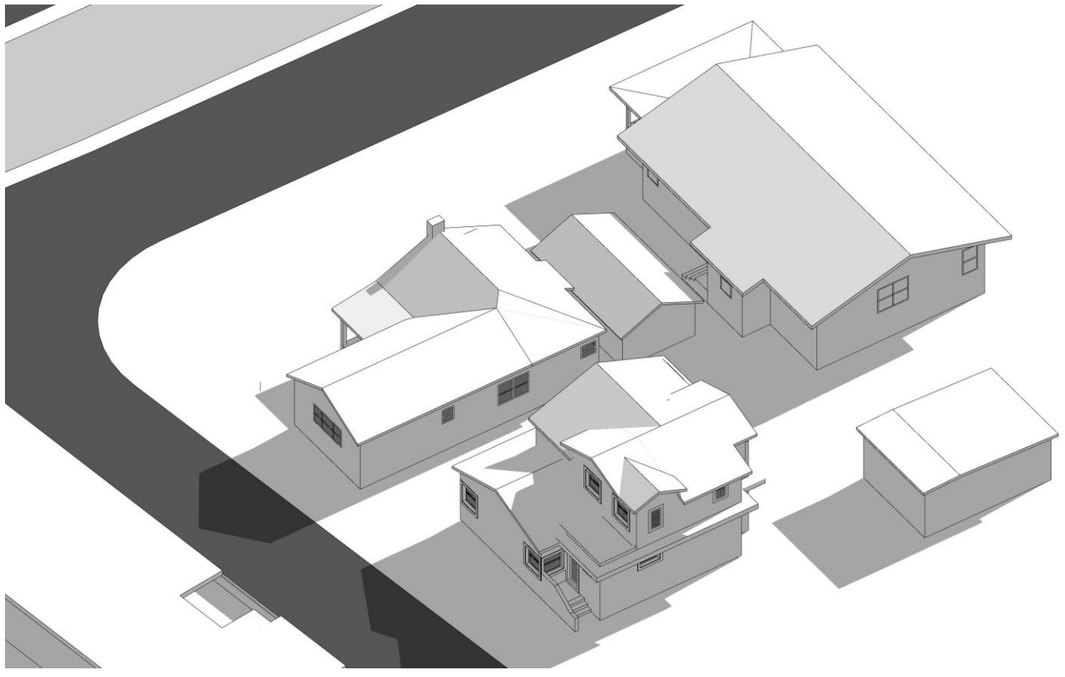
Shadow Study
9 Laurel Ave. San Anselmo

March 21st

09:00 am



EXISTING

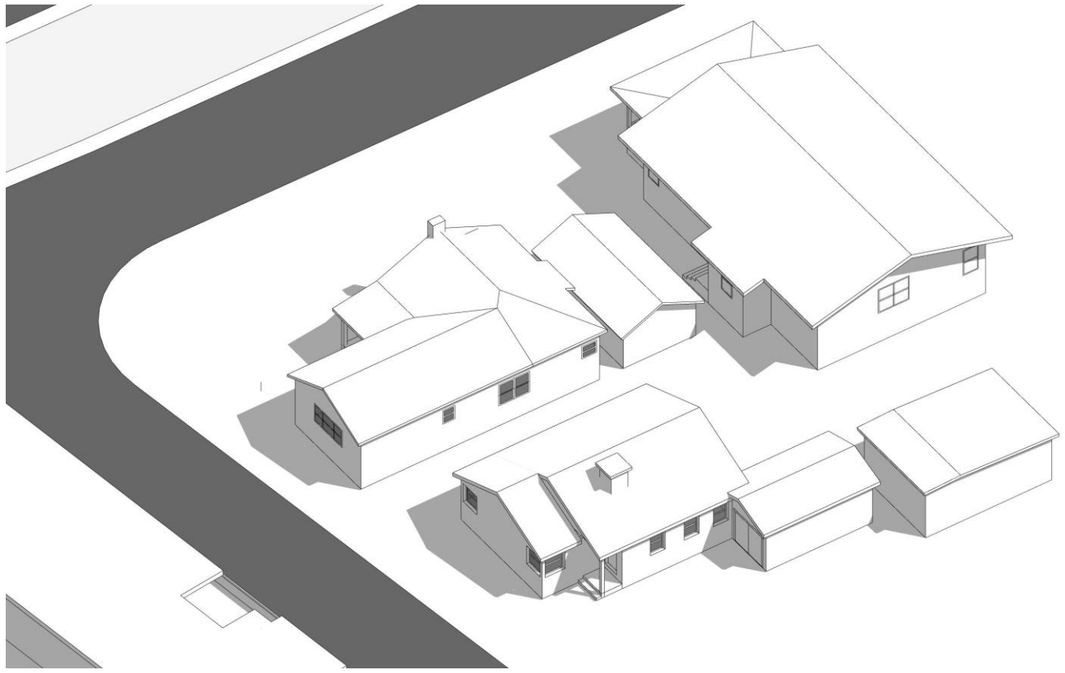


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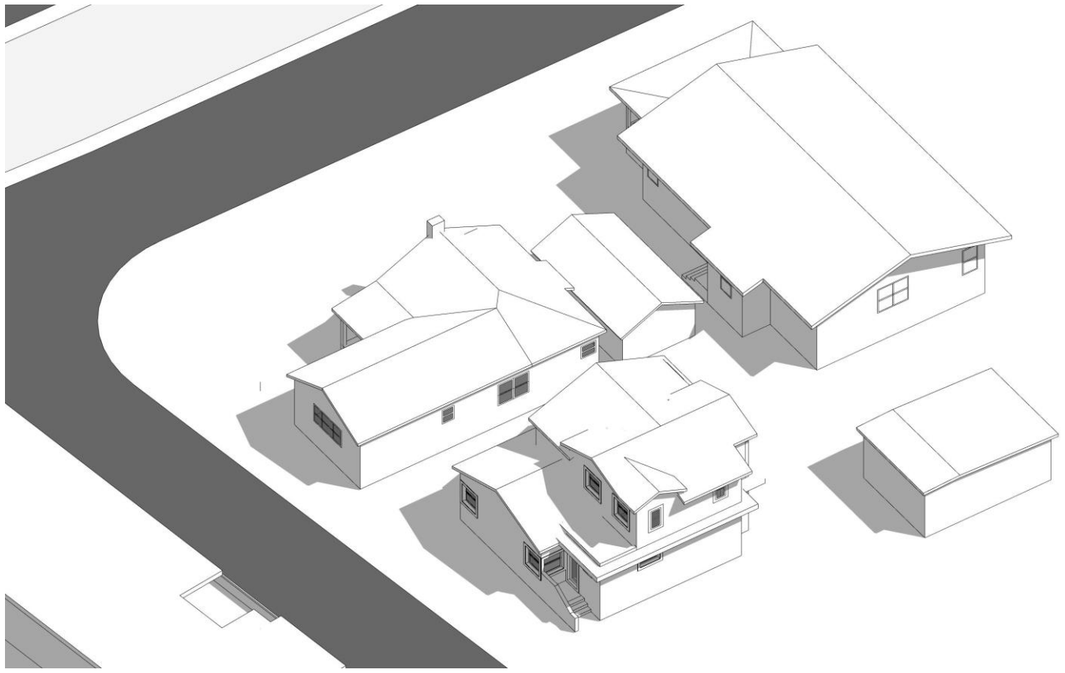
Shadow Study
9 Laurel Ave. San Anselmo

March 21st

12:00 pm



EXISTING

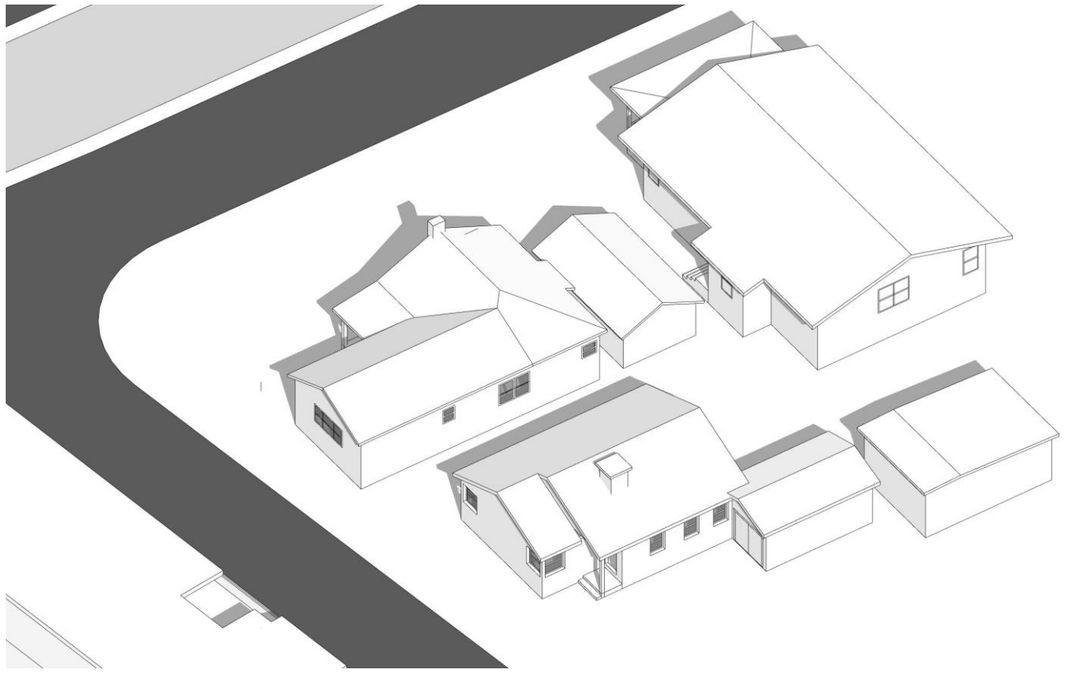


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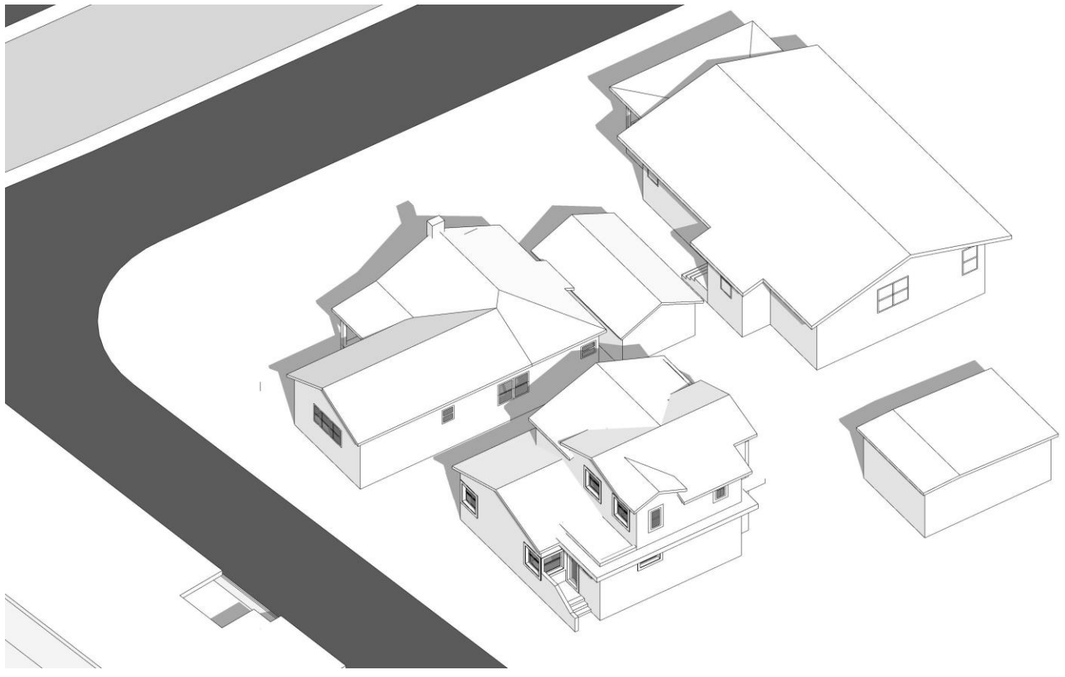
Shadow Study
9 Laurel Ave. San Anselmo

March 21st

03:00 pm



EXISTING



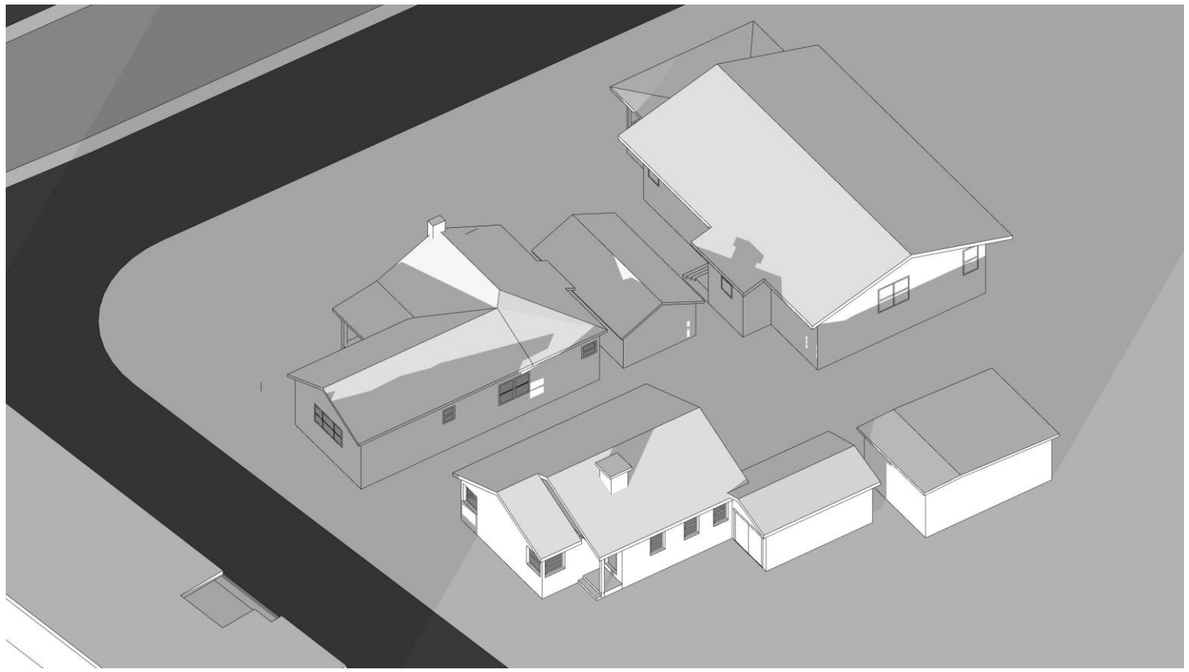
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

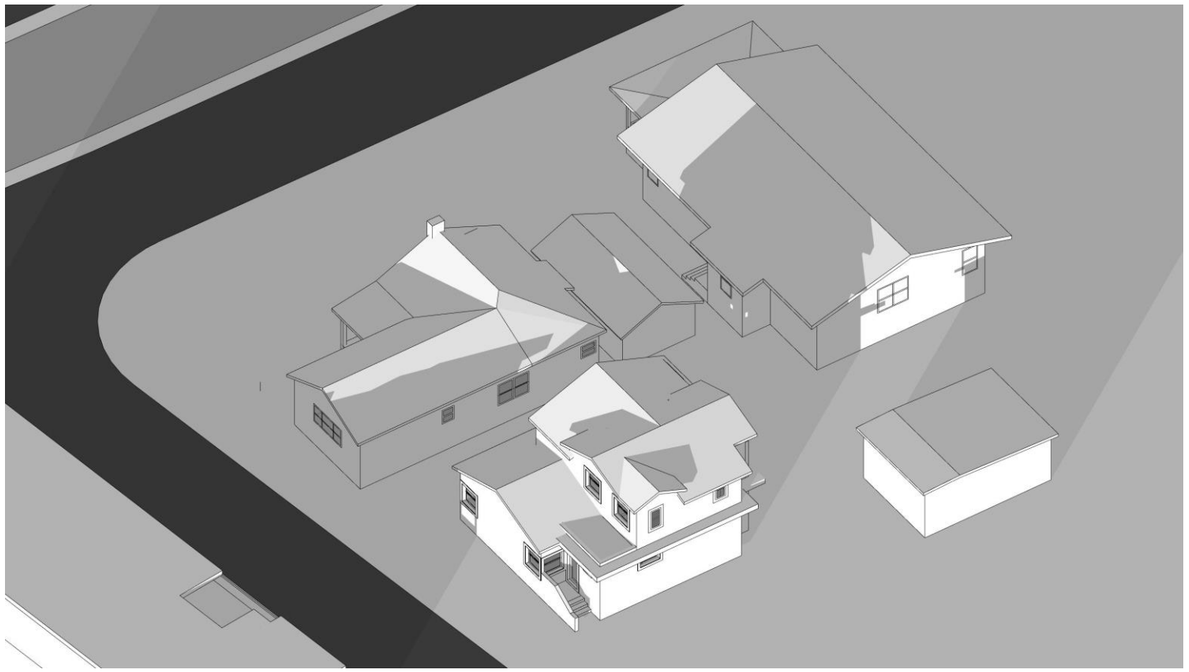
March 21st

06:00 pm

Sunset at 7:23 pm



EXISTING



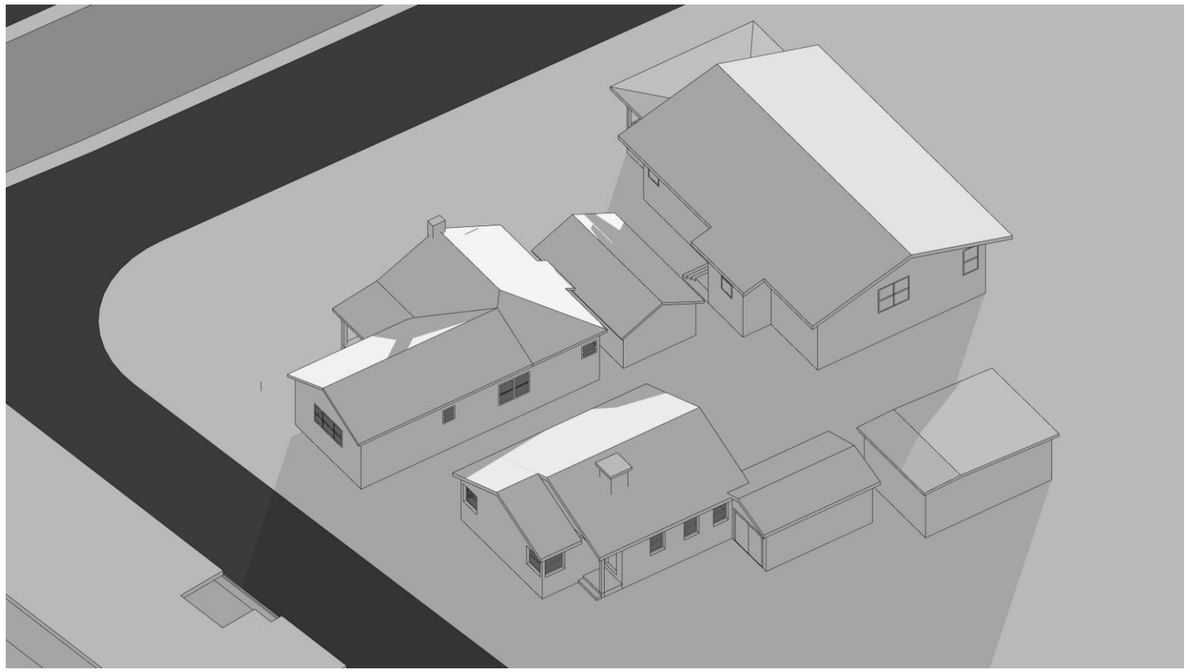
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

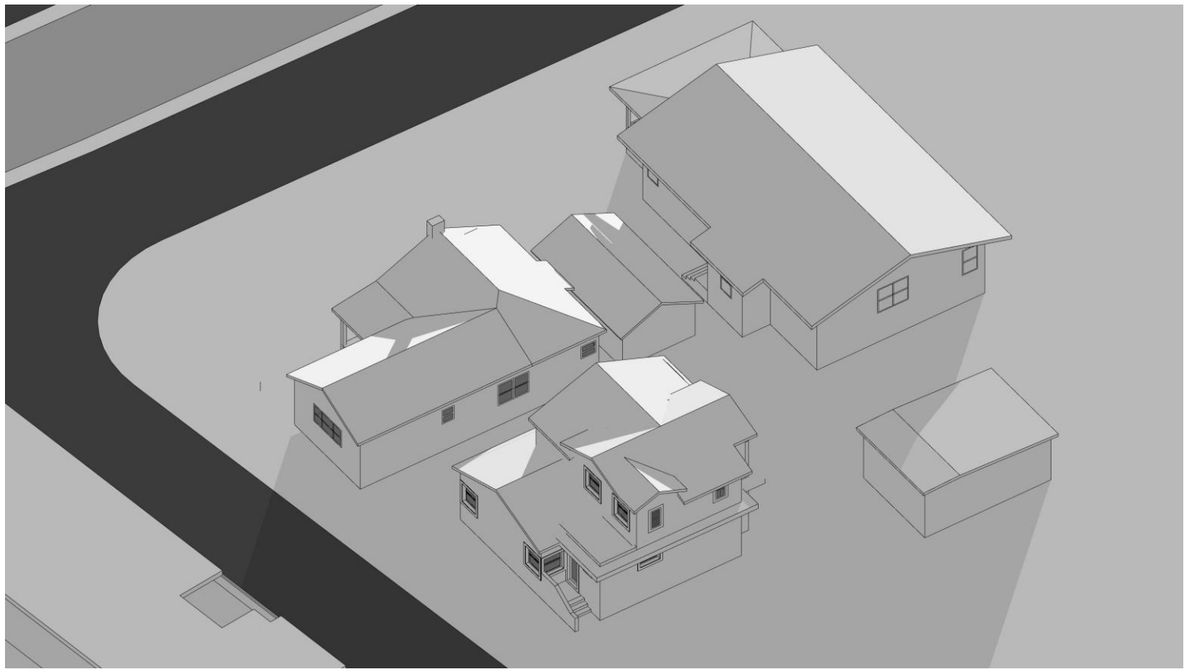
April 21st

06:00 am

Sunrise at 6:26 am



EXISTING

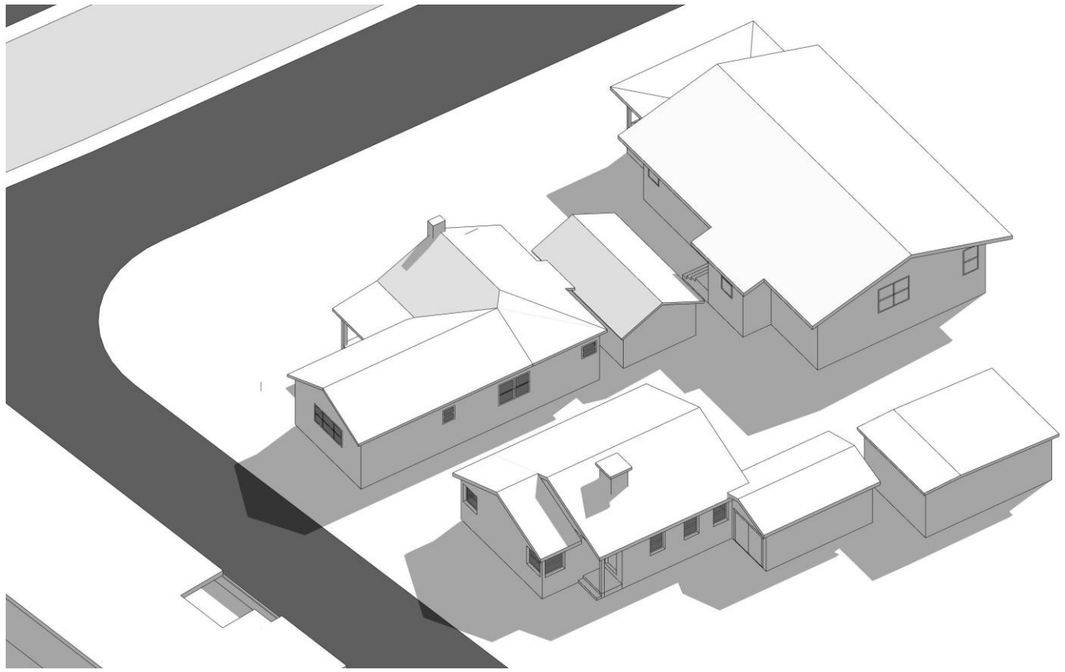


PROPOSED

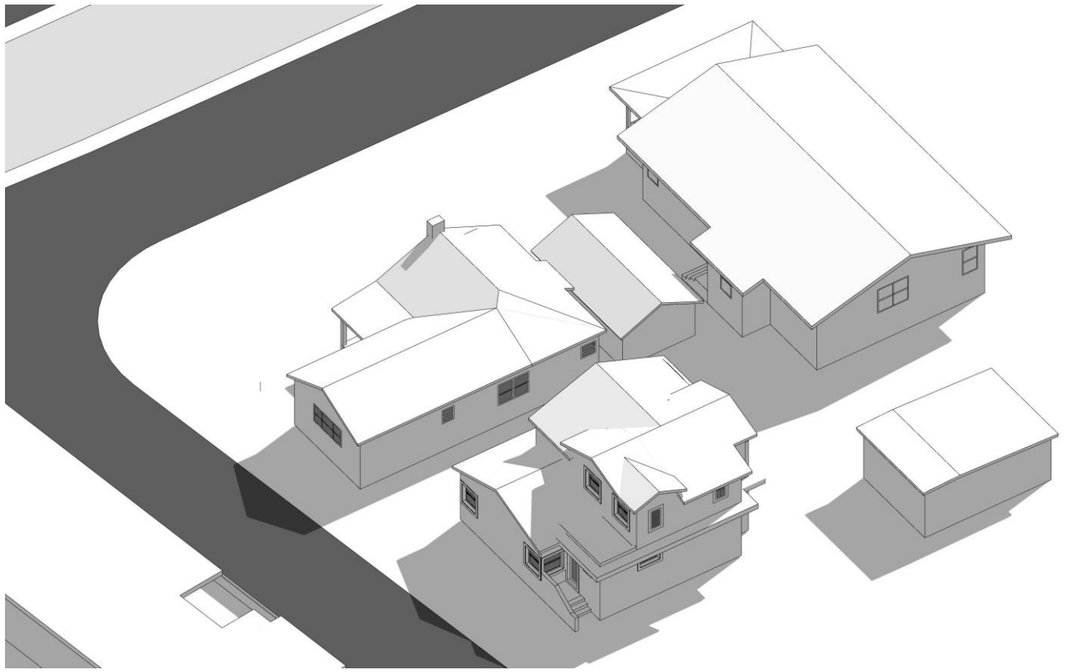
Shadow Study
9 Laurel Ave. San Anselmo

April 21st

09:00 am



EXISTING

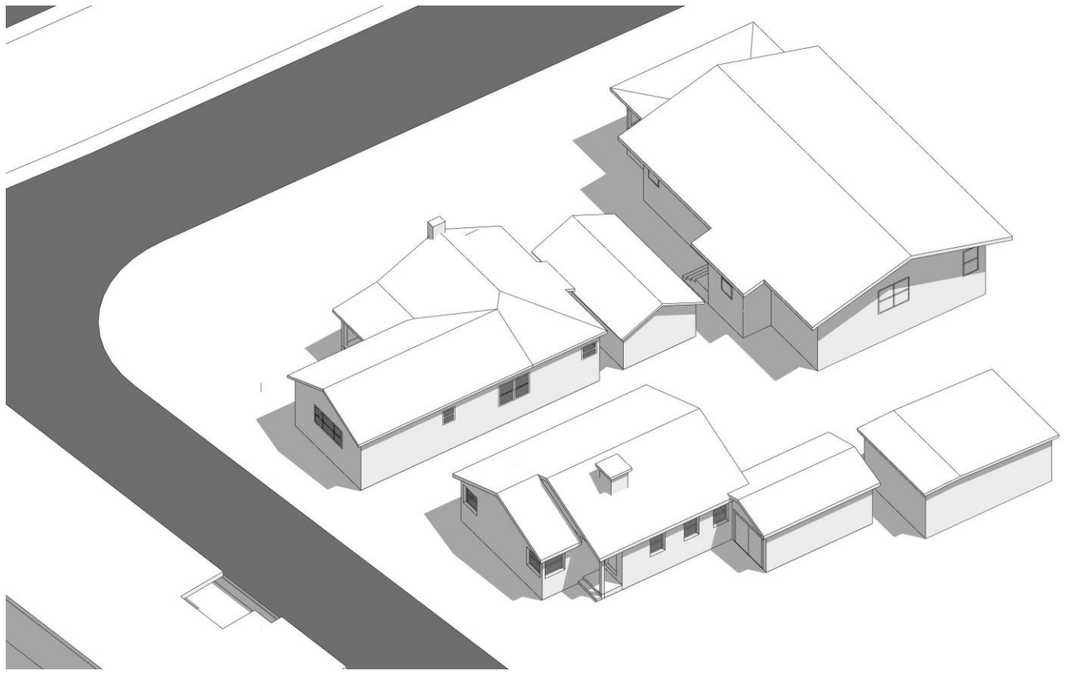


PROPOSED

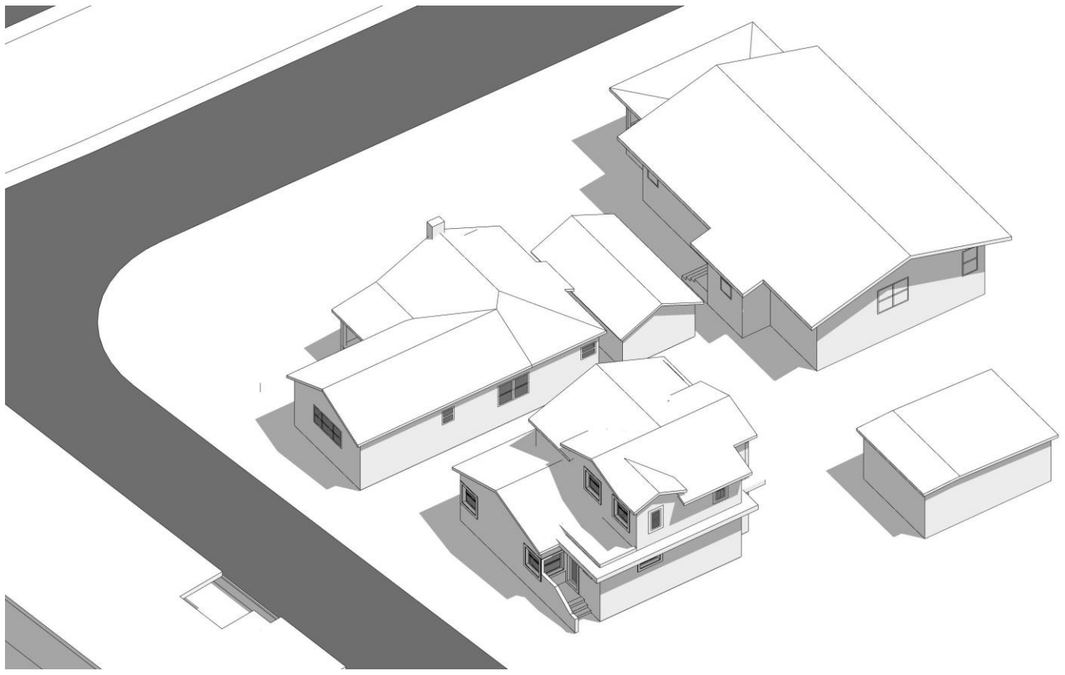
Shadow Study
9 Laurel Ave. San Anselmo

April 21st

12:00 pm



EXISTING

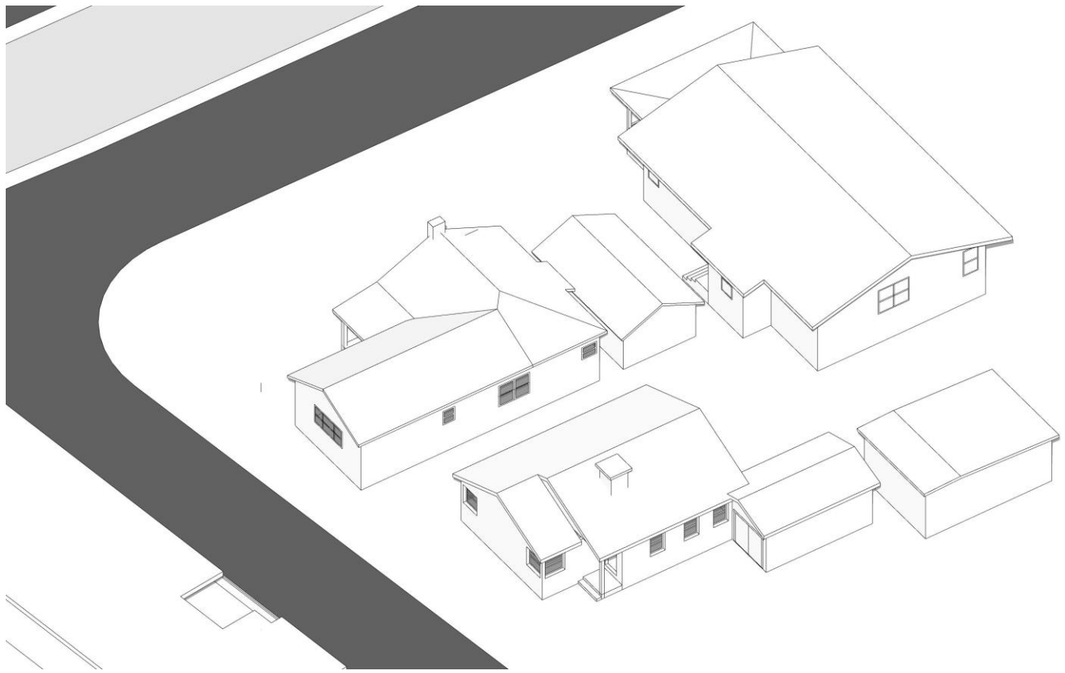


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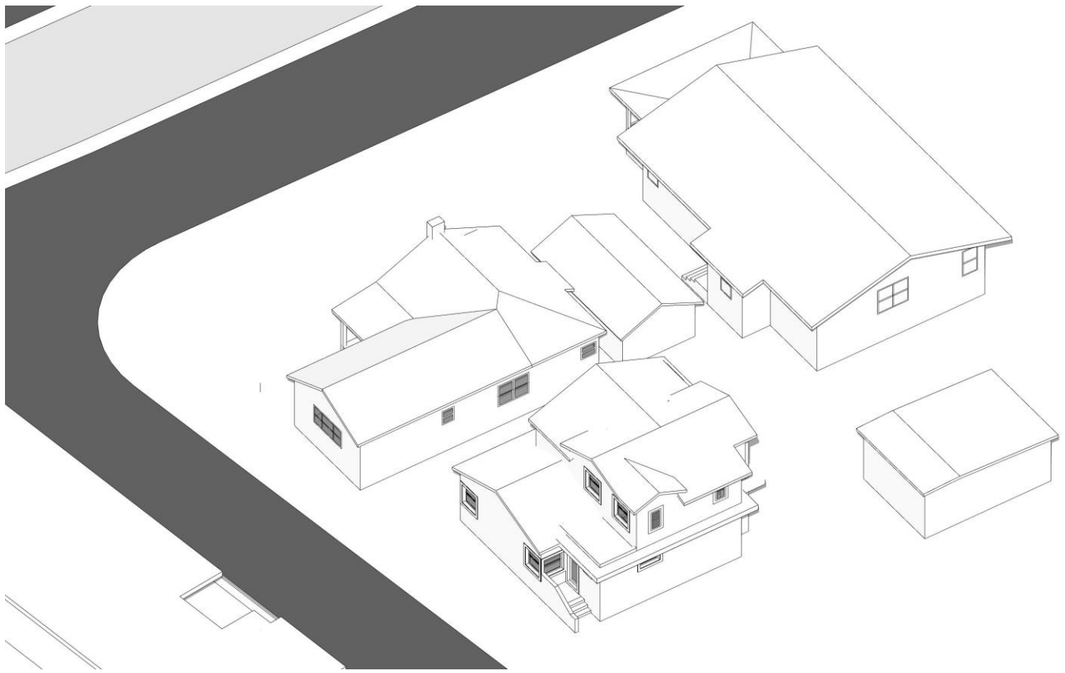
Shadow Study
9 Laurel Ave. San Anselmo

April 21st

03:00 pm



EXISTING



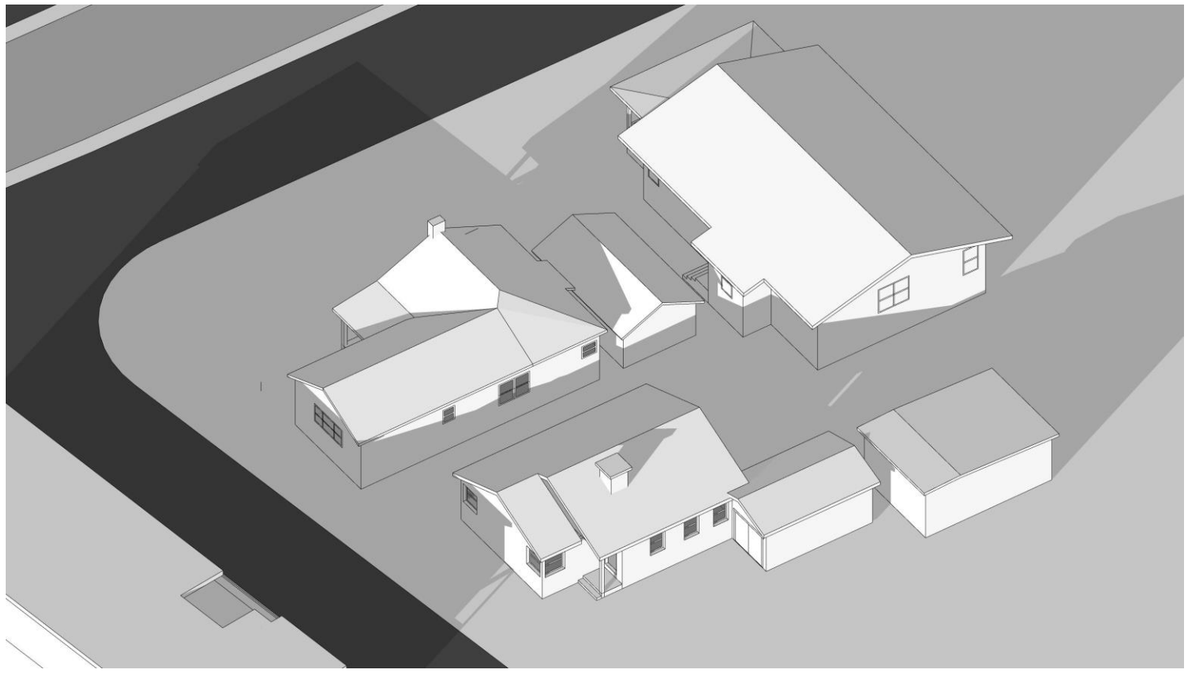
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

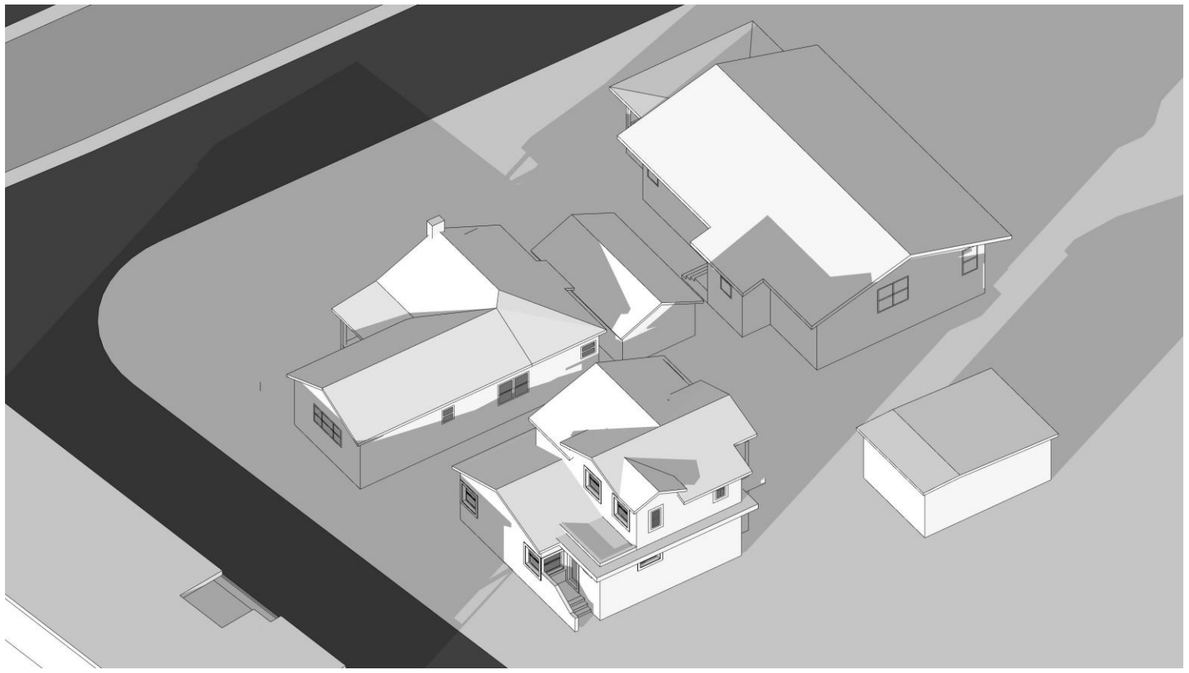
April 21st

06:00 pm

Sunset at 7:52 pm



EXISTING



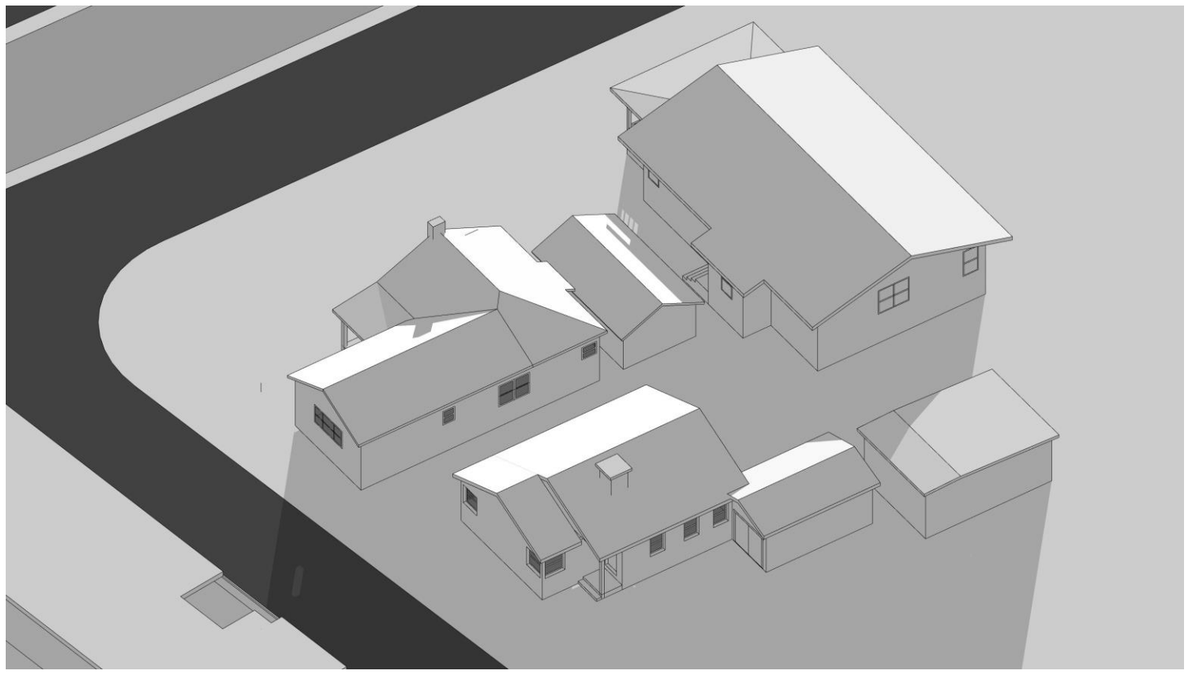
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

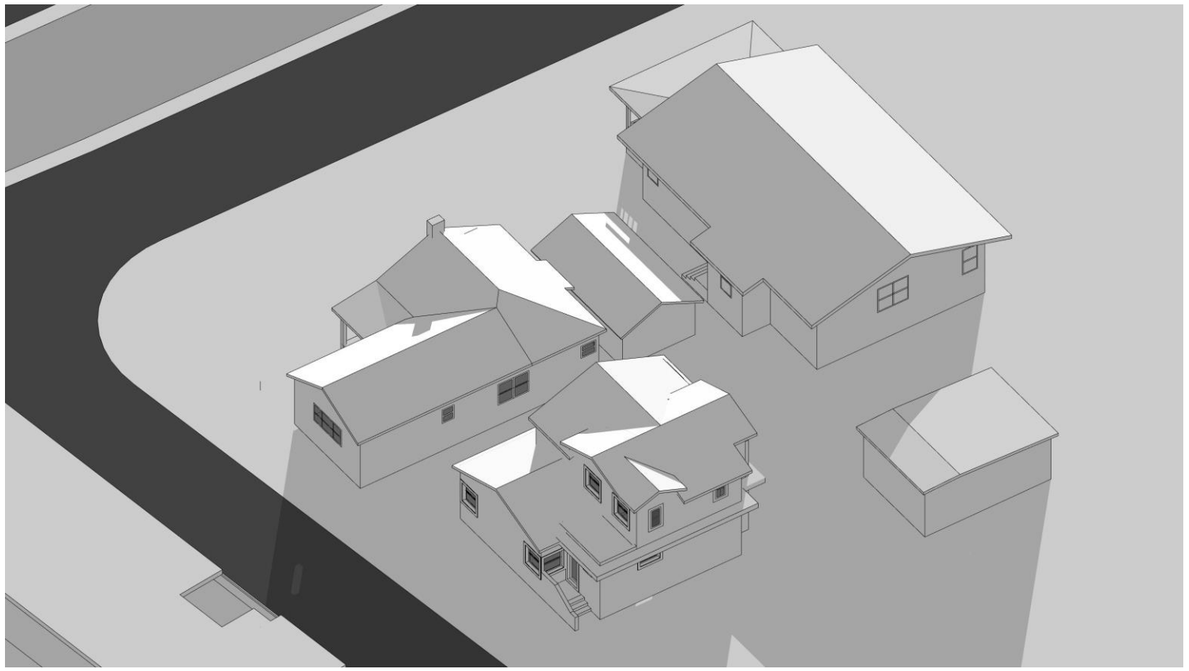
May 21st

06:00 am

Sunrise at 5:55 am



EXISTING



PROPOSED

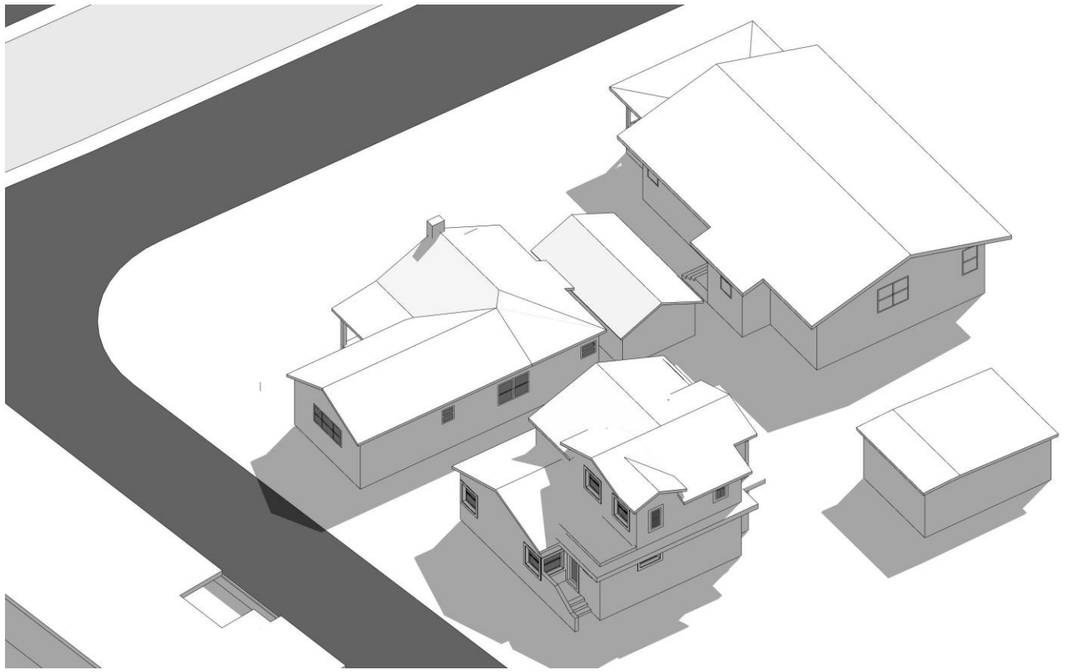
Shadow Study
9 Laurel Ave. San Anselmo

May 21st

09:00 am



EXISTING

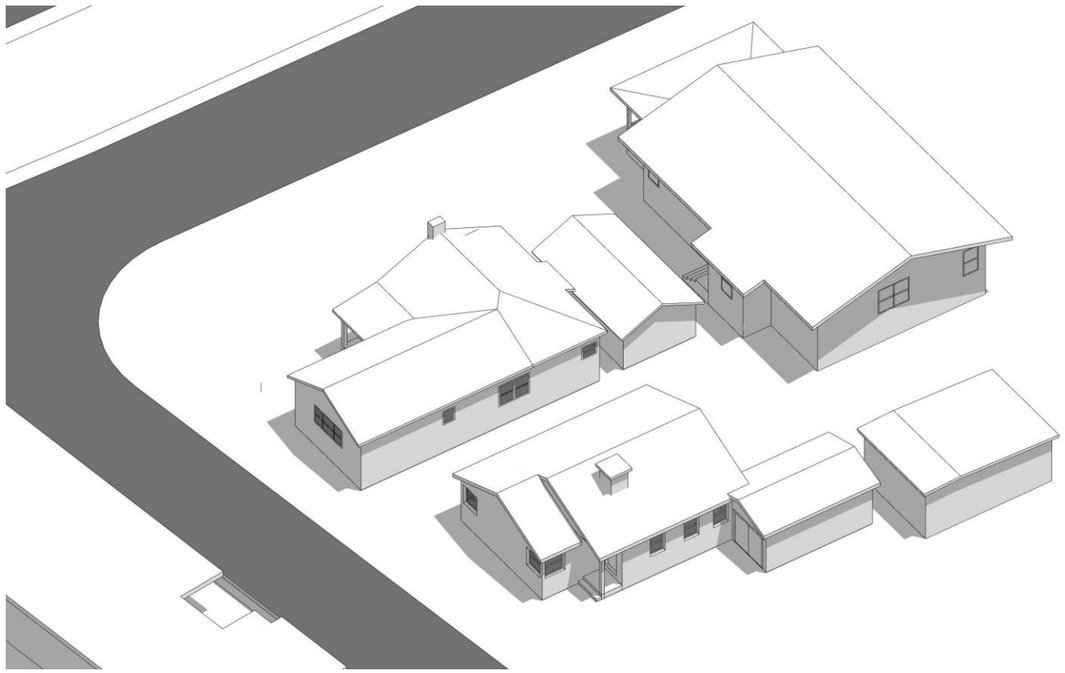


PROPOSED

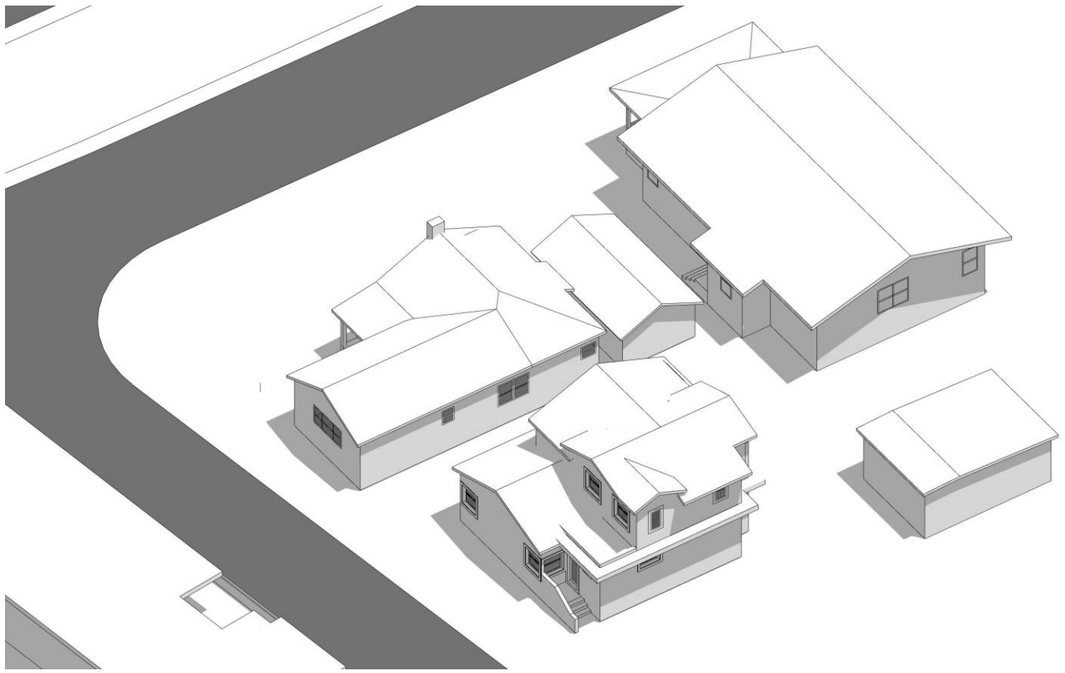
Shadow Study
9 Laurel Ave. San Anselmo

May 21st

12:00 pm



EXISTING

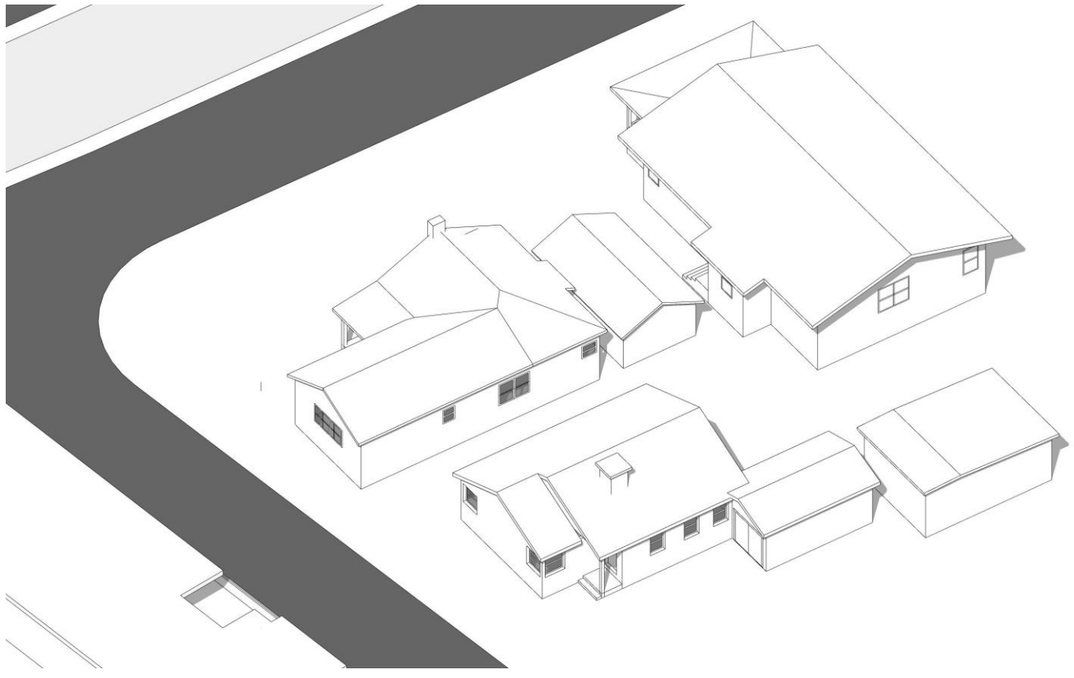


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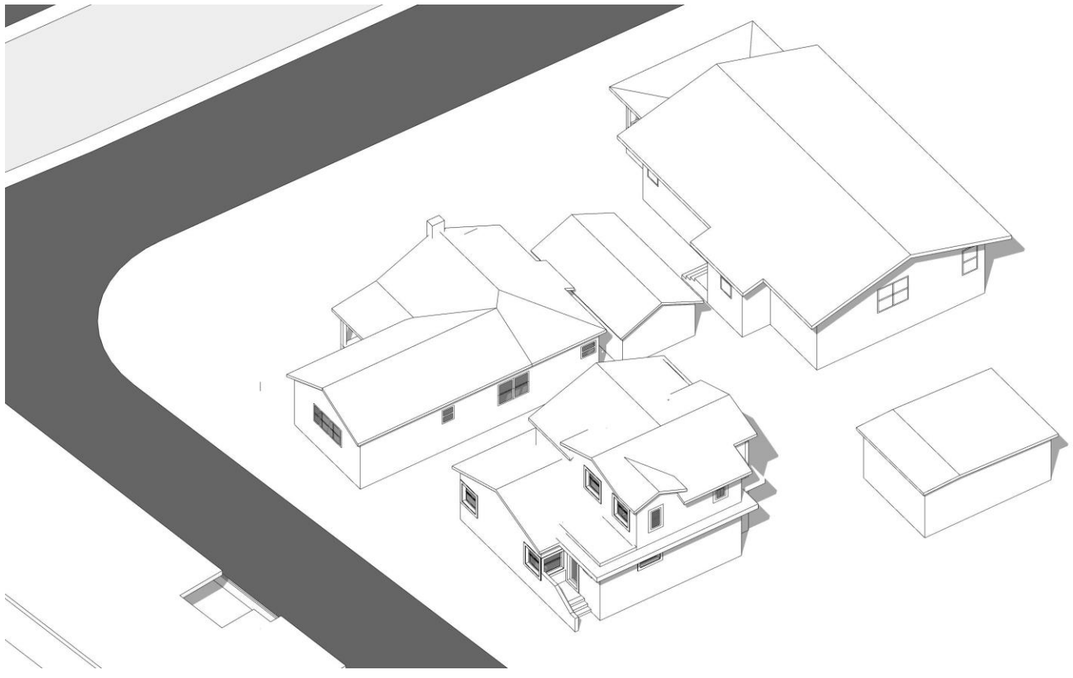
Shadow Study
9 Laurel Ave. San Anselmo

May 21st

03:00 pm



EXISTING



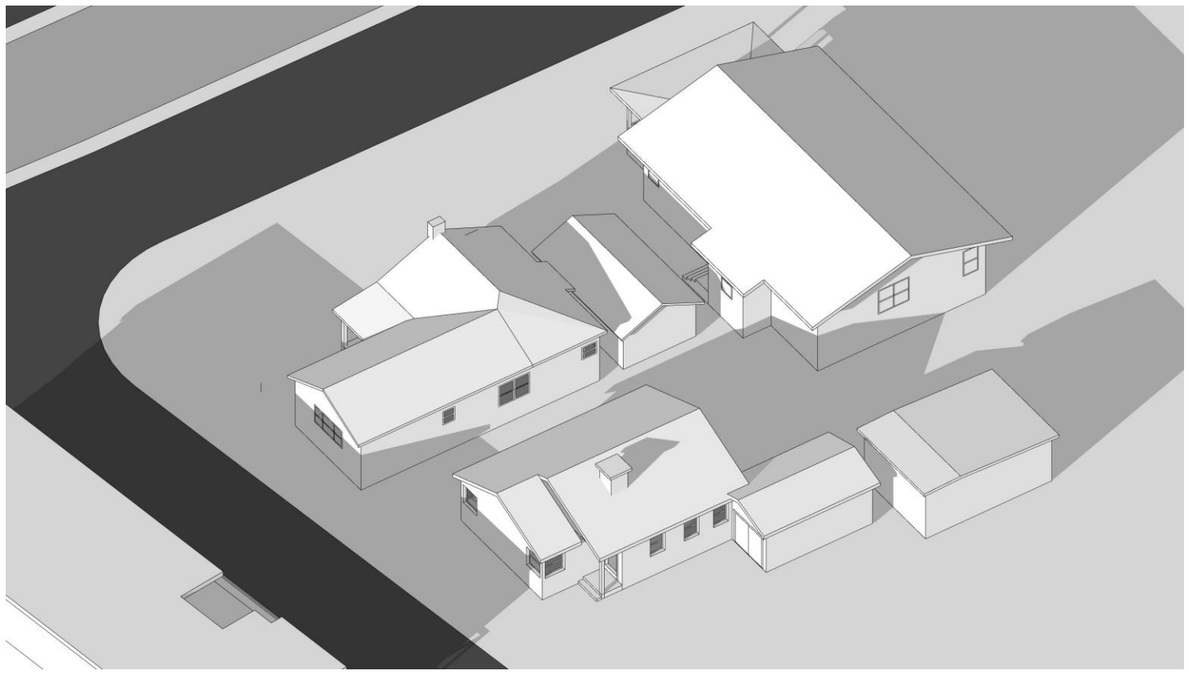
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

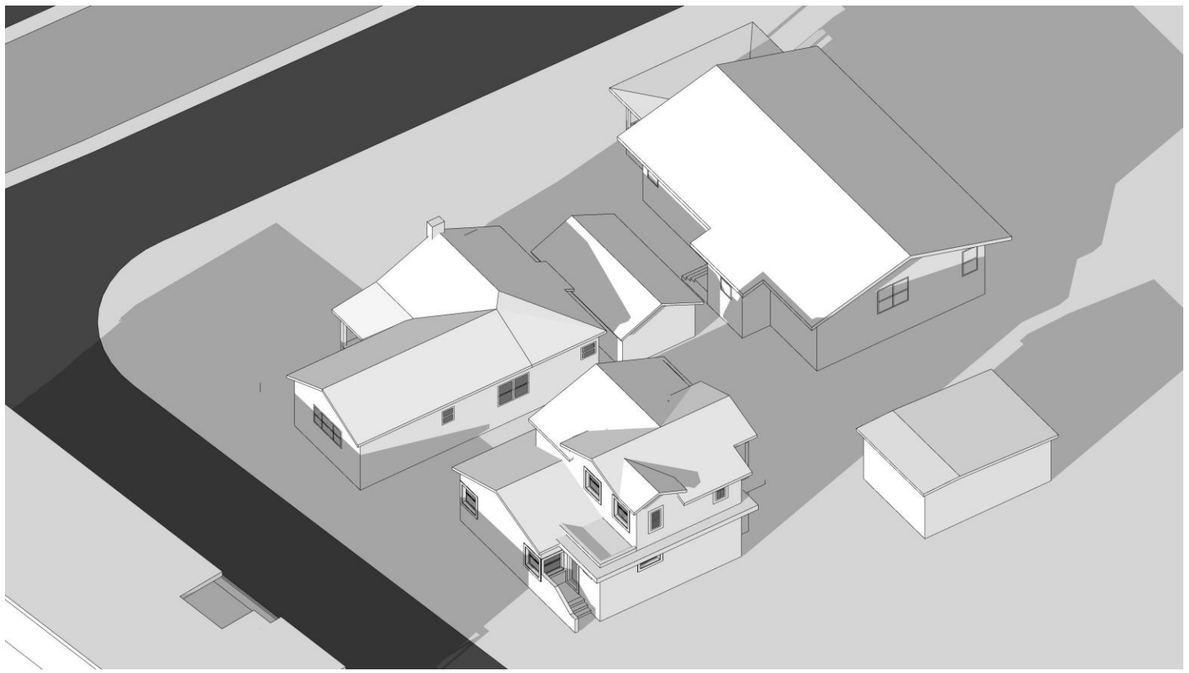
May 21st

06:00 pm

Sunset at 8:19 pm



EXISTING



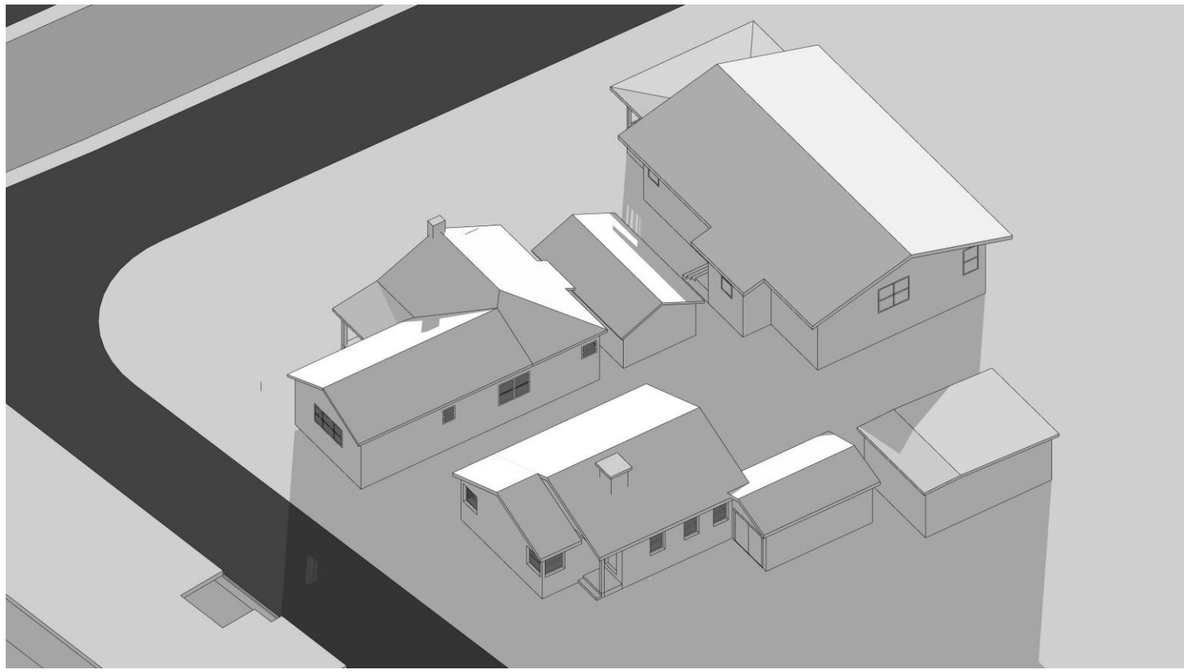
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

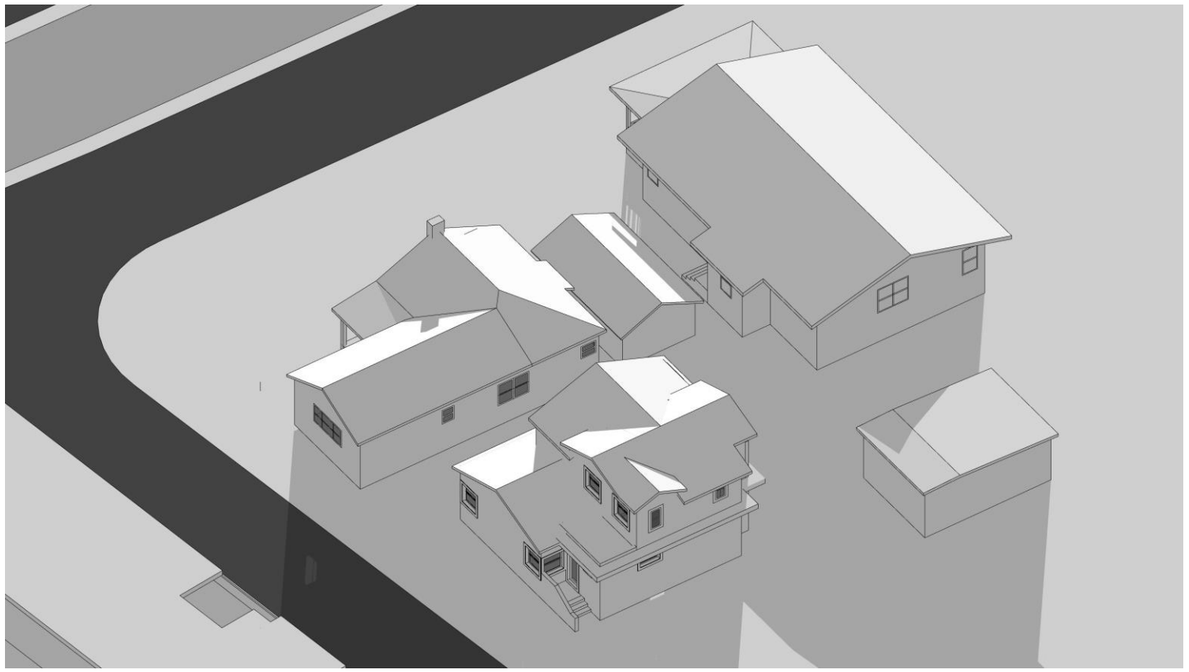
June 21st

06:00 am

Sunrise at 5:48 am



EXISTING



PROPOSED

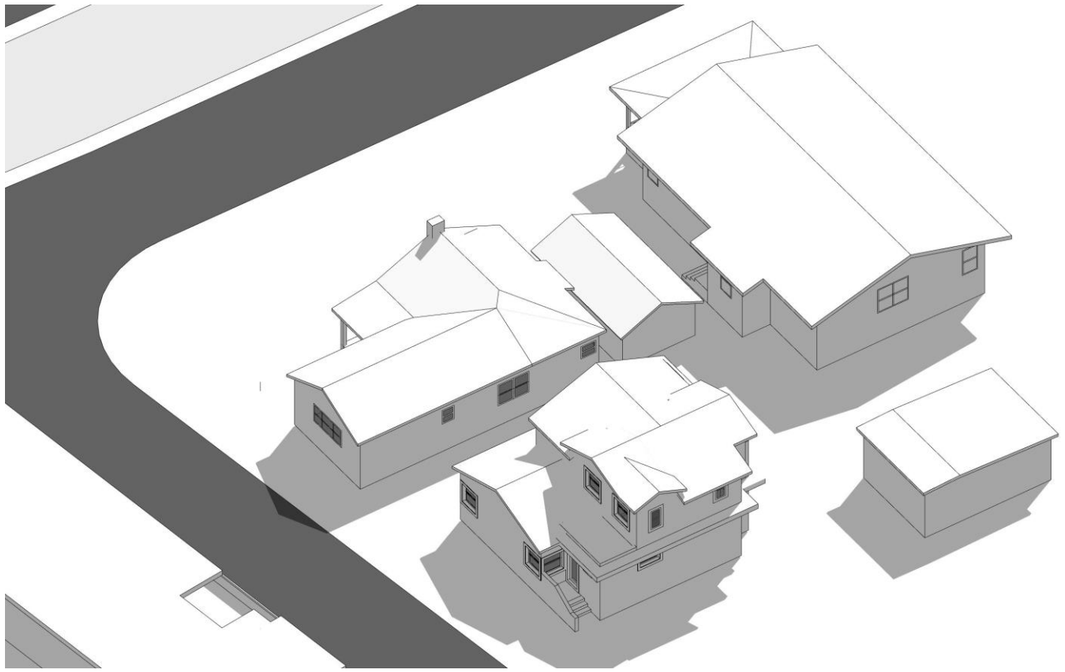
Shadow Study
9 Laurel Ave. San Anselmo

June 21st

09:00 am



EXISTING

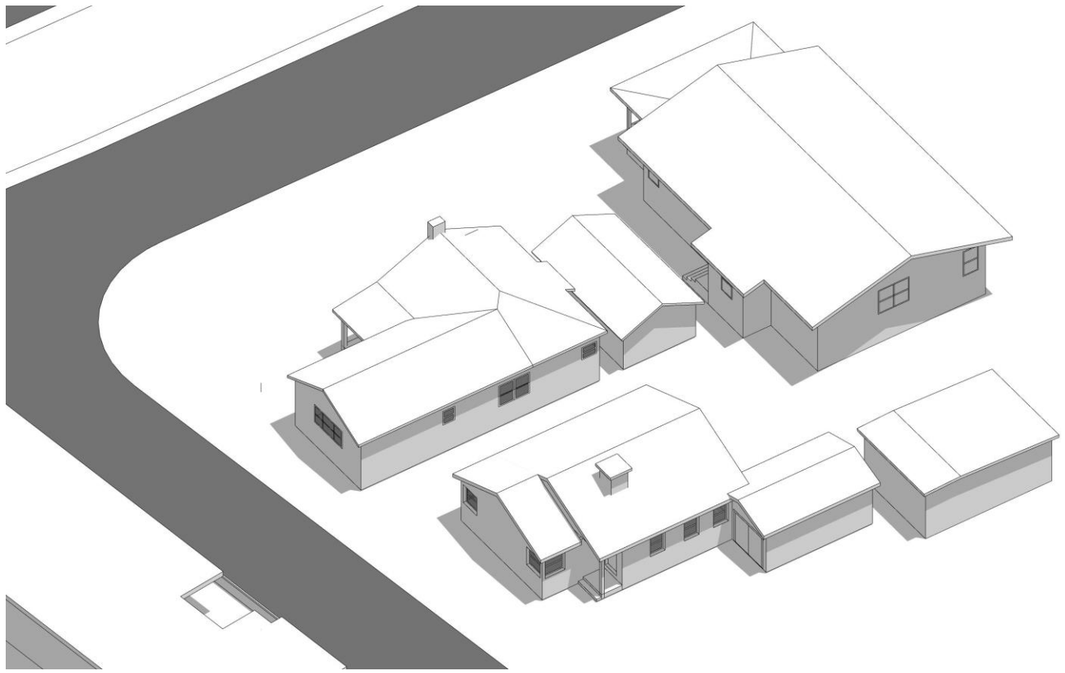


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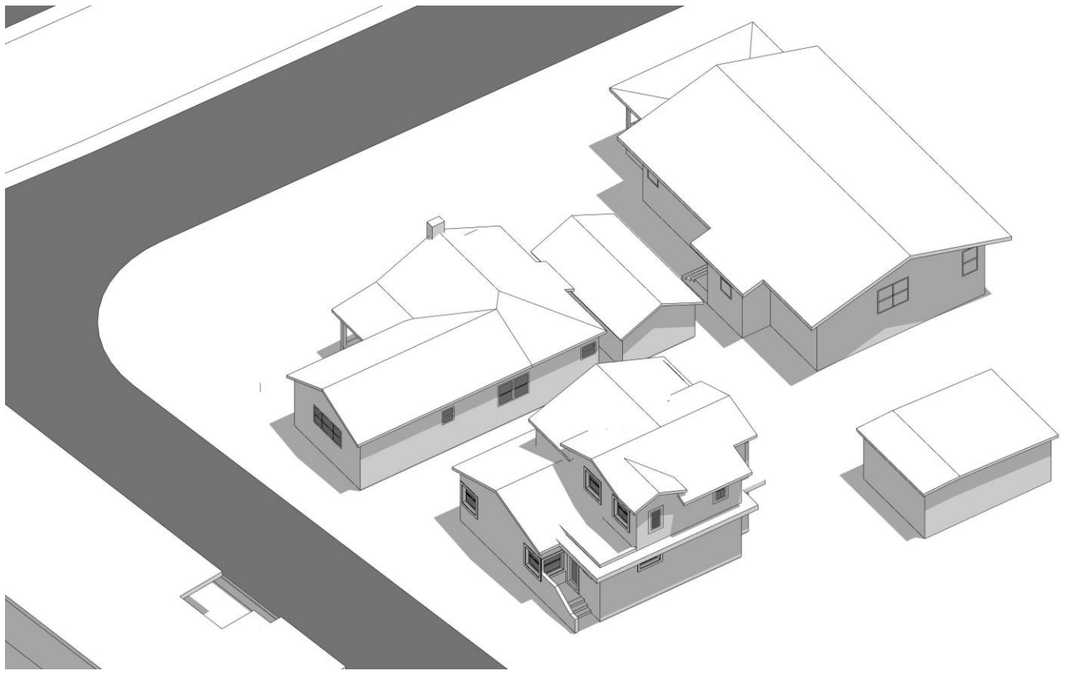
Shadow Study
9 Laurel Ave. San Anselmo

June 21st

12:00 pm



EXISTING

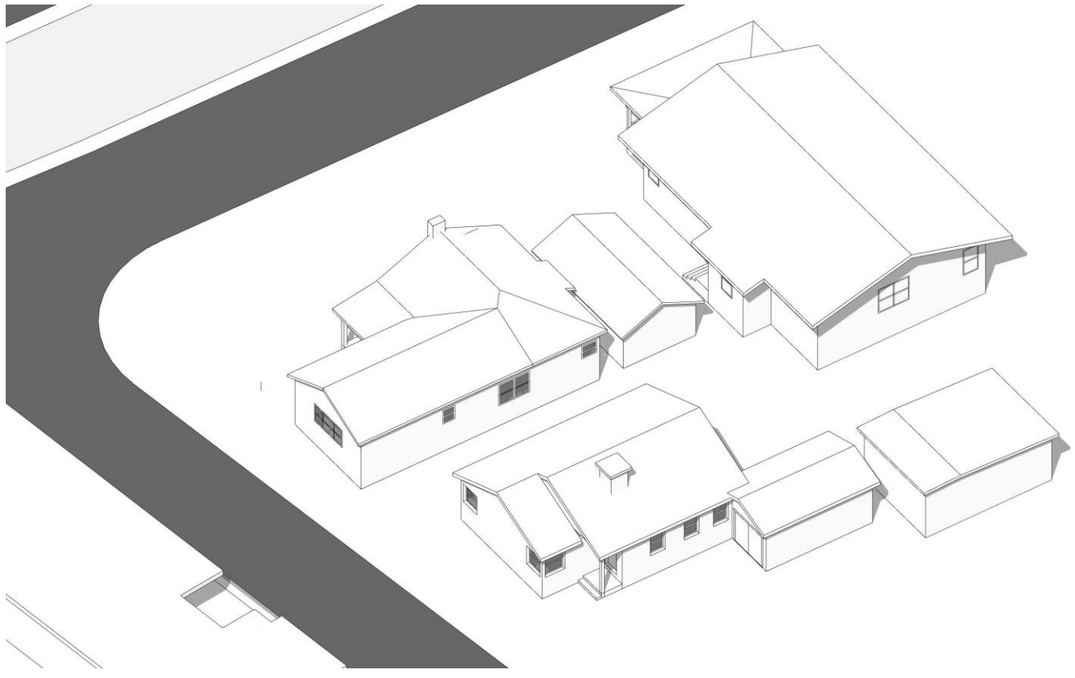


PROPOSED

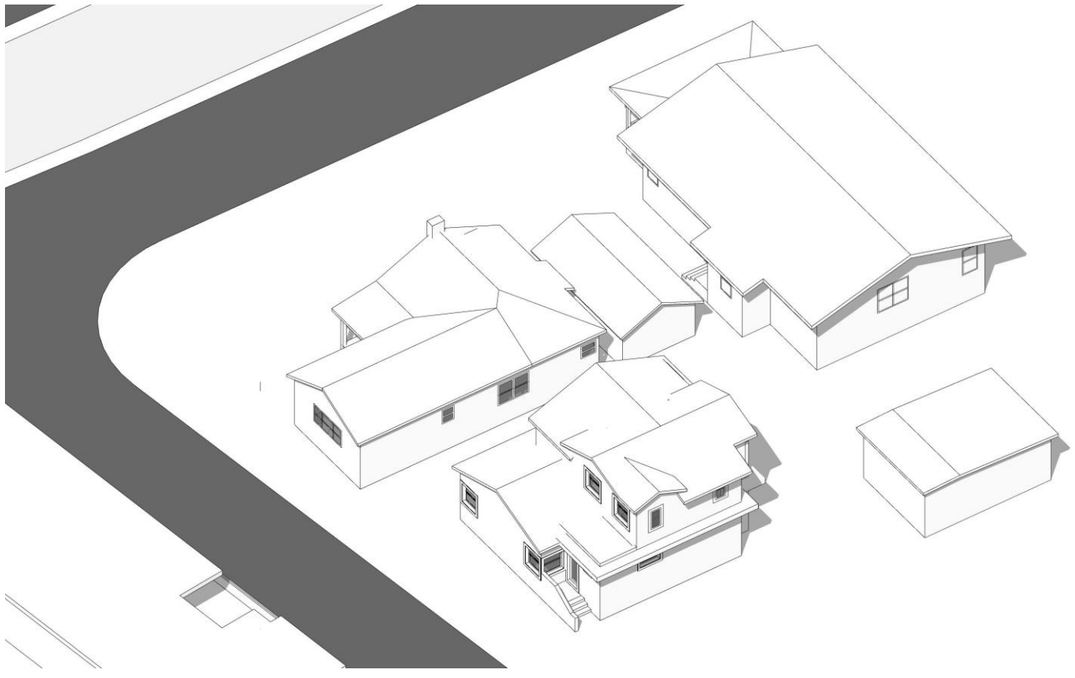
Shadow Study
9 Laurel Ave. San Anselmo

June 21st

03:00 pm



EXISTING



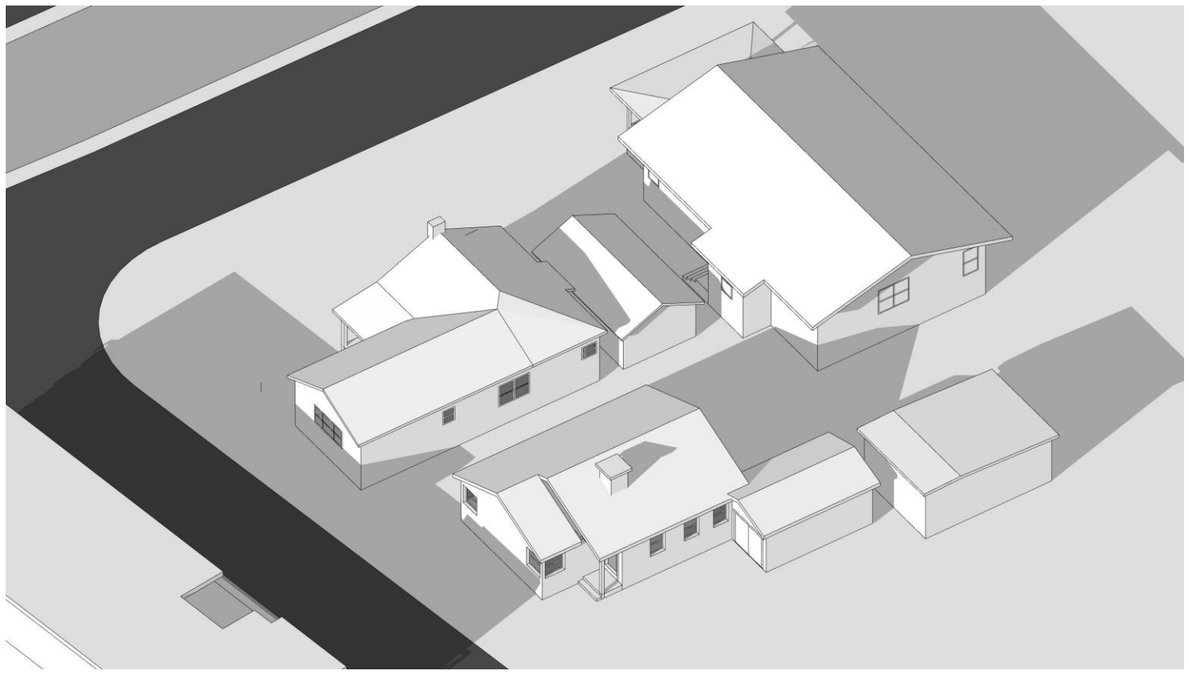
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

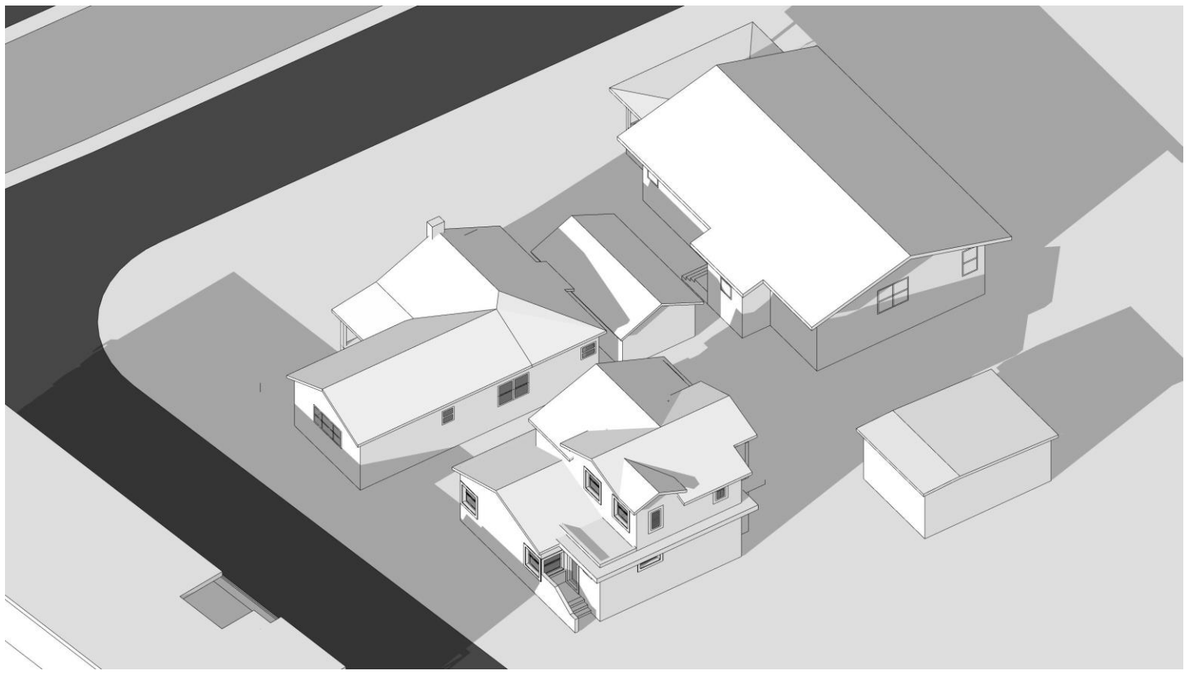
June 21st

06:00 pm

Sunset at 8:36 am



EXISTING



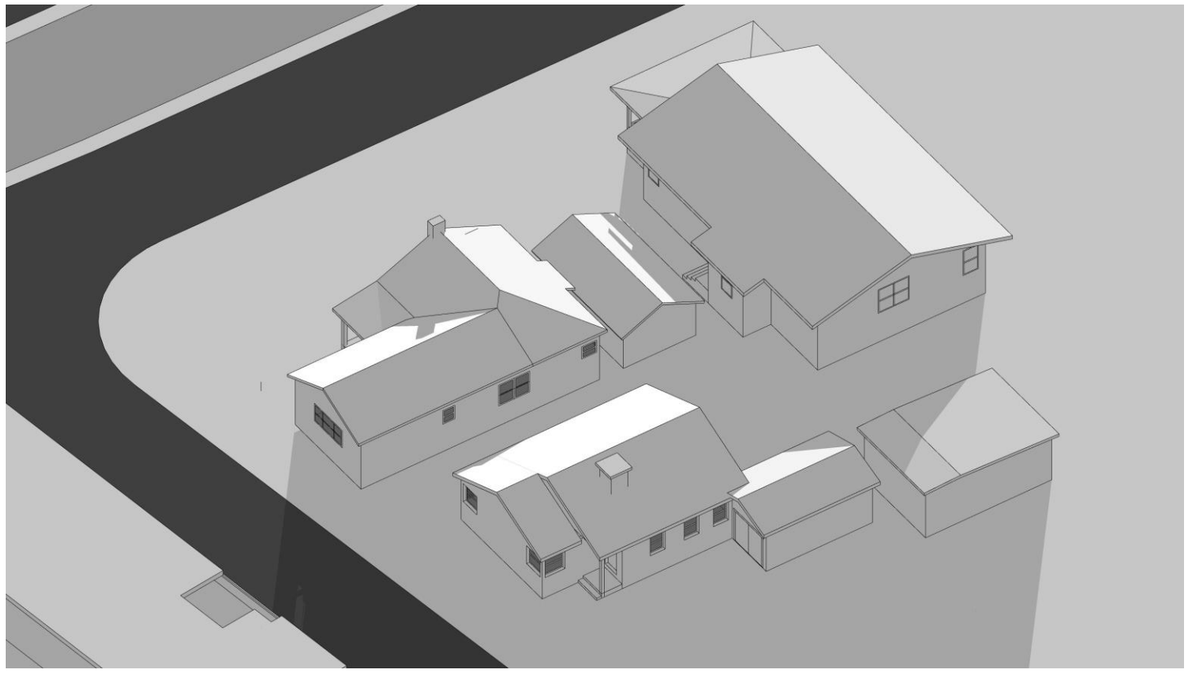
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

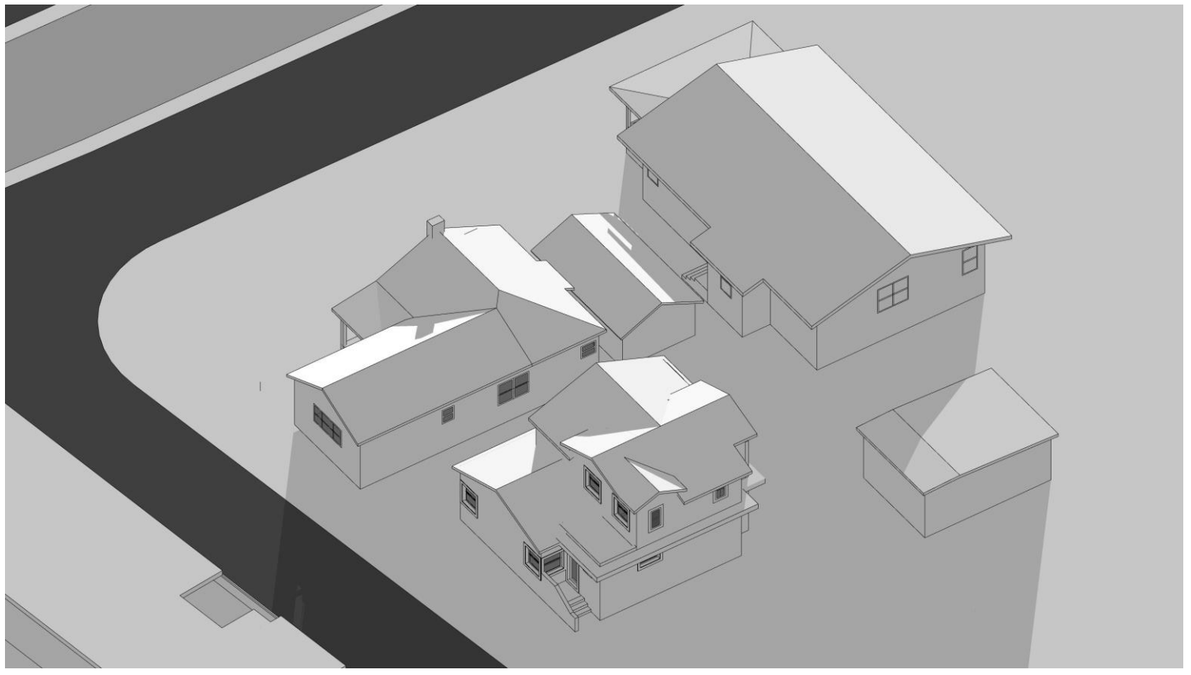
July 21st

06:00 am

Sunrise at 6:04 am



EXISTING

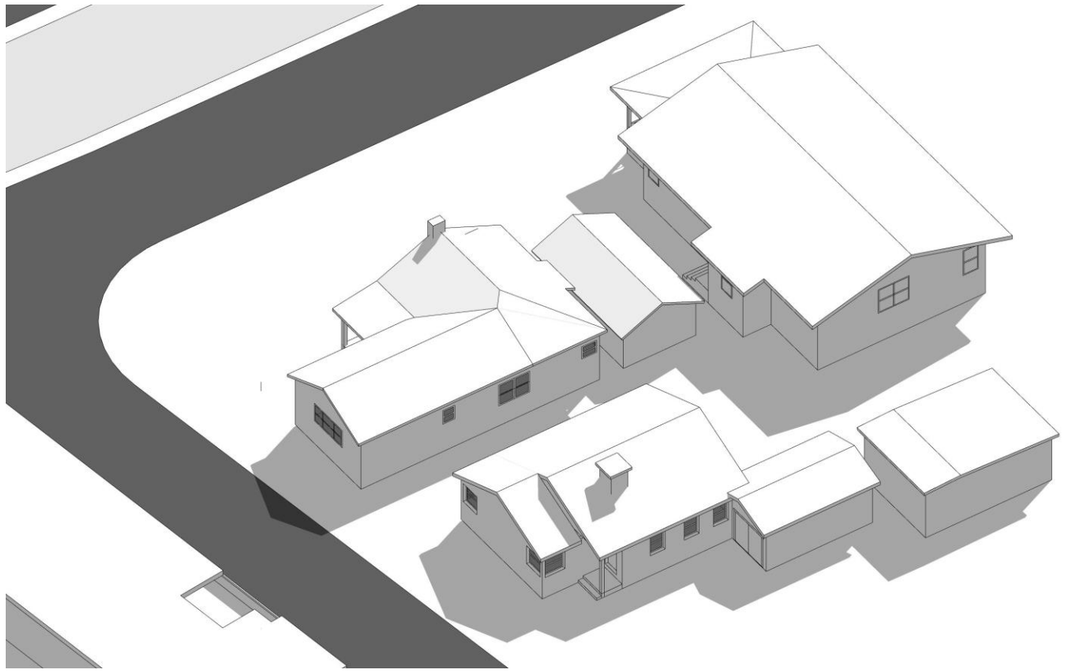


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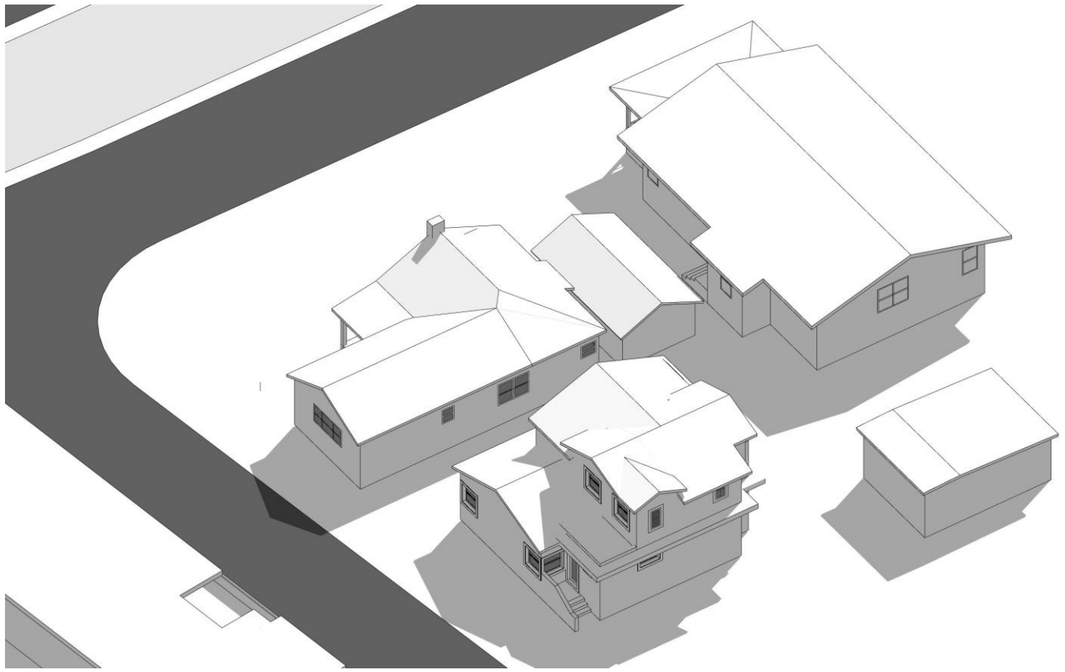
Shadow Study
9 Laurel Ave. San Anselmo

July 21st

09:00 am



EXISTING

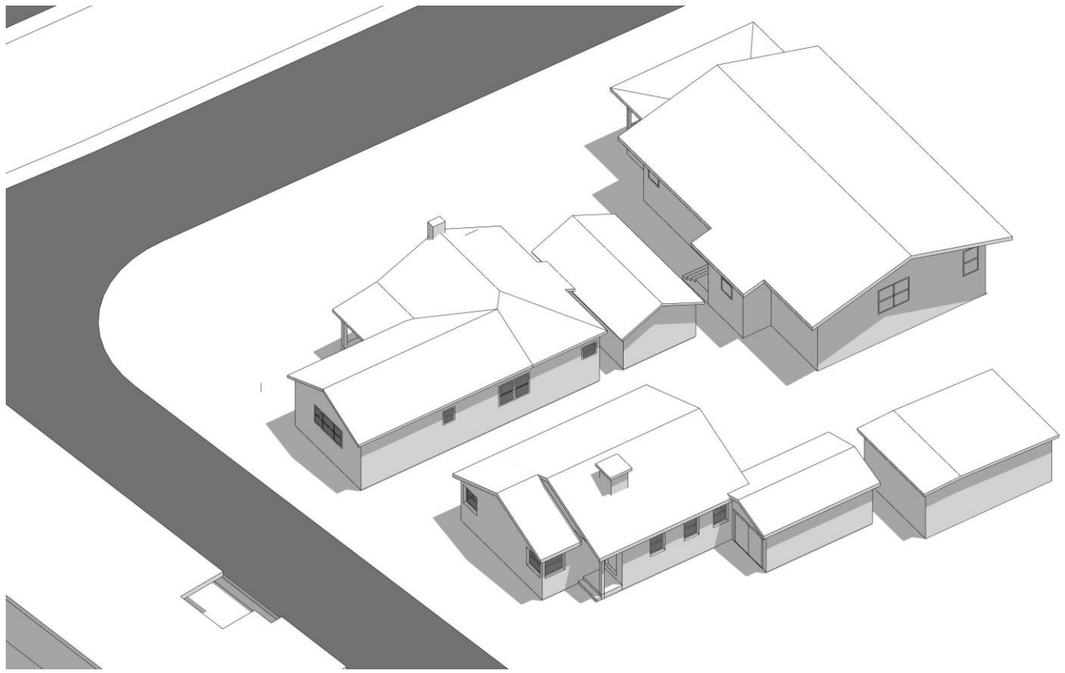


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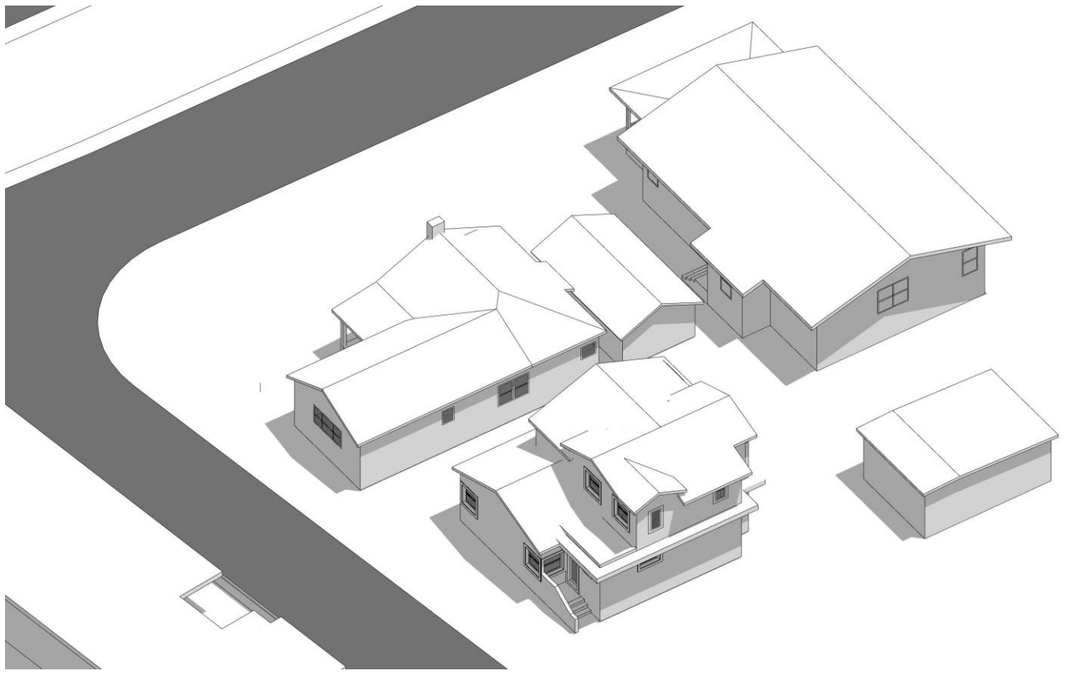
Shadow Study
9 Laurel Ave. San Anselmo

July 21st

12:00 pm



EXISTING

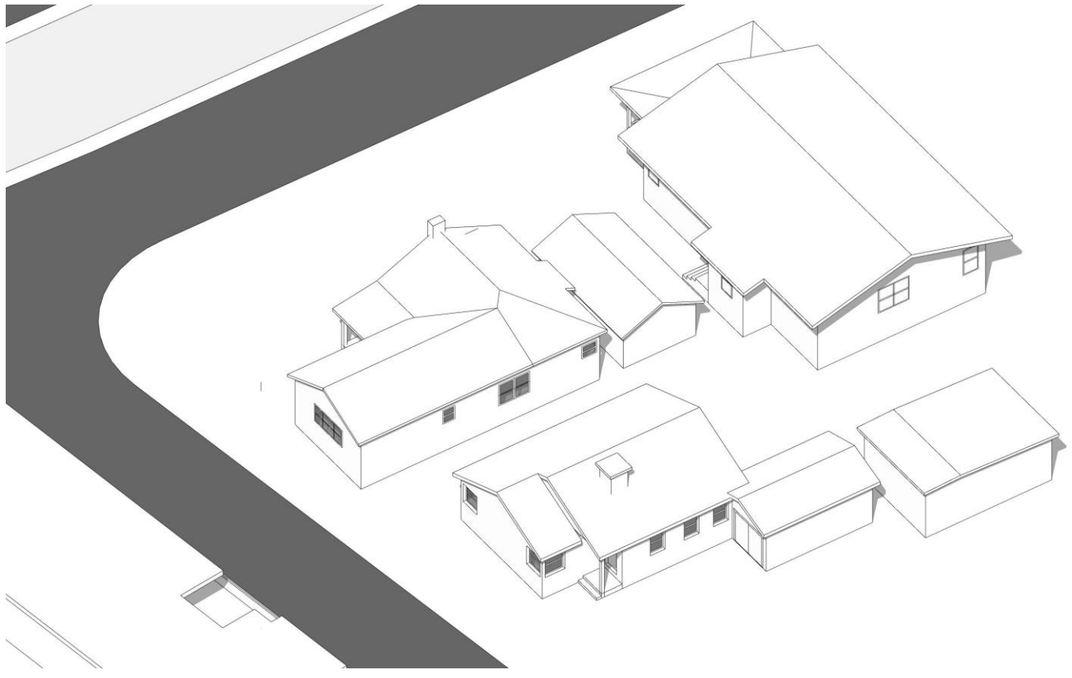


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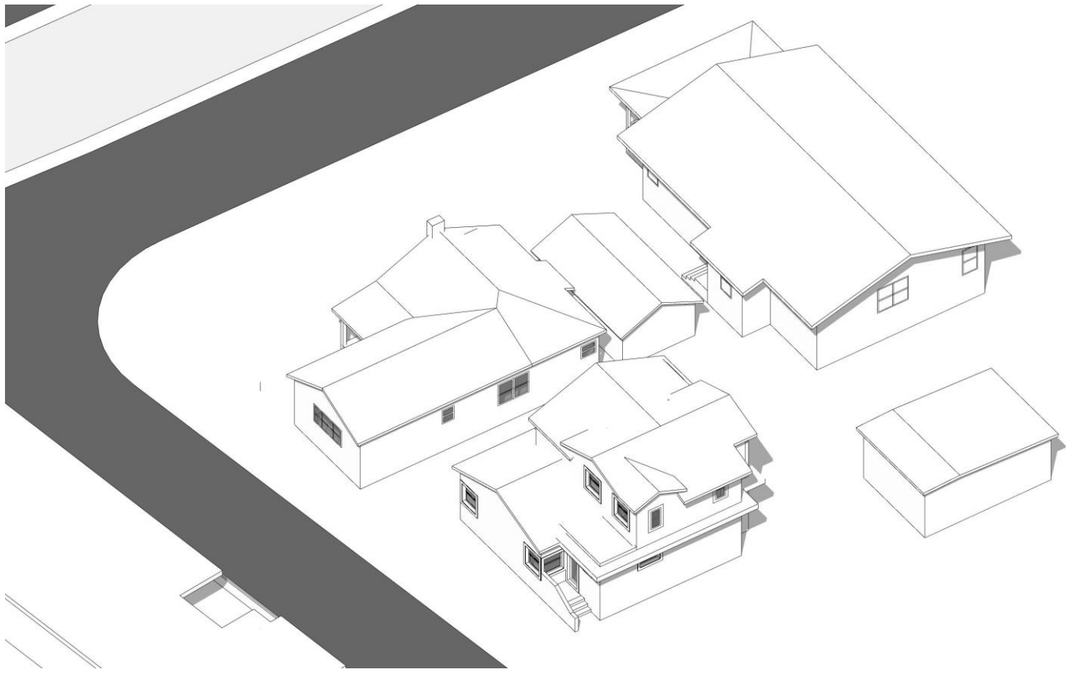
Shadow Study
9 Laurel Ave. San Anselmo

July 21st

03:00 pm



EXISTING



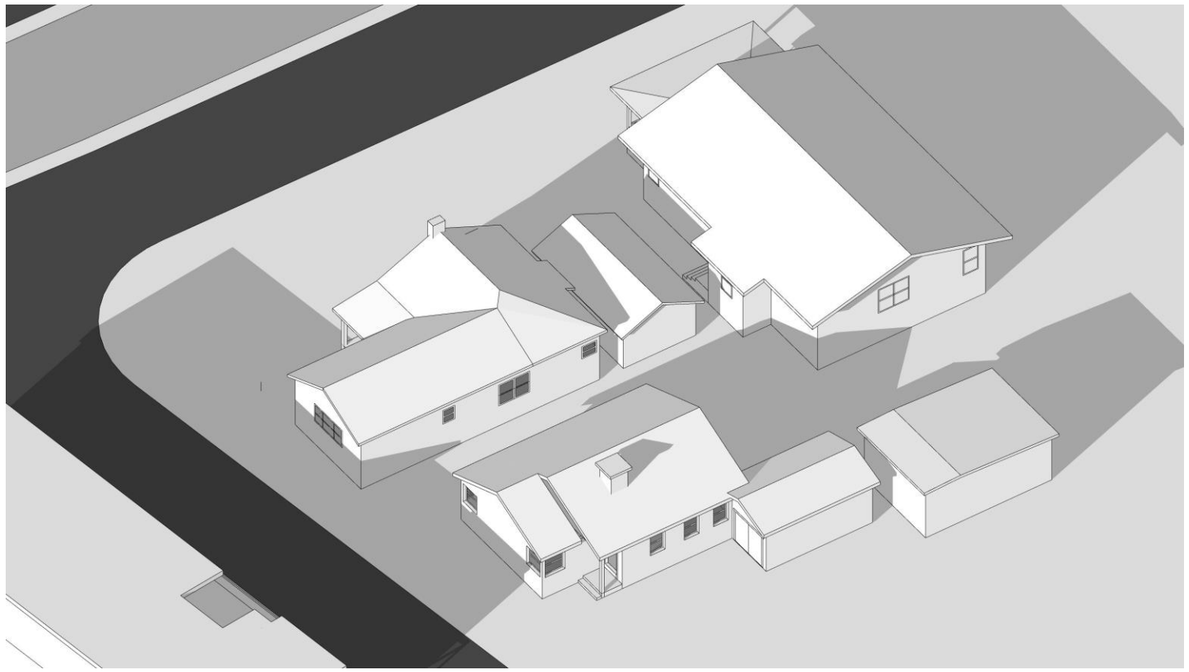
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

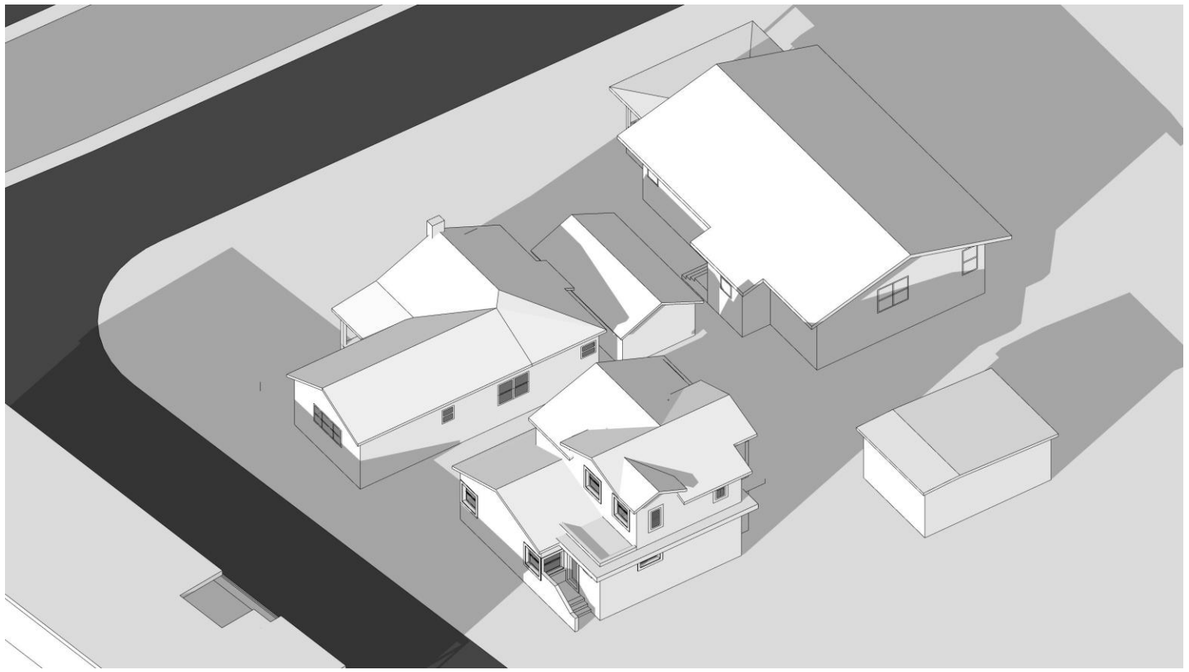
July 21st

06:00 pm

Sunset at 8:28 pm



EXISTING



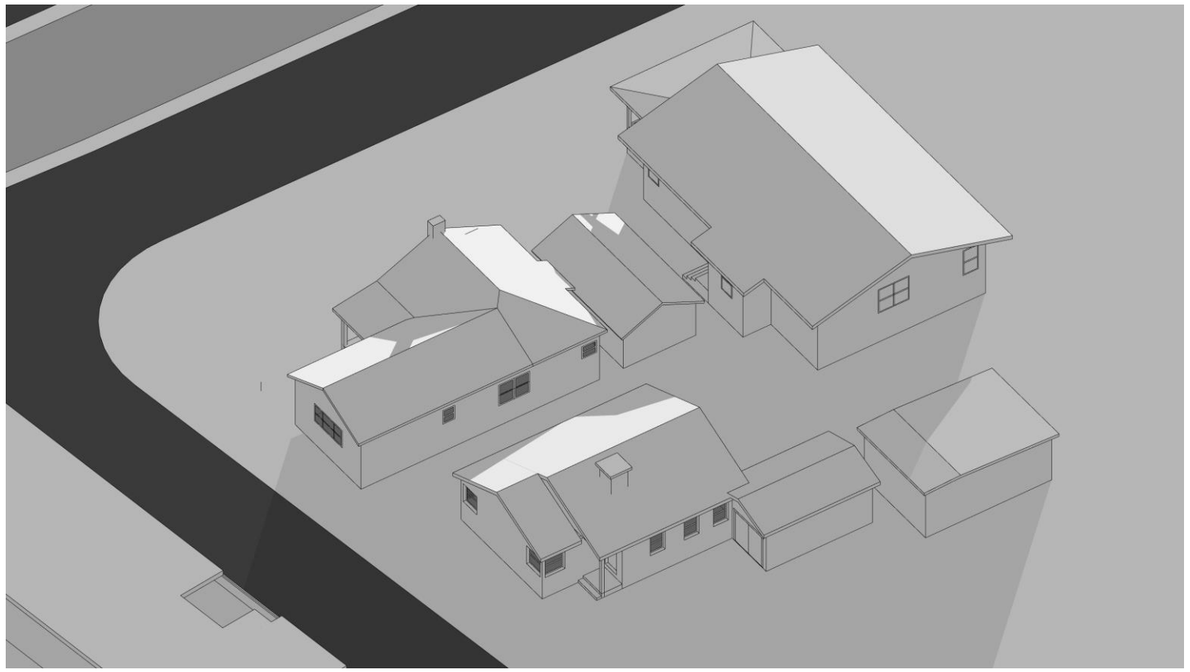
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

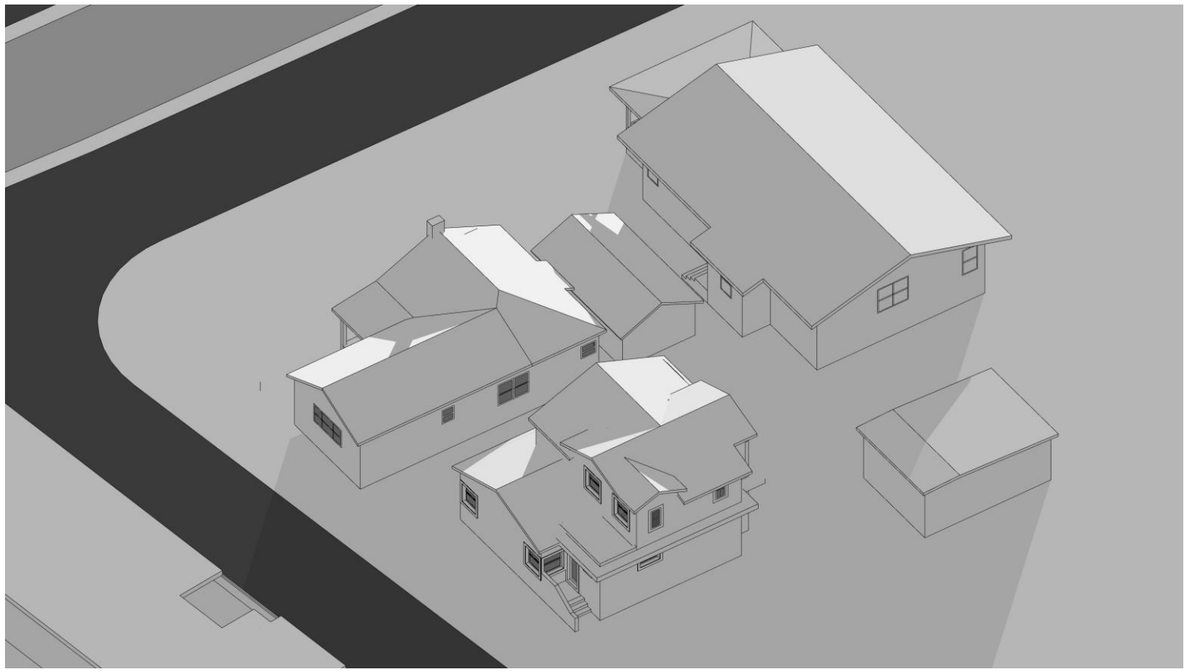
August 21st

06:00 am

Sunrise at 6:31 am



EXISTING

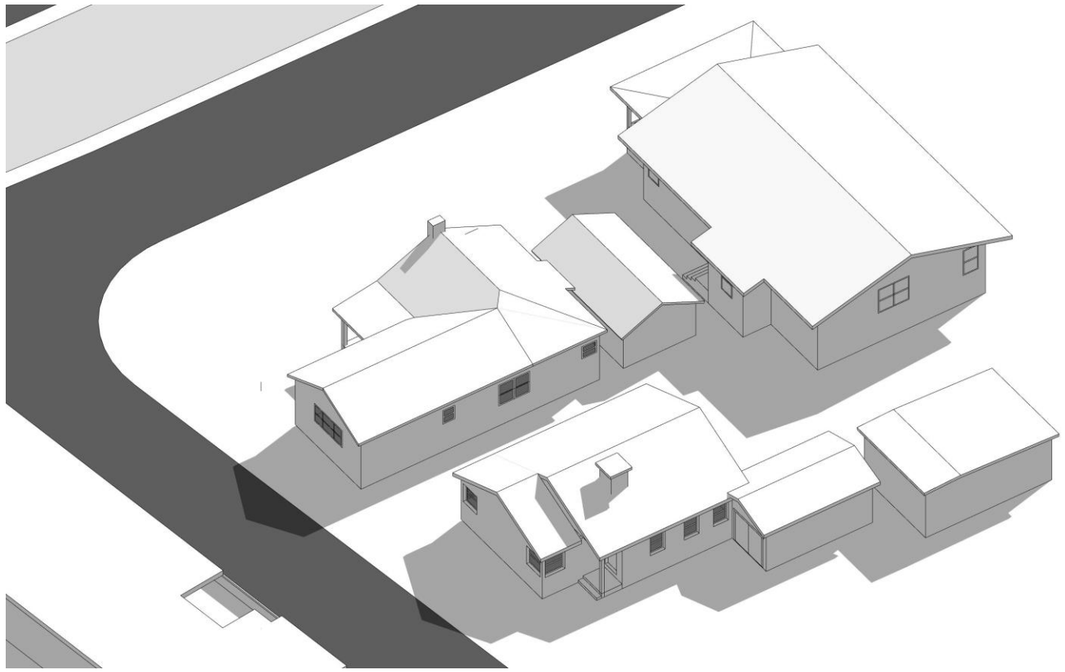


PROPOSED

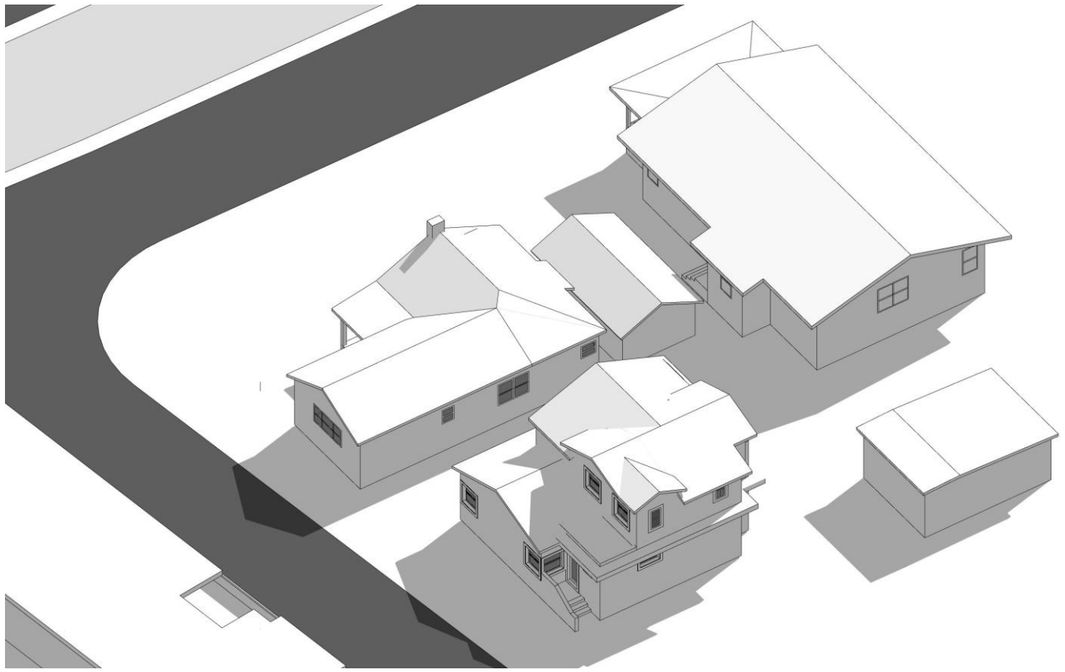
Shadow Study
9 Laurel Ave. San Anselmo

August 21st

09:00 am



EXISTING

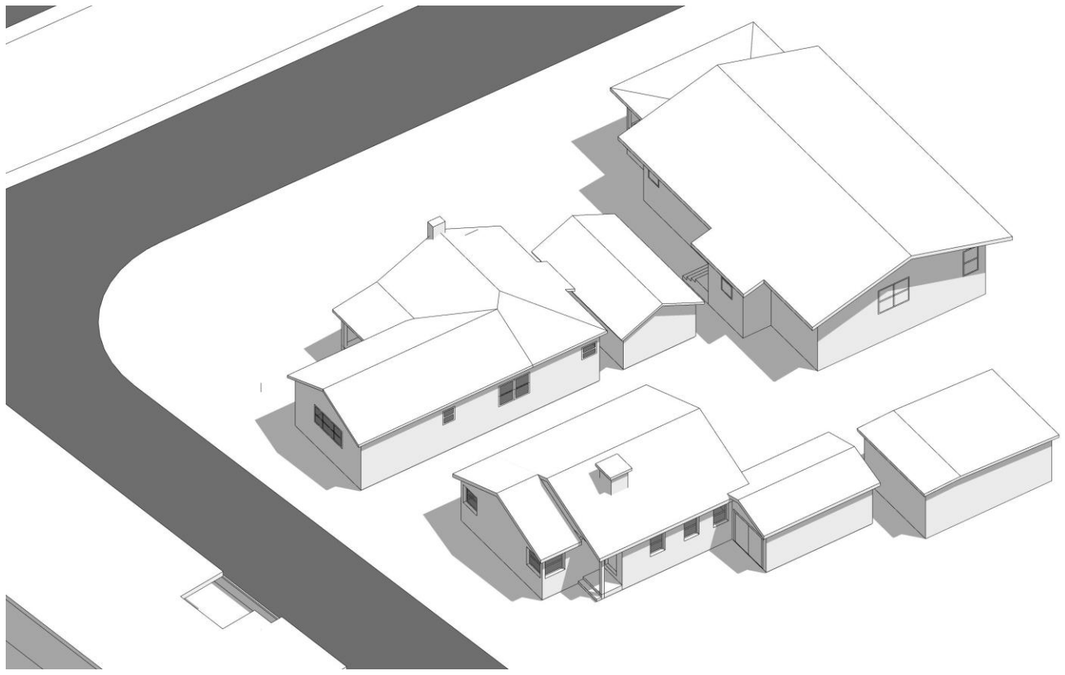


PROPOSED

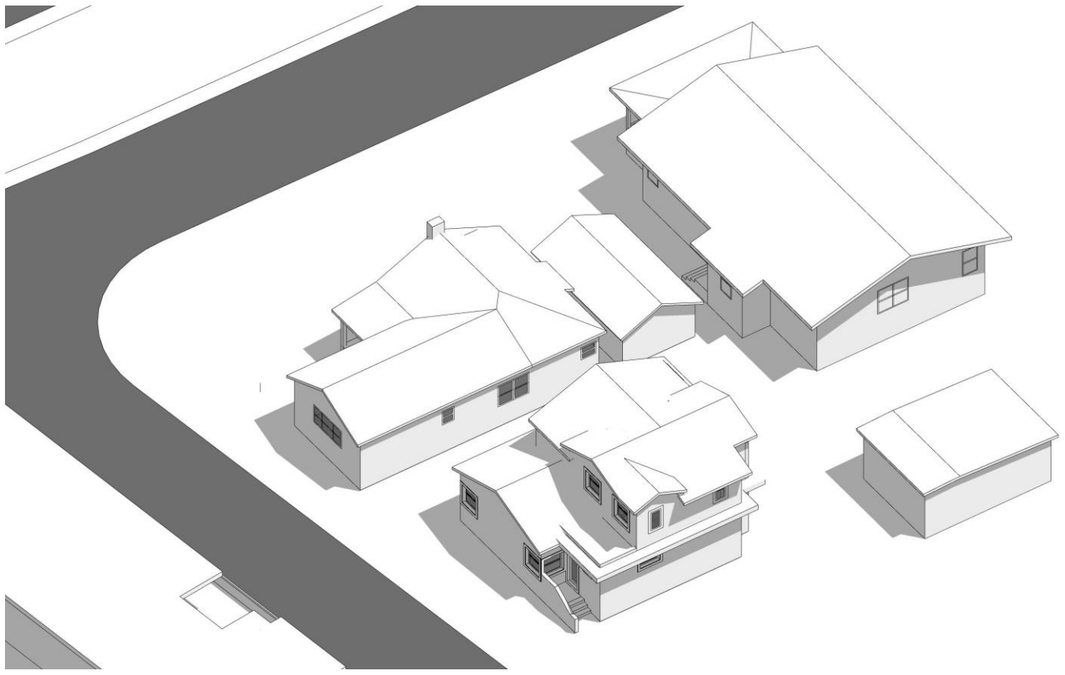
Shadow Study
9 Laurel Ave. San Anselmo

August 21st

12:00 pm



EXISTING

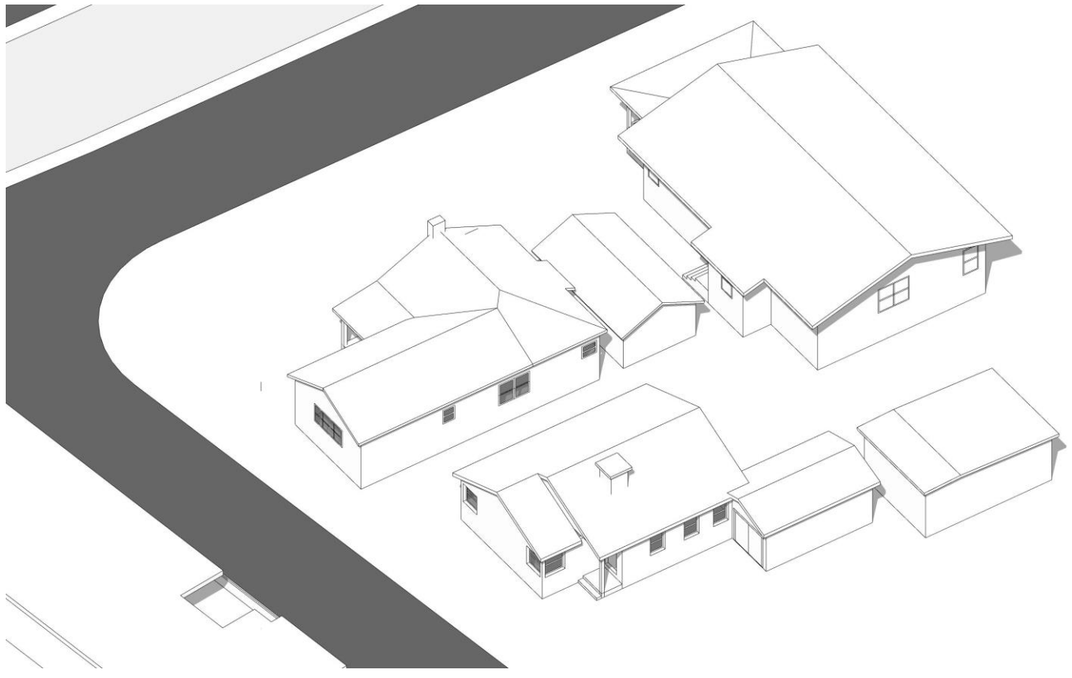


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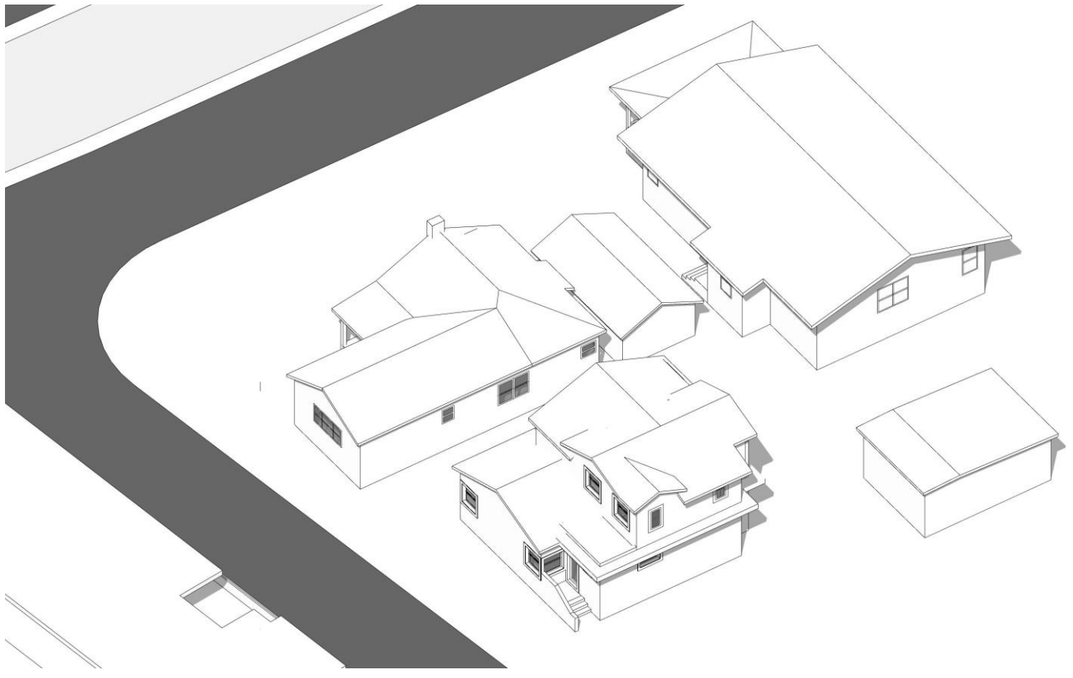
Shadow Study
9 Laurel Ave. San Anselmo

August 21st

03:00 pm



EXISTING



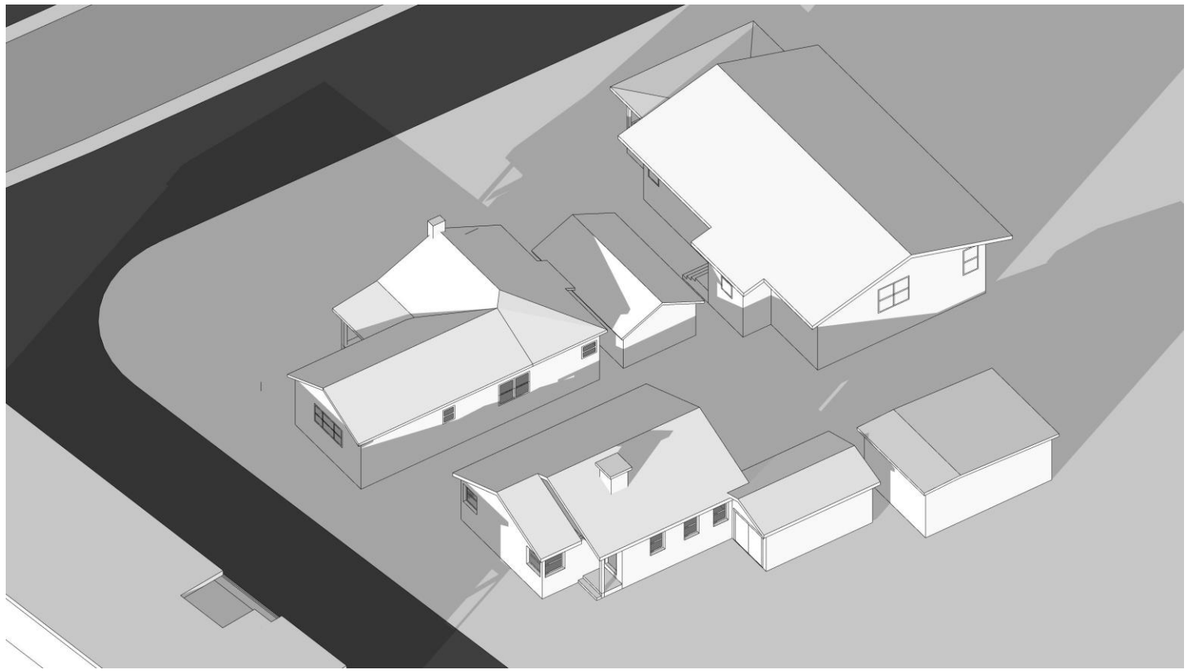
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

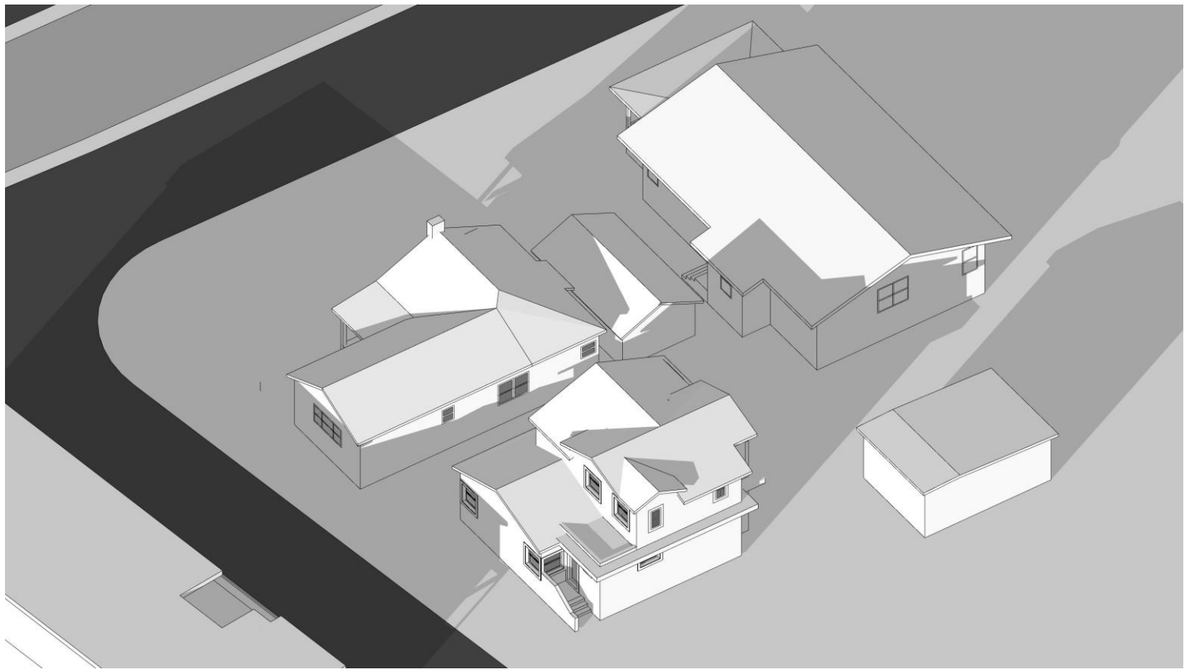
August 21st

06:00 pm

Sunset at 7:54 pm



EXISTING



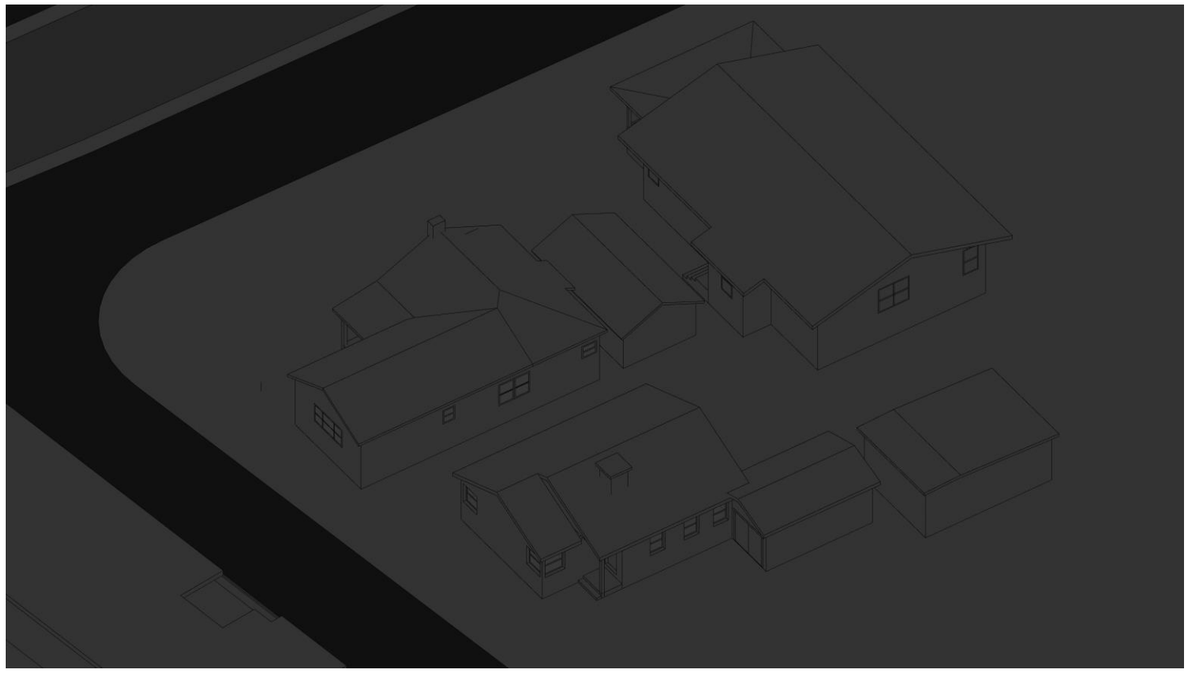
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

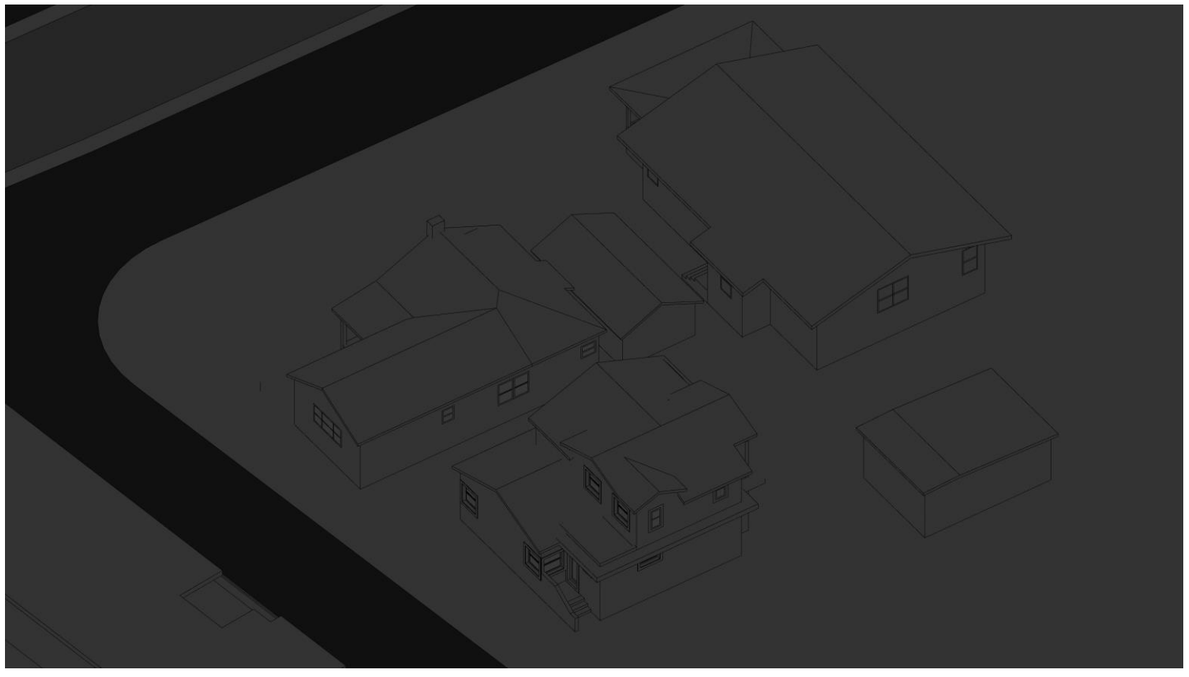
September 21st

06:00 am

Sunrise at 6:57 am



EXISTING

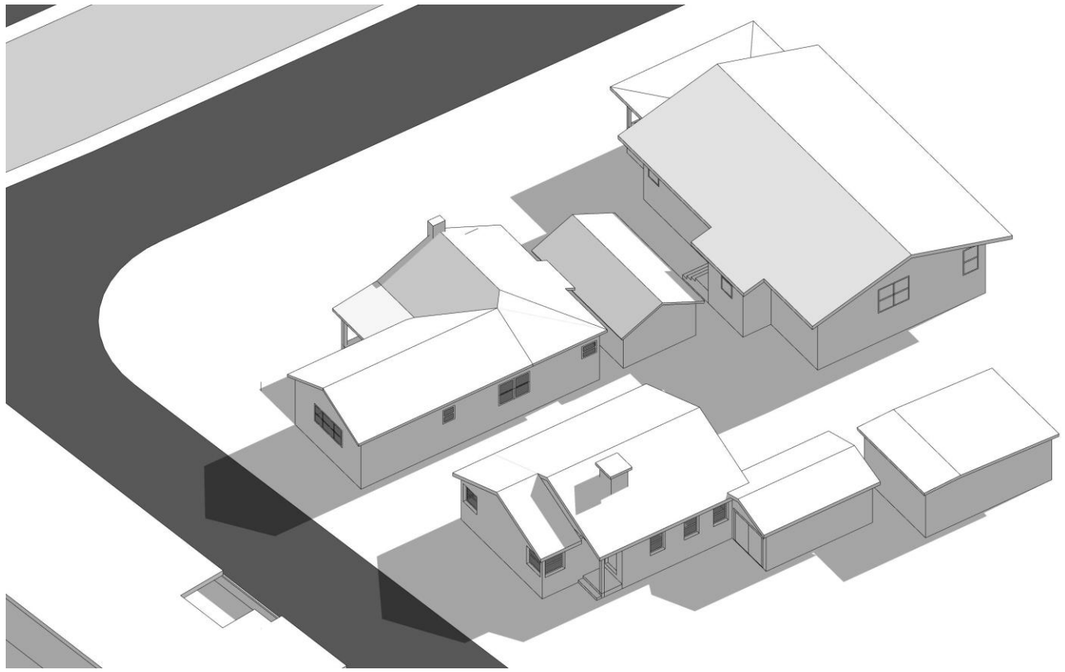


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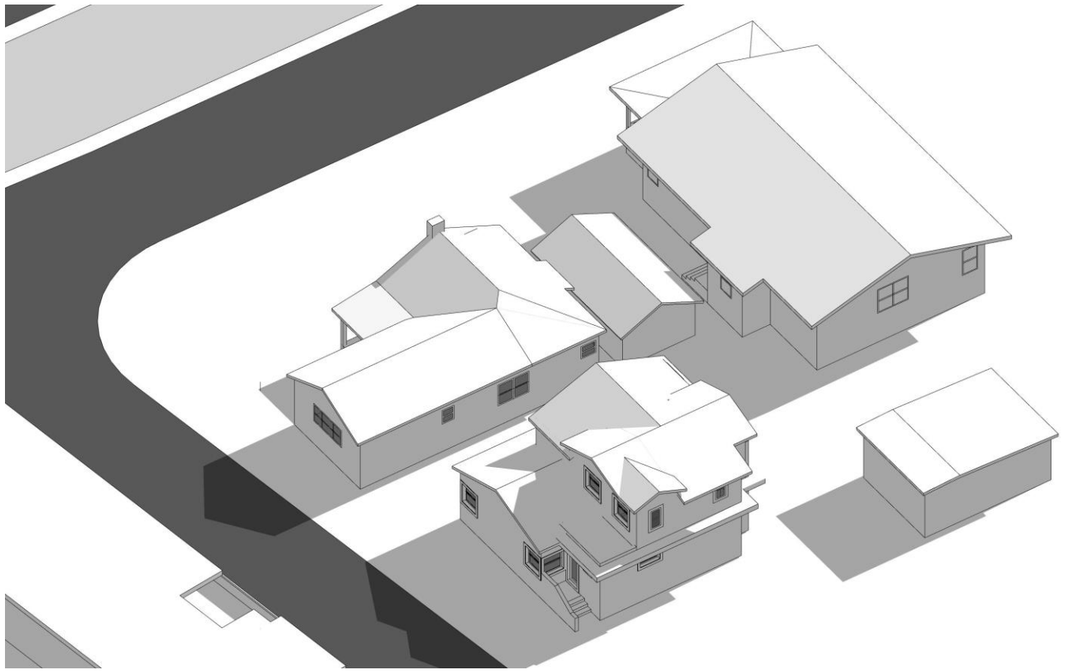
Shadow Study
9 Laurel Ave. San Anselmo

September 21st

09:00 am



EXISTING

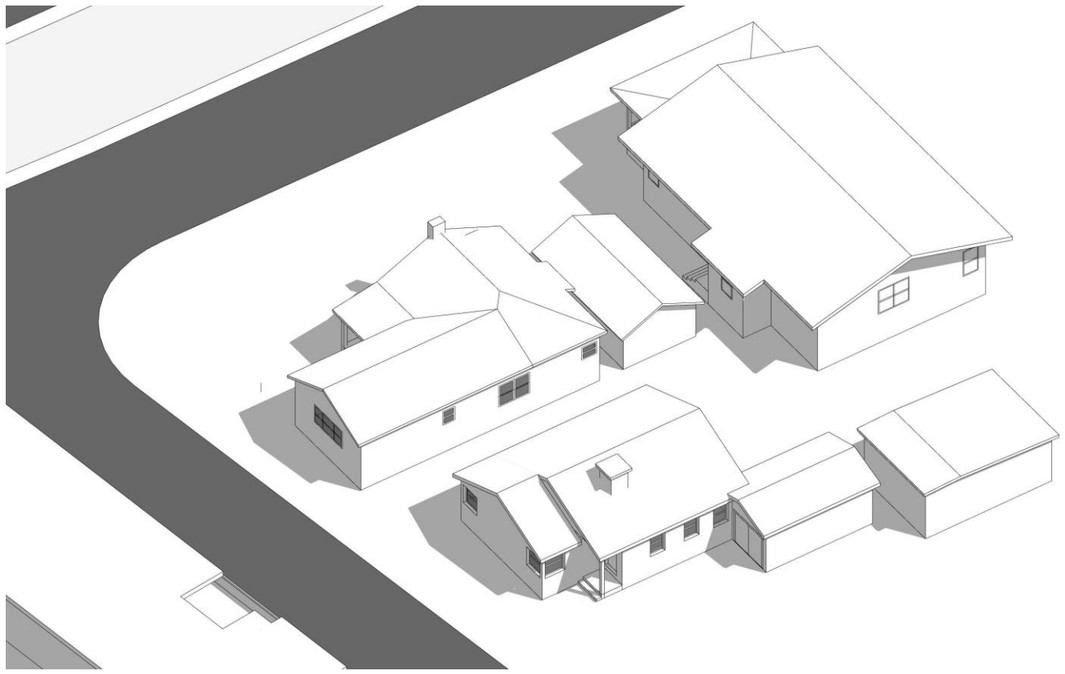


PROPOSED

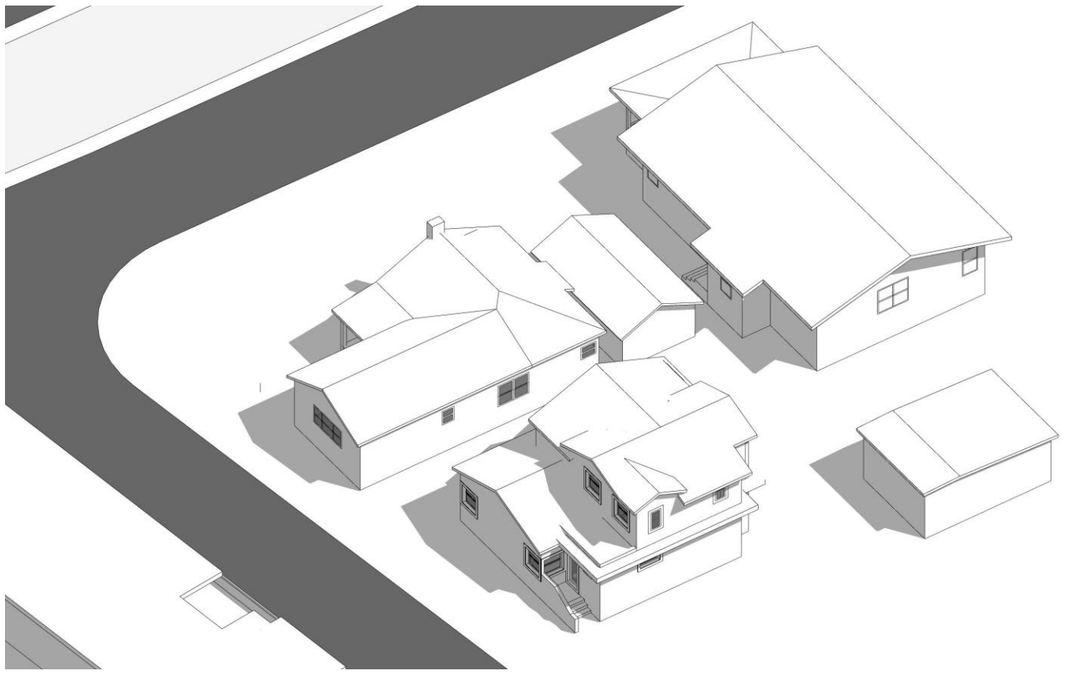
Shadow Study
9 Laurel Ave. San Anselmo

September 21st

12:00 pm



EXISTING

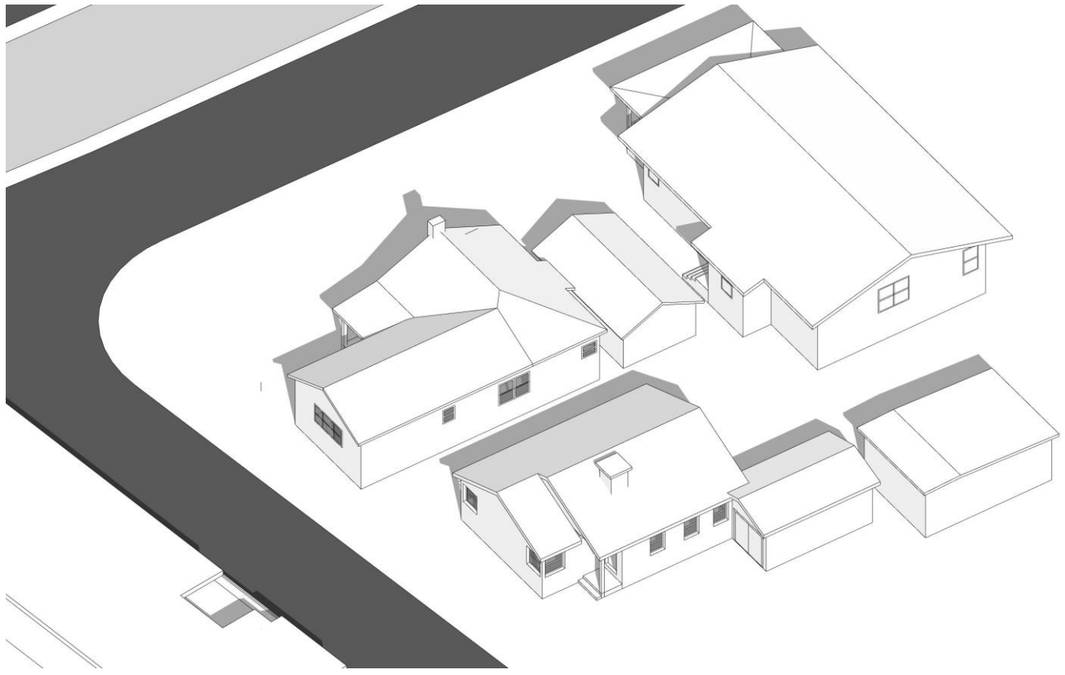


PROPOSED

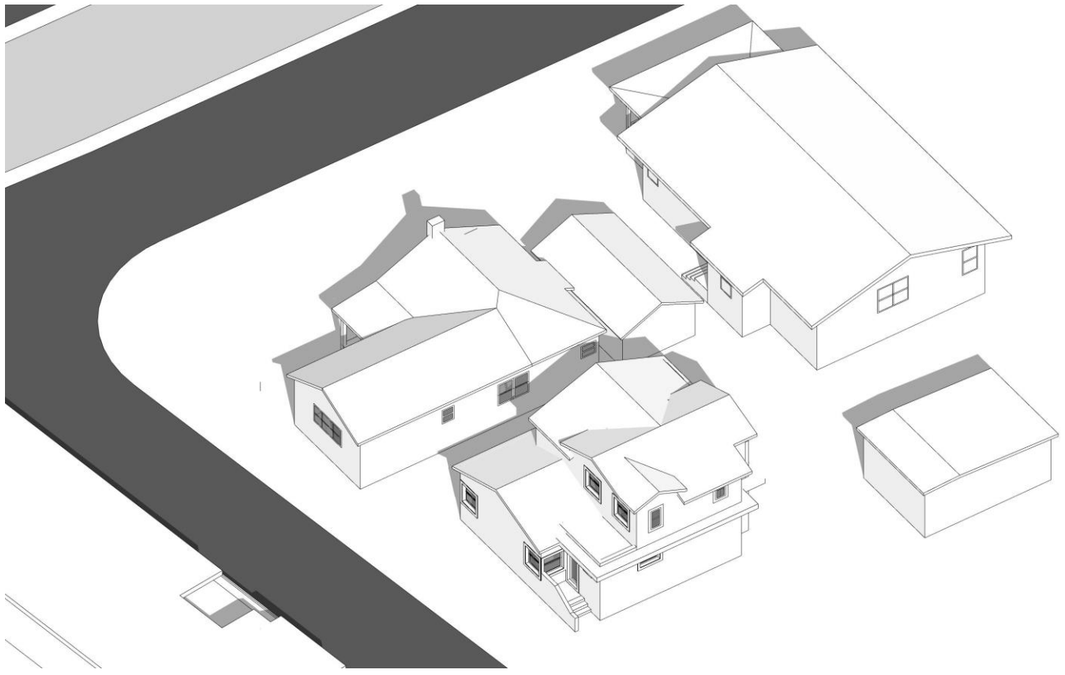
Shadow Study
9 Laurel Ave. San Anselmo

September 21st

03:00 pm



EXISTING



PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

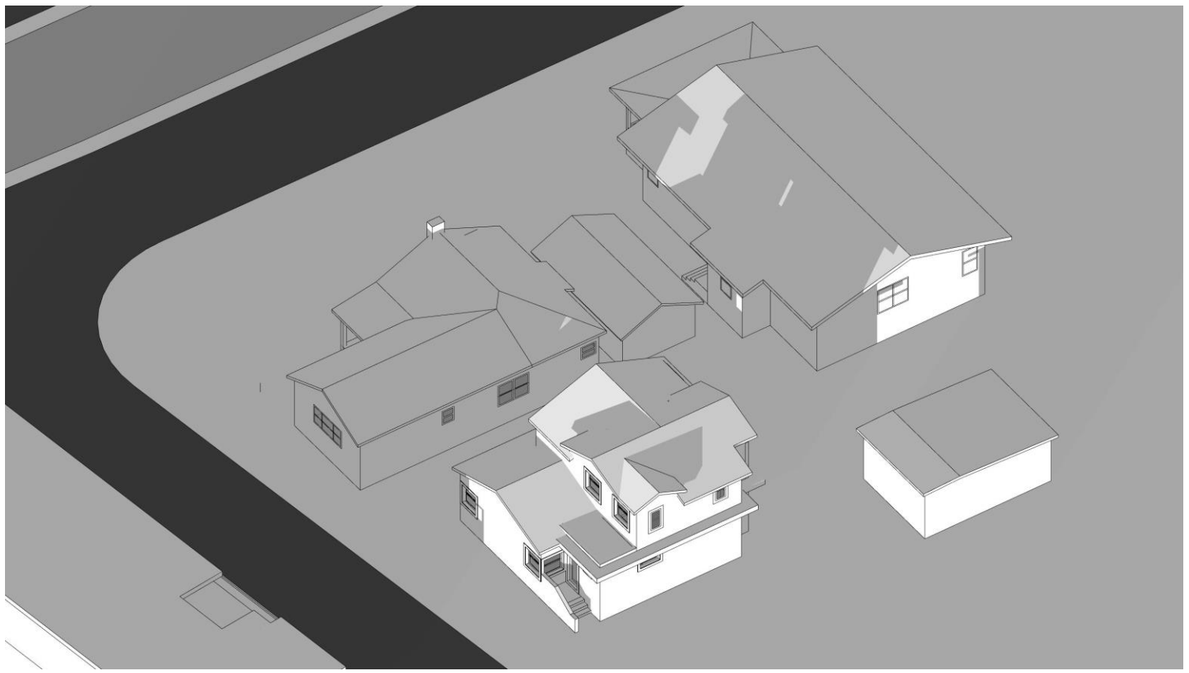
September 21st

06:00 pm

Sunset at 7:08 am



EXISTING



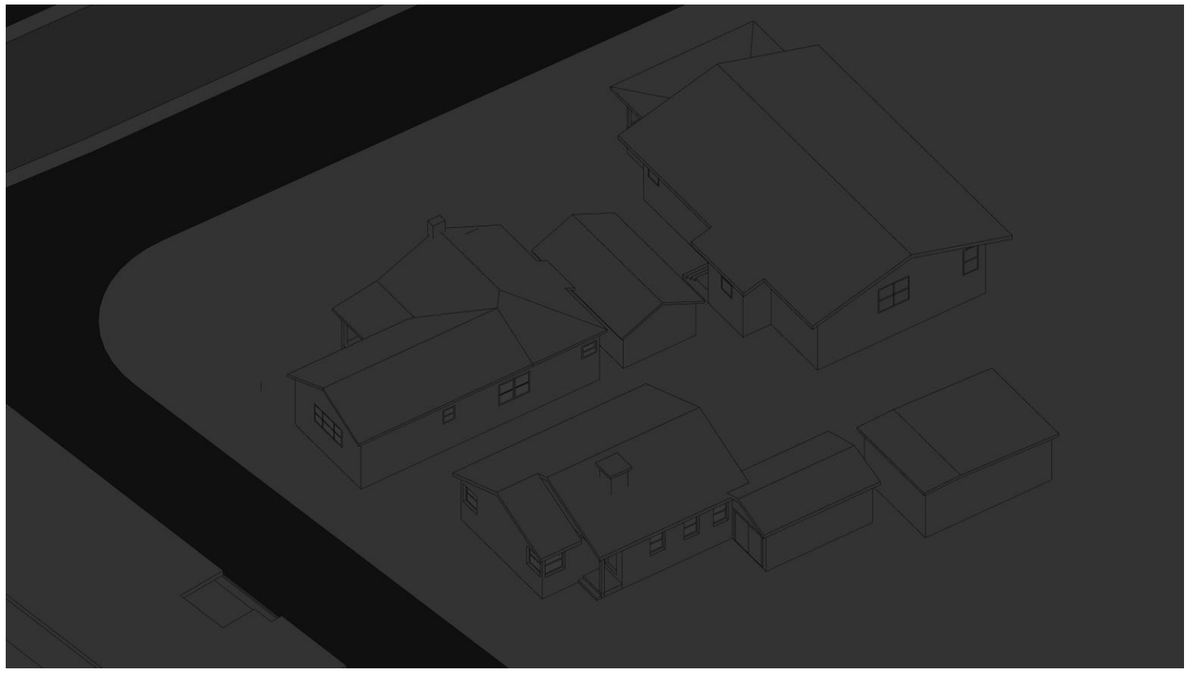
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

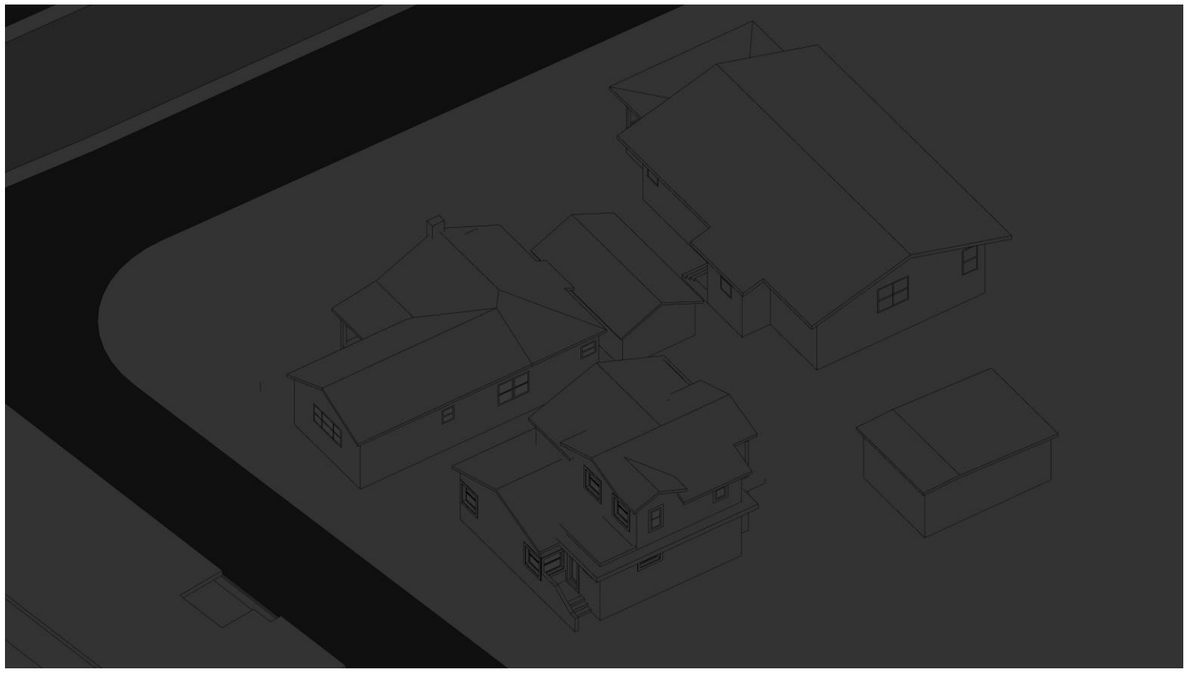
October 21st

06:00 am

Sunrise at 7:25 am



EXISTING

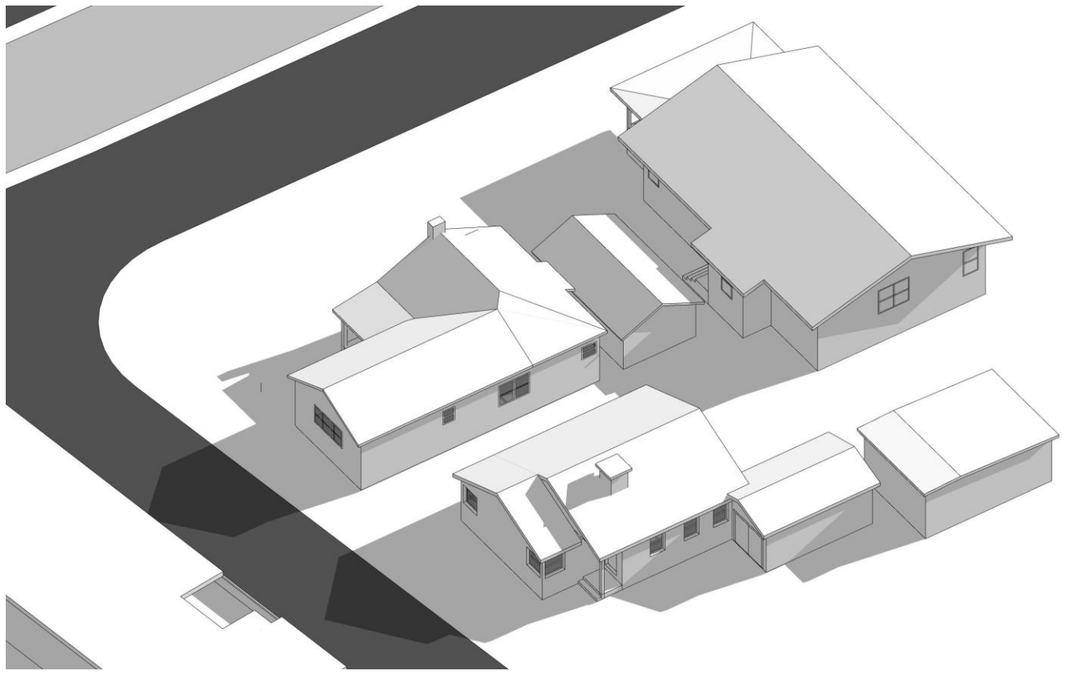


PROPOSED

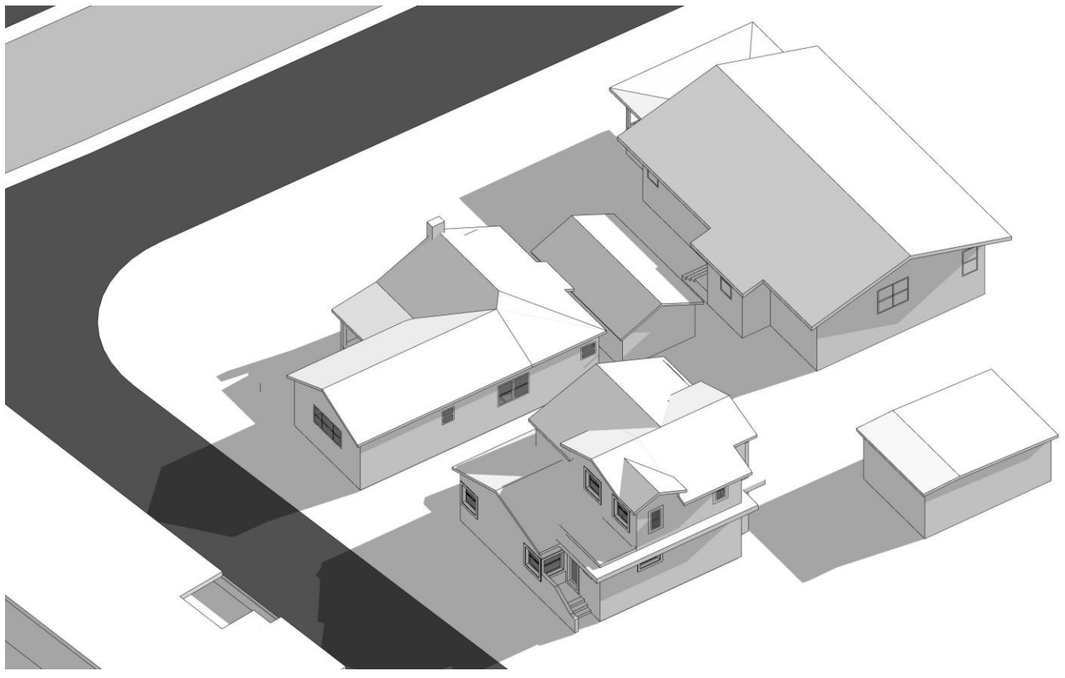
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

09:00 am



EXISTING

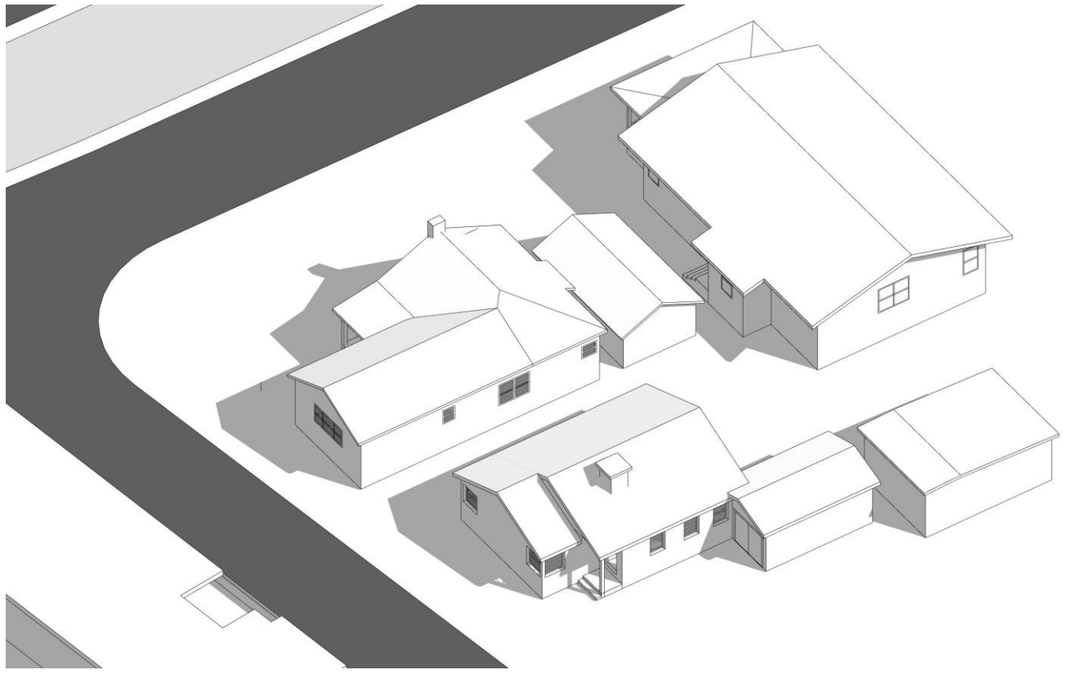


PROPOSED

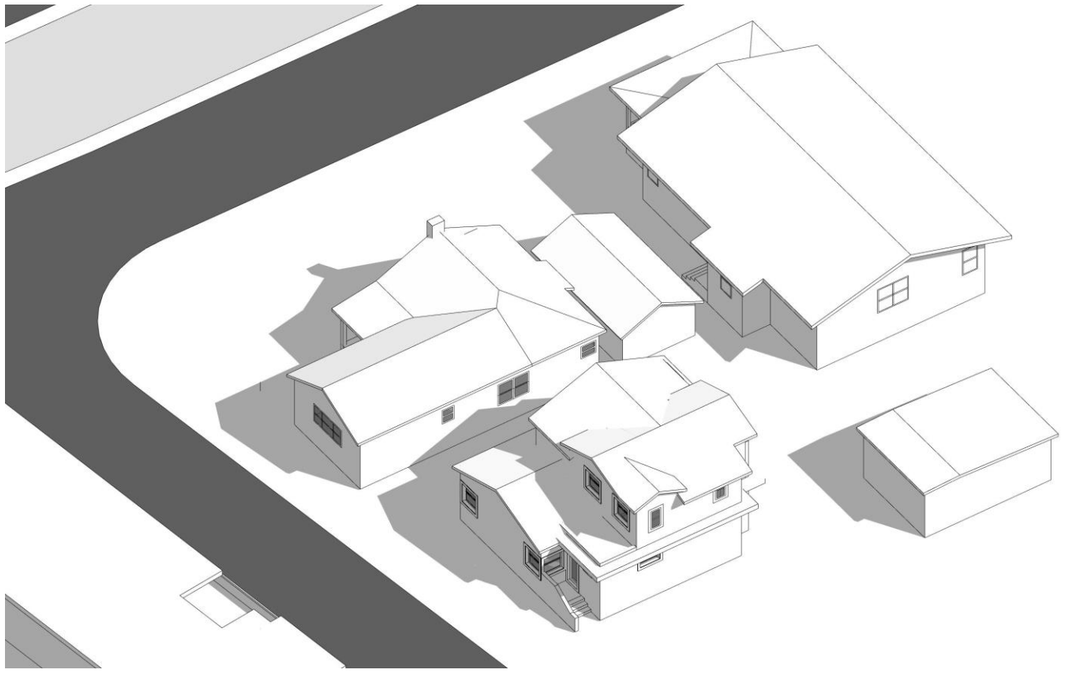
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

12:00 pm



EXISTING

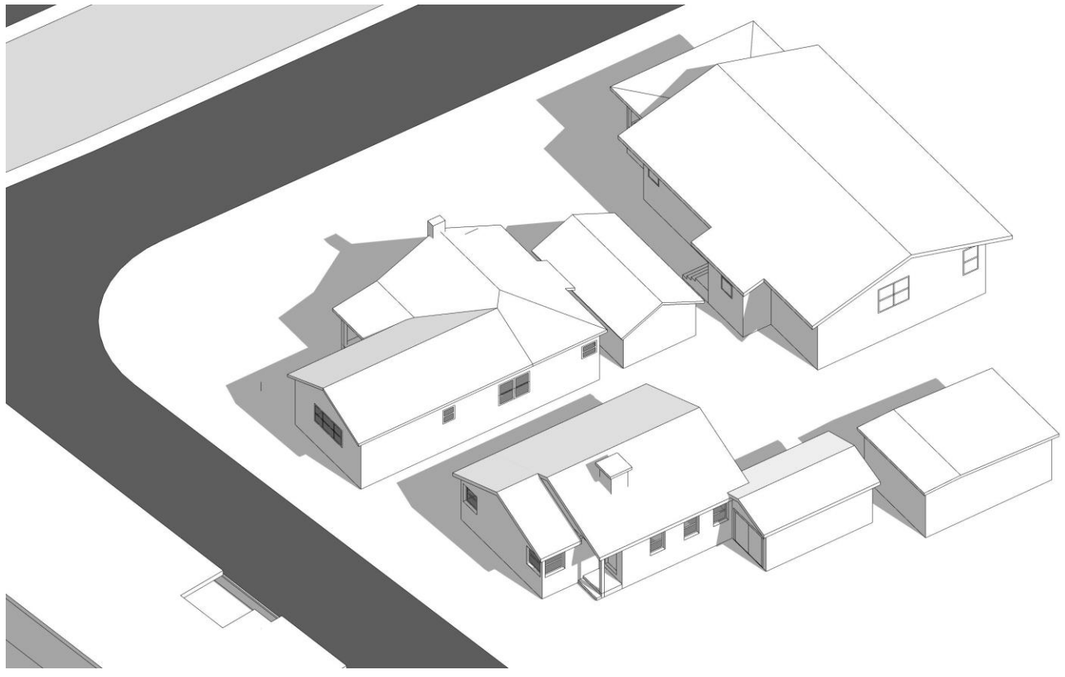


PROPOSED

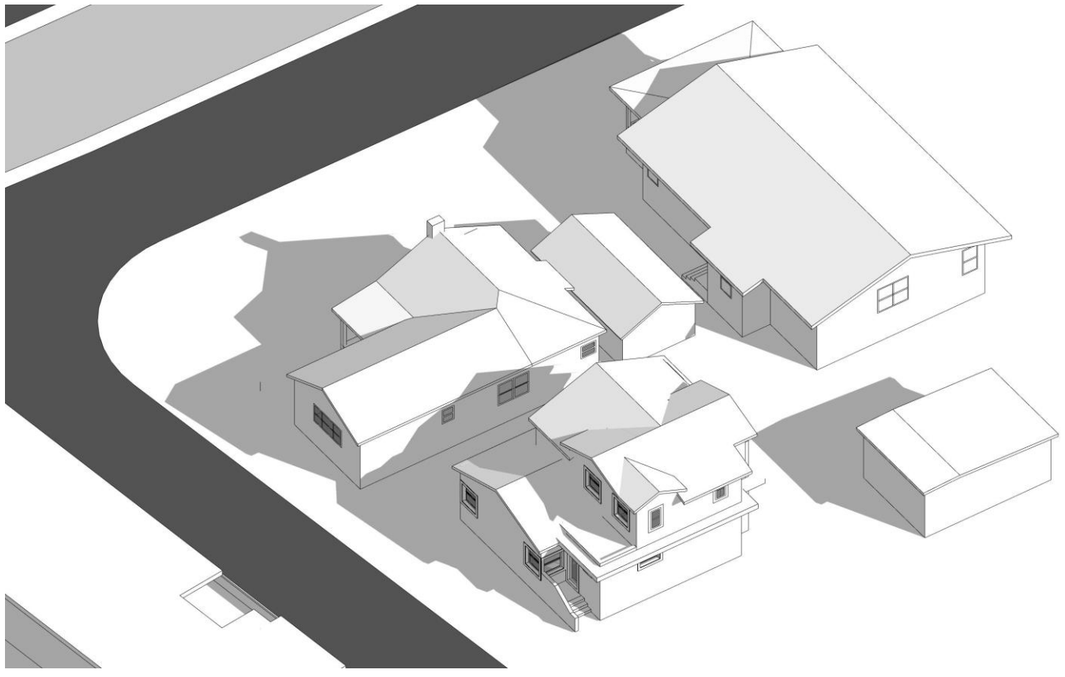
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

01:00 pm



EXISTING



PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

October 21st

03:00 pm



EXISTING

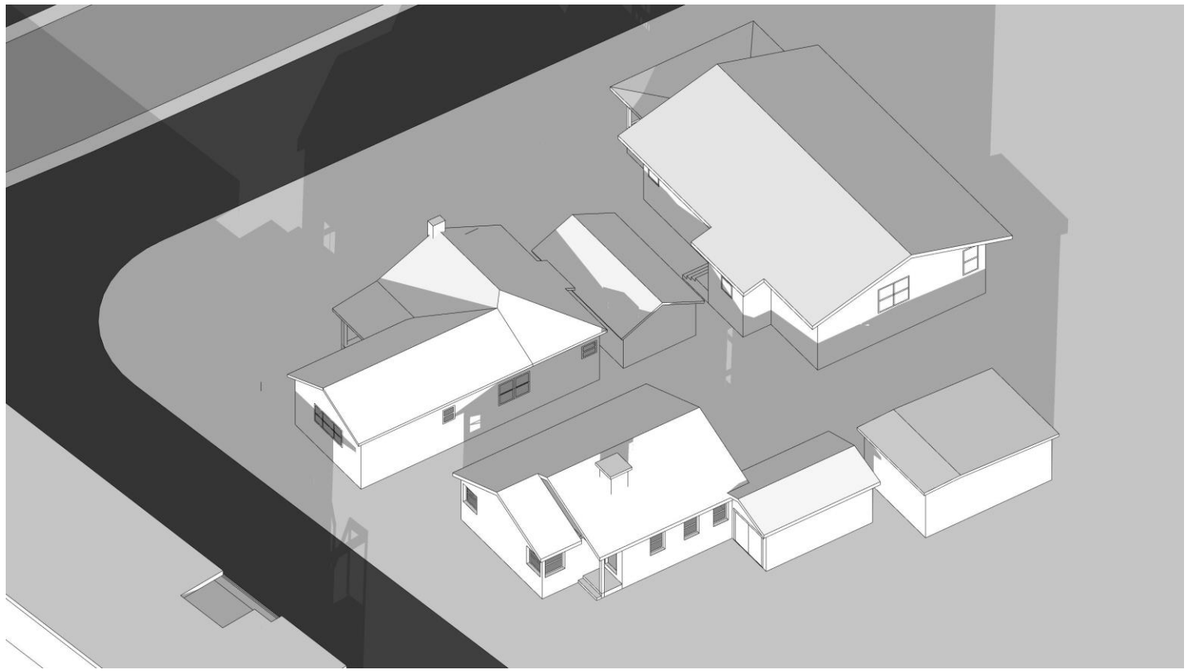


PROPOSED

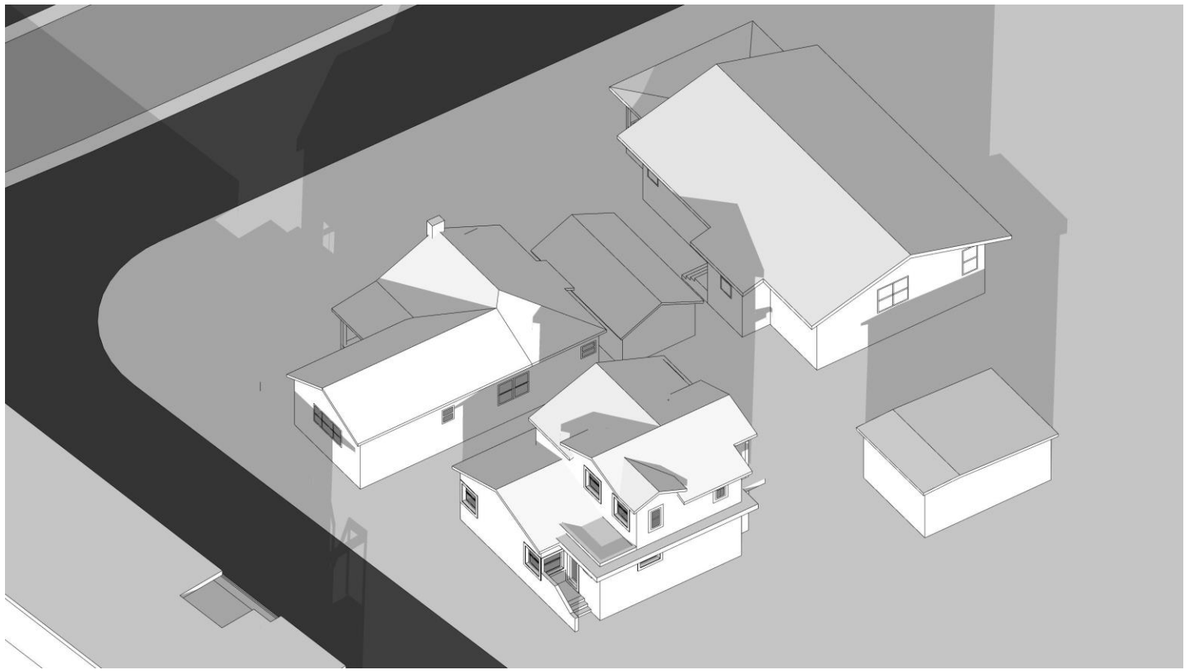
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

04:30 pm



EXISTING



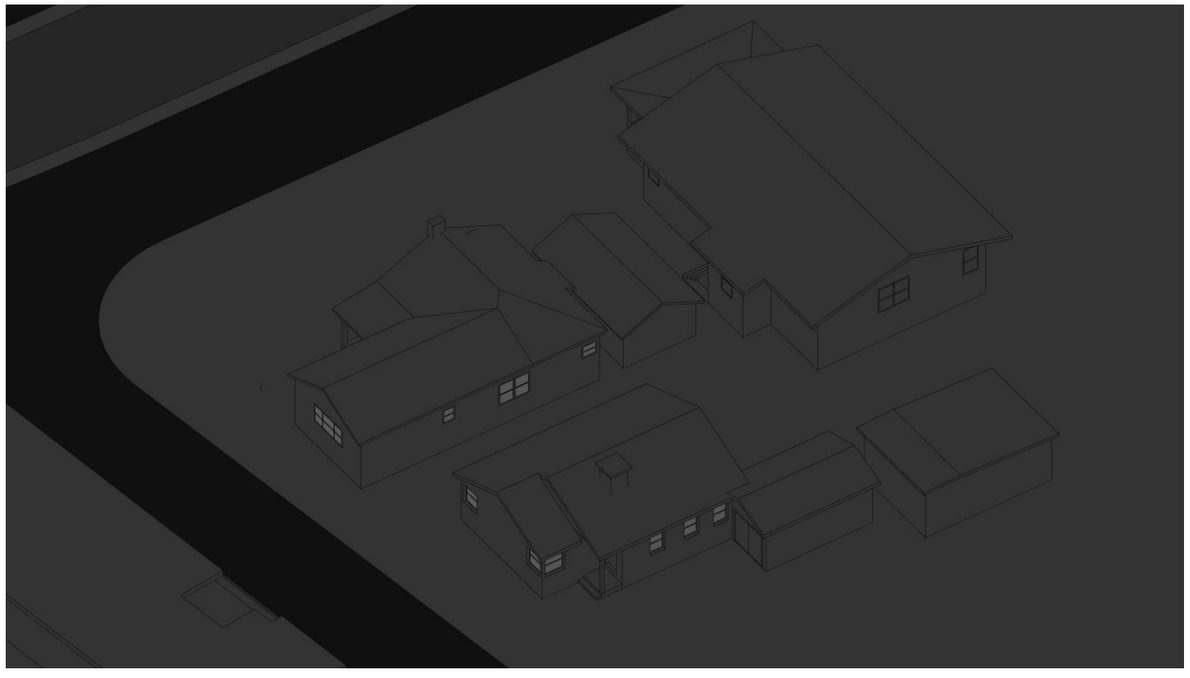
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

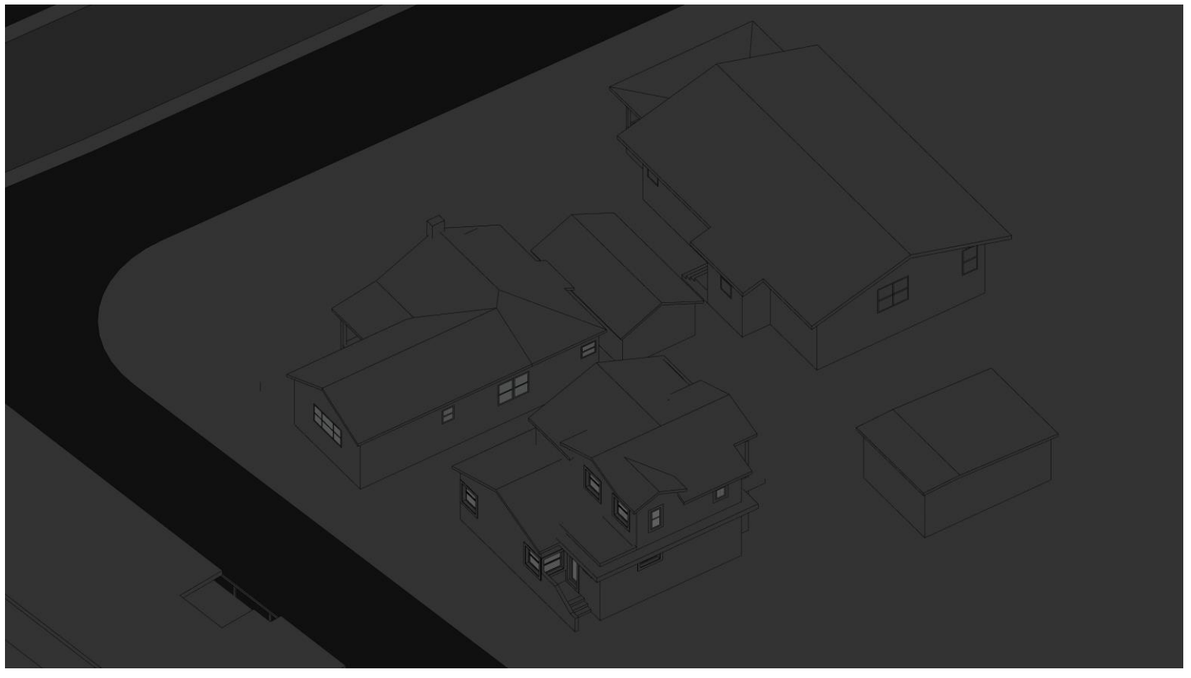
October 21st

06:00 pm

Sunset at 6:23 pm



EXISTING



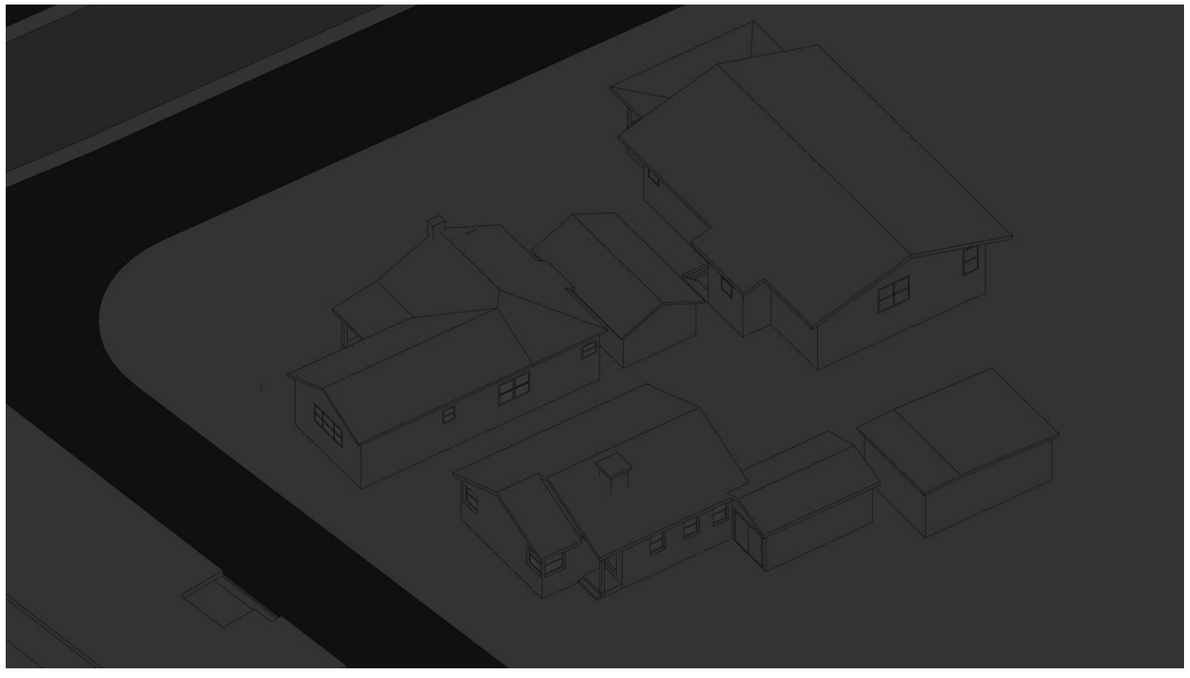
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

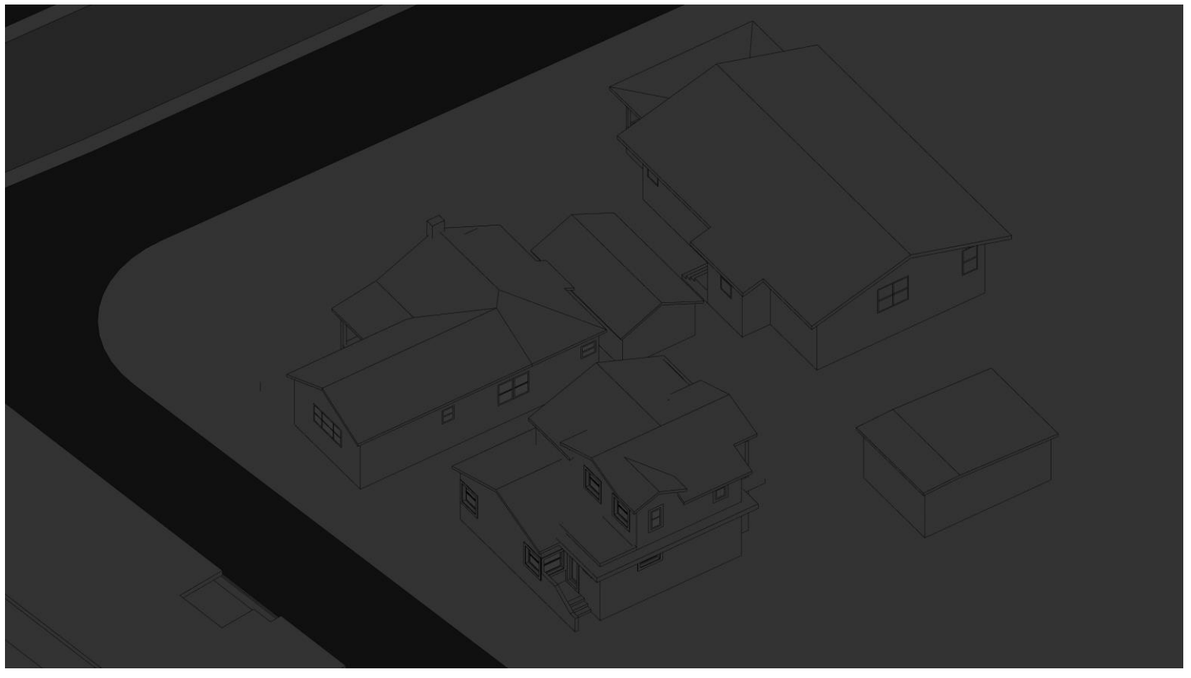
November 21st

06:00 am

Sunrise at 6:57 am



EXISTING

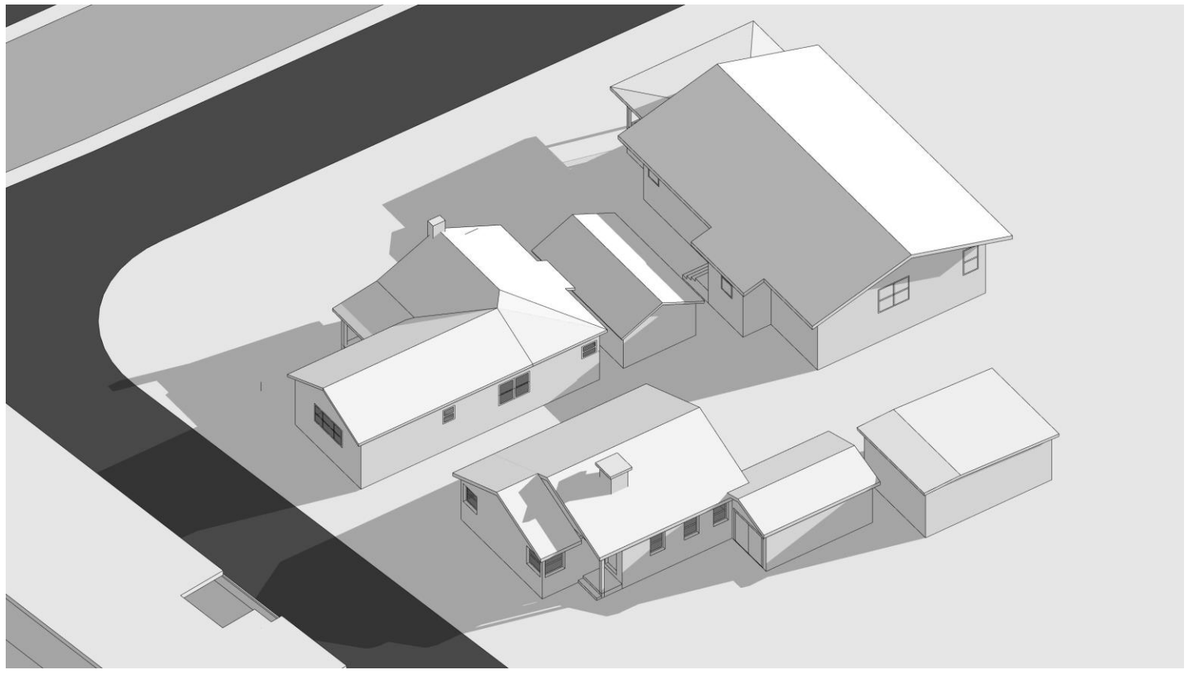


PROPOSED

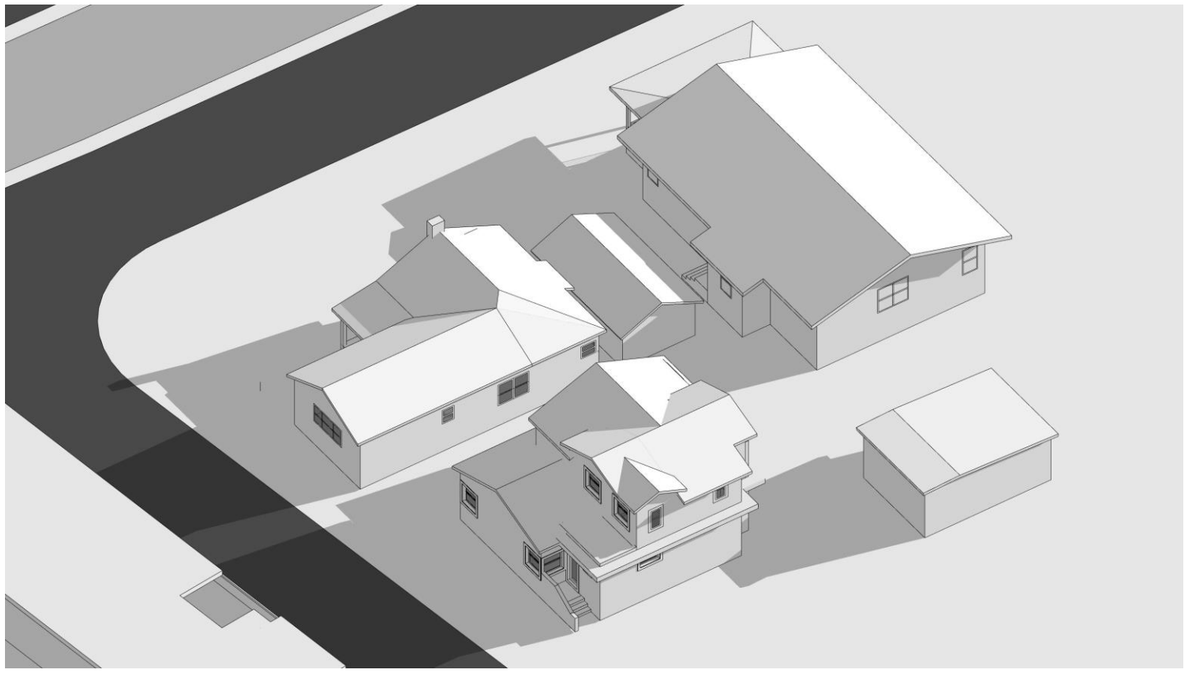
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

09:00 am



EXISTING

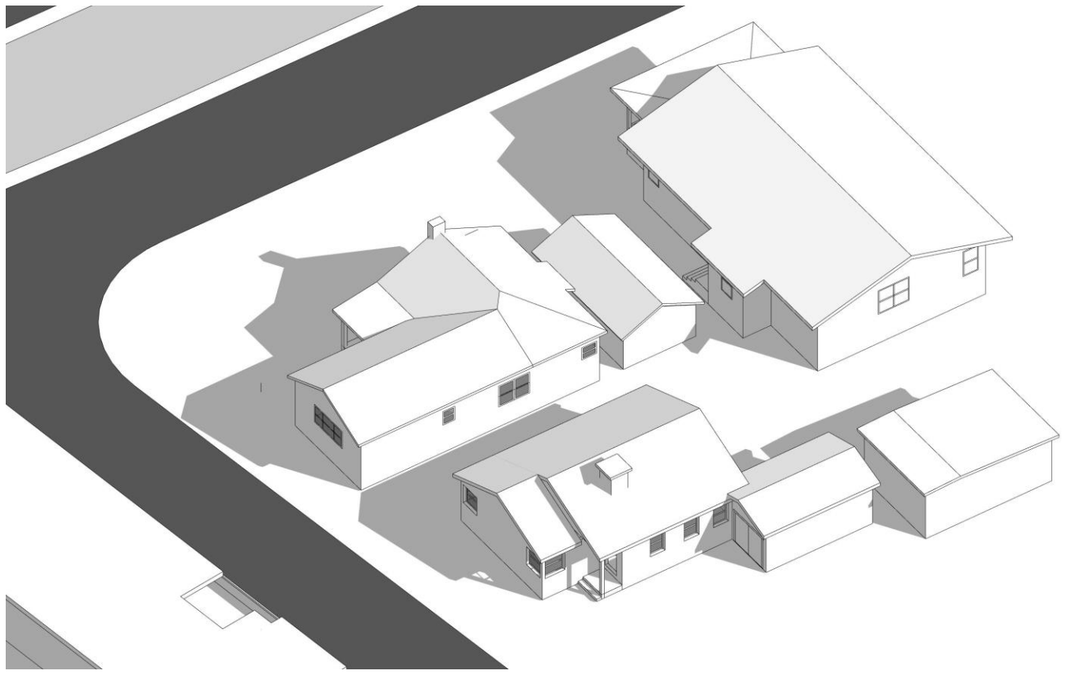


PROPOSED

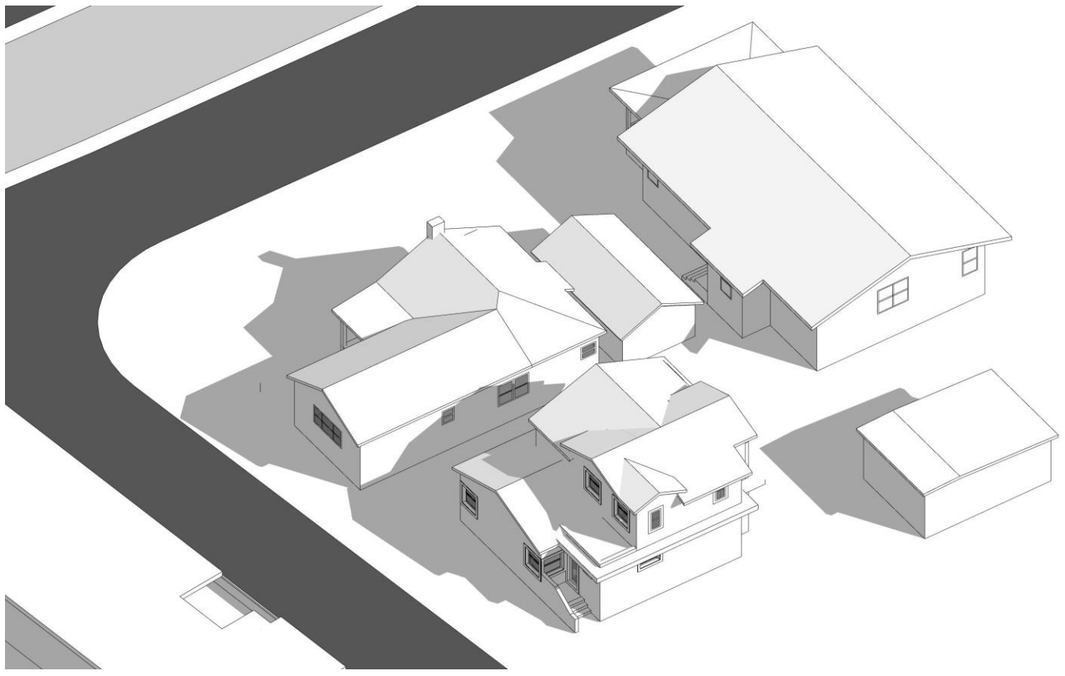
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

12:00 pm



EXISTING

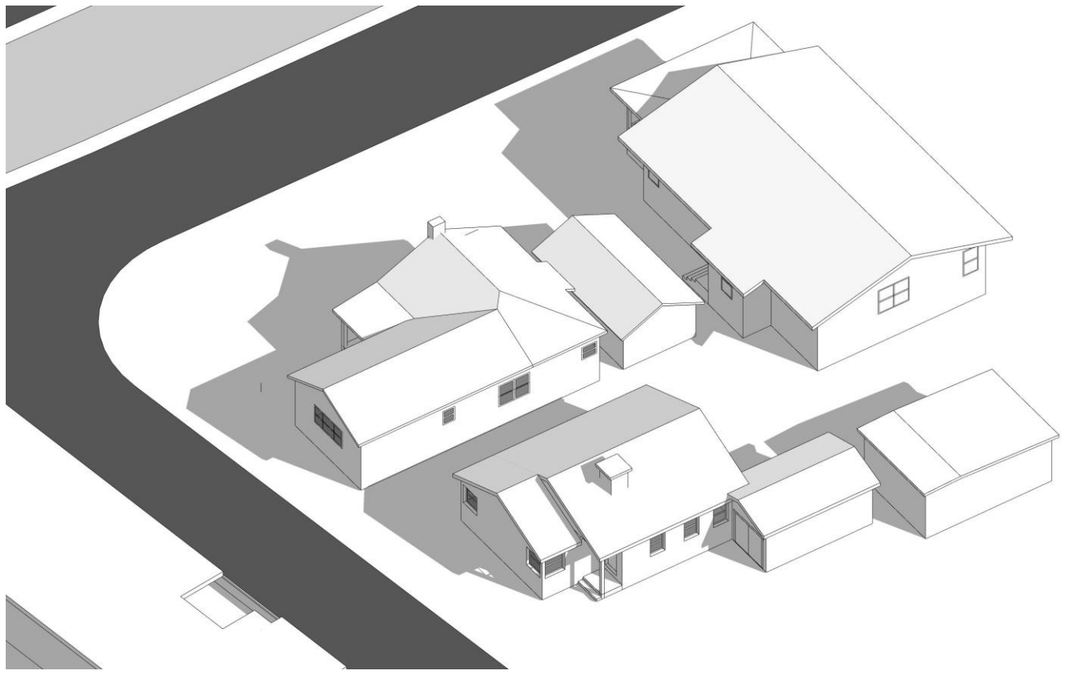


PROPOSED

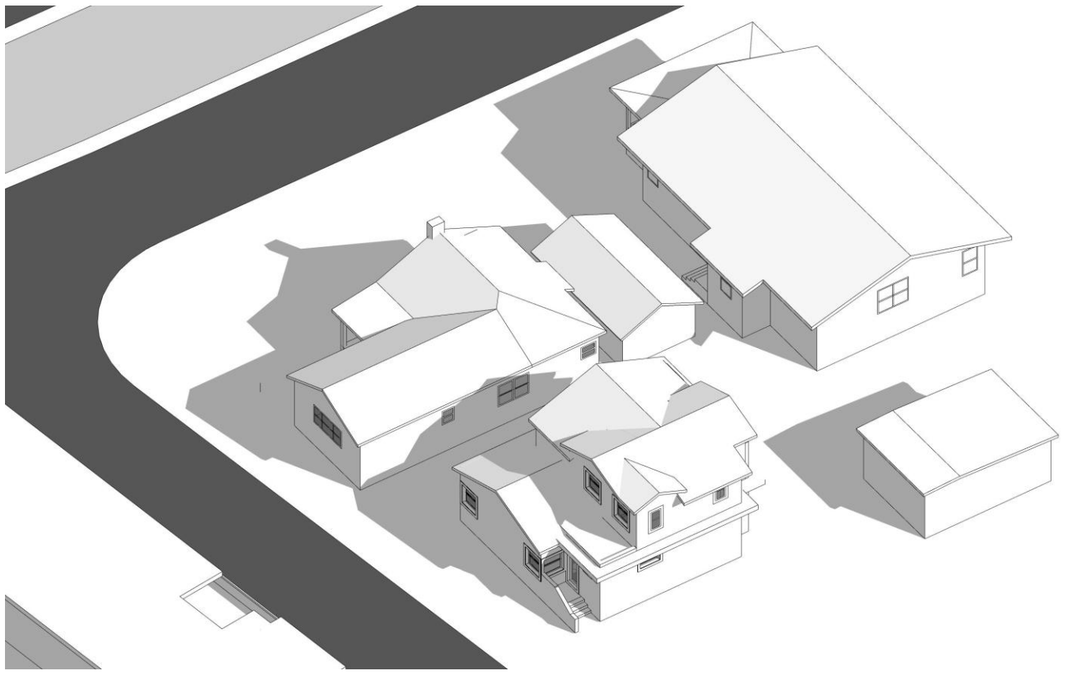
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

12:20 pm



EXISTING

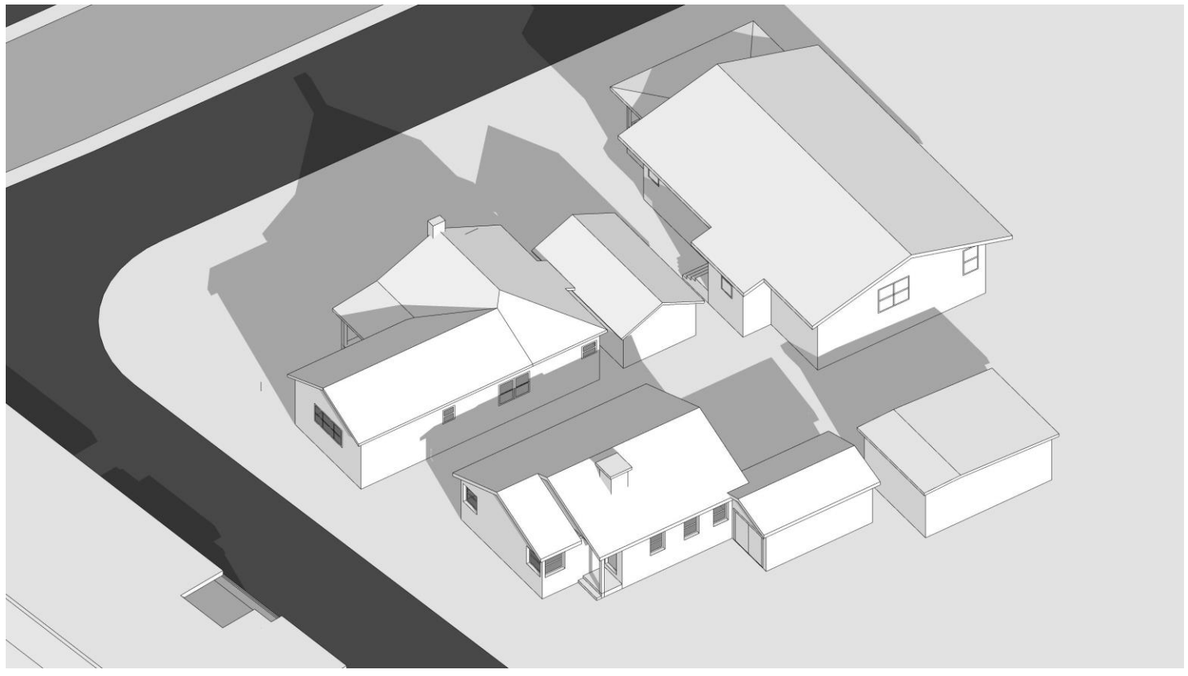


PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

November 21st

03:00 pm



EXISTING

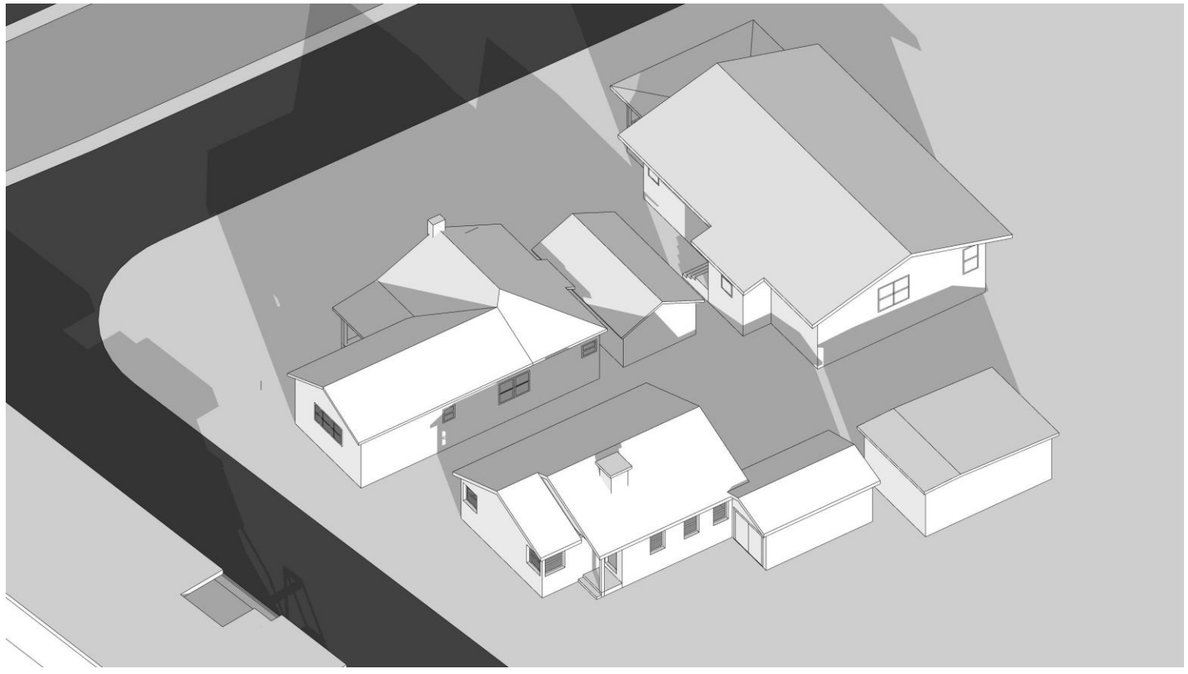


PROPOSED

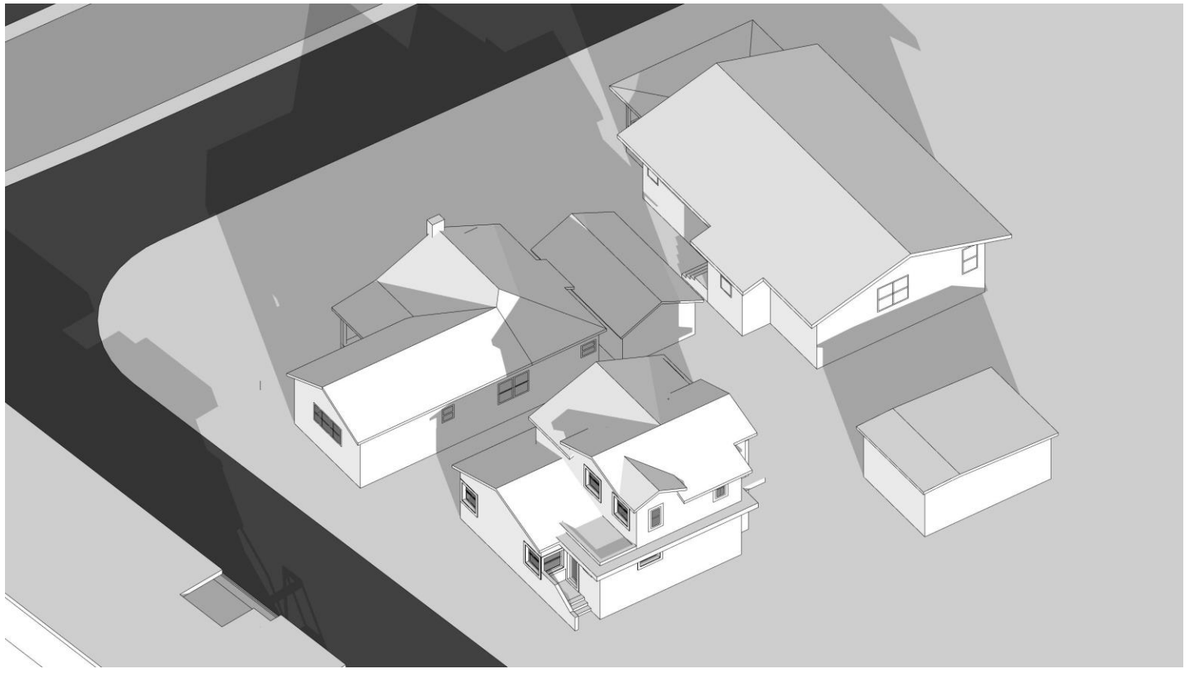
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

03:40 pm



EXISTING



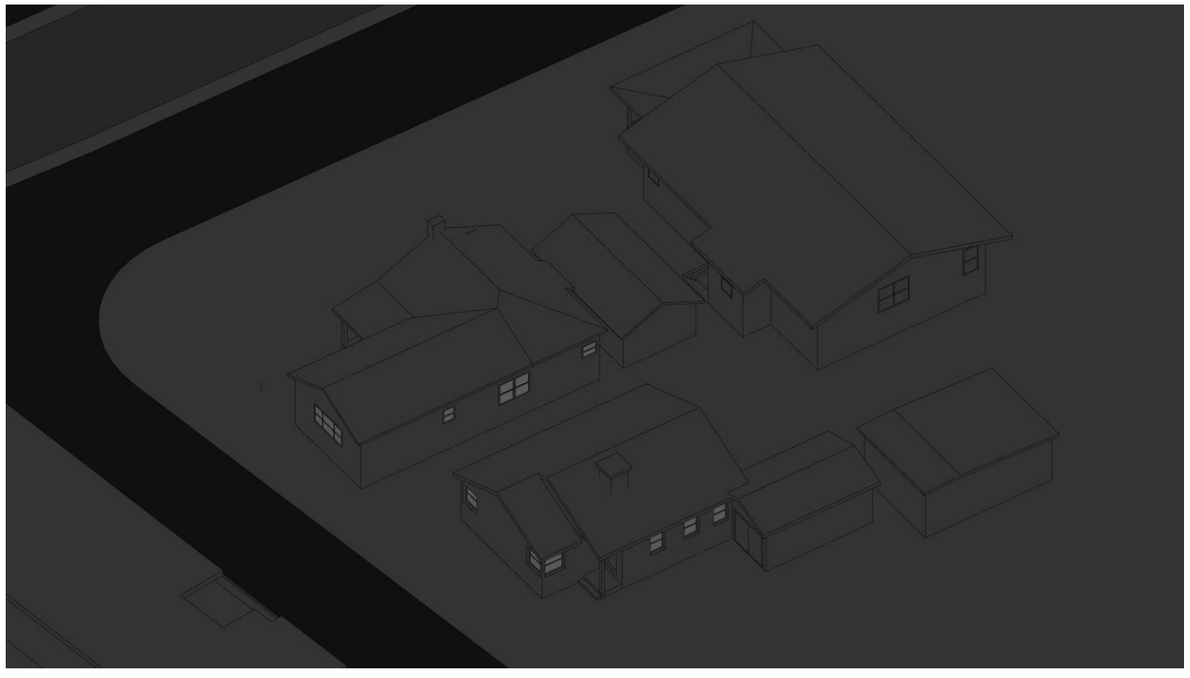
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

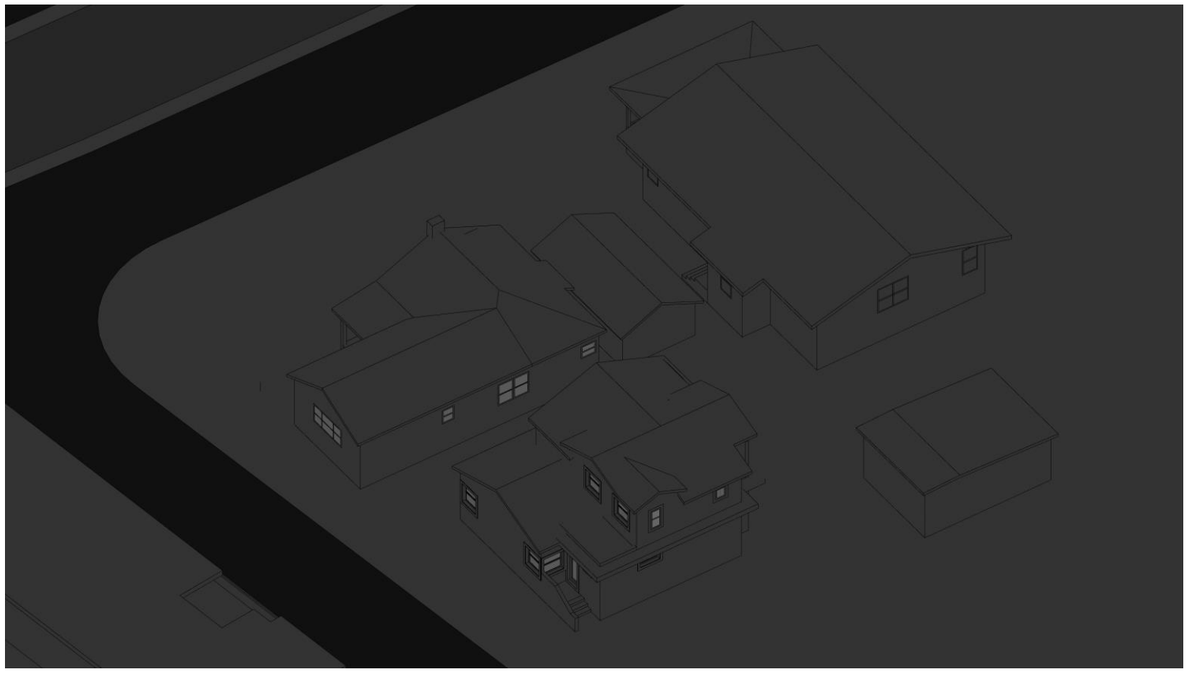
November 21st

06:00 pm

Sunset at 4:54 pm



EXISTING



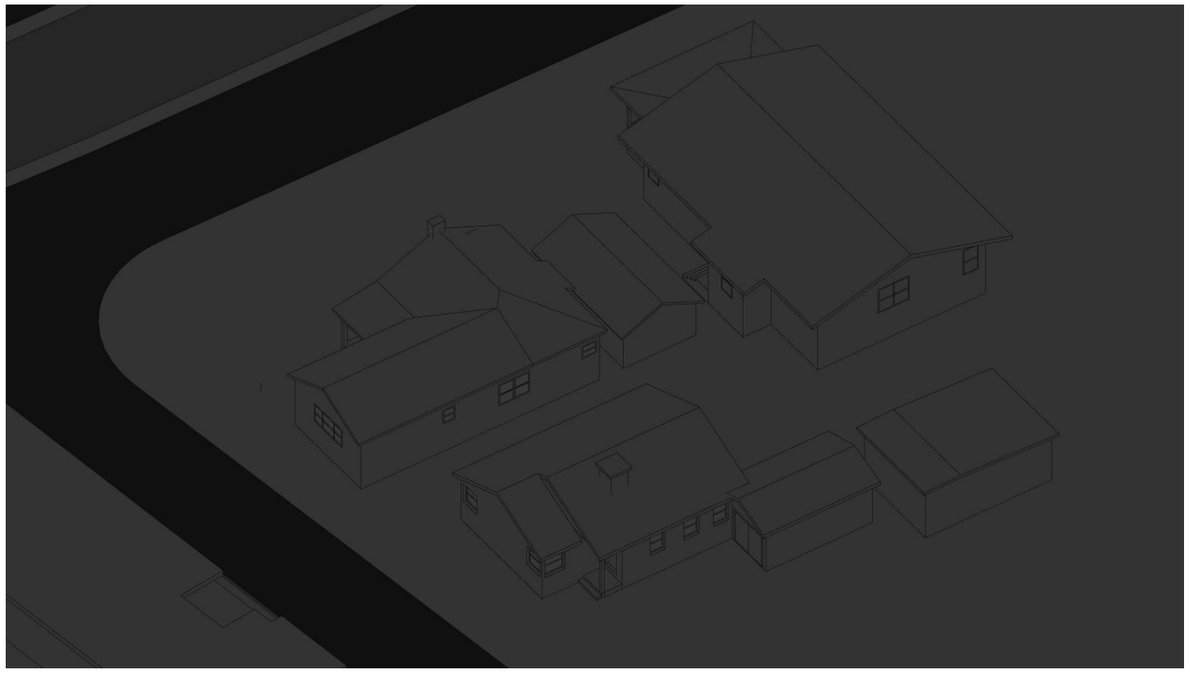
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

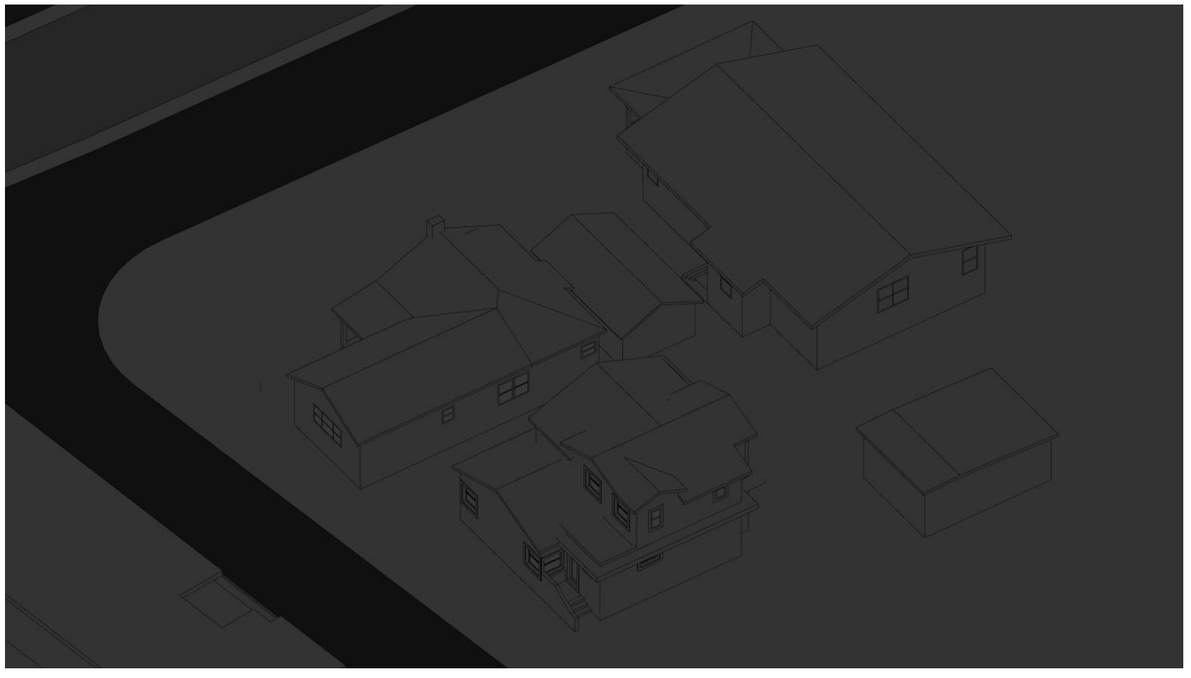
December 21st

06:00 am

Sunrise at 7:22 am



EXISTING

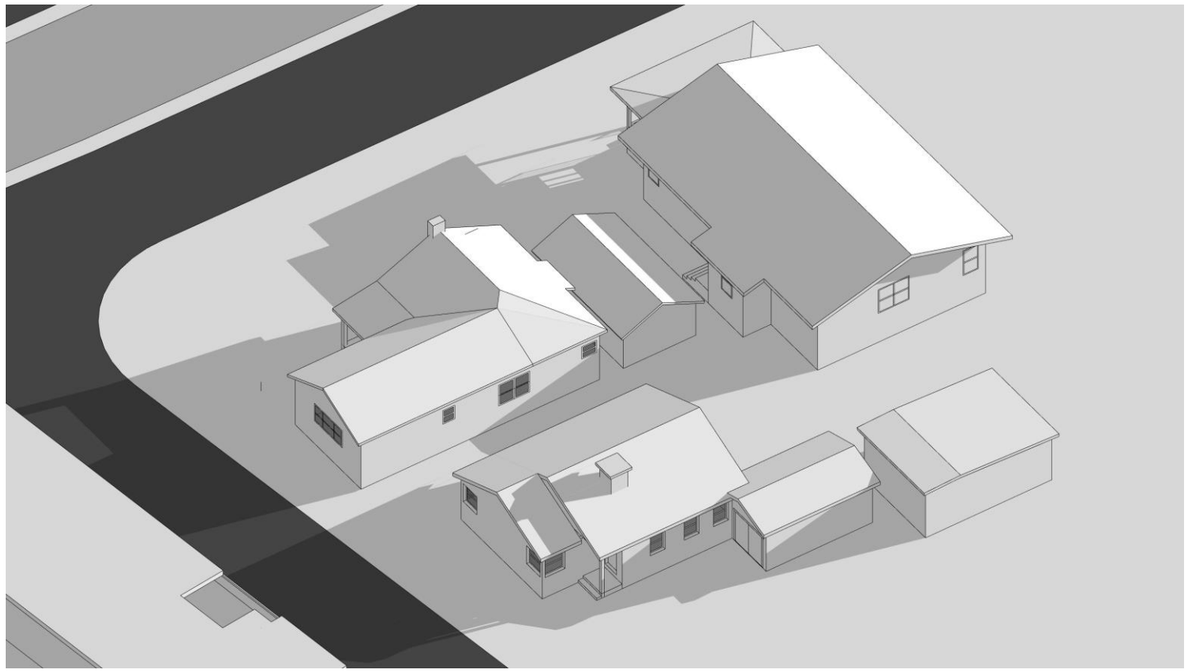


PROPOSED

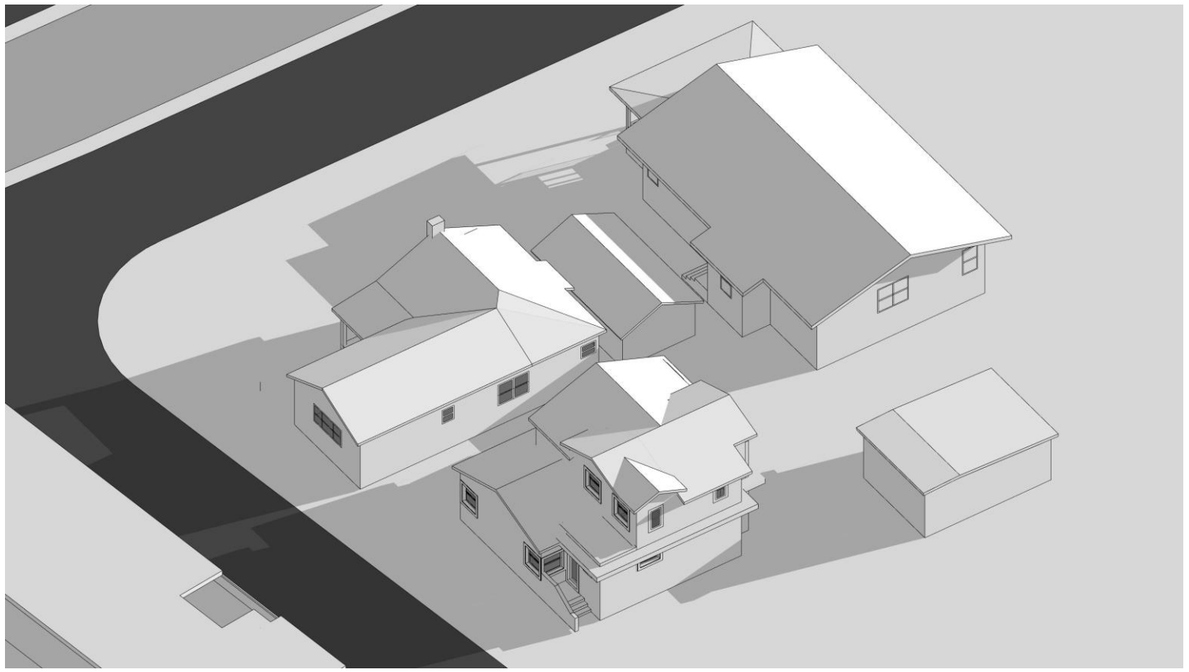
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

09:00 am



EXISTING

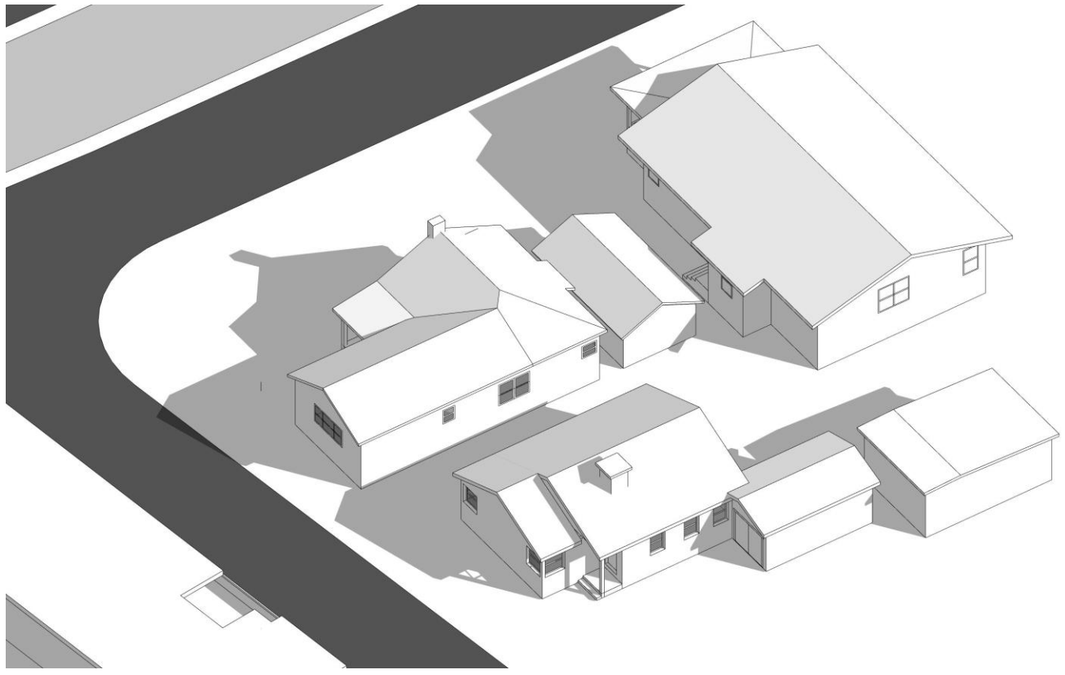


PROPOSED

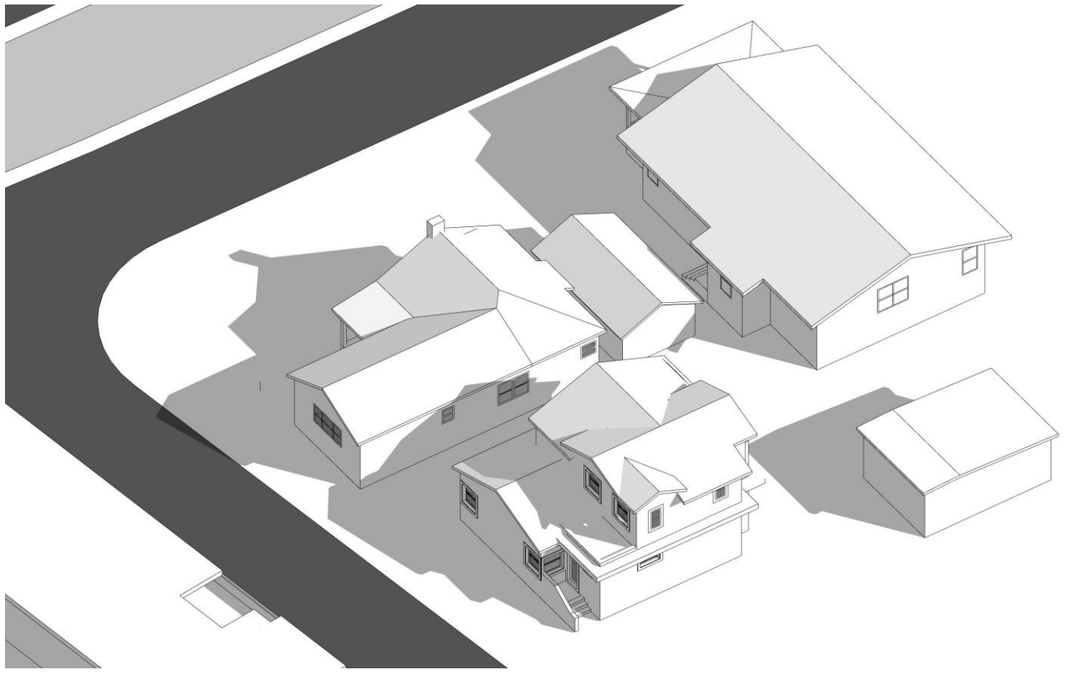
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

12:00 pm



EXISTING

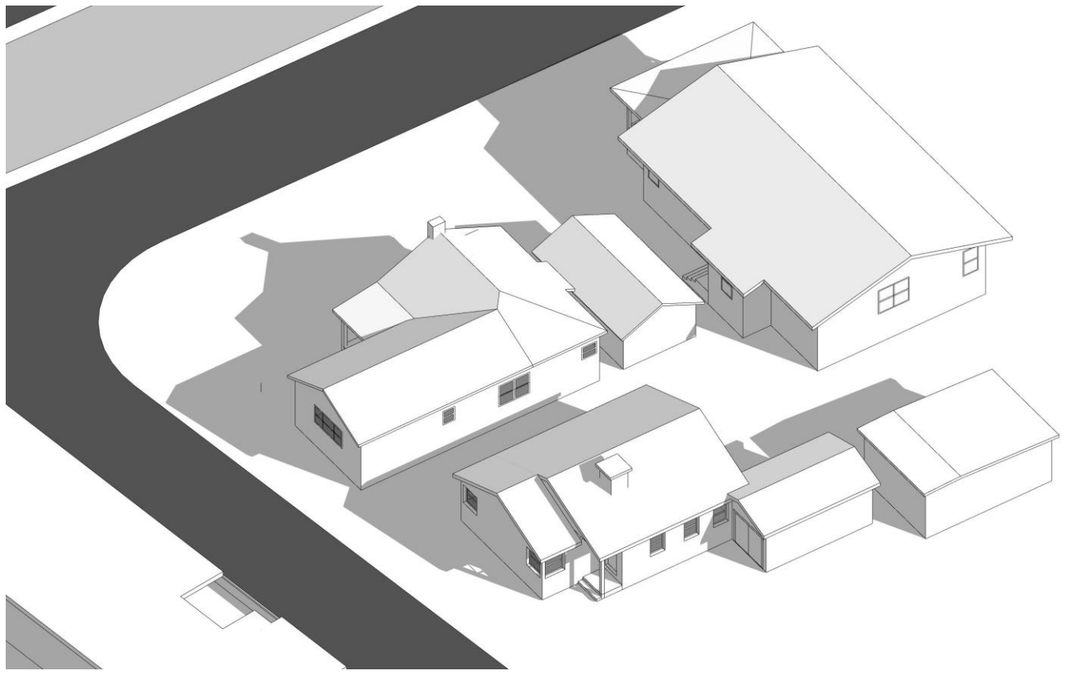


PROPOSED

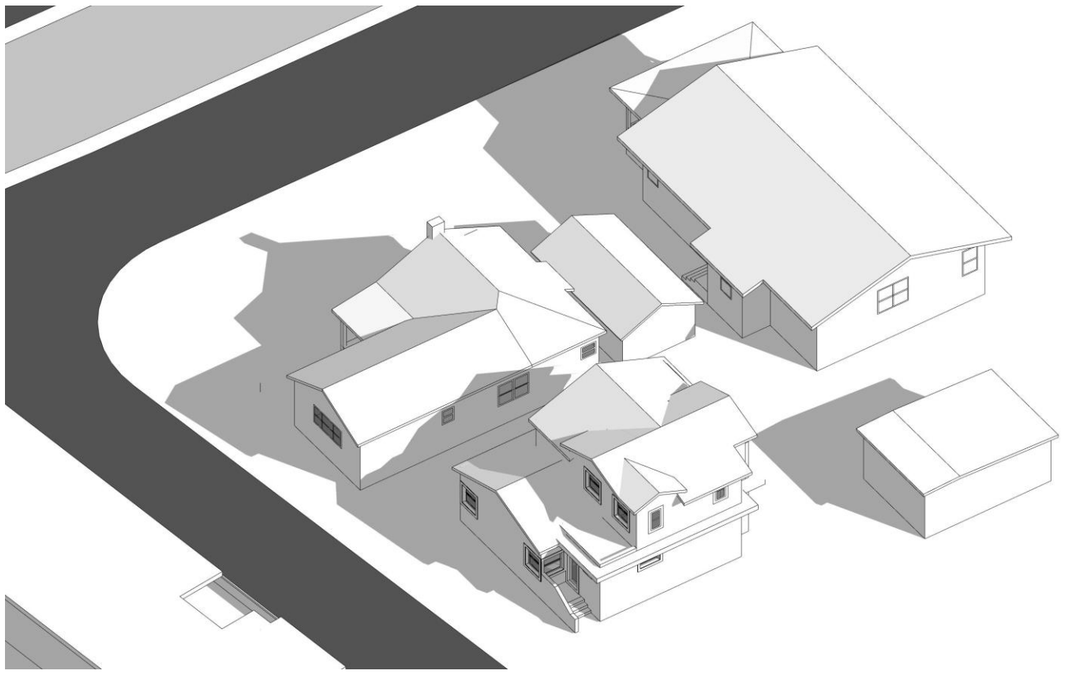
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

12:30 pm



EXISTING

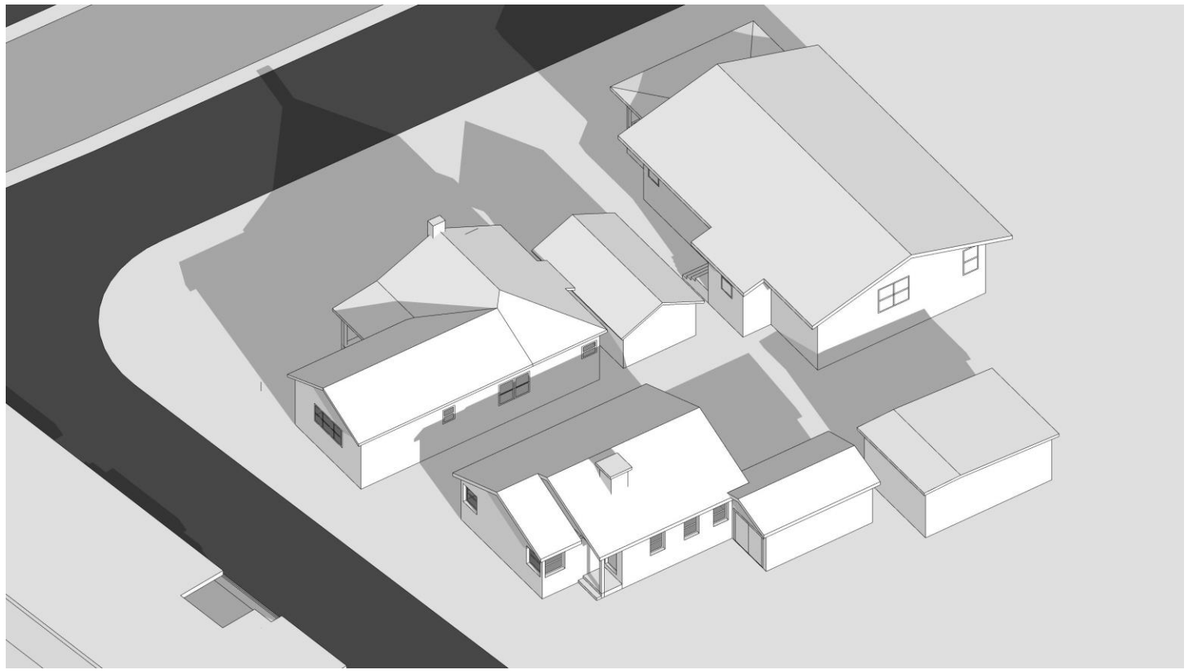


PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

December 21st

03:00 pm



EXISTING

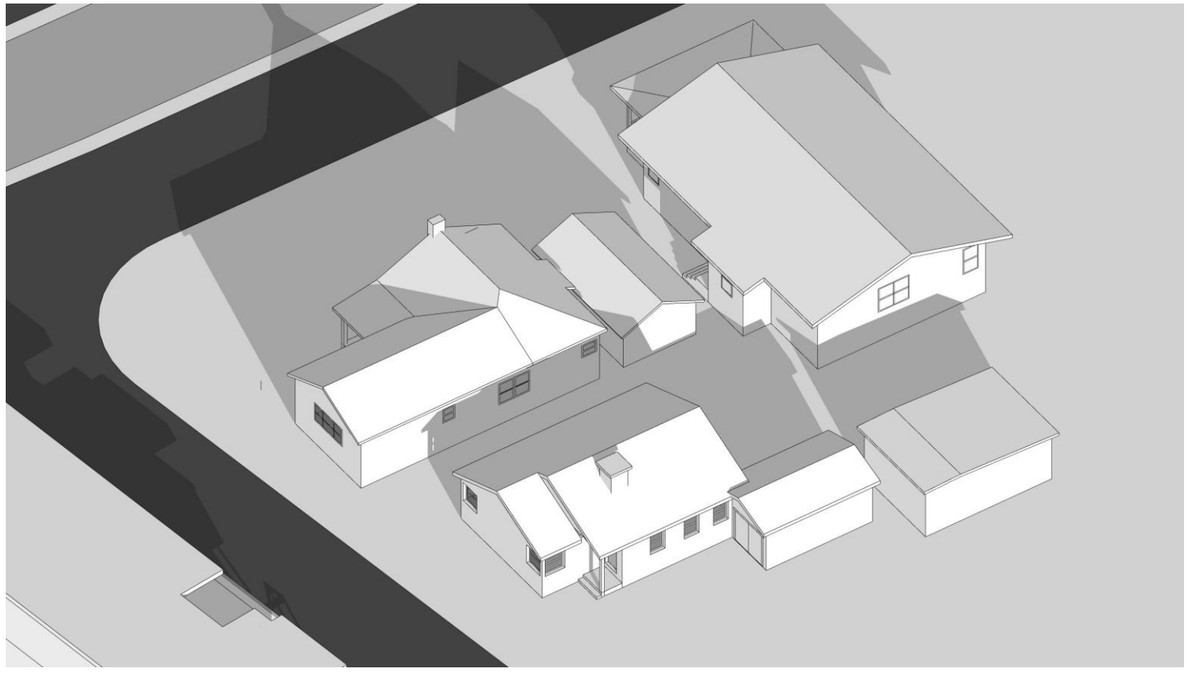


PROPOSED

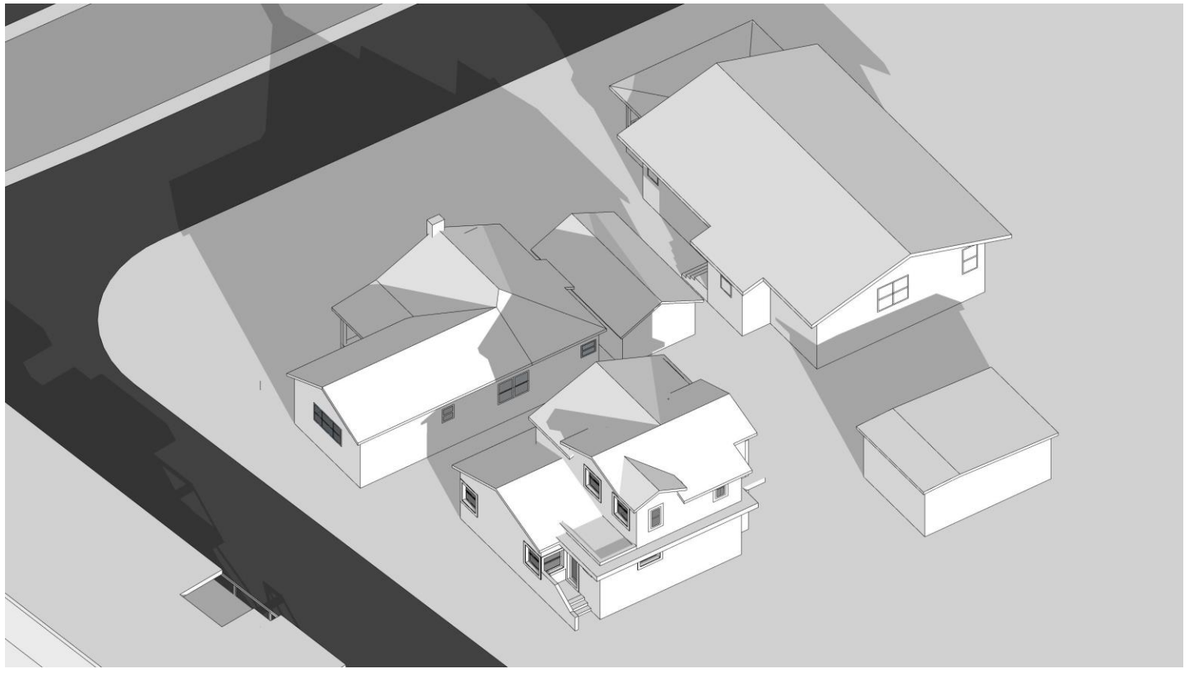
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

03:30 pm



EXISTING



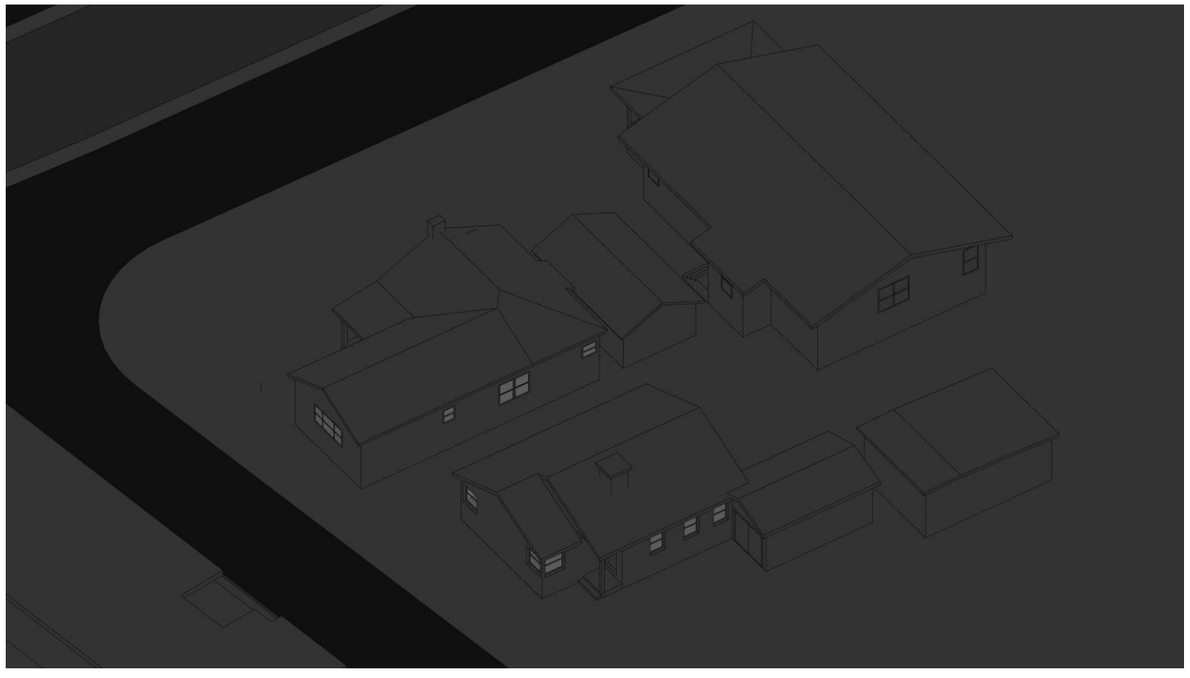
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

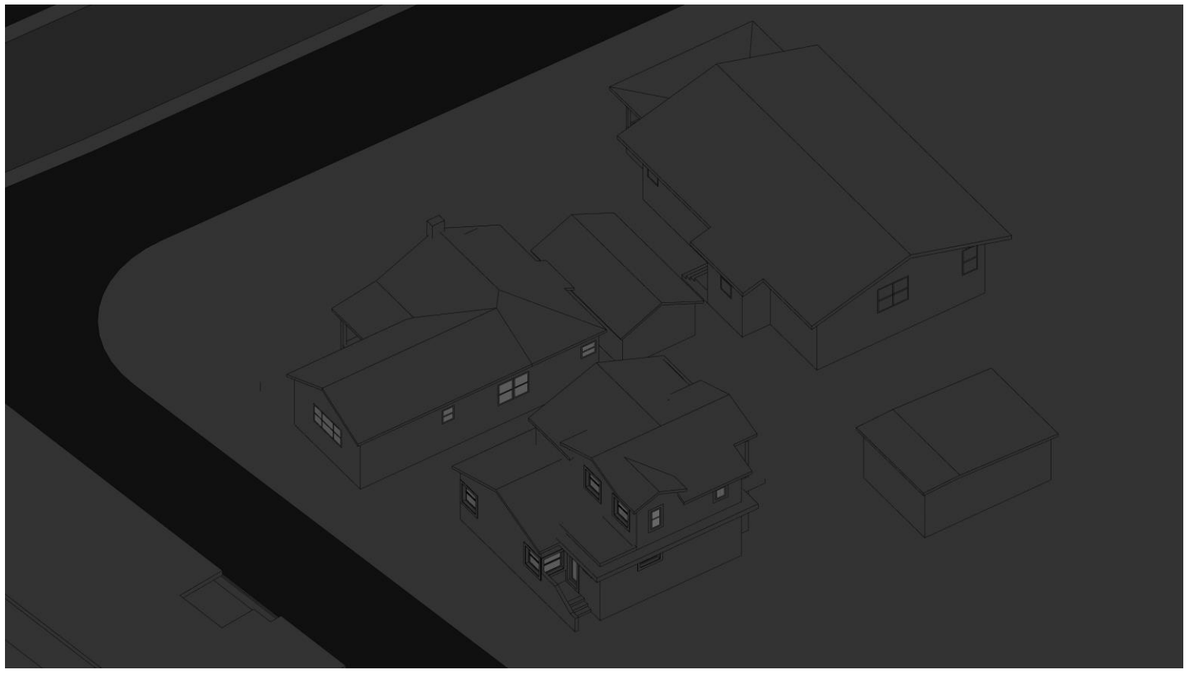
December 21st

06:00 pm

Sunset at 4:54 pm



EXISTING



PROPOSED

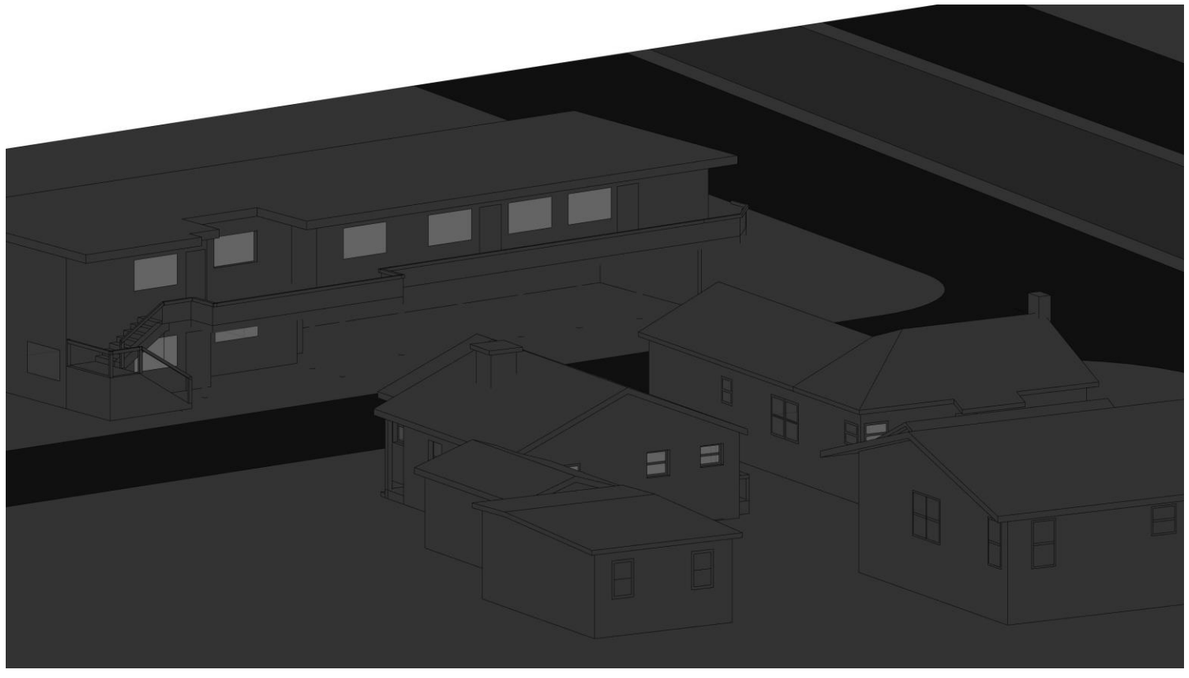
Shadow Study
9 Laurel Ave. San Anselmo

Shadow Study #2 for **9 Laurel Ave.**

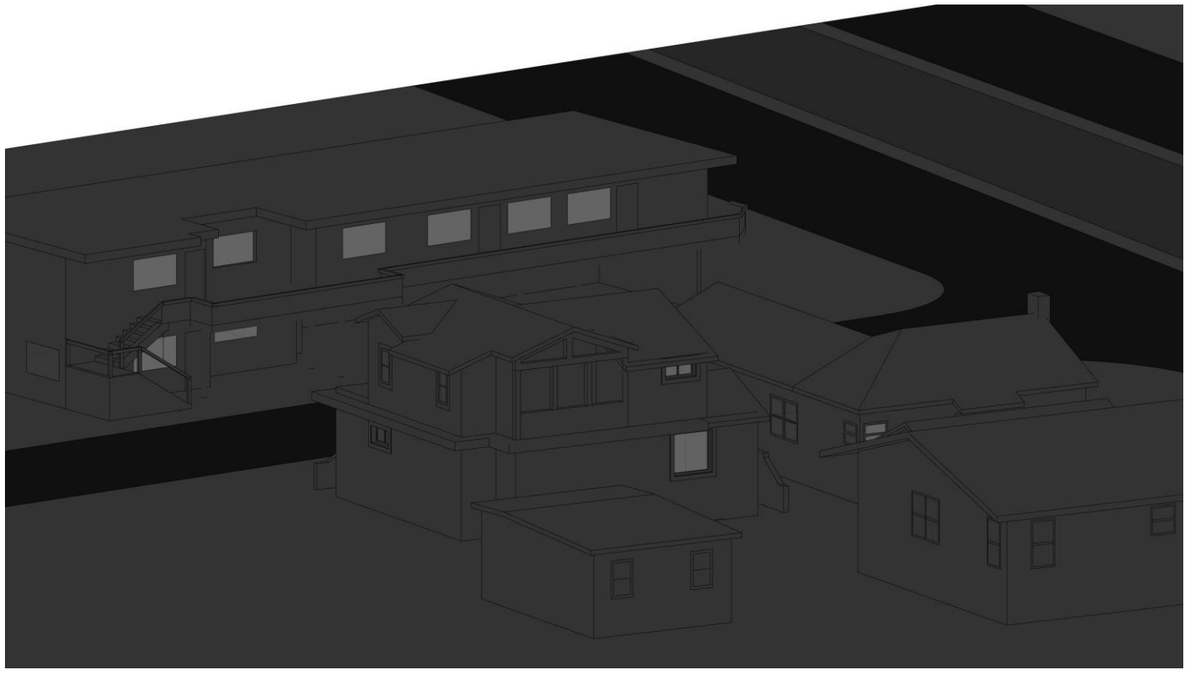
January 21st

06:00 am

Sunrise at 7:22 am



EXISTING

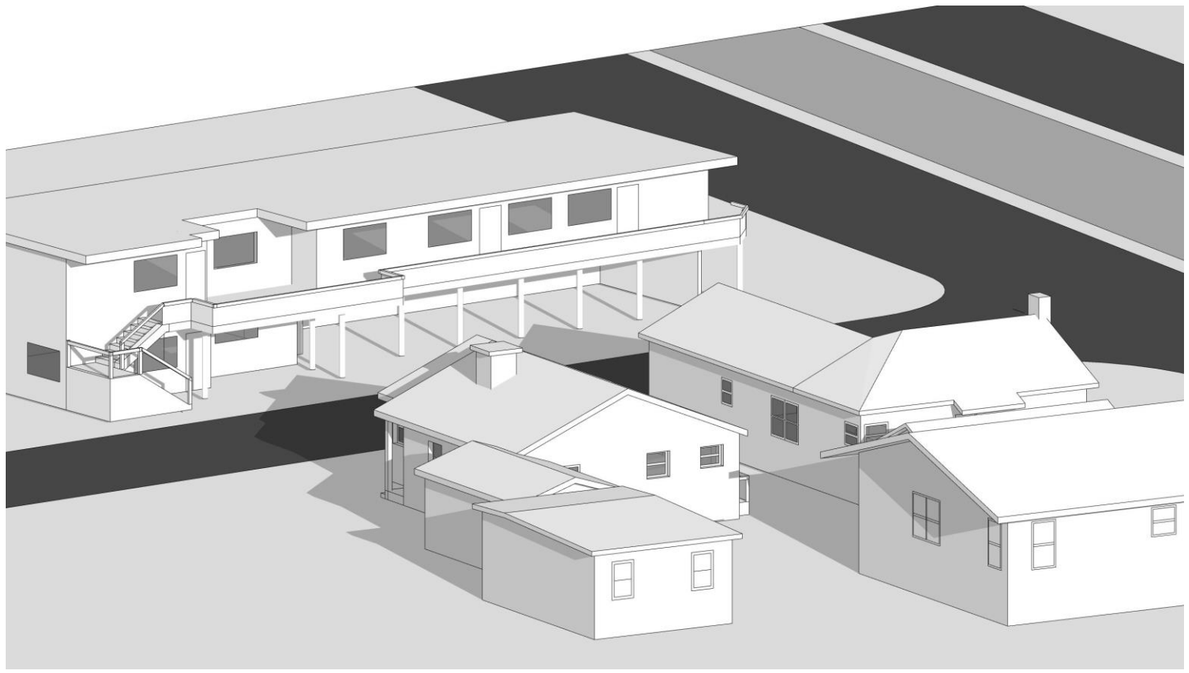


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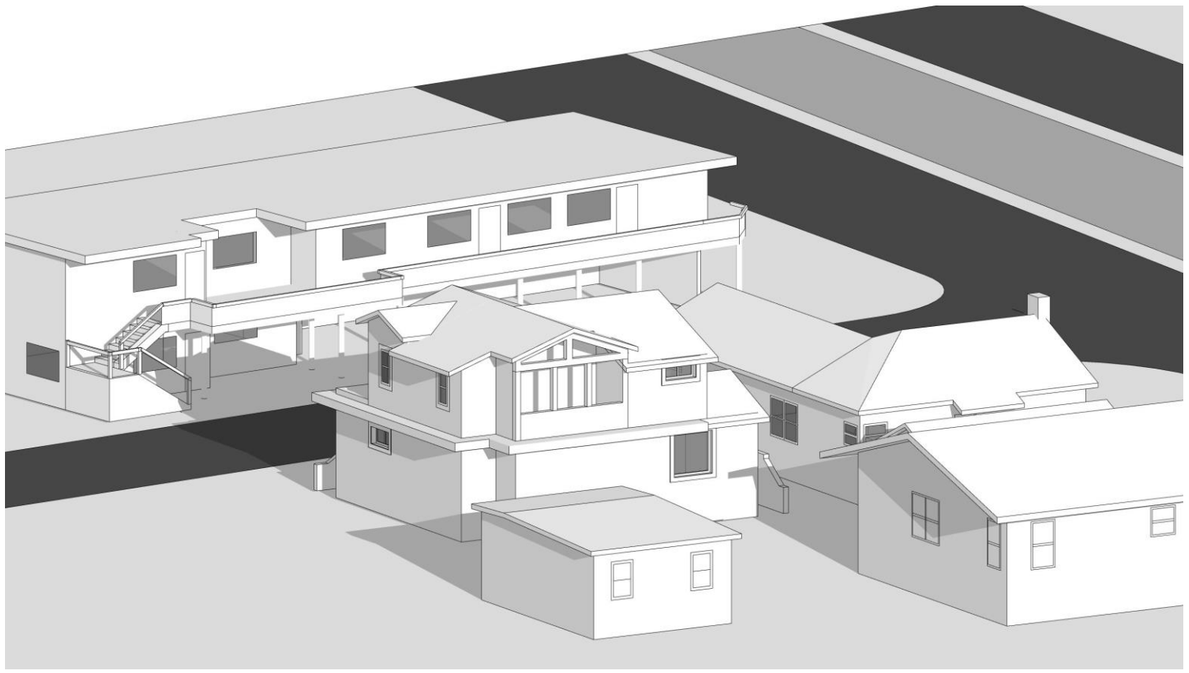
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

09:00 am



EXISTING

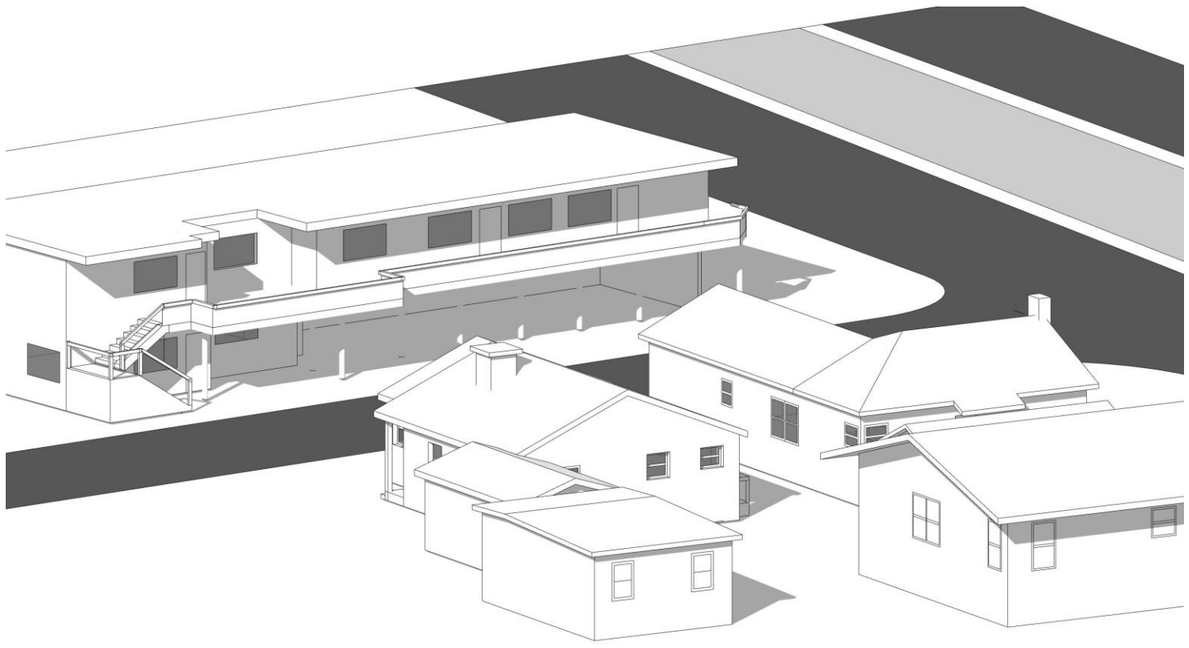


PROPOSED

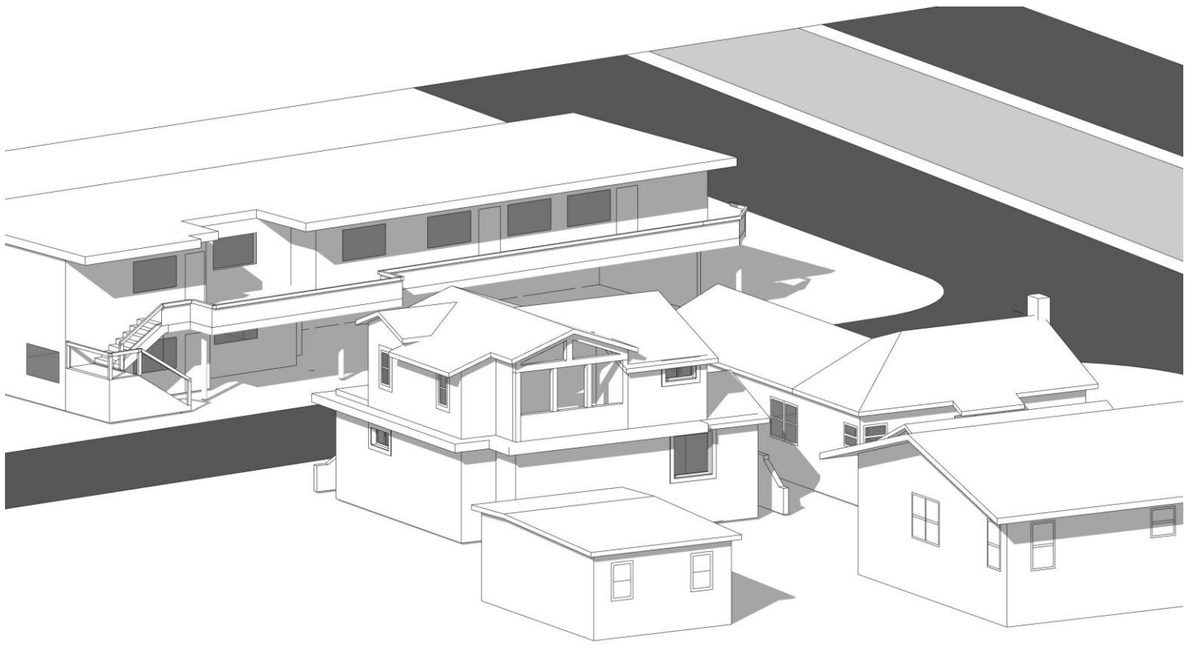
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

12:00 pm



EXISTING

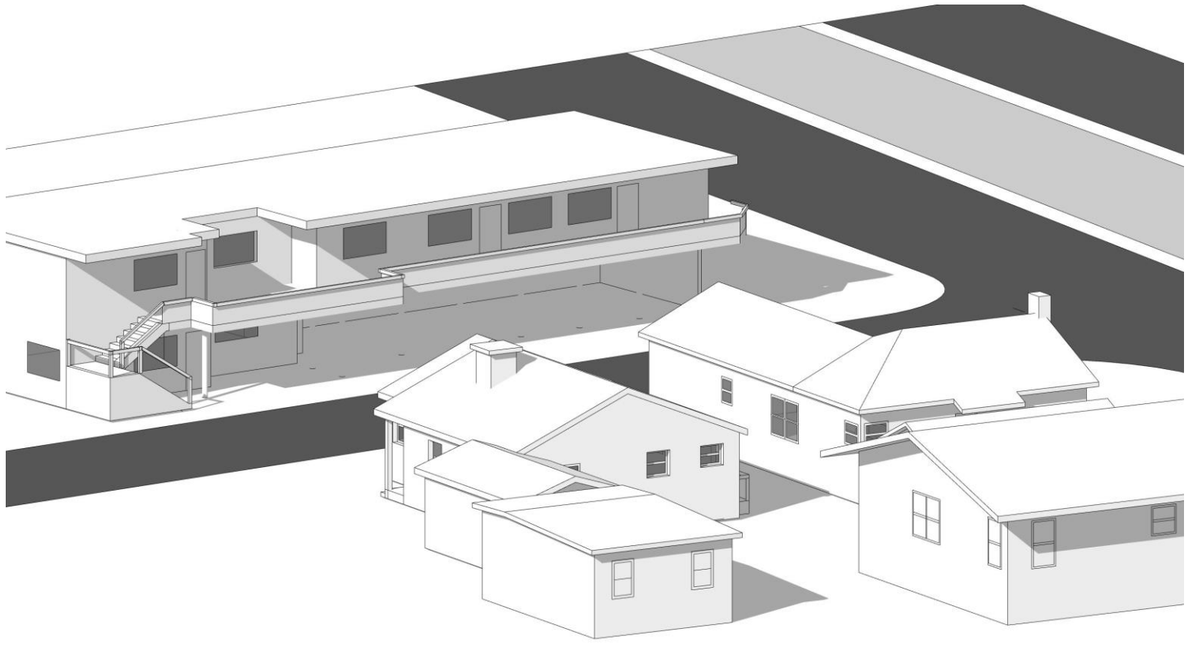


PROPOSED

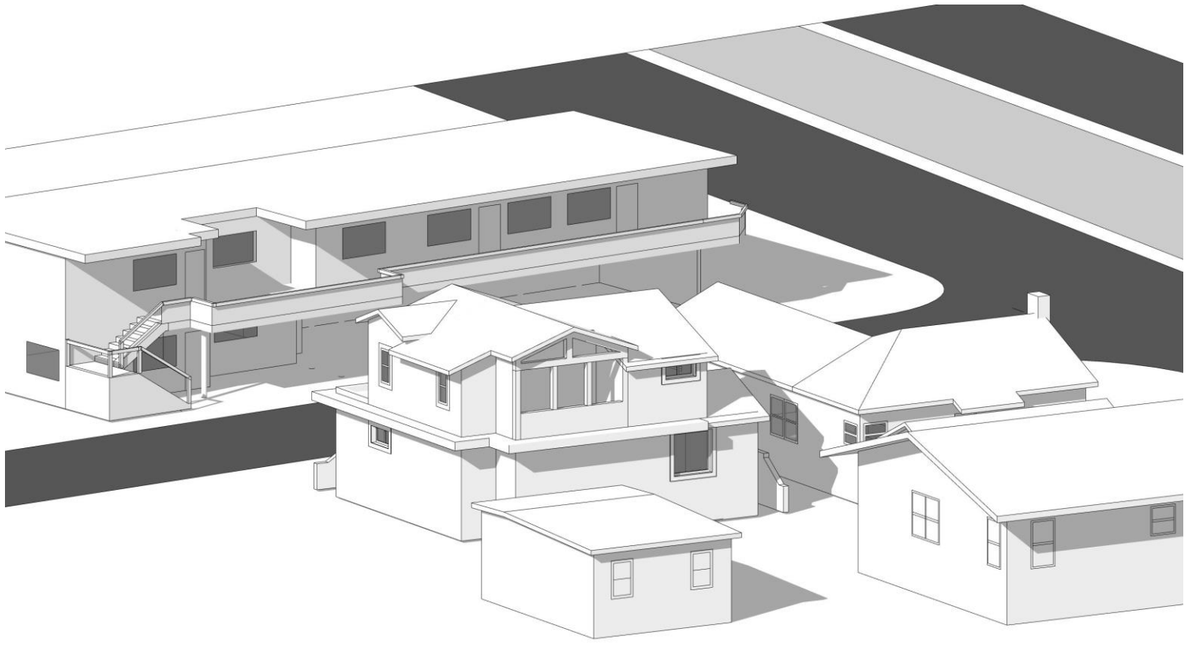
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

12:30 pm



EXISTING

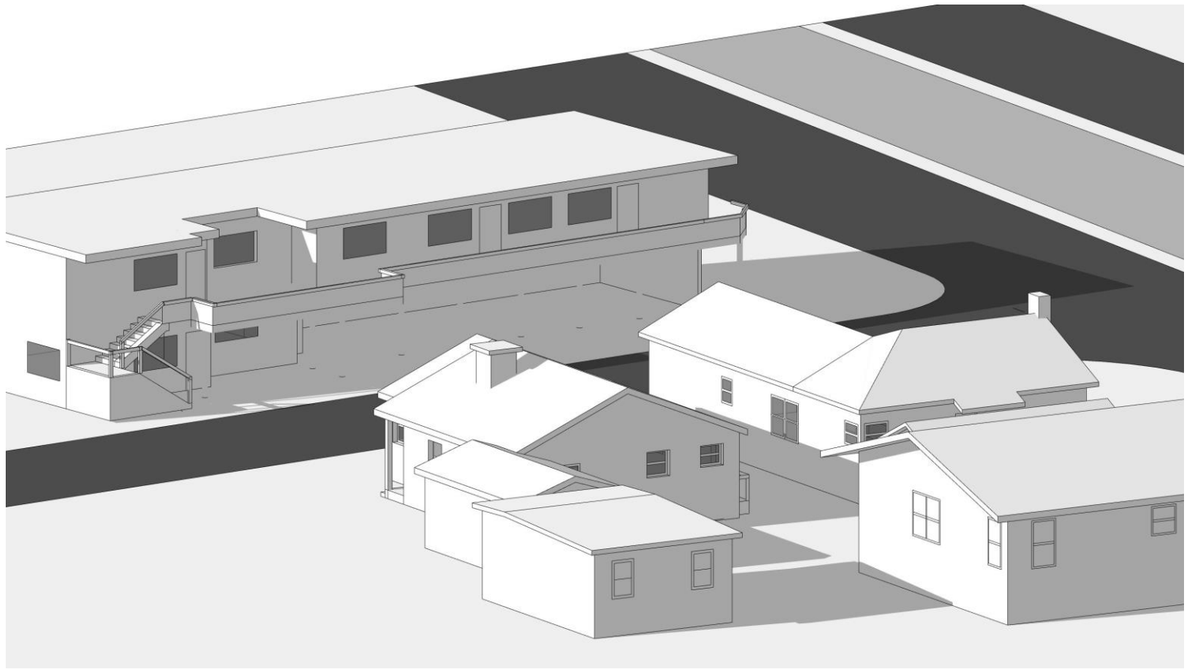


PROPOSED

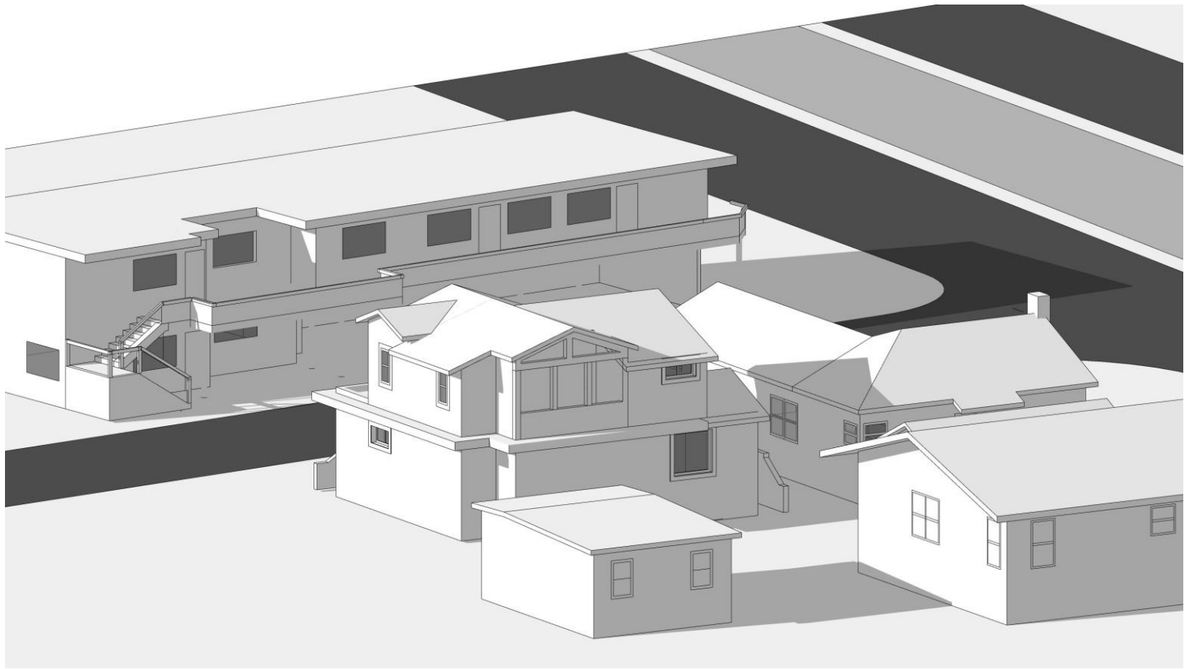
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

03:00 pm



EXISTING

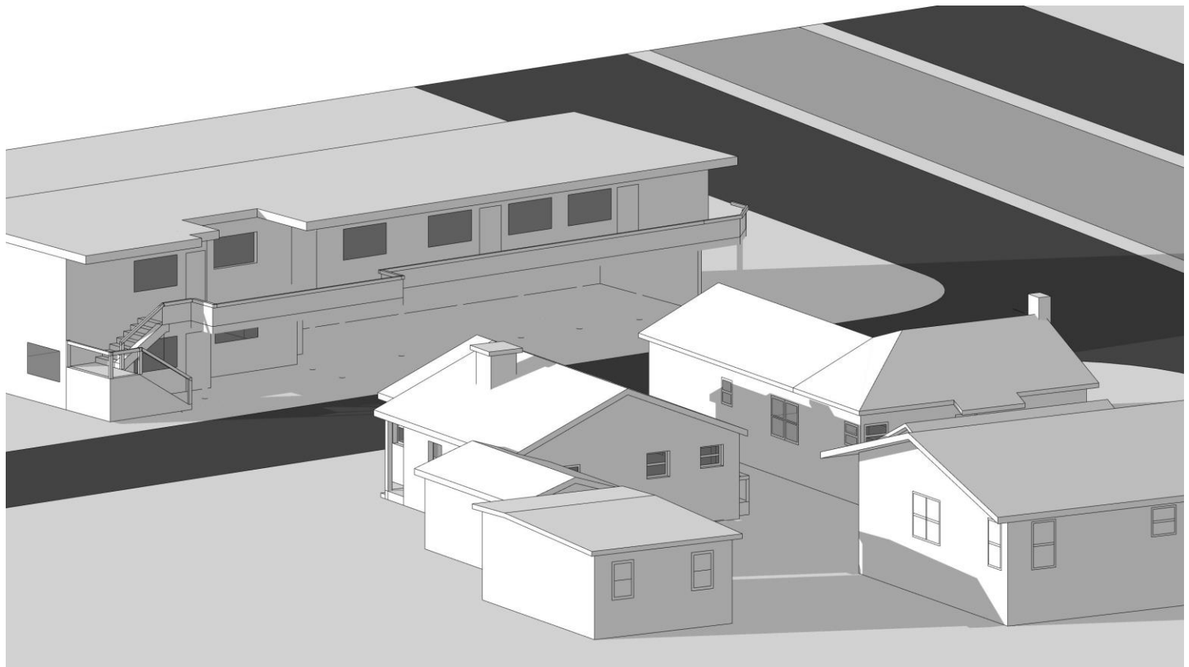


PROPOSED

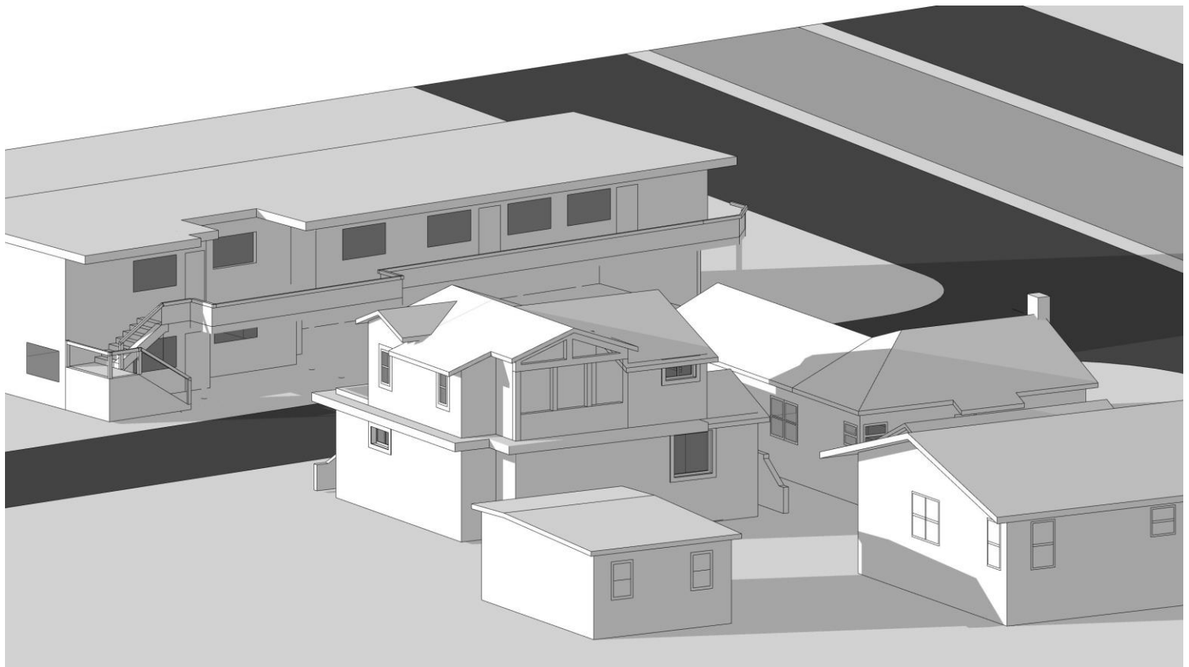
Shadow Study
9 Laurel Ave. San Anselmo

January 21st

04:00 pm



EXISTING



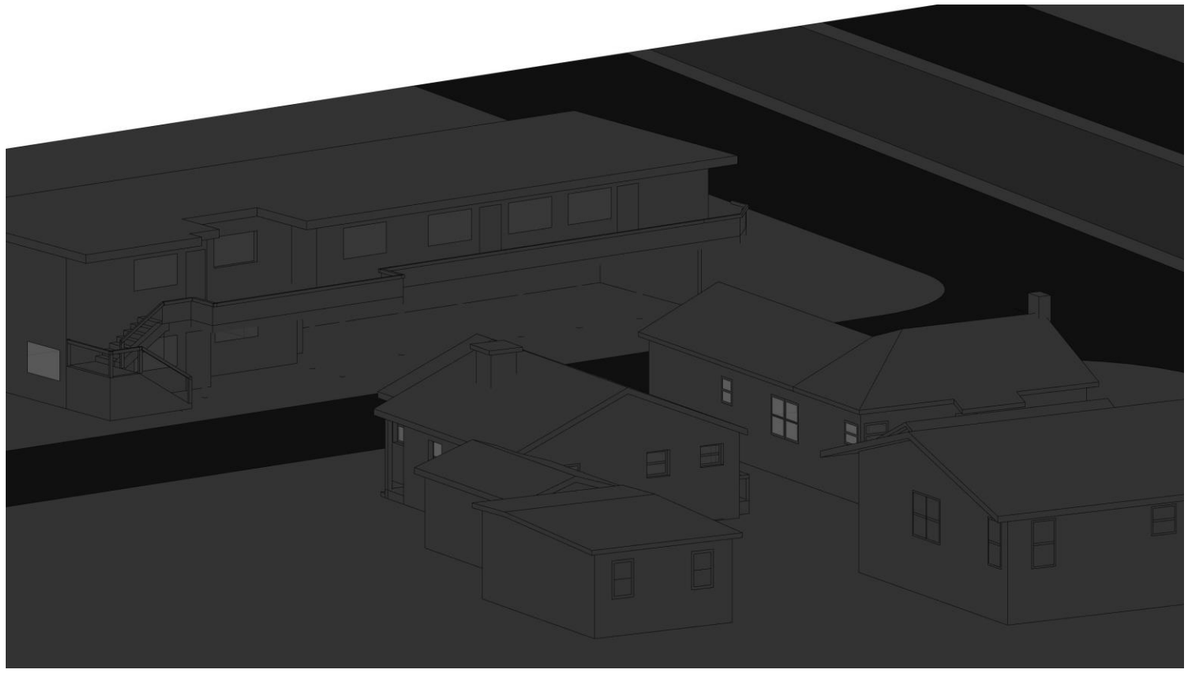
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

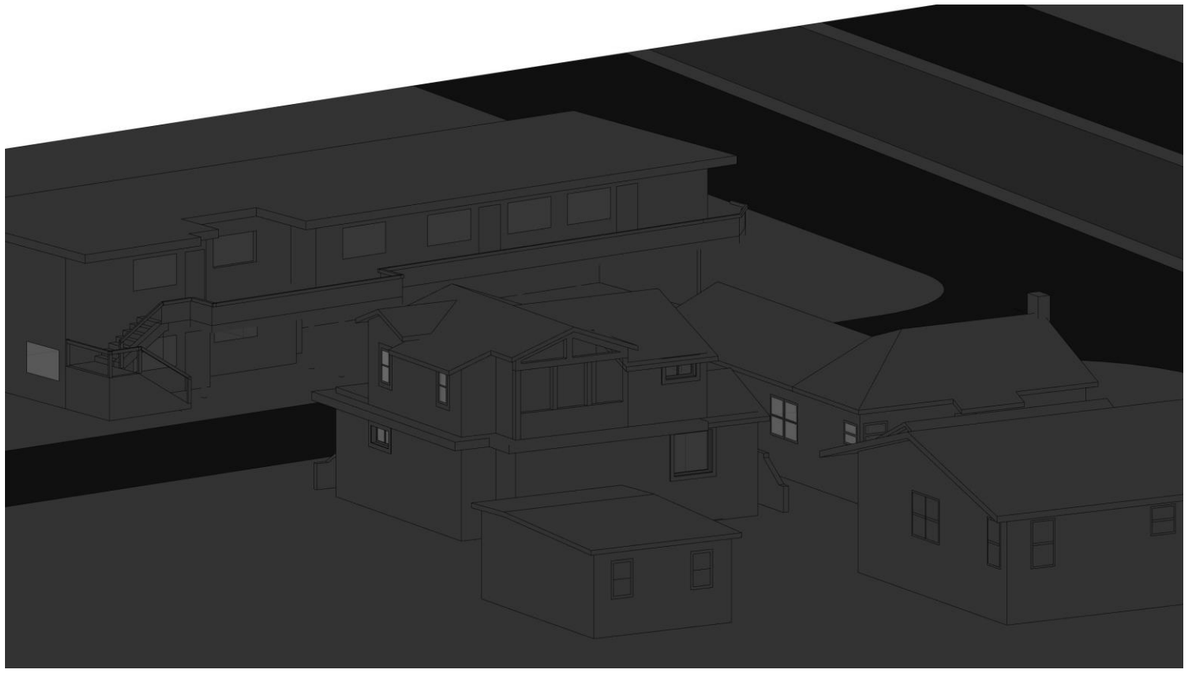
January 21st

06:00 pm

Sunset at 5:21 pm



EXISTING



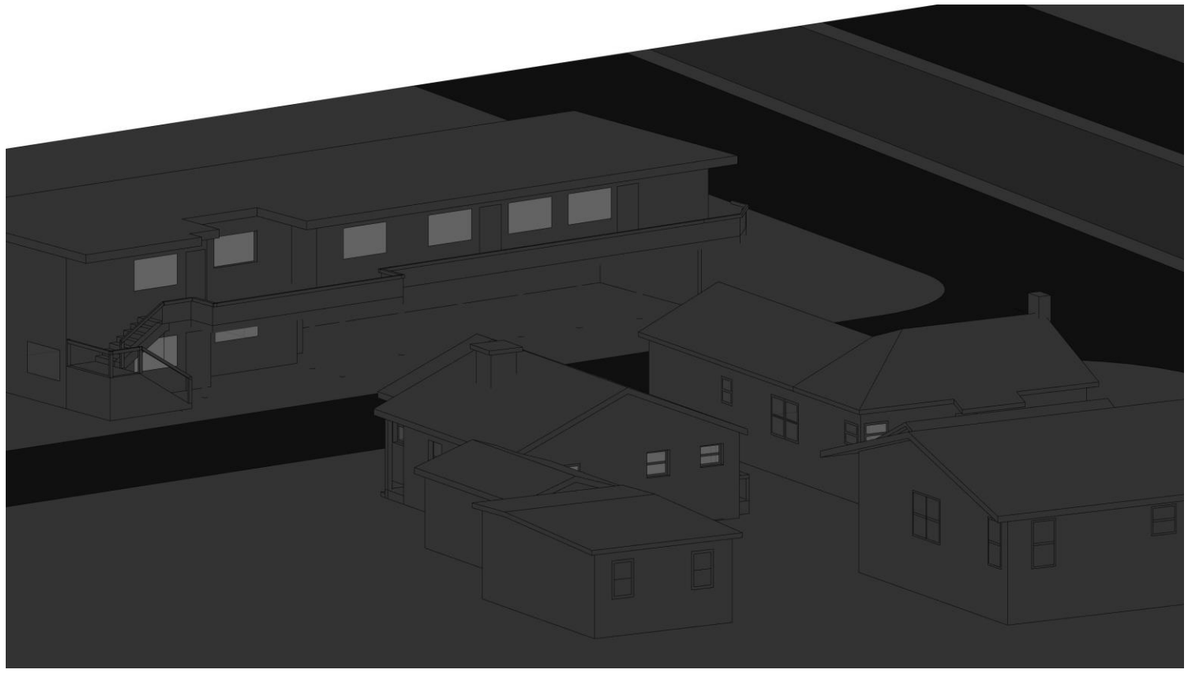
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

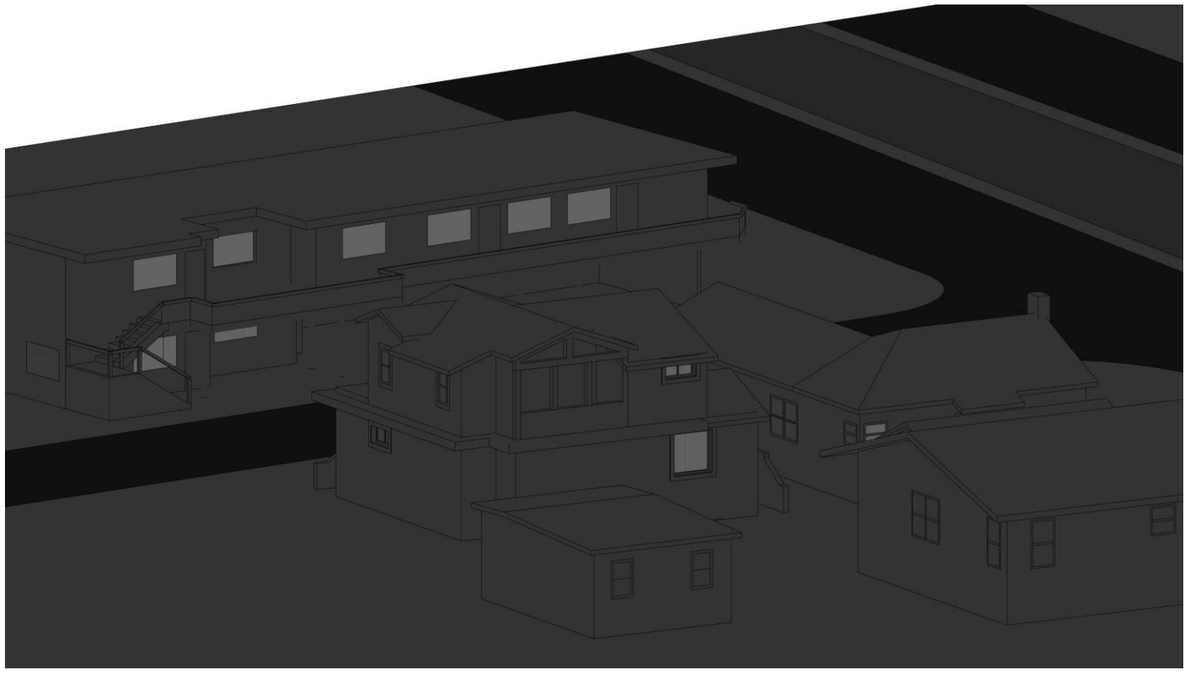
February 21st

06:00 am

Sunrise at 6:52 am



EXISTING

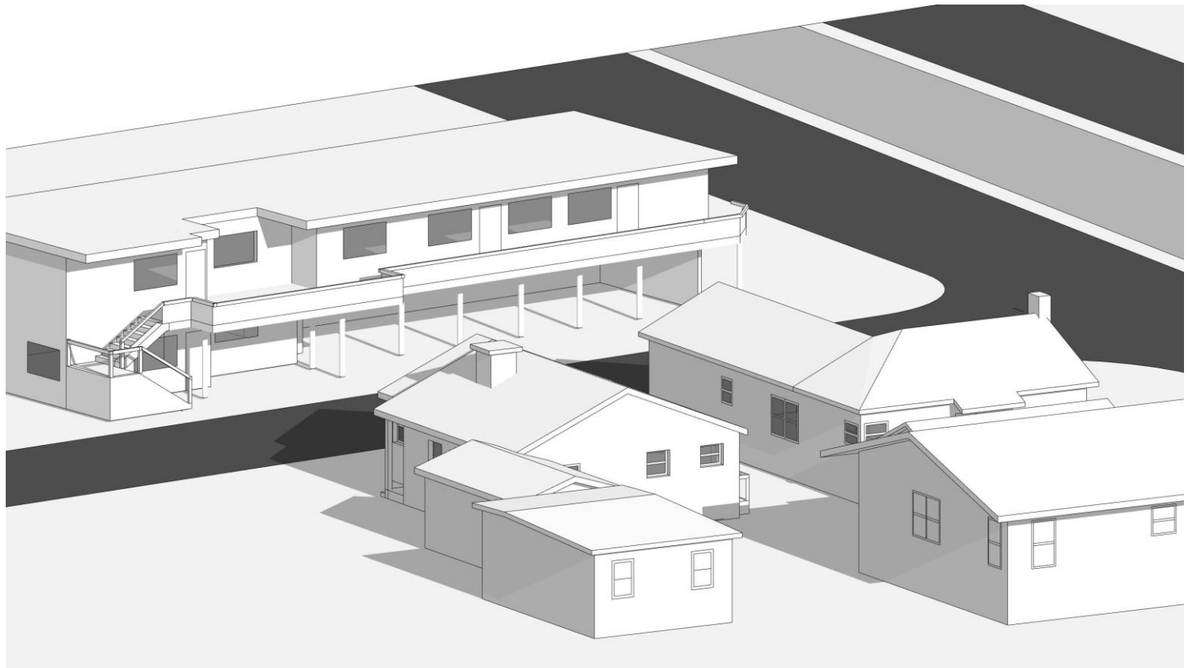


PROPOSED

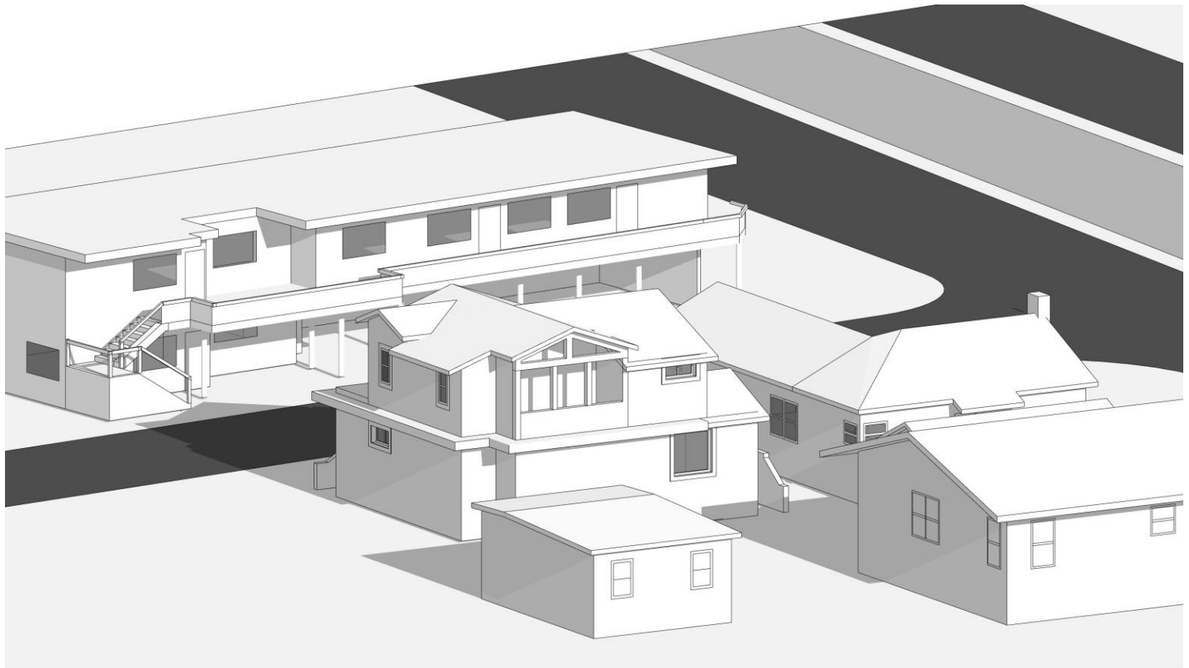
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

09:00 am



EXISTING

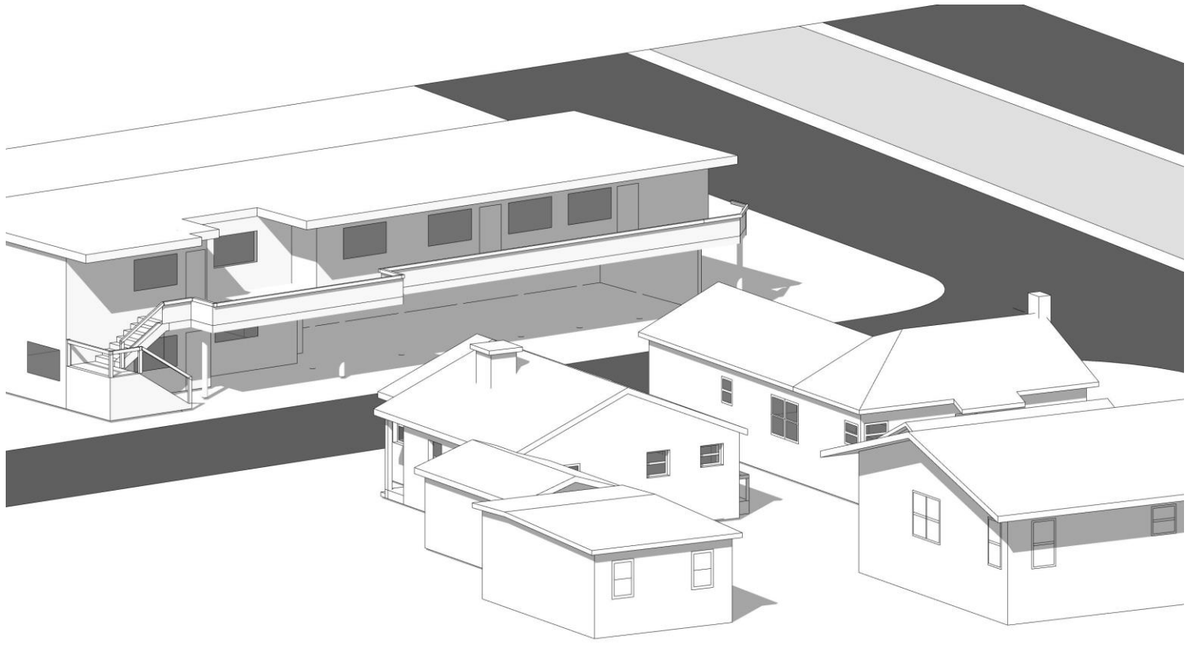


PROPOSED

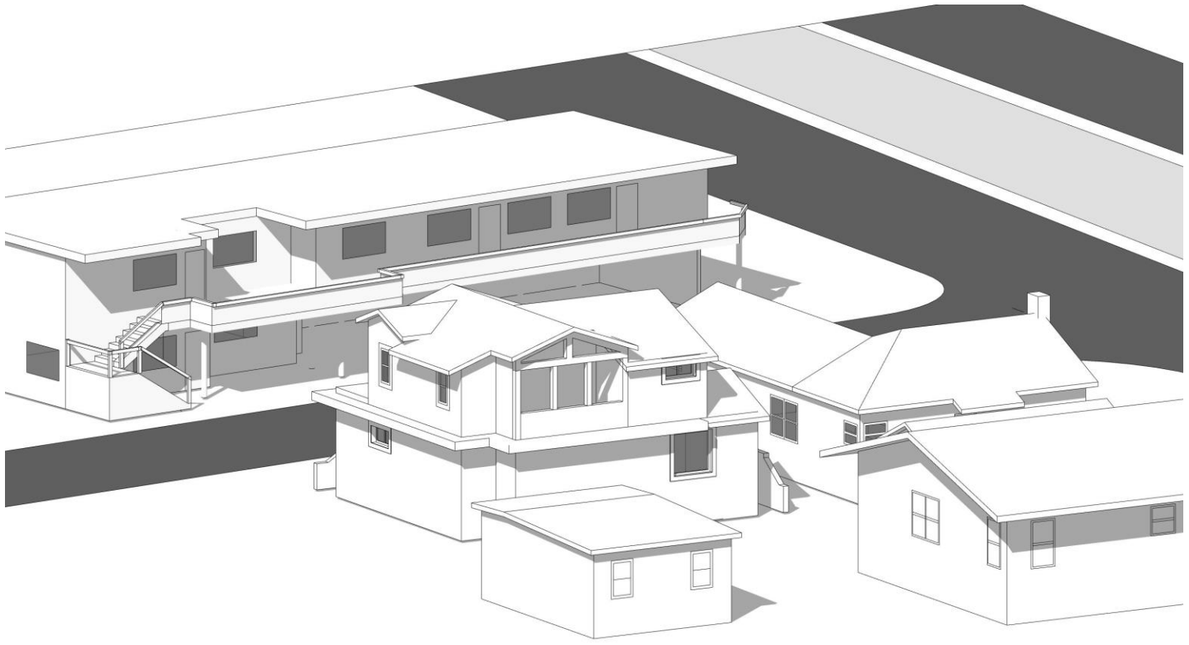
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

12:00 pm



EXISTING

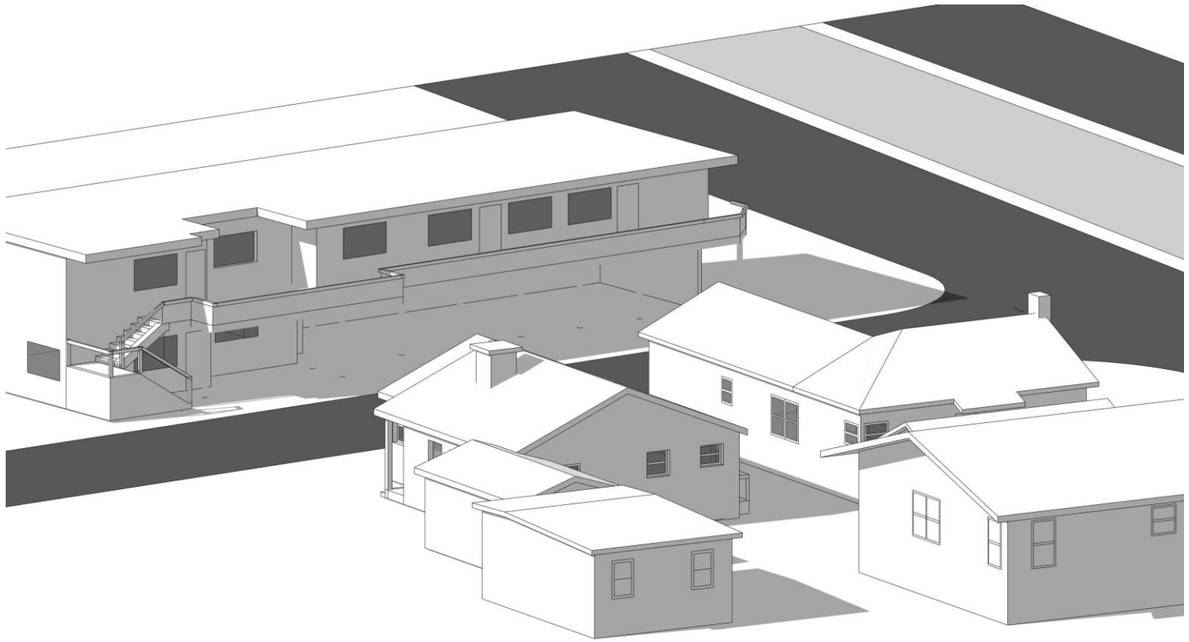


PROPOSED

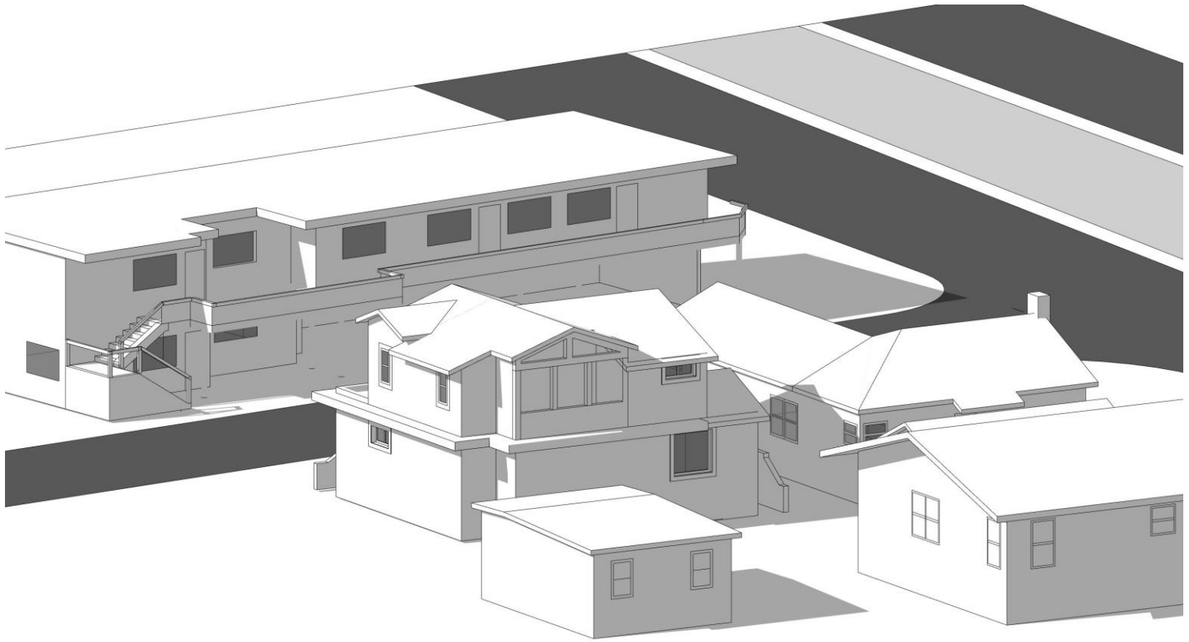
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

02:30 pm



EXISTING

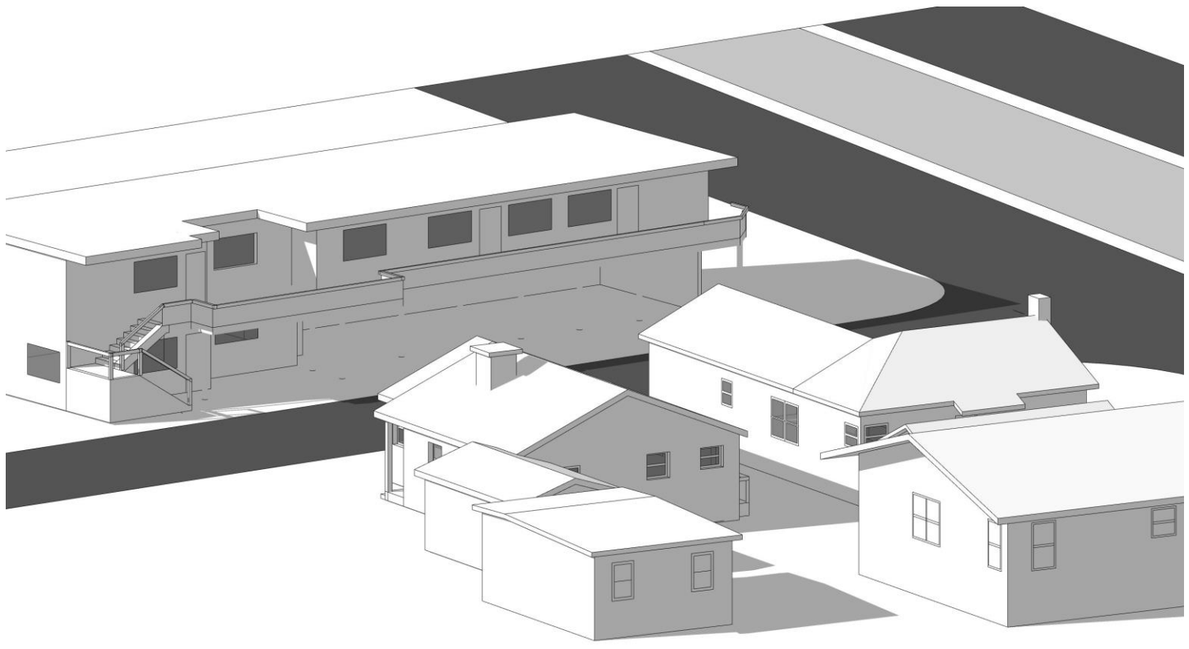


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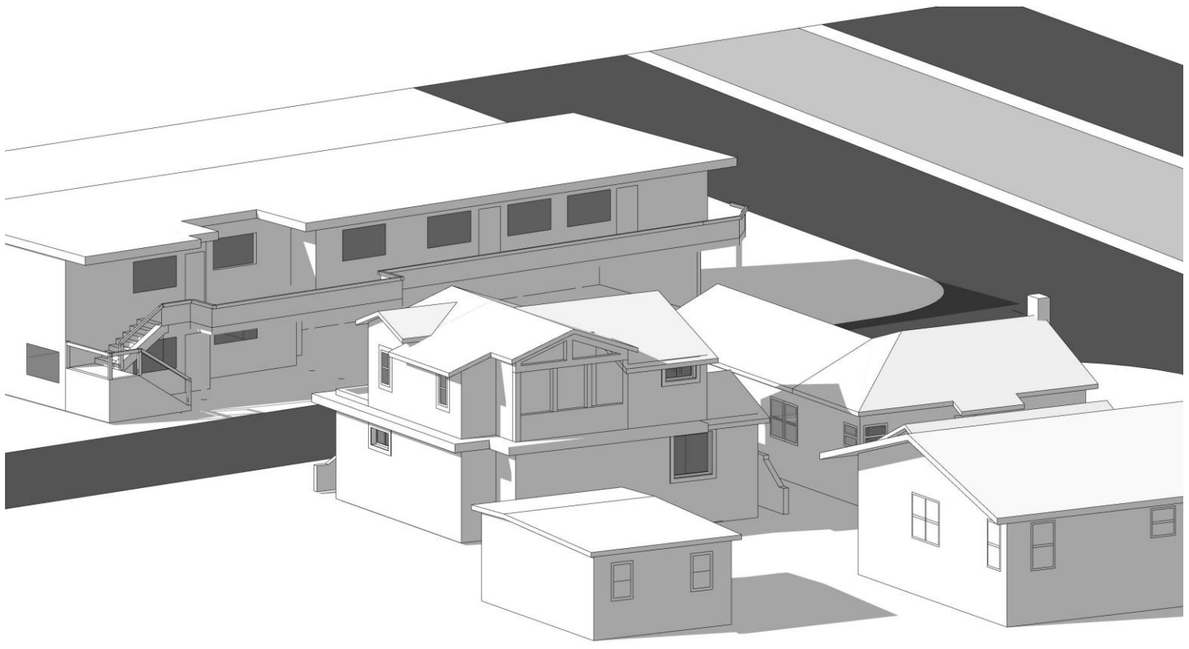
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

03:00 pm



EXISTING

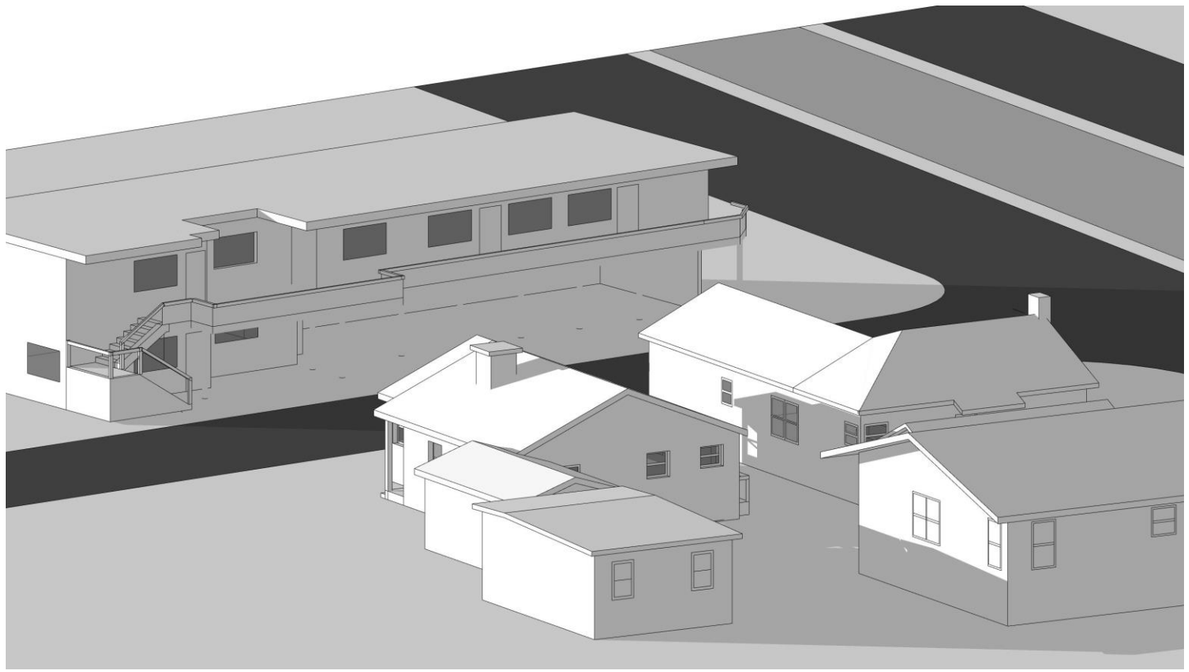


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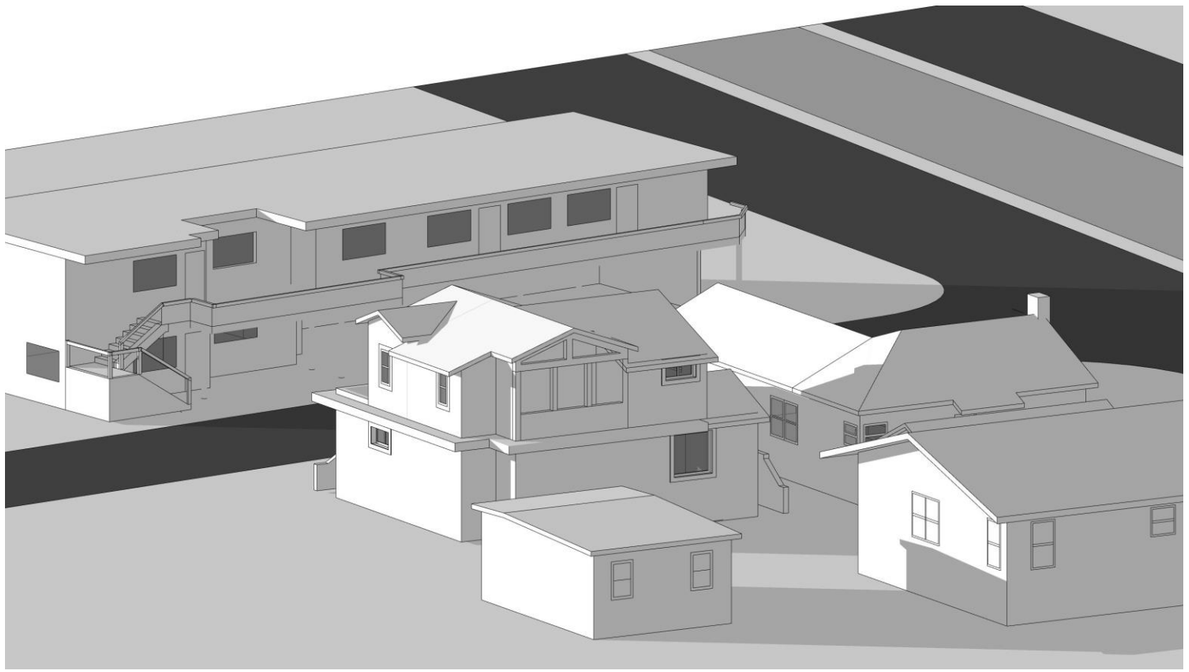
Shadow Study
9 Laurel Ave. San Anselmo

February 21st

05:00 pm



EXISTING



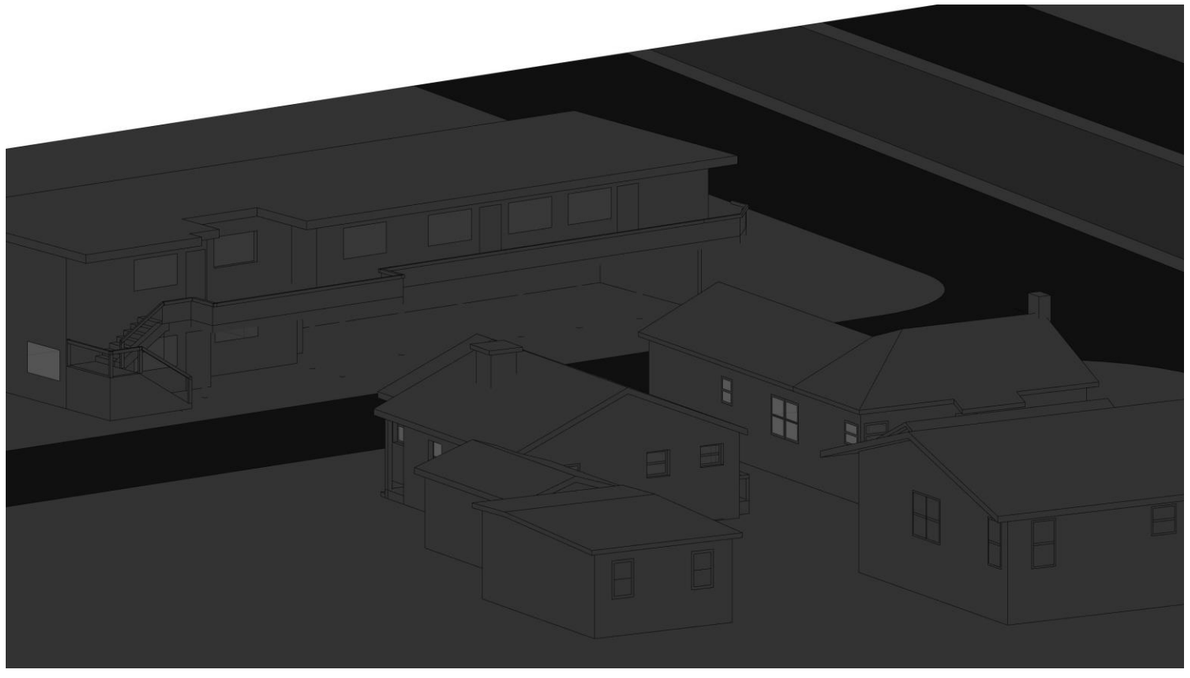
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

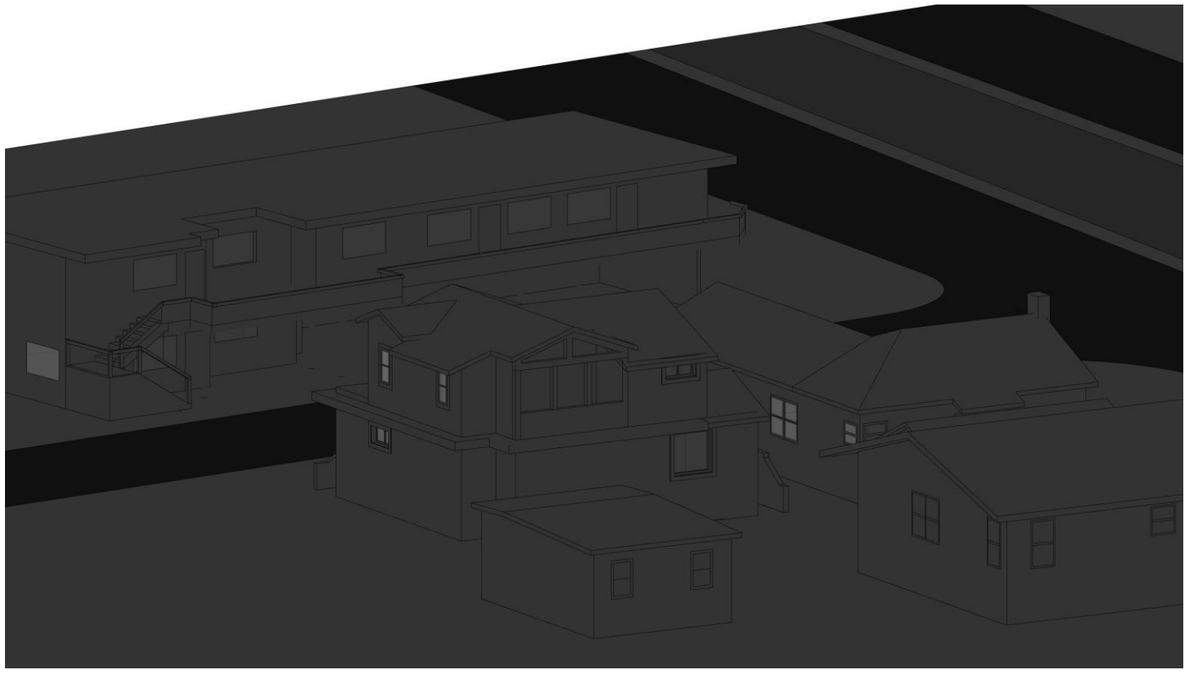
February 21st

06:00 pm

Sunset at 5:55 pm



EXISTING



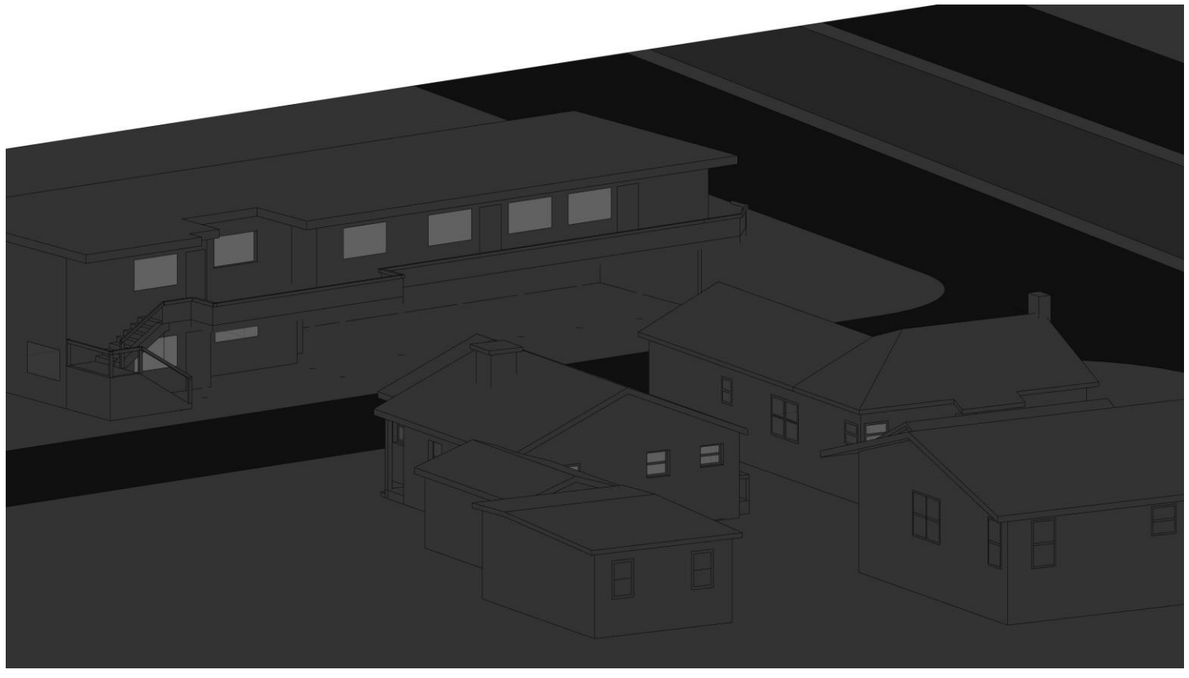
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

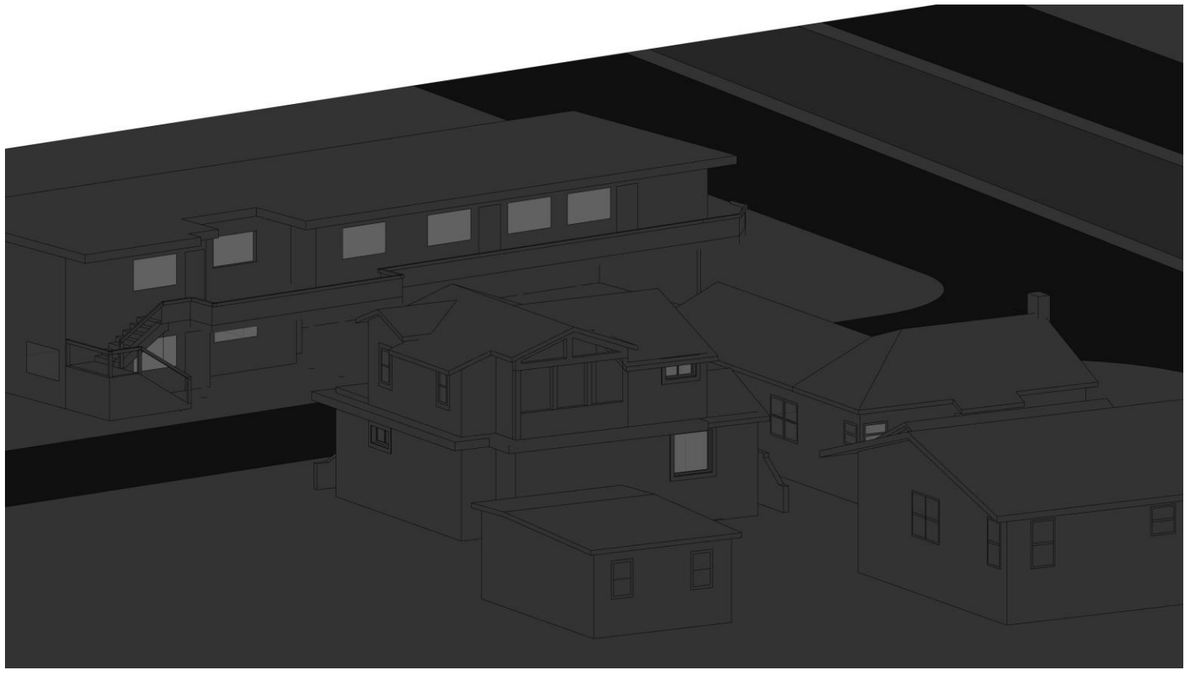
March 21st

06:00 am

Sunrise at 7:11 am



EXISTING

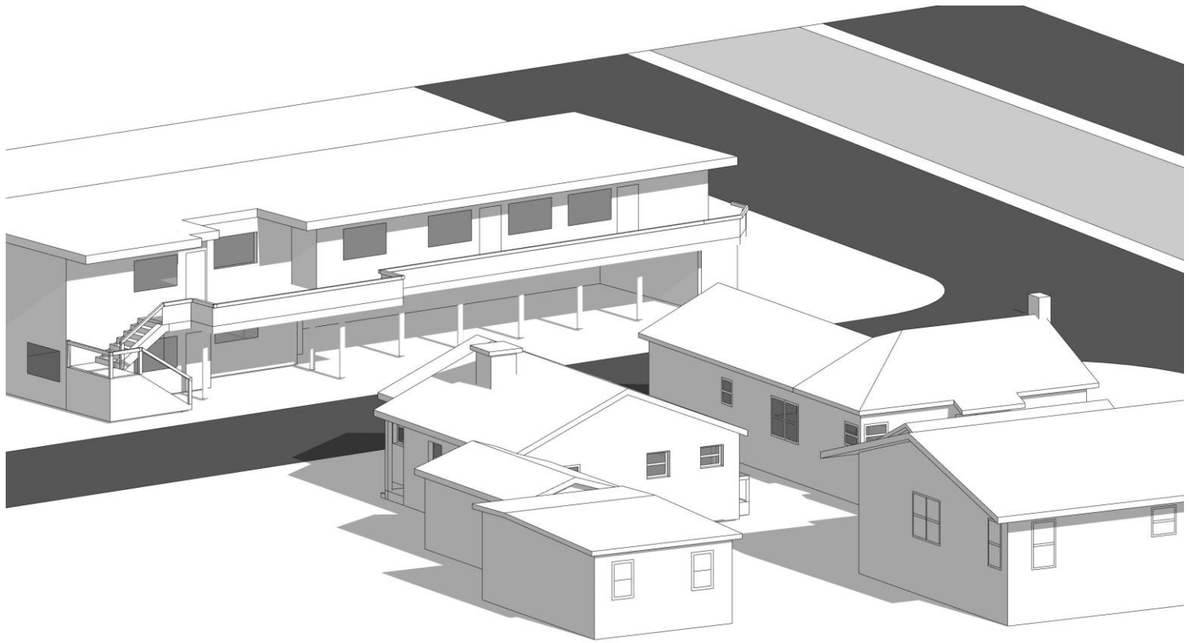


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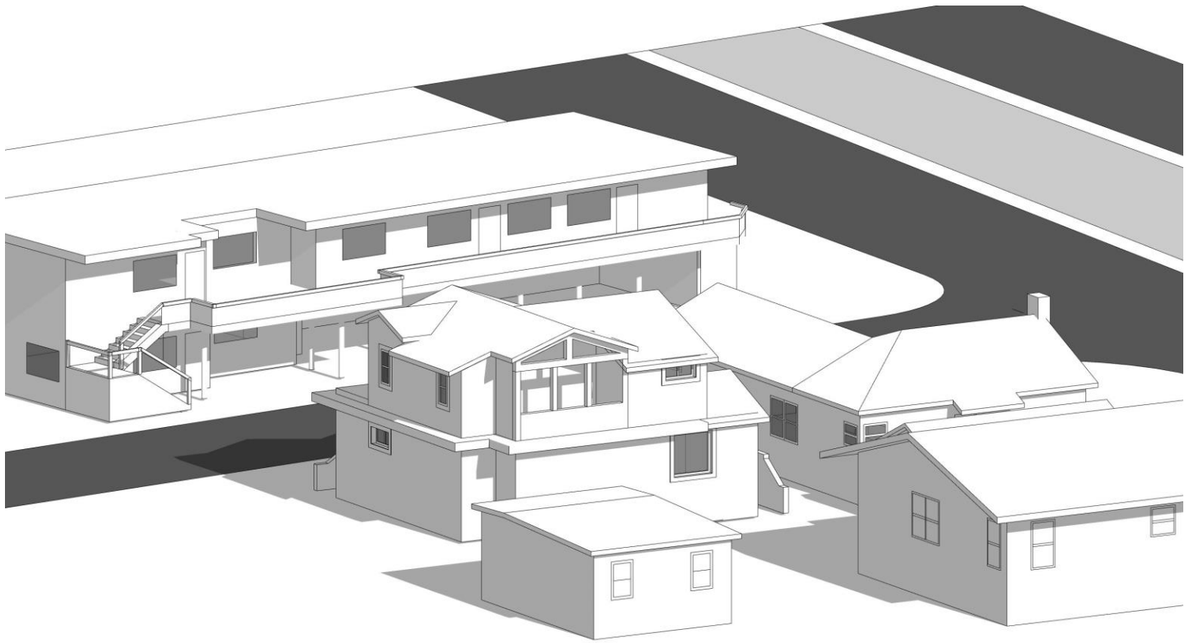
Shadow Study
9 Laurel Ave. San Anselmo

March 21st

09:00 am



EXISTING

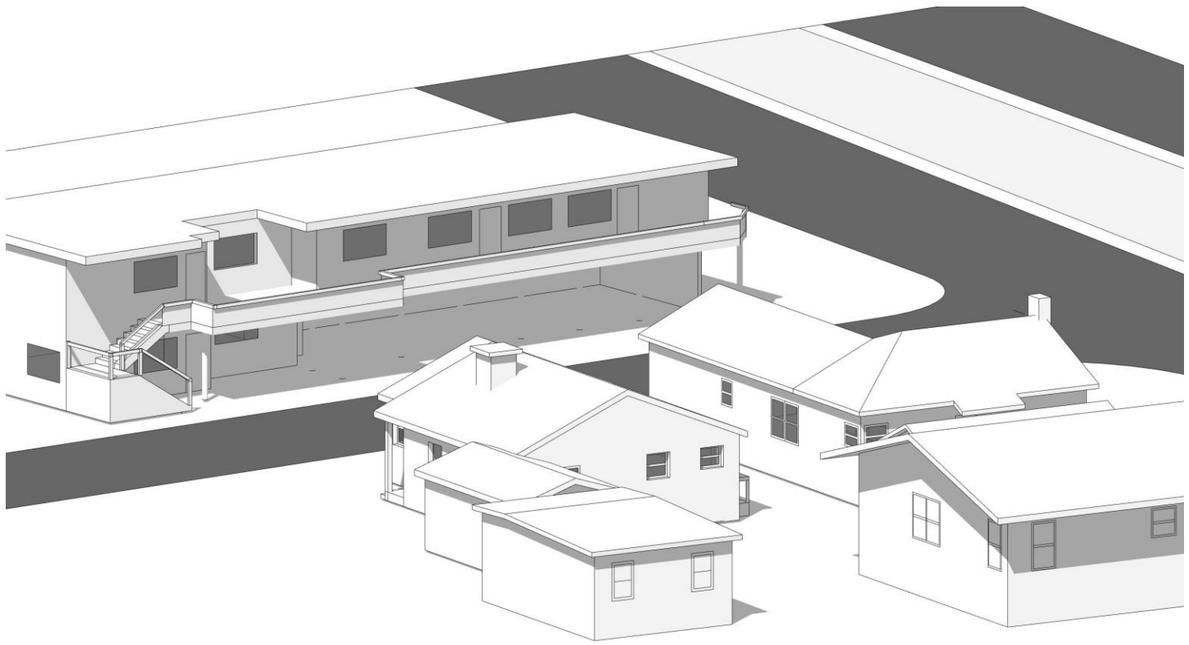


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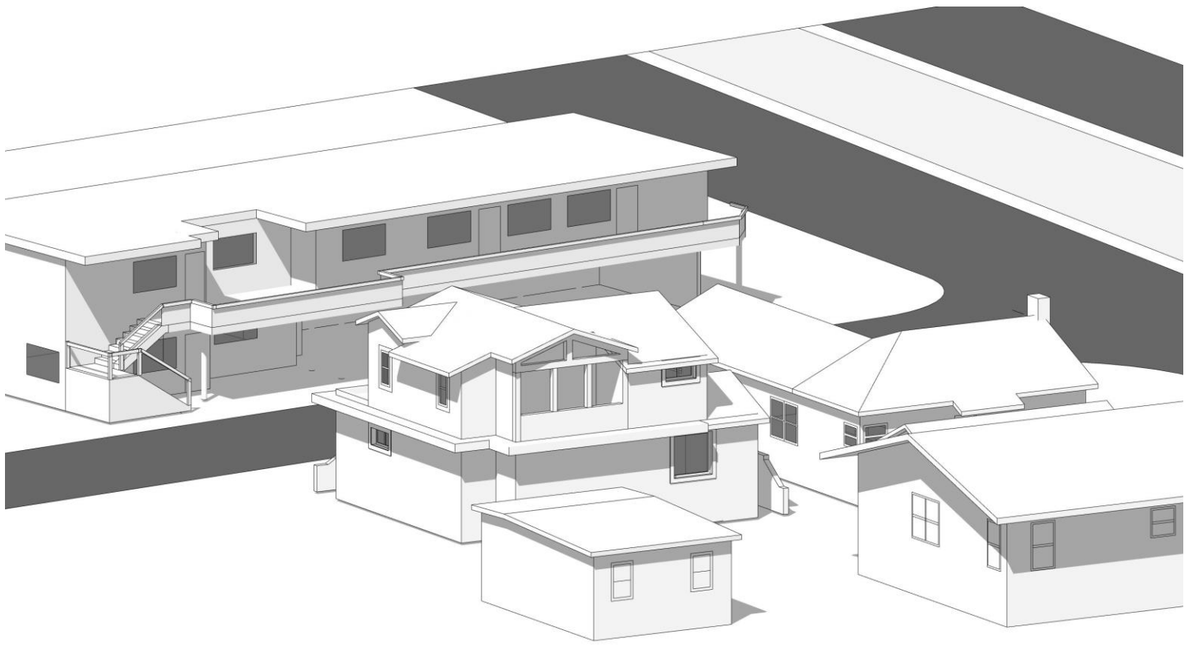
Shadow Study
9 Laurel Ave. San Anselmo

March 21st

12:00 pm



EXISTING

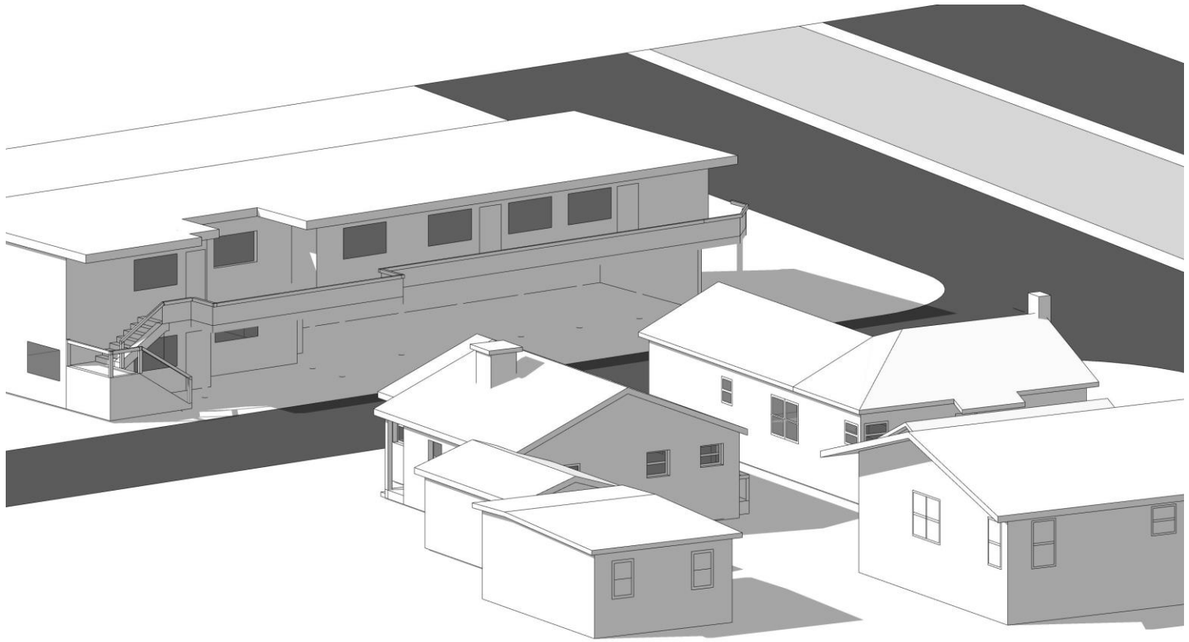


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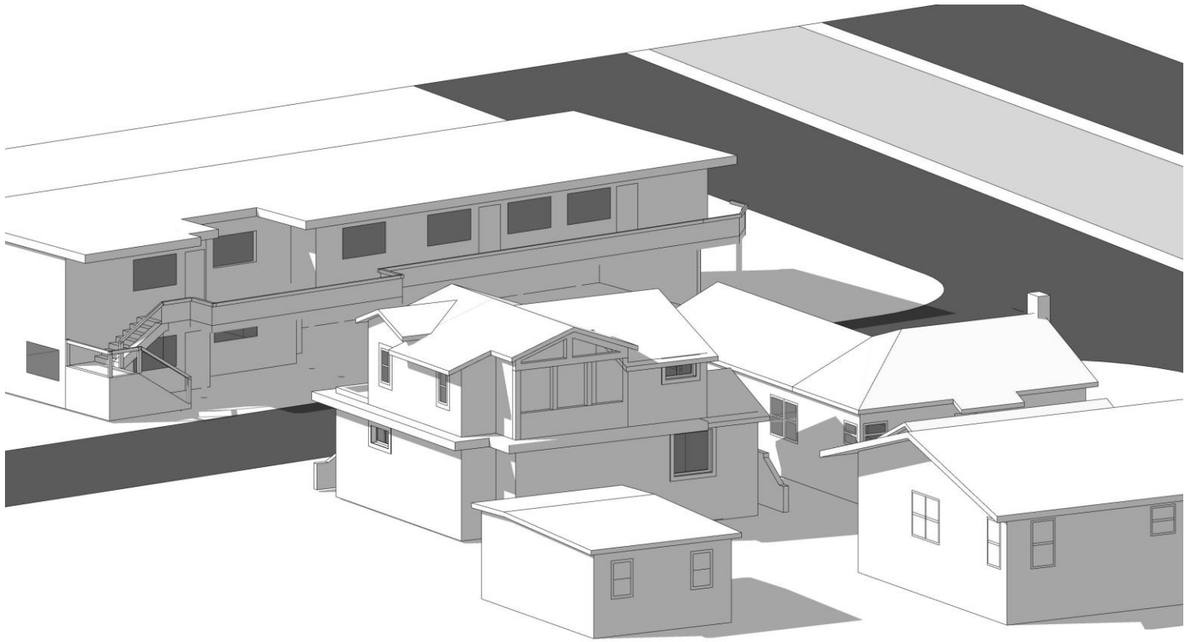
Shadow Study
9 Laurel Ave. San Anselmo

March 21st

03:00 pm



EXISTING



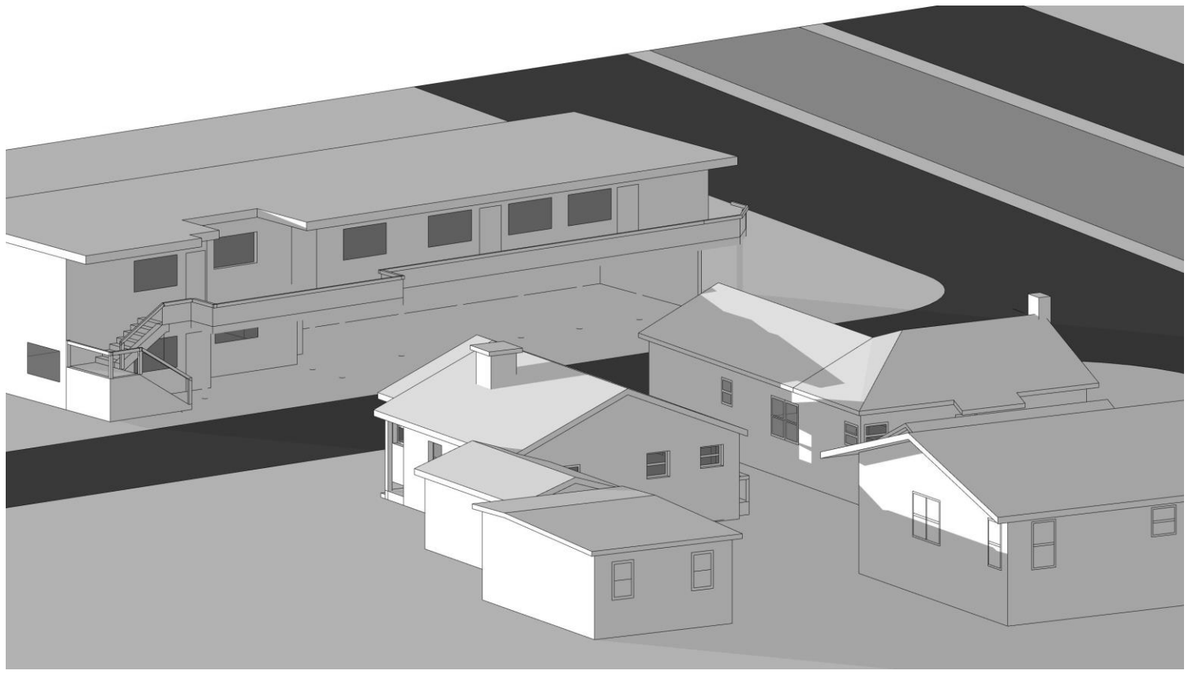
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

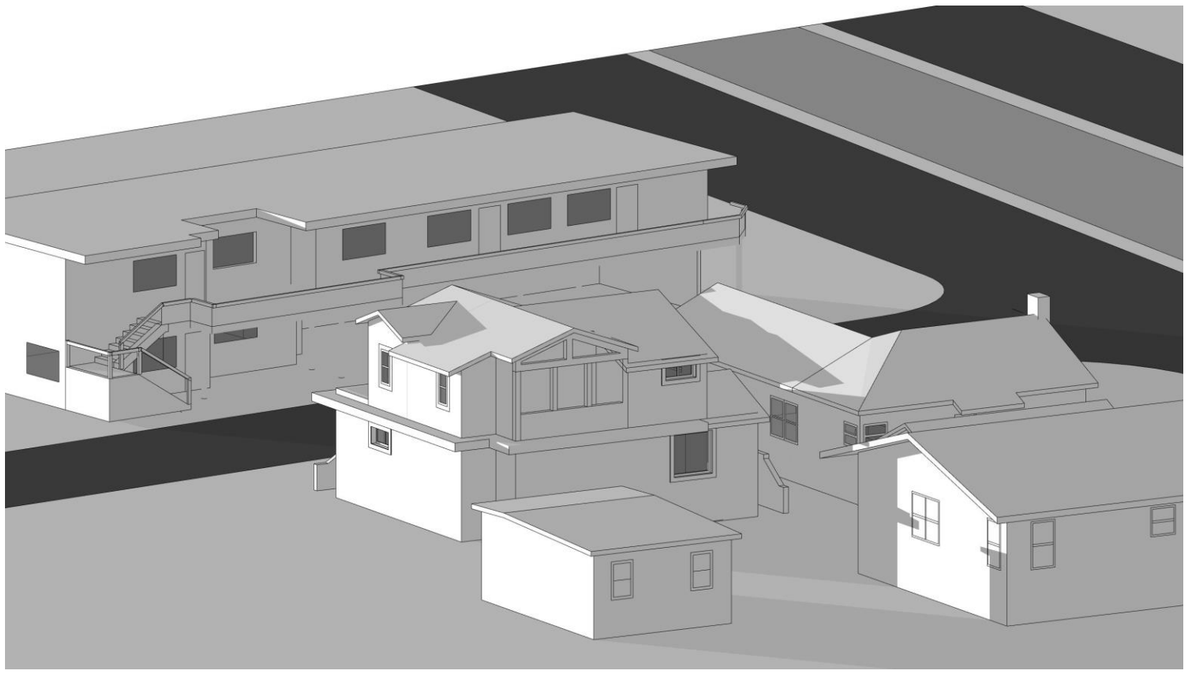
March 21st

06:00 pm

Sunset at 7:23 pm



EXISTING



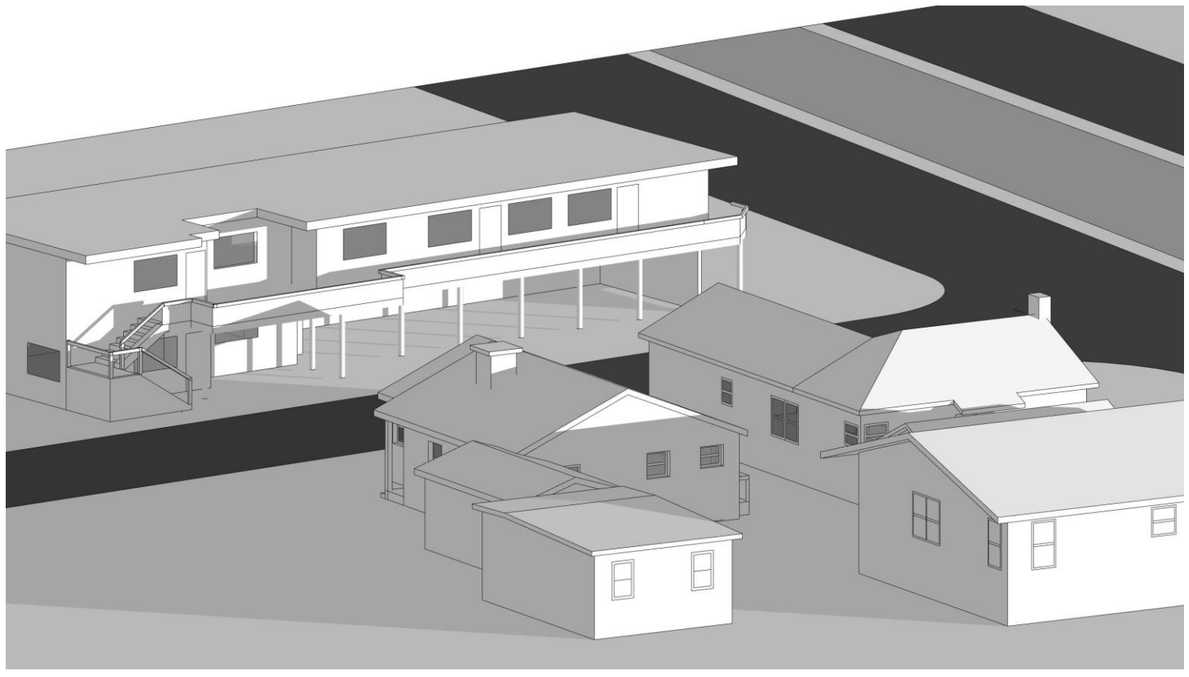
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

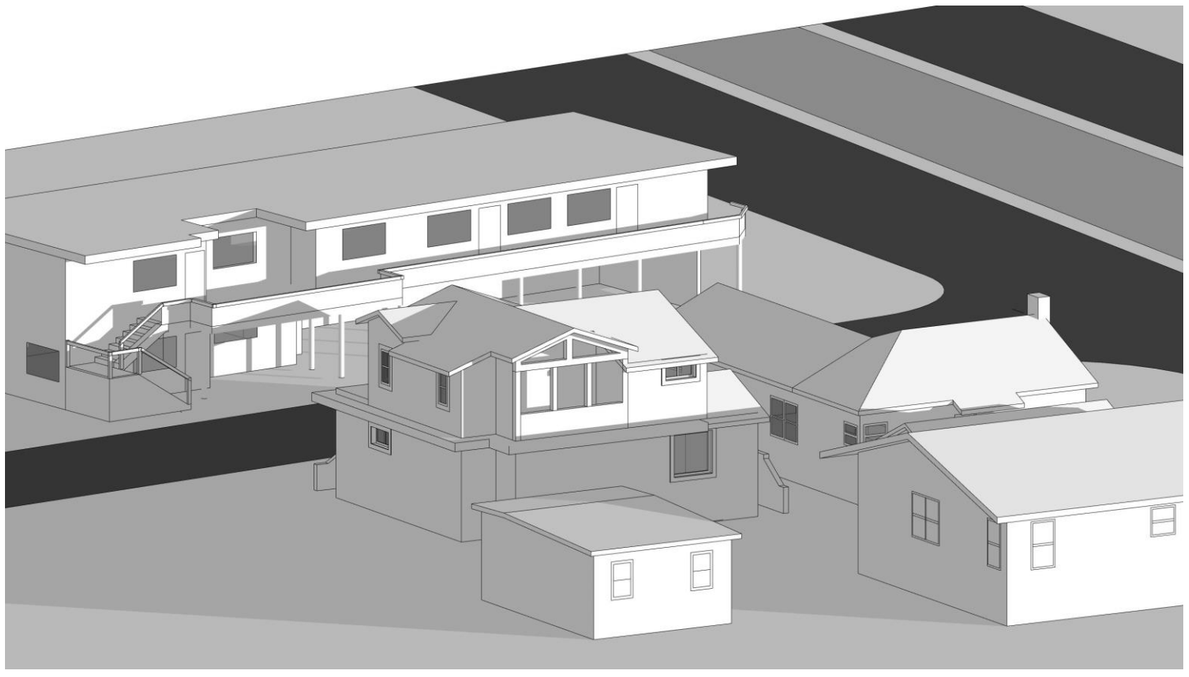
April 21st

06:00 am

Sunrise at 6:26 am



EXISTING

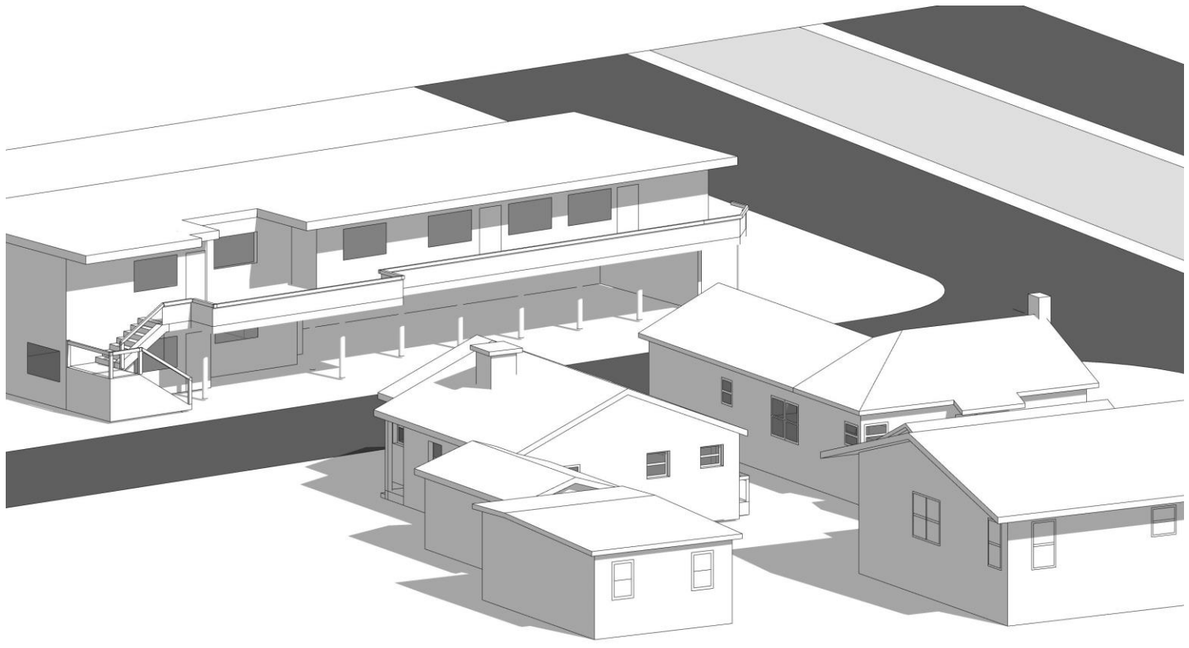


PROPOSED

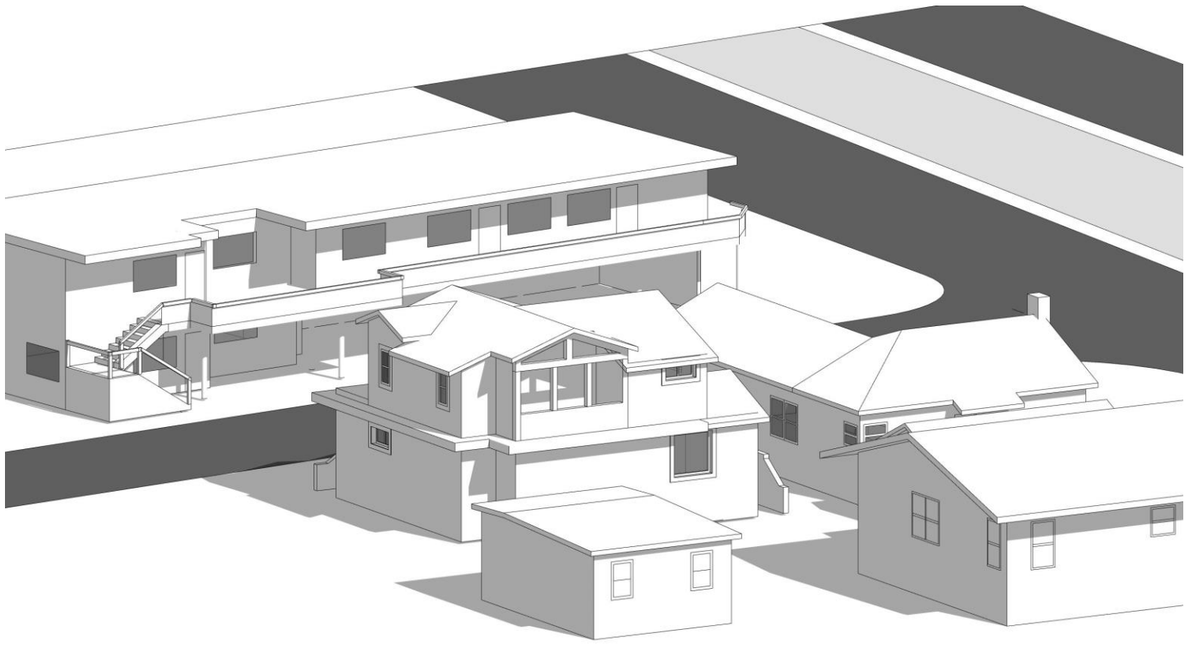
Shadow Study
9 Laurel Ave. San Anselmo

April 21st

09:00 am



EXISTING

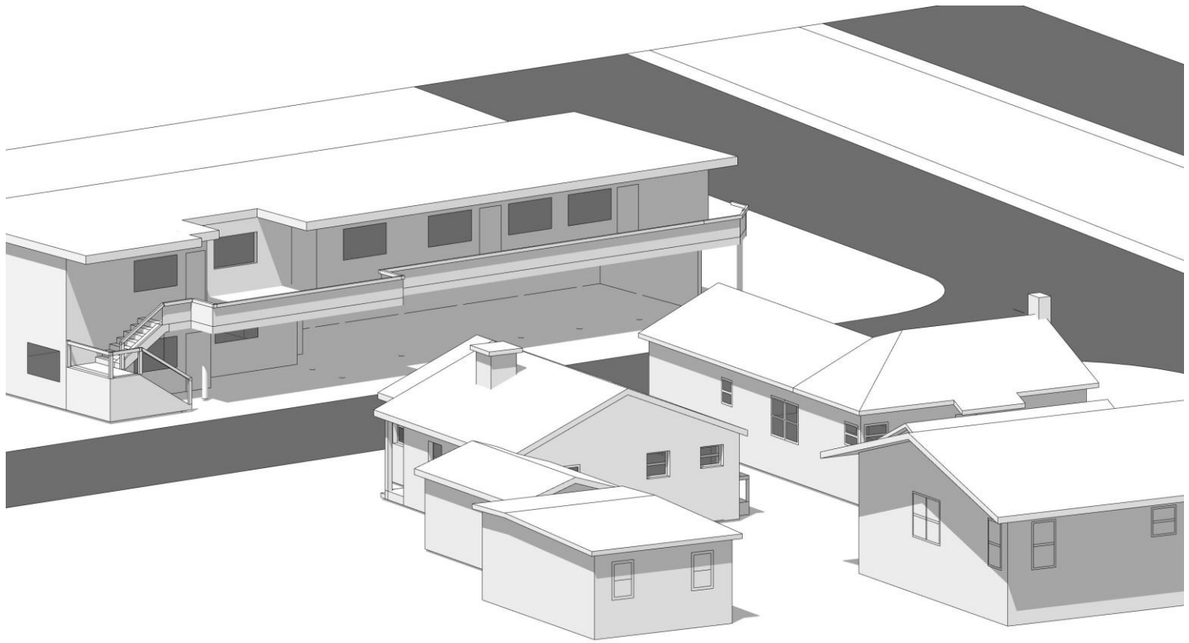


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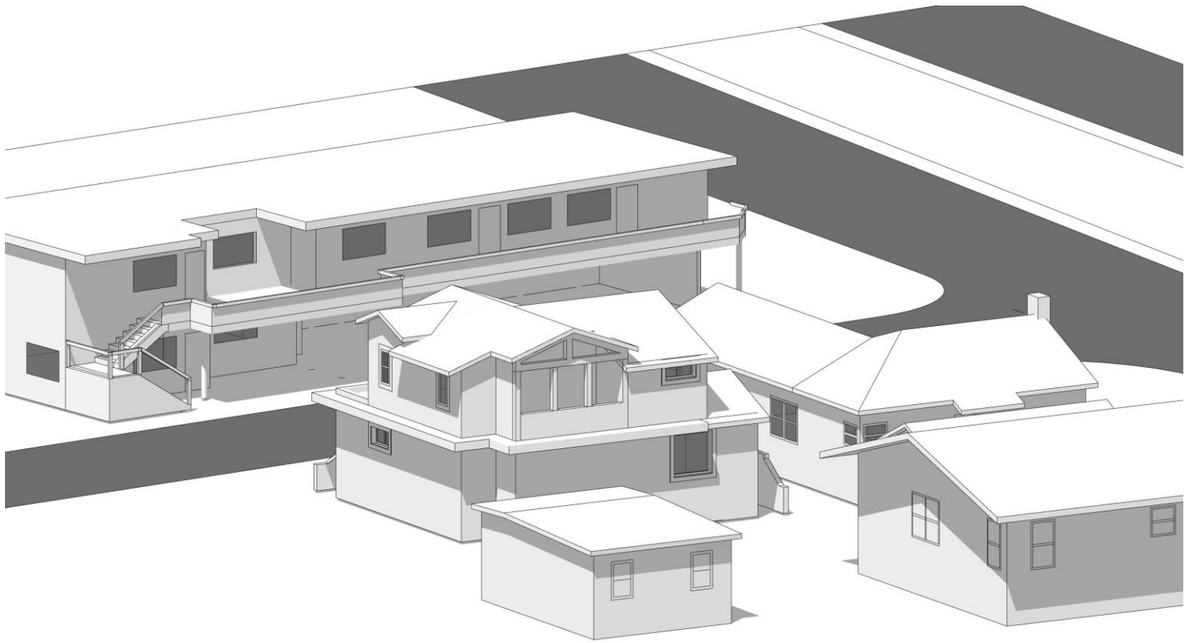
Shadow Study
9 Laurel Ave. San Anselmo

April 21st

12:00 pm



EXISTING

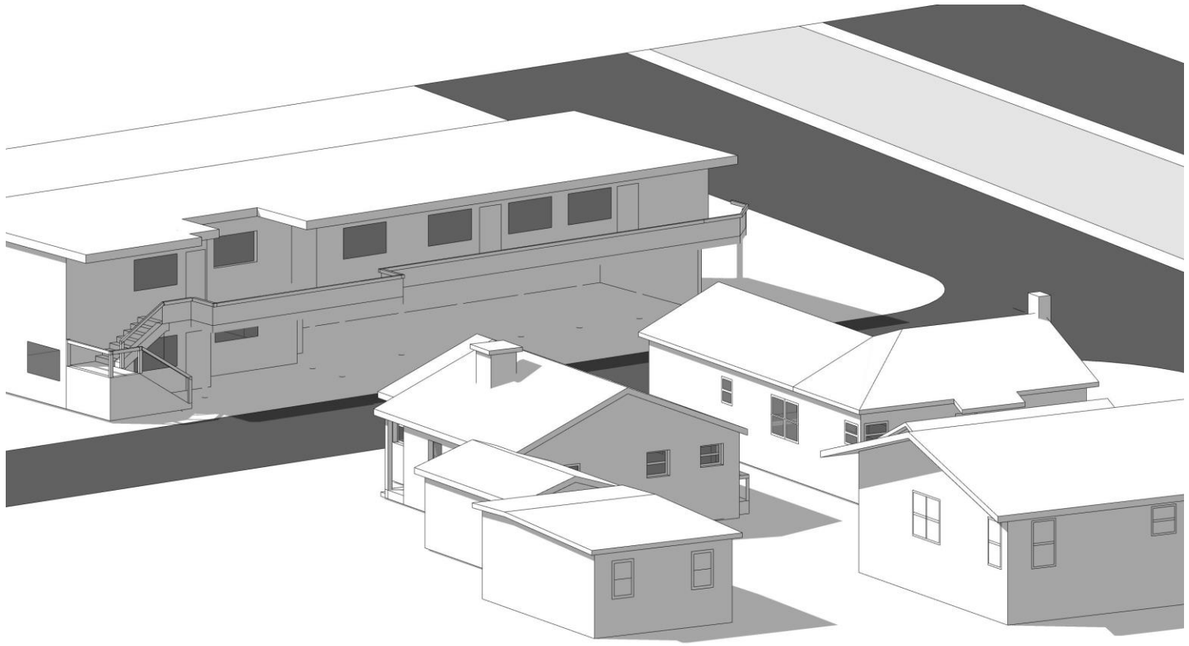


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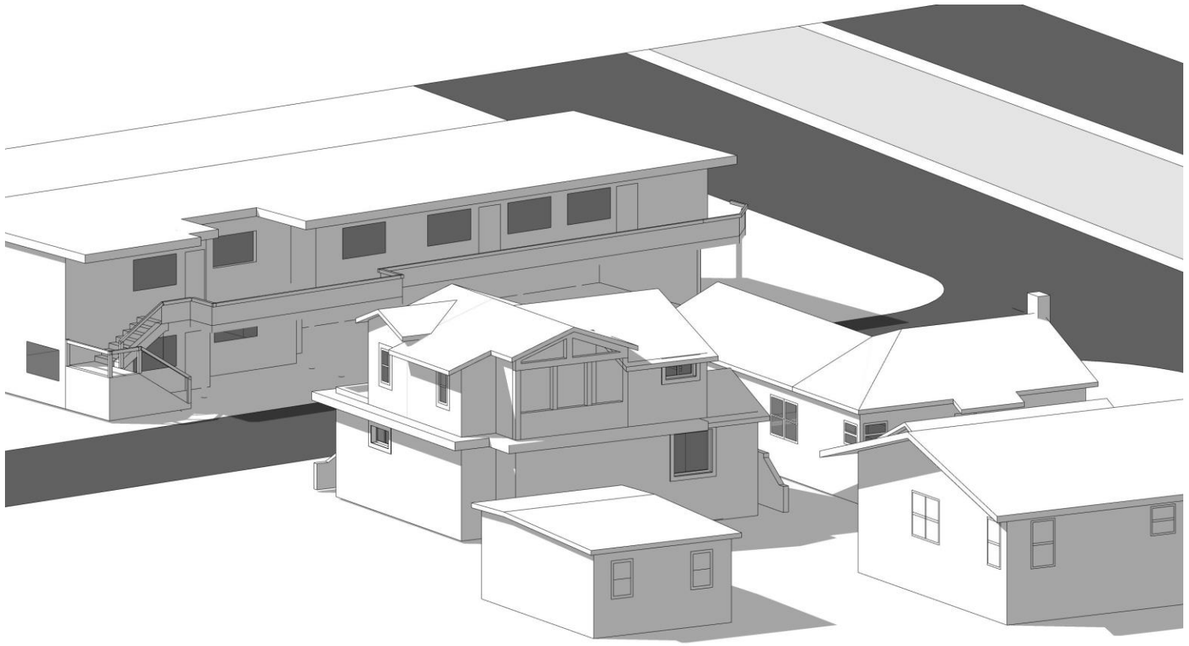
Shadow Study
9 Laurel Ave. San Anselmo

April 21st

03:00 pm



EXISTING



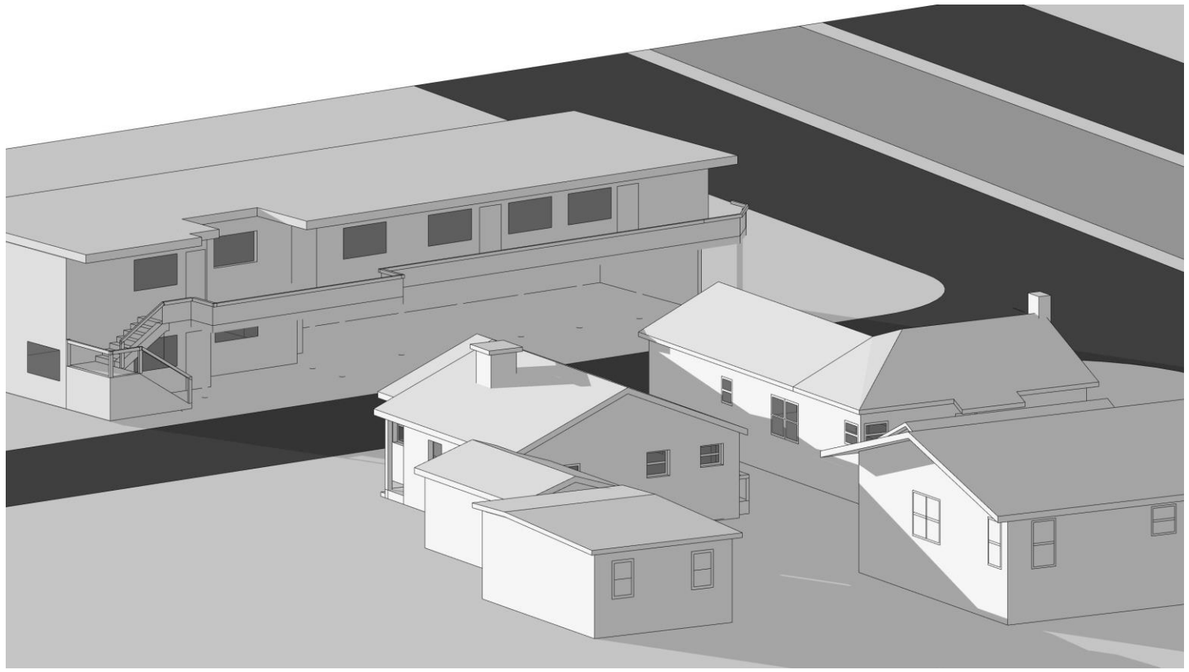
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

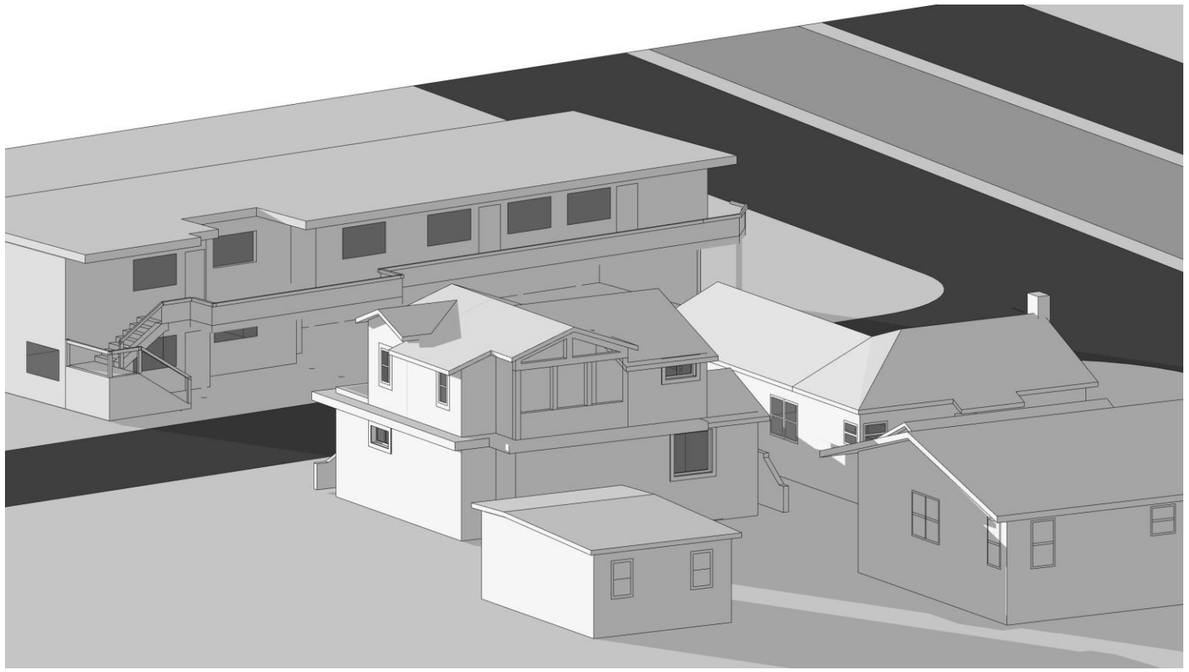
April 21st

06:00 pm

Sunset at 7:52 pm



EXISTING



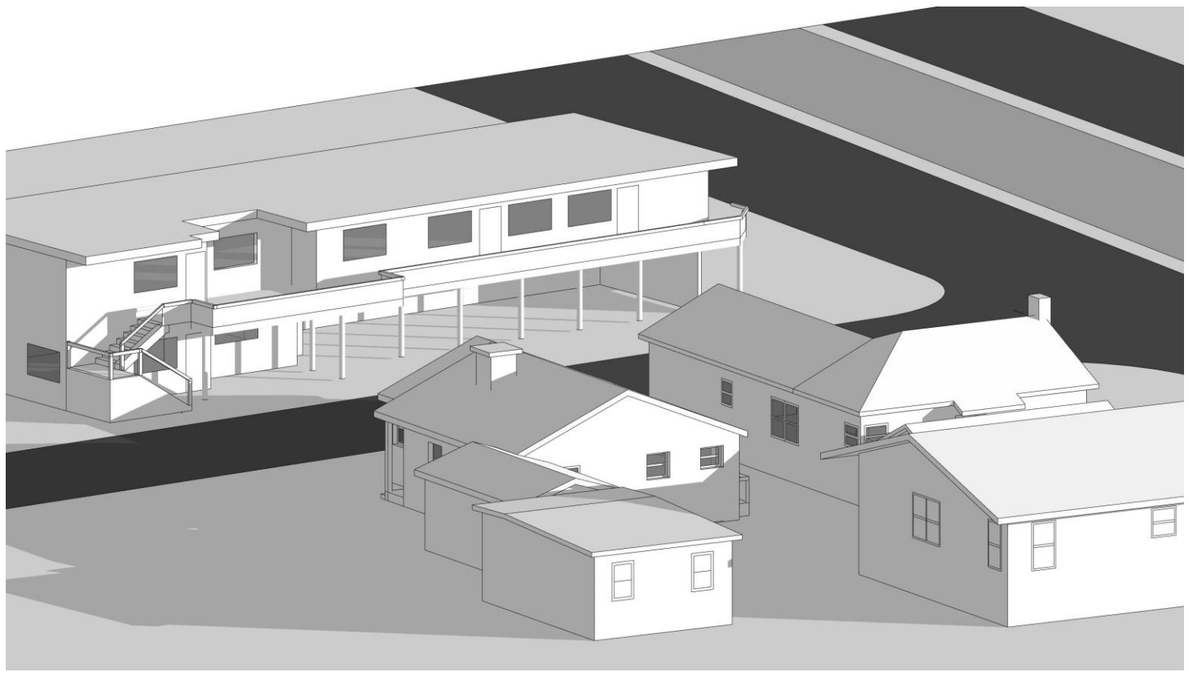
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

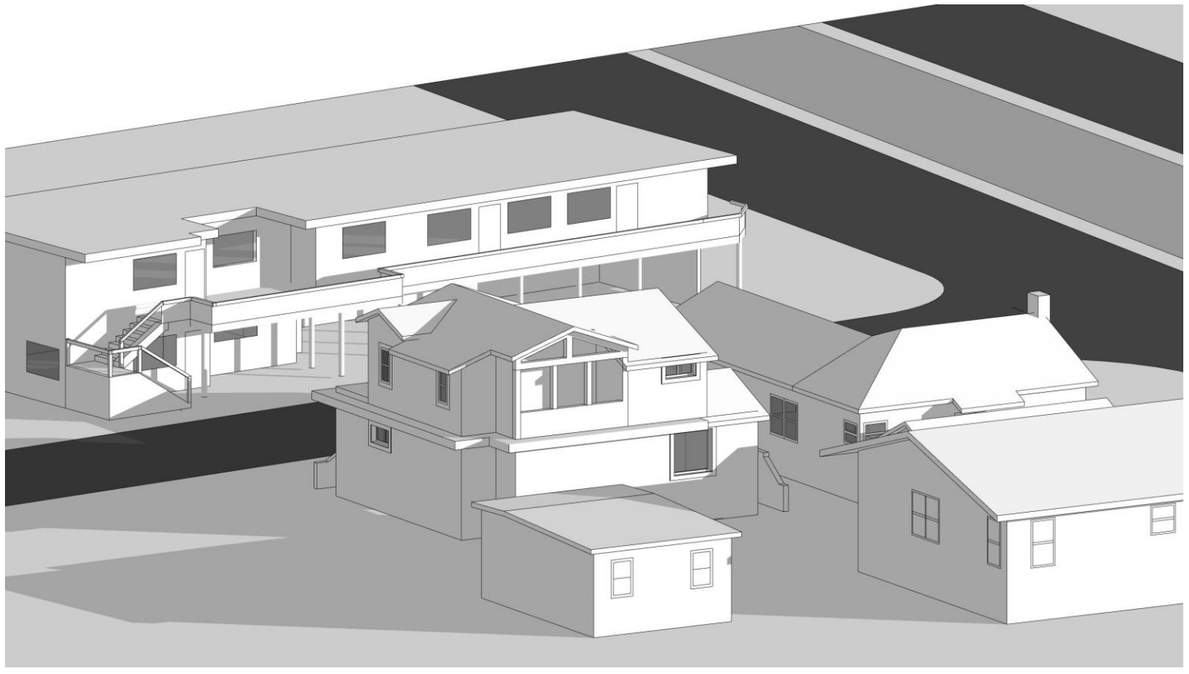
May 21st

06:00 am

Sunrise at 5:55 am



EXISTING

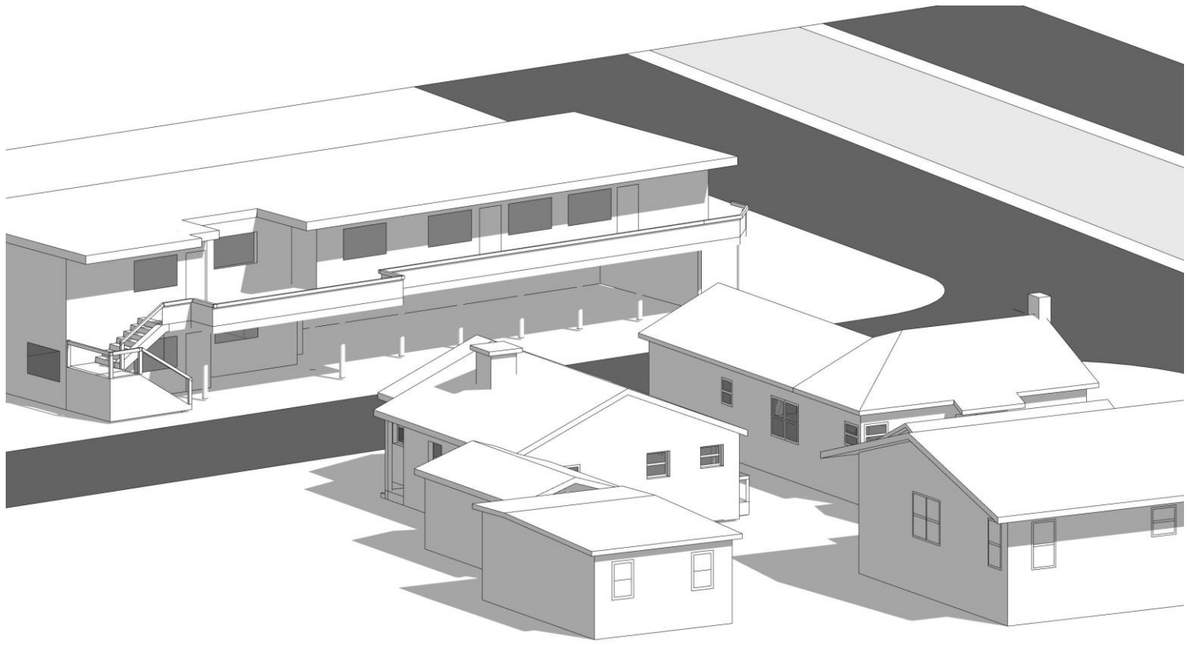


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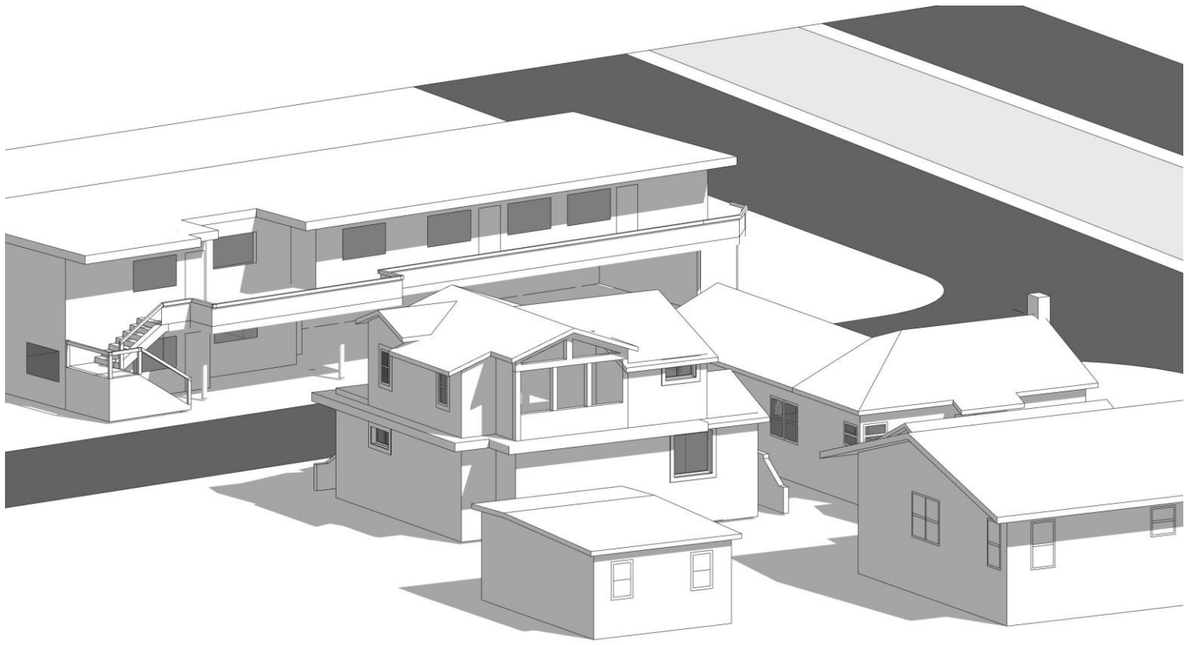
Shadow Study
9 Laurel Ave. San Anselmo

May 21st

09:00 am



EXISTING

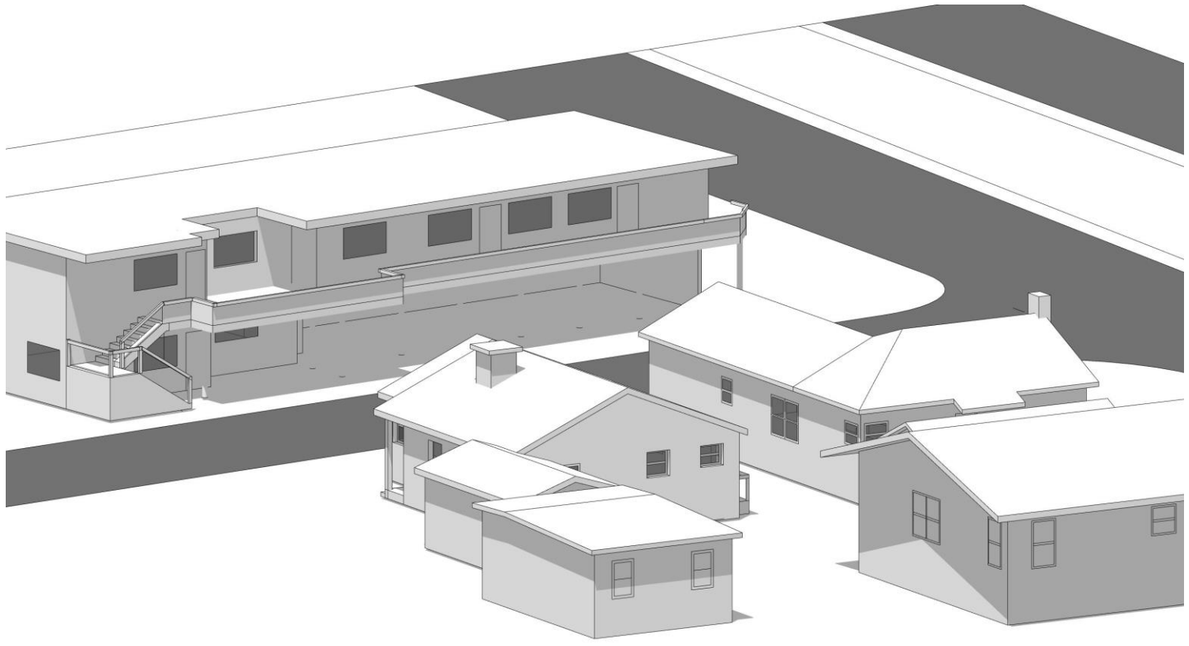


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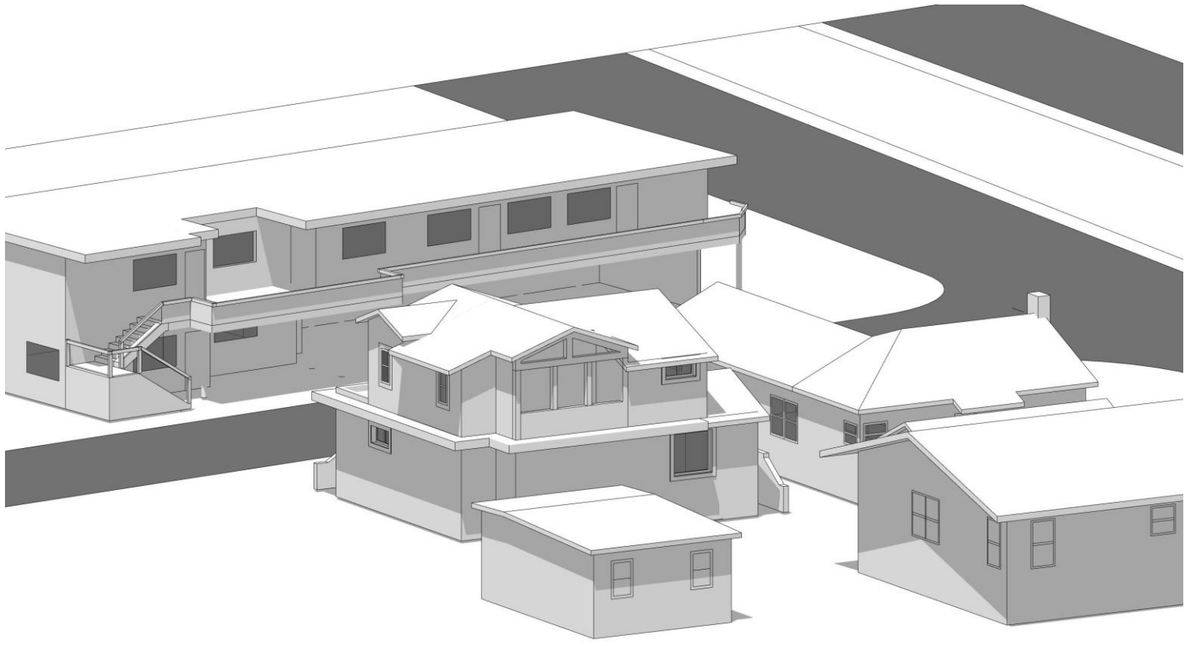
Shadow Study
9 Laurel Ave. San Anselmo

May 21st

12:00 pm



EXISTING

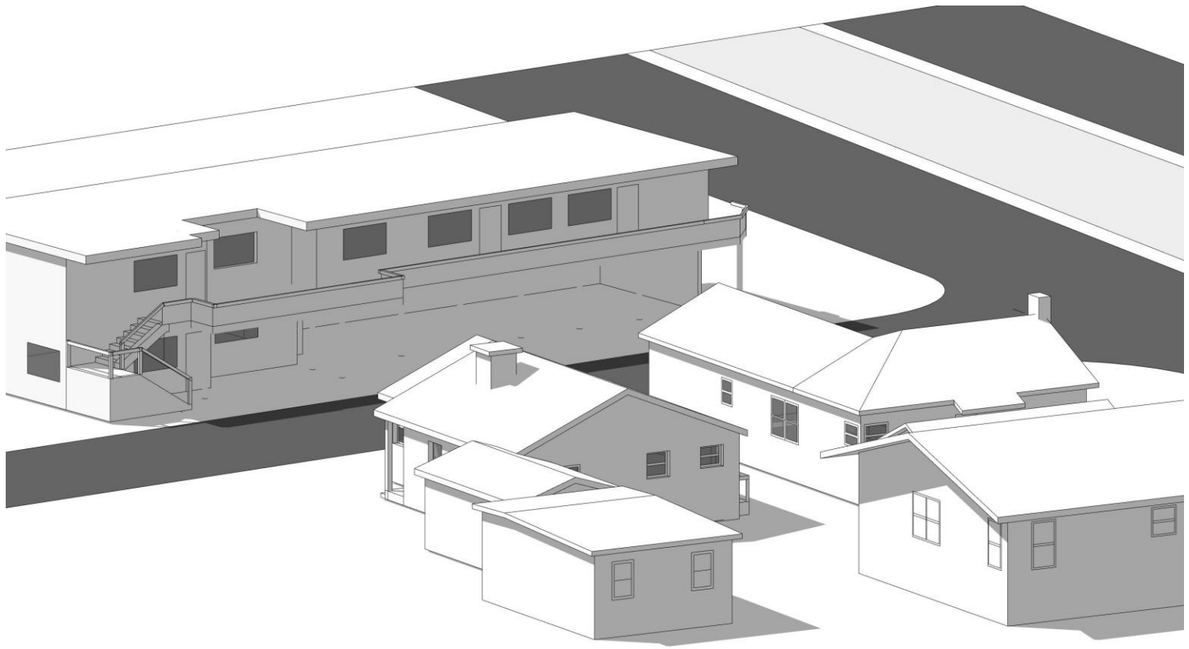


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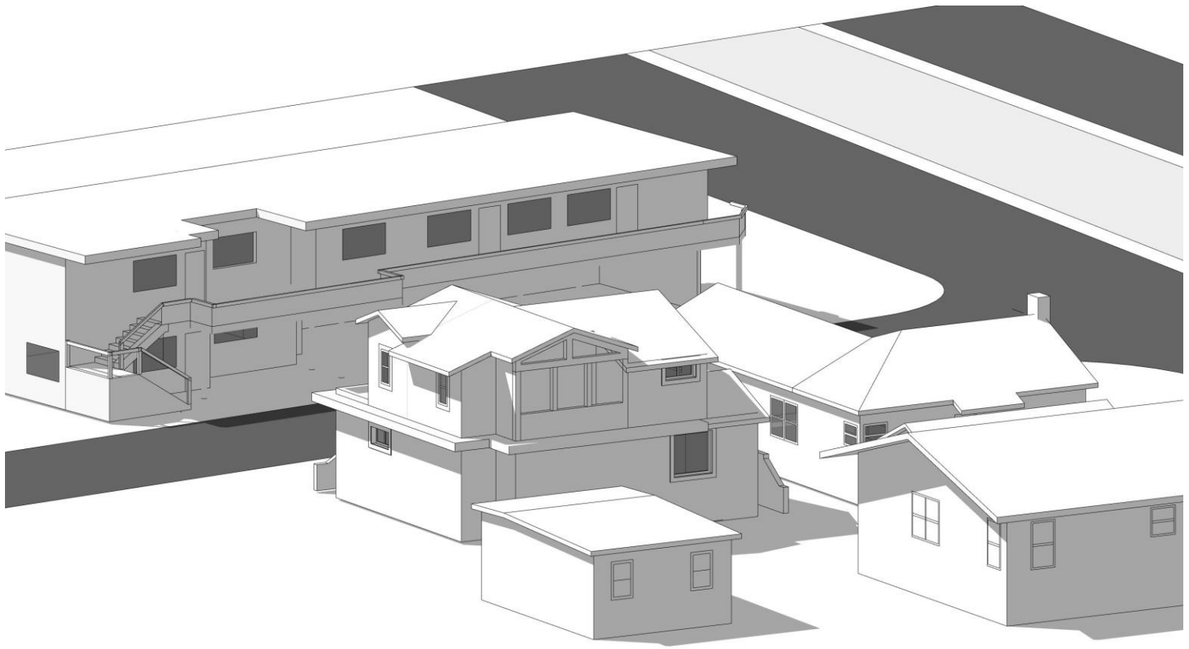
Shadow Study
9 Laurel Ave. San Anselmo

May 21st

03:00 pm



EXISTING



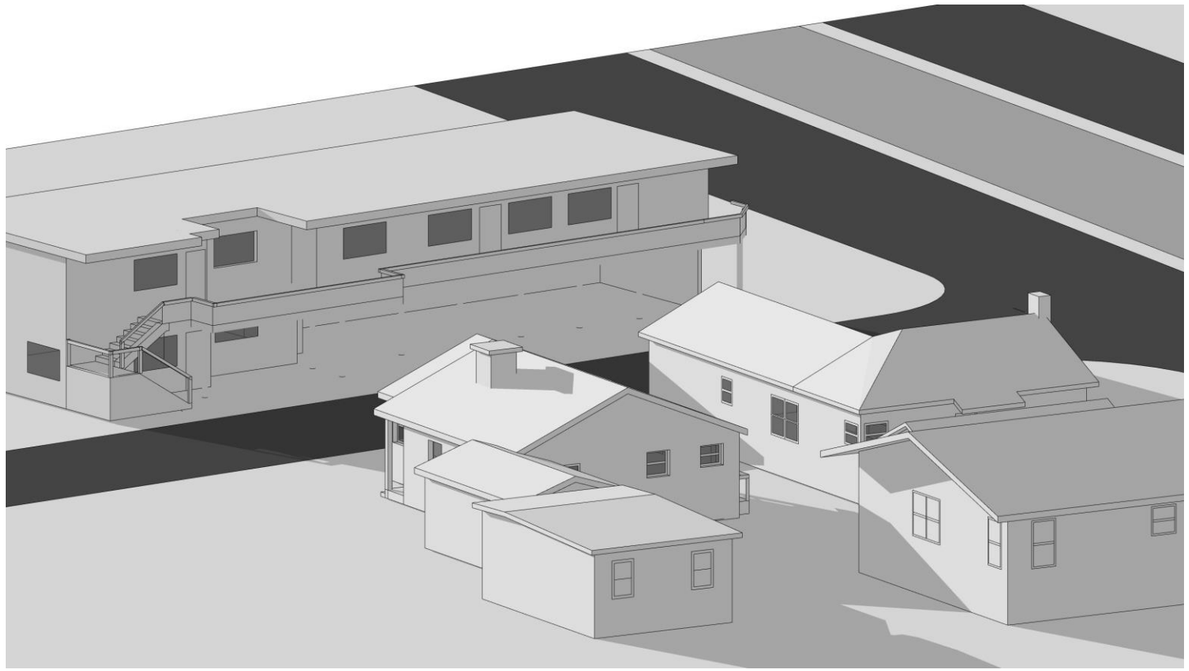
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

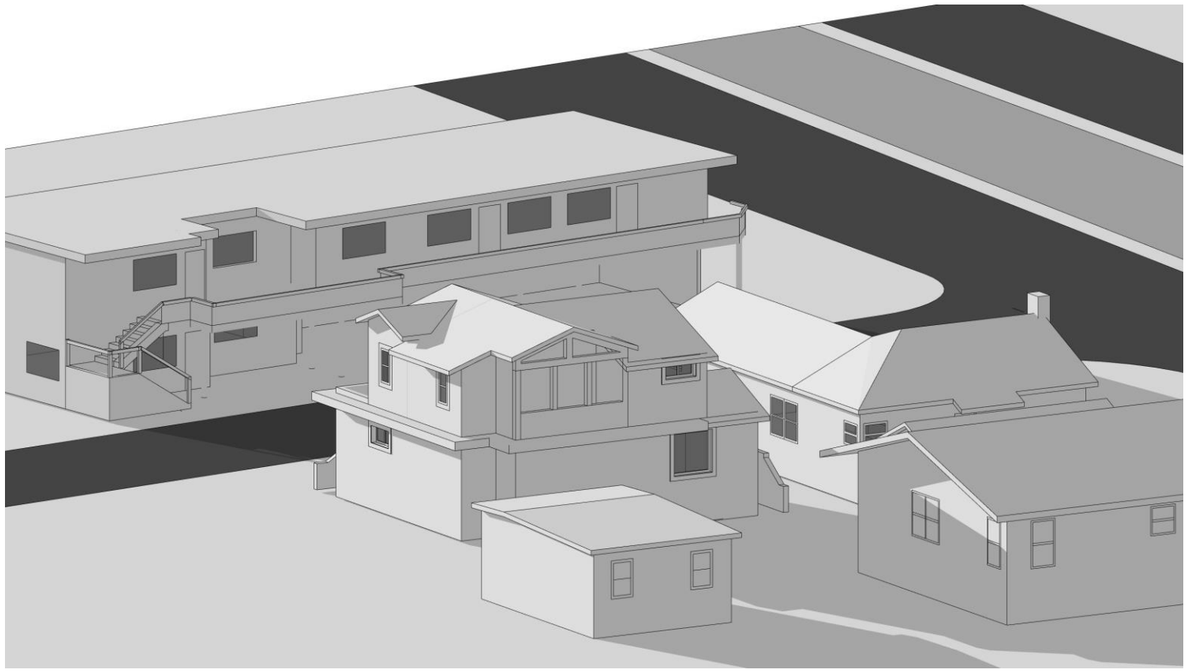
May 21st

06:00 pm

Sunset at 8:19 pm



EXISTING



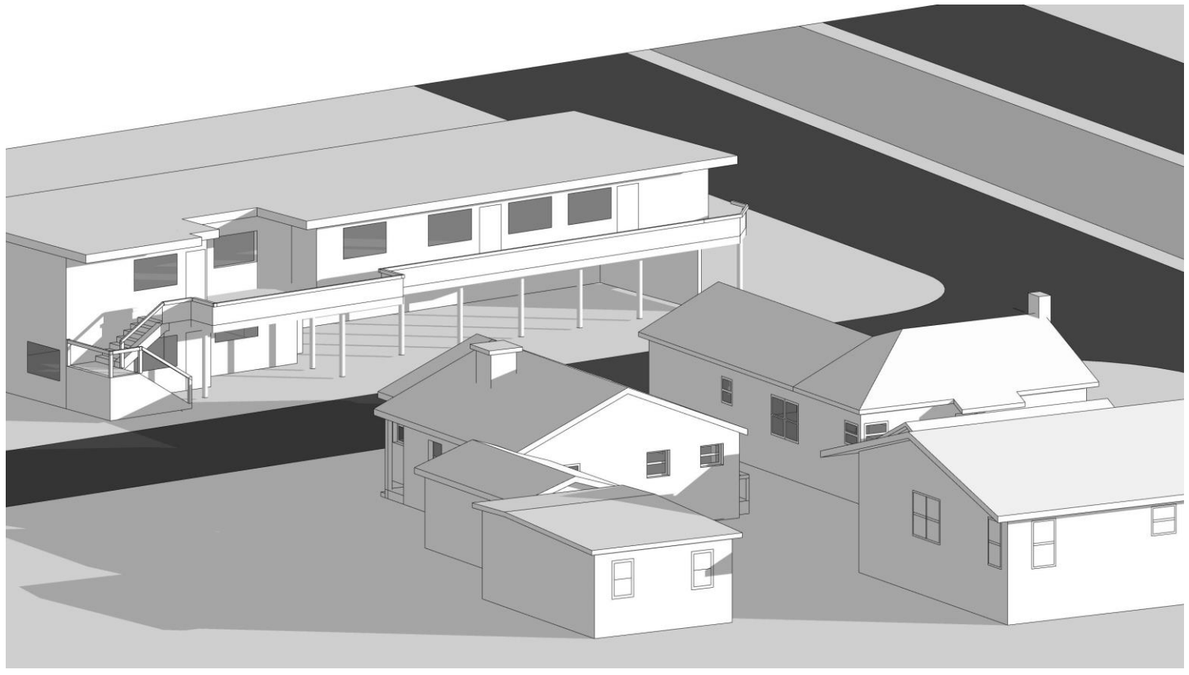
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

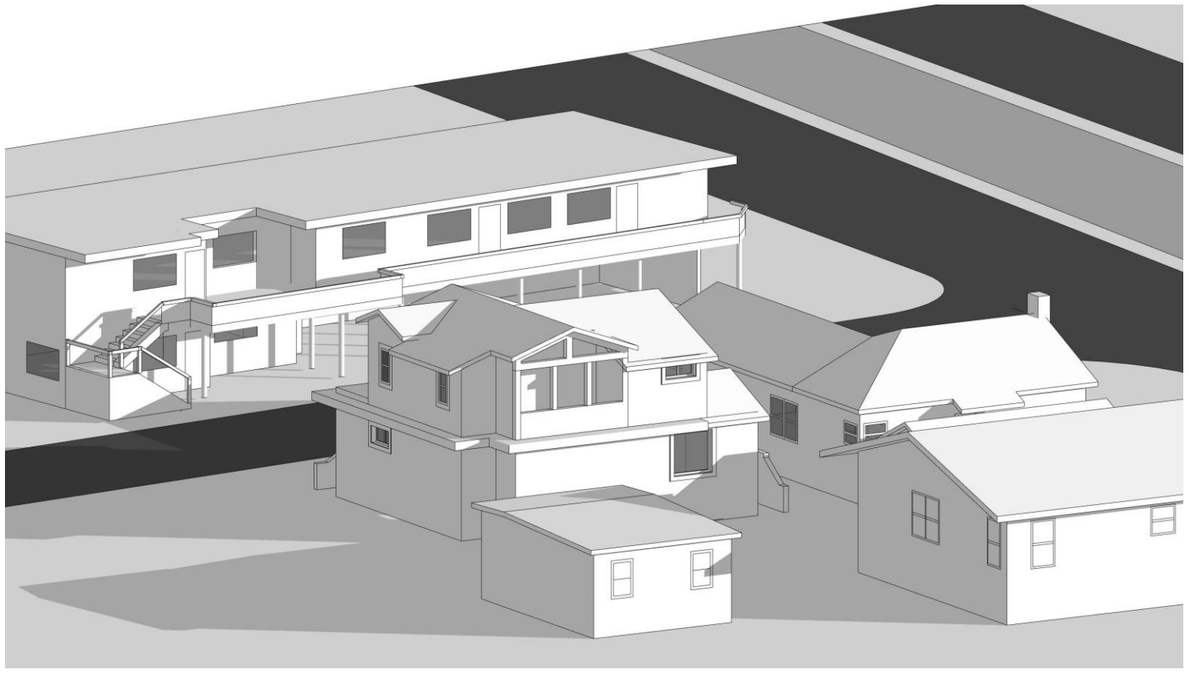
June 21st

06:00 am

Sunrise at 5:48 am



EXISTING

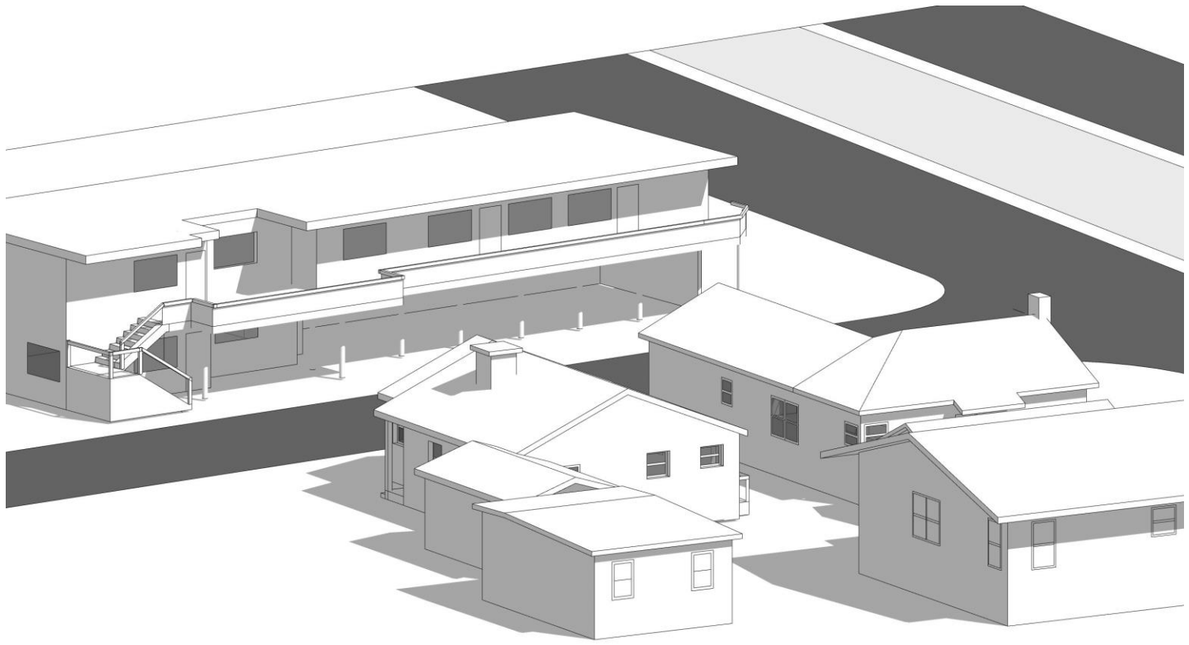


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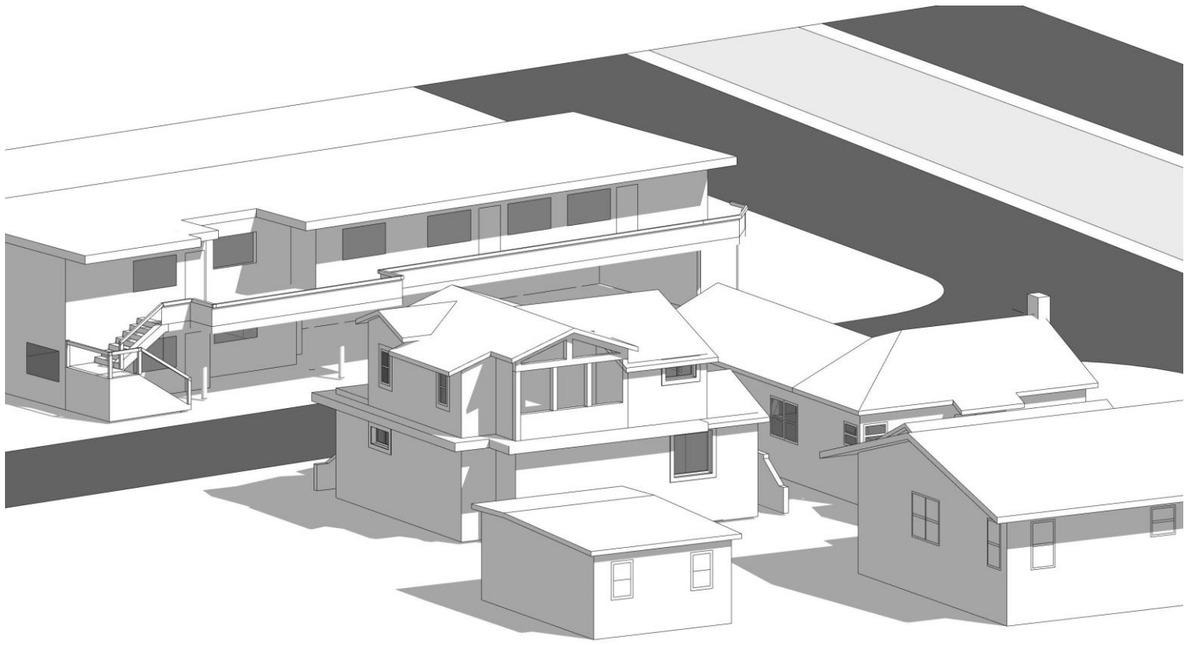
Shadow Study
9 Laurel Ave. San Anselmo

June 21st

09:00 am



EXISTING

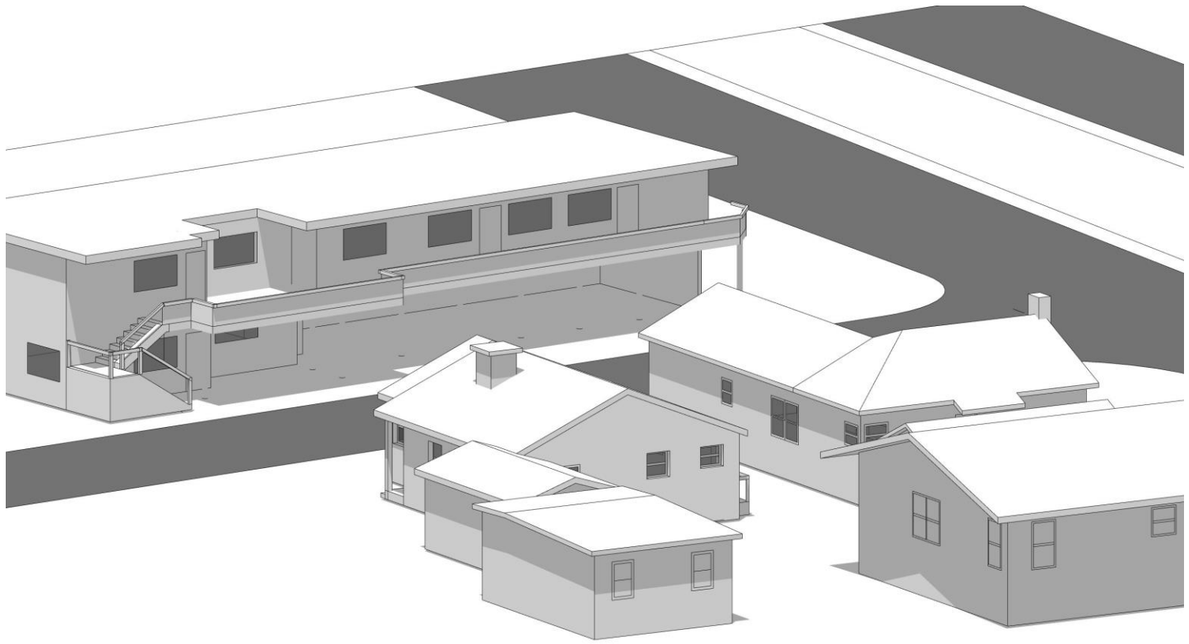


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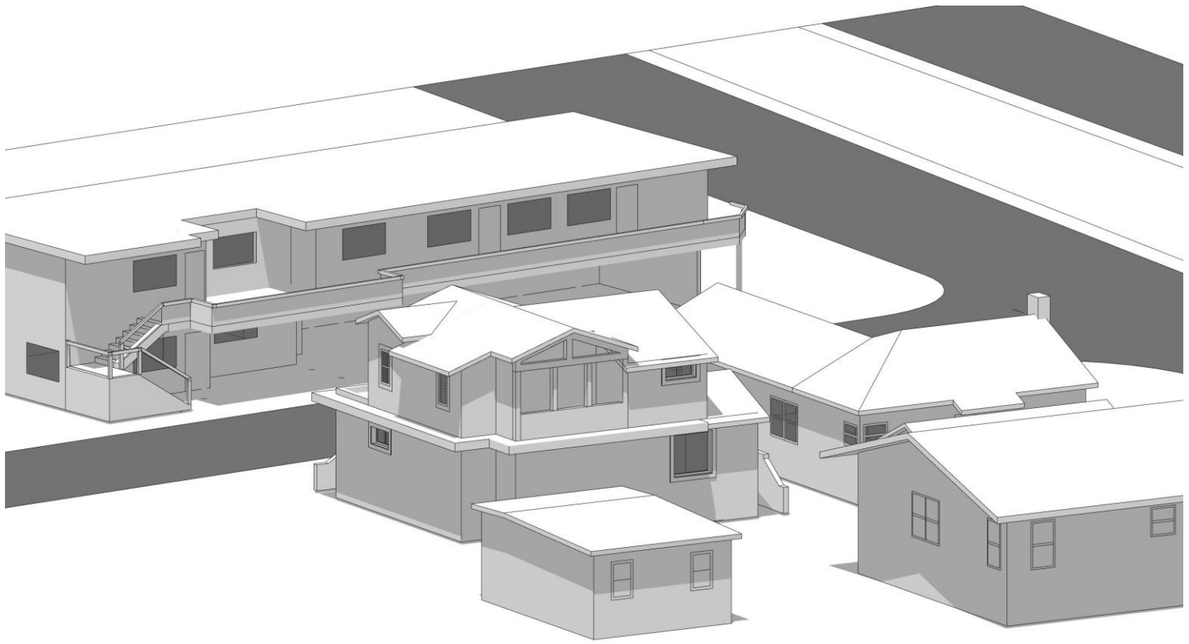
Shadow Study
9 Laurel Ave. San Anselmo

June 21st

12:00 pm



EXISTING

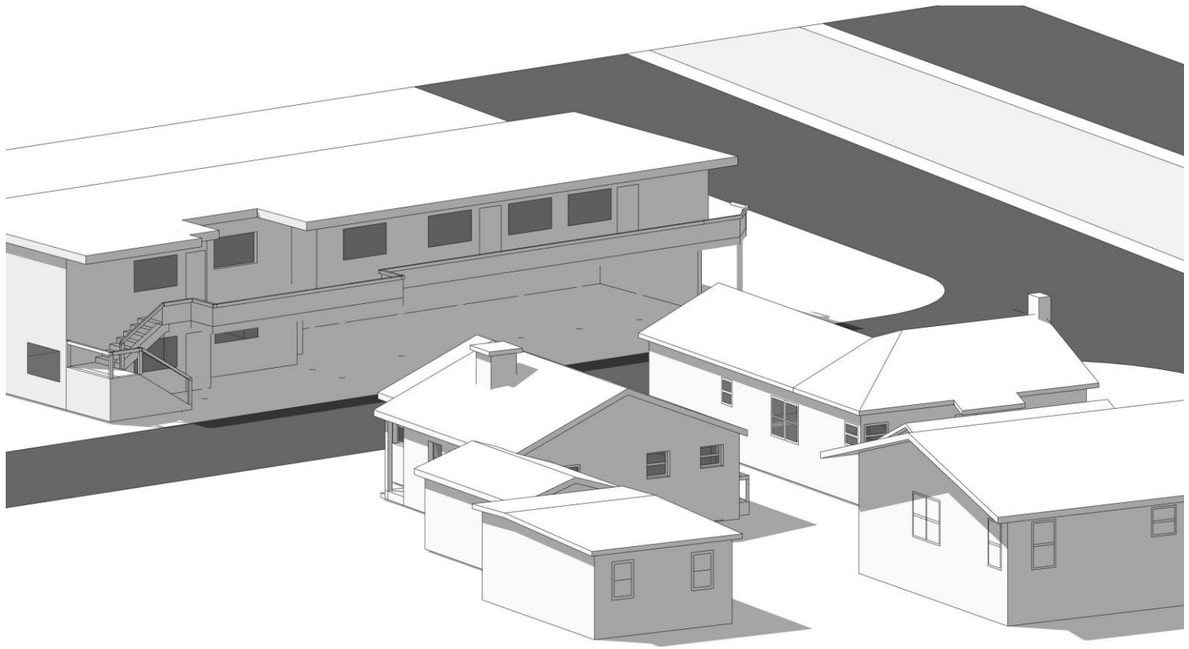


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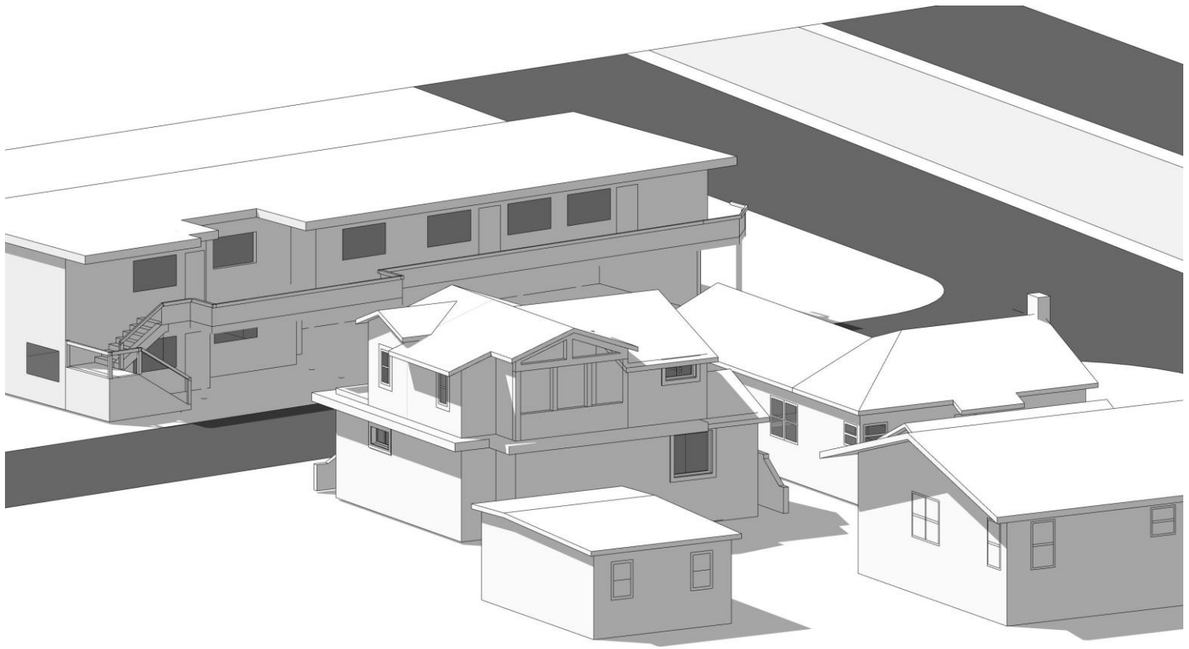
Shadow Study
9 Laurel Ave. San Anselmo

June 21st

03:00 pm



EXISTING



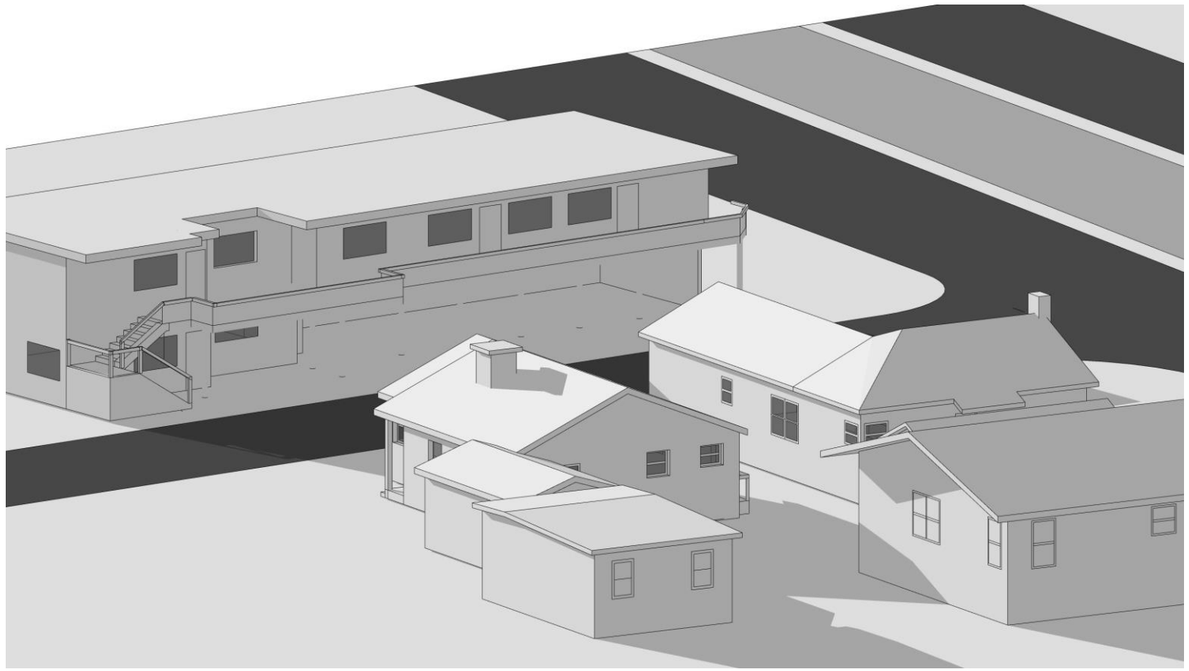
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

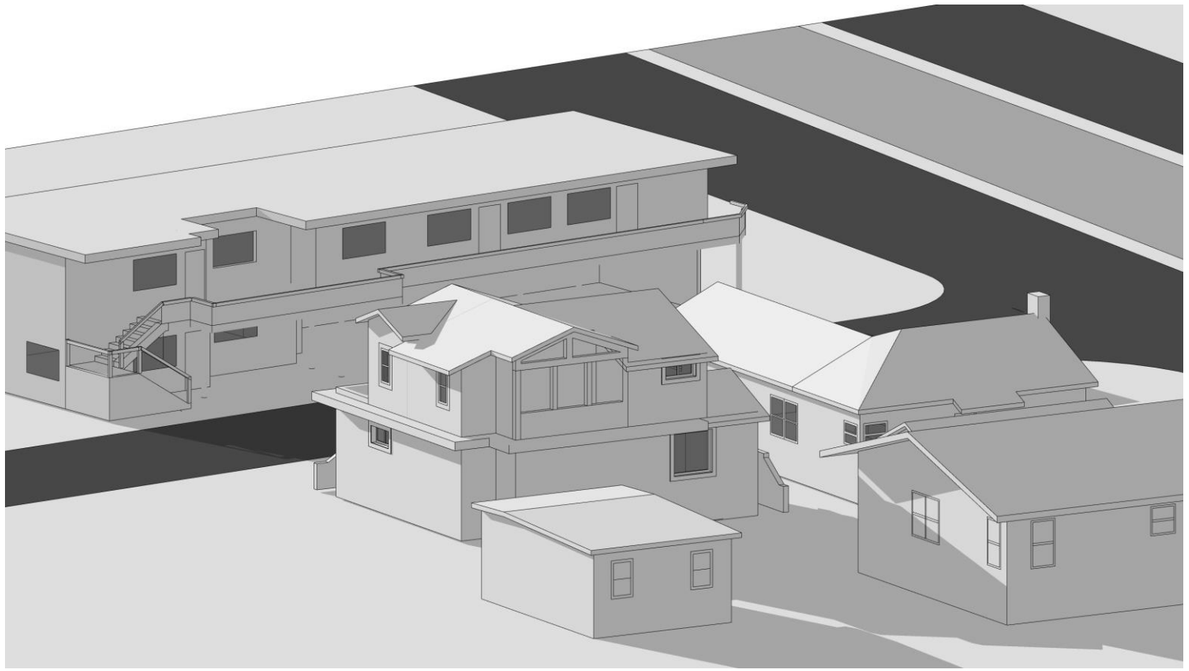
June 21st

06:00 pm

Sunset at 8:36 am



EXISTING



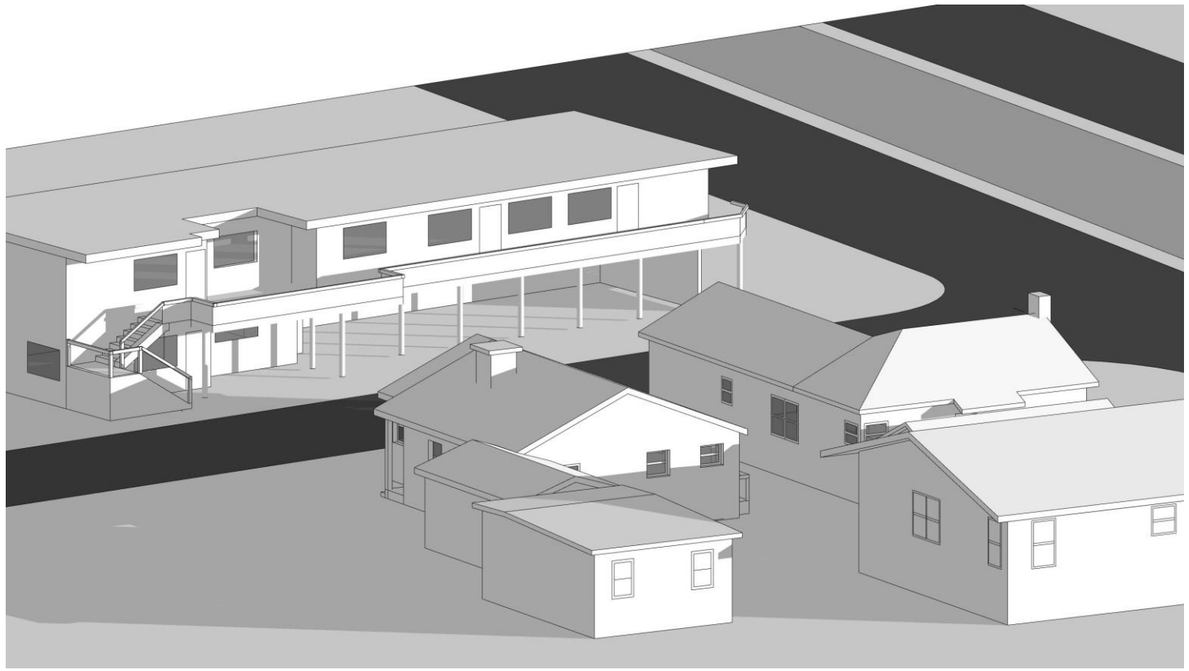
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

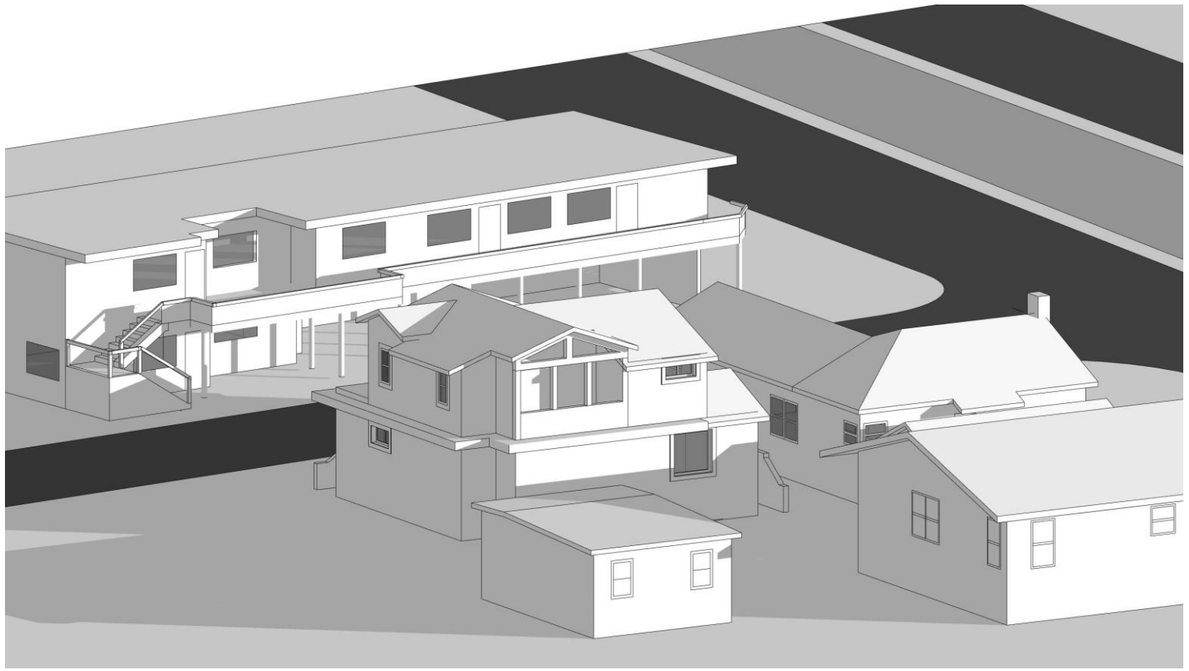
July 21st

06:00 am

Sunrise at 6:04 am



EXISTING

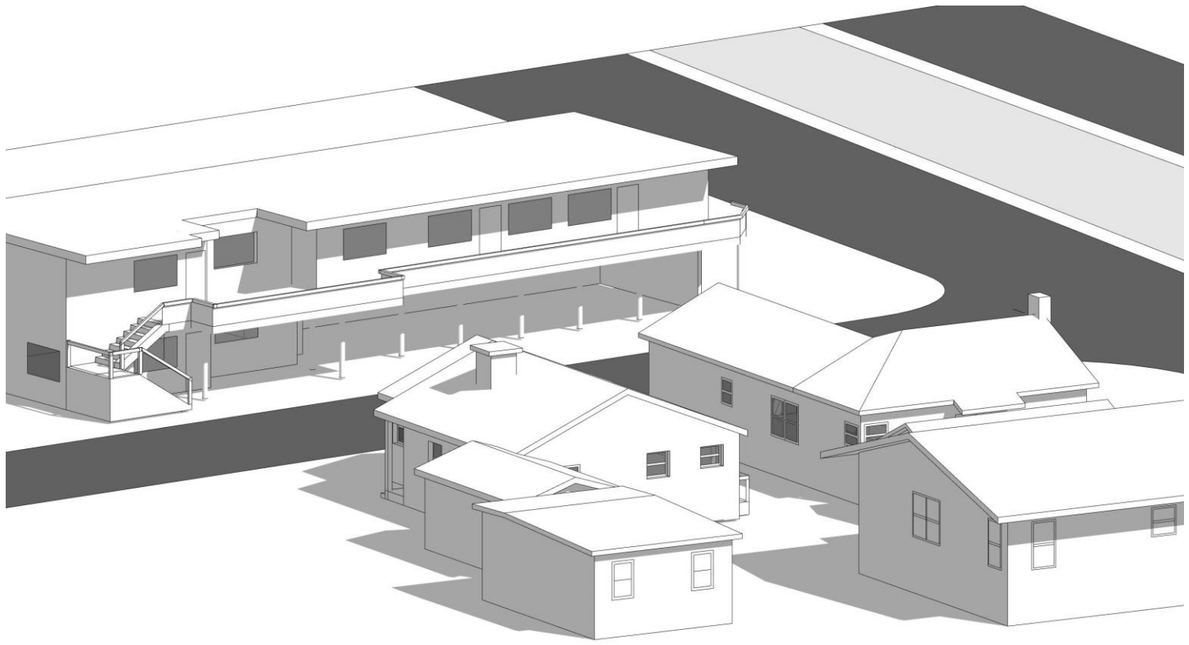


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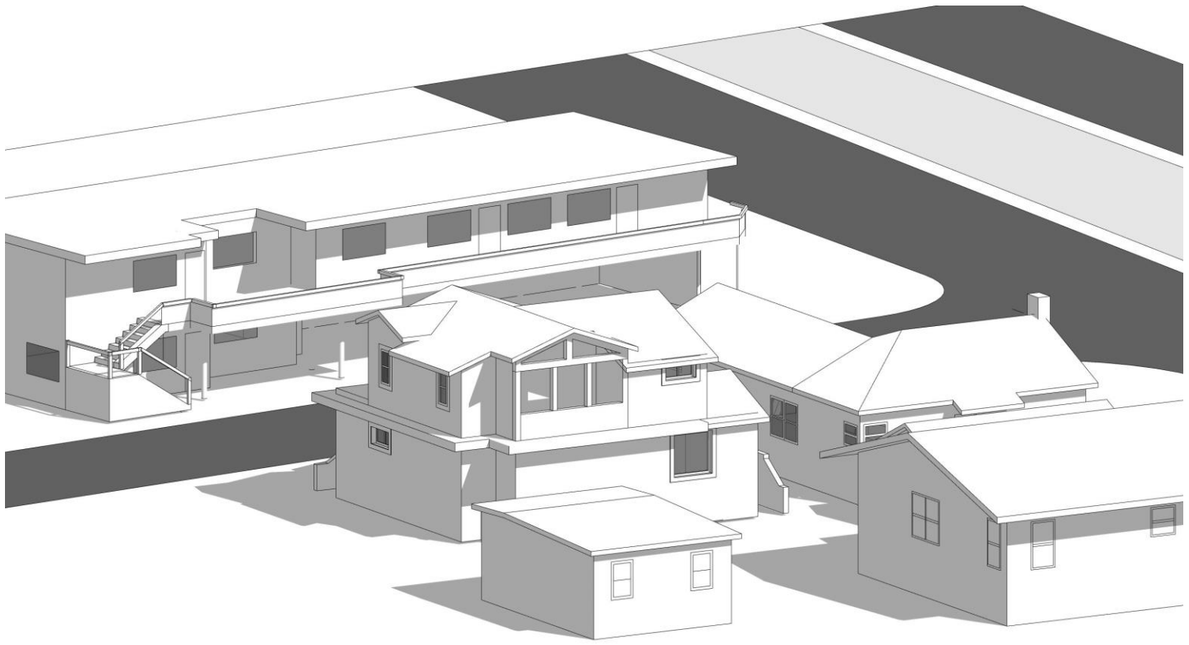
Shadow Study
9 Laurel Ave. San Anselmo

July 21st

09:00 am



EXISTING

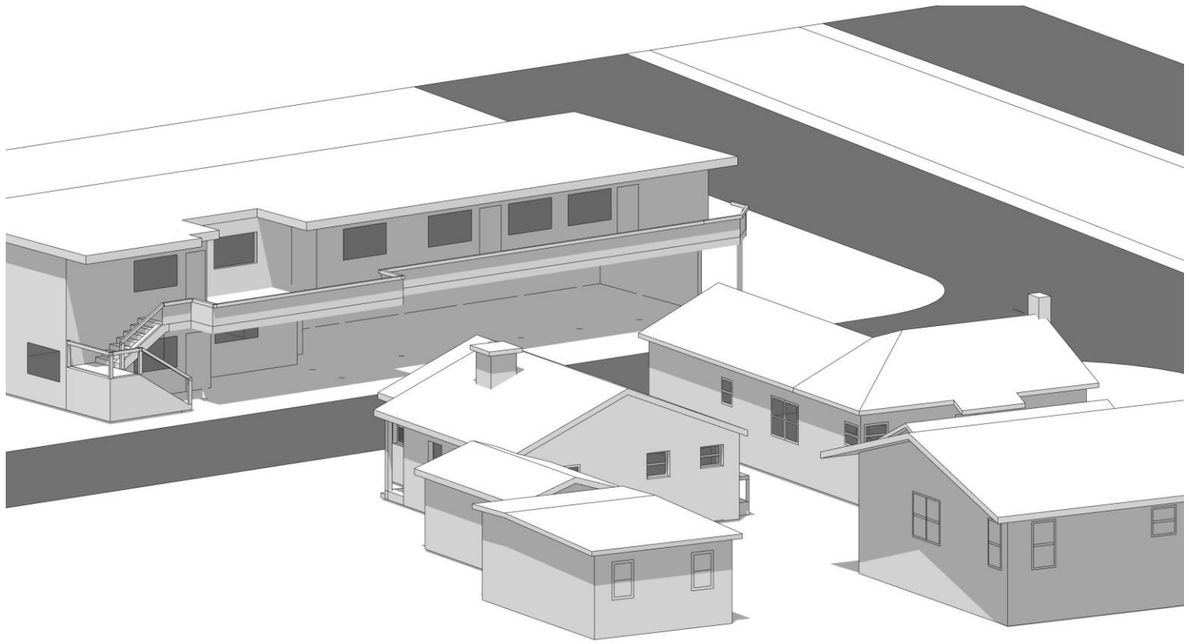


PROPOSED

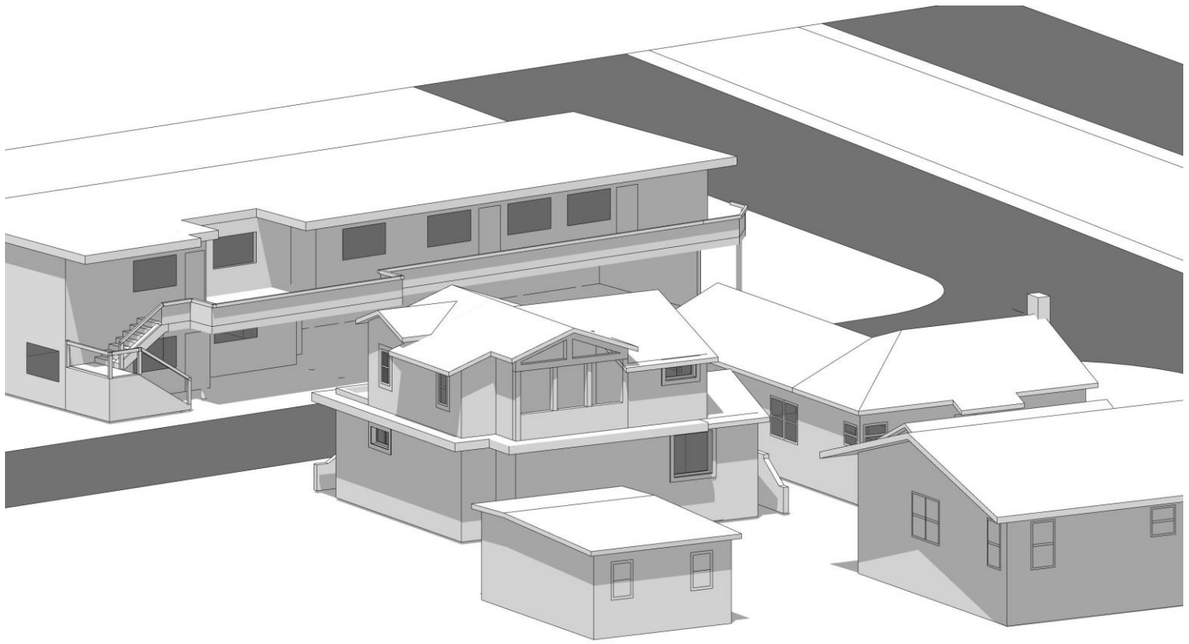
Shadow Study
9 Laurel Ave. San Anselmo

July 21st

12:00 pm



EXISTING

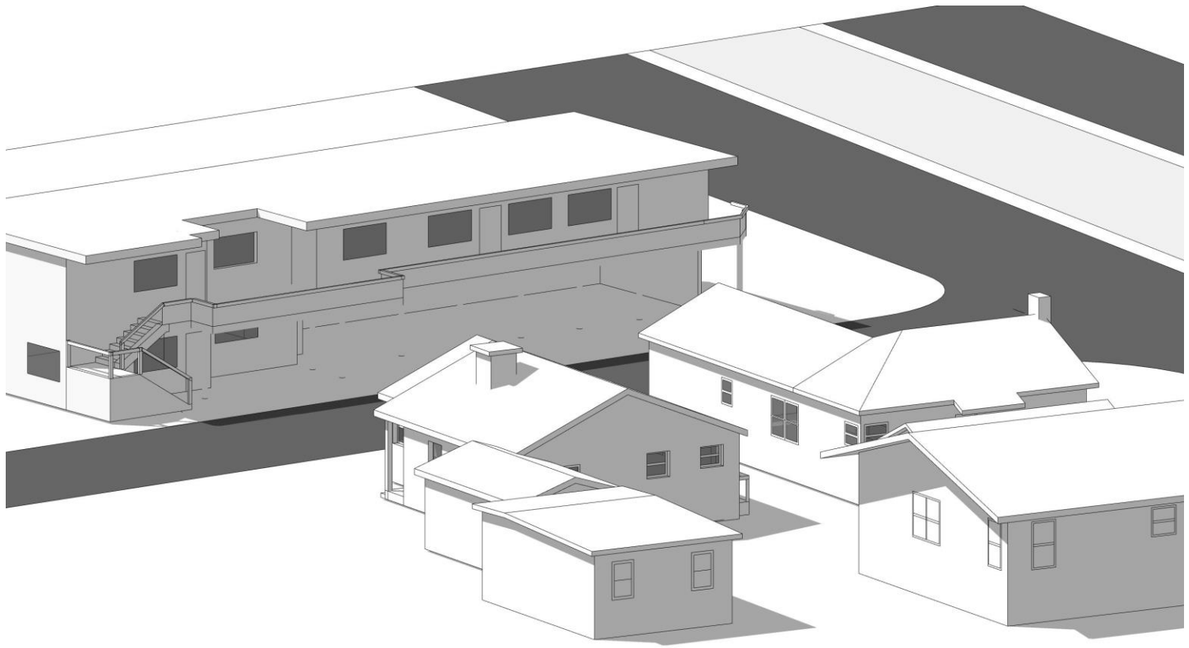


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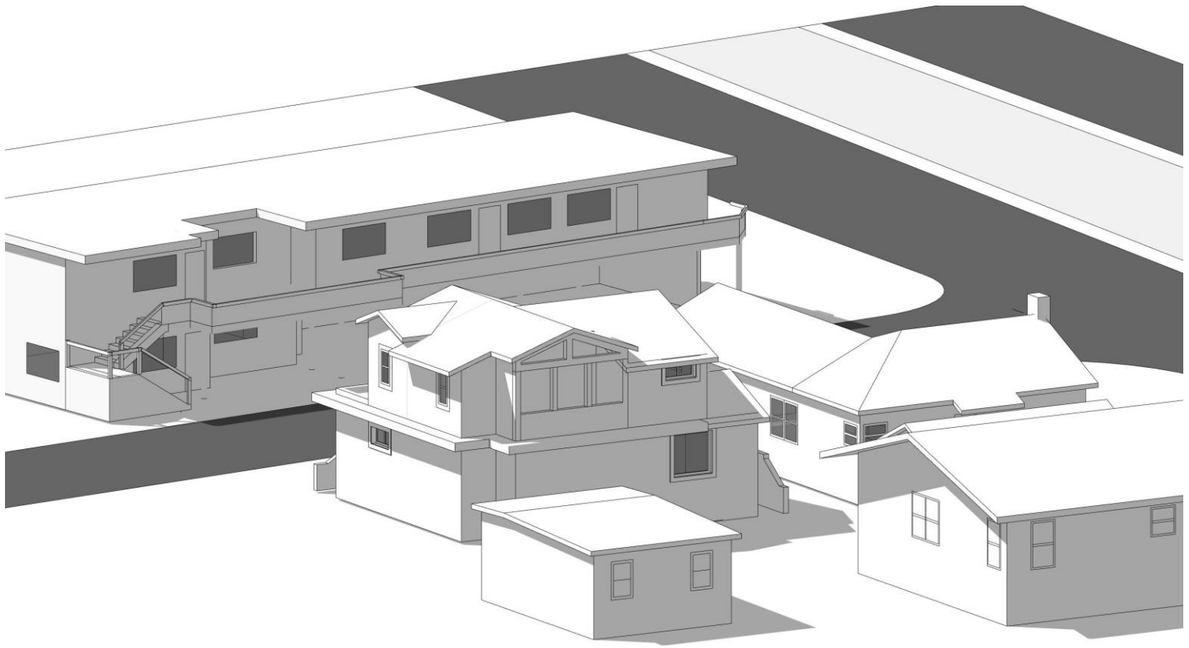
Shadow Study
9 Laurel Ave. San Anselmo

July 21st

03:00 pm



EXISTING



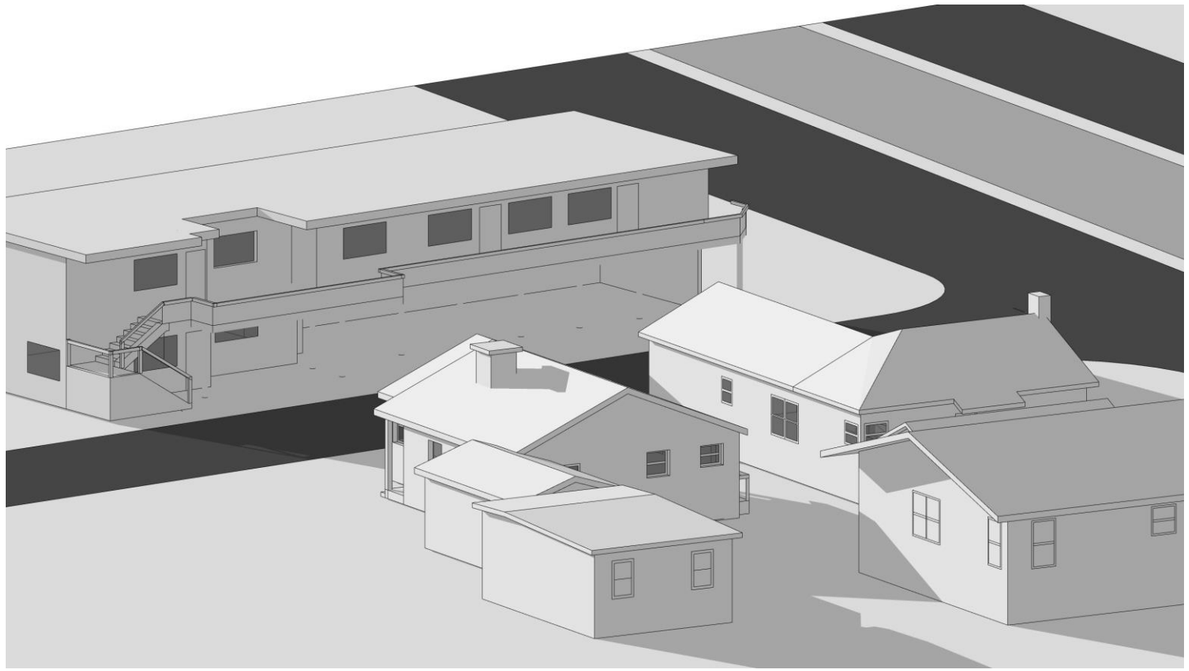
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

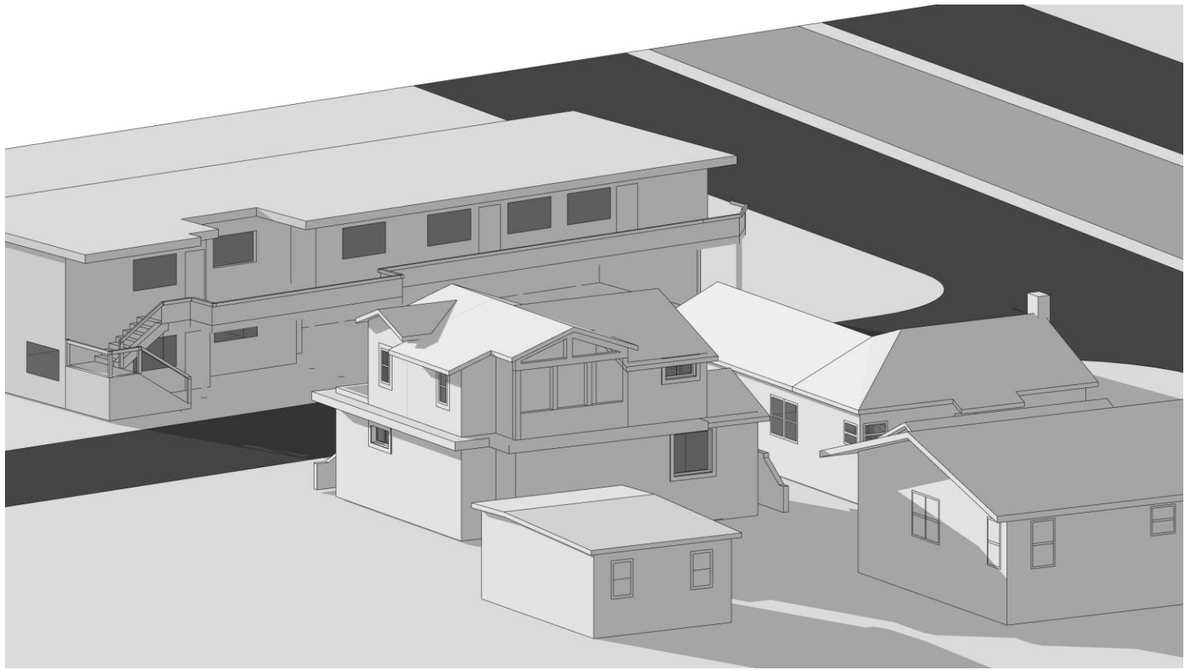
July 21st

06:00 pm

Sunset at 8:28 pm



EXISTING



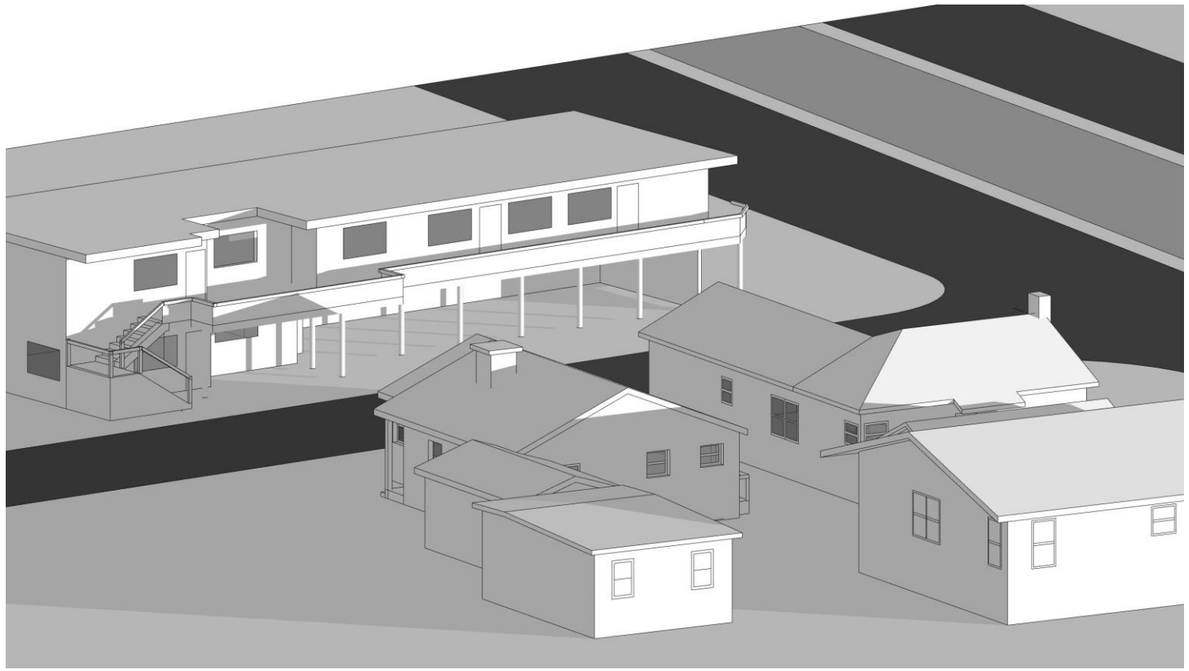
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

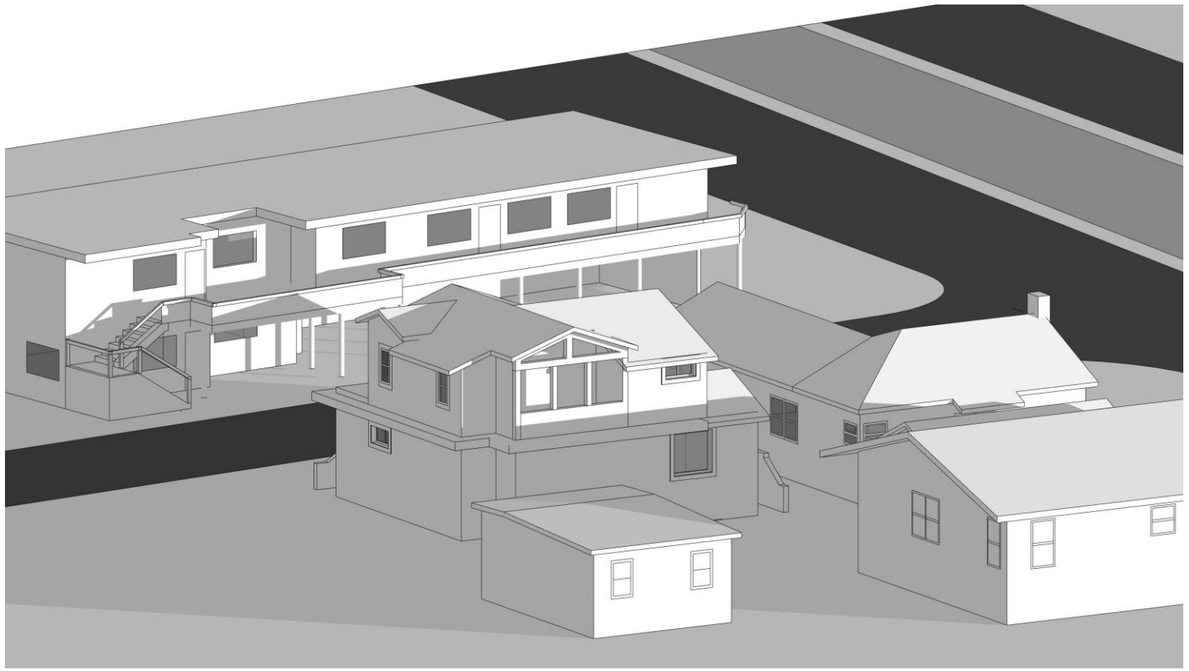
August 21st

06:00 am

Sunrise at 6:31 am



EXISTING

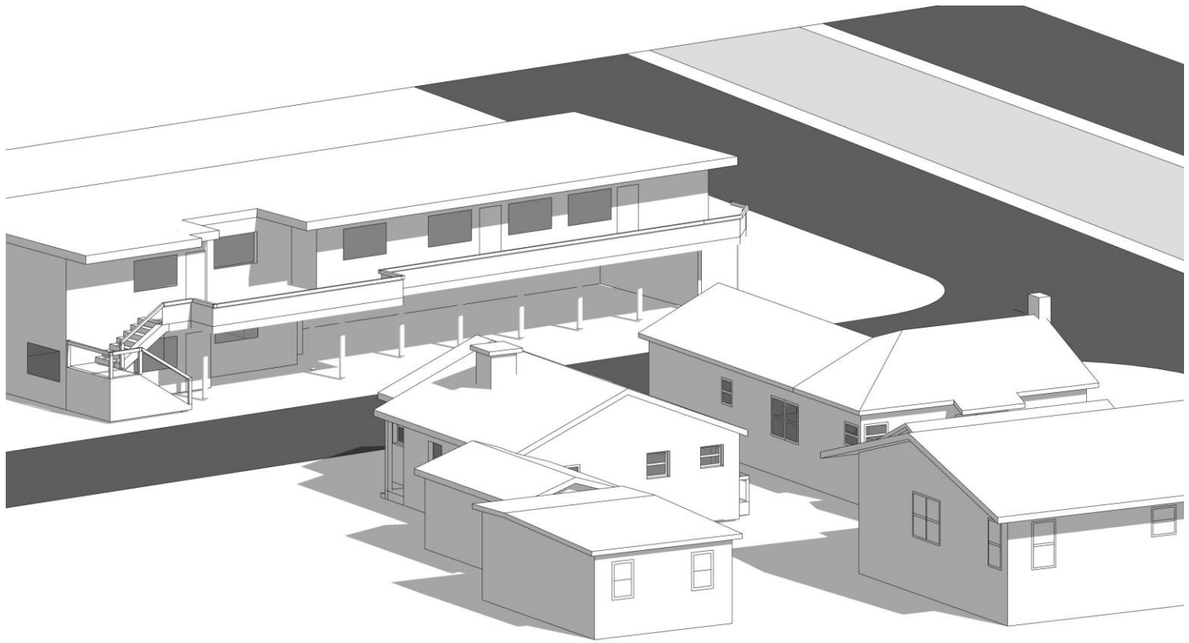


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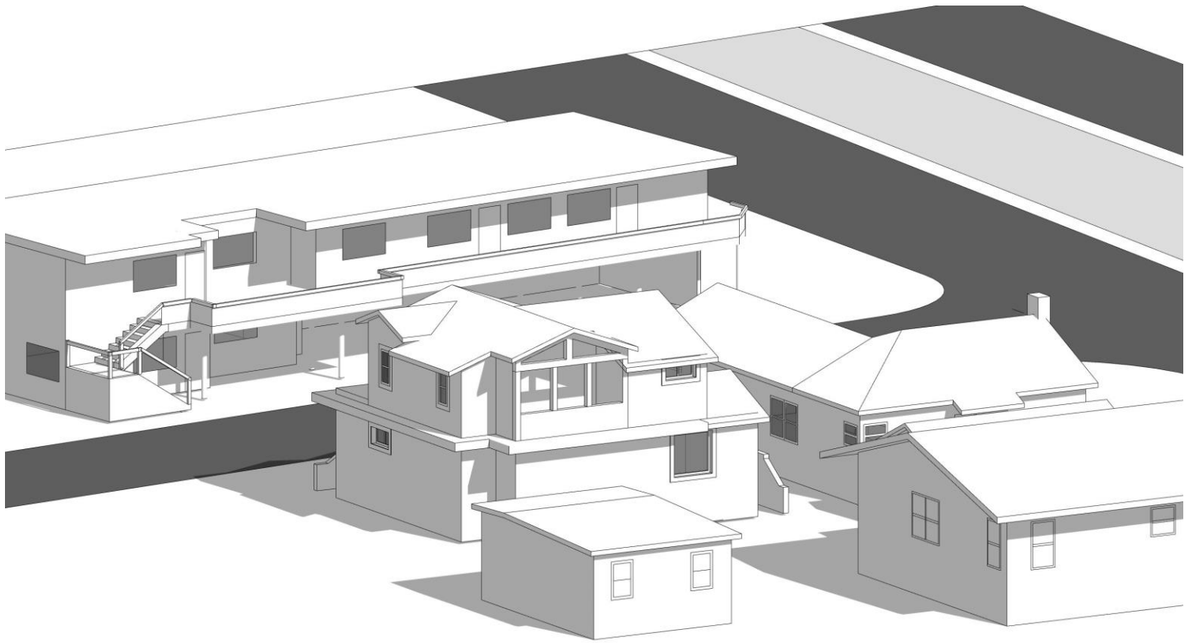
Shadow Study
9 Laurel Ave. San Anselmo

August 21st

09:00 am



EXISTING

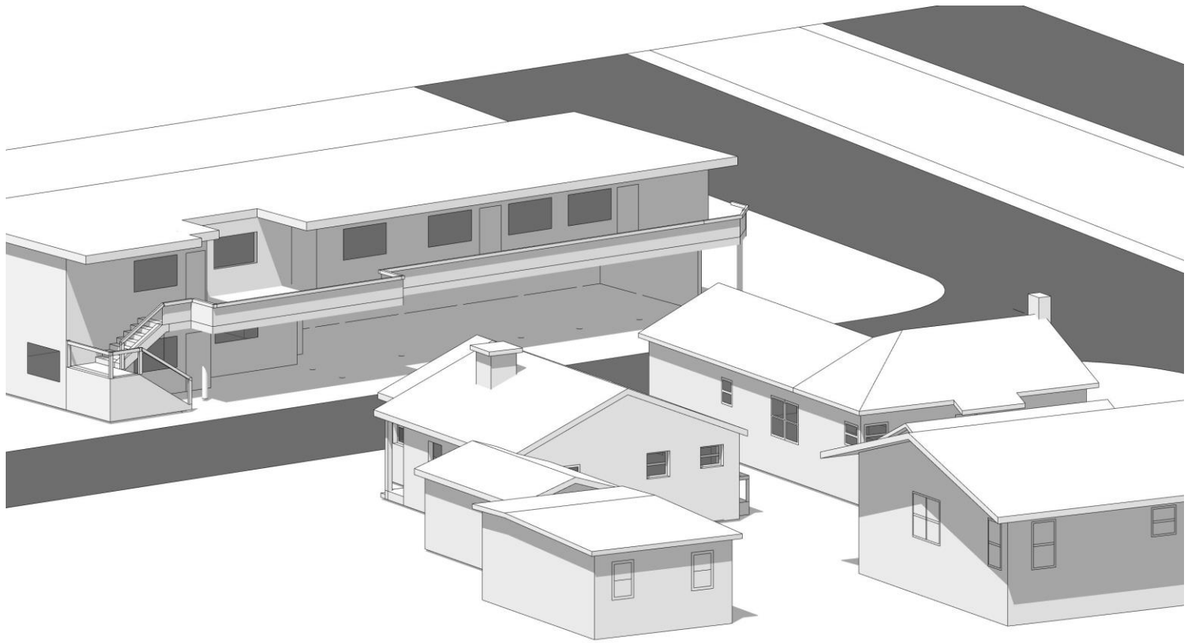


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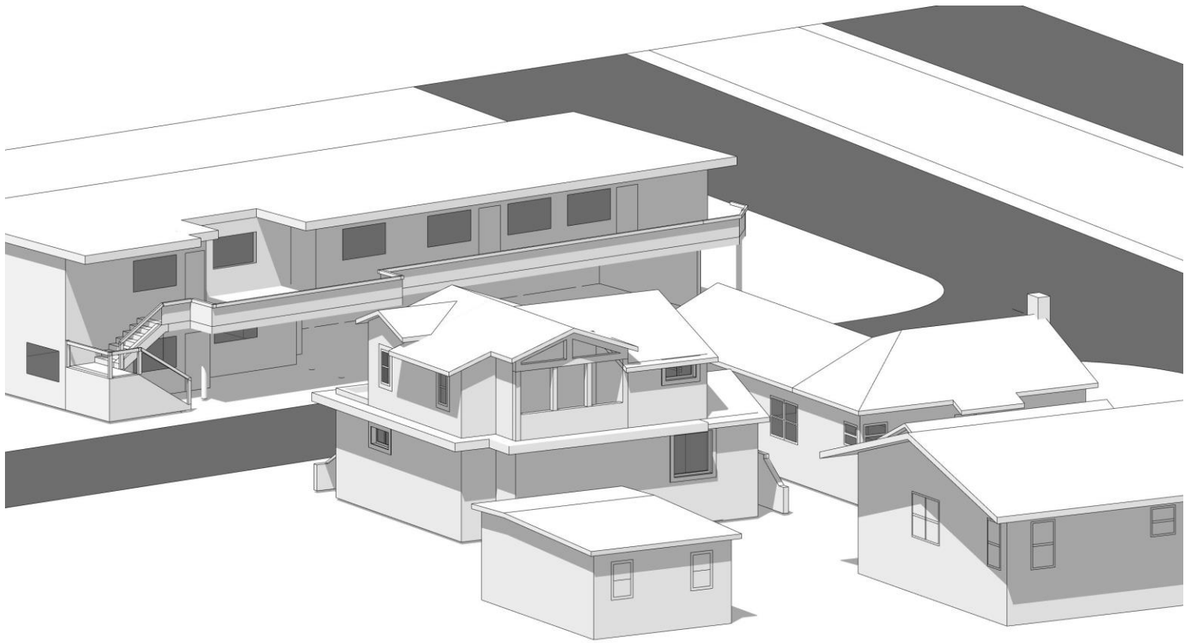
Shadow Study
9 Laurel Ave. San Anselmo

August 21st

12:00 pm



EXISTING

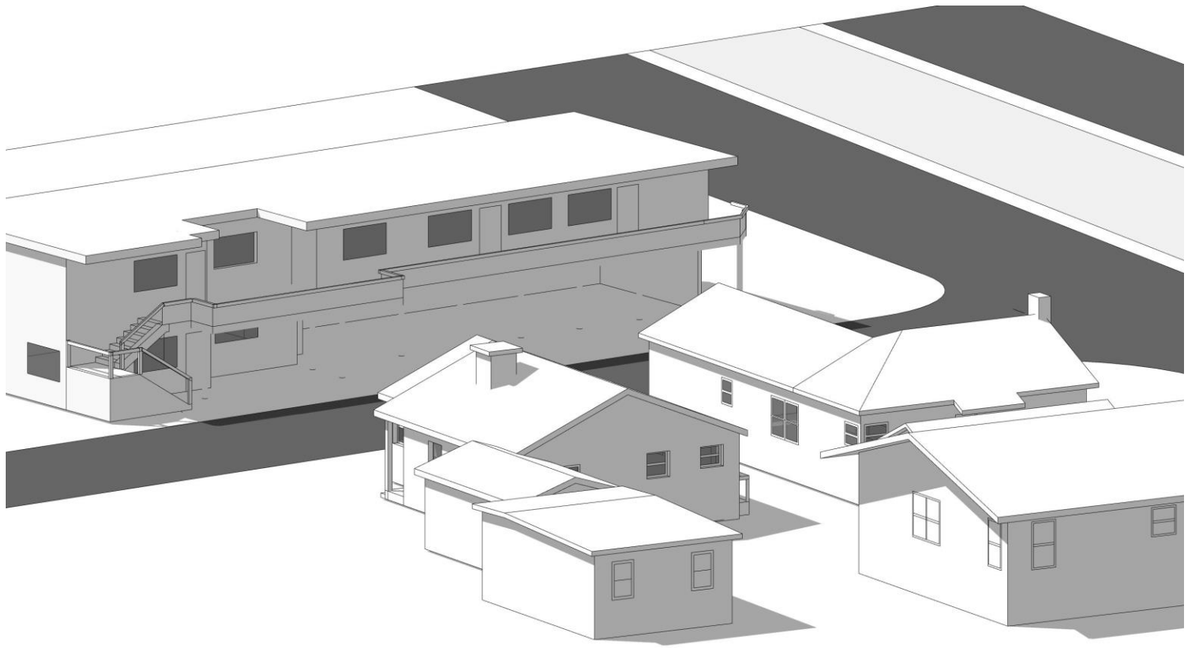


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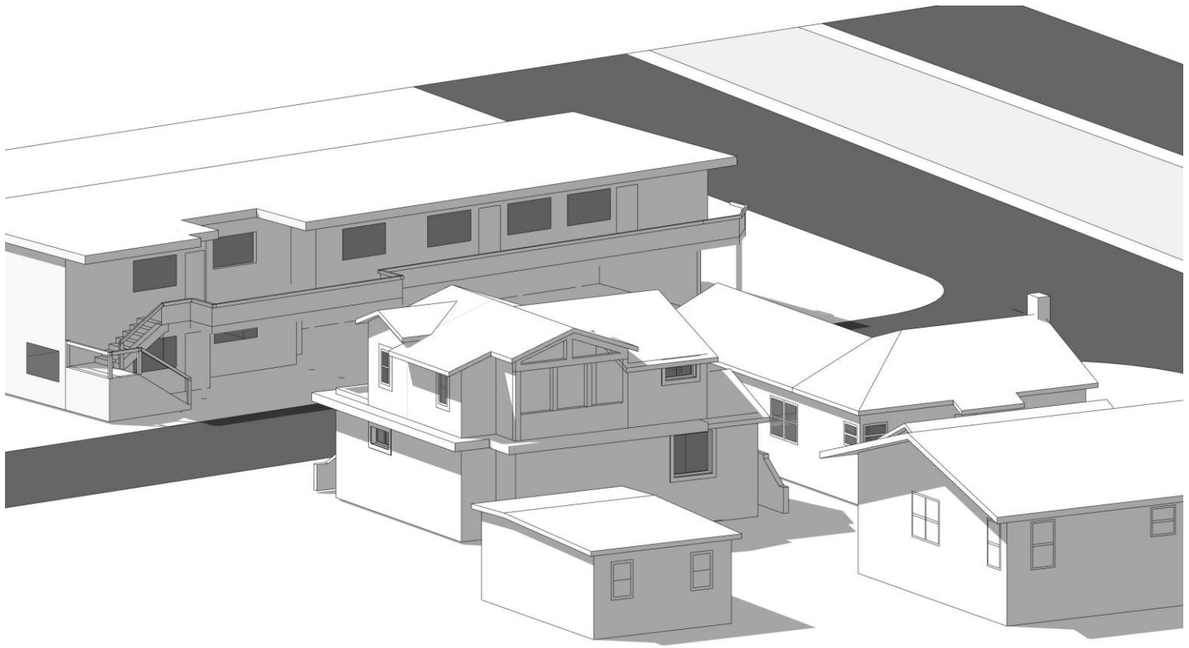
Shadow Study
9 Laurel Ave. San Anselmo

August 21st

03:00 pm



EXISTING



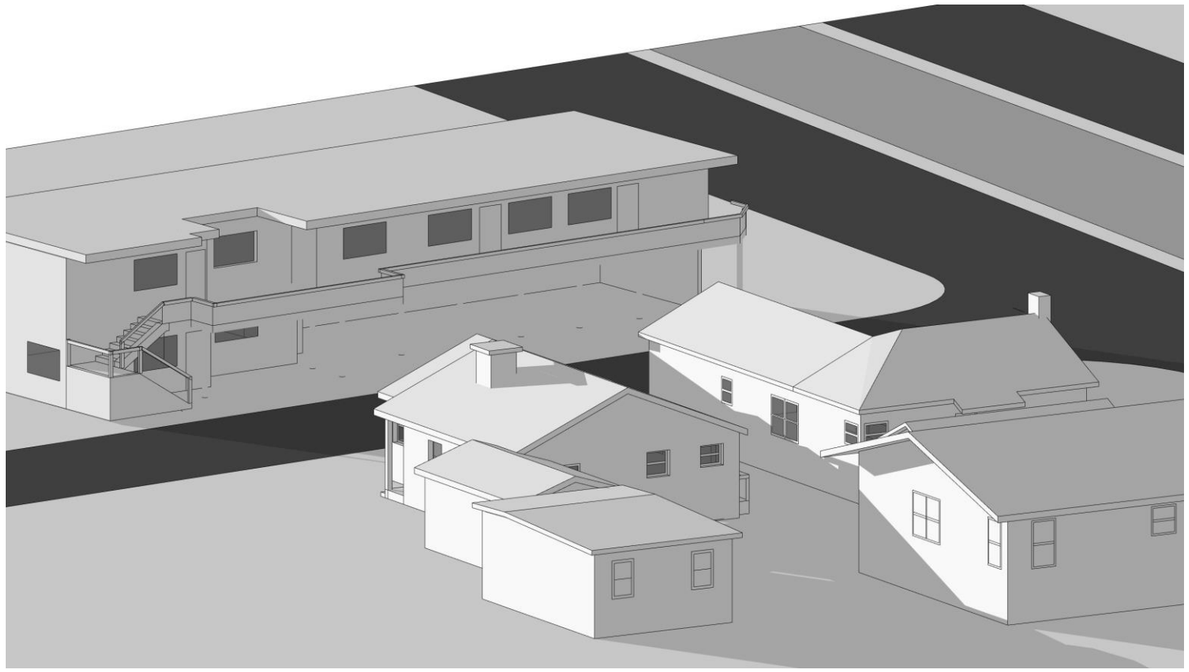
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

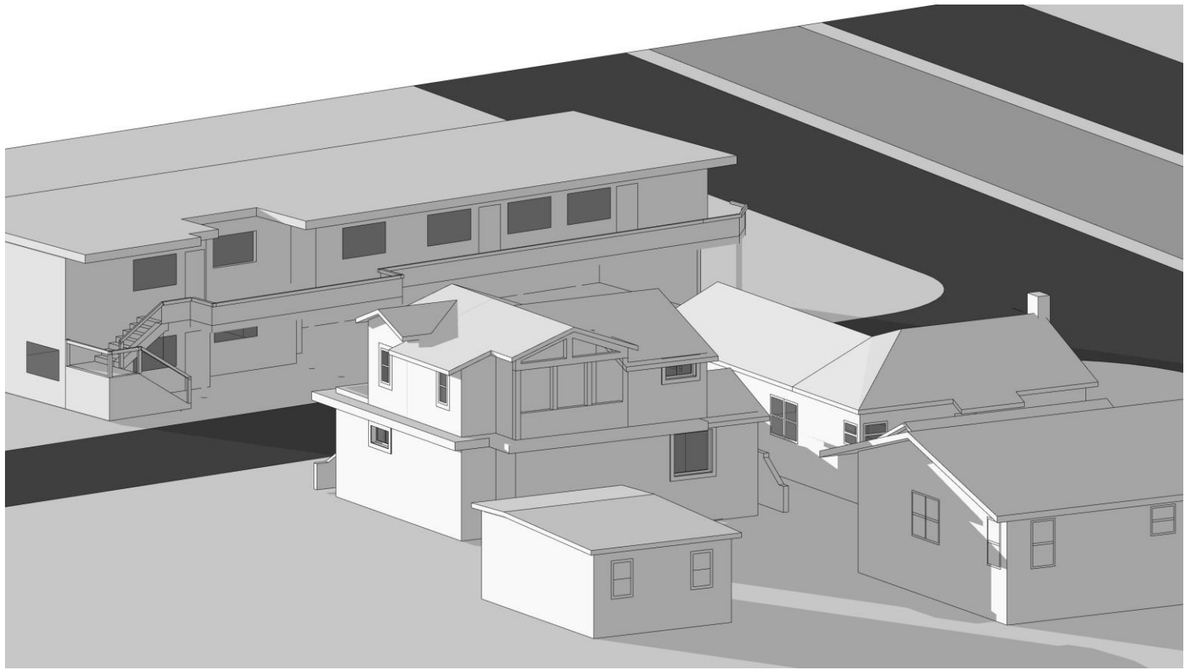
August 21st

06:00 pm

Sunset at 7:54 pm



EXISTING



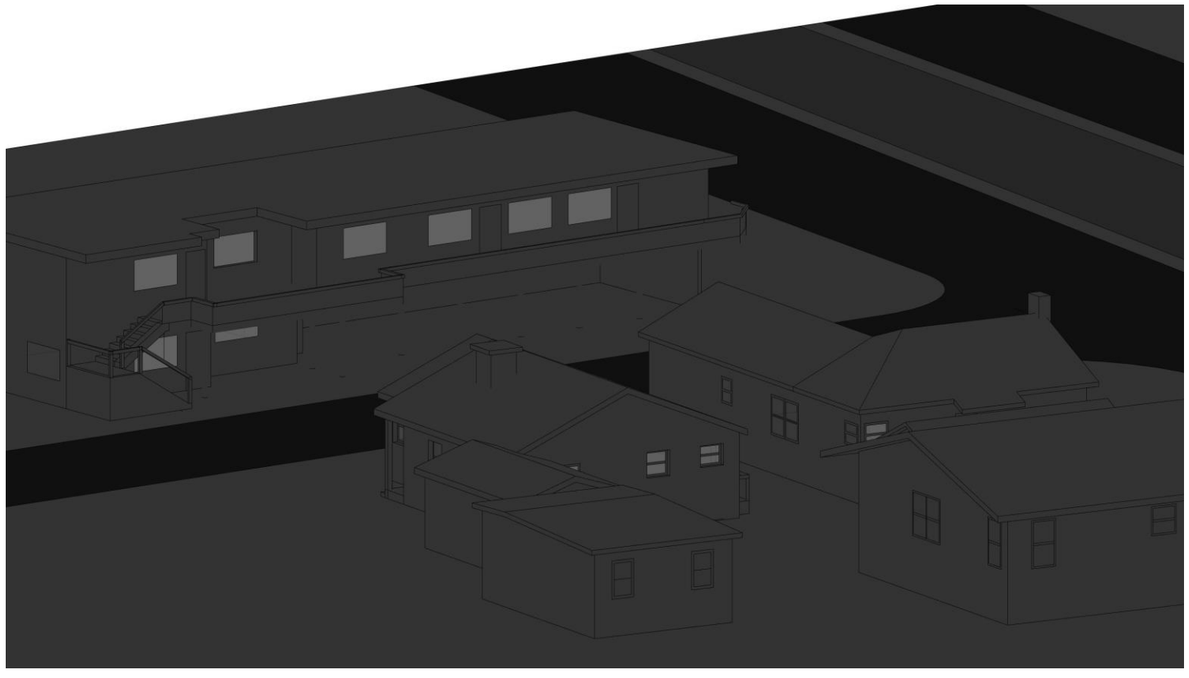
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

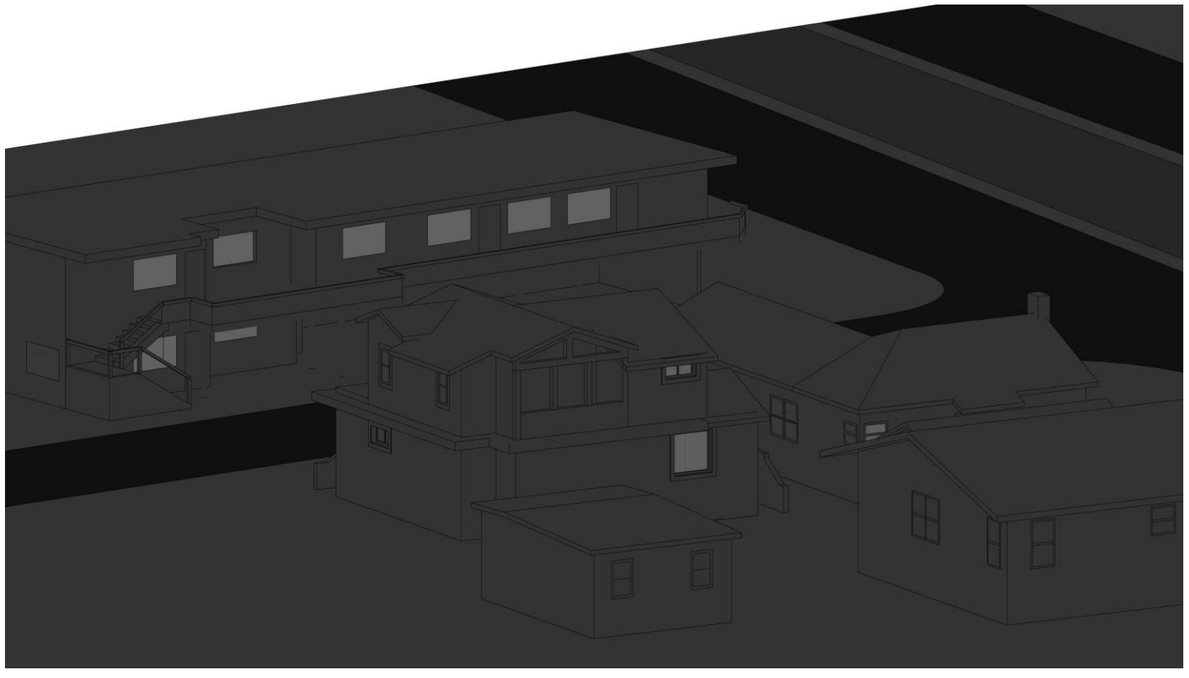
September 21st

06:00 am

Sunrise at 6:57 am



EXISTING

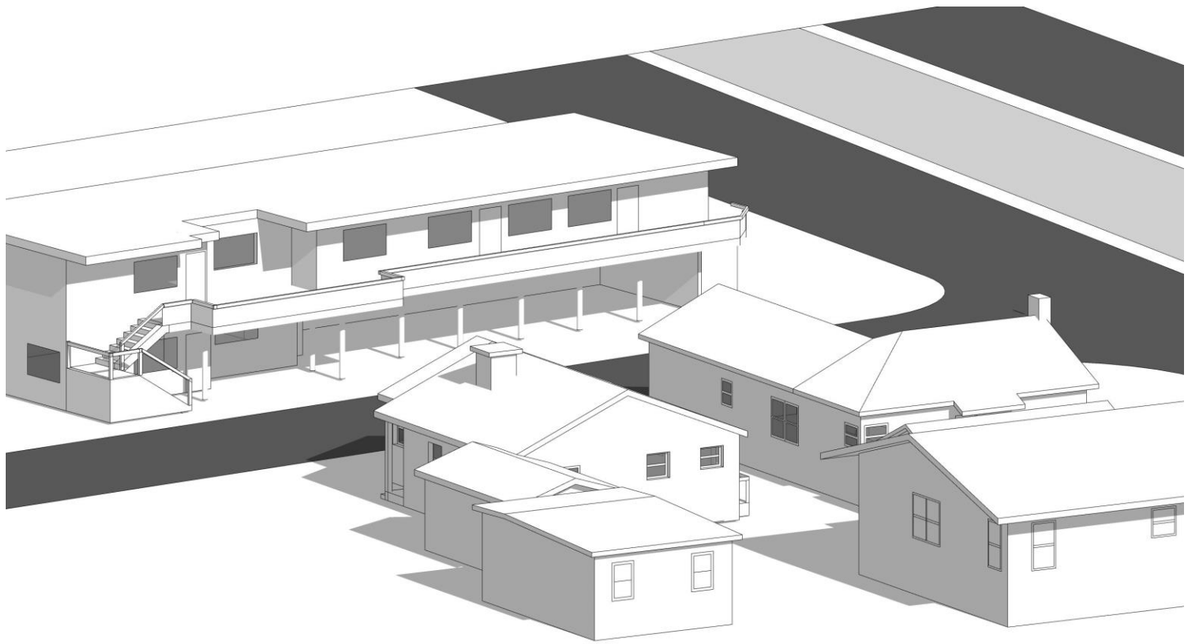


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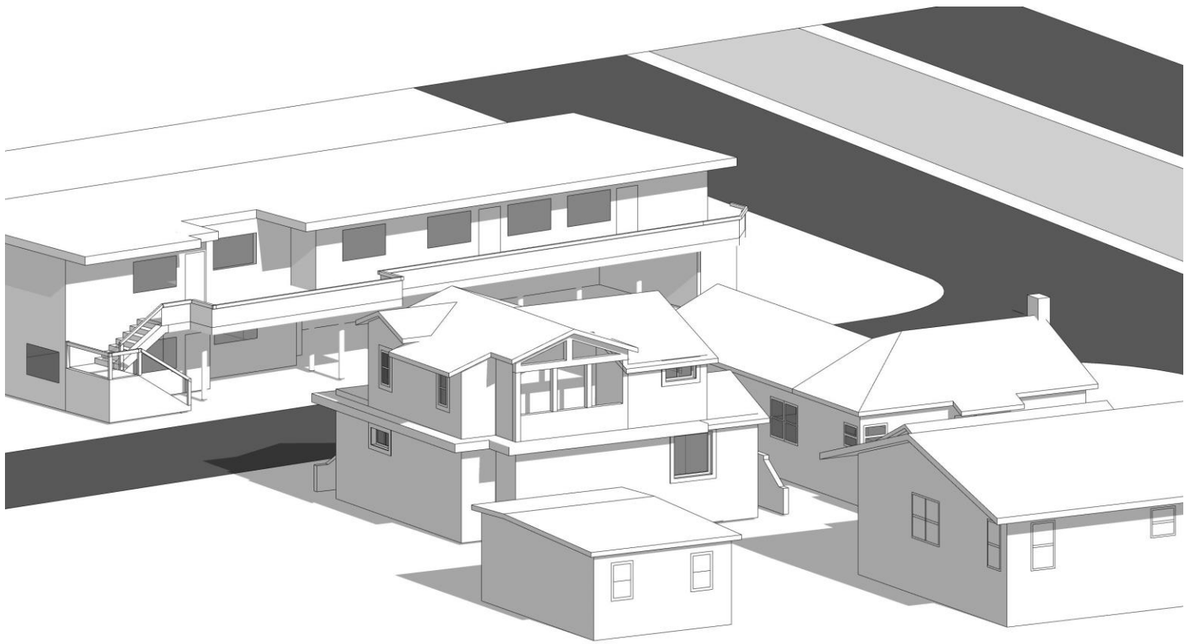
Shadow Study
9 Laurel Ave. San Anselmo

September 21st

09:00 am



EXISTING

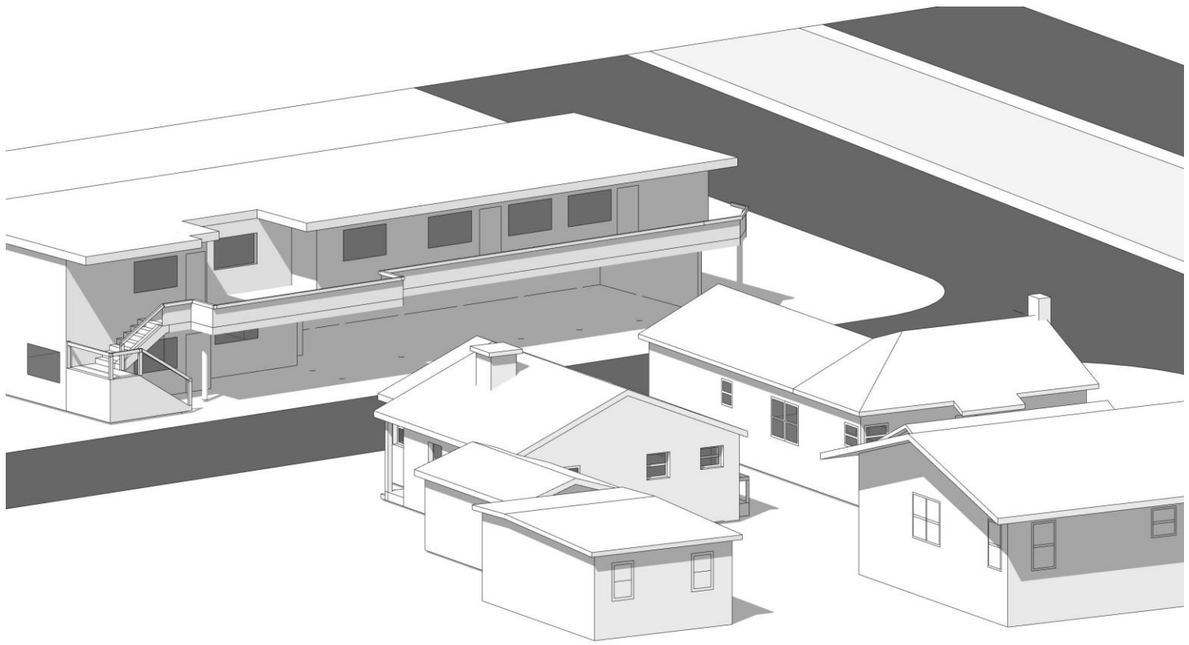


PROPOSED

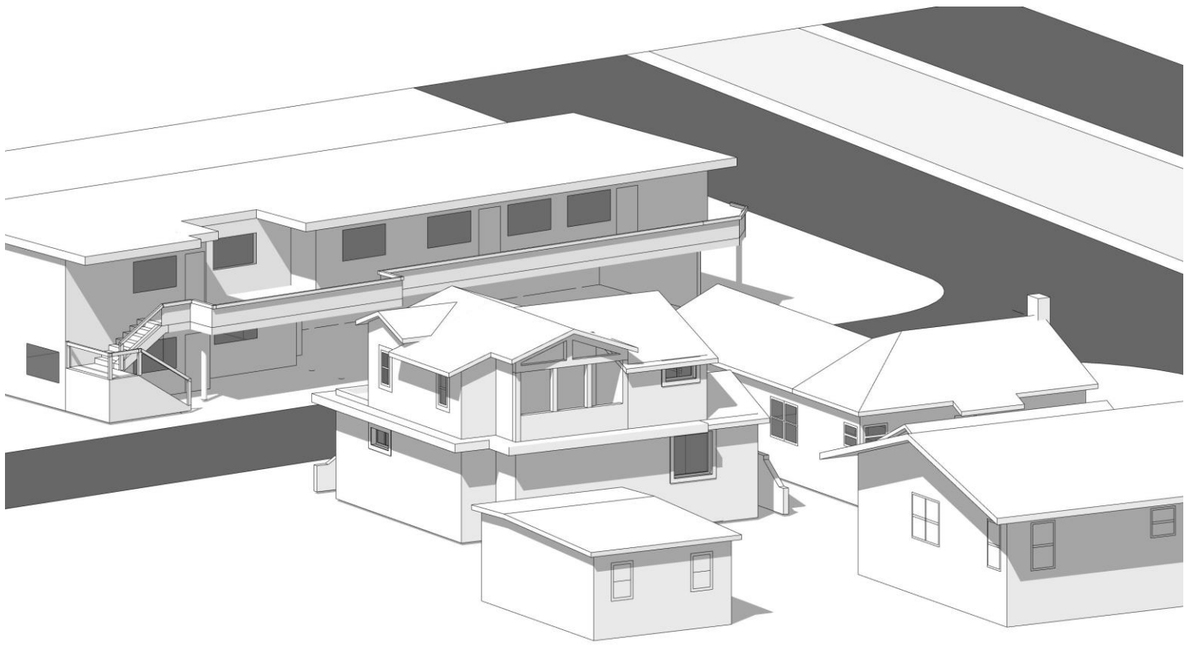
Shadow Study
9 Laurel Ave. San Anselmo

September 21st

12:00 pm



EXISTING

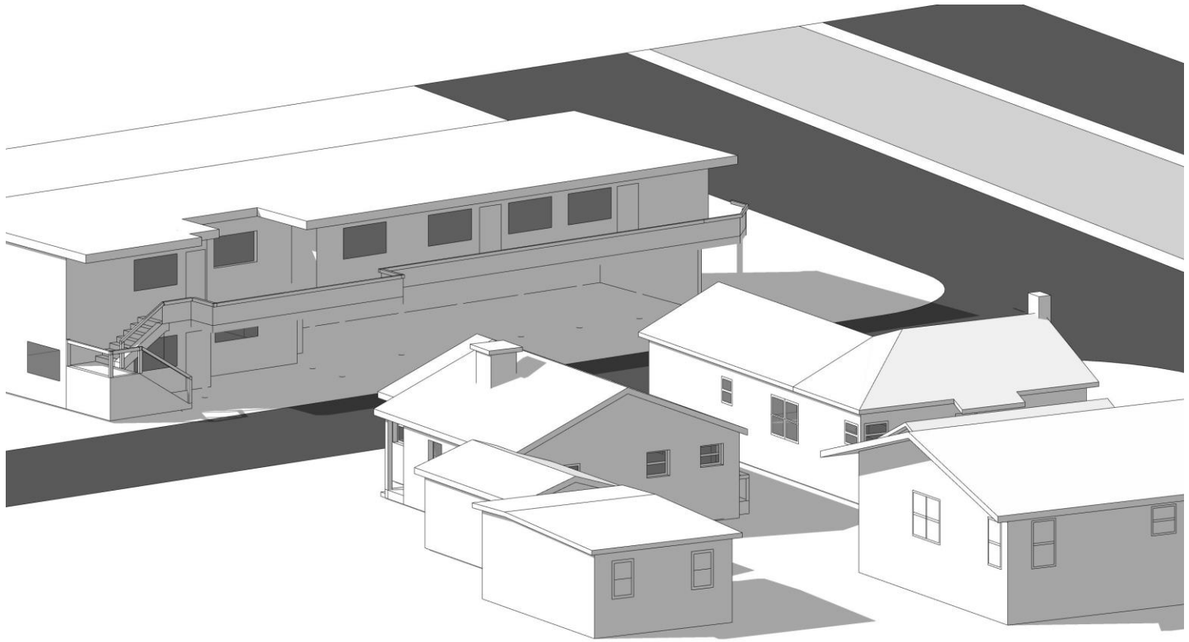


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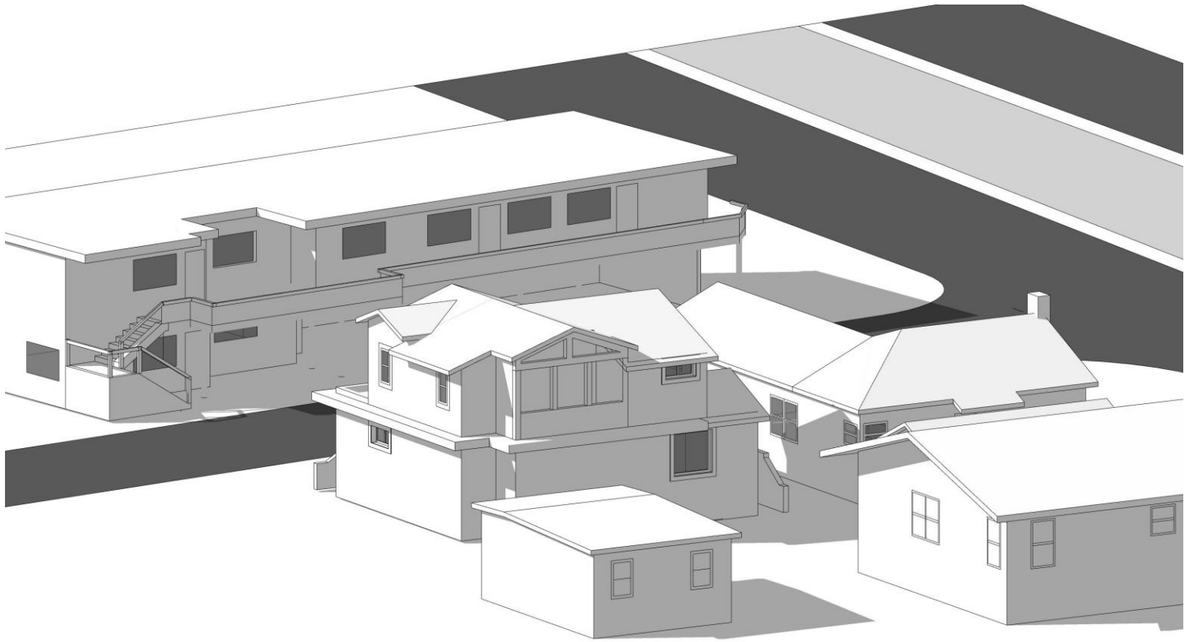
Shadow Study
9 Laurel Ave. San Anselmo

September 21st

03:00 pm



EXISTING



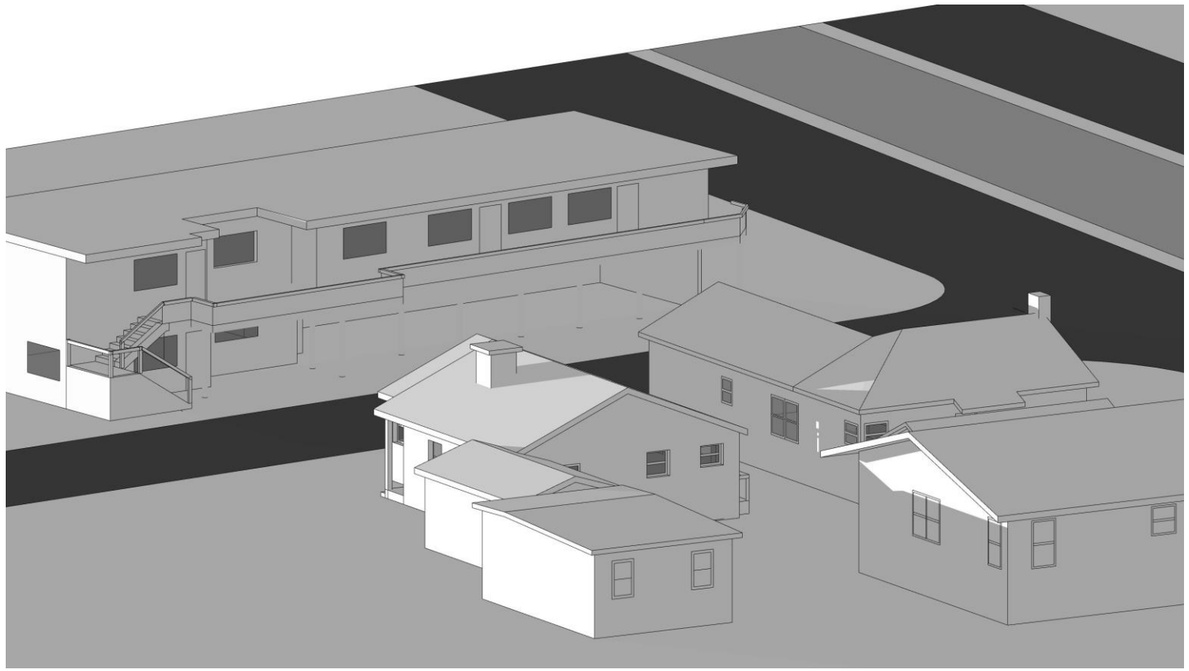
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

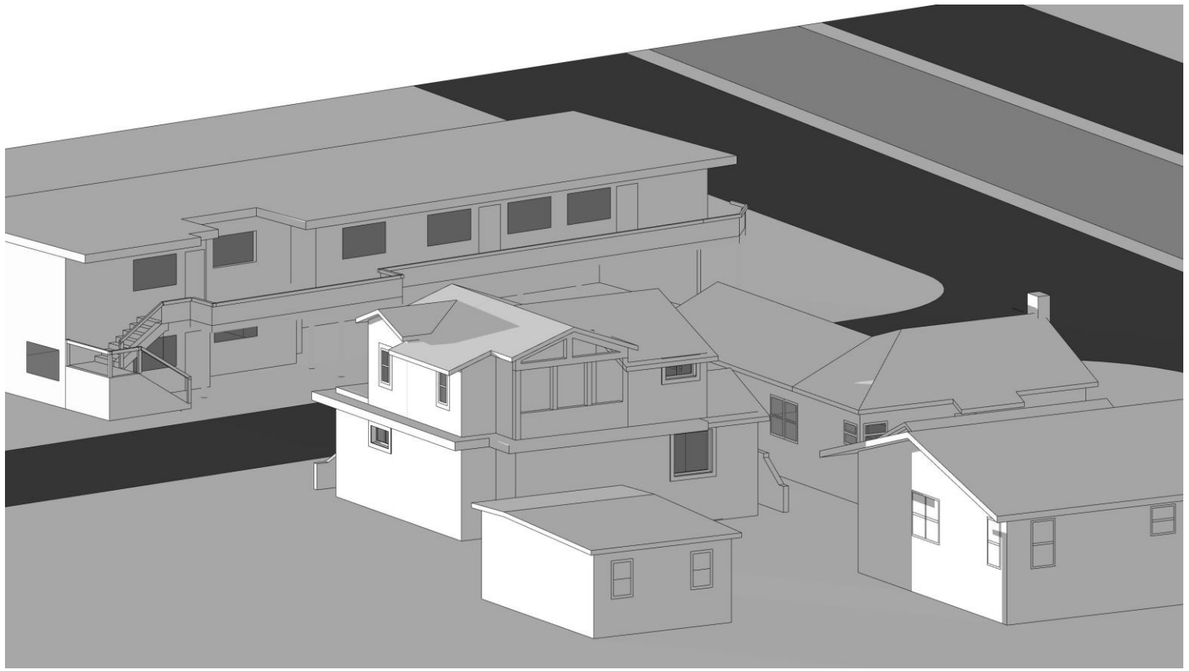
September 21st

06:00 pm

Sunset at 7:08 am



EXISTING



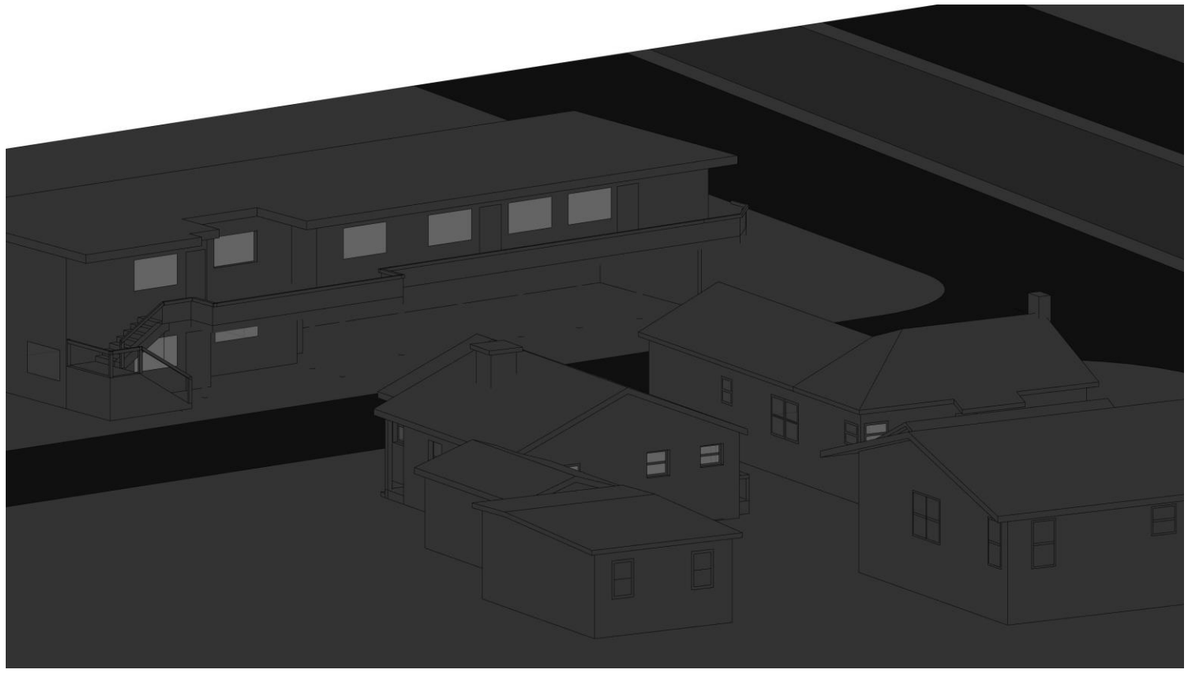
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

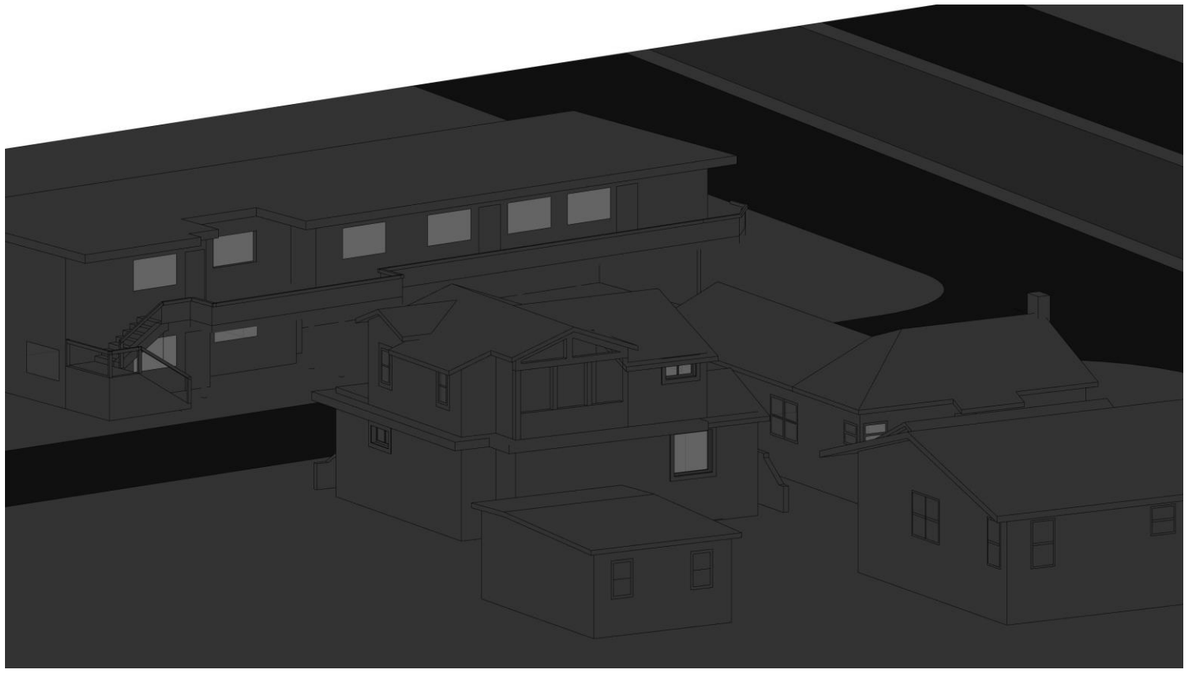
October 21st

06:00 am

Sunrise at 7:25 am



EXISTING

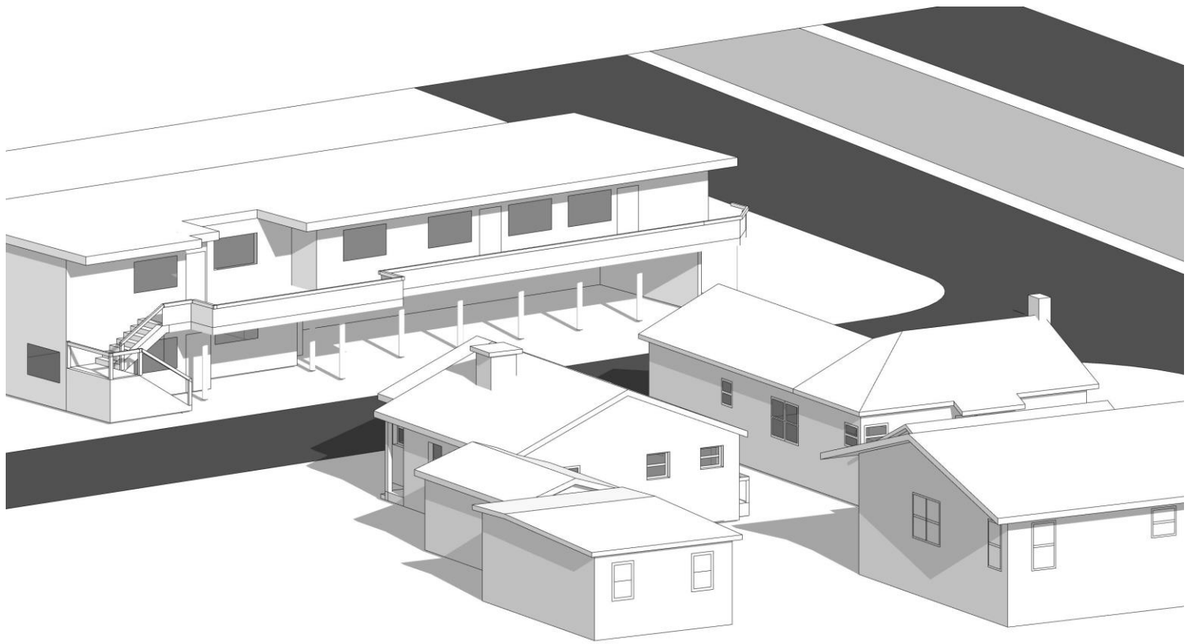


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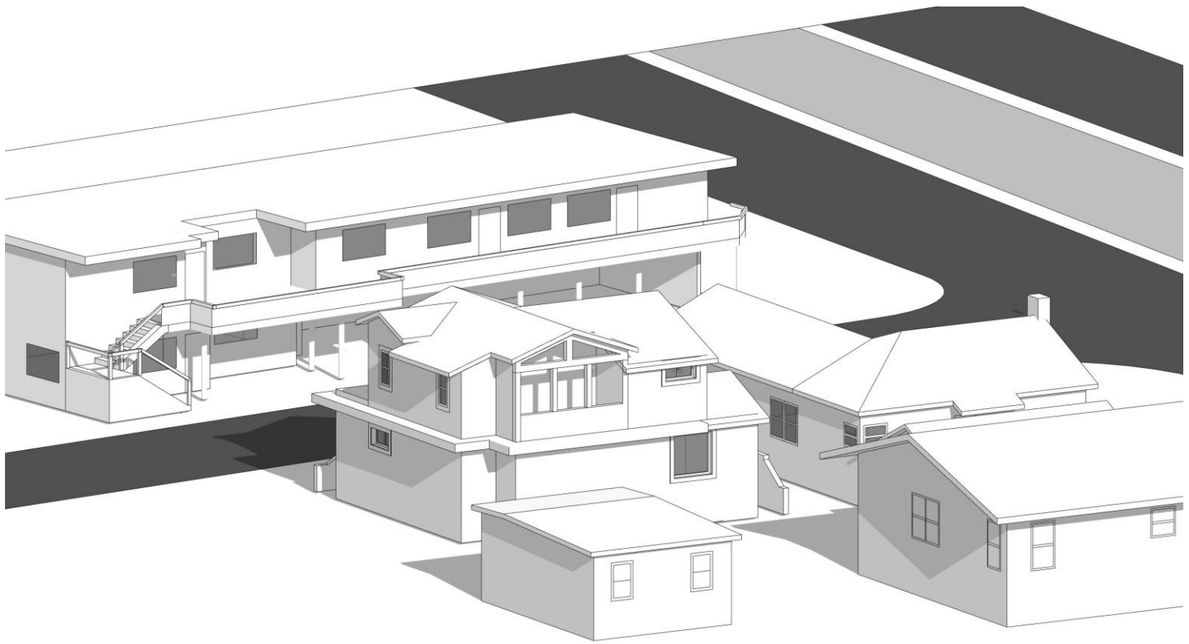
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

09:00 am



EXISTING

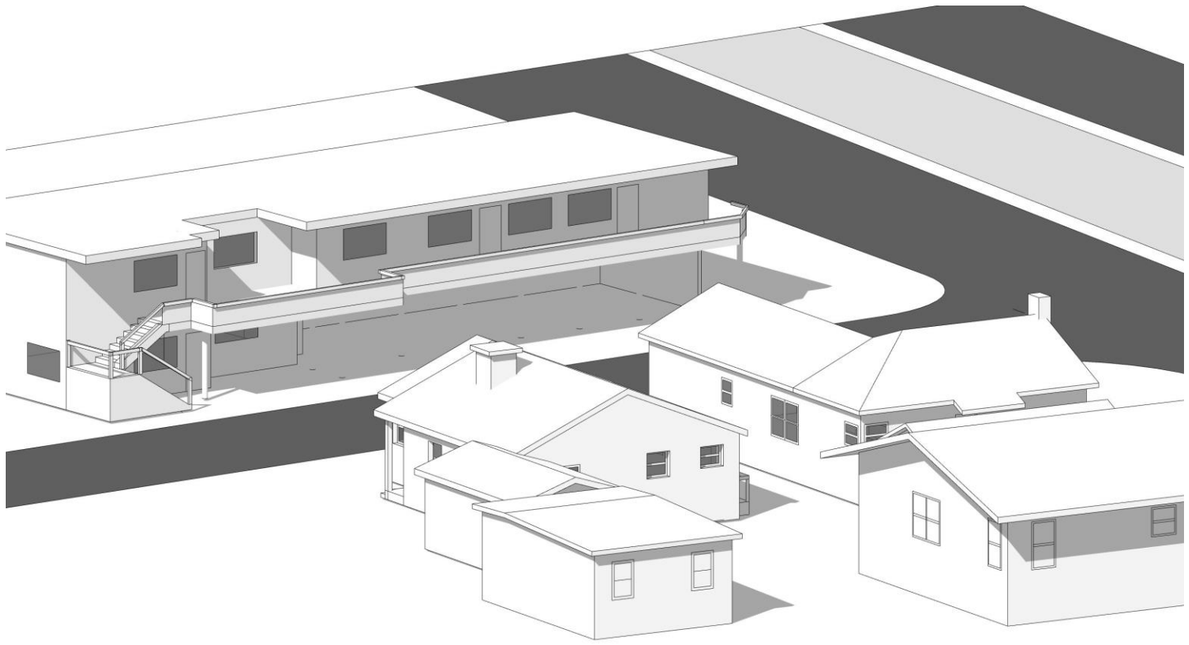


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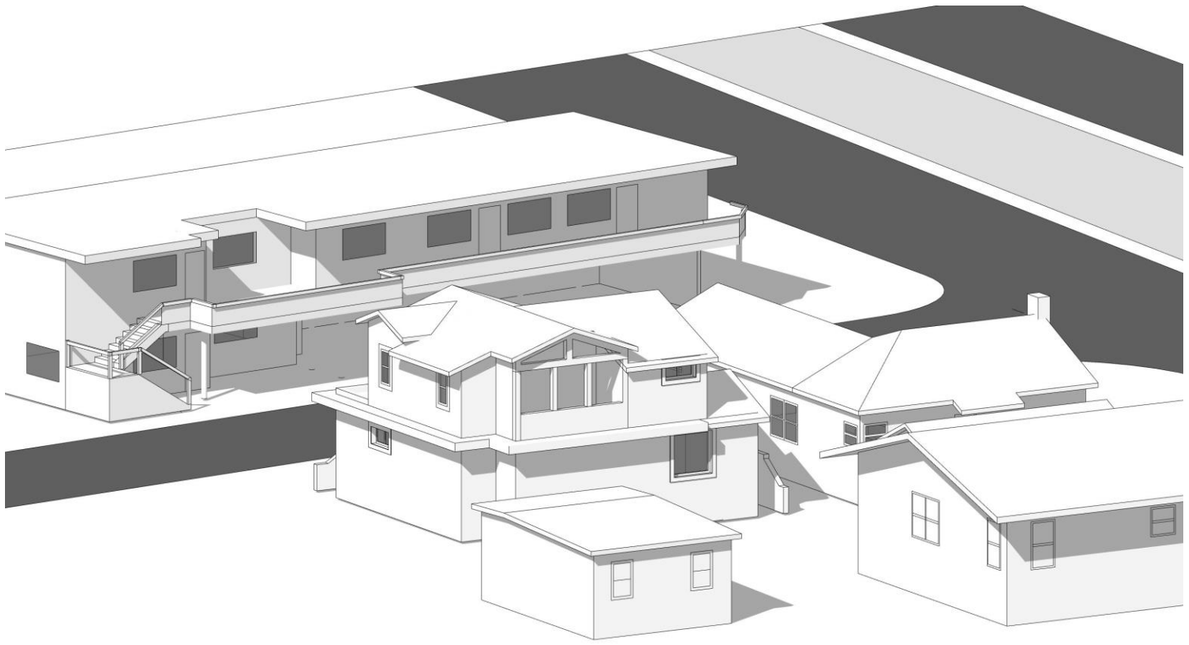
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

12:00 pm



EXISTING

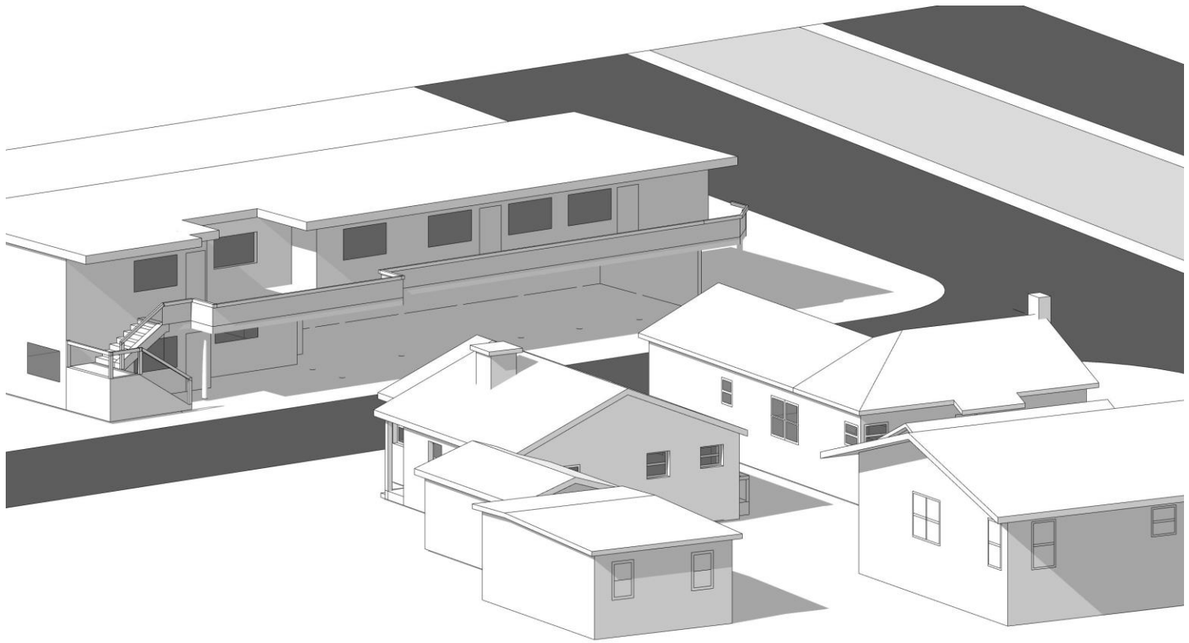


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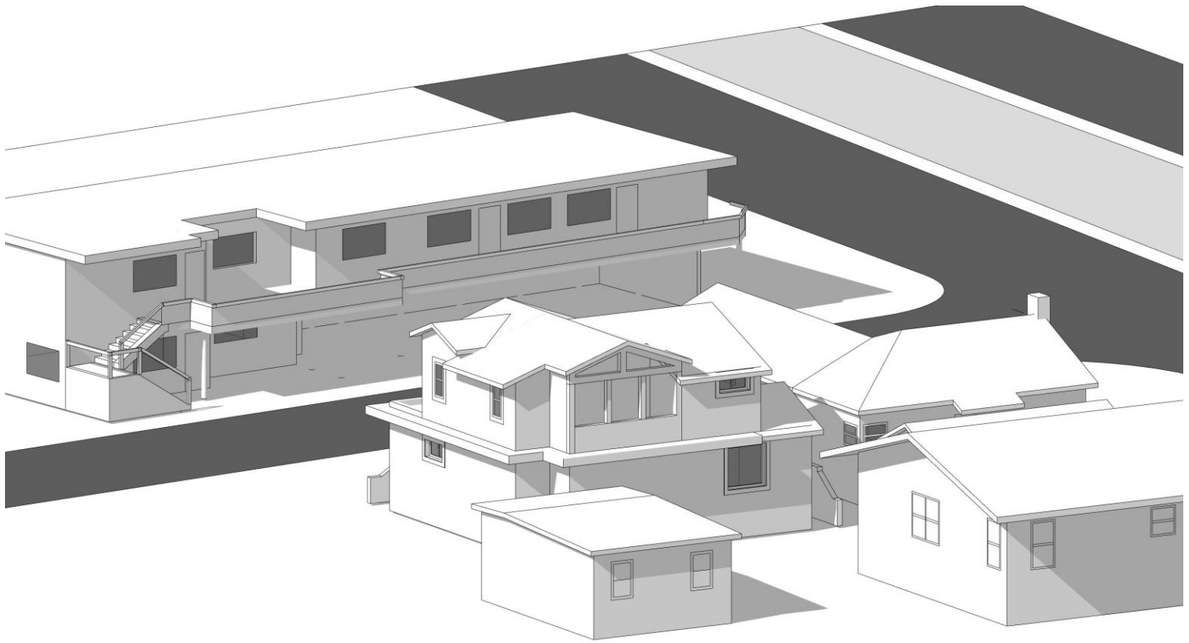
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

01:00 pm



EXISTING

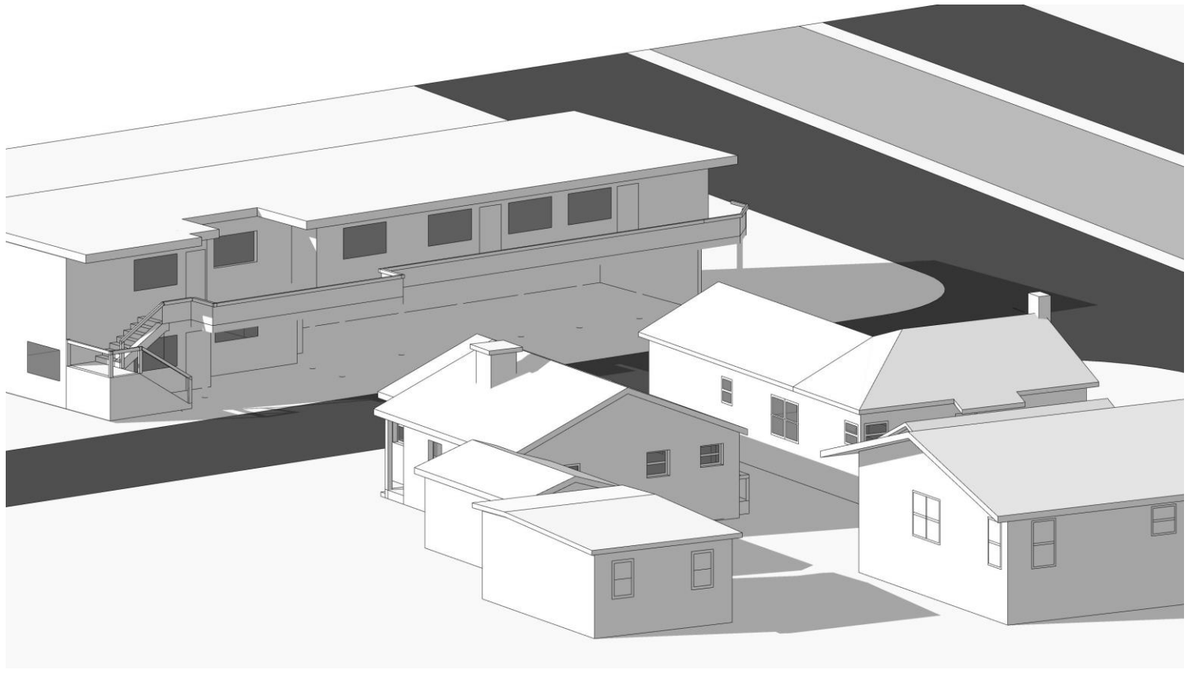


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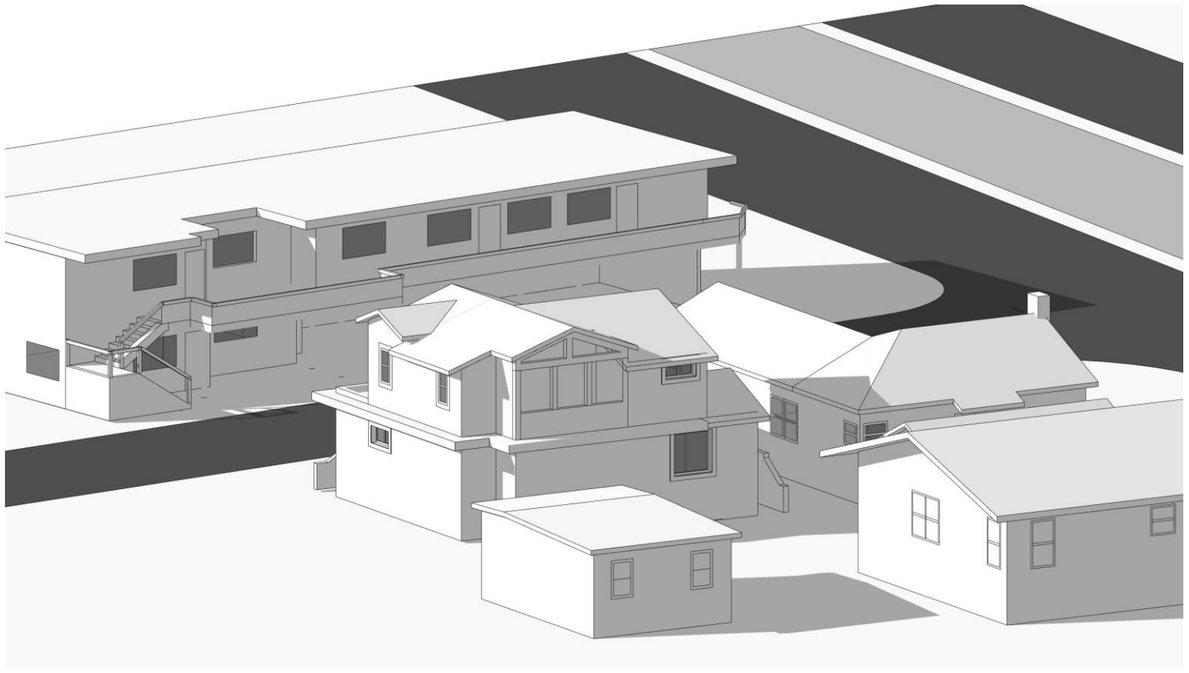
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

03:00 pm



EXISTING

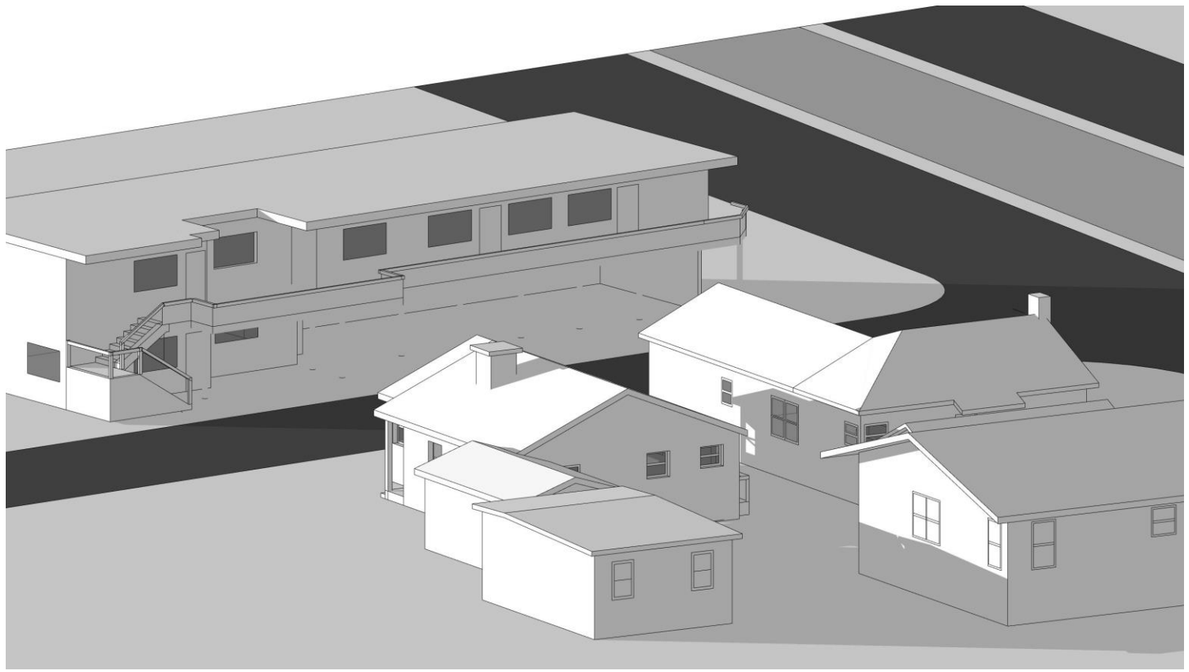


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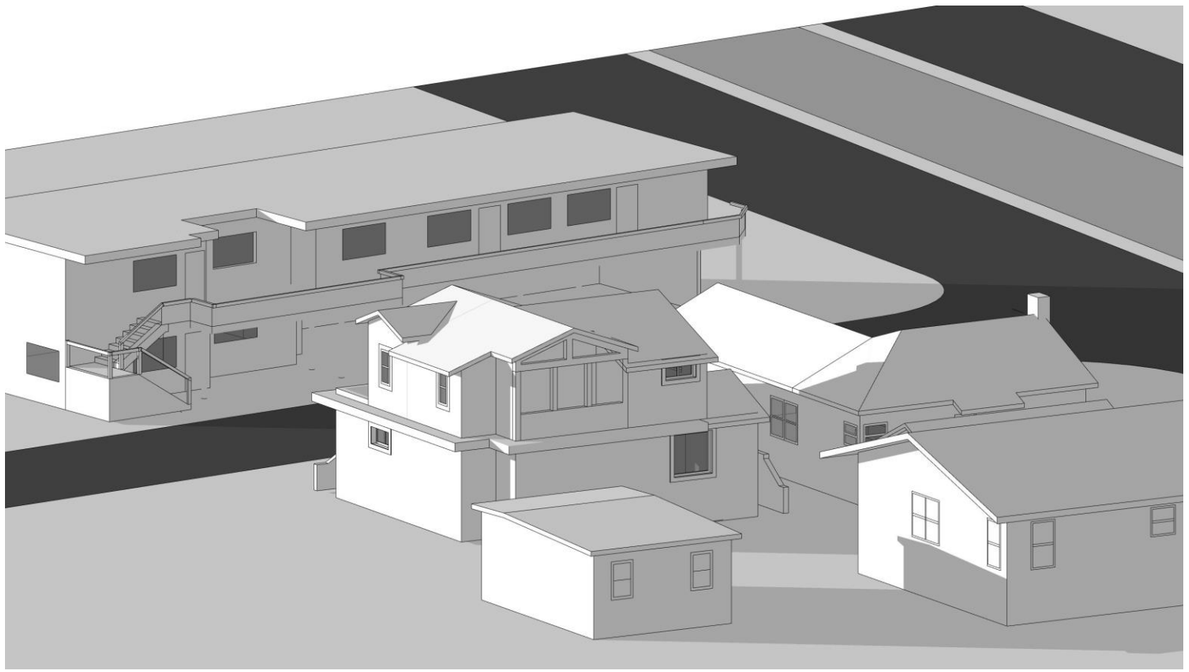
Shadow Study
9 Laurel Ave. San Anselmo

October 21st

04:30 pm



EXISTING



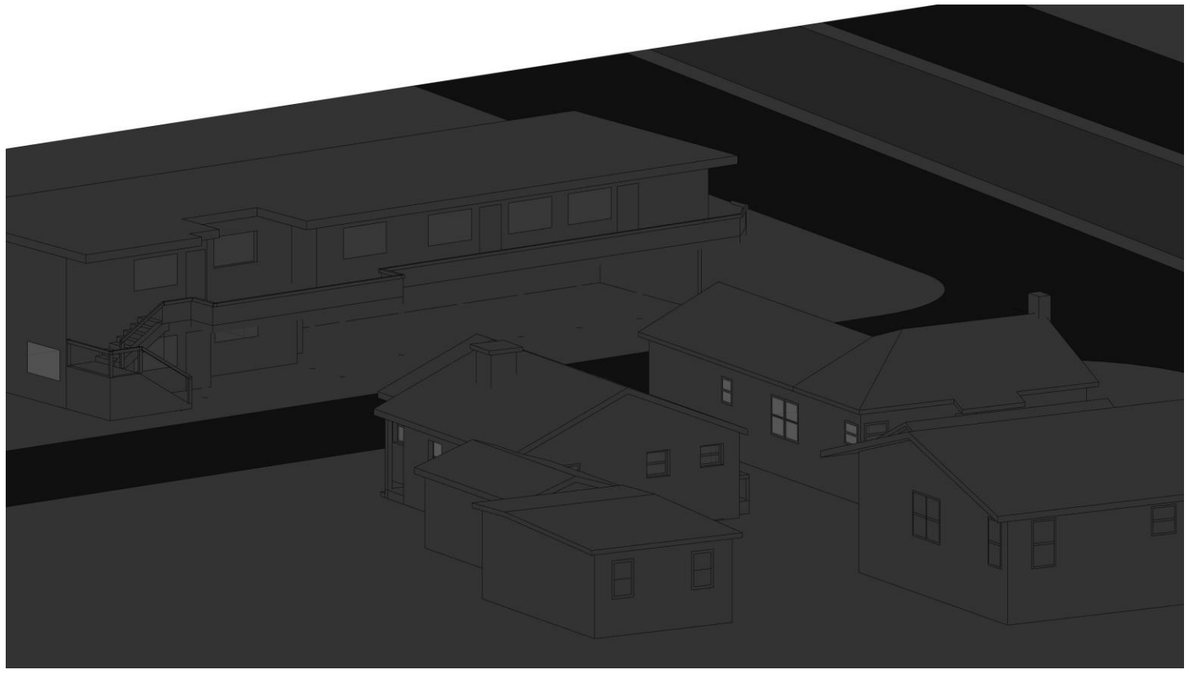
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

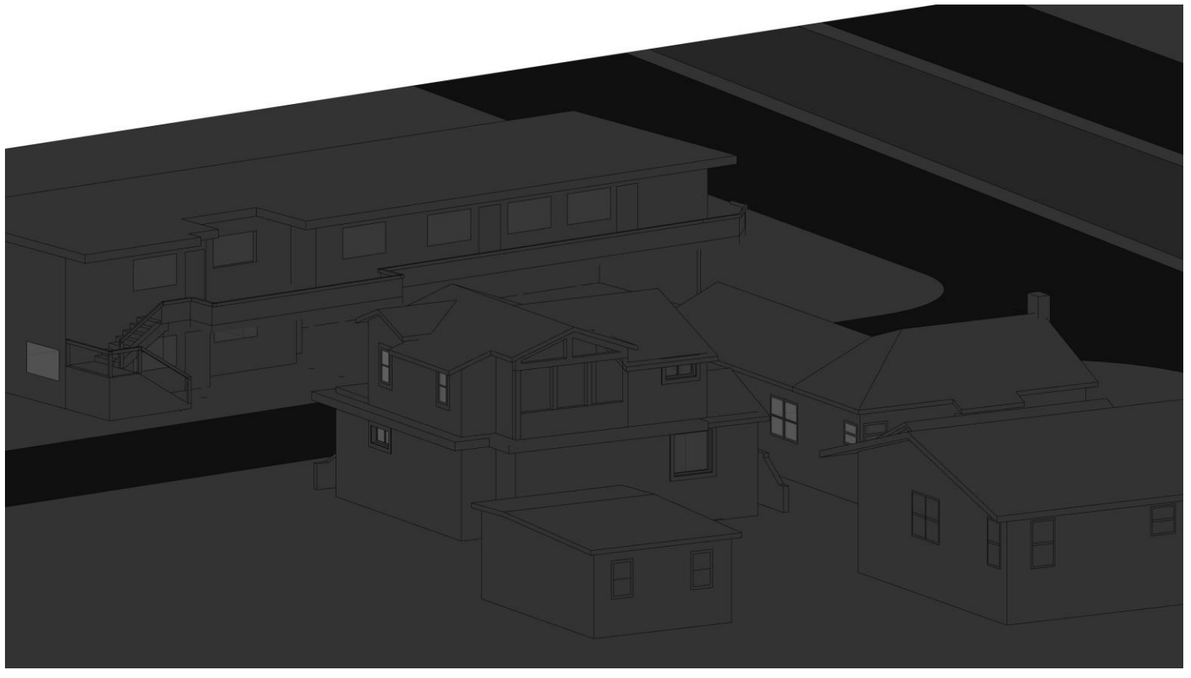
October 21st

06:00 pm

Sunset at 6:23 pm



EXISTING



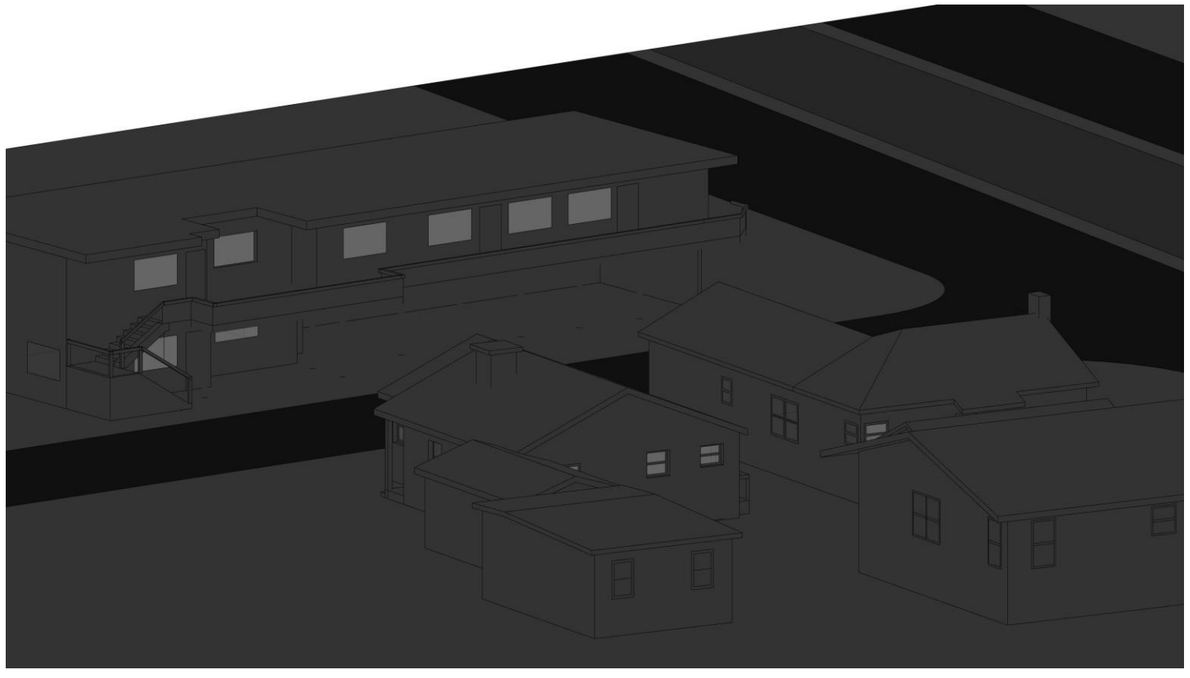
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

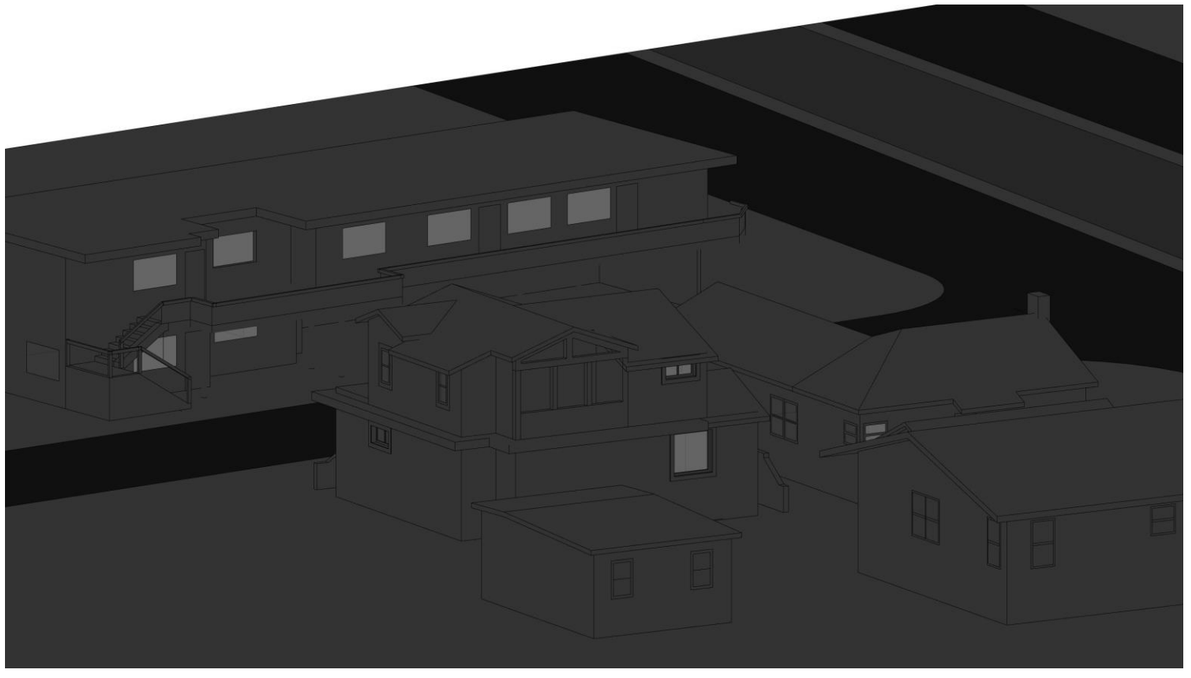
November 21st

06:00 am

Sunrise at 6:57 am



EXISTING

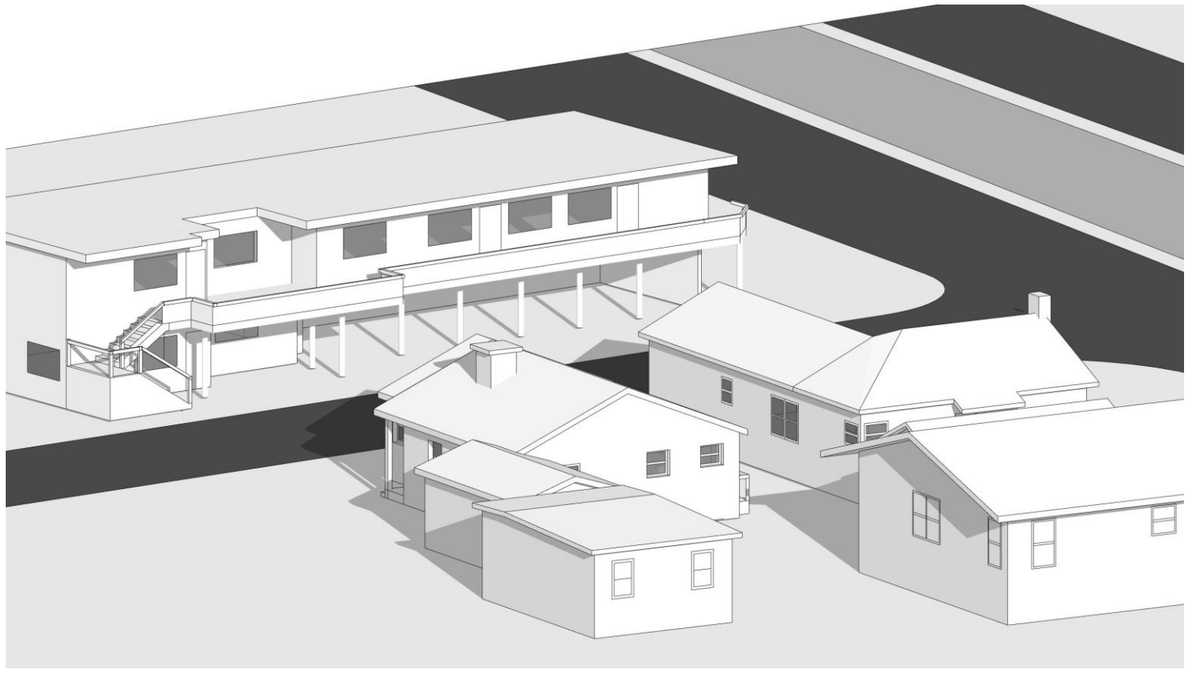


PROPOSED

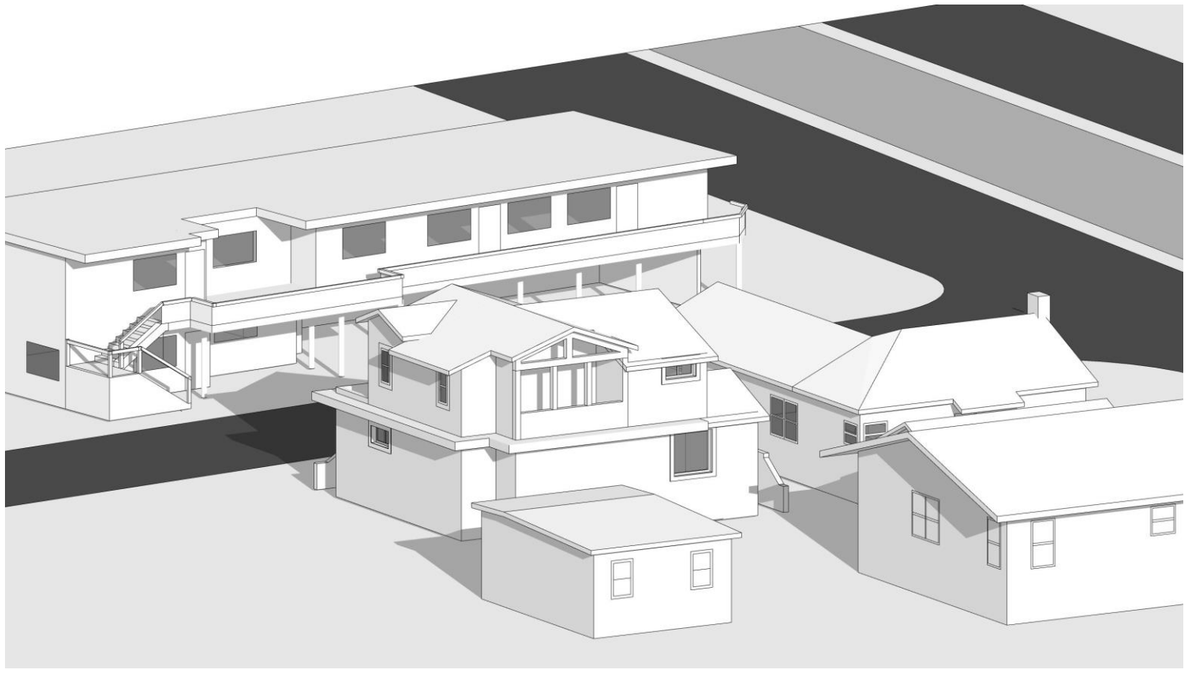
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

09:00 am



EXISTING

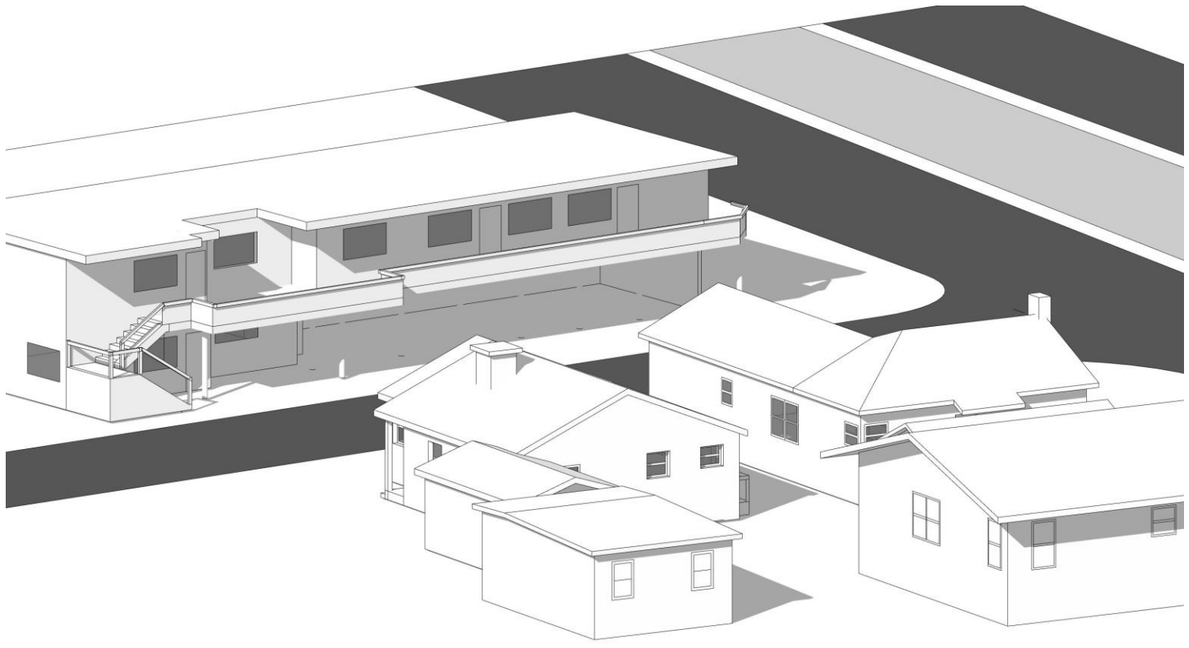


PROPOSED

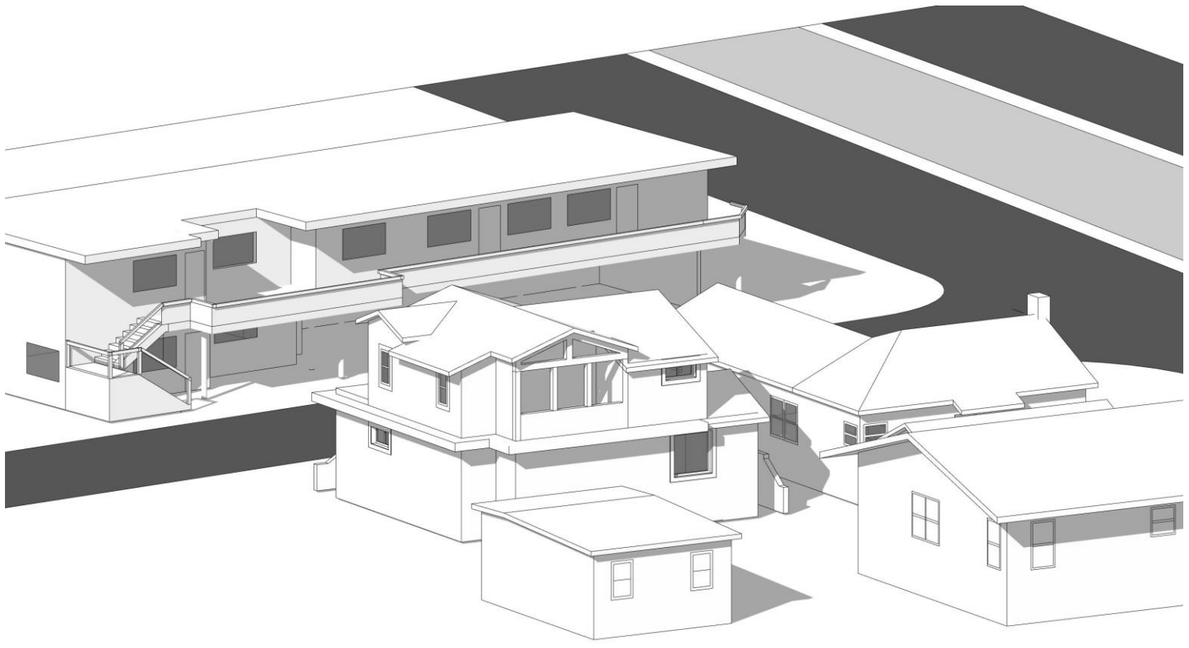
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

12:00 pm



EXISTING

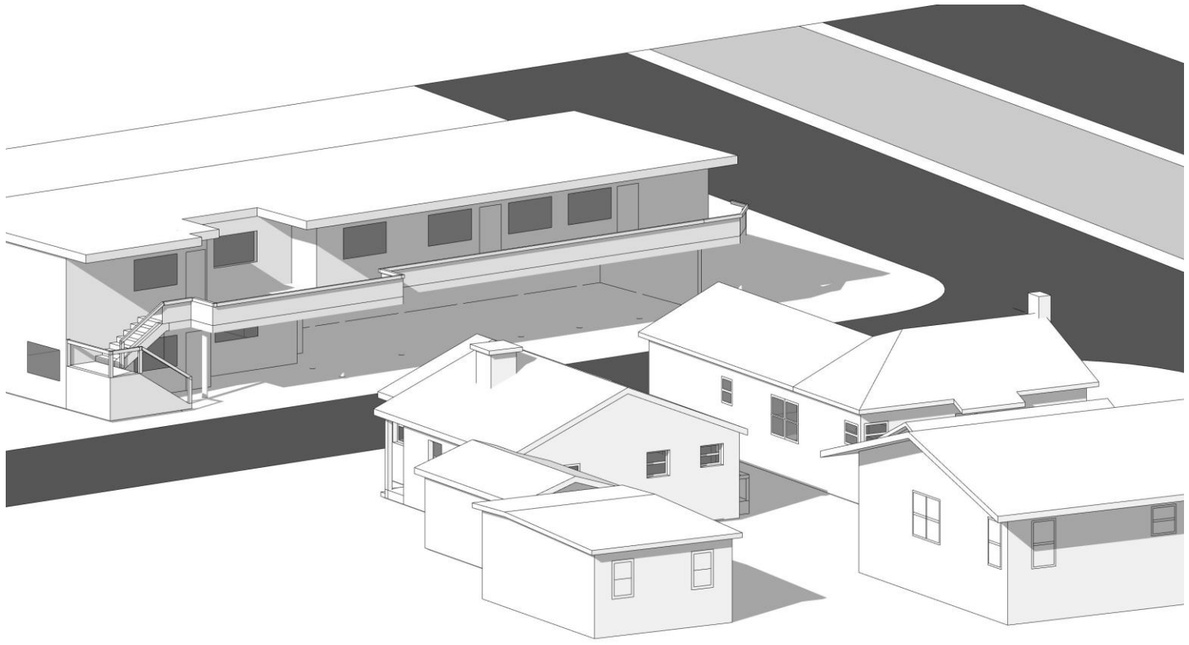


PROPOSED

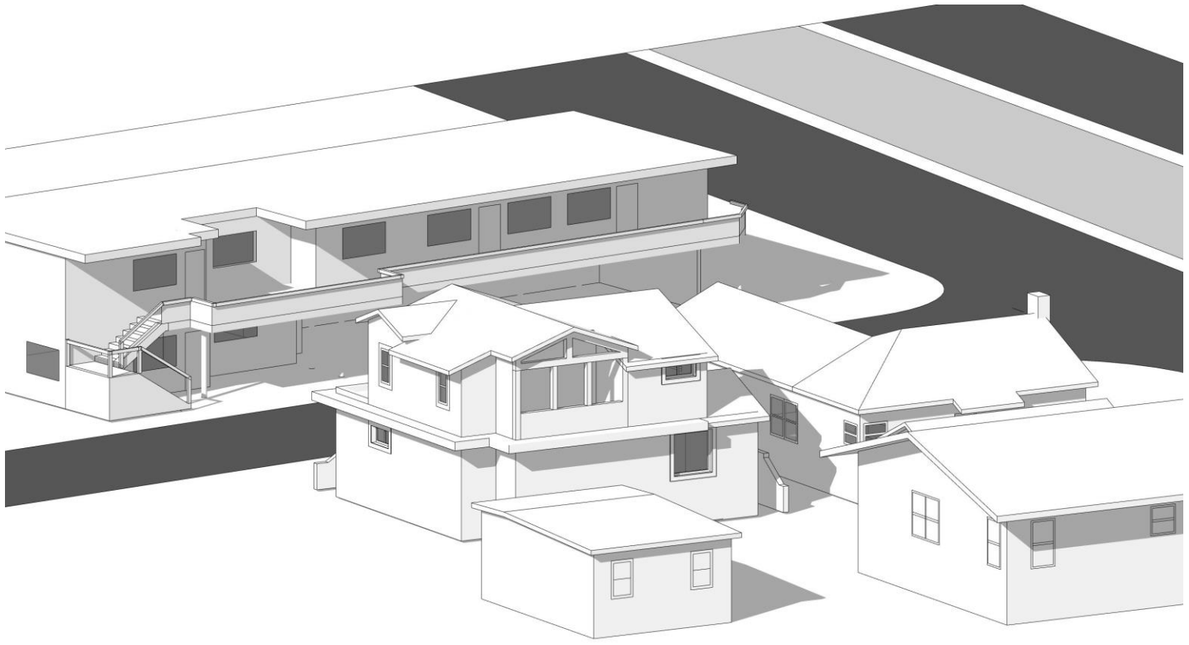
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

12:20 pm



EXISTING

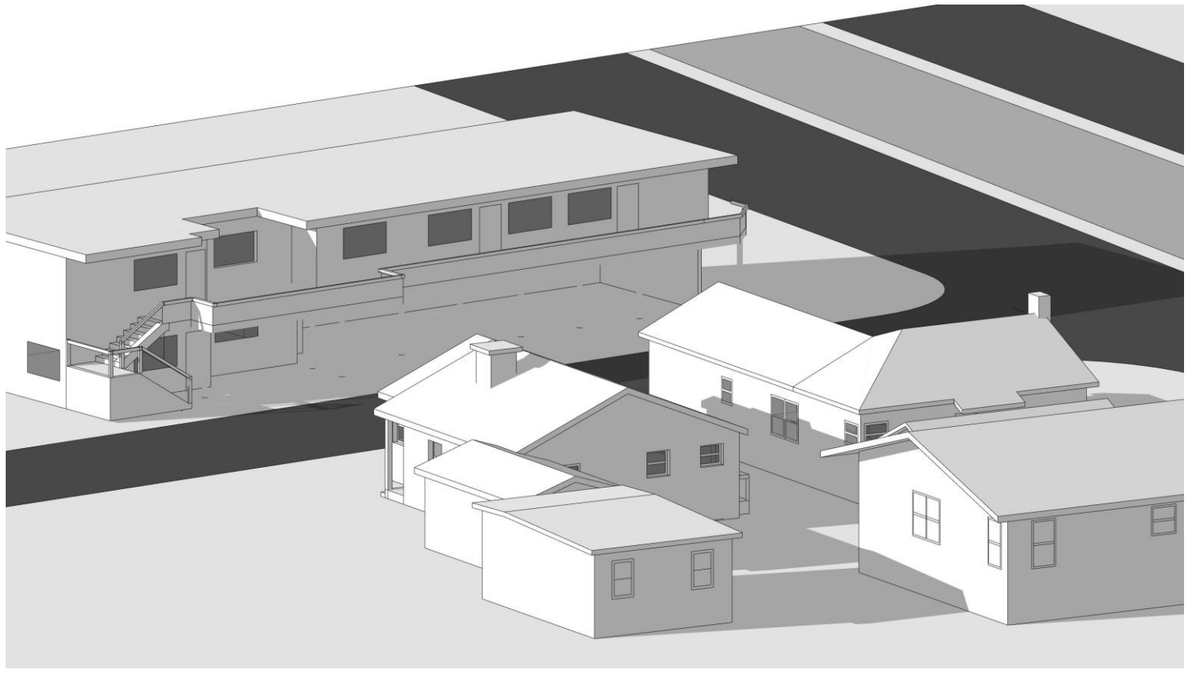


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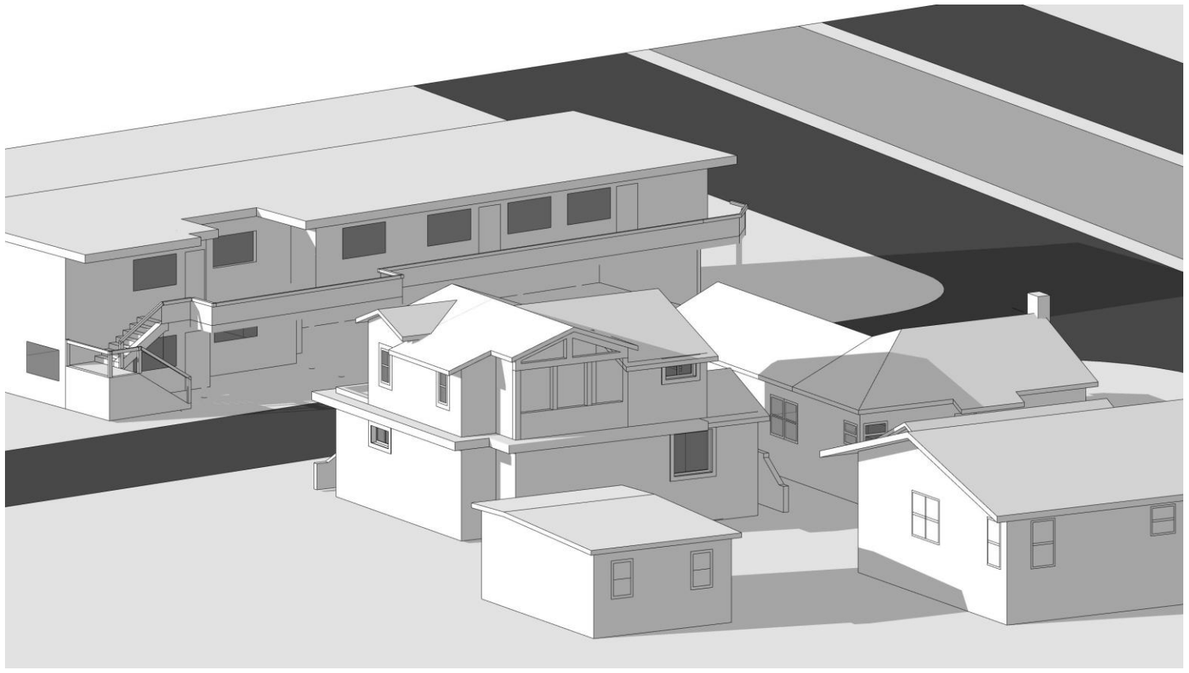
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

03:00 pm



EXISTING

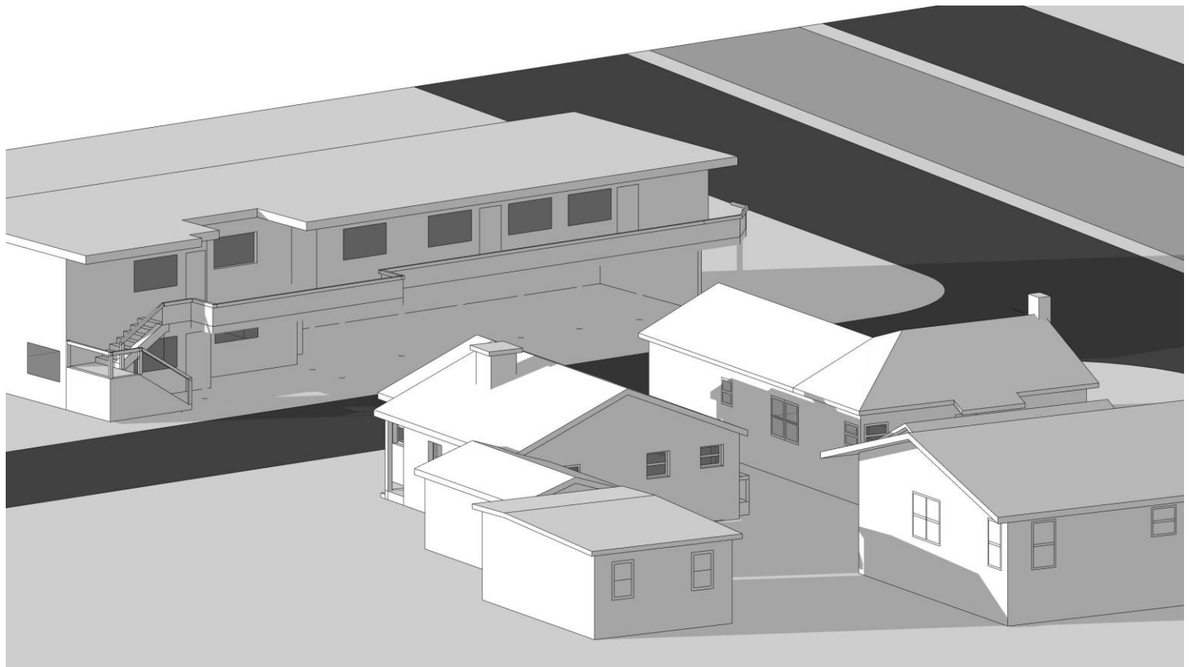


PROPOSED

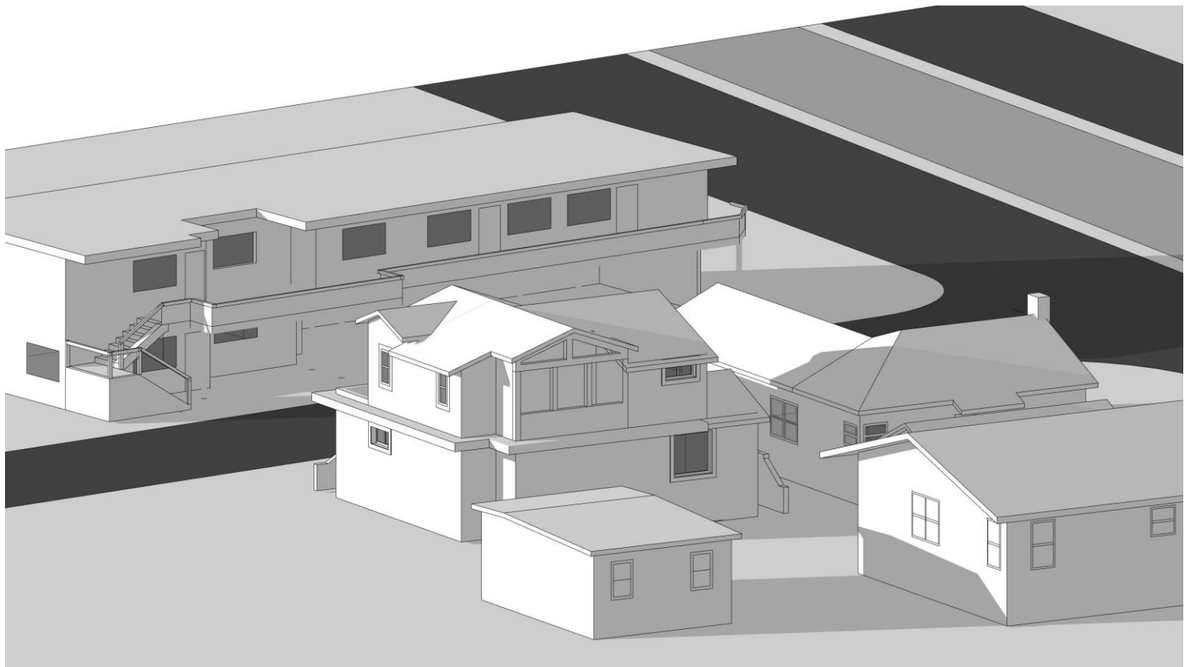
Shadow Study
9 Laurel Ave. San Anselmo

November 21st

03:40 pm



EXISTING



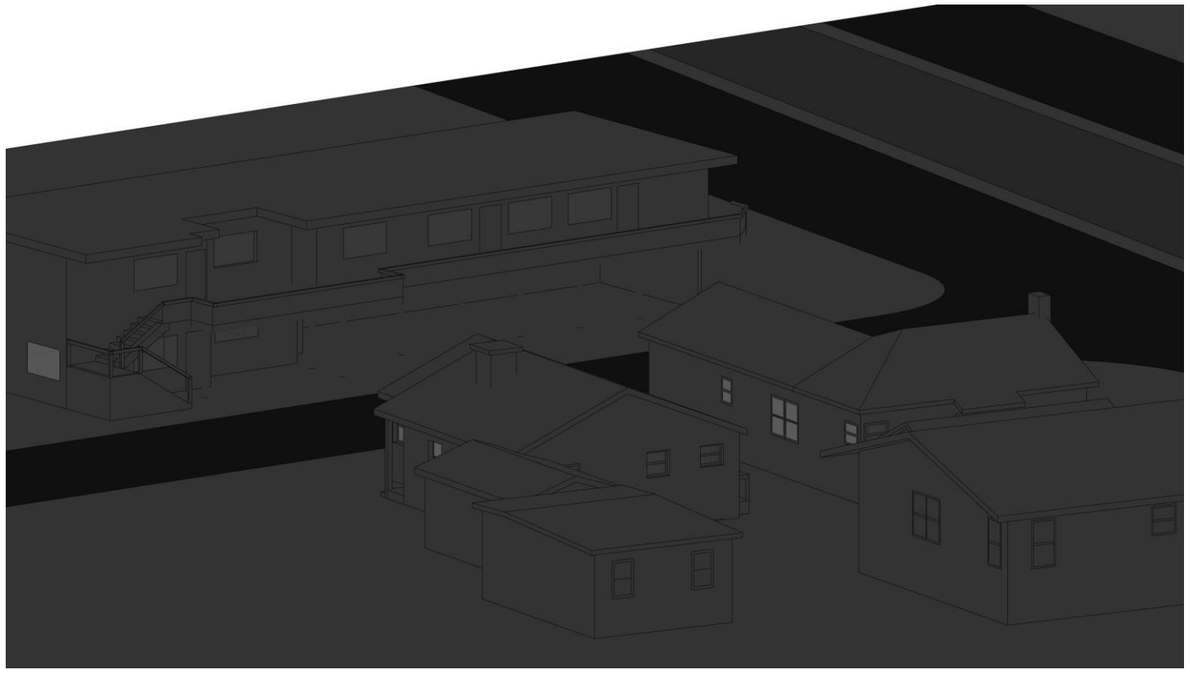
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

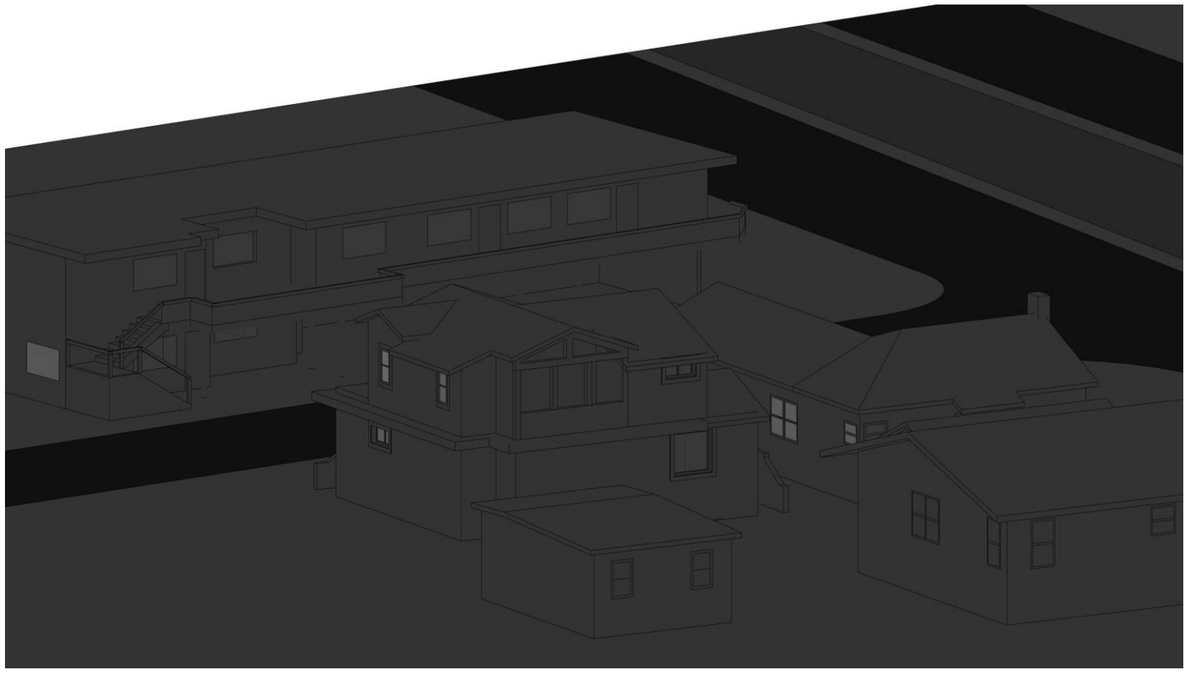
November 21st

06:00 pm

Sunset at 4:54 pm



EXISTING



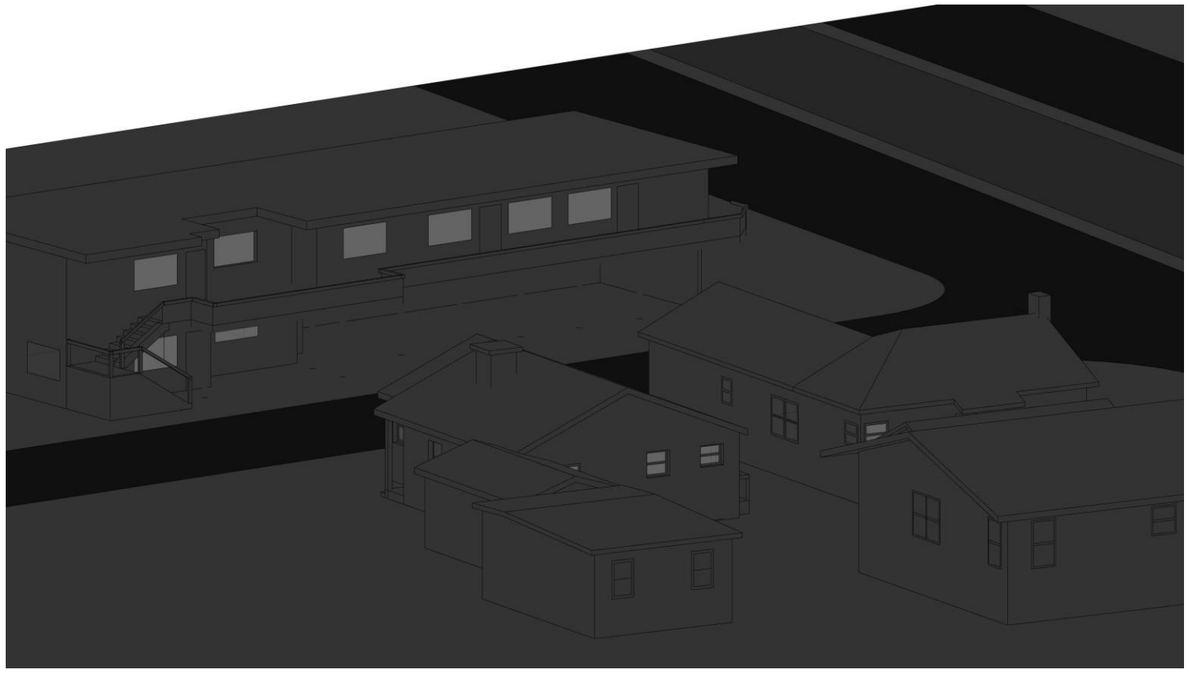
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

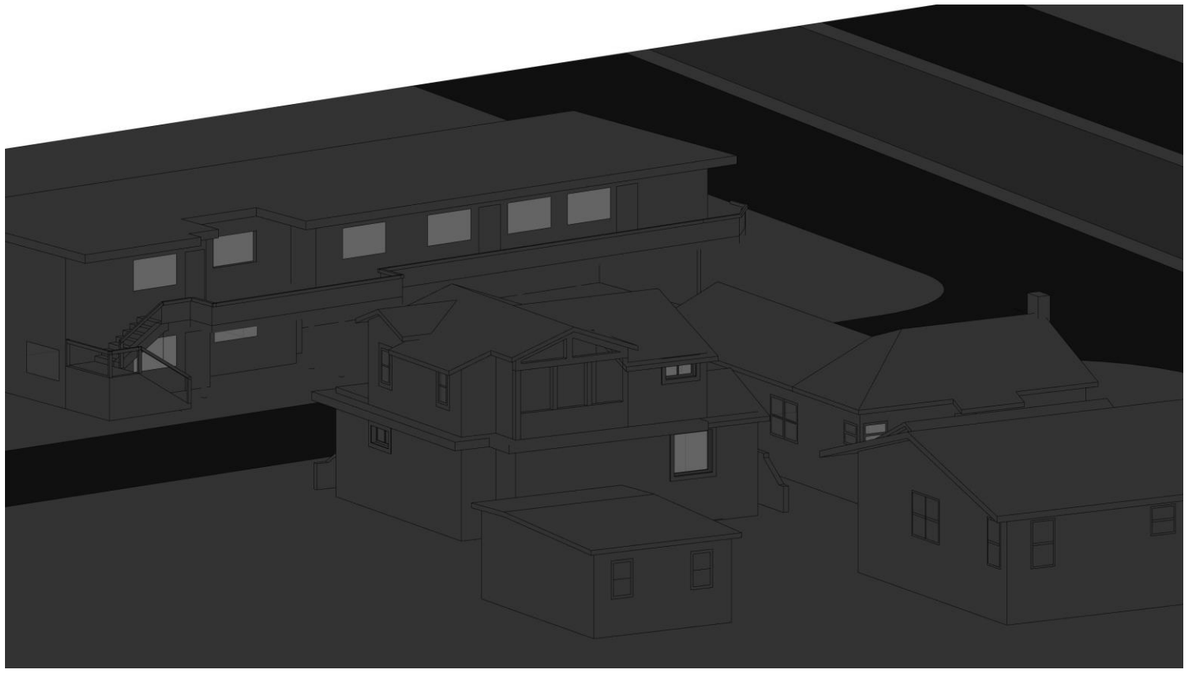
December 21st

06:00 am

Sunrise at 7:22 am



EXISTING

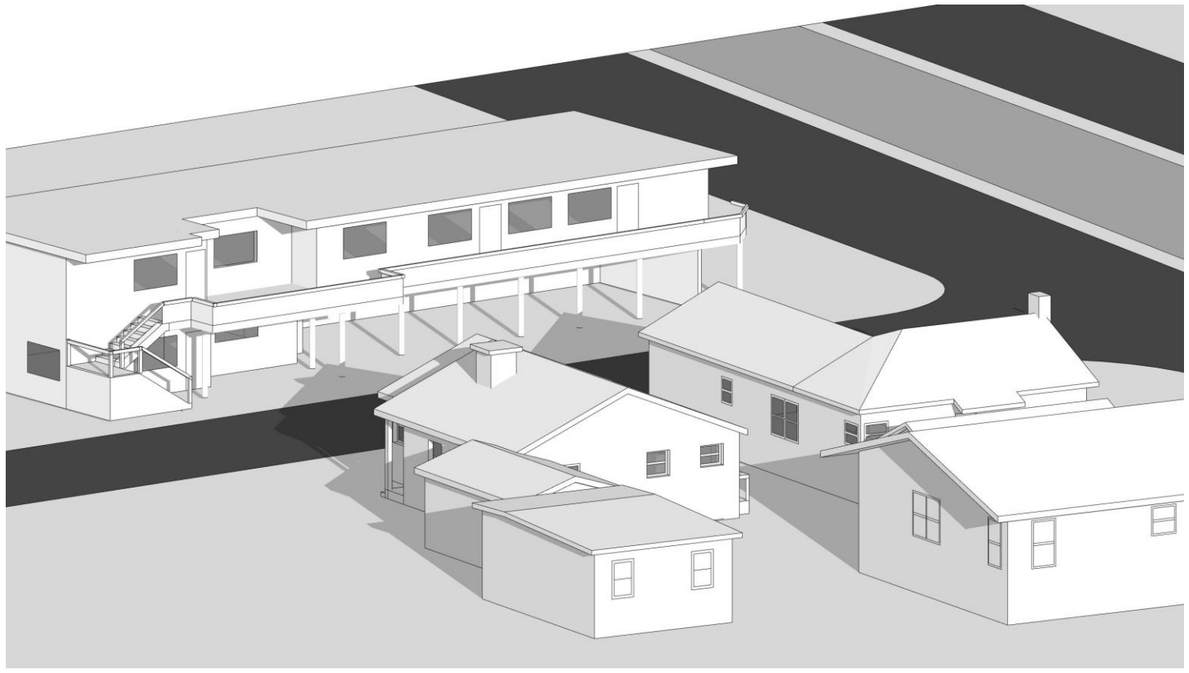


PROPOSED

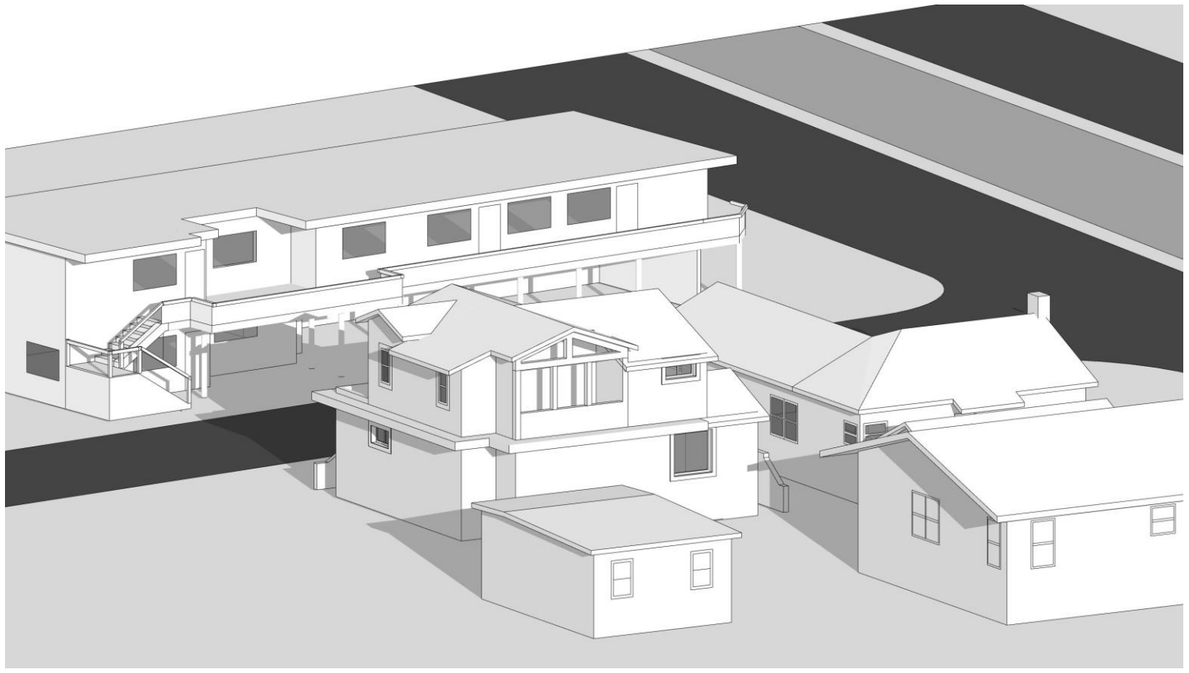
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

09:00 am



EXISTING

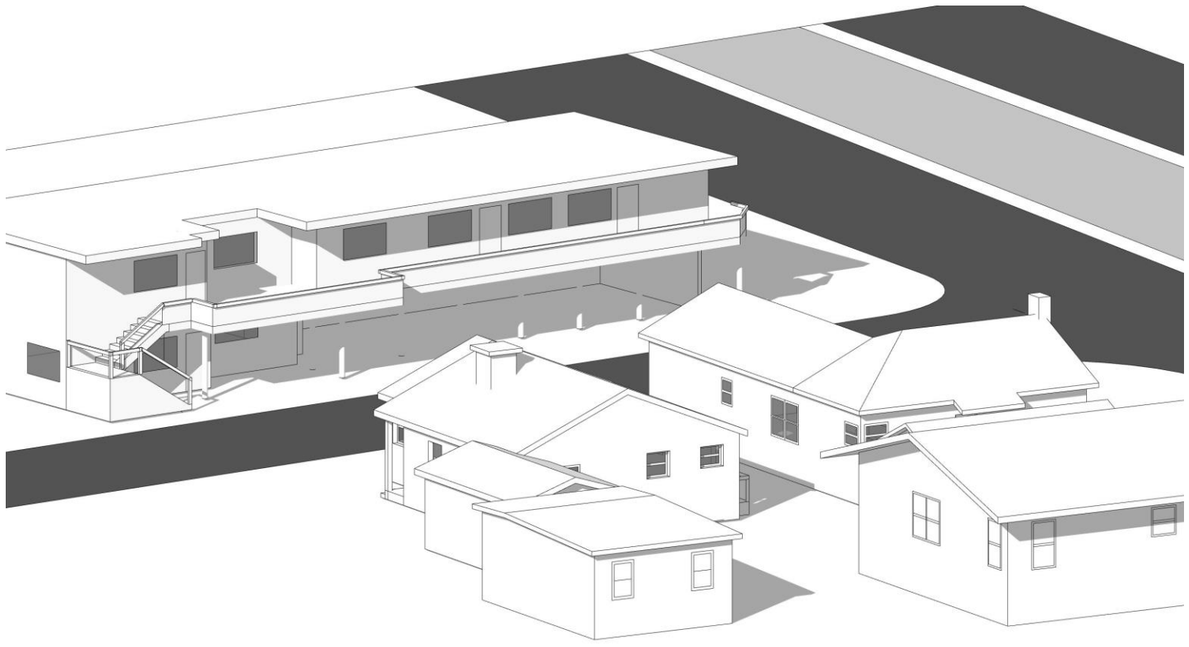


PROPOSED

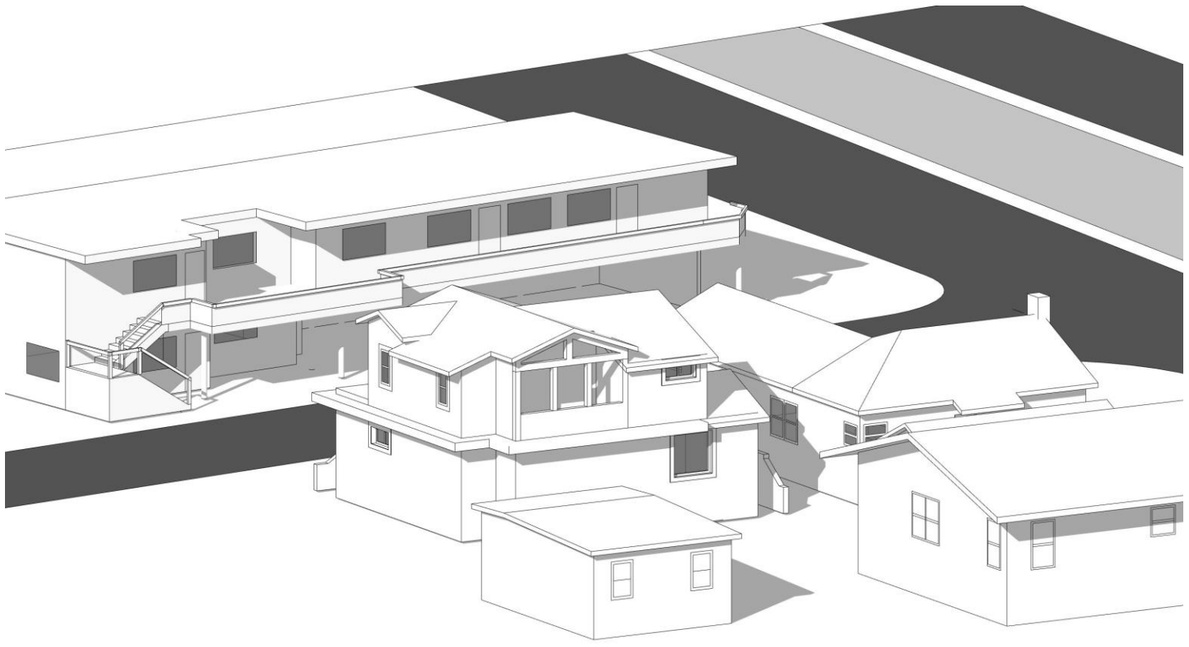
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

12:00 pm



EXISTING

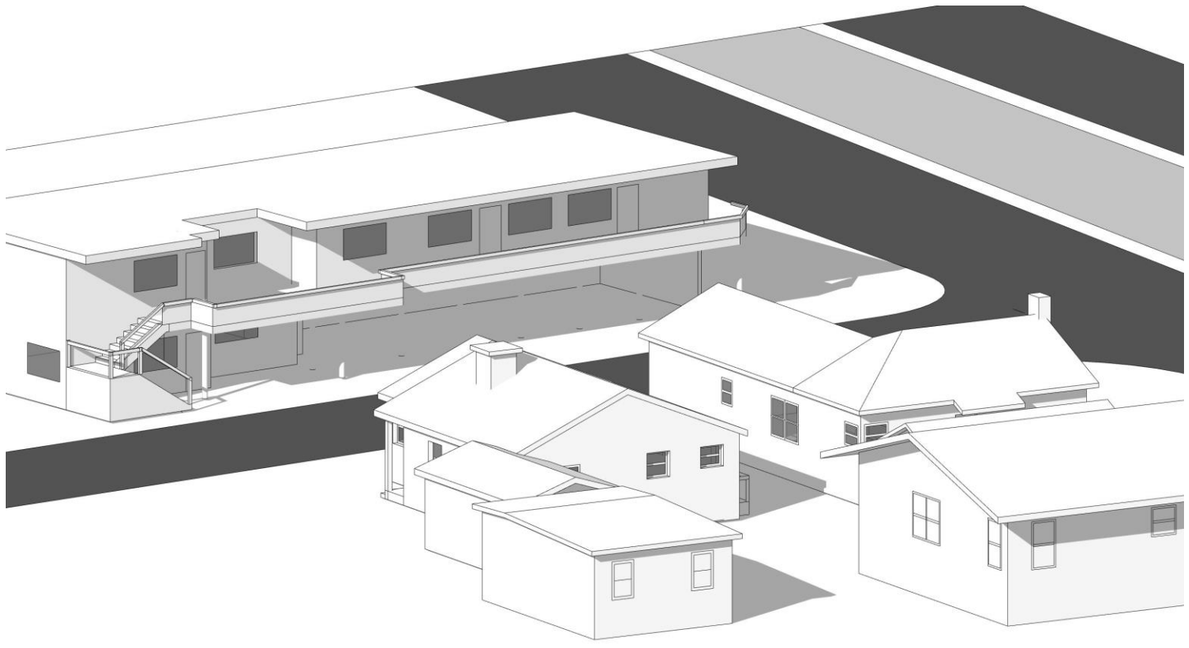


PROPOSED

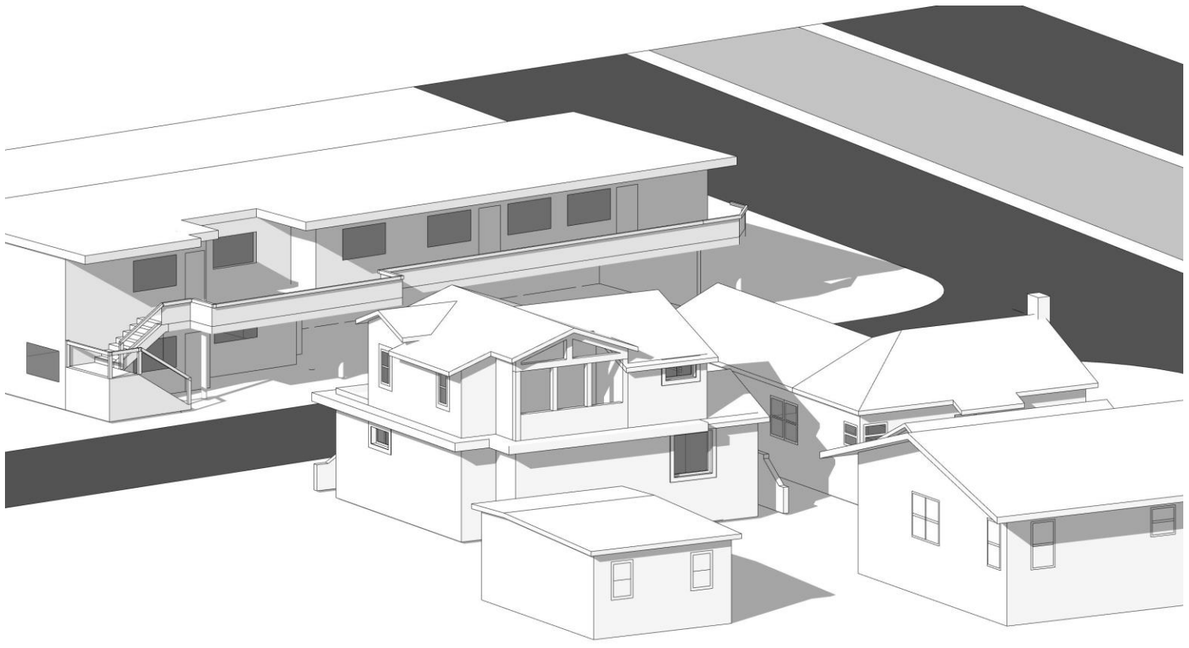
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

12:30 pm



EXISTING

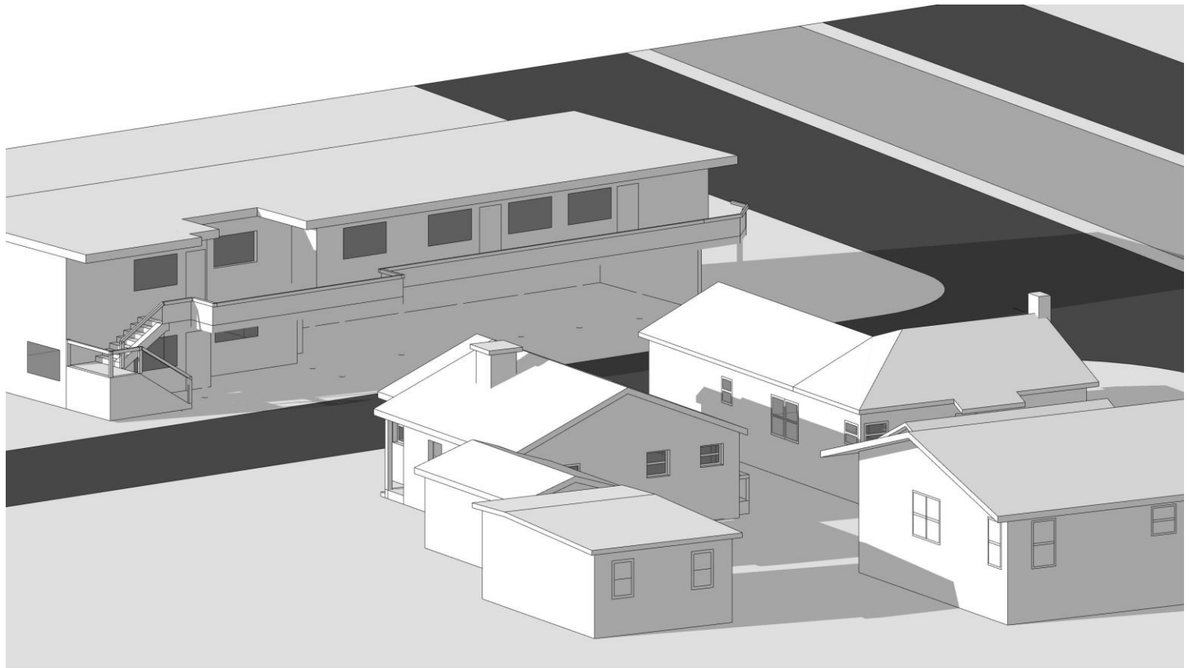


PROPOSED

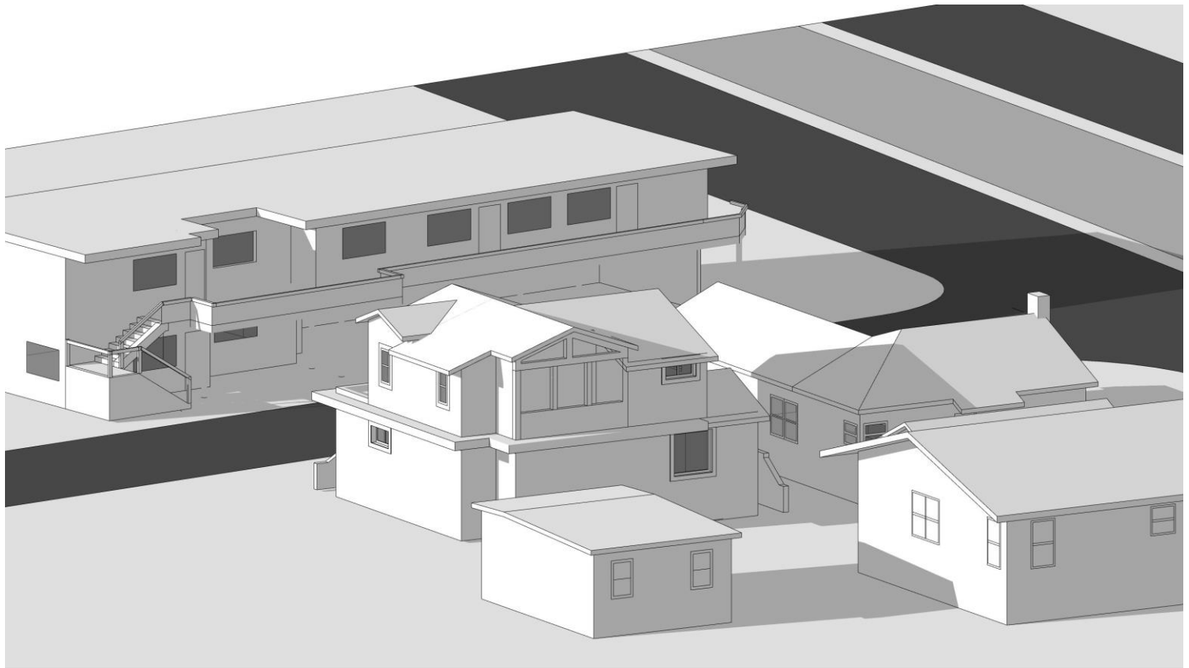
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

03:00 pm



EXISTING

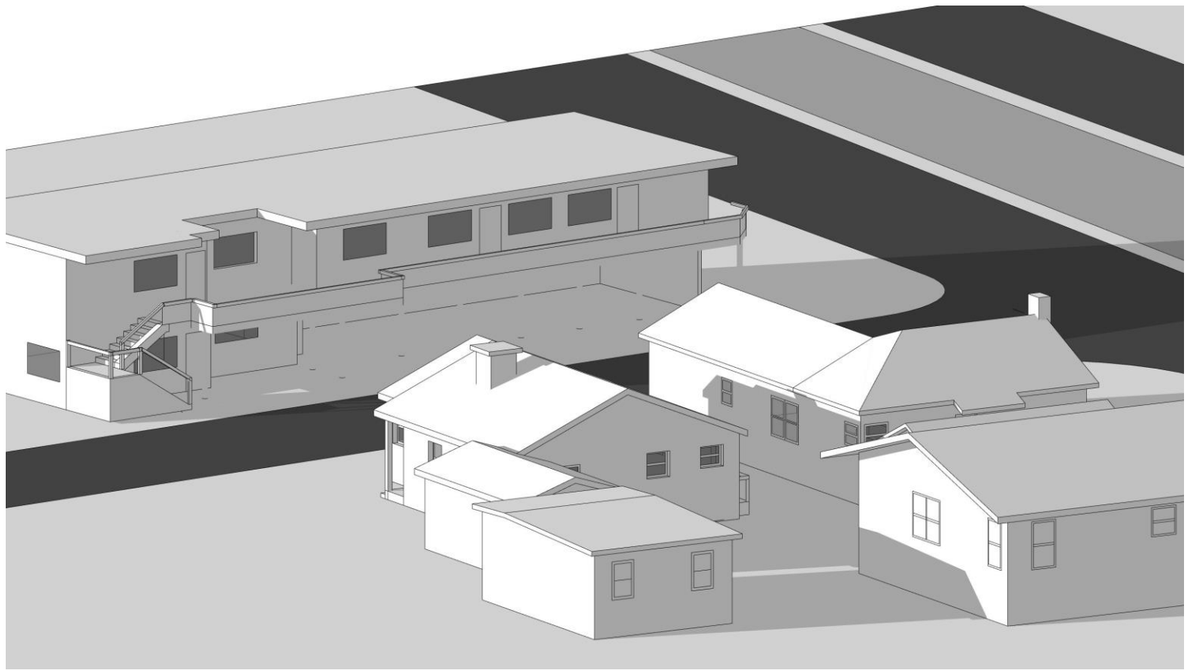


PROPOSED

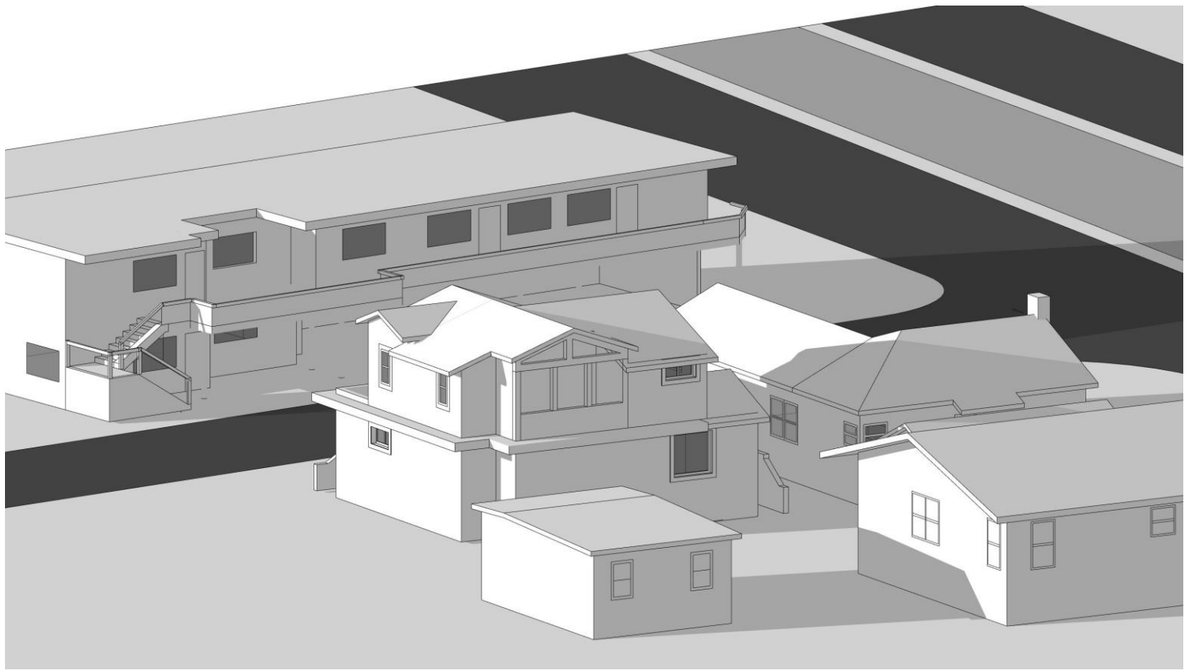
Shadow Study
9 Laurel Ave. San Anselmo

December 21st

03:30 pm



EXISTING



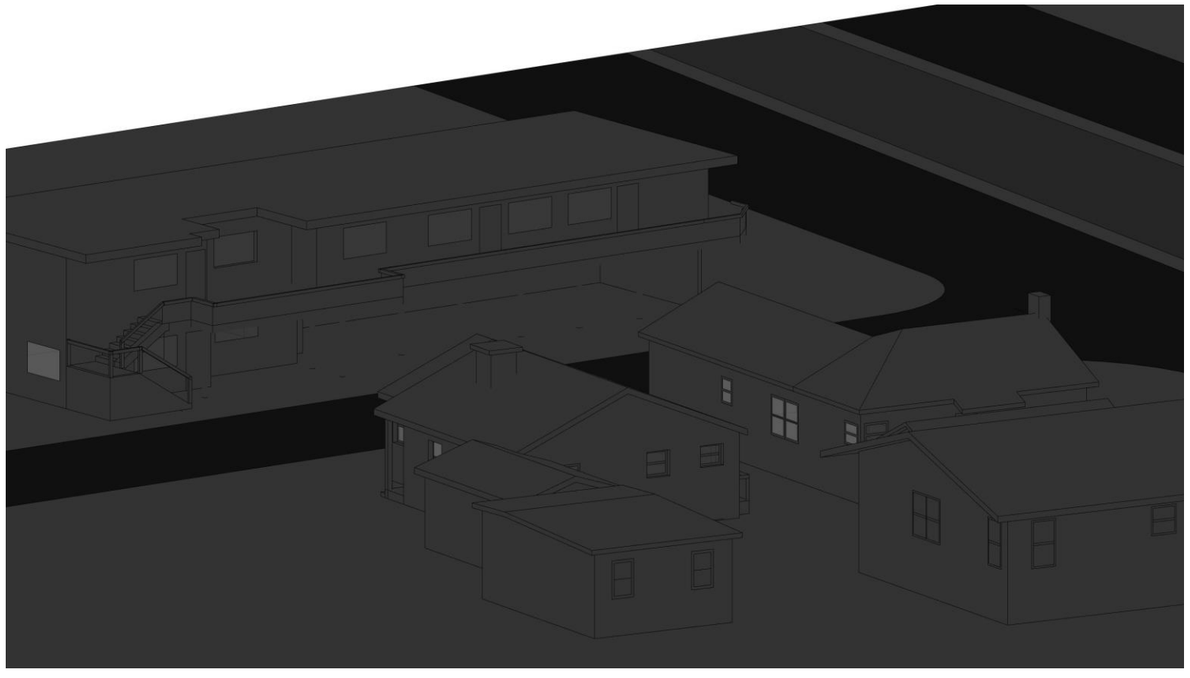
PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

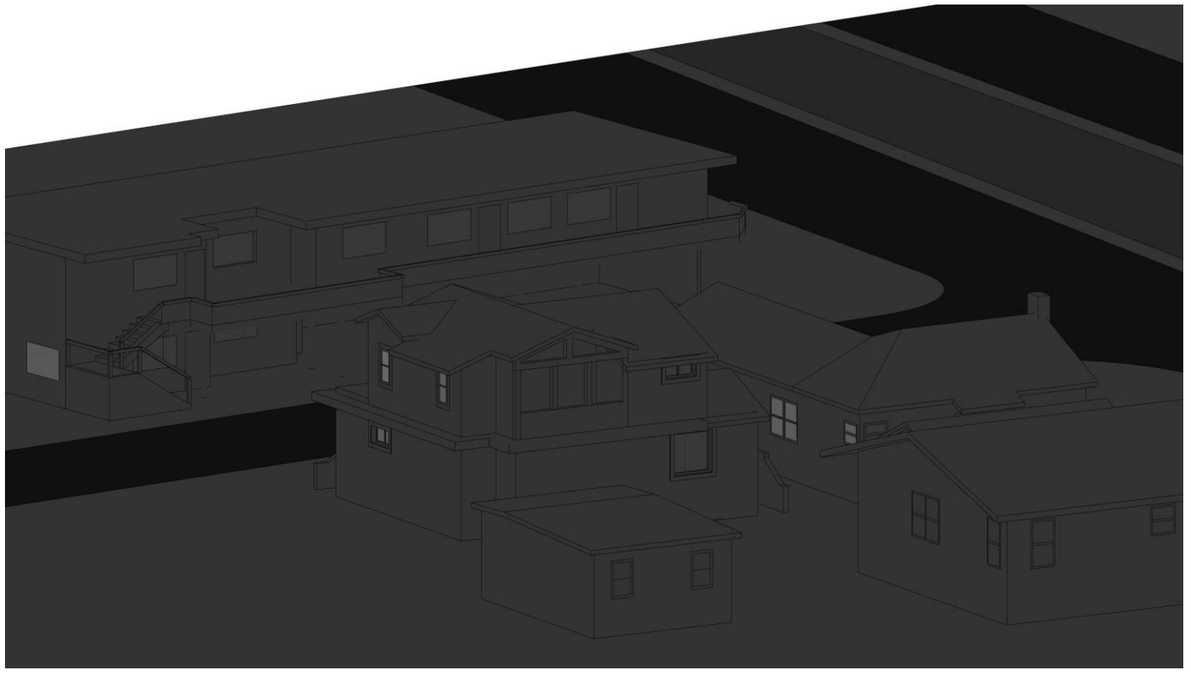
December 21st

06:00 pm

Sunset at 4:54 pm



EXISTING



PROPOSED

Shadow Study
9 Laurel Ave. San Anselmo

9 Laurel

Carla Kacmar

From: Jerri Linn <jerrterr@sbcglobal.net>
Sent: Wednesday, May 11, 2022 7:35 AM
To: Town Council
Cc: Fran Farmer; Herb And Holly; Rosalind Jackson; Bradly Long; Christopher Braun; Ellen Caldwell; Marstin Tallant
Subject: 9 Laurel Ave.

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

Hi,
My name is Jerri Linn and I live at 20 Laurel Ave. I have lived here for over 35 years and I love this neighborhood because of the neighbors and the small town feeling of our immediate block. I am not opposed to the upgrade of 9 Laurel Ave. Nor am I opposed to an additional ADU but I am against the developer's design adding a second story. I firmly believe that the negative impact it would have on the immediate neighbors is not acceptable and the scale of the building is out of context to the rest of the neighborhood. It is even taller than the apartment building across the street. The fact that it would block out direct available sunlight for 5 Laurel and impose on the privacy of the other two neighbors on the other adjacent properties is unacceptable. I also take offense at the developer intimating that the building commissioners were biased. They seemed to truly deliberate this difficult issue and no matter how they voted, I trusted that their vote was sincerely thought out.
Therefore, I hope that you deny the existing plans and determine that the developer can redesign the building so that it is in keeping with the scale of the rest of the houses in the immediate neighborhood.
Thank you, Jerri Linn

Sent from my iPad

Sent from my iPad Sent from my iPad

Matthew, Colleen and Claire Noel

15 Laurel Avenue

San Anselmo, CA 94960

Sent Via Email

May 16, 2022

San Anselmo Planning Commission

525 San Anselmo Avenue

San Anselmo, CA 94960

Dear Town Council Representatives:

This letter is to oppose the appeal on permit application for 9 Laurel Avenue by Hassan Afrookteh and Brooke Petersen ("Applicants".) Preliminarily, we would like to note that several vertical PVC pipes (aka "story poles") have been allowed to remain erected at the subject property since February, 2020 (two years and two months.) Photos of the story poles are attached below. There appears to be no reason why these poles could not have been taken down and re-erected throughout the Applicants' various iterations of their proposed project since it took the Applicants about 4-5 hours to erect them initially. During the storms in October, 2021, one of the story poles failed but the Applicants failed to repair it for a week despite the fact that a tenant is residing in the home.

However, since the poles remain erected, we strongly encourage all of the members of the Town Council to visit our property so that you can personally view the impact that this proposal, as presently constituted, would have on our property and the surrounding neighborhood. We are also authorized to make this request on behalf of Fran Farmer (5 Laurel Avenue), Chris Braun (8 Laurel Avenue #2) and Rosalind Jackson and Terry Curley (1055 San Anselmo Avenue.) These are the homes most directly impacted by the proposed project.

Regarding the appeal, the Applicants' sole basis is that "the Commission abused its discretion inasmuch as the Commission's decision was unsupported by substantial evidence." It is our position that the Planning Commission ("Commission") did not abuse its discretion and voted against the application after three very thorough and extensive hearings on the matter. The Commission provided some suggestions as to what steps could be taken to mitigate the impact of the project on the surrounding neighbors. However, at no point did any member of the Commission represent to the Applicants that if they made certain modifications, then the application would be granted. As developers, the Applicants assumed the risk of purchasing the subject property with the hope that they would be able to "maximize profits" by building the biggest structure allowable. However, they simply purchased the wrong property for the project they envision since it would result in overbuilding on the lot and significantly impact the air, light and privacy rights of the surrounding neighbors.

Moreover, any allegation that the Commission has somehow conspired against the Applicants from the outset is offset by the fact that the composition of the Commission has changed from the time the application was first submitted. If anything, the fact that three of the Commission members were replaced since the first iteration of the application is further indicative that they were not biased or predisposed to rejecting the application. Different members have reviewed different proposals and heard the arguments in response to each and have all reached the same conclusion.

Our family was always willing to accept whatever decision the Commission reached on the application despite the myriad hardships that would be imposed on us ranging from noisy construction to our fence and deck potentially being removed, as initially threatened by the Applicants. We had hoped that the Applicants would do the same. Instead, the Applicants have subsequently appeared before the Commission and accused them of "playing games", of being "partisan and unreasonable" as well as being "enablers" to our family and our neighbors while referring to us as "activists" for merely asserting our rights. The Applicants further stated that the Commission's decision was "bogus" and was not made on any evidence. This is simply not true. If anything, the Commission bent over backwards to consider volumes of evidence and reached the same conclusion at all three hearings.

The Commission heard extensive testimony from our family, neighbors and others who opposed the project regarding the adverse impact the proposed structure would have on the air, light, privacy and character of the neighborhood. The Commission also considered all of the arguments presented by the Applicants. In response, the Commission provided thoughtful feedback and a sound basis for rejecting the application. The proposed project is simply too large in scale in relation to the other homes in the neighborhood and is a complete overbuild for the lot.

While we certainly appreciate the fact that the Applicants have an interest in making improvements to the property, we feel that the adverse impact on the neighbors should outweigh the interests of property developers who have made it clear that their primary goal is to profit off of this project. They can still reap a tremendous profit by completing a tasteful remodel that does not adversely impact the air, privacy and light rights of the surrounding neighbors.

Finally, this appeal should be rejected from a public policy standpoint since granting it would essentially be rewarding the vitriolic name calling that the Applicants have engaged in at the previous hearings. Moreover, the proposed project does nothing to alleviate the current housing crisis in our town and county. If anything, the proposed project simply takes another relatively affordable home and pushes it out of reach for potential homebuyers in our town all in the name of lining the pockets of property developers.

Respectfully Submitted,

Matthew, Colleen and Claire Noel

mattthewpcnoel@yahoo.com

415.572.4899

View from the rear deck at 15 Laurel Avenue



View from the rear deck at 15 Laurel Avenue



View from the driveway at 15 Laurel Avenue



View from the street of 15 Laurel Avenue adjacent to 9 Laurel Avenue



ITEM 7 ATTACHMENT 9

Ellen Caldwell
25 Laurel Ave.
San Anselmo, CA 94960

May 18, 2022

San Anselmo Town Council Members
525 San Anselmo Ave.
San Anselmo, CA 94960

Dear Town Council Members:

I am writing to ask for the denial of the 9 Laurel applicants appeal of the Planning Commission's decision to deny a second story. The applicants design is incongruent with our neighborhood and most importantly, it denies the immediate surrounding neighbors of their ***light, air & privacy***.

I have lived in my home for 28 years in a wonderfully friendly cohesive neighborhood. What I specifically enjoy about living here is the small human scale of the houses that embrace the charm and aesthetics from the 1920's and 30's. This is what "wooed" me to buy in San Anselmo. Our neighborhood consists of small 2-3 bedroom single story homes that are harmonious in design and style. I specifically purchased my home based on these attributes and because of the great light.

I agree with the other neighbors letters describing the applicants behavior, his reason for developing the property and how the Planning Commission was painfully fair in this long and drawn out process. The applicant was initially asked by the PC to come back with a design that reflected a single story home which was ignored. I embrace improvements for a single story design and an ADU as he will still profit handsomely.

Please deny the applicants appeal.

Sincerely,

Ellen Caldwell

ellen@ncps1.net
415-298-8860

Fran Farmer
5 Laurel Ave
San Anselmo, CA 94960

Sent via Email

Feb 17, 2022

Re: 9 Laurel Ave

Dear Town Council Members,

I am the owner of 5 Laurel Ave and a long-time resident of San Anselmo - 28 yrs. I am opposed to the proposed remodel of 9 Laurel Ave because it has a 2nd story. I am in support of a single-story improvement of the property.

A 2nd story addition in this case violates the Town's General Plan and the Town's Housing Elements:

Town's General Plan expressed in Land Use Goals *1 and 2*
The Land Use Map *Object 11, Policies: 11.1*
San Anselmo Housing Element, *H2.2, (1) (2) (3)*

This proposed project adversely affects the Light, Air and Privacy of Matt and Colleen Noel (15 Laurel Ave), Rosalind Jackson and Terry Curley (1055 San Anselmo Ave), Chris Braun (8 Laurel Ave #2) and me. This project, if built, would adversely affect myself, my neighbors & our neighborhood as it is not in the character and scale of the charming cottages in our immediate area.

The developers submitted inaccurate shade studies with each of their previous applications. After the neighbors challenged the previous shade studies the Planning Commission required an independent shade study be acquired if the developers wanted to move forward with this plan. I have referenced the new peer reviewed shade study for the shade impact in my calculations below, along with images of the light in and on my home – *refer to the end of this letter.*

I am a commercial designer in the home textile and apparel industries. A very large part of my work is to create color palettes, recolor prints, review color swatches and print strike offs. To do these tasks I need to have great light and the best light to check color in is full, natural daylight. Light bulbs do not compare to natural sunlight. **Luckily this is what I have in my south facing studio from the sunlight starting every day at noon throughout the afternoon.** The morning light coming from the east is an ambient light. Soft and diffused. No right for checking color.

This *Meaningful Sunlight* also lights up my entire house and is one of the reasons I bought my house. Losing this light would not only prohibit me from doing my work accurately, but it would also degrade my quality of life. My property would be devalued - who wants to live in a dark house? And with the *Meaningful Sunlight*, which warms my home, dramatically reduced my house would be colder resulting in higher heating costs.

I have also been looking into adding solar panels to my home. I have spoken with solar companies and have been told that my home would generate enough solar power for me to convert my gas appliances to electric – *see images below*. If a 2nd story is adding onto 9 Laurel Ave. the full benefit of solar panels would be greatly compromised. With our current state of energy resources and a focus on moving away from natural gas, to endanger the rights of a resident from participating in solar energy, is short sighted and a bad environmental practice.

If approved this proposed project would add 646.5 hours of shade onto my home.
My *Meaningful Sunlight* would be reduced by 73.72%, over 7 months, 212 days.
And adversely affect the full benefit of converting to a clean, renewable energy source.
This would be devastating to my work, my wellbeing, and the investment I have in my property.

The Planning Commission got it right at our last meeting. The developers' appeal is desperate and an insult to the Planning Commissioners who listened to all the data on this unique case. Please deny the appeal and uphold the Planning Commission's decision that upholds the Town General Plan and maintains our charming neighborhood – classic San Anselmo.

Thank you for your time,
Fran Farmer

CHART 1, from the new shade study. The conclusion is a 15% reduction of sunlight on my house. This is incorrect and misleading.

CHART 2, the percentages in the last column total 200. Divided by 12 months is 16.66%, however there are 5 months with no impact, so the accurate shadow impact percentage is 28.57% as 7 months, not 12 are impacted.

CHART 3, focuses on the *Meaningful Sunlight* hours over the months affected.
212 Days, 877 hours of current sunlight, 646.5 hours of additional shade. **A 73.72%. reduction of sunlight**

IMAGE 4, the *Meaningful Sunlight* on the south side of my house in January. It also shows the shadows of the story poles.

IMAGE 5, the proposed shadows that would be cast by a 2nd story at 9 Laurel.

IMAGE 6, the *Meaningful Sunlight* shining thru my windows into my studio in January.

IMAGE 7, the ambient light at 7:05 & 9:00 AM, and *Meaningful Sunlight* starting at noon.

IMAGE 8, arial view of my roof's potential for solar.

IMAGE 9, position of solar panels on my roof.
Also attached - The 2nd petition of neighborhood support.

CHART 1

Numerical Analysis of Shadow Impact of 9 Laurel Ave. on One South Facing Window at 5 Laurel Ave.										
	Daylight					Shadow Impact				
	Sunrise	Sunset		Hours	Minutes	Existing	Proposed	Hours	Minutes	Percent
21-Jan	7:22	5:21	PST	9:59	599	3:30	12:00	3:30	210	35%
21-Feb	6:52	5:55	PST	11:03	663	4:30	1:30	3:00	180	27%
21-Mar	7:11	7:23	PDT	12:12	732	5:30	3:00	2:30	150	20%
21-Apr	6:26	7:52	PDT	13:26	806	No Impact		0	0	0%
21-May	5:55	8:19	PDT	14:24	864	No Impact		0	0	0%
21-Jun	5:48	8:36	PDT	14:48	888	No Impact		0	0	0%
21-Jul	6:04	8:28	PDT	14:24	864	No Impact		0	0	0%
21-Aug	6:31	7:54	PDT	13:23	803	No Impact		0	0	0%
21-Sep	6:57	7:08	PDT	12:11	731	5:30	3:00	2:30	150	21%
21-Oct	7:25	6:23	PDT	10:58	658	4:00	12:30	3:30	210	32%
21-Nov	6:57	4:54	PST	9:57	597	3:00	11:40	3:20	200	34%
21-Dec	7:22	4:54	PST	9:32	572	3:00	12:00	3:00	180	31%
Cumulative					8,777				1,280	15%

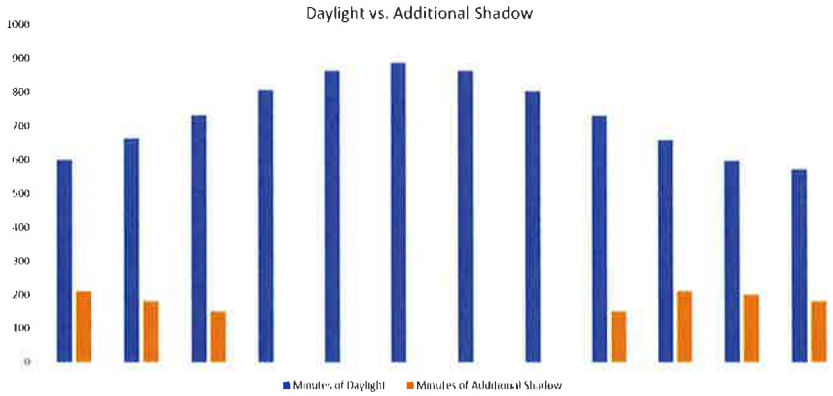


CHART 2

Numerical Analysis of Shadow Impact of 9 Laurel Ave. on One South Facing Window at 5 Laurel Ave.										
	Daylight					Shadow Impact				
	Sunrise	Sunset		Hours	Minutes	Existing	Proposed	Hours	Minutes	Percent
21-Jan	7:22	5:21	PST	9:59	599	3:30	12:00	3:30	210	35%
21-Feb	6:52	5:55	PST	11:03	663	4:30	1:30	3:00	180	27%
21-Mar	7:11	7:23	PDT	12:12	732	5:30	3:00	2:30	150	20%
21-Apr	6:26	7:52	PDT	13:26	806	No Impact		0	0	0%
21-May	5:55	8:19	PDT	14:24	864	No Impact		0	0	0%
21-Jun	5:48	8:36	PDT	14:48	888	No Impact		0	0	0%
21-Jul	6:04	8:28	PDT	14:24	864	No Impact		0	0	0%
21-Aug	6:31	7:54	PDT	13:23	803	No Impact		0	0	0%
21-Sep	6:57	7:08	PDT	12:11	731	5:30	3:00	2:30	150	21%
21-Oct	7:25	6:23	PDT	10:58	658	4:00	12:30	3:30	210	32%
21-Nov	6:57	4:54	PST	9:57	597	3:00	11:40	3:20	200	34%
21-Dec	7:22	4:54	PST	9:32	572	3:00	12:00	3:00	180	31%
Cumulative					8,777				1,280	15%

200% divided by 12 months = 16.66%

200% divided by 7 affected months = 28.57%

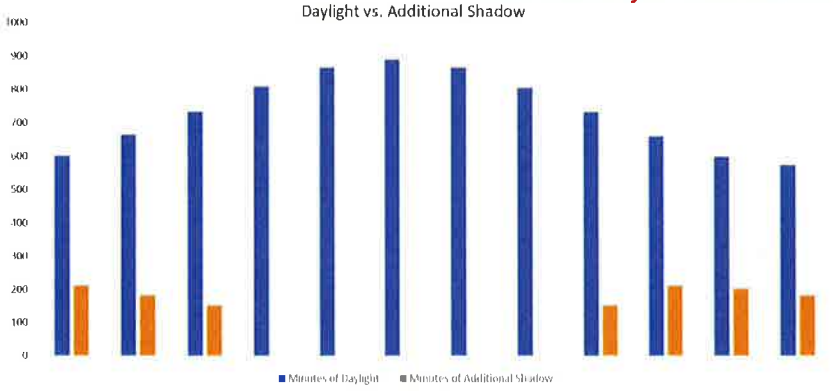


CHART 3

Meaningful Sunlight (Southern Exposure) begins at Noon

Numerical Analysis of Shadow Impact of 9 Laurel Ave. on One South Facing Window at 5 Laurel Ave.

	Daylight					Shadow Impact				
	Sunrise	Sunset		Hours	Minutes	Existing	Proposed	Hours	Minutes	Percent
21-Jan	7:22	5:21	PST	9:59	599	3:30	12:00	3:30	210	35%
21-Feb	6:52	5:55	PST	11:03	663	4:30	1:30	3:00	180	27%
21-Mar	7:11	7:23	PDT	12:12	732	5:30	3:00	2:30	150	20%
21-Apr	6:26	7:52	PDT	13:26	806	No Impact		0	0	0%
21-May	5:55	8:19	PDT	14:24	864	No Impact		0	0	0%
21-Jun	5:48	8:36	PDT	14:48	888	No Impact		0	0	0%
21-Jul	6:04	8:28	PDT	14:24	864	No Impact		0	0	0%
21-Aug	6:31	7:54	PDT	13:23	803	No Impact		0	0	0%
21-Sep	6:57	7:08	PDT	12:11	731	5:30	3:00	2:30	150	21%
21-Oct	7:25	6:23	PDT	10:58	658	4:00	12:30	3:30	210	32%
21-Nov	6:57	4:54	PST	9:57	597	3:00	11:40	3:20	200	34%
21-Dec	7:22	4:54	PST	9:32	572	3:00	12:00	3:00	180	31%
Cumulative					8,777				1,280	15%

MONTHS AFFECTED	CURRENT MEANINGFUL SUNLIGHT HRS	TOTAL MONTHLY HRS MEANINGFUL SUNLIGHT	MEANINGFUL LIGHT REMAINING IF 2ND STORY IS BUILT
Jan	12pm - 3:30pm	3.5 hrs/31 days = **108.5 hrs**	12pm - 12pm = 0 hrs/31 days = **0 hrs**
Feb	12pm - 4:30pm	4.5 hrs/28 days = **126 hrs**	12pm - 1:30pm = 1.5 hrs/28 days = **42 hrs**
Mar	12pm - 5:30pm	5.5 hrs/31 days = **170.5 hrs**	12pm - 3pm = 3 hrs/31 days = **93 hrs**
Sept	12pm - 5:30pm	5.5 hrs/30 days = **165 hrs**	12 pm - 3pm = 3 hrs/30 days = **90 hrs**
Oct	12pm - 4:00pm	4 hrs/31 days = **124 hrs**	12 pm - 12:30pm = .5 hrs/31 days = **15.5 hrs**
Nov	12pm - 3:00	3 hrs/30 days = **90 hrs**	12pm - 11:40am = -.333 hrs/30 days = **-10 hrs**
Dec	12pm - 3:00	3 hrs/31 days = **93 hrs**	12pm - 12pm = 0 hrs/31 days = **0**

Total	# of Days effected	Current Meaningful Sunlight	Proposed Shade	Meanigful Light Remaining
	212	**877 hrs**	**<646.5 hrs>**	**230.5 hrs**

MEANINGFUL SUNLIGHT REDUCED BY 73.72%

IMAGE 4



IMAGE 5

If this project is built my Meaningful Sunlight is diminished dramatically



IMAGE 6

Jan 31, 2021 @ 12:27 PM



Jan 31, 2021 @ 1:14 PM



Jan 31, 2021 @ 1:48 PM



Jan 31, 2021 @ 2:44 PM



Jan 31, 2021 @ 3:02 PM



Jan 31, 2021 @ 3:15 PM



IMAGE 7

Ambient Light (Eastern Exposure) Early Morning

Feb 12, 2022 @ 7:05 AM



Feb 15, 2022 @ 9:00 AM

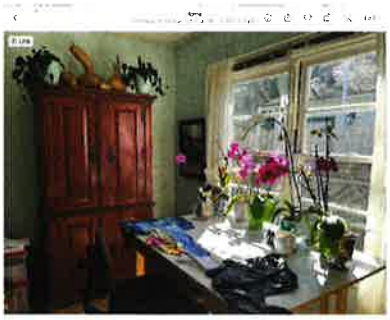


Feb 15, 2022 @ 9:00 AM



Meaningful Sunlight (Southern Exposure) Begins at Noon - Light needed to do my work

Feb 15, 2022 @ 12:00 PM



Feb 15, 2022 @ 12:00 PM

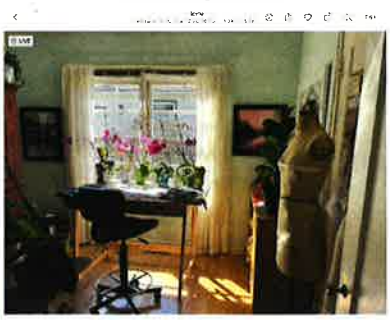


IMAGE 8



Fine-tune your information to find out how much you could save.

YOUR AVERAGE MONTHLY ELECTRIC BILL

We use your bill to estimate how much electricity you use, based on typical utility rates in your area.

$70

YOUR RECOMMENDED SOLAR INSTALLATION SIZE

This size will cover about 100% of your electricity usage. Solar installations are sized in kilowatts (kW).

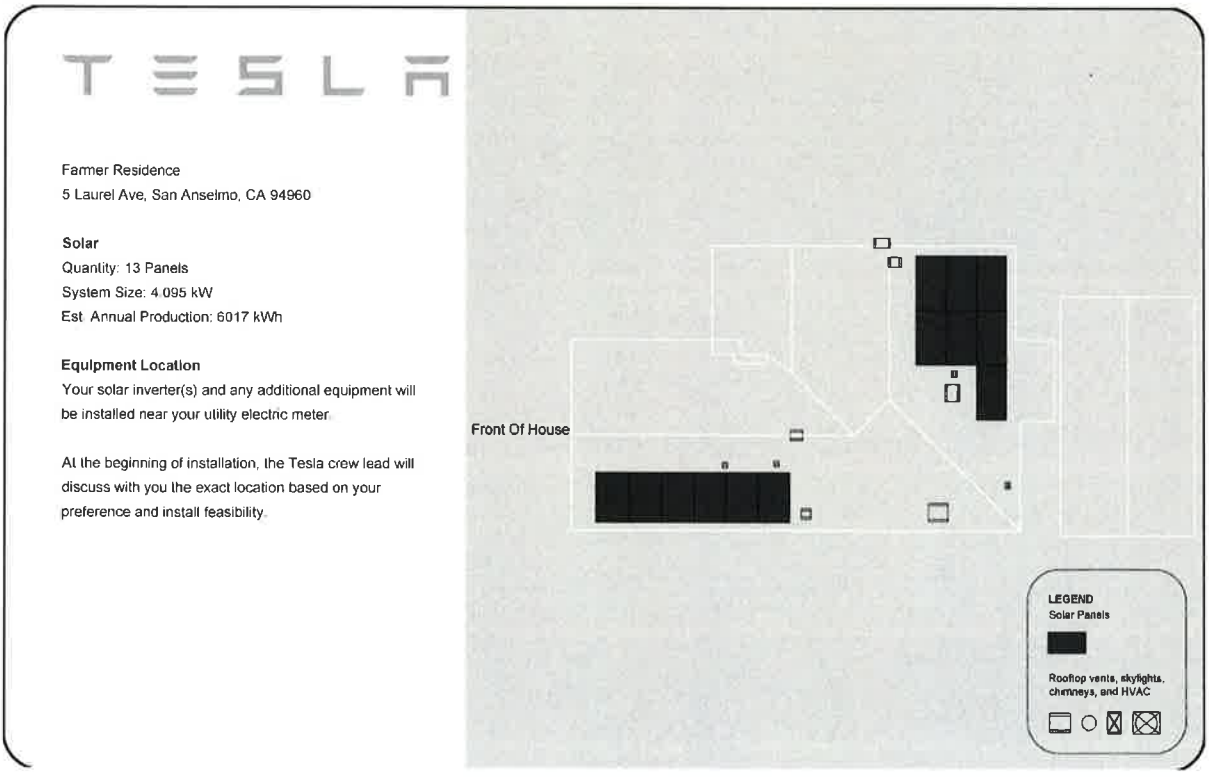
2.5 kW

YOUR POTENTIAL ENVIRONMENTAL IMPACT

Estimated annual environmental impact of the recommended solar installation size.

Carbon dioxide 1.9 = Passenger cars 0.4 = Tree seedlings 49.6

IMAGE 9



I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

AVIVA Kamler
Print name

Signature

27 laurel Ave. San Anselmo CA 94960
Address

2/13/21
Date

Ellen L. Caldwell
Print name

Ellen L. Caldwell
Signature

25 Laurel Ave.
Address

2/13/21
Date

Mason McDowell
Print name

Signature 2/13/21

27 Laurel Ave
Address

Date

Michael Ferrelli
Print name

Signature

21 Laurel Ave
Address

2/13/21
Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Herbert F. Miller — Herbert F Miller
Print name — Signature

16 Laural Avenue San Anselmo — 2/13/21
Address — Date

Holly C Gadsby — Holly C Gadsby
Print name — Signature

16 Laurel Avenue San Anselmo — 2-13-21
Address — Date

TERRY SOZANSKI — [signature]
Print name — Signature

20 LAUREL — 2/13/21
Address — Date

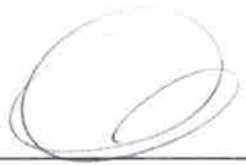
JERRI A LINN — [signature]
Print name — Signature

20 LAUREL AVE — 2/13/21
Address — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

DENNIS MOWBRAY — Print name

 — Signature

12 LAUREL AVE — Address

02.13.20 — Date

Colleen Noel — Print name

C Noel — Signature

15 Laurel Ave — Address

2/13/2021 — Date

Matt Noel — Print name

M.P.C. Noel — Signature

M.P.C. Noel — Print name

15 Laurel Ave — Address

2/13/2021 — Date

MARTIN TALLANT — Print name

Martin Tallant — Signature

31 ROWLAND CT. SAN ANSELMO — Address

2.13.2021 — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Linda Benney — Print name
Linda Benney — Signature

31 Rowland Ct San Anselmo — Address
2/13/21 — Date

CAROLYN BURT — Print name
Carolyn Burt — Signature

29 ROWLAND CT. SAN ANSELMO — Address
2/14/21 — Date

Christine Perreault — Print name
C Perreault — Signature

27 Rowland Court San Anselmo, CA — Address
2-14-21 — Date

DONALD C PERREAULT — Print name
Donald C Perreault — Signature

27 ROWALD CTH — Address
2-14-21 — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Fran Farmer — Fran Farmer
Print name — Signature

5 Laurel Ave — 2/14/21
Address — Date

PATRICK R TORRES — Patrick R Torres
Print name — Signature

42 Laurel Ave SA — 2-14-21
Address — Date

Anita Torres — Anita Torres
Print name — Signature

42 Laurel Ave, SA — 2-21-21
Address — Date

Bradly Long — Bradly Long
Print name — Signature

21 Laurel Ave San Anselmo, CA — 2/21/21
Address — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Windee Cottle — Print name
Win Cottle — Signature

1251 San Anselmo Ave — Address
2/15/21 — Date

Steve Lamb — Print name
Signature

8 Laurel Ave Apt 6, San Anselmo — Address
2-15-21 — Date

Joseph Tozzi — Print name
Joseph A. Tozzi — Signature

8 Laurel Ave #4 S.A. — Address
2/15/2021 — Date

Adam Smith — Print name
Signature

414 Laurel Ave — Address
2/15/21 — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Print name	Signature
GEOFF WOLF	G. W. H

Address		Date
133 Fruitvale Fairfax	I grew up at 26 Laurel Ave.	2/21/21

Print name	Signature
Loretta Wolf	Loretta Wolf

Address	Date
26 Laurel Ave. S.A.	2/21/21

Print name	Signature
LEON KOUYOUMJIAN	

Address	Date
1229 SAN ANSELMO AV.	28 Feb 21

Print name	Signature
Kathryn Horton	K. J. Horton

Address	Date
1240 San Anselmo Ave.	2/20/21

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

JOAN E JACOBSON — Print name
Joan E J — Signature

1242 San Anselmo Ave — Address
2/27/21 — Date

DAN ENGSTROM — Print name
D E — Signature

8 Redwood Rd. — Address
2/27/21 — Date

James Cottle — Print name
— Signature
2/28/21

1251 San Anselmo Ave — Address
— Date

1253 San Anselmo Ave — Print name
Geneva Saville — Signature

Geneva Saville — Address
2/28/21 — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Print name	Signature
	THOMAS FRILLMANN
Address	Date
8 Laurel Ave #1	3-2-21
HERBERT CARLSON	
Address	Date
1029 SAN ANSELMO AVE	3-2-21
ROBERT HOFFMAN	
Address	Date
1037 San Anselmo Ave	3-2-21
LINDA TRENHOLM	Linda Trenholm
Address	Date
1001 SAN ANSELMO AVE SAN ANSELMO CA 94960	3.2.21

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Nicole Kochendarfer — Print name
Signature

8 Laurel #3 San Anselmo — Address
2/28/21 — Date

Victor Turman — Print name
Signature

1119 S.A. Ave SA — Address
3-2-21 — Date

Kathleen B. Turman — Print name
Signature

1119 San Anselmo, CA 94960 — Address
3-2-21 — Date

Christopher L. Ryan — Print name
Signature

8 Laurel Ave #2 — Address
3/4/21 — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

Stephanie Smith — Print name

[signature] — Signature

44 Laurel Ave. San Anselmo — Address

2/15/2021 — Date

Rosalind Jackson — Print name

[signature] — Signature

1055 San Anselmo Ave, SA — Address

2/20/2021 — Date

Terry Curley — Print name

[signature] — Signature

1055 San Anselmo Ave — Address

2/20/21 — Date

DONIEL ELLIS — Print name

[signature] — Signature

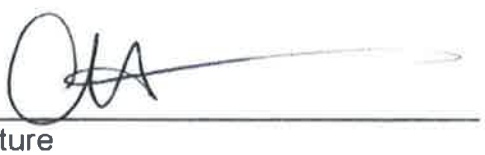
1051 San Anselmo Ave. — Address

2-21-21 — Date

I live close to 9 Laurel Ave and have been informed about the proposed remodel. I have reviewed the plans. I feel the proposed project is too large and out of scale with the neighborhood. I urge the Commission to refer the project back to the applicant and come back with a smaller project that is in character with the neighborhood.

Opposed to the plan

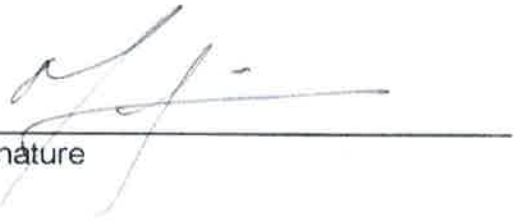
TUCKER NICHOLS & LISA HAMILTON — Print name

 — Signature

18 HAZEL AVE SAN ANSELMO — Address

MAR 1, 2021 — Date

Lynn Francis — Print name

 — Signature

1041 San Anselmo — Address

— Date

Geraldine Childress — Print name

Geraldine Childress — Signature

32 Redwood Rd — Address

3/6/2021 — Date

Stephanie Shay — Print name

 — Signature

15 Rowland Cont SA 94960 — Address

3/10/21 — Date

Carla Kacmar

From: Herb Miller <herbmiller52@gmail.com>
Sent: Wednesday, May 18, 2022 9:38 AM
To: Town Council; Planning
Subject: Appeal regarding 9 Laurel Avenue

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

To the San Anselmo Planning Department and Town Council:

My wife and I sent the message below to urge the denial of the applicants' appeal from the Planning Commission's decision regarding 9 Laurel Avenue. I'm sending it again in view of the delays in bringing this matter before the Town Council.

Thank you for your attention.

Herb Miller

Herb Miller
Holly Gadsby
16 Laurel Avenue
San Anselmo, CA 94960
herbmiller52@gmail.com
Via E-Mail

February 15, 2022

San Anselmo Planning Department
San Anselmo Town Council Members

Re: 9 Laurel Avenue

We, the owners and residents of 16 Laurel Avenue, urge the Members of the Town Council to deny the applicants' appeal of the Planning Commission's decision to deny the proposal to add a second story addition to 9 Laurel Avenue.

A second story at that location is not appropriate. Other than a small apartment building at one end, the first block of Laurel Avenue consists of small cottage-style houses on
relatively small lots, typically about 4,000 square feet. Because the lots are small, the houses are necessarily very close to each other. The proposed house would be much bigger and taller, squeezed into a similar sized lot. A second story would impose adverse effects, including the loss of sunlight and privacy, on the residents of the houses on three sides of 9 Laurel Avenue (5 Laurel Ave., 15 Laurel Ave., 1055 San Anselmo Ave.) and in the apartment building across the street. We are friends with all the affected people and do not wish for them to suffer these losses. The other residents of the block would be stuck with the aesthetic incongruity.

Furthermore, we are taken aback by the statement of the applicants' attorney in his letter explaining the basis of the appeal: " . . . inasmuch as the Commission appears to have pre-determined that Appellants would not receive approval of anything involving a second story, then worked backward from this conclusion."

We attended all three Planning Commission meetings concerning this property, the first in person at Town Hall, the second and third on Zoom, and we have come to the opposite conclusion. In each meeting, the Commissioners acted fairly and professionally. They spent a great deal of time considering the issues, debating among themselves, and offering the applicants suggestions. Some Commissioners even remarked that their decision did not come easily. In the two meetings that ended with a vote, the Commissioners ultimately came to the conclusion that we find to be obvious: a two-story house does not fit in that location.

In conclusion, we bought our home in 1988, attracted to this charming block and the overall sense of community. Since then, we have enjoyed living here. San Anselmans are proud of maintaining the small-town atmosphere. We value the old-time character of our block and believe it must be preserved.

Thank you for your attention.

Herb Miller
Holly Gadsby

Carla Kacmar

From: Dennis Mowbray <dennismowbray@gmail.com>
Sent: Wednesday, May 18, 2022 8:34 AM
To: Town Council
Subject: 9 Laurel Ave

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Dear SA Planning Dept. and Town Council:

The home at 9 Laurel has been a rental for 50 years. All the neighbors would love to see the home fixed up and well cared for.

The latest proposal for 9 Laurel awkwardly forces too much onto the small lot, to its own detriment and all those around it. The applicant has invested much time and effort into the plans. Unfortunately the goal has been to increase the square footage as much as possible, instead of what is best for the home/site.

We ask that the current application be denied. Hopefully the applicant will return with an appropriate plan that will be an asset to our town, like many other recent projects.

Thank you.

Dennis Mowbray
12 Laurel Avenue
San Anselmo, CA

Carla Kacmar

From: Christopher Braun <chrisbraun756@sbcglobal.net>
Sent: Wednesday, May 18, 2022 11:48 AM
To: Town Council
Subject: 9 Laurel Ave. Appeal May 24th

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

To The Town Council members of San Anselmo,
My name is Chris Braun and I live at 8 Laurel Avenue Apt 2, directly across the street from 9 Laurel Ave. I am writing for the 4th time to ask that this Appeal by the Applicants Hassan Affrookteh and Brooke Petersen be denied.
This 2 story proposal, taller than my apartment building, is not only out of character with the neighborhood as stated in the town and general plan, but is seriously detrimental to the privacy, light and air of my neighbors, most significantly 5 Laurel, 15 Laurel, 1055 San Anselmo Ave, and myself.

It will affect everybody in our immediate neighborhood in a myriad of ways, most like myself having lived here for over 20 years. To that pont it is simply too big, out of character with the reason my neighbors moved here in the first place. It sets a precedent against affordable housing. It's affect on the immediate neighbors is serious and has been shown clearly in each planning commission meeting. You have access to all of that information
This plan is simply too big for the lot that now like all the other houses on this block has a cottage style one story house.

This project was unanimously denied by the planning commission it's first time, given a continunace after much thought and suggestion by the planning commission at the 2nd meeting,
then denied again in it's third form by the planning commission,with only one yes vote. The Applicants continued to fail to correct the same problems expressed in the the Plan and ordinances and to correct the hardships to the immediate neighbors that are still beyond what the planning commission could or would accept.

I have opposed this 2 story remodel each time, and am writing to strongly voice my denial for this appeal. There is not one person in our immediate neighborhood of this part of Laurel Ave. who is for this 2nd story remodel. Please refer to the petition sent to you by Fran Farmer with over 50 signatures of neighbors around the Laurel neighborhood area opposing this 2nd story plan, blocking shade, privacy and air in such a significant way to it's immediate neighbors and myself across the street.
Our neighborhodd has said all along it is not opposed to a single story development keeping with the character of this neighborhood and not affecting the privacy, light and air of it's closest neighbors. I will repeat, it is taller than my apartment by 5' 4", and simply does not fit into this neighborhood or on to that small lot.

The Applicants sole basis for this appeal is that "the Commission abused it's discretion inasmuch as the Commission decision was unsupported by substantial evidence".
If you have reviewed the huge amount of extremely accurate information my neighbors have supplied the planning commission in these 3 hearings, and for this appeal, you will immediately see that is NOT the case. Look for yourself at all of the information put forward in good faith by my neighbors and myself.
The planning commission members changed in this long process of the 3 hearings.. In each case they carefully looked at all the information, painstaking gave suggestions to the applicant on things which would work because of the overly intrusive effect on it's immediate neighbors and the changes he made each time to try and remedy them did not work,

as well as all the variances required. This was all done in good faith by the Planning Commission. In fact I was impressed by their understanding of the plans and the efforts, time, and suggestions they made to the applicants which were rejected.by them.j

EACH time he was denied, not because the Planning Commission did not have substantial evidence,just the opposite. In fact they had an incredible amount of information, accurate evidence which they knew and understood. In each case made very clear suggestions to the applicants which would bring his plan closer to something they could accept They were serious, knowlegdable, and acted with good intent.. Unfortunately the Applicant's response did not match the nature of the Planning Commissions efforts.
I refute the Applicant's allegations that the Planning Commission decision was unsupported by substantial information.

Since for the last 21/2 years the story poles are still up, i invite all the council members to come to the neighborhood and see for themselves the obvious affects of this out of place proposed 2 story remodel of 9 laurel Ave.
Seeing is believing.
It is clear and obvious that not just shade, direct and ambient light will be affected to the point of a complete change in my apartment.
In my living room there is one window which looks towards the east facing 9 Laurel Ave. if this 2 story remodel is built the light from the sky and sun through out the year will be affected. Not just the months from the actual shade from the 2nd story.
The view of trees sand sky now present above the one story house will be gone and there will be just a wall with a deck and window. The applicant assert's that their is no ordinance that affects the view above 9 Laurel that will be blocked . This is incorrect.

The general plan expressed in land use goals: The primary land use goals for San Anselmo is
the conservation of the small town character and it's close relationship with with natural beauty of its setting.
1New developments shall be integrated harmoiously into San Anselmo's existing neighborhoods and commercial areas.
The land Use map
3 The current mixture of residentual densities west of the towns downtown area is to be maintained.
Object 11.1 New development, including rehabilitation and expantion projects shall be of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood.
San Anselmo Housing Element
H2.2 Design that fits into the neighborhood context. The town will encourage innovative design that creates housing opportunities that are complementary to the location of the development.
It is the towns intent to enhance neighborhood identity and sense of community by ensuring that all new housing will(1) have a sensitive transition to the surrounding area (2) avoid unreasonably affecting the privacy of neighboring properties, or
(3) avoid imparting access to light and air on surrounding properties.
This proposal In every way does not even remotely become close to any of these parts of the town codes or ordinances. This appeal should absolutely be denied.
There is an abundance of information, noting the letter also of neighborhood member Marstin Tallant who cannot attend on the 24th. His letter has pivotal information regarding the last shade study.
I cannot more strongly impress upon you my feeling after all this itme that this appeal should be denied.
Thank you very much for your time in looking closely at the information submitted to you. Also the information from the previous three hearings.
I ask that you deny this appeal.
Thank You ,
Chris Braun 8 laurel Ave. #2 San Anselmo. CA 94960 (415) 497-3563

Rosalind Jackson & Terry Curley
1055 San Anselmo Ave
San Anselmo, CA 94960

May 19, 2022

San Anselmo Town Council

Re: Proposed Remodel at 9 Laurel Ave

Dear Town Council Representatives,

We live at 1055 San Anselmo Ave, which shares a property line with 9 Laurel Ave. We are writing today to respectfully request that you uphold the reasoned and reasonable decision of the Planning Commission to reject the 9 Laurel permit application.

For more than two years, we have been living under the 9 Laurel story poles and participating in public processes before the Planning Commission without seeing meaningful compromise or changes to the design proposal. We fully support the Planning Commission's repeated decisions to **not** approve the design given the negative impact that a development of this scale would have on the immediate neighbors' privacy and light as well as the character of our community – issues which are fully under the Planning Commission's jurisdiction to consider in an application of this nature.

Regarding privacy, we have repeatedly expressed particular concern about the acoustic privacy impacts of having a second-story deck off of the master bedroom at 9 Laurel that would be located in close proximity to our side yard and our bedroom – both spaces where we especially value privacy and quiet. Living in close quarters already with our neighbors, we know how easily sound carries between our small properties. This deck, ostensibly designed to be a place for the future dwellers to use before bed and upon waking up, is very likely to be a particular source of nuisance noise for us. We also continue to have concerns about the effectiveness and longevity of tall plantings as a solution to obstructing views from the proposed second story into our home and yard. We have raised concerns about this particular design feature multiple times and have yet to see it addressed in the design proposals. The applicant instead deflected these concerns by saying that future residents will be equally concerned about their privacy and avoid using the second story deck – but then why build a deck if not for it to be used?

As for sunlight, having made our move to San Anselmo to enjoy outdoor living, we especially prize sunlight in our little home's yard. The proposal talked about minimal shadows cast on our building during the required 9 AM- 3 PM period, but we ask the Council to also consider the impact on sunlight in our side yard immediately adjacent to 9 Laurel, which is an area of our small property that we highly value and regularly use as an extension of our home – for grilling, dining and gathering with friends. If approved, the shadows and sightlines from this project would have a meaningful, negative impact on our enjoyment of this outdoor space and our quality of life. Further, the negative impacts on light would be much more pronounced for our

neighbor at 5 Laurel Avenue, whose home is directly north of the 9 Laurel and would see a significant loss of sunlight into her indoor living space.

Finally, the mass of this project remains problematic for affordability in our community and out of character with our neighborhood of predominantly small single-story homes on small lots. We both grew up in the Bay Area and were committed to staying when it came time for us to buy our first home together. We spent 12 heartbreaking months losing offers and worrying that we'd already been priced out of our hometown market for good before landing so happily in this livable, walkable, charming little corner of San Anselmo. The thing about small homes and small properties is that they offer a slice of relative - and we do mean relative - affordability. We are not asking for the Town to prevent improvements or expansions in order to keep housing costs down, but we do think it's important to consider the real value to our community of preserving modest homes that give first time homebuyers and working families a shot at homeownership in our community. This neighborhood around Yolanda Station is extra special and unique because its small cottages provide that opportunity - a goal that is expressly stated in the Town General Plan. At a time when our community and our state faces an acute housing affordability crisis, we feel very strongly that replacing one of those small homes with an oversized single-family project that's roughly double the size of its neighbors would be a mistake, and we urge you to consider those consequences.

We fully support smart property improvements at 9 Laurel, but they should not come at the cost of a rare opportunity for affordability in our community, the charm of our unique neighborhood, and the well-being of the property's immediate neighbors. Again, we urge you to reject this appeal and uphold the decision of the Planning Commission.

Thank you for your consideration.

Sincerely,

Rosalind Jackson and Terrence Curley

rosalindejackson@gmail.com

510-708-6880

Matthew, Colleen and Claire Noel

15 Laurel Avenue

San Anselmo, CA 94960

Sent Via Email

May 16, 2022

San Anselmo Planning Commission

525 San Anselmo Avenue

San Anselmo, CA 94960

Dear Town Council Representatives:

This letter is to oppose the appeal on permit application for 9 Laurel Avenue by Hassan Afrookteh and Brooke Petersen ("Applicants".) Preliminarily, we would like to note that several vertical PVC pipes (aka "story poles") have been allowed to remain erected at the subject property since February, 2020 (two years and two months.) Photos of the story poles are attached below. There appears to be no reason why these poles could not have been taken down and re-erected throughout the Applicants' various iterations of their proposed project since it took the Applicants about 4-5 hours to erect them initially. During the storms in October, 2021, one of the story poles failed but the Applicants failed to repair it for a week despite the fact that a tenant is residing in the home.

However, since the poles remain erected, we strongly encourage all of the members of the Town Council to visit our property so that you can personally view the impact that this proposal, as presently constituted, would have on our property and the surrounding neighborhood. We are also authorized to make this request on behalf of Fran Farmer (5 Laurel Avenue), Chris Braun (8 Laurel Avenue #2) and Rosalind Jackson and Terry Curley (1055 San Anselmo Avenue.) These are the homes most directly impacted by the proposed project.

Regarding the appeal, the Applicants' sole basis is that "the Commission abused its discretion inasmuch as the Commission's decision was unsupported by substantial evidence." It is our position that the Planning Commission ("Commission") did not abuse its discretion and voted against the application after three very thorough and extensive hearings on the matter. The Commission provided some suggestions as to what steps could be taken to mitigate the impact of the project on the surrounding neighbors. However, at no point did any member of the Commission represent to the Applicants that if they made certain modifications, then the application would be granted. As developers, the Applicants assumed the risk of purchasing the subject property with the hope that they would be able to "maximize profits" by building the biggest structure allowable. However, they simply purchased the wrong property for the project they envision since it would result in overbuilding on the lot and significantly impact the air, light and privacy rights of the surrounding neighbors.

Moreover, any allegation that the Commission has somehow conspired against the Applicants from the outset is offset by the fact that the composition of the Commission has changed from the time the application was first submitted. If anything, the fact that three of the Commission members were replaced since the first iteration of the application is further indicative that they were not biased or predisposed to rejecting the application. Different members have reviewed different proposals and heard the arguments in response to each and have all reached the same conclusion.

Our family was always willing to accept whatever decision the Commission reached on the application despite the myriad hardships that would be imposed on us ranging from noisy construction to our fence and deck potentially being removed, as initially threatened by the Applicants. We had hoped that the Applicants would do the same. Instead, the Applicants have subsequently appeared before the Commission and accused them of "playing games", of being "partisan and unreasonable" as well as being "enablers" to our family and our neighbors while referring to us as "activists" for merely asserting our rights. The Applicants further stated that the Commission's decision was "bogus" and was not made on any evidence. This is simply not true. If anything, the Commission bent over backwards to consider volumes of evidence and reached the same conclusion at all three hearings.

The Commission heard extensive testimony from our family, neighbors and others who opposed the project regarding the adverse impact the proposed structure would have on the air, light, privacy and character of the neighborhood. The Commission also considered all of the arguments presented by the Applicants. In response, the Commission provided thoughtful feedback and a sound basis for rejecting the application. The proposed project is simply too large in scale in relation to the other homes in the neighborhood and is a complete overbuild for the lot.

While we certainly appreciate the fact that the Applicants have an interest in making improvements to the property, we feel that the adverse impact on the neighbors should outweigh the interests of property developers who have made it clear that their primary goal is to profit off of this project. They can still reap a tremendous profit by completing a tasteful remodel that does not adversely impact the air, privacy and light rights of the surrounding neighbors.

Finally, this appeal should be rejected from a public policy standpoint since granting it would essentially be rewarding the vitriolic name calling that the Applicants have engaged in at the previous hearings. Moreover, the proposed project does nothing to alleviate the current housing crisis in our town and county. If anything, the proposed project simply takes another relatively affordable home and pushes it out of reach for potential homebuyers in our town all in the name of lining the pockets of property developers.

Respectfully Submitted,

Matthew, Colleen and Claire Noel

mattthewpcnoel@yahoo.com

415.572.4899

View from the rear deck at 15 Laurel Avenue



View from the rear deck at 15 Laurel Avenue



View from the driveway at 15 Laurel Avenue



View from the street of 15 Laurel Avenue adjacent to 9 Laurel Avenue



Robyn Clifford

From: Robyn Clifford
Sent: Thursday, June 9, 2022 10:08 AM
To: Robyn Clifford
Subject: FW: Opposition to the appeal of 9 Laurel Ave

From: Fran Farmer <lovejoyfran@gmail.com>
Sent: Wednesday, June 8, 2022 10:27 AM
To: Planning <planning@townofsananselmo.org>; Town Council <towncouncil@townofsananselmo.org>
Cc: Steve Burdo <sburdo@townofsananselmo.org>; Eileen Burke <eburke@townofsananselmo.org>; Brian Colbert <bcolbert@townofsananselmo.org>; Alexis Fineman <afineman@townofsananselmo.org>
Subject: Re: Opposition to the appeal of 9 Laurel Ave

CAUTION: External Sender

One additional point. Our street has only single story homes so we all enjoy LAP along with the opportunity to add solar energy to our homes. A 2nd story built on our south side negates all of these things. However, I am in support of a modest single story expansion as our neighbors at 44 Laurel Ave are doing.

Thank you,
Fran Farmer

Sent from my iPhone

> On Jun 8, 2022, at 8:27 AM, Fran Farmer <lovejoyfran@gmail.com> wrote:
>
> Good Morning members of the Town Council and the Planning Dept,
>
> On May 18th I sent in my opposition to the appeal of 9 Laurel Ave.
> I would like to add this additional photo which shows the position of the sun in the winter
>
> Please include the following with my previous comments sent on May18th opposition to the appeal of 9 Laurel Ave.
>
> This photo show the position of the sun in winter - clearly below the story poles, but above the current roofline.
> The current roofline does not impinge on my LAP, in compliance with the Town General Plan, but a 2nd story clearly would.
>
> Thank you for your time.
> Fran Farmer
>



>
>
>

Robyn Clifford

From: Lisa M. Hamilton <lmh@lisamhamilton.com>
Sent: Monday, June 13, 2022 10:20 AM
To: Robyn Clifford
Subject: Fwd: 9 LAUREL AVENUE

CAUTION: External Sender

Begin forwarded message:

From: "Lisa M. Hamilton" <lmh@lisamhamilton.com>
Subject: 9 LAUREL AVENUE
Date: June 13, 2022 at 10:08:44 AM PDT
To: townclerk@townofsananselmo.org

Dear Planning Commission,

I am writing to express my objection to the request for the addition and remodel of 9 Laurel Avenue. I live just around the corner, on Hazel Avenue.

San Anselmo is at a critical juncture in its development as a town and community. The higher real estate prices go, the more pressure there is for houses to be transformed—upgraded, upsized—to meet the prices people are willing to pay for property. But as a resident and home owner here, I do not believe that this is our best path forward as a community. I appreciate that my neighborhood has modest houses, appropriate for the plots on which they are located and, frankly, sufficient for many people's needs. I'm tired of seeing such houses scrapped and replaced with oversized, overly fancy buildings that nearly bulge over the edges of the lot, imposing on neighbors' space and changing the face of the street. By approving such projects, we condone and promote rising real estate prices and speculative building, which in turn shifts our community away from people of modest means and toward only millionaires.

In many respects, the shape of our community begins with the planning commission. I hope you will reject this building plan as too big for its modest lot and out of character with the neighborhood.

Please keep me apprised of developments in this application.

Thank you.

Lisa M. Hamilton

Robyn Clifford

From: Robyn Clifford
Sent: Tuesday, June 14, 2022 8:56 AM
To: Robyn Clifford
Subject: FW: 9 LAUREL AVENUE

FYI
Sent from my iPhone

Begin forwarded message:

> **From:** "Lisa M. Hamilton" <lmh@lisamhamilton.com>
> **Date:** June 13, 2022 at 10:08:51 AM PDT
> **To:** Carla Kacmar <ckacmar@townofsananselmo.org>
> **Subject: 9 LAUREL AVENUE**
>
> CAUTION: External Sender
>
> Dear Planning Commission,
>
> I am writing to express my objection to the request for the addition and remodel of 9 Laurel Avenue. I live just around the corner, on Hazel Avenue.
>
> San Anselmo is at a critical juncture in its development as a town and community. The higher real estate prices go, the more pressure there is for houses to be transformed—upgraded, upsized—to meet the prices people are willing to pay for property. But as a resident and home owner here, I do not believe that this is our best path forward as a community. I appreciate that my neighborhood has modest houses, appropriate for the plots on which they are located and, frankly, sufficient for many people's needs. I'm tired of seeing such houses scrapped and replaced with oversized, overly fancy buildings that nearly bulge over the edges of the lot, imposing on neighbors' space and changing the face of the street. By approving such projects, we condone and promote rising real estate prices and speculative building, which in turn shifts our community away from people of modest means and toward only millionaires.
>
> In many respects, the shape of our community begins with the planning commission. I hope you will reject this building plan as too big for its modest lot and out of character with the neighborhood.
>
> Please keep me apprised of developments in this application.
>
> Thank you.
>
> Lisa M. Hamilton

June 13, 2022

RE: #9 Laurel Appeal, June 14, 2022 Town Council Meeting

Dear Mayor Fineman and Council Members,

I am writing today in support of the appeal application of Brooke Peterson and Hassan Afrookteh for their house at 9 Laurel Ave.

My husband Michael and I have lived on Oak Avenue in San Anselmo for 30 years. We have raised our children here, and I have both worked and volunteered in this wonderful town. We have known Brooke and Hassan for many of those years, as they are an even longer-time Marin family than we are. I know them to be honorable and committed to the San Anselmo community.

I believe that homeowners have the right to improve their property within the rules and limits established by the Town. Brooke and Hassan are proposing a modest addition – adding a bedroom, closet, and a bath on a second floor -- which is all within the Town's objective criteria of size and height limits. Over the last several years, they have modified their design after each Planning Commission hearing following the guidance received from the Commission, including reducing the second floor by half and removing the ADU.

There has been opposition to the addition of the second floor by other community members with related concerns about light and privacy, but my understanding is that that current zoning allows second stories -- evidenced by the many two-story homes of mixed styles in the neighborhood and throughout our town. Brooke and Hassan have incorporated many measures in the design to mitigate the impact on neighbors. The proposed design would result in a modest 1,780 sq ft home that would fit well with the character of our town.

I hope that you will evenly and fairly review this appeal, consistent with the rules and policies currently in place, and decide to approve this project. Thank you for your consideration of this letter of support, and thank you for all that each of you do to support our community.

Sincerely,

Jeanne Lipson

June 12, 2022

Dear Mayor Fineman & San Anselmo Town Council,

We are writing this letter to record our support for the 2nd floor addition appeal you will be hearing regarding #9 Laurel on Tuesday night.

We live just up the hill on Allyn Ave. We have been homeowners and residents in this neighborhood for 50 years. We have raised our family in this community and have passed by this property multiple times a day in cars, on bikes or on foot over the years.

More recently, we have been following Brooke Peterson & Hassan Afrookteh design review process over the past 2 ½ - 3 years as we have been excited for the prospect of neighborhood improvement for some of our aging and degraded housing stock.

Brooke and Hassan have presented a design for this project three separate times and revised their design following feedback from each of the Planning Commission hearings. Their 2nd design come back reduced the proposed square footage by half. The 3rd iteration removed a proposed ADU. The current design is a 536 square foot addition of a bedroom, bathroom, and closet to make a very small home two-bedroom, old home into an upgraded, yet still small 3-bedroom family home. Final floor area of 1,783 square feet does not seem to be an "overdevelopment". It is **under** the allowable size and height limits for this zone.

The final design is compact, tasteful, and modest in keeping with diverse character of the surrounding neighborhood which includes many architectural styles, single level homes, split level homes, two story homes and even a large multi-unit 2 story apartment complex directly across the street.

We see homes under construction with similar design features that have been approved by the Town Planning Commission, which include second floor additions, tall unarticulated walls, with some expected shadow and privacy impact on their neighbors and side yard parking. #69 Scenic is an example that is currently under construction in the immediate neighborhood, just around the corner from Laurel and down the hill from our residence.



Brooke & Hassan are long time residence and homeowners in San Anselmo that have been characterized as outside developers and profiteers. They have lived within 1/2 mile of Laurel Avenue for 25 years and raised their two sons through the San Anselmo public schools as integral members of our community.

Please consider reviewing Brooke & Hassan's project based on the facts, evidence provided, and objective standards set forth in the zoning code of San Anselmo.

Respectfully,

Jerry Pompili & Nancy Taylor

Robyn Clifford

From: Robyn Clifford
Sent: Tuesday, June 14, 2022 8:46 AM
To: Robyn Clifford
Subject: FW: letter re 9 Laurel Ave.

Begin forwarded message:

From: Tracey Herman Broome <tracey@newleaftherapist.com>
Date: June 13, 2022 at 8:50:59 PM PDT
To: Town Council <towncouncil@townofsananselmo.org>
Subject: letter re 9 Laurel Ave.

CAUTION: External Sender

Dear Mayor Alexis Fineman, and Council members

My name is Tracey Herman Broome. My husband, David, and I have been fortunate to have lived in San Anselmo on Allyn Avenue since 1999. We have raised two children and have greatly enjoyed the beauty and strong sense of community that our town provides in plenty. Our family met Brooke Peterson and Hassan Afrookteh and their two boys (now young men) when our oldest started kindergarten at Wade Thomas. Brooke grew up in Marin and her parents still live in Marin. Brooke and Hassan are the type of friends and neighbors that make our town so special, and it frustrates me how unjustly they have been treated in this process of seeking town approval for their home improvements. I am writing to you in support of their application.

For nearly three years I have been following our friends' plans to build an addition to their house at 9 Laurel Ave. I have attended meetings and have found the level of vitriol towards Brooke and Hassan vexing and uncalled for. It is wrong to use the pejorative term "developer" to our friends. In three successive applications, they have dutifully made the changes that the Planning Commission had asked of them including, among other changes, cutting the proposed addition by half and removing a planned ADU. They are now proposing a very modest addition to their house. I understand that this project fits within the size and is well below the height limits in the code. I see other construction in the neighborhood progress and yet this project, despite all the efforts of Brooke and Hassan, continues to be stalled due to town process.

Residents of San Anselmo have a right to improve their homes, and in doing so, have a right to proper due process. Reciprocally, the Town has a duty to make decisions that are based on evidence and logic, not on personal taste and evidence-free assertions.

It is entirely reasonable for people who live on small lots near downtown to expect some impact on our light and privacy from homes next door. Shadow studies for 9 Laurel Ave. show minimal to no impact on neighboring properties. Proposed landscaping removes any privacy concerns. I understand that the neighborhood character is an important issue for our Town. The house at 9 Laurel Ave. sits in a neighborhood of mixed one and two-story homes with many differed architectural styles including a two-story apartment building across the street. This house, once completed, will fit well in this

neighborhood, and will renew our town's aging housing stock making it suitable for a small family to live and grow there for the long term.

I urge you to rely on facts of this project over evidence-free assertions and reaffirm the legitimate rights of our citizens to improve their homes with approving this appeal application.

Respectfully,

Tracey Herman Broome

Tracey Herman Broome
www.anewleaftherapygroup.com
415.267.1885
tracey@newleaftherapist.com

822 D Street #8, San Rafael, CA 94901
License #40928

A New Leaf
Therapy Group

Growth through therapy for adults, children, and families

This e-mail may contain confidential or privileged information. If you think you have received this e-mail in error, please advise the sender by reply e-mail and then delete this e-mail immediately. Thank you.

June 13, 2022

San Anselmo Town Council
Via email only:
towncouncil@townofsananselmo.org

Re: June 14, 2022 Town Council Meeting
#9 Laurel Appeal Hearing

Dear San Anselmo Town Council and Mayor Fineman:

I write this letter in support of Brooke Peterson and Hassan Afrookteh regarding their appeal to have the town support their home improvement project at #9 Laurel.

My wife and I have lived on Floribel Ave. in San Anselmo for 19 years. We have raised our children here. I appreciate the varied nature of the homes here in San Anselmo and really enjoy the way our neighbors have made their homes interesting and unique.

I believe that it should be the right of homeowners to improve their homes within reasonable limits and that said limits put on homeowners' rights to do so be applied in a reasonable, fair, and evenhanded way. I am concerned from what I witnessed in prior hearings that Brooke and Hassan have not experienced a reasonable, fair, and evenhanded process so far and I hope our great town is up to changing that now and allowing their project to go forward.

- It seems a large part of the opposition to this project has focused on the proposed second story. However, there are many second story structures in the neighborhood. In fact there is a two story apartment building right across the street.
- The proposed ADU has already been removed – reducing potential housing for a lower income person in our town.
- The design that Brooke and Hassan have submitted is objectively beautiful and is surely compatible with the neighborhood.
- The Opposition's complaints about shadows and privacy have been addressed by the shadow study performed and it is not realistic if you live in a neighborhood to think that adjacent structures will not impact your light and privacy to some degree – that is just a consequence of living in a community that has small lot sizes with structures close together.
- The proposed house is now smaller than what the requirements allow.

- Brooke and Hassan have compromised so much on this project already, following the guidance from the town from prior hearings and it seems that the goal posts are always being moved on them in an arbitrary and unfair manner.

On a final note - Brooke and Hassan represent a multigenerational Marin family. They have raised their children here, have added tremendously to the community, and have deeper roots in Marin than a lot of us. However, they have been referred to pejoratively as "the developers" by people opposed to their project in an effort to adversely influence the town's decision-making process thus far. This is unfortunate, and I hope this tactic stops at the upcoming hearing.

Please approve Brooke and Hassan's project and help improve our town.

Thank you.

Jason Wolford

June 13, 2022

Dear Mayor Fineman, and Council members

Thank you for your leadership in guiding our town through many difficult decisions and for your consideration of our letter. My husband, David Baker and I have lived at 25 Elm Avenue in the San Anselmo community for the last 21 years and have raised our two children here. Brooke Peterson and Hassan Afrookteh have an appeal application for their house at 9 Laurel pending your review. We are writing to you in support of their application.

For nearly three years we have been following Brooke and Hassan's plans to build an addition to their house at 9 Laurel Ave. In three successive applications, they have dutifully made all of the changes that the Planning Commission had asked of them including, among other changes, cutting the proposed addition by half and removing a planned ADU. They are now proposing a very modest addition to their house. I understand that this project fits within the size and is well below the height limits in the code.

Residents of San Anselmo have a right to improve their homes, and in doing so, have a right to proper due process. Reciprocally, the Town has the responsibility to make decisions that are fair and equitable and based on evidence and logic.

It is entirely reasonable for people like us who live on small lots near downtown to expect some impact on our light and privacy from homes next door. Personally, our home on Elm Avenue is closely surrounded by homes with views into each other's backyards, family rooms, and kitchens. We all live here because we love San Anselmo and accept that close living is part of the character and expectation of our community. Shadow studies for 9 Laurel Ave. show minimal to no impact on neighboring properties. Proposed landscaping removes any privacy concerns. I understand that the neighborhood character is an important issue for our Town. The house at 9 Laurel Ave. sits in a neighborhood of mixed one and two-story homes with a mix of architectural designs. This house will fit well in this neighborhood and in San Anselmo. With the number of small families and children aggregating our recently renovated Creekside Park every night we clearly have more work to do to build up our inventory of homes to accommodate the number of young families that want to live in our town. This renovation will result in a such a home with the added benefit of renewing our town's aging housing stock.

I urge you to rely on the facts of this project over evidence-free assertions and support the legitimate rights of our citizens to improve their homes with approving this appeal application.

Thank you again for your consideration of this letter of support.

Best regards,

Mary Beth Baker

Mary Beth Baker
25 Elm Avenue
415.385.6967

Robyn Clifford

From: Carla Kacmar
Sent: Tuesday, June 14, 2022 6:43 AM
To: Robyn Clifford
Subject: Fwd: Appeal to Approve the Project at #9 Laurel APPEAL

Sent from my iPhone

Begin forwarded message:

From: "david dwbroome.com" <david@dwbroome.com>
Date: June 13, 2022 at 10:11:41 PM PDT
To: Town Council <towncouncil@townofsananselmo.org>
Cc: tracey@newleaftherapist.com
Subject: Appeal to Approve the Project at #9 Laurel APPEAL

CAUTION: External Sender

Dear San Anselmo Town Council and Mayor Fineman:

I support Brooke Peterson and Hassan Afrookteh's right to improve their home. I believe they have fully complied with the Town's concerns yet the Town continues to block this reasonable project. I, therefore urge the Town to approve the home improvement project at #9 Laurel.

I have been a proud resident of San Anselmo since 1999. I love our town and this community. I am keenly aware of and in support of maintaining the esthetic and character of this amazing place. I'm a former member of the Town's Open Space Committee. Our children have been raised here from birth and we've now been witness to our last child heading into the world. We plan to remain here and we will continue to contribute to our town in any way we can.

We appreciate the older homes that have evolved over the decades since the Golden Gate bridge construction nearly 90 years ago brought more people and development to Marin. Yet we have maintained a wonderful environment for future generations. Many of our homes, mine included, are (or were) quite old and in need of upgrades, repairs and improvements. If done within the code and character of the town, the evolution is welcome, necessary and should obviously continue. Without it the town character, safety and esthetic would diminish unnecessarily. Homeowners and tax payers that pay huge sums of their wealth to be here should be able to improve their properties without the undue burden of government red tape or unreasonable third parties with nothing to lose.

I believe that it should be the right of homeowners to improve their homes within reasonable limits and such limits put on homeowners' rights should be applied in a reasonable, fair, and evenhanded way. I see what has happened here and I am deeply concerned that Brooke and Hassan have not been treated fairly by the Town. It would seem that the town is curtailing

their rights of ownership unjustly and without accountability or sound reasoning. This is not the way our town should work.

However, the opposition to this project from my personal observation is dealing in irrational emotion, not facts. They seem to have caught the ear of some on the Town's planning commission members with their PowerPoint presentations and well-rehearsed talking points that are exaggerated and inflammatory. Alas, they seem to have successfully overwhelmed the good judgement of the committee and even manipulated the planning commission to repeat a pejorative of naming Hassan and Brooke as "developers". Mind you these developers have been established, upstanding members of this community for decades. Are we to now call people who want to develop their properties "developers" and then shut them down? This must stop. It is not factual sound, it is not reasonable and it is clearly unjustified.

For the Town Leadership I have a question-- what kind of a town do we have here?

Please approve Brooke and Hassan's project and help improve our town.

Thank you,

David Broome

Robyn Clifford

From: Fran Farmer <lovejoyfran@gmail.com>
Sent: Thursday, June 16, 2022 4:05 PM
To: Town Council; Robyn Clifford; Heidi Scoble
Subject: Thank You for your 9 Laurel Appeal decision

CAUTION: External Sender

Hello Town Council members, Robyn and Heidi,

On behalf of myself and the neighbors we would like to extend our gratitude for your time and diligence reviewing the extensive amount of material and listening to our comments regarding the 9 Laurel Appeal.
We are very appreciative of the thoughtfulness the Town Council, the Planning Commission and the Planning Dept have put into all of the decisions on this proposed project.
Our lovely Town is full of unique neighborhoods and numerous view points.
We are not a one size fits all and we are so glad that you did not treat this project as such.
Thank you for your contributions to our Town!

Hoping you all have a great weekend.
Fran Farmer and the neighbors.

Law Offices of
JOHN E. SHARP
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903

John E. Sharp
john@johnsharplaw.com

Telephone: (415) 479-1645
Facsimile: (415) 295-7020

April 5, 2021

Elise Semonian via email: esemonian@townofsananselmo.org
Planning Director
TOWN OF SAN ANSELMO
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: ***9 Laurel Avenue: Design Review/ADU Application***

Dear Ms. Semonian:

As you know, I represent Hassan Afrookteh, and Brooke Peterson, ("Owners") the owners of the property at 9 Laurel Avenue, San Anselmo, CA ("the Property"). On or about February 4, 2021, Mr. Afrookteh submitted an application and plans for certain entitlements at the Property.
Please include this letter in the administrative record, and please provide the undersigned with any and all notices, staff reports and other materials prepared in conjunction with the proceedings of April 19, 2021, or any other proceedings in conjunction with the Property.

As you may know, California Government Code Section 65852.2 was further updated, effective January 1, 2021, with specific regard to ADUs. Among other things, the 2021 amendments provide for **administrative** approval of certain of the components of Owners' project.
Section 65852.2(a)(1)(B)(i) prohibits local agencies from including ADUs in development standards, with particular reference to lot size.

Section 65852.2(a)(8)(2)(C) states that a local agency shall not establish by ordinance any limits on lot coverage, floor area ratio, open space and minimum lot size for either attached or detached dwellings that does not permit at least an 800 square feet accessory dwelling unit that is at least 16 feet in height.
Similarly, San Anselmo Municipal Code section 10-6.205 states that "...the Town shall not apply limits on lot coverage or floor area ratio for either attached or detached dwellings that does not permit at least an eight hundred (800) square foot accessory dwelling unit that is at least sixteen (16) feet in height..."

Section 65852.2(a)(1)(D)(vii) states that "No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit." Similarly, San Anselmo Municipal Code section 10-6.204(b)(2) states that "No setback or height limit shall be required an accessory structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit".

Government Code § 65852.2 (a)(2)(C)(d)(1) as well as San Anselmo Municipal Code 10-6.203(b)(1) further clarify that parking requirements are not to be imposed when an ADU is located within one-half mile walking distance from public transit and that an "accessory structure" means a structure that is "accessory or incidental" to a dwelling on the same lot.

Reference is made to the notice for a hearing on April 19, 2021, (posted on or about April 2, 2021). Among other things, said notice erroneously states the proposed lot coverage as the sum of the lot coverages for the main residence and the ADU (1,530 square feet or 38.4%) asserting that a lot coverage variance is necessary for the addition which exceeds the maximum 35% lot coverage by 136 square feet. Furthermore, the notice erroneously states the proposed FAR as the sum of FARs of the main residence and the ADU (2,066 square feet or 51.9%) asserting that design review for an additional 325 square feet is required.

Pursuant to the provisions of Government Code § 65852.2, the Town is without jurisdiction to require the referenced lot coverage variance and design review for FAR exceeding the maximum, and would be subject to mandamus relief pursuant to Code of Civil Procedure Sec. 1094.5, et seq., if it refuses to acknowledge the exemptions afforded the ADU by § 65852.2 related to lot coverage and FAR or to approve the ADU portion of the project ministerially, or if it persists on subjecting the main residence to additional unlawful discretionary reviews, by conflating the main residence lot coverage and FAR with those of the ADU . (See below).

As stated in § 65852.2(a)(1)(D)(3):

> "A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered approved ministerially without discretionary review or a hearing…the permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is a single-family or multi-family dwelling on the lot."

The same subsection goes on to say:

> "If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved."

The application submitted by Mr. Afrookteh and Ms. Peterson fits squarely within the mandates of § 65852.2 and, as such, the application for the ADU is deemed approved.

We note that the California Department of Housing and Community Development ("CDHCD") has published an Accessory Dwelling Unit Handbook ("Handbook"), updated in December 2020, in order to capture the January 2021 code amendments. Notably, at page 5 of that Handbook, the CDHCD states:

> "This recent legislation, among other changes, addresses the following:
> States that an application for the creation of an ADU or JADU shall be deemed *approved* (emphasis in the original) (not just subject to ministerial approval) if the local agency has not acted on the completed application within 60 days."

The CDHCD goes on to state that current legislation:

> "Prohibits local agencies from including and development standards for ADU's requirements on minimum lot size (Govt. Code § 65852.2(a)(1)(b)(1)…"
>
> Clarifies that when ADUs are created through the conversion of a garage, carport or covered parking structure, replacement of off-street parking spaces cannot be required by the local agency.
>
> Defines "accessory structures" to mean a structure that is accessory or incidental to a dwelling on the same lot as the ADU (Govt. Code § 65852.2(j)(2).

While we recognize that the portion of the project that requires design review for the upper story addition, setback variance and design review to allow parking spaces to be created in the front and side setbacks are accurately stated in the notice, the numeric data contained in the notice that purport to require a floor area exception, and lot coverage variance are inaccurate, and require correction.

With respect to design review findings, and the evidence to support them, these have been submitted and we reserve the right to address these matters in separate correspondence, for your staff report regarding the hearing on April 19, 2021.

If you have any questions or comments, please do not hesitate to contact the undersigned.

Very truly yours,

LAW OFFICES OF JOHN E. SHARP

John E. Sharp

JES/ss
cc: Client
Megan Acevedo, Town Attorney

Law Offices of
JOHN E. SHARP
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903

John E. Sharp
john@johnsharplaw.com

Telephone: (415) 479-1645
Facsimile: (415) 295-7020

September 28, 2021

HAND DELIVERED

Mayor Brian Colbert
and Members of the San Anselmo Town Council
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: ***Appeal of Hassan Afrookteh: Planning Commission Action of 9/20/21***

Dear Mayor Colbert and Members of the Council:

This office represents Appellant, Hassan Afrookteh ("Appellant"), with reference to the action of the Planning Commission ("Commission"), taken on September 20, 2021, denying Design Review, Parking Variance, and Demolition Permit for 9 Laurel Avenue, San Anselmo ("the Project"). Please include this correspondence in the Administrative Record of proceedings. Please provide this office with any and all notices, agendas, and staff reports and/or other communications pertaining to the Project and appeal.

The basis of the appeal is that, in denying the Project, the Commission abused its discretion inasmuch as the Commission's decision was unsupported by substantial evidence. The Commission abused its discretion insofar as its decision was not supported by proper findings, nor were any purported findings supported by substantial evidence. (Code of Civil Procedure 1094.5(b)). To the contrary, the evidence supported approval of the Project and the Commission acted arbitrarily and in excess of its jurisdiction.

Substantial evidence is defined in, without limitation, *Topanga Assn. for a Scenic Community v. County of Los Angeles*, 11 Cal.3d 506. Among other things, the *Topanga* decision requires that the Commission determine whether substantial evidence exists to support the findings set forth in the Town Code. Moreover, the findings must bridge the analytic gap between the raw evidence and the denial of the entitlements considered by the Commission on September 20. In this instance, the failure to follow Section 1094.5, Town Code, and related authority occurred inasmuch as the Commission appears to have pre-determined that Appellant would not receive approval of anything involving a second story, then worked backward from this conclusion.

Appellant reserves the right to supplement his appeal, including submitting further correspondence, up to and including at the time of the hearing.

Thank you for your attention to these matters.

Very truly yours,
LAW OFFICES OF JOHN E. SHARP

John E. Sharp

JES/aea

cc: Client

Law Offices of
JOHN E. SHARP
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903

John E. Sharp
john@johnsharplaw.com

Telephone: (415) 479-1645
Facsimile: (415) 295-7020

October 18, 2021

Via E-Mail
Elise Semonian (esemonian@townofsananselmo.org)
Planning Director
TOWN OF SAN ANSELMO
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: ***9 Laurel Avenue, San Anselmo, CA***

Dear Elise:

As you know, I represent Hassan Afrookteh with reference to his appeal of the Planning Commission's action of September 20, 2021, regarding 9 Laurel Avenue. The comments set forth below are in regard to tonight's consent agenda item, Resolution Number 2021-01. Please include this letter in the administrative record of proceedings.

On behalf of Mr. Afrookteh, we suggest that the matter is not appropriate for the consent agenda, should be removed therefrom and discussion of the content of the resolution itself should occur.

We believe the resolution not to fully and accurately reflect the proceedings of September 20th as follows:

The first recital ("whereas") does not identify that, of these 54.3 percent demolition, 25.3 percent was related to the main residence, and the balance for demolition of an accessory garage structure.

The fifth recital regarding "voluntary" removal of the proposed rise resulted from applicant having been given a limited choice of second floor additionally review, and was effectively forced to remove an ADU.

Paragraph A1 (all references are to paragraph numbers as set forth in the Resolution), fails to reflect that the Commission did not consider the unusual shape of the lot, or the multitude of front and side setbacks for parking at properties in the immediate vicinity.

Paragraph A2 is inaccurate, insofar as it attempts to state a finding based on moving a parking space having a relationship to shading an adjacent structure.

Paragraph B1 ignores the fact that a two-story structure exists directly across the street from the subject property as well as ithers in the immediate neighborhood. Moreover, the resolution does not reflect that the Vice-Chair made good on his standing threat to find a way to deny any second floor at all, by any means.

Paragraph B3 makes no mention of the mitigation proposed in the plans created by applicant, which would screen potential privacy and shade impacts.

In paragraph B6, the referenced Land Use section, regarding small town character and neighborhood harmony ignores a mix of architectural styles in the neighborhood and ignores recent legislation prohibiting "neighborhood character" as a basis for denying approvals.

Regarding paragraph B7, as you know, applicant seeks to refine the scope of said statement; however, applicant observes that there is no shade impact upon 15 Laurel Avenue, inasmuch as that property is located south of the proposed project.

B8 again, Plantings will screen the project from any views into 1055 San Anselmo Avenue.

B9 again, the surrounding area contain multiple 2-story structures.

Of course, Applicant reserves the right to make such further comments as maybe appropriate in conjunction with the appeal to the Town Council; however, we believe it is important that the record and, in particular, the Resolution, accurately reflect the materials and comments came before the Planning Commission in April and in September.

Thank you for your attention to these matters.

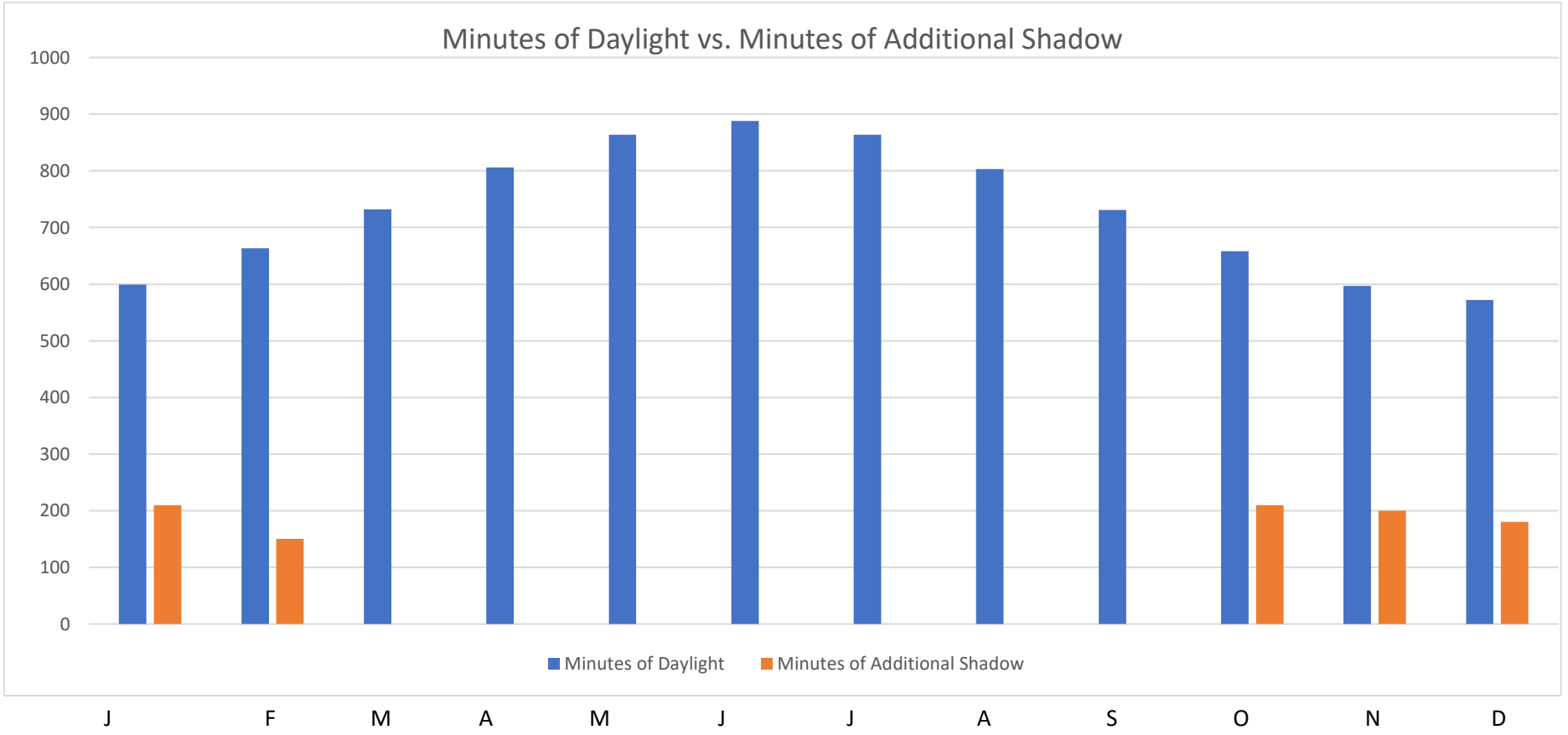
Very truly yours,

LAW OFFICES OF JOHN E. SHARP

John E. Sharp

JES/ls
cc: Hassan Afrookteh
Brooke Peterson

Numerical Analysis of Shadow Impact of 9 Laurel Ave. on One South Facing Window at 5 Laurel Ave.										
	Daylight					Shadow Impact				
	Sunrise	Sunset		Hours	Minutes	Existing	Proposed	Hours	Minutes	Percent
21-Jan	7:22	5:21	PST	9:59	599	4:00	12:30	3:30	210	35%
21-Feb	6:52	5:55	PST	11:03	663	5:00	2:30	2:30	150	23%
21-Mar	7:11	7:23	PDT	12:12	732	No Impact		0	0	0%
21-Apr	6:26	7:52	PDT	13:26	806	No Impact		0	0	0%
21-May	5:55	8:19	PDT	14:24	864	No Impact		0	0	0%
21-Jun	5:48	8:36	PDT	14:48	888	No Impact		0	0	0%
21-Jul	6:04	8:28	PDT	14:24	864	No Impact		0	0	0%
21-Aug	6:31	7:54	PDT	13:23	803	No Impact		0	0	0%
21-Sep	6:57	7:08	PDT	12:11	731	No Impact		0	0	0%
21-Oct	7:25	6:23	PDT	10:58	658	4:30	1:00	3:30	210	32%
21-Nov	6:57	4:54	PST	9:57	597	3:40	12:20	3:20	200	34%
21-Dec	7:22	4:54	PST	9:32	572	3:30	12:30	3:00	180	31%
Cumulative					8,777				950	11%



APPEAL HEARING
for 9 Laurel Ave., San Anselmo
6/14/2022

Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11





Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11

Project Narrative

This is the fourth hearing for this Project. It was a lift-and-fill proposal which was first reviewed and subsequently denied by the Planning Commission on January 6, 2020.

Timeline

First Hearing

Project Number	PRO 2019-063
Applied	10/21/2019
Hearing	1/6/2020

The agenda, drawings, information and a video of the 1/6/2020 hearing can be found here:
https://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=395

The Planning Commission provided direction for a redesign as follows:

1. Commissioners supported parking in setback: (1:58:14), (2:05:48),
2. Parking in front setback is allowed in a lot of cases (2:06:20)
3. Lift -and-fill is not appropriate for this site.
4. Make the house smaller by proposing a more modest addition (2:00:00)
5. Reduce the height of the structure by reducing first floor plate heights (2:00:10)
6. Reduce shadow impact on north neighbor
7. Don't build in the front setback (1:58:45), (2:05:25), (2:08:15)
8. Don't ask for 325 sq. ft. FAR exemption (2:03:25), (2:13:40),
9. Reduce volume and mass by eliminating internal parking (2:03:50), (staff report)
10. Employ additional mass-reducing techniques (2:15:30)
11. Do not raise the backyard by adding fill
12. Certain amount of shadow is acceptable (2:08:00), (2:09:00)
13. Second story is acceptable (2:08:00), (2:16:00) or may be inevitable due to site constraints (2:13:00)

Second Hearing

Project Number	PRO 2021-014
Applied	2/4/2021
Hearing	4/19/2021
Outcome	Continued

The agenda, drawings, information and a video of the 4/19/2021 hearing can be found here:
https://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=545

Responding to the design directions from the Planning Commission during the 1/6/2020 hearing, the Project was completely re-designed. Second floor area was reduced by 55% from 1,175 sq. ft. to 536 sq. ft., and 370 sq. ft. of interior parking was removed in order to reduce size and bulk. The height of the house was reduced to 24'-8", or 3'-4" lower than the earlier design, 5'-4" below max. of 30 feet. Second floor walls were stepped away from the front and north, and first floor roof was wrapped around the north side to reinforce the single-story volume as much as possible. A variety of roof shapes, gables and voids were employed to articulate and reduce the mass of the second floor.

Concurrent with the re-design effort, newly enacted 2021 amendments to the California Government Code, and SAMC 10.6 relating to ADUs, allowed for by-right conversion of the existing 278 sq. ft. accessory garage structure to an ADU. However, the Town staff argued that the FAR and lot coverage exemptions for the ADU in the statute 65852.2 (a)(8)(2)(C), and in SAMC 10.6.205 did not apply to this Project, and added the floor area and footprint of the ADU to the primary residence. By doing so, contrary to the intent of the Legislature, and in spite of their assertions to the contrary, the Planning Commission applied excessive and burdensome requirements effectively restricting the creation of an ADU 65852.150(8)(b). A letter dated 4/5/2022 was submitted to the Town objecting to mischaracterization of Project data was dismissed without any comment by Town staff. Correspondence from California Department of Housing and Community Development (CDHCD) regarding the ADU can be viewed here.

The Planning Commissioners' comments included:

1. A 325 sq. ft. FAR exception is not allowed for this project (3:05:03), (3:08:00), (3:11:10), (3:18:00)
2. There is no precedent in disallowing second-story additions in any one-story neighborhood (3:15:12)
3. It is not unreasonable to seek a second-floor addition in this neighborhood (3:17:17), (3:21:15)
4. The second-floor addition area is significantly reduced from the first design (3:10:00)
5. Opposing arguments against this second story addition are similar to those against projects that are routinely approved (3:15:37)
6. There was support for the variance to relocate the parking spaces to the north side (3:07:00), (3:12:28)
7. The area of the ADU is part of the FAR of the residence (3:08:35), (3:10:43), (3:18:28)
8. There was support for plan modifications suggested by Town staff (3:12:00), (3:17:57)
9. Project can have an ADU, but not necessarily a second floor (3:06:00)
10. The second-floor addition and ADU are mutually exclusive (3:13:42)
11. Remove the ADU in order to have a second floor(3:18:21), (3:20:55), (3:21:38)
12. Commission has design review powers over the size of the second floor, and can deny a second floor at all (3:26:40)

Third Hearing

Project Number	PRO 2021-014
Applied	2/4/2021
Hearing	9/20/2021
Outcome	Denied

The agenda, drawings, information and a video of the 9/20/2021 hearing can be found here:
https://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=629

A third design for this property responded to comments by the Planning Commission at the April 19, 2021 hearing to "either remove the ADU or the second-floor addition from the project". The re-design removed the ADU, and reduced the total floor area by 278 sq. ft. making the lot coverage 31% and FAR 44.8% of the lot area, which are below allowed limits. Changes recommended by Town staff were incorporated into the redesign. The proposed design conformed to all Code criteria relating to size, lot coverage, FAR and is 18% below the height limit.

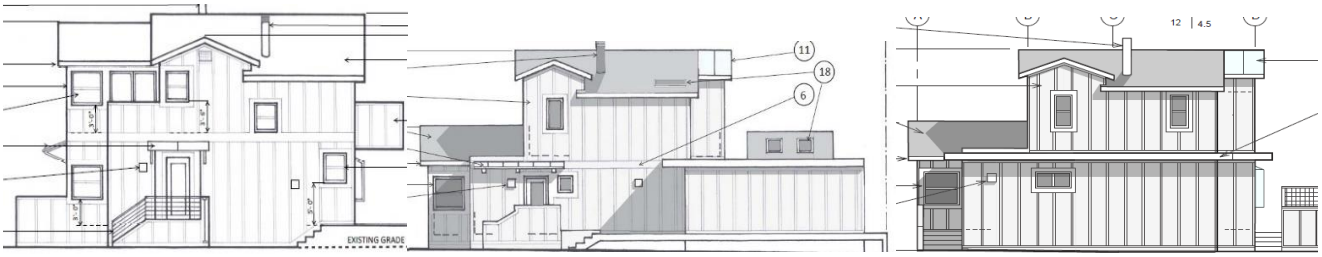
Two-story buildings are allowed in **R1** zoning, and building heights vary from one to two stories in the neighborhood. The area has a mix of architectural styles and the proposed building design would be compatible with the mixed visual character of the area. There is no precedent in disallowing second-story additions in any one-story neighborhood (3:15:12).

The bulk and mass of the second story were reduced by stepping the front and north elevations back from the lower level. The rear elevation massing is broken up by the deck and recessed master bedroom wall. The south elevation has one and two-story elements with an overhang and windows that further break up and articulates the two-story wall on

the south elevation. The lower-level plate height is 8'-4.5". The upper-level plate heights vary, but several areas have a plate height of 7'-4.5", which is low and will minimize the mass of the upper level. Several houses (here, here and here) that are larger, more bulky and less articulated than the proposed Project are currently under construction in similar neighborhoods in San Anselmo.



Street Elevations (East) for Designs 1, 2, and 3



South Elevations for Designs 1, 2, and 3

The removal of the ADU required the demolition of the existing accessory garage, which accounted for 29% of the total demolition quantity. Only 25.3% of the total demolition was for the primary residence. Non-habitable, accessory structures less than 500 sq. ft. are exempt from requirements for a demo permit (SAMC 10-3.2102). Town staff's email indicated that a demo permit would not be required. Yet, staff subsequently required a demo permit and a variance to maintain the existing non-conforming portion of the main residence. Ultimately, Town staff supported the demolition permit as most of the demolition was for the non-conforming garage structure walls and not the existing residence. As stated above, the proposed design has less mass than what would typically be proposed for a new residence.

The Planning Commissioners' comments indicated:

1. Commissioners were "torn" and found the Project "difficult" (1:36:12), (1:38:04), (1:38:15), (1:40:04), (1:40:17), (1:46:30)
2. It comes down to impact on light and privacy, and what is "material" (1:36:20)
3. If denied, application can be resubmitted in the future under SB9 resulting in a duplex with 4' setbacks and a garage (1:31:58)
4. There is a lot of variation of different types of homes in the neighborhood that is desirable (1:26:25), (1:36:52), (1:54:52)
5. Project is reduced in size, taken into consideration many of the directions given in the last hearing (1:34:35), (1:46:32)
6. Numerous two-story buildings exist outside the immediate corner (1:40:40)
7. There is no restriction on second story homes (1:40:45)
8. House is a modest size, and finished well, and will have a good feel (1:39:00), (1:50:02)
9. People are entitled to improve and expand their homes to within limits (1:35:25), (1:40:50)
10. There was uncertainty about accuracy of the shadow study (1:37:38), (1:42:03), (1:45:55)
11. A shade study should be done an outside party (1:45:42), (1:46:07), (1:50:45)
12. Light impact on 5 Laurel is the primarily concern (1:47:15), (1:50:50)

13. It is impossible not to have an impact on the neighbors in small lots (1:50:34), (1:51:00)
14. A second floor's impact on privacy is part of life in a tight neighborhood (1:51:10), (1:52:23)
15. Privacy is not a given in downtown area with dense neighborhood (1:51:12)

Shadows
The proposed second floor is 19'-4" feet away from 5 Laurel Ave., over 20' away from 15 Laurel Ave. and over 30' away from 1055 San Anselmo Ave. residences.

Two third-party Shadow Studies and a Numerical Shadow Impact dated 3-23-2022 were peer-reviewed by Town's consultant, and verified as accurate on 4/15/2022. Shadow Studies 01 & 02, consisting of 70 plates each, show the existing and proposed shadows on the 21st day of each month of the year at 6:00 a.m., 9:00 a.m., 12:00 noon, and 3:00 p.m. & 6:00 p.m.

Shadow Impact on 5 Laurel Ave.
Shadow Studies indicate the exact time when both existing and proposed shadows reach a south facing window on the rear of 5 Laurel Ave. Primary living spaces in the residence at 5 Laurel Ave. are oriented toward Laurel Ave. and San Anselmo Ave. The proposed Project faces the rear of 5 Laurel Ave. Shadows cast on one particular window at the rear of 5 Laurel Ave. were the subject of much dispute in prior hearings, and was cited by some Commissioners as a primary reason for the planning Commission's decision to deny the application.(1:47:15), (1:50:50), (1:37:38), (1:42:03), (1:45:55), (1:36:20)

Numerical analysis indicates zero impact during seven months of the year and an aggregate yearly impact of only 11%.

Shadow impact on 15 Laurel Ave.:
15 Laurel Ave. is located to the south of the Project. Shadow Study 01 or 02 confirm that there is no shadow impact on 15 Laurel Ave. at any time of the year.

Shadow impact 1055 San Anselmo Ave.:
1055 San Anselmo sits to the west of the Project; therefore, shadow impacts are in only later afternoon, and they are mixed.

Shadow Study 01 shows that the proposed Project allows for more sunlight on:
1/21 @ 3:00 p.m. and 4:00 p.m.
2/21 @ 3:00 p.m. and 5:00 p.m.
3/21 @ 6:00 p.m.
4/21 @ 6:00 p.m.
9/21 @ 3:00 p.m. and 6:00 p.m.
10/21 @ 3:00 p.m. and 6:00 p.m.
11/21 @ 3:00 p.m. and 3:40 p.m.
12/21 @ 3:00 p.m. and 3:30 p.m.

Shadow Study 01 shows that the second-floor addition casts slightly more shadow in late afternoons on:
5/21 @ 6:00 p.m.
6/21 @ 6:00 p.m.
7/21 @ 6:00 p.m.
8/21 @ 6:00 p.m.

Shadow impact on 8 Laurel Ave. (apartment building across the street from the Project):
Shadow study 02 confirms that there is no impact from the proposed second-floor addition on 8 Laurel Ave. at any time of the year.

The proposed project at 9 Laurel Ave. has no impact on the light and air of 21 Laurel Ave., since it cannot see or be seen from 21 Laurel Ave. The same is true of any other property on Rowland Ct., Hazel Ave., Redwood Rd., and San Anselmo Ave.

In previous hearings, Planning Commissioners conceded that “it is impossible not to have an impact on the neighbors in small lots.” (1:50:34), (1:51:00), and “certain amount of shadow is acceptable” (2:08:00), (2:09:00).

Independently-verified evidence indicates that the Project will not cast significant shadows on any neighboring properties. Furthermore, an assertion that installation landscaping will cause unreasonable shadow impacts is unprecedented, and not supported by any facts or evidence.

Variance Supplemental Questionnaire

Applicants request a **variance to relocate two existing parking spaces** that are currently located on the south and rear setbacks of the property to the north and front setback areas.

1. List below special circumstances applicable to the property, including size, shape, topography, location, or surroundings, to show why the variance should be granted, and why the granting of the variance will not be a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone.

The parcel is 3,983 sq. ft. in area, and is 53' wide. The parcel is trapezoidal in shape with front property line is at an angle to the side property lines, such that the north boundary is over 6' longer than the south boundary, providing enough depth for tandem parking. An existing structure 29.18' x 37.90' occupies the middle portion of the parcel such that any open area left for parking falls within the front, side or rear setbacks unless the existing residence is demolished. The existing parking spaces are in the side and rear setbacks.

The only area outside of setbacks that can accommodate a set of stairs is on the south side of the residence. The most compact run of stairs (straight run) and landings require 80 to 90 sq. ft. of area. Placing a straight run of stairs inside the existing residence will require a near total demolition of the existing residence, and will create an unreasonable hardship.

A new residence on this site that complies with a 20-foot front setback and has two code-compliant parking spaces and up to 400 square feet of garage area would be much larger and more massive than what is currently proposed. A new home would likely have taller plate heights at the lower level and have a larger second story, like the first plan for this site. The small lot size and angled front property line are also unusual circumstances that
Small parcel size, trapezoidal parcel shape, and an existing structure in the middle of the parcel are the physical constraints and special circumstances that make it difficult to comply with the 20-foot front yard setback requirement, and force any parking into the setbacks regardless of any design approach for the project.

All parcels in the immediate vicinity are smaller than is currently allowed, and most other existing residences in the vicinity have had their parking in the side setbacks and in plain view for decades without any detrimental effect on the aesthetics and character of the neighborhood and public.

The granting of a variance does not constitute a granting of a special privilege, since many surrounding properties have a similar condition and enjoy similar benefits.

As such, the provisions of California Gov. Code section 65906, providing that when, "because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification" a variance shall be granted, apply here. Moreover, the requirement that substantial evidence to support the Town's required findings, as contemplated by Code of Civil Procedure 1094.5 and *Topanga Association for a Scenic Community v. County of Los Angeles* (1974) 11 Cal. 3d 506 has been achieved.

Accordingly, the strict application of San Anselmo Municipal Code Section 10-3.501, et seq, deprives the applicant of privileges enjoyed by other property in the vicinity and under the Town's zoning ordinance.

2. List below your reasons why the variance will not materially affect adversely the health or safety of persons residing or working in the neighborhood or be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Relocating existing parking spaces from the south of the property to its north has no physical or measurable effect on the neighborhood. These are unenclosed parking spaces, with no physical impact on any quality-of-life values in the

neighborhood. They do not cast shadows, and are perceived as open space. The average person will not notice that open parking spaces have moved from one side to the other side of the property. On the other hand, enclosed garage space or parking spaces that meet the 20-foot front and rear setbacks and 8-foot side setbacks may lead to upper-level development that has a negative impact on adjacent property.

The existing site currently has no landscaping where the new parking space is proposed. The parking space configuration will be a tandem driveway, which is very common in San Anselmo residential areas and does not require new screening landscaping. The tandem driveway design with pervious pavers mitigates the visual impact of the parking design.

Most other existing residences in the vicinity have had their parking in the side setbacks and in plain view for decades apparently without any detrimental effect on the aesthetics and character of the neighborhood and public.
The neighboring north side yard, adjacent to where the parking spaces would be relocated, already has a transparent wire fence, and no landscape materials exist there that can block sight distance. The apartment building directly across the street has an open parking garage where cars have been in plain view for decades apparently without any detrimental or injurious effect on the neighbor's enjoyment of their property. There is no material adverse impact to anyone. (Gov. Code Sec 65906, infra).

The addition of one additional parking space in the front setback will encourage parking to be off-street, which will be a benefit in the long term as the Town adds more red curb lanes in neighborhoods to ensure roads are accessible for emergency vehicles, which often reduces on street parking. In addition, the Town is expecting other property owners to convert garages to ADUs, which will continue to increase demand for street parking spaces.

Variance Supplemental Questionnaire

Applicants request A demolition permit since the project includes removal of more than 50% of the exterior walls. 54.3% total demolition proposed, of which 25.3% is for the main residence walls and the balance is for accessory garage structure. **A variance is requested** to maintain the existing lower level of the structure 15.94' to 18.97' from the front property line (20-foot setback required for over 50% demolition).

1. **The demolition will not remove from the neighborhood or Town, nor adversely affect, a building of historical, architectural, cultural or aesthetic value:**

The project site is a portion of lots 5 and 6 of an unrecorded Yolanda Park Subdivision ("the subdivision"), subdivided prior to 1919. The first homes developed on the street were the bungalows at 15, 16 and 42 Laurel (and a residence in the area of 26 Laurel that was replaced). According to the County Assessor, the site and adjacent lot 5 Laurel Avenue were developed in 1939-1940. In 1934, the Town Council denied a request to rezone 5 and 9 Laurel Avenue to allow construction of a gas station. The Town of San Anselmo does not have an official local register of historic properties or historic districts. The site was not listed in the 1987 historic resource survey. The bungalows at 15 and 16 Laurel Avenue were identified as potentially eligible for local listing in that survey. The site does not represent a particular architectural style and was not designed by a notable architect. The residence would not qualify for listing on a state or federal historic register.

2. The project is consistent with the San Anselmo General Plan
See finding above.

3. The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The proposed residence will meet building codes and will be up to current fire safety standards with sprinklers. The second story is stepped back on sides and well-articulated and will not cause injury to others. Windows and solid deck railings have been designed to maximize privacy between sites.

4. The granting or denying of a demolition permit for the demolition of structures may also be subject to the following findings based on substantial evidence as determined by the Planning Commission or Town Council:

a.) Failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this chapter. Examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships.

b.) It is necessary to reveal previous architectural features covered up, such feature that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area.

These findings are inapplicable to this project. The structure would not qualify for listing on a state or federal register. Failure to approve the demolition permit would not cause immediate hardship and is not necessary to reveal previous architectural features.

Findings for Design Review

Applicant Name: Hassan Afrookteh & Brooke Peterson
Property Address: 9 Laurel Avenue, San Anselmo, CA 94960
Assessor Parcel Number: 007-112-11

Residential R-1, R-2, and R-3 (Three (3) or fewer units) below 150 feet Mean Sea Level (flatland).

1. Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area

The current re-design addresses the comments made by the commissioners and the public in three public hearings as well as those contained in staff reports. During the 9/20/2021 hearing, the Planning Commission indicated that the Project has been responsive to Commission and staff input from the past two hearings. The Commission has consistently indicated that there is no precedent in disallowing second-story additions in any one-story neighborhoods (3:15:12),

The project area is a mix of architectural styles with no particular design aesthetic that predominates. The residences were primarily built between the 1920s and 1960s. Because there is no predominant architectural style in the project area, the proposed building design would be compatible with the mixed visual character of the area. The Planning Commission has indicated that there is in fact a variation of different types of homes in the neighborhood (1:26:25), (1:36:52), (1:54:52), (1:40:40); that There is no precedent in disallowing second-story additions in any one-story neighborhood (3:15:12), and It is not unreasonable to seek a second-floor addition in this neighborhood (3:17:17), (3:21:15)

Defining a neighborhood as four houses on one side of a street is misleading and ignores the fact that there is a two-story, six-unit apartment building across the street, and numerous two-story buildings exist throughout the immediate area.

Specifically, the project addresses aesthetic compatibility with the existing improvements through articulation of massing and reductions in size, mass and volume of the residence in each iteration. These reductions, combined with articulation of massing, a variety of roof shapes, intersecting gables, voids and overhangs resulted in a modestly sized house of 1,783 sq. ft. that avoids aesthetic incompatibility with the mixed visual character of its surroundings.

The project is functionally compatible with its surroundings as the property will continue to function as a single-family dwelling like most of the surrounding properties. No other uses are proposed for this property; therefore, it is functionally compatible with its surroundings.

This property has not had any major improvements in eight decades. The house will have a new exterior, landscaping and sidewalk and will have a size and character that will fit well in the neighborhood.

2. Provides for protection against noise, odors, and other factors which may make the environment less desirable.

The application does not propose to change the use of the property, and does not anticipate any increase in noise, odor and other undesirable effects resulting from its continued use as a single-family dwelling. Residential land uses are not associated with the creation of substantial objectionable odors. Potential noise resulting from the project include temporary construction noise, automobile movement and mechanical equipment and noise associated with residential use. The project is expected to emit residential noise similar to noise levels in the existing residential neighborhood.

3. 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.

The existing house has not been updated in decades. The completed project will be highly desirable and will help to increase the value of the neighboring properties.

"Good Home Improvers Make Good Neighbors", is a 2008 study by Kevin Park at the Joint Center for Housing Studies at Harvard University. It's conclusion states:

"This paper finds a modest but statistically significant effect of neighborhood home improvement activity on house value appreciation, even for individual households with comparable levels of improvement spending. Following theory, this "neighborhood effect" was strongest among those households which spend the least individually. Further, the higher spending neighborhoods had, on average, higher appreciation rates, even when looking at comparable levels of household home improvement spending, in 11 of the 18 metro-areas analyzed. Looking across all metros, the average magnitude of this difference amounted to an inflation-adjusted annual appreciation rate roughly 15 percent higher over the time period analyzed. For a typical house worth $110,000 in 1996, this would yield an additional $3,900 in value by 2004."

4. 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.

The completed house will remain a single-family house with the required off street parking. It generates no new traffic and will not create any unnecessary traffic hazards, nor impede access by emergency vehicles and personnel.
During construction the project will adhere to Town of San Anselmo's rules, regulations and guidelines regarding parking, traffic and work in the public right-of-way. A construction management plan which will include a traffic management plan will be submitted as part of the permit application.

5. Will not adversely affect the health or safety of persons using the improvement or endanger property located in the area.

The occupants of the improved house will enjoy living in a well-designed, well-constructed house.
No hazardous activities are associated with single family residential uses, and building codes do not allow the use of hazardous materials in construction.

6. Is consistent with the Town General Plan

The property is and will remain a single-family house in an R1 zoning district, where two-stories are allowed; thus, is consistent with the Land Use policies of the Town General Plan. The rehabilitation and addition will be consistent with Land Use Goal 1: "
The small-town character, scale, and pace of life in San Anselmo shall be preserved, as shall the Town's close connection with the natural beauty of its setting." And Goal 3: "
New developments shall be integrated harmoniously in to San Anselmo's existing neighborhoods and commercial areas."

The project is consistent with Land Use Policy 3.2: "Single-family residential development is most appropriate within and adjacent to existing single-family areas, and in areas easily served with water and sewer lines. Such areas should also serve as transition zones between mixed density and very low-density areas."

The project is located within a mixed neighborhood of single-story and two-story homes. This illustrates that the project is consistent with Land Use Policy 11.1: "New development, including rehabilitation and expansion projects, shall be of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood."

Although the project is of a small scale, it is consistent with Land Use Policy 11.2: "Medium- and large-scale development projects in both single-family and mixed residential areas shall provide for a variation in building heights and exterior wall and roof articulation to avoid monotonous structures with a large, blank visual bulk and mass."

7. Will not unreasonably impair access to light and air of structures on neighboring properties.

The proposed second floor is 19'-4" feet away from 5 Laurel Ave., over 20' away from 15 Laurel Ave. and over 30' away from 1055 San Anselmo Ave. residences.

Two third-party Shadow Studies and a Numerical Shadow Impact dated 3-23-2022 were peer-reviewed by Town's consultant, and verified as accurate on 4/15/2022. Shadow Studies 01 & 02, consisting of 70 plates each, show the existing and proposed shadows on the 21st day of each month of the year at 6:00 a.m., 9:00 a.m., 12:00 noon, and 3:00 p.m. & 6:00 p.m.

Shadow Impact on 5 Laurel Ave.
Shadow Studies indicate the exact time when both existing and proposed shadows reach a south facing window on the rear of 5 Laurel Ave. Primary living spaces in the residence at 5 Laurel Ave. are oriented toward Laurel Ave. and San Anselmo Ave. The proposed Project faces the rear of 5 Laurel Ave. Shadows cast on one particular window at the rear of 5 Laurel Ave. were the subject of much dispute in prior hearings, and was cited by some Commissioners as a primary reason for the planning Commission's decision to deny the application.(1:47:15), (1:50:50), (1:37:38), (1:42:03), (1:45:55), (1:36:20)

Numerical analysis indicates zero impact during seven months of the year and an aggregate yearly impact of only 11%.

Shadow impact on 15 Laurel Ave.:
15 Laurel Ave. is located to the south of the Project. Shadow Study 01 or 02 confirm that there is no shadow impact on 15 Laurel Ave. at any time of the year.

Shadow impact 1055 San Anselmo Ave.:
1055 San Anselmo sits to the west of the Project; therefore, shadow impacts are in only later afternoon, and they are mixed.

Shadow Study 01 shows that the proposed Project allows for more sunlight on:
1/21 @ 3:00 p.m. and 4:00 p.m.
2/21 @ 3:00 p.m. and 5:00 p.m.
3/21 @ 6:00 p.m.
4/21 @ 6:00 p.m.
9/21 @ 3:00 p.m. and 6:00 p.m.
10/21 @ 3:00 p.m. and 6:00 p.m.
11/21 @ 3:00 p.m. and 3:40 p.m.
12/21 @ 3:00 p.m. and 3:30 p.m.

Shadow Study 01 shows that the second-floor addition casts slightly more shadow in late afternoons on:
5/21 @ 6:00 p.m.
6/21 @ 6:00 p.m.
7/21 @ 6:00 p.m.
8/21 @ 6:00 p.m.

Shadow impact on 8 Laurel Ave. (apartment building across the street from the Project):
Shadow study 02 confirms that there is no impact from the proposed second-floor addition on 8 Laurel Ave. at any time of the year.

The proposed project at 9 Laurel Ave. has no impact on the light and air of 21 Laurel Ave., since it cannot see or be seen from 21 Laurel Ave. The same is true of any other property on Rowland Ct., Hazel Ave., Redwood Rd., and San Anselmo Ave.

Independently-verified evidence indicates that the Project will not cast significant shadows on any neighboring properties. Furthermore, an assertion that installation landscaping will cause unreasonable shadow impacts is unprecedented, and not supported by any facts or evidence.

In previous hearings, Planning Commissioners conceded that "it is impossible not to have an impact on the neighbors in small lots." (1:50:34), (1:51:00), and "certain amount of shadow is acceptable" (2:08:00), (2:09:00).

8. Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks

During the 9/20/2021 Planning Commission hearing, commissioners indicated that

1. It is impossible not to have an impact on the neighbors in small lots (1:50:34), (1:51:00)
2. A second floor's impact on privacy is part of life in a tight neighborhood (1:51:10), (1:52:23)
3. Privacy is not a given in downtown area with dense neighborhood (1:51:12)

Screen plants have been successfully used to mitigate privacy concerns throughout the world for centuries. They have been used in San Anselmo for at least a century with examples throughout the town. Appropriately selected screen plantings are proposed on the east and south perimeters to block any views into the interior or the open spaces at 1055 San Anselmo Ave., and 15 Laurel Ave.

The sightlines and privacy issues are illustrated on sheet A19. These were identified during discussions with the affected neighbors, and in the course of the three public hearings. The Project uses high sill window on the north, east, and south facades, and has no second-floor windows that can overlook 15 Laurel Ave. The east façade second floor windows are setback an additional 6 feet, and are set deep behind a deck which acts as buffer. Solid railing on the second-floor deck blocks any views to 1055 Laurel Ave. from a seated or a reclined position.

The proposed project at 9 Laurel Ave. has no impact on privacy of 21 laurel Ave., since it cannot see or be seen from 21 Laurel Ave. or 8 Laurel Ave. The same is true of any property on Rowland Ct., Hazel Ave., Redwood Rd., and San Anselmo Ave. other than 1055 San Anselmo Ave. as discussed above.

9. Be of a bulk, mass and design that complements the existing character of the surrounding neighborhood

The Planning Commission has affirmed that there is no precedent in disallowing second-story additions in any one-story neighborhoods (3:15:12), and it is not unreasonable to seek a second-floor addition in this neighborhood (3:17:17), (3:21:15).

An on-the-ground observation of a neighborhood map of the Unrecorded Yolanda Subdivision indicates that 12 of the 37 structures contained in the outlined area are two-story, many are not bungalows or cottages, and multiple structures have attached garages. These are randomly distributed in the outlined area.

Building heights generally vary from one to two stories in the neighborhood. The aerial view on Sheet A16 shows that nearly 20% of the buildings in the immediate area are two stories.

The project area is a mix of architectural styles with no particular design aesthetic that predominates. The residences were primarily built between the 1920s and 1960s. Because there is no predominant architectural style in the project area, the proposed building design would be compatible with the mixed visual character of the area.

The proposed project maintains the low front portion of the existing residence, keeps the roof shape and slope of the existing residence on the second floor, while adding intersecting gables and a variety roof shapes. North and east facades are stepped back, west façade employs a recessed deck to break up and reduce the apparent mass of the building.

Stairs are located in the only place that can accommodate them without demolishing of the existing residence. Stairs are intrinsically two-story elements whose volume cannot be stepped back. An overhang that introduces a shadow band and windows are employed to break up the stair wall on the south side. Examples of similar second floor additions with two

story walls and little to no articulation that are currently under construction in San Anselmo can be seen here, here, and here.

10. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

The improved structure will incorporate many sustainable features. The existing house structure kept intact in the front, and the rear portion is incorporated into the improvements. The site will include fully landscaped front and rear yards. Peer-reviewed independent shadow studies prove that he proposed project has no impact on access to light and air for neighbors to the south, or across the street to the east.

Demolition of the existing garage will, on aggregate, provide more sunlight to the neighbor to the west for eight months out of the year and marginally increase shadows after 6:00 p.m. for the remainder of the year. There is only an 11% aggregate impact to the neighbor to the north throughout the year. The completed project will be built conforming to the latest edition of the California Building Code and up-to-date fire safety standards. It will be earthquake resistant, will have fire sprinklers, and will incorporate many sustainable features. It will be highly desirable and will help increase the value of the neighboring properties.

A requirement to step back walls of the Project on all sides is impractical, unprecedented, has no foundation in San Anselmo Municipal Code. Current buildings under construction throughout the town (here, here, and here) are evidence to the contrary.

Materials

The proposed exterior materials include gray board-and-batten siding, white wood trim and fascias, white window and door frames, and light gray asphalt shingle roof. Hardscape materials consist of wood deck over natural grade, tiled porches, pavers on permeable substrate, and artificial turf. The project includes landscaping in front and back yards with trees, hedge screen plants, shrubs and perennials.

Board and batten is a commonly used cladding material in San Anselmo and in Marin County. It is enjoying a new popularity.

In the immediate area board and batten siding can be seen on a second-floor addition at 25 Laurel Ave. and at 96 Redwood Ave. Elsewhere in town it is used in:

18 Mariposa, a newly constructed multi-family housing

MHBB bakery at 101 San Anselmo Ave.

Studio 5 Design, 25 San Anselmo Ave.

Residence at 44 Bolinas Ave.

Residence at 35 Waverly Rd.

Impacts During Construction

Project construction is estimated to take 10 to 12 months.

During project construction, the project contractor shall comply with the Basic Construction Mitigation Measures recommended by BAAQMD:

1. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
3. All visible mud or dirt track-out onto adjacent public roads shall be removed.
4. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible.
5. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers.
6. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
7. Post a publicly visible sign with the telephone number for the building department to contact regarding dust complaints. The Building Official or his designee shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
8. All exposed surfaces shall be watered at a frequency adequate to maintain minimum soil moisture of 12 percent.
9. All trucks and equipment, including their tires, shall be washed off prior to leaving the site.
10. Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways.
11. Minimize the idling time of diesel-powered construction equipment to two minutes.

Site Runoff & Stormwater Management

The proposal does not include any re-grading of the site and does not alter the site's natural drainage patterns. The Town will require Best Management Practices (BMPs) to be implemented at the site during construction and all development projects in San Anselmo must comply with the Town's Grading Ordinance.

Odors

Diesel fumes from construction equipment and trucks may be found to be objectionable, but construction of the project would be temporary. The project will not create objectionable odors that affect a substantial number of people, resulting in a less than significant impact.

Noise and Vibrations

Construction activities associated with construction of the project would temporarily increase noise levels in the project area. Construction activities generate considerable amounts of noise, especially when heavy equipment is used. The construction of the proposed project would temporarily increase noise levels in the immediate vicinity of the project site, would be audible at the nearby residences, and could result in a significant impact.

Measures to reduce construction noise to the maximum extent feasible shall be included in contractor specifications and shall include, but not be limited to, the following:

1. Construction equipment shall be properly outfitted and maintained with manufacturer recommended noise-reduction devices to minimize construction- generated noise.
2. All property within 100 feet of the site shall be informed at least two weeks prior to the start of the construction project.
3. A noise disturbance coordinator shall be designated by the project applicant and will be responsible for responding to complaints about construction noise. The telephone number of the disturbance coordinator shall be posted in a conspicuous place at the construction site.
4. Construction hours, including the arrival and departure of employees, shall be limited to 7:00 a.m. to 6:00 p.m. Monday through Friday.
5. Quiet construction work (such as hand painting and work inside the building) shall be allowed until 7:00 p.m. on weekdays and Saturdays from 9:00 a.m. to 5:00 p.m. and Sundays from 12:00 p.m. to 5:00 p.m. The construction work must not be heard from adjacent sites.
6. No amplified music or radios are permitted to be audible off the site.
7. Stationary construction noise sources such as air compressors, generators or pumps shall be shielded to minimize their sound and shall be located as far as practical from existing residences and businesses.
8. Impact tools and equipment shall have intake and exhaust mufflers recommended by the manufacturers. Pavement breakers and jackhammers shall also be equipped with acoustically attenuating shields or shrouds recommended by the manufacturers. In lieu of or in the absence of manufacturers' recommendations, the Director of Public Works shall have the authority to prescribe such means of accomplishing maximum noise attenuation as he deems to be in the public interest, considering the available technology and economic feasibility.
9. All internal combustion engines for construction equipment used on the site shall be properly muffled and maintained.
10. All unnecessary idling of internal combustion engines is prohibited.

Green Building Features

The existing building at 9 Laurel Ave. was built in 1939. It is a single-story wood-frame structure that is clad in wood siding and stucco, and rests on a poured-in-place concrete foundation. The existing structure has no insulation in attic, floor or walls. There is no weather stripping on doors, and gaps exist in the siding. The existing furnace and water heater are old. There is a low-flush toilet; faucets and shower head are not low-flow.

The project in this application will be of type **RR5** under Table A of San Anselmo Green Building Standards for Residential Remodels. The project intends to incorporate the following measures:

Demolition & Construction Activities:

- Minimize demolition by re-using the existing structure
- Utilize a waste management company where demolition waste will be diverted

Site & Storm water:

- The aggregate irrigated landscaped area in the project will be under 500 sq. ft.
- There are no lawn areas; only synthetic lawn is used
- 65% of all parking, walking or patio surfaces is permeable, where min. 20% is required
- Plant selection consists of low and medium water-use plants
- Storm water will flow over permeable and landscape areas before leaving the site

Structure:

- Place cement mortar in annular spaces around pipes, electrical cables, conduits or other openings around the bottom plates of exterior walls to protect against passage of rodents

Openings

- Install Low E windows, and glazed exterior doors
- Install weather stripping on all doors and windows

Roof & Insulation:

- Install R-36 or greater insulation in attic spaces
- Install R-30 insulation at bottom floor
- Install Energy Star Cool Roof roofing shingles

Finishes:

- VOC content of adhesives, sealants, caulks shall comply with local rules or meet VOC limits in 4.504.1 & 4.504.2 of CA Green Building Standards Code
- Architectural paints and coatings shall comply with local rules or meet VOC limits in 4.504.3 of CA Green Building Standards Code
- Carpets and carpet cushion shall meet Carpet & Rug Institute's Green Label Plus Program
- Carpet adhesive shall meet VOC limits in 4.504.1 of CA Green Building Standards Code
- Composite wood products: Hardwood plywood, particle board & medium density fiberboard composite wood products shall meet the requirements for formaldehyde limits in 4.504.5 of CA Green Building Standards Code

Equipment:

- Gas fireplace shall be direct vent sealed combustion type
- Install Energy Star refrigerator and dishwasher

HVAC:

- Ducts and mechanical equipment will be protected from dust during construction
- Install a high efficiency furnace or a VRV system
- Install R-8 insulation warp on heating & cooling ducts
- Install ductwork under attic insulation

Plumbing & Hot Water:

- General: Plumbing fixture to meet applicable standards in Table 1701.1 of the CA Plumbing Code
- Water Closets: Effective Flush Volume not to exceed 1.28 gallons per flush
- Shower Heads: Maximum flow rate of 2.0 gallons per minute at 80 psi
- Lavatory Faucets: Maximum flow rate of 1.2 gallons per minute at 60 psi. Min flow rate of 0.8 gallons at 20 psi
- Kitchen Faucet: Maximum flow rate of 1.8 gallons per minute at 60 psi
- Install insulation on exposed hot water pipes in unconditioned areas
- Install a high efficiency water heater or an on-demand water heater

Moisture Control & Indoor Air Quality:

- Concrete slab floor shall have a vapor retarder
- Concrete slab floor shall have a capillary break of no less than 4" of clean crushed drain rock
- Install vapor barrier at all under floor areas
- Moisture content of wall and floor framing shall be less than 19% before being enclosed
- Exhaust fans shall be Energy Star compliant & ducted to the outside; shall be controlled with a timer switch, an occupant sensor or a humidistat
- Install one Carbon Monoxide Alarm in garage

Lighting & Electrical:

- All lighting shall be LED type
- All lighting controls per CA Energy Code
- 240-volt, 40-amp receptacle in garage for electric vehicle charging