



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

Town Council Agenda

Tuesday, October 28, 2025

7:00 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/81918557245>

Or Telephone: +1 669 900 6833 | Webinar ID: 819 1855 7245

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@sananselmo.gov or eComments on the Agendas and Meeting page before the meeting begins.

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

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

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

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

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

Open time for public expression.

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

respectful to the community.

Council requests for future agenda items.

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

Special Presentation. There are No Special Presentations.

1. Consent Agenda:

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

1.1 Approve the Draft Minutes of the Regular Meeting of October 14, 2025

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

[Attachment 1- Draft Minutes of the October 14, 2025 Regular Town Council Meeting \(DOC\)](#)

1.2 Receive and File the Financial Report on Recreation Fund ending September 30, 2025

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

[Attachment 1 - September 2025 Budget \(PDF\)](#)

[Attachment 2 - September 2025 Capital Outlay \(PDF\)](#)

1.3 Receive and File Revenue and Expenditure Reports, September 2025

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

[Attachment 1 Budget Comparison Report by Subcategory, September 2025 \(PDF\)](#)

[Attachment 2 Budget Comparison Report by Department, September 2025 \(PDF\)](#)

[Attachment 3 Budget Comparison Report by Subcategory Measure J, September 2025 \(PDF\)](#)

[Attachment 4 Budget Comparison Report by Department Measure J, September 2025 \(PDF\)](#)

1.4 Approve Agreement with Marin IT for Management and Technician Support Services

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

[Attachment 1 Professional Services Agreement for Technology Services \(DOCX\)](#)

[Attachment 2 Marin IT Proposal Management and Technician Support Services \(PDF\)](#)

1.5 Approve Special Event Application for Dia de los Muertos

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

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

1.6 Second Reading and Adoption of Ordinance Amendments to Repeal and Replace Title 10 "Planning and Zoning", Chapter 4 "Housing Developments Under Government Code Section 65852.21" to Comply with State Law; Rename Chapter 10-4 to "Urban Lot Splits and Two-Unit Development in Single-Family Zones"; Repeal Section 10-2.711 "Urban Lot Splits pursuant to Government Code 66411.7"; and Make Associated CEQA Exemption Findings.

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

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

1.7 Approve Monday November 10, 2025 as the Next Regular Meeting of the San Anselmo Town Council

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

- 1.8** Adopt a Policy to Require the Display of Town-issued Permits by the Development Services Department

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

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

- 1.9** Receive and File Quarterly Treasurer's Investment Report, September 2025

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

[Attachment 1 Quarterly Investment Report September 30 2025 \(PDF\)](#)

2. Public Hearing:

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

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

- 2.1** Introduce, read by title only, and waive reading of an ordinance to repeal and replace Title 3, Chapter 3, Article 8 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Fire Code, portions of the 2024 International Fire Code with Certain Local Amendments and Additions. The adoption of the proposed ordinance is exempt from the California Environmental Quality Act because it has no potential for causing a significant effect on the environment (California Code of Regulations, Title 14, § 15061(b)(3)).

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

[Attachment 1- Proposed Ordinance Adopting by Reference in the 2025 CA Fire Code \(PDF\)](#)

[Attachment 2- Resolution Adopting Findings of Fact and Conforming Need for Change or Modifications to the CA Fire Code because of Local Conditions \(PDF\)](#)

[Attachment 3- Copy of the Proposed Public Hearing Notice \(PDF\)](#)

- 2.2** Introduce, read by title only and waive reading of an ordinance to repeal and replace Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Wildland-Urban Interface Code and 2024 International Wildland-Urban Interface Code with Certain Local Amendments and Additions. The adoption of the proposed ordinance is exempt from the California Environmental Quality Act because it has no potential for causing a significant effect on the environment (California Code of Regulations, Title 14, § 15061(b)(3)).

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

[Attachment 1- Proposed Ordinance Adopting by Reference the 2025 California Wildland-Urban Interface Code \(PDF\)](#)

[Attachment 2- Resolution Adopting Findings of Fact and Confirming Need for Change or Modifications to the CA Wildland-Urban Interface Code Because of Local Conditions \(PDF\)](#)

[Attachment 3- Copy of Proposed Public Hearing Notice \(PDF\)](#)

- 2.3** Introduce, read by title only and waive reading of an ordinance to repeal and replace Title 9, Chapter 1 and Chapter 19 of the San Anselmo Building Code to adopt by reference adopting the 2025 California Building Standards Code (California Code of Regulations, Title 24) including the 2025 California Administrative Code, the 2025 California Building Code, the

2025 California Residential Code, the 2025 California Electrical Code, the 2025 California Mechanical Code, the 2025 California Plumbing Code, the 2025 California Energy Code, the 2025 California Historical Building Code, the 2025 California Existing Building Code, and the 2025 California Referenced Standards Codes with Local Amendments, and the 2024 Edition of the International Property Maintenance Code. Adoption of this Ordinance does not require review under the California Environmental Quality Act (CEQA) since it does not constitute a “project” pursuant to CEQA Guidelines section 15378; and under the “common sense” exemption CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that it will have a significant environmental effect.

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

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

- 2.4** Introduction of an Ordinance Amending San Anselmo Municipal Code Section 2-1.02 to Increase Town Council Compensation. Adopting an ordinance to increase Town Council member compensation is not subject to the California Environmental Quality Act (“CEQA”) because it does not constitute a “project” within the meaning of Public Resources Code section 21065, as it can be seen with certainty that the action will not have in effect on the environment.

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

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

Council Business Items:

In general, the following procedural order applies to items of business:

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

- 2.5** Receive and File the Community Development Department FY 2025–26 Q1 Report (July–September). This item is not a “project” under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

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

[Attachment 1- Organizational Chart \(PDF\)](#)

[Attachment 2- Housing Element Update Implementation Items to be Completed \(PDF\)](#)

[Attachment 3- Housing Element Implementation Items- Ongoing \(PDF\)](#)

[Attachment 4- Climate Action and Sustainability Planning Highlights and Planned Projects for FY 25-26 \(PDF\)](#)

- 2.6** Approve a Consultant Contract for the Creek Park Parking Lot Contraflow Bike Lane Project. This project design is exempt from the California Environmental Quality Act (CEQA) under a Class 6 categorical exemption, because the scope of work consists of data gathering, analysis, and preparation of plans and specifications for a project. No construction or alteration will be undertaken. (14 Cal. Code Regs. § 15306). When the plans and specifications are finalized and ready for bidding and construction, a CEQA analysis will be undertaken at that time.

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

Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Town Staff at email savila@sananselmo.gov. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodations to help ensure accessibility to this meeting.

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

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

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

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

Staff
David Donery, Town Manager
Linda Kenton, Assistant Town Manager / Town Librarian
Jeff Zuba, Finance and Admin Services Director
Megan Holt Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Mattie O'Grady, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, Fire Chief

DECLARATION OF POSTING

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



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.1

MEETING DATE: October 28, 2025

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of October 14, 2025

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting of October 14, 2025.

ATTACHMENT:

Attachment 1- October 14, 2025 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, October 14, 2025

Call to Order: Optional Pledge of Allegiance

COUNCILMEMBERS PRESENT:

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

COUNCILMEMBERS ABSENT:

Chantel Walker

STAFF MEMBERS PRESENT:

Dave Donery, Town Manager
Emily Longfellow, Assistant Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Scott Schneider, Assistant Public Works Director
Jeff Zuba, Finance & Admin Services Director
Mattie O'Grady, Community Services Director

Open Time for Public Expression

Mr. Gerhard Epcott, Madrone Avenue, talked about a neighbor who needs some help and resources.

Ms. Dolores Scott, Sir Francis Drake Boulevard, stated the new bus shelter is very nice but some construction debris was left behind.

Ms. Suzanne Lingelly asked if any creek cleaning is planned.

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

Councilmember Burke reported she attended the Creek Park Celebration and the music was great!

Mayor Kullaway reported she attended the National "Walk and Roll to School Day"; a Single Track Summit at the Bicycle Museum.

Councilmember Schlesinger reported he attended the unveiling of the new mural at Memorial Park; it is Ada Loveless Day (computing pioneer).

Councilmember Burdo reported he attended a Transportation Authority of Marin (TAM) meeting; the Town received an award for the use of AI to improve traffic signal functions and for "bike counters"; attended the Ross Valley Paramedic Authority Closed Session meeting; the League of California Cities Conference.

Public Works Director Condry reported on the AI Award and noted the Town will be on the 10:00 p.m. news tonight about the grants. All twelve traffic lights will have AI support. He discussed the reason for the recent traffic backup at the Hub.

Town Manager Donery reported the “Gobblins Bootacular” will be held on Friday, October 24th and he encouraged everyone to attend.

Special Presentation

There were no Special Presentations.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Town Council Meeting of September 11, 2025

1.2 Received and Filed the Report of Checks Issued, September 2025

1.3 Approved the Consultant Contract for the 2026 Street Resurfacing Project

1.4 Approved Resolution No. 2025-4598 Establishing the 2025-26 Appropriations Limit

1.5 Adopted Resolution No.2025-4599 Amending the Town’s Master Fee Schedule to Include the Complete Fully-Burdened Hourly Rate Table

1.6 Approved a Special Event Application- Creek Park 51st Anniversary Celebration 2025

1.7 Approve the First Amendment to the Revocable License Agreement for Operations of the Farm Stand on Town Hall Plaza

Mr. James Baum, owner of Marin Community Farm Stands, thanked the Town for its support. He discussed the issue of parking for his van. He would like to continue to park his van near the Library.

Mayor Kullaway stated she would like to pull item #1.7 for discussion.

M/s, Burdo/Schlesinger, Motion to approve Consent Calendar items #1.1 through #1.6.

AYES: Burdo, Burke, Schlesinger, Mayor Kullaway

ABSENT: Walker

1.7 Approve the First Amendment to the Revocable License Agreement for Operations of the Farm Stand on Town Hall Plaza

Councilmember Burdo stated the Town should work with Mr. Baum to find a space somewhere in the back that would provide easy access and parking for his vehicle.

Public Works Director Condry stated staff has talked about allowing parking in the front or in Creek Park.

Councilmember Burke asked Mr. Baum what time he arrives in the morning.

M/s, Burke/Burdo, Motion to continue Consent Calendar item #1.7.

AYES: Burdo, Burke, Schlesinger, Mayor Kullaway

ABSENT: Walker

Council Business Items

2.1 Receive an Update on the Downtown Parking Program and Discuss Potential Changes to Downtown Parking Restrictions

Assistant Public Works Director Schneider presented the staff report. Staff answered questions from the Council regarding whether these recommendations are consistent with those in the original Parking Study; plans for enforcement; if the department will go back to “chalking” tires; if staff has considered downtown resident permit parking and how that would work; number of spots that would be changing; how many merchant permits are issued; if the change of hours from 9:00 a.m. to 5:00 p.m. would impact the unregulated spots; if the Economic Development Committee (EDC) has received this presentation; if anything can be done locally in terms of enforcement such as using interns or volunteers; the amount of Revenue generated from the Creek Park Lot; the number of spots in the Creek Park Lot; if the Creek Park Lot is underutilized or at capacity on a daily basis; the reason why this lot might be underutilized; location of the signage directing drivers to the Creek Park Lot; if “good parking karma” exists in San Anselmo.

Mayor Kullaway opened the meeting to public comments.

Benedetto, representing the Chamber of Commerce, thanked staff for last week’s very productive meeting. He supports the plan. Enforcement and education are key.

Frank asked the Council to listen to the owners of the hair salons who would like to see a three-hour time limit in the Creek Park Lot. He agreed that enforcement is important along with identifying problems ahead of time.

Mr. Pat Townsley, business owner, stated the Creek Park Lot is a “ghost town” until 5:00 p.m. People do not want to use the technology required to pay for the parking.

Mr. Danny Krebs stated San Rafael Avenue and others have been adversely impacted. There is a lot of congestion in these neighborhoods. He asked if ten to twenty spaces in the Creek Park Lot could be designated as employee parking.

Ms. Anita Mitchell, business owner, thanked the Council for repealing the paid parking program on San Anselmo Avenue. The missing piece of the puzzle is paid parking in the Creek Park Lot. Parking in that lot should be free.

Emmie, manager of a downtown business, asked why San Anselmo Avenue from Ross to Bolinas is not included in the recommendations. The time limits should be changed from two hours to four hours. The unrestricted parking on Sir Francis Drake Boulevard should remain.

Mayor Kullaway closed the meeting to public comments.

Councilmember Schlesinger stated the suggestion to move to more merchant parking on Sir Francis Drake Boulevard makes sense. Some of the spaces at the Creek Park Lot could be designated for merchant parking while leaving the remainder as paid parking. Changing this lot to a four-hour limit makes sense. He is in favor of changing the enforcement from 7:00 a.m. to 6:00 p.m. to 9:00 a.m. to 5:00 p.m. He is in favor of staff recommendations #1, #3, and #4.

Councilmember Burdo stated they need better enforcement or the situation will not improve. He supported changing the hours in the Creek Parking Lot, changing the time limit from 2-hours to 4-hours on Sir Francis Drake Boulevard from Bank to Ross, enforcement hours from 9:00 a.m. to 5:00 p.m. town-wide, and the creation of a downtown parking sticker for residents.

Councilmember Burke stated she supported all the recommendations except R-4. She would allow merchant parking in the Creek Parking Lot. She supports a downtown parking sticker for residents who live downtown who do not have permanent parking. Enforcement is a problem and San Anselmo does not get the value out of what they pay to the Central Marin Police Authority (CMPA)

Mayor Kullaway stated a lot of the traffic on San Anselmo Avenue is an attempt to bypass the Hub. Parking should be made obvious so people do not have to drive around looking for a space. She supports opening up the Creek Park Lot for merchants.

It was the consensus of the Council to support Recommendation R-1, R-2, R-3, and R-4 (including allowing merchant parking).

Town Manager Donery asked the Council to give staff some time to come up with a process for issuing downtown parking stickers for downtown residents. He will present this to the Council at an upcoming meeting.

Public Hearing

3.1 Public Hearing to Adopt an Ordinance to Repeal and Replace Title 10 "Planning and Zoning", Chapter 4 "Housing Developments Under Government Code Section 65852.21" to Comply with State Law; Rename Chapter 10-4 to "Urban Lot Splits and Two-Unit Development in Single Family Zones"; Repeal Section 10-2.711 "Urban Lot Splits Pursuant to Government Code Section 66411.7"; and Make Associated CEQA Exemption Findings.

Assistant Town Attorney Longfellow presented the staff report. Staff answered questions from the Council regarding whether this applies to just lot splits and not tear-downs of an existing building; the change in the height restrictions.

Mayor Kullaway opened the Public Hearing.

There were no comments.

Mayor Kullaway closed the Public Hearing.

Councilmember Burke noted the Council does not have a choice- they are simply implementing the law.

M/s, Burdo/Schlesinger, Motion to read the attached ordinance by title only, an Ordinance of the Town Council of the Town of San Anselmo Repealing and Replacing Title 10 "Planning and Zoning", Chapter 4 "Housing Developments Under Government Code Section 65852.21" to Comply with State Law, Renaming Chapter 10-4 to "Urban Lot Splits and Two-Unit Development in Single Family Zones", Repealing Section 10-2.711 "Urban Lot Splits Pursuant to Government Code Section 66411.7", and Making Associated CEQA Exemption Findings.

AYES: Burdo, Burke, Schlesinger, Mayor Kullaway

ABSENT: Walker

M/s, Burdo/Schlesinger, Motion for the first reading of the Ordinance and waive future readings in their entirety.

AYES: Burdo, Burke, Schlesinger, Mayor Kullaway

ABSENT: Walker

M/s, Burke/Burdo, Motion to adjourn the meeting at 8:13 p.m.
AYES: Burdo, Burke, Schlesinger, Mayor Kullaway
ABSENT: Walker

Respectfully submitted,

Toni DeFrancis,
Recording Secretary



STAFF REPORT

TOWN OF SAN ANSELMO

Item 1.2

MEETING DATE: 10/28/25

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O’Grady – Director of Community Services

RECOMMENDATION: That the Town Council review the Recreation Fund revenue and expenditure report for the period ending September 30, 2025.

BACKGROUND

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

DISCUSSION/ANALYSIS

As of September 30, 2025, 25% of the fiscal year has elapsed and the Recreation Fund is listed at 37% of projected revenues and 26% of projected expenditures.

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

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

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$	%
2025-26	2,362,320	875,378	37%	2,362,320	629,453	26%	245,925	10%
2024-25	2,210,355	733,908	35%	2,210,355	520,671	24%	213,237	10%

Attachment 1 - Revenue & Expenditure Report FY 2025-26: Recreation Fund as of 9/30/2025

Attachment 2 – Capital Outlay Report FY 2025-26 as of 9/30/2025



Budget Report Group Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Revenue	2,362,320.00	2,362,320.00	307,699.61	875,378.31	-1,486,941.69	62.94%
Expense	2,387,320.00	2,387,320.00	156,030.83	630,360.52	1,756,959.48	73.60%
Fund: 21 - RECREATION Surplus (Deficit):	-25,000.00	-25,000.00	151,668.78	245,017.79	270,017.79	1,080.07%
Report Surplus (Deficit):	-25,000.00	-25,000.00	151,668.78	245,017.79	270,017.79	1,080.07%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	-25,000.00	-25,000.00	151,668.78	245,017.79	270,017.79
Report Surplus (Deficit):	-25,000.00	-25,000.00	151,668.78	245,017.79	270,017.79



Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
SubCategory: 619 - MISCELLANEOUS						
21.64.61185 SPECIAL EVENT EXPENSE	10,000.00	10,000.00	0.00	855.89	9,144.11	91.44 %
21.64.61200 OLDER ADULT PROGRAMMING	15,000.00	15,000.00	51.61	51.61	14,948.39	99.66 %
SubCategory: 619 - MISCELLANEOUS Total:	25,000.00	25,000.00	51.61	907.50	24,092.50	96.37%
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION						
21.65.63100 CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	29,094.83	33,775.32	266,224.68	88.74 %
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	300,000.00	300,000.00	29,094.83	33,775.32	266,224.68	88.74%
Expense Total:	325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%
Fund: 21 - RECREATION Total:	325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%
Report Total:	325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%

Group Summary

SubCategory		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
619 - MISCELLANEOUS		25,000.00	25,000.00	51.61	907.50	24,092.50	96.37%
631 - CAPITAL OUTLAY - CONSTRUCTION		300,000.00	300,000.00	29,094.83	33,775.32	266,224.68	88.74%
Expense Total:		325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%
Fund: 21 - RECREATION Total:		325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%
Report Total:		325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
21 - RECREATION	325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%
Report Total:	325,000.00	325,000.00	29,146.44	34,682.82	290,317.18	89.33%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.3

MEETING DATE: October 28, 2025

AGENDA TITLE: Revenue and Expenditure Reports, September 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through September 30, 2025.

SUMMARY

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

BACKGROUND

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

DISCUSSION/ANALYSIS

The revenue and expenditure data through September 30, 2025, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the September 2025 reporting period, the Town's general fund revenue increased its base relative to the prior year by \$0.010M. A majority of the Town's revenue is collected at specific times.

Category	SEP YTD FY26	SEP YTD FY25	\$ Change	% Change
Property Tax	3,440.67	2,138.07	1,302.60	60.92%
Sales Tax	100,144.34	106,775.10	(6,630.76)	-
Property Transfer Tax	8,791.74	14,781.80	(5,990.06)	-
Franchise Taxes	125,350.90	121,750.08	3,600.82	2.96%
Licenses & Permits	296,053.32	372,030.17	(75,976.85)	-20.42%
Fines	21,412.06	6,955.90	14,456.16	207.83%
Cash & Investment Interest	59,911.81	26,049.99	33,861.82	129.99%
Intergovernmental	16,413.57	4,549.70	11,863.87	260.76%
Other Fees	131,867.21	98,699.32	33,167.89	33.60%
Transfers In	-	-	-	-
Total	763,385.62	753,730.13	9,655.49	1.28%

As shown above, the Town's overall revenue base increased by \$0.010M as its

- The Town receives property tax disbursements from the County of Marin in December, April, and June.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 began in September.
- Revenue from Licenses & Permits decreased by \$0.075M compared to the previous period, due to a reduction in construction activity in the Town.

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

Expenditures

Overall, through the September 2025 reporting period end, the Town's General Fund expenditures have increased by \$0.438M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and debt service. All other activity is either flat year-over-year or nets correspondingly to an immaterial change, all of which are within management's expectations.

Category	SEP YTD FY26	SEP YTD FY25	\$ Change	% Change
Compensation	1,363,525.70	1,122,837.95	240,687.75	21.44%
Retirement	292,530.01	171,990.47	120,539.54	70.09%
Training	8,148.07	5,453.49	2,694.58	49.41%
Outside Services	568,533.92	649,178.99	(80,645.07)	-12.42%
Outside Services - Public Safety	2,951,211.61	2,742,876.08	208,335.53	7.60%
Maintenance	35,741.65	27,002.64	8,739.01	32.36%
Utilities	6,362.85	2,973.34	3,389.51	114.00%
Supplies	24,971.90	47,867.19	(22,895.29)	-47.83%
Debt Service - Pension Bond	596,120.07	552,599.61	43,520.46	7.88%
Other Expenditure	59,682.98	75,504.82	(15,821.84)	-20.95%
Internal Service Charge	851,773.48	921,952.95	(70,179.47)	-7.61%
Transfers Out	-	-	-	0.00%
Total	6,758,602.24	6,320,237.53	438,364.71	6.94%

As shown above, the Town's expenditures base overall increased by \$0.438M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by \$0.241M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment, and health insurance premiums.
- Retirement increased by \$0.120M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by \$0.080M compared to the previous period due to lower allocated costs for Animal Control Services with the County and Library Marinette Membership, and fewer plan check fees for the month of July.
- Outside Services – Public Safety increased by \$0.208M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department.
- Debt Service increased by \$0.043M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge decreased by \$0.070M compared to the previous period due to decreased payment to the Internal Service Funds for Insurance and vehicle replacement, offset by increases for Building Maintenance and Information Technology.

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

MEASURE J

Revenues

Overall, through the September 2025 reporting period, the town's Measure J fund does not have any revenue recorded.

Category	SEP YTD FY26	SEP YTD FY25	\$ Change	% Change
Sales Tax	181,762.32	187,813.12	(6,050.80)	-3.22%
Cash & Investment Interest	-	-	-	-
Reimbursement	-	-	-	-
Total	181,762.32	187,813.12	(6,050.80)	-3.22%

- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 began in September.

Expenditures

Overall, through the September 2025 reporting period end, the Town's Measure J expenditures have increased by \$0.724M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and construction. All other activity is either flat year-over-year or nets correspondingly to an immaterial change, all of which are within management's expectations

Category	SEP YTD FY26	SEP YTD FY25	\$ Change	% Change
Compensation	63,278.88	52,302.31	10,976.57	20.99%
Retirement	4,651.31	4,090.67	560.64	13.71%
Training	-	-	-	-
Outside Services	70,663.26	431,505.21	(360,841.95)	-83.62%
Construction	1,499,578.53	425,934.14	1,073,644.39	252.07%
Transfers Out	-	-	-	-
Total	1,638,171.98	913,832.33	724,339.65	79.26%

- Outside Services decreased by \$0.360 million compared to the prior period, primarily because 2024 paving and slurry payments were recorded in September 2024, and no slurry project is scheduled for FY25 due to major ongoing projects at Fire Station 20 and the Resilience Hub. This decrease is partially offset by higher Ross Valley Fire Department staffing costs, including a 3% COLA, 3% equity adjustment, and continued step increases for Firefighter/Paramedic personnel.
- Construction increased by \$1.073M compared to the previous period due to the Fire Station 20 Project and Isabel Cook Community Center Roof Project. In the prior period through September, the Town had completed some bridge design work, repairs on concrete roads, wrap up of Town Hall roof & hvac project, and minor work at Memorial Park.

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

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

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

Attachment #3: Budget Comparison Report by Subcategory Measure J, September 2025

Attachment #4: Budget Comparison Report by Department Measure J, September 2025

Town of San Anselmo 2025-2026 Rev & Exp Report as of 09/30/2025 Fund: 01 - GENERAL FUND	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	10,030,351.00	10,050,213.98	2,019.00	0.02%	10,487,401.00	10,487,401.00	1,203.40	0.01%
401 - PENSION	3,020,000.00	3,171,137.39	197.07	0.01%	3,097,000.00	3,097,000.00	2,237.27	0.07%
402 - PROPERTY TAX OTHER	3,998,058.00	4,062,920.53	14,703.80	0.36%	4,109,847.00	4,109,847.00	8,791.74	0.21%
410 - OTHER TAXES	1,530,000.00	1,454,484.46	106,775.10	7.34%	1,471,120.00	1,471,120.00	100,144.34	6.81%
411 - FRANCHISE TAXES	936,500.00	939,820.99	121,750.08	12.95%	976,000.00	976,000.00	125,350.90	12.84%
420 - BUSINESS LICENSE	290,000.00	325,689.18	19,503.46	5.99%	298,000.00	298,000.00	12,539.00	4.21%
421 - PARKING	0.00	192.54	0.00	0.00%	0.00	0.00	2,608.60	0.00%
422 - CONSTRUCTION	1,091,000.00	1,167,221.10	352,526.71	30.20%	1,105,000.00	1,105,000.00	280,905.72	25.42%
430 - VEHICLE CODE	15,000.00	13,101.62	727.31	5.55%	0.00	0.00	1,118.68	0.00%
431 - LIBRARY	1,500.00	2,351.93	341.46	14.52%	2,500.00	2,500.00	513.75	20.55%
432 - PARKING	117,990.00	73,609.06	5,887.13	8.00%	10,000.00	10,000.00	19,779.63	197.80%
440 - USE OF MONEY AND PROPERTY	100,000.00	319,399.92	26,049.99	8.16%	135,000.00	135,000.00	59,911.81	44.38%
450 - STATE REVENUE	235,500.00	256,356.88	4,549.70	1.77%	171,000.00	171,000.00	16,413.57	9.60%
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
480 - FEES FOR SERVICES	198,500.00	216,149.53	65,791.28	30.44%	215,500.00	215,500.00	56,006.24	25.99%
490 - MISCELLANEOUS REVENUE	115,555.00	279,866.05	32,908.04	11.76%	157,500.00	157,500.00	75,860.97	48.17%
519 - TRANSFERS IN	403,318.00	398,987.58	0.00	0.00%	413,185.00	413,185.00	0.00	0.00%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	22,083,272.00	22,731,502.74	753,730.13	3.32%	22,649,053.00	22,649,053.00	763,385.62	3.37%
Expense								
600 - SALARIES AND WAGES	3,552,174.00	3,493,701.89	893,698.66	25.58%	3,922,641.00	3,922,641.00	1,095,629.44	27.93%
601 - RETIREMENT	428,706.00	407,334.57	171,990.47	42.22%	568,476.00	568,476.00	292,530.01	51.46%
602 - EMPLOYEE BENEFITS	872,566.00	832,705.82	207,625.67	24.93%	953,970.00	953,970.00	246,655.25	25.86%
604 - RETIREE BENEFITS	180,796.00	180,796.00	21,513.62	11.90%	190,028.00	190,028.00	21,241.01	11.18%
610 - TRAINING	68,750.00	51,805.43	5,453.49	10.53%	69,750.00	69,750.00	8,148.07	11.68%
611 - OUTSIDE SERVICES	2,734,465.00	2,519,909.38	649,178.99	25.76%	2,112,045.00	2,112,045.00	568,533.92	26.92%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,974,172.00	10,971,504.08	2,742,876.08	25.00%	11,732,115.00	11,732,115.00	2,951,211.61	25.15%
613 - PUBLICATION / DUES	27,522.00	19,719.73	2,169.12	11.00%	28,645.00	28,645.00	3,442.55	12.02%
614 - MAINTENANCE	123,485.00	80,460.09	15,847.06	19.70%	105,750.00	105,750.00	26,023.43	24.61%
615 - BUILDING MAINTENANCE	60,000.00	48,951.16	8,986.46	18.36%	42,500.00	42,500.00	6,275.67	14.77%
616 - VEHICLE MAINTENANCE	16,050.00	19,072.48	2,973.34	15.59%	16,050.00	16,050.00	6,362.85	39.64%
617 - UTILITIES	0.00	119,494.51	41,581.06	34.80%	0.00	0.00	22,754.22	0.00%
618 - HIRING	1,000.00	13,318.46	11,854.09	89.00%	1,000.00	1,000.00	0.00	0.00%
619 - MISCELLANEOUS	25,000.00	4,562.64	3,225.00	70.68%	15,500.00	15,500.00	0.00	0.00%
620 - OFFICE SUPPLIES	32,754.00	33,760.59	12,308.69	36.46%	800.00	800.00	5,008.24	626.03%
622 - DEPARTMENT SUPPLIES	133,197.00	192,755.10	32,333.50	16.77%	132,950.00	132,950.00	19,963.66	15.02%
623 - BOOKS / MAGAZINES / VIDEOS	29,000.00	32,201.33	6,724.50	20.88%	30,750.00	30,750.00	1,888.01	6.14%
628 - Internal Service Charge	1,437,812.00	1,437,811.80	921,952.95	64.12%	1,307,094.00	1,307,094.00	851,773.48	65.17%
629 - MISCELLANEOUS	105,500.00	67,845.10	15,345.17	22.62%	183,800.00	183,800.00	35,040.75	19.06%
630 - EQUIPMENT	500.00	12,740.74	0.00	0.00%	0.00	0.00	0.00	0.00%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	465,000.00	465,000.00	465,000.00	100.00%	510,000.00	510,000.00	510,000.00	100.00%
641 - INTEREST	173,929.00	173,811.71	87,599.61	50.40%	170,189.00	170,189.00	86,120.07	50.60%
670 - TRANSFERS OUT	640,000.00	640,000.00	0.00	0.00%	555,000.00	555,000.00	0.00	0.00%
Total Expense:	22,082,378.00	21,819,262.61	6,320,237.53	28.97%	22,649,053.00	22,649,053.00	6,758,602.24	29.84%
Total Fund: 01 - GENERAL FUND:	894.00	912,240.13	-5,566,507.40		0.00	0.00	-5,995,216.62	

Report Total:	894.00	912,240.13	-5,566,507.40	0.00	0.00	-5,995,216.62
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Town of San Anselmo 2025-2026 Rev & Exp Report as of 09/30/2025 Fund: 01 - GENERAL FUND Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	640,000.00	640,000.00	0.00	0.00%	555,000.00	555,000.00	0.00	0.00%
11 - TOWN COUNCIL	71,446.00	72,327.28	8,865.43	12.26%	64,260.00	64,260.00	9,753.51	15.18%
12 - ADMINISTRATION	1,669,529.00	1,671,278.59	369,050.44	22.08%	1,712,209.00	1,712,209.00	437,226.36	25.54%
16 - LEGAL SERVICES	330,000.00	220,398.50	23,418.00	10.63%	280,000.00	280,000.00	19,679.75	7.03%
18 - PLANNING	1,169,800.00	1,050,424.51	214,412.85	20.41%	916,720.00	916,720.00	218,240.88	23.81%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	1,134,173.00	1,134,173.00	267,478.40	23.58%
21 - NON-DEPARTMENTAL	1,488,431.00	1,472,164.52	1,060,049.22	72.01%	1,494,217.00	1,494,217.00	1,114,444.11	74.58%
30 - POLICE	5,474,469.00	5,476,919.00	1,368,617.25	24.99%	5,814,695.00	5,814,695.00	1,476,559.75	25.39%
32 - ROSS VALLEY FIRE SERVICE	5,559,703.00	5,531,890.03	1,382,255.16	24.99%	5,959,920.00	5,959,920.00	1,480,012.53	24.83%
40 - DEBT SERVICE	640,429.00	640,111.71	552,599.61	86.33%	681,689.00	681,689.00	596,120.07	87.45%
41 - ENGINEERING AND INSPECTION	1,774,695.00	1,755,108.58	443,013.73	25.24%	669,661.00	669,661.00	156,255.24	23.33%
42 - STREETS	1,278,642.00	1,251,926.33	297,312.92	23.75%	1,302,235.00	1,302,235.00	365,376.34	28.06%
71 - LIBRARY	899,716.00	958,206.51	291,982.00	30.47%	952,892.00	952,892.00	336,309.48	35.29%
81 - PARKS	768,688.00	763,302.31	199,656.11	26.16%	752,314.00	752,314.00	195,314.35	25.96%
82 - RECREATION/GENERAL FUND	316,830.00	315,204.74	109,004.81	34.58%	359,068.00	359,068.00	85,831.47	23.90%
Total Expense:	22,082,378.00	21,819,262.61	6,320,237.53	28.97%	22,649,053.00	22,649,053.00	6,758,602.24	29.84%
Total Fund: 01 - GENERAL FUND:	22,082,378.00	21,819,262.61	6,320,237.53	28.97%	22,649,053.00	22,649,053.00	6,758,602.24	29.84%
Report Total:	22,082,378.00	21,819,262.61	6,320,237.53	28.97%	22,649,053.00	22,649,053.00	6,758,602.24	29.84%

Town of San Anselmo 2025-2026 Rev & Exp Report as of 09/30/2025 Fund: 15 - SALES TAX - MEASURE J	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Revenue								
410 - OTHER TAXES	2,539,700.00	2,479,818.93	187,813.12	7.57%	2,493,023.00	2,493,023.00	181,762.32	7.29%
440 - USE OF MONEY AND PROPERTY	0.00	43,562.13	0.00	0.00%	20,000.00	20,000.00	0.00	0.00%
490 - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	363,005.00	363,005.00	0.00	0.00%
Total Revenue:	2,539,700.00	2,523,381.06	187,813.12	7.44%	2,876,028.00	2,876,028.00	181,762.32	6.32%
Expense								
600 - SALARIES AND WAGES	184,552.82	178,688.70	43,431.95	24.31%	194,877.00	194,877.00	52,743.51	27.07%
601 - RETIREMENT	17,403.96	16,871.90	4,090.67	24.25%	18,606.00	18,606.00	4,651.31	25.00%
602 - EMPLOYEE BENEFITS	43,971.10	37,283.51	8,870.36	23.79%	41,874.00	41,874.00	10,535.37	25.16%
611 - OUTSIDE SERVICES	261,716.00	268,757.71	72,470.68	26.97%	332,653.00	332,653.00	70,663.26	21.24%
631 - CAPITAL OUTLAY - CONSTRUCTION	2,807,857.00	1,772,277.43	425,934.14	24.03%	2,245,912.00	2,245,912.00	1,499,578.53	66.77%
632 - SLURRY	200,000.00	377,748.70	359,034.53	95.05%	0.00	0.00	0.00	0.00%
670 - TRANSFERS OUT	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
Total Expense:	3,515,500.88	2,651,627.95	913,832.33	34.46%	2,958,573.00	2,958,573.00	1,638,171.98	55.37%
Total Fund: 15 - SALES TAX - MEASURE J:	-975,800.88	-128,246.89	-726,019.21		-82,545.00	-82,545.00	-1,456,409.66	
Report Total:	-975,800.88	-128,246.89	-726,019.21		-82,545.00	-82,545.00	-1,456,409.66	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 09/30/2025 Fund: 15 - SALES TAX - MEASURE J Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
32 - ROSS VALLEY FIRE SERVICE	261,716.00	509,134.15	65,429.01	12.85%	1,282,653.00	1,282,653.00	1,002,537.29	78.16%
41 - ENGINEERING AND INSPECTION	2,725,427.88	1,518,000.63	793,485.10	52.27%	1,020,269.00	1,020,269.00	503,203.17	49.32%
71 - LIBRARY	0.00	0.00	0.00	0.00%	100,000.00	100,000.00	0.00	0.00%
81 - PARKS	175,000.00	66,735.47	46,368.22	69.48%	375,000.00	375,000.00	180.26	0.05%
90 - Climate Action	353,357.00	557,757.70	8,550.00	1.53%	56,000.00	56,000.00	132,251.26	236.16%
Total Expense:	3,515,500.88	2,651,627.95	913,832.33	34.46%	2,958,573.00	2,958,573.00	1,638,171.98	55.37%
Total Fund: 15 - SALES TAX - MEASURE J:	3,515,500.88	2,651,627.95	913,832.33	34.46%	2,958,573.00	2,958,573.00	1,638,171.98	55.37%
Report Total:	3,515,500.88	2,651,627.95	913,832.33	34.46%	2,958,573.00	2,958,573.00	1,638,171.98	55.37%



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.4

MEETING DATE: October 28, 2025

AGENDA TITLE: Agreement with Marin IT for Management and Technician Support Services

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council authorize the Town Manager to sign a three-year agreement with Marin IT for information technology management and technician support services commencing November 1, 2025 and ending October 31, 2028.

BACKGROUND

The Town of San Anselmo has five departments and no full-time in-house information technology (IT) staff or personnel trained specifically in network administration. The Finance & Administrative Services Director currently oversees IT planning, cybersecurity initiatives, vendor management, and project coordination.

For more than fifteen years, the Town has contracted with Marin IT for managed IT support services, including help desk and desktop support, network and system administration, application support, and IT project assistance. Previous agreements were approved by the Town Council in June 2022 and July 2023.

Staff has evaluated the potential of hiring full-time IT personnel; however, doing so would likely exceed the cost of the Marin IT contract while limiting capacity to a single individual rather than a full professional support team. As a benchmark, the City of San Rafael's IT Help Desk Supervisor earns approximately \$10,205 per month, which after applying the Town's standard benefit rate results in an estimated annual cost of about \$169,000, exceeding the cost of the proposed Marin IT agreement.

DISCUSSION/ANALYSIS

The proposed agreement continues the Town's long-standing relationship with Marin IT and provides uninterrupted daily IT support, proactive cybersecurity monitoring, system maintenance, and technology modernization services.

Marin IT works extensively with local government agencies, including the City of Sausalito, Town of Ross, City of Mill Valley, Town of Corte Madera, City of Novato, City of Sebastopol, and City of Petaluma, as well as first-responder agencies such as the Central Marin Police Authority and Novato Fire Protection District. This experience provides valuable familiarity with municipal systems, emergency response needs, public-sector compliance standards, and cybersecurity protocols.

In addition to maintaining core systems and resolving technical issues, Marin IT has played a critical role in advancing the Town's cybersecurity posture. Recent accomplishments include implementation of multi-factor authentication, migration to the Town's .gov domain, deployment of enhanced email and network security controls, removal of unsupported software, establishment of Protective DNS and Microsoft security monitoring, regular vulnerability scanning, delivery of staff cybersecurity training, and creation of a 24/7 Security Operations Center for threat detection and response.

The proposed agreement includes a Bay Area CPI review at the 18-month mark, applicable only to the Marin IT support services, to determine whether an adjustment is warranted for the final 18 months of the support services portion of the agreement.

FISCAL IMPACT

The Town's technician support rates remained stable for several years, with \$5,480 per month paid from June 2018 through September 2022 and \$5,720 per month from October 2022 to present. The increase to \$7,540 per month for technician services reflects several years without rate adjustments, during which Marin IT absorbed rising labor and insurance costs, similar to financial pressures faced by public agencies.

Of the new Marin IT proposal, \$150,080 per year is dedicated specifically to IT support services. The quote also includes \$30,477.58 for the Town's annual workstation replacement plan, which will fluctuate based on lifecycle needs. Remaining costs are attributable to Cloud Services and Managed Services, which the Town would incur regardless of whether IT services were provided by Marin IT, another vendor, or an internal IT employee, as these services are tied to required cybersecurity, software, and infrastructure systems, not the vendor.

The agreement includes a Bay Area CPI review at the 18-month mark, which applies only to the Marin IT management and support services portion of the agreement, and would determine whether a price adjustment is warranted for the final 18 months of those support services. Funding will be paid from the Information Technology Fund and is included or planned within the FY 2025–26, FY 2026–27, FY 2027–28, and FY2028-29 operating budgets. The Finance & Administrative Services Director will continue to oversee this contract.

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Marin IT Proposal – Management and Technician Support Services

**AGREEMENT FOR PROFESSIONAL SERVICES
FOR TECHNOLOGY SERVICES**

This Agreement is made and entered into this 1st day of November , 2025, by and between the TOWN OF SAN ANSELMO (hereinafter "**TOWN**"), and MARIN IT, INC. (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, CONSULTANT; and

WHEREAS, TOWN.

WHEREAS, CONSULTANT desires to contract with **TOWN** to render such services upon the terms and conditions contained in this Agreement.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **TOWN'S Project Manager.** The Town Manager or his designee is hereby designated the PROJECT MANAGER for the **TOWN** and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT'S Project Director.** **CONSULTANT** shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for **CONSULTANT**. David Cooper is hereby designated as the PROJECT DIRECTOR for **CONSULTANT**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the **CONSULTANT** shall notify the **TOWN** within ten (10) business days of the substitution.

2. **DUTIES OF CONSULTANT.**

CONSULTANT shall perform the duties and/or provide services as described in Exhibit A, which hereby incorporated by reference.

3. **DUTIES OF TOWN.**

TOWN shall pay the compensation as provided in Paragraph 4, and perform the duties as follows:

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **TOWN** shall pay **CONSULTANT** as follows:

For hours worked at the hourly rates, and for the authorized expenses, as specific in Exhibit "A", in a total annual amount not to exceed \$300,558.94.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

5. TERM OF AGREEMENT.

The term of this Agreement shall be for (3) year(s) commencing on November 1, 2025 and ending on October 31, 2028.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **TOWN** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **TOWN** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **TOWN**. **TOWN** may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONSULTANT** shall make available to **TOWN**, or its agent, for inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with

TOWN or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **TOWN**, the following insurance policies with insurers admitted in the State of California and with an AM Best rating of A- VII or higher:

1. A commercial general liability insurance policy with coverage as broad as Insurance Services Office (ISO) CG 00 01, in the minimum amount of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, and one million dollars (\$1,000,000) products and completed operations aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability coverage (owned, non-owned, and hired vehicles) using ISO Business Auto Coverage form CA 00 01 (or equivalent) in the minimum amount of one million dollars (\$1,000,000) dollars each accident combined single limit.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per claim, and two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT**'s performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **TOWN** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) each accident for bodily injury or disease. **CONSULTANT**'s worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **TOWN**.

5. **CONSULTANT** will at all times during the term of this Agreement maintain Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by **CONSULTANT** in this Agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft,

damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties, as well as credit monitoring expenses.

B. Other Insurance Requirements. The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **TOWN**, its officers, agents, employees, and volunteers, as additional insureds (for ongoing operations, and for construction services, completed operations) under the policies.

2. The additional insured coverage under **CONSULTANT'S** insurance policies shall allow and be endorsed "primary and noncontributory" with respect to any insurance or coverage maintained by **TOWN** and shall not call upon **TOWN's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONSULTANT'S** policies shall be at least as broad as ISO form CG 20 01 04 13.

3. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONSULTANT** hereby grants to **TOWN** and shall endorse a waiver of any right to subrogation which any insurer of **CONSULTANT** may acquire against **TOWN** by virtue of the payment of any loss under such insurance. **CONSULTANT** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **TOWN** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following completion of the services or termination of this Agreement, said insurance coverage shall survive for a period of not less than five (5) years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **TOWN**. The **TOWN'S** own insurance or self-insurance shall not be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **TOWN** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this

Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the **CONSULTANT** under this agreement.

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the PROJECT MANAGER and TOWN Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **TOWN** or other additional insured party. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. **Proof of Insurance.** **CONSULTANT** shall provide to the PROJECT MANAGER or **TOWN'S** TOWN Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **TOWN** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONSULTANT**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the Town Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **TOWN**, and hold harmless **TOWN**, its officers, agents, employees and volunteers (collectively, the "**TOWN Indemnitees**"), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively "**CLAIMS**"), arising out of **CONSULTANT'S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT's** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **TOWN Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **TOWN Indemnitees**, the **CONSULTANT's** indemnification obligation shall be reduced in proportion to the **TOWN Indemnitees'** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT's** work or work product by the **TOWN** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT's** indemnification obligations. In the event the **TOWN Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONSULTANT'S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **TOWN Indemnitees** or at **TOWN'S** option reimburse the **TOWN Indemnitees** their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **TOWN** and its officers, officials, and employees (collectively **TOWN Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively Liabilities). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such TOWN Indemnitee.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. To the extent the California Consumer Privacy Act ("CCPA") applies to the services performed under this Agreement, **CONSULTANT** warrants that it does and will comply with the CCPA. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **TOWN**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

TOWN and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement,

including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO **TOWN**'s Project Manager:

Town Manager

Town of San Anselmo

525 San Anselmo Avenue

San Anselmo, CA 94960

TO **CONSULTANT**'s Project Director:

David Cooper

Marin IT, Inc.

366 Bel Marin Keys Blvd #D

Novato, CA 94949

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **TOWN**. **CONSULTANT** and **TOWN** expressly intend and agree that the status of **CONSULTANT**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **TOWN**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONSULTANT** and the **TOWN**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONSULTANT** and the **TOWN**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that **TOWN** may deduct from any payment due to **CONSULTANT** under this Agreement, any monies which **CONSULTANT** owes **TOWN** under any ordinance,

agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. TOWN BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **TOWN** business license as required by the San Anselmo Municipal Code **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **TOWN** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **TOWN** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

21. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

22. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

23. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

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

TOWN OF SAN ANSELMO

CONSULTANT

DAVE DONERY, Town Manager

By:_____

Name: DAVID COOPER

Title: PARTNER

ATTEST:

SERGE AVILA, Town Clerk

By:_____

Exhibit A
Scope of Services



Prepared for Town of San Anselmo

IT Support Agreement - FY25-26 Budgetary Quote NOT FINAL

Quote#2025-005546 v1

PREPARED FOR

Jeff
Zuba
jzuba@sananselmo.gov
(262) 989-2208

PREPARED BY

Stefana Alioto
salioto@marinit.com
(415) 842-3275





www.marinit.com -

Friday, August 22, 2025

Town of San Anselmo
Jeff Zuba
525 San Anselmo Avenue
San Anselmo, CA 94960
jzuba@sananselmo.gov

Dear Jeff,

It was a pleasure to work with you. Thank you for taking the time to go over your needs. Based on our discussions, I have created this proposal for your review.

Once this proposal has been signed it will become our Agreement for FY25-26.

Thank you,

Stefana Alioto
Customer Success Manager
Marin IT



Scope of Support Services

As part of this Proposal, it is our understanding that Marin IT will be responsible for support required for the customer to continue daily operations, including but not limited to:

Data Systems:

- Remediation of support tickets opened by end users
- Real-time monitoring using remote management software on a specified set of devices. (Workstations, Servers, and Network Devices). *****This service requires purchasing remote management / monitoring as part of this agreement*****
- End user device and peripheral maintenance, workstations, printers, scanners, keyboard, mouse, etc.
- Server maintenance - OS patching/hot fixes, server logs
- System administrator - Active directory (user accounts, permissions, and access to local resources), DHCP, DNS, MFA, Etc
- Network device maintenance – OS patching / hot fixes (Switches, Firewalls, Wireless, Etc)
- Manage Microsoft Office 365 - User accounts / integration with active directory
- Review Anti-Virus/security logs, verify definitions are up to date.
- Remote VPN client support including integration with active directory / MFA as required
- Day to day assistance with installation of new equipment/applications (limited to individual user requests via support ticket. Large projects must be quoted separately)
- Manage and maintain data backups
 - Review logs and verify process is in working order.
 - Perform corrective action when needed.
 - Perform quarterly test restore or as requested by client.

Voip / Collaboration Systems:

- Assuming Marin IT is familiar with installed phone system provide support with day to day tasks for example; moves, adds and changes (MAC).
- Coordinating support with phone system vendors and telephone provider as required.
- Assist with video conferencing systems / supporting users desktop conferencing - Teams, GoTo Meeting, Zoom, etc.

Scope of IT Mgmt Services

IT MANAGEMENT SUPPORT SERVICES

Essential Duties and Responsibilities

- Work with customer designee(s) to manage customers hardware, software, cloud-based and co-located services, maintenance contracts and IT subscriptions.
- Manage network-based telecommunications, including telephone (VOIP) system, Video Conferencing, Office 365, etc.
- Work directly with customer designee(s) to identify IT priorities / design solution, prepare budget and work thru implementation
- Assist with developing a Disaster Recovery environment to improve system recovery time the event of a catastrophic equipment failure, or ransomware event. *****Any hardware and software required to build DR environment will quoted and billed separately from this agreement*****
- Recommend IT investments and/or upgrades that align with customers needs and goals.
- Prepare / make recommendations to improve technology process for efficiency and effectiveness.



Assist with coordinating cyber security strategy, planning, and training to comply with current industry standard best practices, including:

- Manage Knowbe4 email / cyber security awareness training. *****Requires purchasing KnowBe4 as part of this agreement*****
- Identify opportunities to harden the customers security stance.
- Track monthly security / vulnerability findings, discuss with customer designee(s) manage remediation
- Perform quarterly internal vulnerability scans. Report results to customer designee(s) and assist with managing remediation. *****Requires purchasing security scanning as part of this agreement, Remediation work will be billed hourly*****
- Work with customer designee(s) to provide strategic, long-term planning that aligns the customer investment relating to both cyber security and organizational goals
- Regularly review efficacy of cyber risk mitigation, and update practices as new threat vectors are discovered.

Meet with customer designee(s), as needed, review current needs, and future projects.

- Identify ways in which technology can enhance the customers service designs and make recommendations.
- Identify and make recommendations on possible opportunities to address common needs, internally, between customers departments.
- Collaborate with customer designee(s) to proactively create a “long term IT investment plan” that would plan customers needs over the course of the next 5, 10, etc. years.
- Work directly with the customer designee(s) to update the organizations IT policy as needed to keep up with current trends and address potential vulnerabilities.

Assist with managing customers assets and end of life replacement schedules for IT hardware, software, and equipment.

- Forecast estimated capital expenditures and operational expense changes ahead
- Assist with managing workstation replacements, as needed.
- Assist with managing replacement for network hardware (switches, routers, firewalls, and access points)
- Assist with managing replacement server upgrades (hardware and software) as required.

Establish and maintain regular written and in-person communications with the organization's executives, department heads, and end users regarding pertinent IT activities.

- As needed, create agenda, take notes, manage minutes to support customer meetings.
- Assist with communication to end users relating to system / change management.
- Alert staff to emerging cyber security threats, and opportunities.
- Assist with end user communication regarding training / compliance

Manufacturers' support agreements

- Track maintenance agreements for agreed upon hardware
- Assist with developing a Disaster Recovery environment to improve system recovery time the event of a catastrophic equipment failure, or ransomware event. components.
- Provide renewal quotations within 60 days of expiration for identified and agreed upon IT related assets (Hardware, Software, Software Subscriptions). A list of included systems will be provided to the ITAC for approval / modification. *****Maintenance renewals may be quoted separately from this agreement where necessary.***** We have included any that we are aware of for budget planning purposes.
- Manage / coordinate any required support from equipment / software manufacturer including support tickets, installation of hardware, etc.



SLA - Responsibilities

Marin IT's Responsibilities:

- Provide customer with access to Marin IT's ticketing system to log and track all service requests
- Provide notification to customer upon discovery of any system issues including steps being taken to remedy issue
- Provide regular status updates during issue resolution.
- If issues arise that are outside of the scope of this proposal, Marin IT will discuss any fee impact with the designated representative before proceeding with the work.
- Assist in communication with any outside vendors that may be required to resolve a issue - Telephone company, ISP, etc.

All support requests will be evaluated based on the SLA schedule below. in the event of after-hour service being required, Marin IT will provide a contact number to reach our technicians after normal business hours. *****After hours / 24 hour support requires purchasing after hours service as part of this agreement***** In the event that no 24 hour support is purchased with this agreement after hours support will be provided with with a \$250.00 call out fee and 2 hour minimum at overtime rates to be approved by customer when support is requested.

SLA / Response:

Severity Level	Definition	Initial Response Time
Critical Priority 1	Service is inoperative, customer's business operations or productivity are severity impacted with no available workaround, or a critical security issue exists.	1 Hour
High Priority 2	Service is operating but issue is causing significant disruption of customer's business operations; workaround is unavailable or inadequate	2 Hours
Medium Priority 3	Service is operating and issue's impact on the customer's business operations is moderate to low; a workaround or alternative is available.	Next Business Day
Standard Priority 4	Issue is a minor inconvenience and does not impact business operations in any significant way; little or no time sensitivity.	Next Scheduled Service Day

Customer Responsibilities:

- All computing devices, laptops, MDC, smartphones, PDAs, workstations, etc. to be purchased by customer
- All workstation and server software licenses associated with this agreement to be purchased by customer
- All domain names will be purchased by customer.
- All security certificates to purchased by customer.
- All manufacturer maintenance agreements (software and hardware) will be kept current and up to date (Example - Cisco Smartnet, VM Ware Maintenance, Cloud Subscriptions, etc). *****Marin IT will provide best effort support on hardware and/or software that has been declared End of Life or is no longer supported by the manufacturer. Marin IT reserves the right to decline service on hardware / software that is not longer supported by manufacturer*****
- Communicating needs & changes through the designated representative/channels only - Support requests can be sent to support@marinit.com



- Provide reasonable / timely access to all buildings, offices, etc to troubleshoot issues, meet vendors (ISP, etc) on site
- Provide access to service provider accounts to facilitate ability to open support tickets- Example ISP, telephone provider
- Customer will comply with all provisions of all software manufacturer's licensing and allowed usage requirements.

Change in Scope Process:

- Discuss the need for the change in scope with the designated customer representative.
- Identify the additional tasks that need to be performed to complete the change in scope.
- Estimate the cost associated with the change and determine the impact on network operation.
- Provide Quote to the customer
- Perform scope of work once approved by customer representative.

Pricing/Rate Schedule / Invoicing:

This proposal is meant to provide support for the contracted number of hours but does not include overtime or special projects. Any hours worked in addition to the contracted number of hours or additional projects will be chargeable at the rates described below. This proposal does not include new hardware or software purchases / upgrades. Costs for hardware or software needed to perform upgrades and/or replacements are not included and can be provided by Marin IT for additional costs.

Hours for support services outside of the regularly scheduled hours will be invoiced at Marin IT's standard billing rates for our technicians at the time the work is performed (currently \$145 per hour). This rate, along with all other quoted rates is for work during normal business hours (Monday through Friday between 8:30 AM and 5:00 PM), and special projects (not covered under the scope of this proposal). Rates for overtime, nights, weekends, will be billed at 1 ½ times the standard rate. Holidays will be billed at 2 times the standard rate.

Unless otherwise agreed to in writing by the parties, payment for Services by Marin IT rendered and any equipment, software, licenses, supplied will be due within thirty (30) days from the date of the invoice for such services. If payment is not received payment within thirty (30) days Marin IT shall have the option to discontinue services without any liability until payment is received

Warranty:

Third Party Products purchased through Marin IT are warrantied by the products manufacturers and any applicable manufacturer's extended warranties / service agreements. All warranties will be passed to client. Marin IT will only accept returns on Third Party Products if they are defective and returned within thirty (30) days of Client's receipt of product

Force Majeure:

Neither party shall be deemed to have defaulted or breached hereunder, nor shall it hold the other party responsible for any cessation, interruption or delay in the performance of its obligations hereunder due to earthquake, flood, fire, storm, natural disaster, act of God, war, terrorism, hostile or warlike action including cyber or armed attacks in times of peace or war by a government or sovereign power, labor strike, lockout, boycott, or other similar events beyond the reasonable control of such party (collectively, "Force Majeure"), provided that the party relying upon this provision gives prompt written notice of any events, and takes all steps reasonably necessary to mitigate the effects of the Force Majeure event.

Cancellation of Agreement:

This Agreement may be canceled at any time by either party at its discretion upon 60 days written notification. Marin IT is entitled to receive full payment for all services performed and all costs incurred up to and including the date of receipt of written notice to cease work. Marin IT shall be entitled to compensation for requested work performed after the date of receipt of written notice to cease services. All products purchased for the customer shall become the property of the customer. In the event that either party elects to terminate this Agreement Marin IT agrees to provide sufficient efforts and cooperation to ensure an orderly and efficient transition of Services to Client or another service provider.



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Support Services Annual

DESCRIPTION	PRICE	QTY	EXT. PRICE
Labor - TS - T&M IT Support Services	\$7,540.00	12	\$90,480.00

- This rate is based on a pool of 624 * hours of regular time support per year, divided by 12 to provide a monthly average. Marin IT anticipates 12.00 hours of IT Support Services per week at our rate of \$145.00 per hour.
- Some of our support effort may be delivered remotely, and will be billed at the same rate.
- Support Service hours will be invoiced based on actual hours worked and a detailed time statement will be provided with each monthly invoice.

** It is agreed that the time being consumed will be tracked and reconciled on a monthly basis - Marin IT will notify the Town if the available hours drop below 10% of the contract amount to facilitate any true up (if required) of time.*

Examples of the type of onsite Services which may be performed:

- Ticket/end-user break/fix resolution
- Server Maintenance - DNS, DHCP, patching/hot-fixes, verify and test data backup, examine server logs, etc.
- End-user device and peripheral maintenance
- Enterprise and Department Application Support
- Entra ID/Azure/Active Directory maintenance
- Network device maintenance - firmware updates, examine log files, miscellaneous adjustments as needed (does not include network engineering, changes to network architecture or special projects requiring specialized skills)
- Software support/updates
- Device software/firmware updates
- Office 365 management/administration
- Administration of VM Storage Environment, backups and disaster recovery
 - Virtual Machine, Storage, Backups and Disaster Recovery support to manage and maintain Virtual Machine hosts at Town Hall, SAN storage arrays, backups and disaster recovery for the Town of San Anselmo

Subtotal: **\$90,480.00**



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IT Mgmt Services Annual

DESCRIPTION	PRICE	QTY	EXT. PRICE
Labor - TS - T&M IT Management Support • 416 hours per year, (or 8 hours per week) at \$145.00 per hour for an estimated annual expenditure of \$60,320.00, invoiced at \$5,026.67 per month.	\$5,026.67	12	\$60,320.04
Subtotal:			\$60,320.04

Managed Services - Remote Management [Incident Response]

DESCRIPTION	PRICE	QTY	EXT. PRICE
Automate-STD-BUN-1 Automate Remote Management / Monitoring for Windows Workstations and Servers, Apple OS Pricing \$32.50 per Device per month, for up to 77 * monitorable Devices (4 Servers, 73 PC's) for an estimated annual expenditure of \$30,030.00, invoiced at \$2,502.50 per month *: • Billed Monthly • Includes Microsoft Defender for Business and Server - anti-virus/malware/EDR • EDR - Endpoint Detection and Response • Real-time continuous monitoring and endpoint data analytics with advanced reporting and rule-based automated response to threats • Advanced IT asset inventory reporting and management • Secure remote control <i>* Marin IT estimates there are approximately 77 devices in the Town environment at the time of this Agreement; Device count will be adjusted up/down as needed - Client only billed for actual devices in use.</i>	\$2,502.50	12	\$30,030.00
Subtotal:			\$30,030.00



Cloud Services - Microsoft 365 / Email

DESCRIPTION	PRICE	QTY	EXT. PRICE
365-BUS-BASIC-AN Microsoft 365 Business Basic - Annual paid up front • Web and Mobile versions of Office Apps w/ premium features - Word, Excel, PowerPoint, Teams, Outlook, OneDrive, SharePoint • 1TB Cloud Storage per user • 50 GB Mailbox per user ** Pricing no longer includes Proofpoint Essentials Advanced Malware and SPAM filtering - that is a separate line item Current user count at time of Agreement is 20 users * at \$72.00 per year *If the number increases, Marin IT will bill for the licenses accordingly. Subscription will automatically renew at the then-current number of users at the published rate at that time.** <i>**Microsoft is transitioning toward an Annual pre-paid preference for billing; Annual plans with Monthly billing are increasing 5%. Town of San Anselmo Business Basic plan expires 01/09/2026, so discussions should take place a minimum of 30 days prior about whether to transition, and/or co-term with other Microsoft licensing.</i>	\$72.00	19	\$1,368.00



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Cloud Services - Microsoft 365 / Email

DESCRIPTION	PRICE	QTY	EXT. PRICE
O365-BS-AN Office 365 Business Standard - Annual • Desktop, Web, and Mobile versions of Office Apps w/ premium features - Word, Excel, PowerPoint, Teams, Outlook, OneDrive, SharePoint, Access (PC only), Publisher (PC Only) • 1TB Cloud Storage per user • 50 GB Mailbox per user • Advanced file/data sharing, calendaring, Teams meetings/chat/video conferencing ** Pricing no longer includes Proofpoint Essentials Advanced Malware and SPAM filtering - that is a separate line item Current user count at time of Agreement is 63 users * at \$150.00 per year *If the number increases, Marin IT will bill for the licenses accordingly. Subscription will automatically renew at the then-current number of users at the published rate at that time.** <i>**Microsoft is transitioning toward an Annual pre-paid preference for billing; Annual plans with Monthly billing are increasing 5%. Town of San Anselmo Business Standard plan expires 01/09/2026, so discussions should take place a minimum of 30 days prior about the transition, and/or co-termining with other Microsoft licensing.</i>	\$150.00	58	\$8,700.00
MS Defender for Business Microsoft Defender for Business Microsoft Defender for Business - Current level at time of contract is 71 users * *If the number increases, Marin IT will bill for the licenses accordingly, as part of the "Remote Management" section of this Agreement.	\$0.00	1	\$0.00
MS Defender for Server Microsoft Defender for Servers - Plan 2 Microsoft Defender for Servers - Current level at time of contract is 6 devices acting as Servers * *If the number increases, Marin IT will bill for the licenses accordingly, as part of the "Remote Management" section of this Agreement.	\$0.00	1	\$0.00



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Cloud Services - Microsoft 365 / Email

DESCRIPTION		PRICE	QTY	EXT. PRICE
ProofPoint Business	Proofpoint Spam Filtering for Email	\$364.75	12	\$4,377.00
Pricing \$2.75 per Account per month, or \$33.00 per year, for up to 129 * Email Accounts. Estimated annual expenditure = \$4,884.00, invoiced at \$407.00 per month *:				
• Billed Monthly • Signature-based Anti-Virus • Reporting • Content Filtering • Outbound Filtering • Zero Hour Threat Defense • Attachment Defense • Data Loss Prevention				
<i>* Marin IT estimates there are approximately 7 email accounts + 52 shared accounts in the Town environment at the time of this Agreement; Client only billed for actual accounts in use.</i>				
Subscription will automatically renew at the then-current number of users at the published rate at that time.*				

Subtotal: **\$14,445.00**



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Cloud Services - Microsoft Teams Calling

DESCRIPTION		PRICE	QTY	EXT. PRICE
Teams Calling	Teams Phone with Calling Plan - Annual Domestic (no international) calling - Country zone 1 - US • For the US, UK, and Canada • Works with Teams Certified handsets and headsets with a Teams equipped workstation. • Phone number with 3,000 outbound domestic calling minutes from Microsoft. Licensing is \$17.00 per user per month = \$204.00 per user per year. Estimated 42* users @ \$204.00 per year = \$8,568.00 Annual Subscription cannot be canceled prior to end of annual term once it is enabled. <i>* Subscription will automatically renew at the then-current number of users at the published rate at that time.</i>	\$204.00	42	\$8,568.00
Teams phone Standard	Microsoft Teams Phone Standard - Annual • Cloud-based phone system • Make and receive voice and video calls over PSTN or an internet connection • Add PSTN service with Teams Calling Plans, Operator Connect or Direct Routing • Combine mobile calling plans from participating operators with Teams Phone Mobile • Join calls from a range of devices and seamlessly transfer calls between devices • Licensing is \$10.00 per user per month = \$120.00 per user per year. Estimated 21* users @ \$120.00 per year = \$2,520.00 Annual Subscription cannot be canceled prior to end of annual term once it is enabled. <i>* Subscription will automatically renew at the then-current number of users at the published rate at that time.</i>	\$120.00	21	\$2,520.00

Subtotal: **\$11,088.00**



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Cloud Services - email Relay Services

DESCRIPTION	PRICE	QTY	EXT. PRICE
SMTP-2-GO SMTP-2-GO Relay Service for multi-function devices - Billed \$20 per month for an annual spend of \$240.00 - Up to 10k emails per month - Overage fee is \$5.00 per 1,000 messages	\$20.00	12	\$240.00
Subtotal:			\$240.00

Managed Services - Authenticator [Business Continuity]

DESCRIPTION	PRICE	QTY	EXT. PRICE
DUO-ADVANTAGE Cisco Duo Advantage - Multi-Factor Authentication (MFA) This is an annual subscription - priced \$72.00 per user per year, for 42 users*. <i>* Marin IT will bill for actual number of licenses + or - as users are added to, or removed from, the subscription.</i>	\$72.00	42	\$3,024.00
Subtotal:			\$3,024.00

Managed Services - Backups [Disaster Recovery]

DESCRIPTION	PRICE	QTY	EXT. PRICE
*Marin IT to test restore Town of San Anselmo backup restores at minimum 2x per year, ideally quarterly.			
File / Server Backups - 12 month contract			
BCKP-VCC-PC-BUN Cloud Backup for Veeam Cloud Connect with immutability Bundle	\$0.00	1	\$0.00
BCKP-VCC-PC1-R Cloud Backup for Veeam Cloud Connect - based on 6TB (Reserved)	\$200.79	12	\$2,409.48
PS-SETUP-FEE Standard setup fee for all applicable SKUs	\$200.79	1	\$200.79
Section Subtotal			\$2,610.27
Microsoft 365 Backups - 12 month contract			
BCKP-M35-PC-BUN Cloud Backup for Microsoft 365 Bundle	\$0.00	1	\$0.00



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Managed Services - Backups [Disaster Recovery]

DESCRIPTION	PRICE	QTY	EXT. PRICE
BCKP-M365-PC1 -R-U Cloud Backup for Microsoft 365 with Veeam Based on 85 * active users = \$160.03 per month <i>* Marin IT will bill based on actual users +/-.</i>	\$160.03	12	\$1,920.36
BCKP-M365-PC1 -B-U Cloud Backup for Microsoft 365 with Veeam *Pricing per unit remains same if Client exceeds user reservation	\$0.00	1	\$0.00
BCKP-M365-PC1 -SEC-R-U Cloud Backup for Microsoft 365 with Veeam - Secondary Copy Based on an estimated 85 * Users = \$59.32 per month <i>* Marin IT will bill based on actual users +/-.</i>	\$59.32	12	\$711.84
BCKP-M365-PC1 -SEC-B-U Cloud Backup for Microsoft 365 with Veeam - Secondary Copy *Pricing per unit remains same if Client exceeds user reservation	\$0.00	1	\$0.00
PS-SETUP-FEE Standard setup fee for all applicable SKUs	\$219.35	1	\$219.35
Section Subtotal			\$2,851.55
		Subtotal:	\$5,461.82

Managed Services - Cybersecurity Training [Incident Response]

DESCRIPTION	PRICE	QTY	EXT. PRICE
KnowBe4 KnowBe4 Annual Subscription KnowBe4 - Security Awareness Training Annual Subscription based on 46 * enrolled users at time of Agreement, @ \$37.50 per year for an Annual cost of \$1,725.00. This amount is billed in advance. <i>*Note if there are any changes which increase this number over 46 users, Marin IT will send an adjusted billing statement.</i>	\$37.50	46	\$1,725.00



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Managed Services - Cybersecurity Training [Incident Response]

DESCRIPTION	PRICE	QTY	EXT. PRICE
Labor - KnowBe4 Campaign KnowBe4 Campaign Management Includes a single Campaign lasting 1 fiscal quarter + 10 Phishing Security Training events. Training duration(s) of longer than a fiscal quarter, or adding additional training lessons / campaigns after the initial set, will be billed for a second campaign at the same rate, and so on.	\$2,500.00	1	\$2,500.00
Subtotal:			\$4,225.00

Managed Services - Network Monitoring [Incident Response]

DESCRIPTION	PRICE	QTY	EXT. PRICE
Auvik Network Monitoring Auvik Network Monitoring - Switches, Routers, Firewalls, VM hosts, SAN Pricing \$15 per device per month, for up to 30 * devices, for an estimated annual expenditure of \$5,400.00, invoiced at \$45.00 per month: • Monthly Auvik Network Monitoring • Switches, routers, firewalls, Virtual Machine hosts, SANs (e.g., Synology) and access points, but not including printers or other IoT devices • Network traffic monitoring ** • Network topology diagram <i>*Marin IT will bill for actual + or -.</i> <i>** While network traffic monitoring may identify cyber security issues, or assist in forensic analysis in the event of a malware breach, Auvik is not a cyber security product and should not be considered a comprehensive cyber security solution.</i> Integration with Scalepad End of Life/Inventory management is included at no extra charge.	\$450.00	12	\$5,400.00
Subtotal:			\$5,400.00



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Managed Services - Vulnerability Scanning and PCI Compliance [Incident Response]

DESCRIPTION	PRICE	QTY	EXT. PRICE
Qualys Qualys Multi-point vulnerability Scanning license including: • Up to 512 IP addresses, • Data Subnet / VLAN (Servers and workstations) • Voice subnet / VLAN • Misc subnets / VLANS - BMS, AV, Security (CCTV), un-managed switches, etc. Per quarter: \$1,247.14 Annual recurring for quarterly vulnerability scans and reporting: \$4,988.56 Additional IP addresses to be billed \$2.42 each	\$1,247.14	4	\$4,988.56
Qualys Virtual Scanner Qualys Virtual Scanner - Recurs annually The Qualys Guard Virtual Scanner Appliance is a virtual machine that resides inside the client's network either on the client's virtual machine host, or on a portable computer (sold separately, if needed), to run internal vulnerability scans, as needed. The Virtual Scanner Appliance is an annually recurring subscription, managed and invoiced by Marin IT as part of our ongoing engagement to provide quarterly vulnerability scans, to comply with cyber security insurance requirements.	\$749.70	1	\$749.70

Subtotal: **\$5,738.26**



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Managed Services - Password Manager [Business Continuity]

DESCRIPTION	PRICE	QTY	EXT. PRICE
1 Password 1Password Licenses are \$95.88 total per user per year Estimating 37 * users at time of Agreement = 34 @ \$95.88 = \$3,259.92 Annual Subscription will renew automatically after the first year at the then-current price per user. * Subscription will be billed at actual usage levels and will be trued-up quarterly by 1Password	\$95.88	37	\$3,547.56

Subtotal: **\$3,547.56**

Managed Services - Arctic Wolf [Incident Response]

DESCRIPTION	PRICE	QTY	EXT. PRICE
Arctic Wolf MDR User Licenses (78)	\$1,039.74	12	\$12,476.88
Arctic Wolf 100 Series Sensor (2)	\$250.00	12	\$3,000.00
Arctic Wolf 200 Series Sensor (1)	\$300.00	12	\$3,600.00
Arctic Wolf MDR Server Licenses (6)	\$0.00	12	\$0.00
Arctic Wolf MDR Office 365 user license - MSP (78)	\$1.88	12	\$22.56
Arctic Wolf Platform - Users (78) + Servers (6) = (84)	\$105.00	12	\$1,260.00
Arctic Wolf MDR Log Retention - 90 days	\$0.84	12	\$10.08
Subtotal:			\$20,369.52

Project - Workstation Refresh

DESCRIPTION	PRICE	QTY	EXT. PRICE
*Note that hardware prices shown below are for budgetary purposes only. Actual devices ordered may be different. These prices, plus any third party labor are subject to change by the manufacturer until Marin IT receives approval from Customer to process			

Project - Workstation Refresh

DESCRIPTION		PRICE	QTY	EXT. PRICE
8V43M	Dell Pro 16 Plus PB16250 16" Copilot+ PC Notebook  • Full HD Plus • Intel Core Ultra 7 • vPro Technology • 32 GB • 1 TB SSD • Intel Chip • 1920 x 1200 • Windows 11 Pro • Intel Arc Graphics • In-plane Switching (IPS) Technology	\$1,613.21	11	\$17,745.31
DELL-SD25TB4	Dell Pro Thunderbolt 4 Smart Dock SD25TB4  • for Desktop PC, Notebook • Charging Capability - 180 W • Thunderbolt 4 - 4 Displays Supported	\$364.58	11	\$4,010.38
714-0494	Upgrade from 1Y Next Business Day to 3Y ProSupport - 24 x 7 x Next Business Day - On-site - Technical 	\$177.89	11	\$1,956.79
ECO FEE 15"-35"	CA Mandatory E-Waste Recycling Fee	\$5.00	11	\$55.00
Marin IT Labor				
Labor - PC Setup	Labor - Pre-Configuration per Device • Unpack hardware and inspect for any shipping damage. • Check for any shipping or manufacturing defects. • Ensure that all power cords, docking stations and cables associated with the workstation are included and that the order is complete. • Boot up and run through initial Windows setup. • Setup for Domain join. • Configure power options for optimal performance. • Turn off fast startup • Verify Time Zone settings. • Run all windows updates and reboot as required. • Install Dell Support Assist	\$175.00	11	\$1,925.00



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Project - Workstation Refresh

DESCRIPTION	PRICE	QTY	EXT. PRICE
Labor - PC Install Onsite Labor - Technical Service Estimated Hours • Deliver machines and install at designated location • Bring device online and test connectivity. • Rename workstation in line with the current naming convention at the client. • Migrate and/or build new user profiles, add printers, etc. • Migrate and/or install required apps/software (pre-existing and/or new). • Remove unnecessary programs from the taskbar. • Login to the Microsoft portal with the user account. • Download and setup the Microsoft Office product that the user is entitled to. • Configure Outlook for the user email. • Login as user and verify connectivity to network resources, email, test printing, apps, etc	\$145.00	33	\$4,785.00
Time to completion is estimated - Will be billed at actual			
*Any charged Shipping will be charged to client at actual			
Subtotal:			\$30,477.48

Project - Windows 10 Upgrade

DESCRIPTION	PRICE	QTY	EXT. PRICE
Upgrade OS of existing Workstations from Windows 10 to 11			
Labor - TS - T&M Labor, Technical Services (billed by ticket), hourly Windows 10 devices that are eligible for upgrade to Windows 11 = approximately 24 Estimating 1 hour per device to perform in place upgrade. <i>Marin IT to bill actual hours +/-.</i>	\$145.00	24	\$3,480.00
Subtotal:			\$3,480.00



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Project - IDS Solution [Incident Response]

DESCRIPTION	QTY
* TBD Solution to be identified by Marin IT and quoted separately; to comply with BCJPIA recommendations for FY25-26	

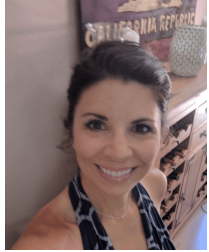
Maintenance Renewals - Estimated

DESCRIPTION	PRICE	QTY	EXT. PRICE
LOT - Materials Certificate, Software & Subscription Renewals coming due in FY25-26 - Estimated based on previous years	\$1.00	10000	\$10,000.00
**- Client only billed for actual			
Subtotal:			\$10,000.00



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IT Support Agreement - FY25-26 Budgetary Quote NOT FINAL



Prepared by:

Marin IT

Stefana Alioto
(415) 842-3275
salioto@marinit.com

Prepared for:

Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960
Jeff Zuba
(262) 989-2208
jzuba@sananselmo.gov

Quote Information:

2025-005546

Version: 1
Delivery Date: 08/22/2025
Expiration Date: 09/30/2025

Quote Summary

DESCRIPTION	AMOUNT
Support Services Annual	\$90,480.00
IT Mgmt Services Annual	\$60,320.04
Managed Services - Remote Management [Incident Response]	\$30,030.00
Cloud Services - Microsoft 365 / Email	\$14,445.00
Cloud Services - Microsoft Teams Calling	\$11,088.00
Cloud Services - email Relay Services	\$240.00
Managed Services - Authenticator [Business Continuity]	\$3,024.00
Managed Services - Backups [Disaster Recovery]	\$5,461.82
Managed Services - Cybersecurity Training [Incident Response]	\$4,225.00
Managed Services - Network Monitoring [Incident Response]	\$5,400.00
Managed Services - Vulnerability Scanning and PCI Compliance [Incident Response]	\$5,738.26
Managed Services - Password Manager [Business Continuity]	\$3,547.56
Managed Services - Arctic Wolf [Incident Response]	\$20,369.52
Project - Workstation Refresh	\$30,477.48
Project - Windows 10 Upgrade	\$3,480.00
Maintenance Renewals - Estimated	\$10,000.00
	Subtotal: \$298,326.68
	Estimated Tax: \$2,232.26
	Total: \$300,558.94

Terms and Conditions: By signing this quote, Buyer agrees to the following Terms and Conditions unless a Master Agreement is negotiated between the parties, where the Master Agreement shall govern.

Prices: Quoted product pricing is valid for thirty (30) days assuming product availability, and does not include applicable taxes and freight. Buyer agrees to pay reasonable shipping charges and all applicable taxes (excluding income taxes). Services include only those items specified in the quotation. Additional services may be provided at Marin IT's then standard billing rates.

It is understood and agreed that end customer will accept and pay invoice of any product once it has been received at the Marin IT warehouse regardless of if it has been delivered to the final installation location or if it is being held at the Marin IT facility and that title to the Products will transfer to client upon invoicing.



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While taking title to these products includes assuming the risk of loss, Marin IT insures equipment stored in its facility. Title having transferred to client, it is understood that there is risk of obsolescence and that the Products are not covered by price protection.

We agree to make payment on all invoices delivered to us by Marin IT with respect to the Products strictly in accordance with the terms thereof without defense, offset, deduction, recoupment or counter claim of any kind arising from the fact that the Products were not delivered to us at the time the invoice was delivered and were stored by Marin IT.

Payment: Payment shall be made within 30 days of the date of invoice. If any invoice is not paid when due, interest will be added to and payable on all overdue amounts at 18 percent per year, or the maximum percentage allowed under applicable laws, whichever is less. Buyer shall pay all costs of collection, including without limitation, reasonable attorney fees.

Warranties: Product warranties, if any, are provided by the manufacturer or publisher of the products.

MARIN IT, INC. MAKES NO WARRANTIES, EITHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WHATSOEVER. ALL SERVICES AND DELIVERABLES ARE PROVIDED ON AN "AS IS" BASIS. Limitation of Liability: CUSTOMER AGREES THAT THE LIABILITY OF MARIN IT FOR DIRECT DAMAGES RELATED TO ANY PRODUCT OR SERVICE ARISING UNDER THESE TERMS AND CONDITIONS, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED THE NET AMOUNT PAID TO MARIN IT BY CUSTOMER FOR THAT PRODUCT OR SERVICE WHICH IS THE SUBJECT OF THE CLAIM. MARIN IT SHALL IN NO EVENT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, EVEN IF MARIN IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NEITHER PARTY MAKES ANY REPRESENTATION OR WARRANTY AS TO ANY THIRD-PARTY INFORMATION OR PRODUCTS PROVIDED TO EACH OTHER, ALL OF WHICH ARE PROVIDED, SOLD OR LICENSED "AS IS," AND THE PARTIES AGREE TO LOOK SOLELY TO THE WARRANTIES AND REMEDIES, IF ANY, PROVIDED BY THE THIRD PARTY.

Marin IT

Town of San Anselmo

Signature: _____

Signature: _____

Name: Stefana Alioto

Name: Jeff Zuba

Title: Customer Success Manager

Date: _____

Date: 08/22/2025



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.5

MEETING DATE: 10/28/25

AGENDA TITLE: Consideration of Special Event Application – 2025 Dia de las Muertos

FROM: Jamie Bristow – Recreation Supervisor

RECOMMENDATION: That Council approve the Chamber of Commerce's and Taco Jane's application for the Dia de las Muertos Aztec Dance performance scheduled for Sunday, November 2, 2025, from 3:00 – 4:00 pm in Imagination Park.

BACKGROUND

Dia de Las Muertos (Day of the Dead) is a holiday celebrated on the 1st and 2nd of November. It originated and is mostly observed in Mexico but also in other places, especially by people of Mexican heritage elsewhere. The holiday involves family and friends gathering to pay respects and to remember friends and family members who have died.

DISCUSSION/ANALYSIS

A small community group led by Taco Jane's owner Matteo Boussina and the San Anselmo Chamber of Commerce is interested providing a dance performance by a local Aztec Dance group. The proposed location is Imagination Park and the proposed date is Sunday, November 2, 2025 from 3:00 to 4:00 PM. There will be a procession following the dance performance to Taco Jane's to continue the celebration in front of the community alter. This group has held this celebration for the past several years in Imagination Park without incident.

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

FISCAL IMPACT

There is no fiscal impact to the Town related to this approval.

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).

Attachment 1 – Event Application



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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: Dia de Las Muertos

Organization(s) presenting the event: Taco Jane's

Other event sponsor(s), if any: San Anselmo Chamber of Commerce

Contact Person: Matteo Boussina

Phone Number: 415-847-3704

Address: 21 Tamalpais Ave

Email: info@tacojanes.com

Event Date(s): Sunday, November 2, 2025

Start and end times: 3:00pm - 6:00pm **Number of attendees (estimate):** 100

Location: Imagination Park

Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

The 8th Annual San Anselmo Community Day of the Dead celebration, where there will be traditional dancers celebrating life and honoring the past, with a procession to Taco Jane's to continue the celebration in front of the community alter.

Attendees will be in Imagination Park from approximately 3:00-4:00pm before proceeding to Taco Jane's

Public space requested:

- | | |
|--|---|
| ☐ Creek Park | ☐ Creek Park Parking Lot |
| ☐ Pine Street Parking Lot | ☐ Magnolia Parking Lot |
| ☐ Town Hall Lawn | ☐ Council Chamber |
| ☒ Imagination Park | ☐ Memorial Park |
| ☐ Other: _____ | |

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

Additional Comments on the Public Space Requested:

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

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

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.
- F. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- G. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.
- I. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- J. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.
- K. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.
- L. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- M. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.
- N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.
- O. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

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

Name:

Matthew Boussina

10/3/25

Date:

10/3/25

X Buell Co / S.A. CHAMBER of COMMERCE

NAME OF EVENT: Dia de Las Muertos

DATE OF EVENT: November 2, 2025

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		R. Bastianon
RECREATION	Abide by all current ADA regulations	M. O'Grady
PUBLIC WORKS		S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.6

MEETING DATE: October 28, 2025

AGENDA TITLE: Second Reading and Adoption of Ordinance Amendments to Repeal and Replace Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to Comply with State Law; Rename Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”; Repeal Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7”; and Make Associated CEQA Exemption Findings.

FROM: Planning Department and Town Attorney’s Office

RECOMMENDATION: That the Town Council adopt the attached Zoning Ordinance Amendments to repeal and replace Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to comply with State law; rename Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”; repeal Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7”; and make associated CEQA exemption findings (see **Attachment 1**).

BACKGROUND

On October 14, 2025, the Town Council held a public hearing and approved the first reading of the Ordinance. The amendments are required to comply with Senate Bill (SB) 450. A summary of the proposed amendments is included in the October 14, 2025, Town Council staff report.

DISCUSSION

In 2021, SB 9 was enacted to address California’s housing crisis by allowing owners of single-family properties to either develop up to two homes on a lot or split the lot in two and build up to two homes per parcel. The Town Council adopted [Ordinance No. 1159](#) in 2021 to implement the provisions of SB 9 locally.

Recently, the State adopted SB 450, which further streamlines implementation of SB 9 projects. The proposed Zoning Ordinance Amendments, displayed in **Attachment 1**, would bring the Town’s Municipal Code into compliance with SB 450 by repealing outdated SB 9 provisions, updating Chapter 10-4 to address both urban lot splits and two-unit developments in single-family zones, and aligning local standards with State law while preserving eligible objective standards, where allowed.

Item #: 1.6

FISCAL IMPACT

There is no fiscal impact associated with the proposed Ordinance.

GENERAL PLAN CONSISTENCY

The proposed Ordinance is consistent with the General Plan because the General Plan Housing Element encourages the development of new housing and the proposed Amendments will facilitate housing production.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed Ordinance is intended to comply with SB 9 and SB 450 and are not considered a “project” under the California Environmental Quality Act (“CEQA”), Division 13 (commencing with Section 2100) of the Public Resources Code, as provided in Government Code sections 65852.21(j) and 66511.7(n). The Ordinance Amendments are also exempt from CEQA per CEQA Guideline section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; Section 15303 New Construction or Conversion of Small Structures; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur.

The proposed Ordinance aligns with Climate Action Plan 2030 Measure T-9 (Smart Growth Development), which calls for zoning regulations that allow for infill, higher density, and mixed-use development near transit and within walking distance to shopping, schools, and services.

ATTACHMENTS

Attachment 1 - Ordinance

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
REPEALING AND REPLACING TITLE 10 “PLANNING AND ZONING”, CHAPTER 4
“HOUSING DEVELOPMENTS UNDER GOVERNMENT CODE SECTION 65852.21”
TO COMPLY WITH STATE LAW; RENAMING CHAPTER 10-4 TO “URBAN LOT
SPLITS AND TWO-UNIT DEVELOPMENT IN SINGLE-FAMILY ZONES”; REPEALING
SECTION 10-2.711 “URBAN LOT SPLITS PURSUANT TO GOVERNMENT CODE
66411.7”; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS**

WHEREAS, to increase the supply of housing, in 2021 California Senate Bill 9 (SB 9) was passed adding Government Code section 65852.21, which requires local agencies to ministerially approve an urban lot split to subdivide a residential lot into two separate lots and construct a secondary home on the new lot, and an additional home on the original lot; and

WHEREAS, among other things, SB 9 allowed jurisdictions to impose specific standards on SB 9 projects such as: objective zoning and design standards that differed from the underlying zone; a prohibition against demolishing more than 25% of a home’s existing structural walls; and the requirement that the residential lot be split into two roughly equal halves as small as 1,200 square feet; and

WHEREAS, California has adopted Senate Bill 450 (SB 450), effective January 1, 2025, which amends Government Code section 65852.21 (SB 9), including in the following ways for SB 9/450 projects:

- Only those objective standards applicable to the development within the underlying zoning district apply;
- There is no limit that more than 25% of a home’s existing structural walls remain;
- A local agency must approve or deny an SB 9/450 project within 60 days from the date of a completed application or it is deemed approved;
- Project cannot be denied based on specific, adverse impacts on the “physical environment”; now only adverse impacts to public health and safety apply; and

WHEREAS, the ordinance amendments would repeal and replace Town Municipal Code, Title 10, Chapter 4 “Housing Developments Under Government Code Section 65852.21” to comply with State law set forth in SB 450, rename Town Municipal Code Chapter 10-4 to “Urban Lot Splits and Two-Unit Development in Single-Family Zones”, and repeal Town Municipal Code Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7” (“Ordinance Amendments”); and

WHEREAS, the Planning Commission is responsible for providing recommendations to the Town Council for proposed amendments to the Town’s Zoning Code pursuant to Government Code section 65853 *et seq.*; and

WHEREAS, the Planning Commission held a duly noticed public hearing on September 15, 2025 and voted to recommend that the Town Council adopt the Ordinance Amendments; and

WHEREAS, the Town Clerk caused notice of a Town Council public hearing regarding the Town Council’s consideration of adoption of the Ordinance Amendments in the Marin

Independent Journal newspaper on as required by Government Code section 36933 and published the text of the Ordinance Amendments as required by State law; and

WHEREAS, on October 14, 2025, the Town Council held a duly noticed public hearing to consider introduction of the Ordinance Amendments; and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code section 21080.17, which exempts the local adoption of ordinances regarding second units in single or multi-family residential zones; CEQA Guidelines section 15301 involving the minor alteration of existing residences involving negligible or no expansion of use beyond that already in existence; and pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make minimal changes to land uses, development intensities, and the rate at which development is expected to occur; and

WHEREAS, the proposed Ordinance Amendments are consistent with the General Plan because the General Plan Housing Element encourages the development of new housing and the proposed Amendments will facilitate housing production, and they are necessary to comply with State law; and

WHEREAS, the adoption of the proposed Ordinance Amendments is in the public interest because they encourage the development of increased housing and are necessary to comply with State law; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Based on substantial evidence in the record, the above recitals are true and correct and incorporated as findings herein.
2. The Town Council of the Town of San Anselmo does hereby adopt the Ordinance Amendments as set forth in **Exhibit "A"** and incorporated herein by reference.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on October 14, 2025, and was adopted at a regular meeting of the San Anselmo Council on October 28, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

APPROVED: _____
Tarrell Kullaway, Mayor

ATTEST: _____
Serge Avila, Town Clerk

Exhibit A

SECTION 1: Ordinance Amendment. San Anselmo Municipal Code Section 10-2.711 “Urban Lot Splits pursuant to Government Code 66411.7” is hereby repealed in its entirety.

SECTION 2: Ordinance Amendment. San Anselmo Municipal Code Title 10 “Planning and Zoning”, Chapter 4 “Housing Developments Under Government Code section 65852.21” is hereby repealed in its entirety and replaced as follows:

Urban Lot Splits and Two-Unit Development in Single-Family Zones

Article 1. – Purpose and Applicability

10-4.101 – Purpose and Authority. This chapter provides the regulations required to implement the provisions of California Government Code sections 65852.21 and 66411.7, as may be amended, and is necessary to protect public health, welfare, and safety. In cases of conflict between this chapter and any other provisions of the Town Municipal Code, this chapter shall prevail. To the extent any provision of this chapter conflicts with State law, the applicable provision of State law shall control, but in all other non-conflicting provisions, this chapter shall remain in full force and effect. The Town Council enacts this ordinance under the authority granted to cities and towns by Article XI, Section 7 of the California Constitution and Government Code sections 65852.21 *et seq.* and 66411.7 *et seq.*

10-4.102 – Applicability. This chapter shall apply to all single-family residential zone parcels in the Town of San Anselmo (the R-1, R-1-H, and R-1-C zoning districts).

Article 2. – Definitions

10-4.201 – Definitions. The following definitions apply to this chapter.

- a. “Acting in concert with the owner” means a person that has common ownership or control of the subject parcel with the owner of the adjacent parcel, a person acting on behalf of, acting for the predominant benefit of, acting on the instructions of, or actively cooperating with, the owner of the parcel being subdivided.
- b. “Adjacent parcel” means any parcel of land that is: 1) touching the parcel at any point; 2) separated from the parcel at any point only by a public right-of-way, private street or way, or public or private utility, service, or access easement; or 3) separated from another parcel only by other real property which is in common ownership or control of the applicant.
- c. “ADU” or “Accessory Dwelling Unit” shall have the same meaning as set forth in Municipal Code section 10-6.102.
- d. “Attached ADU” or “Attached Accessory Dwelling Unit” shall have the same meaning as set forth in Municipal Code section 10-6.102.
- e. “Common ownership or control” means property owned or controlled by the

- same person(s) or entity, or by separate entities, in which any shareholder, partner, member, or family member of an investor of the entity owns 10% (ten percent) or more of the interest in the property.
- f. "Detached ADU" or "Detached Accessory Dwelling Unit" shall have the same meaning as set forth in Municipal Code section 10-6.102.
 - g. "Dwelling unit" includes an ADU (attached or detached), a JADU, and two-unit development, and/or a primary dwelling unit.
 - h. "Low income household" has the meaning set forth in Health and Safety Code section 50079.5.
 - i. "Moderate income household" has the meaning set forth in Health and Safety Code section 50093.
 - j. "Primary dwelling unit" means the single-family residence on the property and is the larger of the two if there is an existing ADU on the property.
 - k. "Sufficient for separate conveyance" means that each attached or adjacent dwelling unit is constructed in a manner adequate to allow for the separate sale of each unit in a common interest development as defined in Civil Code section 1351, including residential a residential condominium, planned development, stock cooperative, or community apartment project, or into any other ownership type in which the dwelling units may be sold individually.
 - l. "Two-unit development" means a development that proposes no more than two (2) new dwelling units, or proposes to add one (1) new dwelling unit to one (1) existing dwelling unit, pursuant to the provisions of this chapter and Government Code sections 65852.21, as may be amended.
 - m. "Urban lot split" means a subdivision of an existing parcel into no more than two (2) separate parcels pursuant to the provisions of this chapter and Government Code section 66411.7, as may be amended.
 - n. "Very low income household" has the meaning set forth in Health and Safety Code section 50105.

Article 3. – Urban Lot Splits

10-4.301 – Application and Review. The Community Development Director or designee shall ministerially review an application for an urban lot split with no discretionary review or public hearing, and shall approve the application if the criteria in this chapter and Government Code section 66411.7, as may be amended, are satisfied. The application shall contain such information as reasonably requested by the Town Planning Department and accompanied by the appropriate fee as established by Town Council Resolution.

10-4.302 – Review Deadline and Requirements. An application for an urban lot split shall be considered and approved or denied within sixty (60) days from the date the Town receives a completed application. If the Town has not approved or denied the completed application within sixty (60) days, the application shall be deemed approved. If the Town denies an application for an urban lot split pursuant to this subparagraph, the Town shall, within the sixty (60) day deadline, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application

can be remedied by the applicant.

10-4.303 – Adverse Health and Safety Impacts. Notwithstanding anything to the contrary in this chapter, the Community Development Director or designee may deny an application for an urban lot split if the Town's Building Official makes written findings, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

10-4.304 – Urban Lot Split Requirements. An application for an urban lot split pursuant to this chapter shall meet the following requirements:

- a. The parcel map divides an existing parcel to create no more than two (2) new parcels of approximately equal lot area provided that one parcel shall not be smaller than 40% (forty) of the lot area of the original parcel proposed for subdivision.
- b. Neither the newly created lot nor the original lot shall be smaller than 1,200 square feet.
- c. Only residential uses are allowed on a parcel created by an urban lot split.
- d. No more than two (2) dwelling units may be located on any lot created through an urban lot split, including primary dwelling units, ADUs, JADUs, density bonus units, and units created as a two-unit development.
- e. The parcel must meet the following requirements:
 - a. The parcel is located in an R-1, R-1-H, or R-1-C zoning district.
 2. The parcel is located within the Town, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
 3. The parcel satisfies the requirements specified in Government Code section 65913.4(a)(6)(B) through (K), inclusive of paragraph (6) of subdivision (a) of Section 65913.4, as that section read on September 16, 2021.

10-4.305 – Objective Standards for Urban Lot Split.

- a. The urban lot split must conform to all applicable objective requirements of the Subdivision Map Act (Division 2, commencing with Section 66410), except as otherwise expressly provided herein.
- b. Unless otherwise provided for in this chapter, the parcel shall conform with the objective zoning standards and subdivision standards that apply uniformly to the underlying zoning district.
- c. Each newly created parcel shall have access to, provide access to, or adjoin a right-of-way.
- d. Notwithstanding anything to the contrary in this section, no setback shall be required for an existing dwelling unit or a dwelling unit constructed in the same location and to the same dimensions as an existing dwelling unit.

- e. A setback of four (4) feet from the side and rear lot lines is required for a newly created dwelling unit.
- f. Notwithstanding anything to the contrary in this section, the Town shall not impose objective zoning standards, objective subdivision standards, or objective design review standards that would have the effect of physically precluding the construction of two (2) dwelling units on either of the newly created parcels or that would result in a dwelling unit size of less than 800 square feet.

10-4.306 – Conditions for Urban Lot Splits. The following applies regarding conditions for an urban lot split:

- a. The applicant shall execute easements, or show evidence of such easements, necessary for the provision of public services and facilities.
- b. Offstreet parking of up to one space per unit is required, except that no parking shall be required in either of the following instances:
 - 1. The parcel is located within one-half (1/2) mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code or a major transit stop as defined in Section 21064.3 of the Public Resources Code.
 - 2. There is a car share vehicle located within one block of the parcel.
- c. The Town shall not require dedications of rights-of-way or the construction of offsite improvements for the parcel being created as a condition of issuing a parcel map for an urban lot split.
- d. The Town shall not require as a condition of approval for an urban lot split the correction of nonconforming zoning conditions.

10-4.307 – Owner Occupancy.

- a. The Town shall require an applicant for an urban lot split to sign an affidavit stating that the applicant intends to occupy one of the dwelling units as the principal residence for a minimum of three (3) years from the date of the approval of the urban lot split.
- b. This subdivision shall not apply to an applicant that is a “community land trust,” as defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code, or is a “qualified nonprofit corporation” as described in Section 214.15 of the Revenue and Taxation Code.

10-4.308 – No Short Term Rentals. Lots created by an urban lot split shall not be used for rental units for a period of less than thirty (30) consecutive days.

10-4.309 – Not Eligible For Urban Lot Split. The following properties are not eligible for an urban lot split under this chapter:

- a. Any parcel that was created through prior exercise of an urban lot split pursuant to this chapter and/or Government Code section 66411.7, as may be amended.
- b. Any parcel where the owner of the parcel being subdivided or any other

person or entity acting in concert with the owner has previously subdivided an adjacent parcel using an urban lot split pursuant to this chapter consistent with Government Code section 66411.7, as may be amended.

- c. The proposed urban lot split would require demolition or alteration of any of the following types of housing:
 - 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 - 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 - 3. Housing that has been occupied by a tenant in the last three (3) years.
- d. The parcel is located within the following designated areas:
 - 1. A historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town landmark or historic property or district pursuant to a Town ordinance.
 - 2. A wetland, as defined in the United States Fish and Wildlife Service Manual, Part 660, as may be amended.
 - 3. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178 of the Government Code, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This subparagraph does not apply to sites excluded from the specified hazard zones by the Town pursuant to Section 5117 of the Government Code, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or State fire mitigation measures applicable to the development.
 - 4. A hazardous waste site that is listed pursuant to Section 65962.5 of the Government Code or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses.
 - 5. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by the building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title

- 2 of the Government Code.
6. Within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph, the Town shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the Town that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met (1) the site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the Town or (2) the site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.
 7. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the Town shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the Town that is applicable to that site.
 8. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.
 9. Habitat for protected species identified as candidate, sensitive, or species of special status by State or Federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).

10. Lands under conservation easement.

Article 4. – Two-Unit Developments

10-4.401 – Application and Review. The Community Development Director or designee shall ministerially review an application for a two-unit development with no discretionary review or public hearing, and shall approve the application if the criteria in this chapter and Government Code section 65852.21, as may be amended, are satisfied. The application shall contain such information as reasonably requested by the Town Planning Department and accompanied by the appropriate fee.

10-4.402 – Review Deadline and Requirements. An application for a two-unit development shall be considered and approved or denied within sixty (60) days from the date the Town receives a completed application. If the Town has not approved or denied the completed application within sixty (60) days, the application shall be deemed approved. If the Town denies an application for a two-unit development pursuant to this subparagraph, the Town shall, within the sixty (60) day deadline, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

10-4.403 – Adverse Health and Safety Impacts. Notwithstanding anything to the contrary in this chapter, the Community Development Director or designee may deny an application for a two-unit development if the Town building official makes a written finding, based upon a preponderance of the evidence, that the proposed two-unit development project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5, upon public health and safety for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

10-4.404 – Two Unit Development Requirements. An application for a two-unit development pursuant to this chapter shall meet the following requirements:

- a. The parcel subject to the proposed two-unit development is located in an R-1, R-1-H, or R-1-C zoning district.
- b. The parcel subject to the proposed two-unit development is located within the Town, the boundaries of which include some portion of either an urbanized area or urban cluster, as designated by the United States Census Bureau, or, for unincorporated areas, a legal parcel wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.
- c. The parcel subject to the proposed two-unit development satisfies the requirements specified in Government Code section 65913.4(a)(6)(B) through (K), inclusive of paragraph (6) of subdivision (a) of Section 65913.4, as that section read on September 16, 2021.
- d. An application shall not be rejected solely because it proposes adjacent or connected structures, provided that the structures meet building code safety standards and are sufficient for separate conveyance.

10-4.405 – Objective Standards for Two Unit Developments.

- a. Unless otherwise provided for in this chapter, a two-unit development shall comply with all objective zoning, subdivision, and design standards that apply uniformly to the underlying zoning district.
- b. Notwithstanding anything to the contrary in this section, no setback shall be required for an existing dwelling unit or a dwelling unit constructed in the same location and to the same dimensions as an existing dwelling unit.
- c. A setback of four (4) feet from the side and rear lot lines is required for a newly created dwelling unit.
- d. Notwithstanding anything to the contrary in this section, the Town shall not impose objective zoning standards, objective subdivision standards, or objective design review standards that would have the effect of physically precluding the construction of two (2) dwelling units under this chapter on either of the newly created lots, or that would result in a dwelling unit size of less than 800 square feet.
- e. A two-unit development shall comply with all applicable building, fire, safety, and environmental regulations including Title 9 Building Regulations, Title 5, Chapter 8, Urban Runoff Pollution Prevention and Title 7, Chapter 12, Watercourses unless otherwise provided for in this chapter or as required by State law.
- f. The applicant shall acquire any required permits from the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), and California Department of Fish and Wildlife (CDFW) prior to issuance of a building permit and prior to conducting construction activity (including grading, vegetation removal, and site preparation) within any and all Waters of the State or Water of the U.S. under the jurisdictions of USACE, RWQCB or CDFW including: (1) a RWQCB Waste Discharge Requirements permit and/or Section 401 Water Quality Certification; (2) a CDFW Streambed Alteration Agreement pursuant to Section 1600 et seq. of the California Fish and Game Code for impacts within the areas of CDFW jurisdiction; and (3) a USACE permit pursuant to Section 404 of the Clean Water Act.

10-4-406 – Conditions for Two-Unit Developments. The following applies regarding conditions for a two-unit development.

- a. Off-street parking of up to one space per unit is required, except that no parking shall be required in either of the following instances:
 - 1. The parcel is located within one-half (1/2) mile walking distance of either a high-quality transit corridor as defined in subdivision (b) of Section 21155 of the Public Resources Code or a major transit stop as defined in Section 21064.3 of the Public Resources Code.
 - 2. There is a car share vehicle located within one block of the parcel.
- b. For dwelling units connected to an onsite wastewater treatment system, a percolation test must have been completed within the last five (5) years, or, if the percolation test has been recertified, within the last ten (10) years.
- c. Prior to issuance of a building permit under this chapter, the applicant shall

record a restrictive covenant and agreement in a form prescribed by the Town Attorney that shall run with the land and provide that the property is restricted to residential uses only, and any dwelling unit on the property may be rented or leased only for a period of longer than thirty (30) days. The Town Manager or designee is authorized to enter into the covenant and agreement on behalf of the Town and to deliver any approvals or consents required by the covenant.

10-4-407 – No Short Term Rentals. A two-unit development shall not be used for rental units for a period of less than thirty (30) consecutive days.

10-4.408 – Not Eligible for Two-Unit Development. The following properties are not eligible for a two-unit development pursuant to this chapter:

- a. The proposed two-unit development would require demolition or alteration of any of the following types of housing:
 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.
 3. Housing that has been occupied by a tenant in the last three (3) years.
- b. Any parcel subject to the proposed housing development where the owner of the parcel has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 to withdraw accommodations from rent or lease within fifteen (15) years before the date that the development proponent submits an application.
- c. The proposed two-unit development is in a historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a Town landmark or historic property or district pursuant to a Town ordinance.

Article 5. – Fees, Violations and Enforcement.

10-4.501 – Fees. The Town Council may establish and set by resolution all fees and charges, and related provisions, as may be necessary to effectuate the purpose of this chapter.

10-4.502 – Violations and Enforcement. The Town Attorney shall be authorized to abate violations of this chapter and to enforce the provisions of this chapter and all implementing agreements and affidavits by civil action, injunctive relief, and any other proceeding or method permitted by law. Violations of this chapter shall also constitute a public nuisance subject to abatement pursuant to the Municipal Code, and/or any other remedy allowed in the Municipal Code or State law. Remedies provided for in this chapter shall not preclude the Town from any other remedy or relief to which it otherwise would

be entitled under law or equity. All remedies are cumulative.

SECTION 3: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code Section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.7

MEETING DATE: October 28, 2025

AGENDA TITLE: Appoint November 10 as the Next Regular Meeting of the San Anselmo Town Council

FROM: Serge Avila, Town Clerk

RECOMMENDATION: That the Town Council appoint Monday November 10, 2025 at 7pm in Town Hall as the next regular meeting of the Town Council.

BACKGROUND

The Brown Act requires the Town Council to establish the dates for regular meetings by ordinance (Cal. Gov. Code § 54954) and San Anselmo's Municipal Code contains the following provision (emphasis added):

SAMC 2-1.01 - Meetings.

The regular monthly meetings of the Council shall be held on the second Tuesday and the fourth Tuesday of every month at 7:00 p.m. at the Town Hall. **The Council, at any regular meeting, may appoint another day, hour, or place for the next ensuing regular monthly meeting or for any other regular meeting.** When the second Tuesday, the fourth Tuesday, or the day appointed for the regular meeting is a legal holiday, the meeting appointed for said day shall be held on the first business day thereafter at the same hour and place as the Council may have appointed therefor at its last regular meeting.

Accordingly, to hold a regular meeting of the Town Council on a date other than the second and fourth Tuesday, the Council appoints the alternative date at a preceding regular meeting.

DISCUSSION/ANALYSIS

Due to the Veteran's Day holiday on Tuesday November 11, the Town Council hereby appoints Monday November 10 at 7pm in Town Hall as the next regular meeting of the Town Council.

FISCAL IMPACT

There is no fiscal impact associated with this action.

STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 1.8

MEETING DATE: October 28, 2025

AGENDA TITLE: Policy to Require the Display of Town-issued Permits by the Development Services Department

FROM: Heidi Scoble, Community Development Director

RECOMMENDATION: That the Town Council adopt the attached Resolution requiring that permits issued by the Town of San Anselmo's Development Services Department be displayed in a visible location on the job site for the duration of construction or permitted activity.

BACKGROUND

The Town of San Anselmo's Development Services Department, consisting of the Community Development Department and the Department of Public Works, currently issues a variety of permits, including:

- Title 4: Permits related to private and street trees.
- Title 7: Permits for work within the public right-of-way, including encroachments, news racks, and sidewalks, as well as flood protection, watercourse work, wells, and parklets.
- Title 9: Building permits and related approvals.

Although permit issuance procedures are standardized, there is currently no requirement for approved permits to be posted visibly on-site.

Posting permits on-site is widely recognized as a best practice among Marin jurisdictions.

DISCUSSION/ANALYSIS

Requiring the display of permits in a visible location serves several important purposes. This policy enhances transparency, supports compliance, and improves inspection efficiency across all development activities in Town.

Key benefits include:

- Verification and compliance: Enables inspectors and staff to easily confirm that work being conducted is authorized and consistent with approved plans.
- Transparency: Provides assurance to neighbors and the public that the work has been reviewed and approved by the Town.
- Efficiency: Reduces field verification time for inspectors, helping minimize project delays and administrative workload.

Item #: 1.8

Best Practices from Other Jurisdictions:

Many nearby agencies already require permits to be visibly posted at job sites, including:

- City of San Rafael: Requires building permits to be “posted on-site in a location visible from the public right-of-way.”
- City of Mill Valley: Mandates that all active building permits be “displayed at the job site until final inspection approval.”
- County of Marin: Requires permit cards to be “posted on the front of the property or on a fence where visible from the street.”

The proposed requirement for San Anselmo aligns with these regional standards and promotes consistent expectations for contractors, property owners, and Town staff.

Proposed Implementation:

To ensure clarity and uniform compliance:

- All permits issued by the Development Services Department shall be displayed in a visible location near the main entrance or street frontage of the property.
- Permits must remain posted throughout the duration of work until final inspection approval or project closure.
- The Development Services Department will provide written instructions with each permit and ensure applicants acknowledge this requirement at the time of issuance.

FISCAL IMPACT

There is no direct fiscal impact associated with this policy. Minor administrative updates to permit issuance procedures can be accommodated within existing staff resources.

GENERAL PLAN CONSISTENCY

This action is consistent with the Town’s General Plan goals related to public transparency, efficient service delivery, and promoting compliance with Town regulations.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This action is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that the adoption of this administrative policy will not have a significant effect on the environment.

This policy also supports the Town’s Climate Action Plan goals by improving staff efficiency and reducing redundant site visits.

ATTACHMENT

Attachment 1- Proposed Resolution

RESOLUTION NO. XXXX

**RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL REQUIRING THE
DISPLAY OF TOWN-ISSUED PERMITS BY THE DEVELOPMENT SERVICES
DEPARTMENT IN A VISIBLE LOCATION**

WHEREAS, the Town of San Anselmo issues building, encroachment, grading, tree removal, and other development-related permits to ensure compliance with applicable codes and regulations; and

WHEREAS, the Town seeks to improve transparency, facilitate efficient inspections, and promote compliance by requiring that issued permits be visibly displayed on the job site; and

WHEREAS, requiring the display of permits in a visible location is a common best practice among neighboring jurisdictions, including the Cities of San Rafael, Mill Valley, and Santa Rosa, and the County of Marin; and

WHEREAS, the Town Council finds that requiring visible display of permits will enhance public awareness, streamline field inspections, and ensure that work being performed is properly authorized;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of San Anselmo that:

1. All Town-issued Development Services Department permits, including building, grading, tree removal, and encroachment permits, shall be displayed in a visible location on the job site, such as near the main entrance or street frontage, for the duration of permitted work.
2. The displayed permit shall remain posted until the work authorized under the permit has been completed and approved by the Town.
3. The Development Services Department shall include this requirement as a standard condition of approval and provide written guidance to permit holders at the time of issuance.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the Town of San Anselmo on the 28th day of October 2025, by the following vote:

AYES: Councilmember:
NOES: Councilmember:
ABSENT: Councilmember:
ABSTAIN: Councilmember:

TARRELL KULLAWAY
MAYOR

ATTEST:

SERGE AVILA
TOWN CLERK



STAFF REPORT

TOWN OF SAN ANSELMO

Item #:1.9

MEETING DATE: October 28, 2025

AGENDA TITLE: Quarterly Treasurer's Investment Report, September 2025

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving the Treasurer's Investment Report for the quarter ending September 30, 2025.

SUMMARY

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The purpose of this report is to present financial information for review and discussion.

DISCUSSION/ANALYSIS

The attached report itemizes the Town's investments and states the market value of each investment as of September 30, 2025. The Wells Fargo bank account is the Town's primary checking account used for the deposit and expenditure of operating funds. The Bank of America checking account is a controlled account used for payroll processing only.

The Town holds three investment accounts: one with Moreton Capital with funds held at U.S. Bank, one with Wells Fargo Securities with funds held at Wells Fargo, and one with RBC Capital Markets held at RBC. The investments held are allowable by the Town's investment policy.

The Town maintains two Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One LAIF account is for the investment of general operating funds. The other is for the remaining series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account.

The Town's cash balance as of September is \$9,847,714, which is \$2,700,606 less than the balances at this time last year. The significant decrease is due to the Town's ongoing projects, Fire Station 20, Resilience Hub, Town Hall Roof & HVAC, Robson House painting, and Isabel Community Center roof.

FISCAL IMPACT

Not applicable

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment #1: Quarterly Treasurer's Investment Report, September 30, 2025

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT for the quarter ending September 30, 2025

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES	
					BOOK VALUE	UNREALIZED GAIN
Wells Fargo Bank	Government Advantage Checking	None	1.65%	2,367		
Wells Fargo Bank	Government Sweep Account	None	4.01%	4,358,521		
Bank of America	Business Checking Account	None	0.49%	80,498		
LAIF (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	4.24%	8,498		
LAIF (Local Agency Investment Fund) Measure G Proceeds	State Treasurer's Pool	None	4.24%	102,371		
Moreton Capital	Money Market	None	4.01%	520,713		
Moreton Capital	Municipal Bonds	Varies	4.53%	2,360,449		
Moreton Capital	Certificate of Deposits	Varies	0.00%	-		
Moreton Capital	Treasury/Federal Agency	Varies	0.00%	-		
Wells Fargo	Treasury/Federal Agency	Varies	0.00%	-		
Wells Fargo	Money Market	None	4.10%	283,178		
RBC Wealth Management	Certificate of Deposits	Varies	4.61%	743,625		
RBC Wealth Management	Treasury/Federal Agency	Varies	0.00%	-		
RBC Wealth Management	Money Market	None	4.05%	1,387,494		
Total Investment Portfolio:				9,847,714		

I hereby verify that this report is in conformity with the Town of San Anselmo Investment Policy.

John Mahl Digitally signed by John Mahl
Date: 2025.10.21 10:00:13
-07'00'



John Mahl, Town Treasurer

Jeff Zuba, Finance & Administrative Services Director

October 6, 2025
Date



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.1

MEETING DATE: October 28, 2025

AGENDA TITLE: Introduce, read by title only and waive reading of an ordinance to repeal and replace Title 3, Chapter 3, Article 8 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Fire Code, portions of the 2024 International Fire Code with Certain Local Amendments and Additions

FROM: Rob Bastianon, Senior Fire Inspector
Ross Valley Fire Department

RECOMMENDATION

1. That the Town Council of San Anselmo holds a first reading of the proposed ordinance.
2. That the Mayor read the title of the attached ordinance to amend, Title 3, Chapter 3, Article 8 of the San Anselmo Municipal Code to adopt by reference the 2025 Edition of the California Fire Code, portions of the 2024 International Fire Code with certain local amendments and additions.
3. That the Town Council makes a motion to waive further reading and hold first reading of the ordinance.
4. That the Town Council schedules a public hearing, second reading, and adoption of the ordinance at the November 10, 2025 Town Council meeting.
5. That the Town Council deem the Public Hearing Notice sufficient for publication.

PROCEDURAL NOTE

Typically, the Town Council conducts the public hearing on a proposed ordinance at the time of introduction and first reading. Government Code Sections 50022.1 et seq. requires a slightly different procedure for an ordinance that is adopting another code by reference, as is the case here. When a code is adopted by reference, the public hearing must be scheduled after the first reading, i.e., at the time of the second reading and adoption.

BACKGROUND

This item involves consideration of an ordinance, which would amend the San Anselmo Municipal Code to adopt the 2025 Edition of the California Fire Code and 2024 International Fire Code with certain local amendments and additions. This adoption process is required by the Town Council to stay current with the minimum requirements of the State of California building and fire standards as determined by the California Building Standards Commission.

Every three years the California Building Standards Commissions publishes model codes such as the California Fire Code, Building Code, Mechanical Code, Plumbing Code, etc. Once published, local agencies have 180 days to make additions or amendments based on local conditions. If no changes are made during this 180-day window, the model codes become effective. Based on the 180-day cycle, we have until January 1, 2026 to make local changes.

For the last eight code adoption cycles, the Marin County Fire Prevention Officers have met and cooperatively reviewed the model codes. This proposed ordinance represents a cooperative effort to develop standard ordinance language. While some minor changes occur between jurisdictions, the end result is a more consistent and cooperative approach to fire safety issues, making it easier for contractors and developers to work with each jurisdiction. The local amendments included in the ordinance do not represent any significant changes from the current Code.

DISCUSSION/ANALYSIS

Other than the new code references, there are no significant changes in the proposed Ordinance language as compared to the last Ordinance 1169 adopted by the Town Council in 2022. The Fire Code is arranged and organized to follow sequential steps that generally occur during plan review or inspection. The 2024 International Fire Code (IFC), which California adopts with amendments as the 2025 California Fire Code, has again been organized into 7 parts. Each part represents a broad subject matter and includes the chapters that logically fit under the subject matter of each part. The 2024 IFC was organized to allow for future chapters to be conveniently and logically expanded without requiring a major renumbering. Therefore this code adoption, as in past adoptions, results in some renumbering.

Proposed changes include:

- Adoption of the 2025 Edition of the California Fire Code and 2024 International Fire Code with certain local amendments and additions.
- Amend Chapter 5, Section 503 requiring 15 feet of vertical clearance over fire lanes.

- Amend Chapter 5, Section 510 by deleting Exception #4. Emergency responder radio coverage in single story buildings less than 12,000 square feet.
- Adopt Appendix D - Fire Apparatus Access Roads

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

In addition, the Ross Valley Fire Department has determined that adoption of the proposed ordinance is exempt from the California Environmental Quality Act because it has no potential for causing a significant effect on the environment (California Code of Regulations, Title 14, § 15061(b)(3)).

ATTACHMENTS

Attachment 1: Proposed Ordinance Adopting by Reference the 2025 California Fire Code

Attachment 2: Resolution Adopting Findings of Fact and Confirming Need for Change or Modifications to the California Fire Code Because of Local Conditions

Attachment 3: Copy of Proposed Public Hearing Notice

TOWN OF SAN ANSELMO

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE CALIFORNIA FIRE CODE, AND
INTERNATIONAL FIRE CODE, PRESCRIBING REGULATIONS GOVERNING
CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE OR
EXPLOSION; PROVIDING FOR THE ISSUANCE OF PERMITS FOR
HAZARDOUS USES OR OPERATIONS; AND ESTABLISHING A FIRE
PREVENTION BUREAU AND PROVIDING OFFICERS THEREFORE AND
DEFINING THEIR POWERS AND DUTIES.**

WHEREAS, the Town of San Anselmo wishes to adopt by reference the current 2025 State Fire Code, and International Fire Code (“California Fire Codes”), as modified by this ordinance;

WHEREAS, pursuant to Section 17958.5, 17958.7 and 18941.4 of the California Health and Safety Code, the Town of San Anselmo has determined and finds that the modifications to the 2025 California Fire Codes are reasonably necessary because of local climatic, geological or topographical conditions as reflected in the Adopting Findings of Fact and Confirming Need for Change or Modifications To the State Building Standards Code Because of Local Conditions; and

WHEREAS, the Ross Valley Fire Department has found that adoption of this ordinance is exempt from the California Environmental Quality Act because it has no potential for causing a significant effect on the environment (California Code of Regulations, Title 14, § 15061(b)(3)).

NOW, THEREFORE, the Town Council of the Town of San Anselmo does ordain as follows:

SECTION 3-3.801

**ADOPTION OF 2025 CALIFORNIA FIRE
CODE, AND 2024 INTERNATIONAL FIRE
CODE**

The Town Council of San Anselmo does hereby adopt, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, the following, which shall be collectively known as the “Town Fire Code”:

1. The 2025 California Fire Code, which consists of certain portions of the 2024 edition of the International Fire Code as amended by the California Building Standards Commission, including:
 - a. Division II of Chapter 1 ADMINISTRATION, except Section 103.2,
 - b. Appendix B FIRE FLOW REQUIREMENTS FOR BUILDINGS,
 - c. Appendix C FIRE HYDRANT LOCATIONS AND DISTRIBUTION,
 - d. Appendix D FIRE APPARATUS ACCESS ROADS,
 - e. Appendix E HAZARD CATEGORIES,
 - f. Appendix F HAZARD RANKING,
 - g. Appendix G CRYOGENIC FLUIDS WEIGHT AND VOLUME EQUIVALENTS, and
 - h. Appendix H HAZARDOUS MATERIALS MANAGEMENT PLANS AND HAZARDOUS MATERIALS INVENTORY STATEMENTS,
 - i. Appendix O VALET TRASH AND RECYCLING COLLECTION IN GROUP R-2 OCCUPANCIES
 - j. Appendix P TEMPORARY HAUNTED HOUSES, GHOST WALKS AND SIMILAR AMUSEMENT USES.
2. The International Fire Code published by the International Fire Code Council, Inc., 2024 Edition hereof and the whole thereof, save and except such portions as are hereinafter deleted, modified or amended by Section 3-3.810 of this Ordinance.

Each and all of the regulations, provisions, penalties, conditions, and terms of said Town Fire Code are hereby referred to, adopted, and as if fully set out in this Ordinance, subject only to the amendments and deletions herein. Not less than one (1) copy of the Codes and Standards hereby adopted is filed in the office of the Fire Marshal of the Ross Valley Fire Department, and from the date on which this Ordinance shall take effect, and the provisions thereof shall be controlling within the limits of the Town of San Anselmo.

**SECTION 3-3.802. ESTABLISHMENT AND DUTIES OF THE
FIRE PREVENTION BUREAU**

The 2025 California Fire Code, which consists of certain portions of the 2024 edition of the International Fire Code as amended by the California Building Standards Commission, and the 2024 edition of the International Fire Code, as adopted and amended herein, shall be enforced by the Fire Prevention Bureau of the Ross Valley Fire Department and shall be operated under the supervision of the Fire Chief of the Ross Valley Fire Department.

SECTION 3-3.803. DEFINITIONS

Wherever they appear in the California and International Fire Codes, unless otherwise provided, the following words shall have the meanings ascribed to them in this section:

- (a) Whenever the words "Fire Code" are used they shall mean those Codes and Standards adopted in Section 3-3.801 of this Ordinance.
- (b) Wherever the word "jurisdiction" is used in the Fire Code, it shall be held to mean the Town of San Anselmo.
- (c) Wherever the term "counsel" is used in the Fire Code, it shall be held to mean the attorney for the Town of San Anselmo.
- (d) Wherever the words "Fire Code Official" are used in the Fire Code, they shall be held to mean the Fire Chief or Fire Marshal of the Ross Valley Fire Department.

SECTION 3-3.804. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF CLASS I, CLASS II AND CLASS III LIQUIDS IN OUTSIDE ABOVE-GROUND TANKS IS PROHIBITED

The geographic limits referred to in Section 5704.2.9.6 of the International Fire Code in which storage of Class I, Class II and Class III liquids in outside above-ground tanks is prohibited are amended as follows: Within the jurisdictional limits of the Town of San Anselmo.

EXCEPTION: Property owned by the Town when approved by the Fire Chief.

SECTION 3-3.804.1. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF CLASS I, CLASS II AND CLASS III LIQUIDS IN ABOVE-GROUND TANKS IS PROHIBITED

The geographic limits referred to in Section 5706.2.4.4 of the International Fire Code in which storage of Class I, Class II and Class III liquids in above-ground tanks is prohibited are amended as follows: Within the jurisdictional limits of the Town of San Anselmo.

SECTION 3-3.805. ESTABLISHMENTS OF GEOGRAPHIC LIMITS IN WHICH STORAGE OF LIQUEFIED PETROLEUM GASES IS TO BE RESTRICTED

The geographic limits referred to in Section 6104.2 of the International Fire Code, in which storage of liquefied petroleum gas is restricted, are amended as follows: Within the jurisdictional limits of the Town of San Anselmo. EXCEPTION: Property owned by the Town when approved by the Fire Chief

SECTION 3-3.806. ESTABLISHMENTS OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED

The geographic limits in which storage of explosives and blasting agents is prohibited are as follows: Within the jurisdictional limits of the Town of San Anselmo.

SECTION 3-3.807. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF COMPRESSED NATURAL GAS IS TO BE PROHIBITED

The geographic limits, in which the storage of compressed natural gas is prohibited, are hereby established as follows: Within the jurisdictional limits of the Town of San Anselmo.

SECTION 3-3.808. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF STATIONARY TANKS OF FLAMMABLE CRYOGENIC FLUIDS IS TO BE PROHIBITED

The geographic limits, in which the storage of flammable cryogenic fluids in stationary containers is prohibited, are hereby established as follows: In Within the jurisdictional limits of the Town of San Anselmo.

SECTION 3-3.809. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF HAZARDOUS MATERIALS IS TO BE PROHIBITED OR LIMITED

The geographic limits in which the storage of hazardous materials is prohibited or limited, are hereby established as follows: Within the jurisdictional limits of the Town of San Anselmo.

**SECTION 3-3.810. AMENDMENTS MADE TO THE 2025
CALIFORNIA FIRE CODE, 2024
INTERNATIONAL FIRE CODE**

The 2025 California Fire Code and the adopted portions of the 2024 International Fire Code, as applicable, are amended and changed in the following respects:

CHAPTER 1
SCOPE AND ADMINISTRATION

Section 101.1 of Chapter 1 is amended to read as follows:

Section 101.1 Title. These regulations and locally adopted standards shall be known as the Fire Code of the Town of San Anselmo, hereinafter referred to as “this code.”

Section 102.5 of Chapter 1 is hereby amended to read as follows:

Section 102.5 Application of residential code. Where structures are designed and constructed in accordance with the California Residential Code, the provisions of this code shall apply as follows:

1. Construction and designed provisions: Provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. Provisions of this code pertaining to the interior of the structure when specifically required by this code including, but not limited to, Section 903.2 and Chapter 12 shall apply. Where interior or exterior systems or devices are installed, construction permits required by Section 105.7 of this code shall also apply
2. Administrative, operational, and maintenance provisions: all such provisions of this code shall apply.

Section 102.7.3 is hereby added to Chapter 1 and shall read as follows:

Section 102.7.3 **Nationally Recognized Listed Products.** Any installation of products and equipment due to permits required by this Code shall be Labeled and Listed, as defined in Section 202.

Section 104.1.1 is hereby added to Chapter 1 and shall read as follows:

Section 104.1.1 **Supplemental Rules, Regulations and Standards or Policies.** The Fire Code Official is authorized to render interpretations of

this code and to make and enforce rules and supplemental regulations and to develop Fire Protection Standards or Policies to carry out the application and intent of this code.

Section 104.12 is hereby added to Chapter 1 and shall read as follows:

Section 104.12. **Fire Prevention Resource Sharing.** Other enforcement agencies shall have authority to render necessary assistance in plan review, inspection, code interpretation, enforcement, investigation and other fire prevention services when requested to do so.

Section 105.5 of Chapter 1 is hereby amended by adding the following additional operational permits:

105.5 **Required Operational Permits.** The fire code official is authorized to issue operational permits for operations set forth in Sections 105.5.1 through 105.5.60

Section 105.5.60 of Chapter 1 is hereby added to read as follows:

105.5.60 **Local Operational Permits.** In addition to the permits required by section 105.5, the following permits shall be obtained from the Fire Prevention Bureau of the Ross Valley Fire Department prior to engaging in the following activities, operations, practices or functions:

1. **Fire Protection Plan.** An operational permit is required to implement a fire protection plan.

2. **Radioactive material.** An operational permit is required to store or handle at any installation more than 1 micro curie (37,000 Becquerel) of radioactive material not contained in a sealed source or more than 1 millicurie (37,000,000 Becquerel) of radioactive material in a sealed source or sources, or any amount of radioactive material for which specific license from the Nuclear Regulatory Commission is required.

Section 105.6 of Chapter 1 is hereby amended by adding the following additional construction permits:

105.6 **Required Construction Permits.** The fire code official is authorized to issue construction permits for work as set forth in Sections 105.6.1 through 105.6.26

Section 105.6.26 of Chapter 1 is hereby added to read as follows:

105.6.26 **Local Construction Permits.** In addition to the permits required by section 105.6, the following permits shall be obtained from the Ross Valley Fire Department prior to installation of the following:

1. **Exterior Wildfire Protection Systems.** A construction permit is required for the installation of or design modification to an Exterior Wildfire Protection System as regulated by section 918.
2. **Home Backup Generator.** A construction permit is required for the installation of a home backup generator as regulated by section 1208.
3. **Vegetation Management Plan.** A construction permit is required to implement a vegetation management plan.

Section 113.4 of Chapter 1 is hereby amended to read as follows:

*Section 113.4 **Violation Penalties.** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500 dollars or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.*

The imposition of one penalty of any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 113.4.1.1 of Chapter 1 is added to read as follows:

*Section 113.4.1.1 **Abatement of clearance of brush or vegetative growth from structures.** The executive body is authorized to instruct the Chief to give notice to the owner of the property upon which conditions regulated by section 304.1.2 of Chapter 3 exists to correct such conditions. If the owner fails to correct such conditions, the executive body is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.*

Section 114.4 of Chapter 1 is hereby amended to read as follows:

Section 114.4 **Failure to Comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine not less than \$500 dollars or more than \$1000 dollars.

Section 116 is hereby added Chapter 1 and shall read as follows:

Section 116 **DAMAGES AND EXPENSE RECOVERY**

Section 116.1 **Damages and Expense Recovery.** The expense of securing any emergency that is within the responsibility for enforcement of the Fire Chief as given in Section 104 is a charge against the person who caused the emergency. Damages and expenses incurred by any public agency having jurisdiction or any public agency assisting the agency having jurisdiction shall constitute a debt of such person and shall be collectible by the Fire Chief for proper distribution in the same manner as in the case of an obligation under contract expressed or implied. Expenses as stated above shall include, but not be limited to, equipment and personnel committed and any payments required by the public agency to outside business firms requested by the public agency to secure the emergency, monitor remediation, and clean up.

CHAPTER 2 **DEFINITIONS**

Section 202 of Chapter 2 is hereby amended by adding the following general definition:

ALL WEATHER SURFACE shall mean A/C paving, or concrete capable of supporting **75,000 lb.** gross vehicle weight. Grades up to and including 18% may be of A/C paving. Grades greater than 18% shall be of concrete kurf-cut so as to allow for water run-off and traction.

Exception: Materials approved by the Fire Code Official.

COVERINGS shall mean materials including, but not limited to gypsum board, paneling, floor boards, lathe and plaster, wood paneling, brick and mortar, or other materials attached to rough framing of the building elements. 'Coverings' do not include carpet, linoleum, tile, wall paper, or other decorative finishes.

EXTERIOR WILDFIRE PROTECTION SYSTEM An approved system of devices and equipment which is automatically or manually activated to discharge water and or an approved fire-extinguishing agent onto the

structure and or the exterior of the structure to hydrate the Immediate Zone 0 (0-5 feet from the home, including the home) and the Intermediate Zone 1 (5-30 feet from the home).

FIRE ROAD shall mean those improved or unimproved roads, public or private, that provide access for firefighting equipment and personnel to undeveloped areas.

HOME BACKUP GENERATOR. A permanent, fixed installation, internal combustion engine-driven device that provides temporary electrical power to a Group R-3 and R-4 Occupancies.

PRE-PLANS shall mean detailed plans of target hazard buildings. These pre-plans include information on the building's location, occupancy, hazards, fire department connections and hydrants, building layout, and other pertinent data that would assist the fire department in case of an emergency.

PUBLIC STORAGE FACILITY shall mean any business that sells, leases or rents space to the public that is enclosed, whether it is a building, storage container or similar configuration.

SPARK ARRESTOR shall mean a chimney device constructed in a skillful-like manner. The net free area of a spark arrestor shall not be less than four times the net free area of the outlet of the chimney. The spark arrestor screen shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel. Opening shall not permit the passage of spheres having a diameter larger than 1/2 inch and shall not block the passage of spheres having a diameter of less than 3/8 inch.

SUBSTANTIAL REMODEL shall mean the renovation of any structure, which combined with any additions to the structure, affects a floor area which exceeds fifty percent of the existing floor area of the structure within any 36 month period. When any changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing floor areas for the purposes of applying this definition. This definition does not apply to the replacement and upgrading of residential roof coverings, repair or replacement of foundations, the installation of energy efficient windows of like size, or the removal of interior wall coverings solely for the installation of insulation.

TARGET HAZARD is defined as a location or plausible scenario in which a fire department or fire district could quickly become overwhelmed and for which additional resources, now scarce, would be needed.

TEMPORARY shall mean any use for a period of less than 90 days, where not otherwise referenced.

UNWARRANTED ALARM shall mean the giving, signaling or transition of an alarm notification to a public fire station or emergency communication center when such alarm is the result of a defective condition of an alarm system, system servicing testing, construction activities, ordinary household activities, false alarm or other cause when no such danger exists.

Section 203.5.1 of Chapter 2 is hereby amended to read as follows:

Section 203.5.1 **OCCUPANCY CLASSIFICATION** is modified to include:

[BG] **Factory Industrial F-1 Moderate-hazard occupancy** is amended to add to the list of moderate-hazard factory industrial groups the following: Agricultural crop production including cultivation, drying, processing and /or storage.

CHAPTER 3 **GENERAL REQUIREMENTS**

Section 302.1 in Chapter 3 is hereby amended to add the following:

PUBLIC STORAGE FACILITY

Section 324 is hereby added to Chapter 3 and shall read as follows:

Section 324 Public Storage Facilities

Section 324.1 **General.** Public Storage Facilities shall comply with the provisions of this section.

Section 324.2 **Location on Property and Fire Resistance of Exterior.** All public storage facilities shall meet the minimum requirements for setback from property lines or fire resistive construction as set forth in Table 602 of the Building Code for Group S, Division 1 occupancies.

Section 324.3 **Fire Apparatus Access.** All public storage facilities shall have fire apparatus access roads provided in accordance with Section 503.

Section 324.4 **Storage of Flammable and Combustible Liquids and Hazardous Materials.** The storage of hazardous materials or flammable or combustible liquids in public storage facilities is prohibited. Such facilities shall post legible and durable sign(s) to indicate the same in a manner and location(s) as specified by the Fire Code Official. This section shall apply to new and existing public storage facilities.

Exception: Only those quantities of flammable and combustible liquids necessary for maintenance of the facility may be stored by the facility management per Chapter 57 of this code.

CHAPTER 4

EMERGENCY PLANNING AND PREPARDNESS

Section 401.1.1 is hereby added to Chapter 4 and shall read as follows:

Section 401.1.1 **Hazardous Occupancies.** In occupancies of a hazardous nature, where access for fire apparatus is unduly difficult, or where special life and fire safety hazards exist as determined by standards or policies of the Ross Valley Fire Department, that facility or business management shall be required to develop and implement an Emergency Response Plan, provide for an on-site Emergency Response Team, Emergency Liaison Officer, staff training and fire drills in accordance with Sections 405 and 406 and standards developed by the Ross Valley Fire Department.

Section 401.3.2.1 is hereby added to Chapter 4 and shall read as follows:

Section 401.3.2.1 **Unwarranted Alarm Notification.** Notification of emergency responders based on an unwarranted alarm may be punishable by a fine in accordance with the adopted fee schedule. In addition, the responsible party may be liable for the operational and administrative costs, incurred from the emergency response or mitigation procedures resulting from an unwarranted alarm notification.

Section 401.3.2.2 is added to read as follows:

Section 401.3.2.2 **Multiple Unwarranted or Nuisance Alarm Activations.** Any occupancy that has more than 3 unwarranted or nuisance alarms causing emergency response within a 12 month period

may be required to modify, repair, upgrade or replace their system and or monitoring station as determined by the Fire Code Official.

Section 402.1 of Chapter 4 is hereby amended to add the following:

***PRE-PLANS
TARGET HAZARDS
UNWARRANTED ALARMS***

Section 403.1.1 is hereby added to Chapter 4 and shall read as follows:

*Section 403.1.1 **Pre-Plans:** When required by the fire code official, pre-plans shall be developed for target hazard buildings according to the written standards developed by the authority having jurisdiction.*

Section 403.9.1.4 is hereby added to Chapter 4 and shall read as follows:

*Section 403.9.1.4 **Emergency Preparedness for Hotels, Lodging and Congregate Houses.** Hotels, lodging and congregate houses shall provide guests with immediate access to a telephone to report emergencies. The exit diagram shall indicate the location of the nearest telephone and instructions to dial 911.*

CHAPTER 5
FIRE SERVICE FEATURES

Section 501.5 is hereby added to Chapter 5 as follows:

*Section 501.5 **Failure to Comply.** Failure to comply with this section upon written or verbal notice from the Chief shall result in a Ross Valley Fire Department order to cease operations and desist further operations until such time as adequate access and/or water for fire protection is provided.*

Section 503.1 of Chapter 5 is hereby amended as follows:

*Section 503.1 **Where Required.** Fire Apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.5.*

Section 503.1.4 of Chapter 5 is hereby added to read as follows:

*Section 503.1.4 **Undeveloped Areas.** Fire Apparatus Access Roads, improved or unimproved, shall be provided for firefighting equipment, apparatus and personnel to undeveloped areas of the Town of San*

Anselmo so as to gain access to improved, unimproved, and undeveloped areas of the Town of San Anselmo in a manner approved by the Fire Code Official. Any vehicle or other obstructions may be towed away at the owner's expense.

Section 503.1.5 of Chapter 5 is hereby added to read as follows:

Section 503.1.5 **Aerial fire apparatus access.** Buildings or facilities exceeding 30 feet or three stories in height, approved aerial apparatus access roads shall be provided. For the purposes of this section, the highest roof surface shall be determined by the measurement to the eave of the pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

Section 503.1.5.1 **Width.** Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

Section 503.1.5.2 **Proximity to building.** One or more of the required access routes meeting this condition shall be located not less than 15 feet and not more than 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

Section 503.1.5.3 **Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus access road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

Section 503.2.1 of Chapter 5 is hereby amended as follows:

Section 503.2.1 **Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than *15 feet (4572 mm)*.

EXCEPTION: Driveways serving as fire apparatus access roads serving fewer than five Group R-3 and/or Group U structures may reduce the width to 16 feet.

Section 503.2.6.1. is hereby added to Chapter 5 and shall read as follows:

Section 503.2.6.1 **Evaluation and Maintenance.** All existing private bridges and elevated surfaces that are a part of the fire department

access roadway shall be evaluated by a California licensed civil engineer experienced in structural engineering or a California licensed structural engineer, for safety and weight rating, in accordance with American Association of State Highway and Transportation Officials (AASHTO) Manual: "The Manual for Bridge Evaluation," Second Edition, or other approved standard. Vehicle load limits shall be posted at both entrances to bridges. All bridges and elevated structures providing fire department access shall be routinely maintained in accordance with Section 503.2.6 or when directed by the fire code official or authorized designee.

Section 503.4 of Chapter 5 is amended to read as follows:

Section 503.4 **Obstruction of Fire Apparatus Access Roads.** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in sections 503.2.1 and 503.2.2 shall be maintained at all times. Any vehicle or other obstruction may be towed away at the owner's expense.

Section 503.4.2 is hereby added to read as follows:

503.4.2 **Prohibition on Vehicular Parking on Private Access ways.** If, in the judgment of the Fire Code Official, it is necessary to prohibit vehicular parking along private access ways serving existing facilities, buildings, or portions of buildings in order to keep them clear and unobstructed for fire apparatus access, the Fire Code Official may issue an Order to the owner, lessee or other person in charge of the premises to paint the curbs red or install signs or other appropriate notices to the effect that parking is prohibited by Order of the Fire Department. It shall thereafter be unlawful for such owner, lessee or other person in charge of the premises to fail to install, maintain in good condition, the form of notice so prescribed. When such areas are marked or signed as provided herein, no person shall park a vehicle adjacent to any such curb or in the private access way contrary to such markings or signs. Any vehicle so parked in the private access way may be towed away at the expense of the owner of the vehicle.

Section 503.6.1 is hereby added to Chapter 5 and shall read as follows:

503.6.1 **Width.** All gates shall open fully to provide an unobstructed passage width of not less than 16 feet or a minimum of two feet wider than the approved net clear opening of the required all weather roadway or driveway and a minimum net vertical clearance of 15 feet.

Section 503.6.2 is hereby added to Chapter 5 and shall read as follows:

Section 503.6.2 **Electronic Gates.** All electronically operated gates shall have installed an approved key switch override system mounted on a stanchion or wall as approved by the Chief in accordance with Standards/Policies adopted by the Fire Code Official. All electronic or motorized gates shall incorporate in their design the means for fast, effective manual operation of the gates in the event of power or mechanical failure (i.e., easily removable hinge pins for separating power linkage from gates; undercut, weakened or frangible members requiring 40 pounds or less pressure against the gates to cause their failure and the gates to open. All electrical wiring and components of motorized gates shall be UL listed and installed in accordance with the National Electric Code.

Section 503.6.3 is hereby added to Chapter 5 and shall read as follows:

Section 503.6.3 **Gate Setback Required.** Gates shall be set back from roadways a minimum of 30 feet or more so as not to cause cross traffic to stop or create a hazardous traffic condition on the roadway approach to the driveway.

Exception: The fire code official is authorized to modify the setback if fire apparatus access onto the property is not required to achieve 150-foot access to the most remote portion of the building per 503.1.1.

Section 506.1 of Chapter 5 is hereby amended to read as follows:

Section 506.1 **Where required.** When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or firefighting purposes or in commercial structures that have an automatic fire sprinkler or fire alarm system installed, the Fire Code Official is authorized to require a key entry system to be installed in an approved location. The key entry system shall be of an approved type listed in accordance with UL1037, and if it is a box shall contain keys necessary to gain access as required by the Fire Code Official.

Section 507.5.1 of Chapter 5 is hereby amended by deleting the exception.

Section 507.5.1.1 of Chapter 5 is amended to read as follows:

Section 507.5.1.1 **Hydrant for fire department connections.** Buildings equipped with a water-based fire protection system installed in accordance with Section 903 through 905 shall have a fire hydrant within 100 feet of the fire department connections, or as approved by the fire code official.

Section 507.5.7 is hereby added to Chapter 5 and shall read as follows:

Section 507.5.7 **Fire Hydrant Upgrades.** When additions or modifications to structures are made, the nearest fire hydrant (if a new one is not required) located by the Fire Code Official, shall be upgraded to the minimum standard of one 4 1/2" outlet and one 2 1/2" outlet for single family dwellings and the minimum standard of one 4 1/2" outlet and two 2 1/2" outlets for commercial structures.

Exception:

1. If the cost of upgrading the fire hydrant exceeds 2% of the cost of the project based on the building permit valuation.
2. One and two family dwellings equipped throughout with an approved automatic sprinkler system.

Section 510.1 of Chapter 5 is hereby amended by deleting Exceptions 1 and 4.

CHAPTER 9

FIRE PROTECTION AND LIFE SAFETY SYSTEMS

Section 901.7 of Chapter 9 is hereby amended by adding the following sentence:

Section 901.7 **Systems out of Service.** Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. This section shall also apply to residential fire sprinkler systems.

Section 903.2 of Chapter 9 is repealed in its entirety (with the exception of sub-sections 903.2.5, 903.2.6, 903.2.8, 903.2.11, 903.2.12, 903.2.14, 903.2.15, 903.2.16, 903.2.17, 903.2.18, 903.2.19, 903.2.20, 903.2.21 which shall remain in effect).

Section 903.2 of Chapter 9 is hereby added to read as follows:

Section 903.2 **Where required.** Approved automatic sprinkler systems in new and existing buildings shall be provided in the locations described in this section.

Section 903.2.1 through 903.2.4 of Chapter 9 are hereby added to read as follows:

Section 903.2.1 **Required Installations.** An automatic sprinkler system shall be installed and maintained in all newly constructed buildings or structures.

Exceptions:

1. Free-standing Group U Occupancies not more than one thousand (1,000) square feet and provided with exterior wall and opening protection as per Table 602 of the Building Code.
2. Agricultural buildings as defined in Appendix C of the Building Code and not exceeding two thousand (2,000) square feet, having clear unobstructed side yard of combustible materials, exceeding sixty (60) feet in all directions and not exceeding twenty-five (25) feet in height, and located within an Agricultural zoned district as defined in the Town of San Anselmo Planning Code.

Section 903.2.2 **Additions and Alterations.** An automatic sprinkler system shall be installed in all buildings in excess of 3,000 sq. ft. which have ten per cent (10%) or more floor area added within any 36 month period.

Section 903.2.2.1 **Substantial Remodel.** An automatic sprinkler system shall be installed in all buildings which have fifty per cent (50%) or more floor area added, or any “substantial remodel” as defined in this code, within any 36 month period.

Section 903.2.3 **Group R-3.** An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in Group R-3 occupancies and shall be provided throughout all one- and two-family dwellings regardless of square footage in accordance with the-California Residential Code. An automatic sprinkler system shall be installed in all mobile homes, manufactured homes and multi-family manufactured homes with two or more dwelling units in accordance with Title 25 of the California Code of Regulations.

Section 903.2.4 **Change of Occupancy or Use.** For any change of occupancy or use, when the proposed new occupancy classification is more hazardous based on a fire and life safety evaluation by the Fire Code Official, including but not limited to conversion of buildings to

single family residences, accessory dwelling units, bed and breakfast, inns, lodging houses or congregate residences or other similar uses, an automatic sprinkler system shall be installed throughout.

Section 903.3.10 of Chapter 9 is hereby amended by replacing item 2 with the following:

Section 903.3.10 **Floor control valves.** Floor control valves and waterflow detection assemblies shall be installed at each floor where any of the following occur:

1. Buildings where the floor level of the highest story is located more than 30 feet above the lowest level of fire department vehicle access.
2. Buildings that are two or more stories in height.
3. Buildings that are two or more stories below the highest level of fire department vehicle access.

Exception: Group R-3 and R-3.1 occupancies floor control valves and waterflow detection assemblies shall not be required.

Section 903.6.1 of Chapter 9 is hereby added and shall read as follows:

Section 903.6.1 **Application.** In all existing buildings, when the addition of automatic fire sprinklers are required by the provisions of this code, automatic fire sprinklers shall be extended into all unprotected areas of the building.

Section 906.11 is hereby added to Chapter 9 and shall read as follows:

Section 906.11 **Fire Extinguisher Documentation.** The owner and/or operator of every Group R Division 1 and R Division 2 occupancies shall annually provide the Chief written documentation that fire extinguishers are installed and have been serviced as required by Title 19 California Code of Regulations when such extinguishers are installed in residential units in lieu of common areas.

Section 907.2 of Chapter 9 is amended to add the following paragraphs:

New Construction: Every new building constructed for non-residential occupancies greater than 2000 square feet shall have installed therein an approved fire detection (products of combustion) system in accordance with the standards established by the National Fire Protection Association. The type of system installed shall be determined by the Fire Chief.

Existing Construction: Every existing building remodeled for non-residential occupancies greater than 2000 square feet shall have installed therein an approved fire detection (products of combustion) system in accordance with the standards established by the National Fire Protection Association. The type of system installed shall be determined by the Fire Chief.

Section 907.2.13.1.2 of Chapter 9 is hereby amended by adding new subsection 4 to read as follows:

4. Duct smoke detectors shall be capable of being reset by a readily accessible, remote push button or key activated switch as approved by the Fire Code Official.

Section 907.6.6 is hereby amended to read as follows:

Section 907.6.6 **Monitoring.** New and upgraded fire alarm systems required by this chapter or by the California Building Code shall be monitored by an approved Central Station in accordance with NFPA 72 and this section.

Exception: Monitoring by central station is not required for:

1. Single- and multiple-station smoke alarms required by Section 907.2.11.
2. Group I-3 occupancies shall be monitored in accordance with Section 907.2.6.3.
3. Automatic sprinkler systems in one- and two-family dwellings.

Section 907.8.5.1 of Chapter 9 is hereby added and shall read as follows:

Section 907.8.5.1 **Smoke Alarm Documentation.** The owner and/or operator of every Group R Division 1, Division 2, Division 3.1, and Division 4 Occupancies shall annually provide the Fire Code Official with written documentation that the smoke alarms installed pursuant to the Building Code have been tested and are operational. If alarms are found to be inoperable or are missing, such alarms shall be repaired or replaced immediately.

SECTION 918
EXTERIOR WILDFIRE PROTECTION SYSTEMS

Section 918 of Chapter 9 is hereby added and shall read as follows:

Section 918.1 of Chapter 9 is hereby added and shall read as follows:

Section 918.1 **General.** Exterior Wildfire Protection Systems shall comply with this section.

Section 918.2 of Chapter 9 is hereby added and shall read as follows:

Section 918.2 **Construction documents.** Documentation of the system shall be submitted per 901.2.

Section 918.3 of Chapter 9 is hereby added and shall read as follows:

Section 918.3 **Permits.** Permits shall be required as set forth in section 901.3

CHAPTER 11
CONSTRUCTION REQUIREMENTS FOR EXISTING BUILDINGS

Section 1103.1 of Chapter 11 is hereby amended to read as follows:

Section 1103.1 **Required Construction.** Existing buildings shall comply with not less than the minimum provisions specified in Table 1103.1 and as further enumerated in Sections 1103.2, 1103.7 through 1103.8.5.3, 1103.9.1, and 1103.10.

The provisions of this chapter shall not be constructed to allow the elimination of fire protection systems or a reduction in the level of fire safety provided in buildings constructed in accordance with previously adopted codes.

Exceptions:

1. Where a change in fire-resistance rating has been approved in accordance with Section 501.2 or 802.6 of the California Existing Building Code.
2. Group U occupancies.

Sections 1103.2 Item #1 is deleted.

Sections 1103.3 through 1103.6.2 are deleted.

Sections 1104 and 1105 are deleted.

CHAPTER 12

ENERGY SYSTEMS

Section 1201.4 of Chapter 12 is hereby added and shall read as follows:

Section 1201.4 **Construction Documents.** A scaled and dimensioned site plan showing the location of all energy systems, property lines, buildings, service and electrical panels, transfer switches, disconnects, underground wiring and piping, fuel type and piping, map placard and signage. Site Plan shall clearly designate property frontage for viewer orientation.

Section 1201.5 of Chapter 12 is hereby added and shall read as follows:

Section 1201.5 **Signs and Labels.** Caution signs or labels are required to identify the quantity and type of additional power source(s) located on site. Signs shall be required at the main service panel, and on disconnect equipment. Additional locations may be required by the fire code official.

Section 1201.6 of Chapter 12 is hereby added and shall read as follows:

Section 1201.6 **Disconnect.** An approved and readily accessible independent and clearly labeled single exterior disconnect shall be located prior to any load/service panel and installed as close as possible to the main service panel or as approved by the fire code official. Integrated equipment toggle, rocker, or electronic switches shall not be utilized as independent disconnects.

Section 1201.7 of Chapter 12 is hereby added and shall read as follows:

Section 1201.7 **Operational Testing.** New installations shall be tested for complete power and energy system shutdown. A normal power failure shall be simulated by closing the main service breaker supplying normal power to the building. Upon transfer from main power to alternate power source(s), the single disconnect(s) shall be used to disconnect alternate power from all alternate energy sources. A successful result of the shutdown test shall include termination of all alternate energy power sources serving the building (i.e., main service, photovoltaic system, energy storage systems, and generators, when installed).

Section 1202.1 in Chapter 12 is hereby amended to add the following:

HOME BACKUP GENERATOR

Section 1208 of Chapter 12 is hereby added and shall read as follows:

Section 1208.1 of Chapter 12 is hereby added and shall read as follows:

Section 1208.1 **General.** The use, operation and maintenance of home backup generators in Group R-3 and R-4 occupancies shall comply with this section.

Section 1208.2 of Chapter 12 is hereby added and shall read as follows:

Section 1208.2 **Use.** Home backup generators shall be installed in accordance with the California Building Code, the California Electrical Code, NFPA 110.

Section 1208.3 of Chapter 12 is hereby added and shall read as follows:

Section 1208.3 **Permits.** Permits shall be obtained for Home Backup Generators as set forth in Section 105.

Section 1208.4 of Chapter 12 is hereby added and shall read as follows:

Section 1208.4 **Installation.** Home backup generators shall be installed in accordance with the California Building Code, the California Electrical Code, NFPA 110.

Section 1208.5 of Chapter 12 is hereby added and shall read as follows:

Section 1208.5 **Listing.** Home backup generators shall be listed and labeled in accordance with UL 2200.

Section 1208.6 of Chapter 12 is hereby added and shall read as follows:

Section 1208.6. **Maintenance.** Home backup generators shall be operated and maintained in accordance with the manufacturer's instructions.

CHAPTER 26

FUMIGATION AND INSECTICIDAL FOGGING

Chapter 26 is deleted in its entirety.

CHAPTER 33

FIRE SAFETY DURING CONSTRUCTION

Section 3306.5.2 in Chapter 33 is added to read as follows:

Section 3306.5.2 **Where required.** In buildings of combustible construction required to have automatic sprinkler systems by Section 903, automatic sprinkler systems shall be installed prior to construction exceeding two stories in height above the lowest level of fire department vehicle access. Such automatic sprinkler systems shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.

Section 3306.5.3 of Chapter 33 is added to read as follows:

Section 3306.5.3 **Buildings being demolished.** Where a building is being demolished and an automatic sprinkler system is existing within such a building, such automatic sprinkler system shall be maintained in an operable condition so as to be available for use by the fire department. Such automatic sprinkler systems shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

Section 3306.5.4 of Chapter 33 is added to read as follows:

Section 3306.5.4 **Detailed requirements.** Automatic sprinkler systems shall be installed in accordance with the provisions of Section 903.

Section 3307.5.2 of Chapter 33 is amended by adding the following to the end of the exception:

EXCEPTION: Standpipes shall be either temporary or permanent in nature, and with or without a water supply, provided that such standpipes comply with the requirements of Section 905 as to capacity, outlets and materials, as approved by the Fire Code Official.

CHAPTER 56

EXPLOSIVES AND FIREWORKS

Section 5601.1.3 of Chapter 56 Exceptions 1, 2, and 4 are hereby deleted.

Section 5608.1.2 of Chapter is added to read as follows:

Section 5608.1.2 **Permit required.** A permit shall be obtained from the fire code official in accordance with Section 105.5 prior to the performance of any firework display. Application for such approval shall be made in writing no less than twenty (20) days prior to the proposed display. The application shall be considered and acted upon by the fire code official or authorized designee pursuant to

this Chapter and Title 19, *Division 1*, Chapter 6, Article 3 - Licenses of the California Code of Regulations. Any permit for a fireworks display may be suspended or revoked at any time by the Fire code official or authorized designee.

Section 5608.2 of Chapter 56 is added to read as follows:

Section 5608.2 **Limitations.** Possession, storage, offer or expose for sale, sell at retail, gift or give away, use, explode, discharge, or in any manner dispose of fireworks is prohibited within the limits established by law as the limits of the districts in which such possession, storage, offer or exposure for sale, retail sale, gifting, use, explosion, discharge, or disposal of fireworks is prohibited in any area as established by applicable land-use and zoning standards.

Exception: Firework displays authorized pursuant to section 5608.1 for which a permit has been issued.

CHAPTER 80 **REFERENCED STANDARDS**

California Fire Code, Chapter 80 is amended as follows:

NFPA 1: Fire Code

Add Chapter 38: Cannabis Growing, Processing, or Extraction Facilities.

NFPA 13-22: Standard for the installation of Sprinkler Systems

**NFPA 13, Amended Sections as follows:*

Revise Section 29.4.1 as follows:

29.4.1 The installing contractor shall identify a hydraulically designed sprinkler system with permanently *raised, stamped or etched* marked weatherproof metal or ridged plastic sign secured with corrosion resistant wire, chain, or other approved means. Such signs shall be placed at the alarm valve, dry pipe valve, preaction valve, or deluge valve supplying the corresponding hydraulically designed area. *Pipe schedule systems shall be provided with a sign indicating that the system was designed and installed as a pipe schedule system and the hazard classification(s) included in the design.*

APPENDIX C

FIRE HYDRANT LOCATIONS AND DISTRIBUTION

Section C103.1 of Appendix C is amended to read as follows:

Section C103.1 **Hydrant spacing.** Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the California Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be approved by the fire code official.

Section C103.2 of Appendix C is deleted.

Section C103.3 of Appendix C is deleted.

SECTION 3-3.811. AUTHORITY TO ARREST AND ISSUE CITATIONS

(a) The Fire Chief, Chief Officers, Fire Marshal, and Fire Inspectors shall have authority to arrest or to cite any person who violates any provision of this Chapter involving the Fire Code or the California Building Standards Code regulations relating to fire and panic safety as adopted by the State Fire Marshal, in the manner provided for the arrest or release on citation and notice to appear with respect to misdemeanors or infractions, as prescribed by Chapters 5, 5c and 5d of Title 3, Part 2 of the California Penal Code, including Section 853.6, or as the same hereafter may be amended.

(b) It is the intent of the Town Council of the Town of San Anselmo that the immunities provided in Penal Code Section 836.5 be applicable to aforementioned officers and employees exercising their arrest or citation authority within the course and scope of their employment pursuant to this Chapter.

SECTION 3-3.812 PENALTIES

(a) The violations of the Fire Code as adopted herein are misdemeanors/infractions and are subject to the penalties set forth herein.

(b) If a criminal citation is issued, penalties shall be per Section 110 and 112 of this code. If an administrative citation is issued, the penalties are as follows:

(c) The first citation, within a 12-month period, for violations of the Fire Code and any amendments adopted herein shall be treated as a Civil Penalty payable directly to the Ross Valley Fire Department and is set at \$150

plus the actual costs of all inspections required to gain compliance at the rate set from time to time by the Ross Valley Fire Department. Said civil penalties shall be a debt owed to the Department by the person responsible for the violation within thirty (30) days after the date of mailing of the citation unless an appeal is filed as provided in Section 3-3.813. Upon failure to pay the civil penalty when due, the responsible person shall be liable in a civil action brought by the Ross Valley Fire Department for such civil penalty and costs of the litigation, including reasonable attorney's fees.

(d) Any subsequent citations within a twelve (12) month period for any violations of the Fire Code and any amendments adopted herein shall be misdemeanors/infractions, and shall be subject to the penalties set forth herein.

(e) The imposition of one penalty for any violation shall not excuse the violation or permit it to continue and all such persons shall be required to correct or remedy such violations or defects within a reasonable time and, when not otherwise specified each day that a violation occurs or continues, after a final notice has been delivered shall constitute a separate offense. The application of both penalties shall not be held to prevent the enforced correction of prohibited conditions.

(f) Nothing contained in Subsections (a) through (f) of this Section shall be construed or interpreted to prevent the Ross Valley Fire Department from recovering all costs associated with a Ross Valley Fire Department response as described in Section 114 of the 2021 International Fire Code as amended.

(g) Any violation of any provision of this Chapter shall constitute a public nuisance and shall entitle the Ross Valley Fire Department to collect the costs of abatement and related administrative costs by a nuisance abatement lien as more particularly set forth in Government Code Section 38773.1, and by special assessment to be collected by the County Tax Collector as more particularly set forth in Government Code Section 38773.5. At least thirty (30) days prior to recordation of the lien, or submission of the report to the Tax Collector for collection of this special assessment, the record owner shall receive notice from the Chief of the Ross Valley Fire Department intent to charge the property owner for all administrative costs associated with enforcement of this Ordinance and abatement of the nuisance. The notice shall include a summary of costs associated with enforcement of this Ordinance and abatement of the nuisance. The property owner may appeal the Chief's decision to the Board of Directors of the Ross Valley Fire Department within fifteen (15) days of the date of the notice and request a public hearing prior to recordation of the lien or submission of the report to the County Tax Collector for collection of the special assessment. In addition to the foregoing,

the Ross Valley Fire Department is authorized to prosecute a civil action to collect such abatement costs from the property owner or other person in possession or control of the affected property, and shall be entitled to recover such abatement costs, together with the cost of litigation, including reasonable attorney's fees.

SECTION 3-3.813. APPEALS

Any person receiving a citation for a civil penalty pursuant to Section 3-3.812 or a bill for Ross Valley Fire Department response costs and expenses pursuant to Section 114 of the Fire Code, may file within thirty (30) days after the date of mailing the citation or bill, an administrative appeal against imposition of the civil penalty or response costs and expense. In addition, whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted, the applicant may file an appeal from the decision of the Chief within 10 days from the date of the decision. The appeal shall be in writing and presented to the Board of Directors of the Ross Valley Fire Department, and shall include a copy of the bill or decision and a statement of the grounds for appeal. The Board of Directors shall conduct an administrative hearing on the appeal, after giving the appellant at least ten (10) days' advance written notice of the time and place of the hearing. Within ten (10) days after the hearing, the Board of Directors shall give written notice of the decision to the appellant, which decision shall be final. If the appeal is denied in part or full, all amounts due shall be paid within thirty (30) days after the mailing of the notice of the decision of the hearing officer.

SECTION 3-3.814 FORMER ORDINANCES

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance or the Code hereby adopted are hereby repealed.

SECTION 3-3.815. VALIDITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Town Council of the Town of San Anselmo hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases shall be declared invalid.

**SECTION 3-3.816. ORDINANCE PUBLICATION AND
EFFECTIVE DATE**

A summary of this Ordinance shall be published and a certified copy of the full text of this Ordinance shall be posted in the office of the Town Clerk at least five (5) days prior to the meeting of the Town Council of San Anselmo meeting at which it is adopted.

This Ordinance shall be in full force and effective thirty (30) days after its final passage, and the summary of this Ordinance shall be published within fifteen (15) days after the adoption, together with the names of the Town Council of the Town of San Anselmo voting for or against same, in the Marin Independent Journal, a newspaper of general circulation published in the City of Novato, County of Marin, State of California.

Within fifteen (15) days after adoption, the Town Clerk shall also post in the office of the Town of San Anselmo Clerk, a certified copy of the full text of this Ordinance along with the names of those Council Members voting for and against the Ordinance.

Mayor

Attest:

Town Clerk

The foregoing **Ordinance No.** _____ - was read and introduced at a Regular meeting of the Town Council of San Anselmo the Town of San Anselmo held on the 28th day of October, 2025, and ordered passed to print by the following vote, to wit:

- AYES: Councilmembers
- NOES: Councilmembers
- ABSENT: Councilmembers

and will come up for adoption as an Ordinance of the Town of San Anselmo at a Regular meeting of the Town of San Anselmo to be held on the 10nd day of November, 2025.

Town Clerk

**TOWN OF SAN ANSELMO
RESOLUTION NO. ____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ADOPTING FINDINGS OF FACT AND CONFIRMING NEED
FOR CHANGE OR MODIFICATIONS
TO THE CALIFORNIA FIRE CODE
CODE BECAUSE OF LOCAL CONDITIONS**

**WHEREAS, THE TOWN COUNCIL IS ADOPTING AN ORDINANCE MAKING THE
FOLLOWING CHANGES OR MODIFICATIONS:**

Pursuant to Sections 17958.5, 17958.7 and 18941.5 of the State of California Health and Safety Code, the Town Council of the Town of San Anselmo in its ordinance adopting and amending the 2025 California Fire Code, which consists of certain portions of the 2024 edition of the International Fire Code as amended by the State Building Standards Commission, as adopted and amended, changes or modifies certain provisions of the 2024 California Building Standards Code (Title 24, Part 9) as it pertains to the regulation of buildings used for human habitation. A copy of the text of such changes or modifications is attached.

Pursuant to Sections 17958.5, 17958.7, and 18941.5 of the State of California Health and Safety Code, the Town Council of the Town of San Anselmo has determined and finds that the attached changes or modifications to the 2024 California Building Standards Code are needed and are reasonably necessary because of local climatic, geographic and topographic conditions.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

The Town Council of the Town of San Anselmo makes the following findings of fact and, for the reasons set forth below, confirms the need for changes and modifications to the State Building Standards Code due to local conditions:

PROFILE OF THE TOWN OF SAN ANSELMO:

The Town of San Anselmo encompasses an area of 2.7 square miles with a resident population of approximately 12,400. The physical location of the Town is in the central part of Marin County, in the northern portion of the Ross Valley.

The placement of commercial development has been limited to the valley floor area with the residential communities extending out and up into the steep canyons and hills which surround the valley on both the north and south sides.

Travel into and out of the area is accomplished through two lane roads, which are the main arteries of commuter traffic to the bay area commercial centers.

The Town Council recognizes the fact that Marin County has been plagued many times since the late 1800's and early 1900's by brush and forest fires which not only threaten destruction, but on a number of occasions devastated large portions of communities. The desire of the community to preserve natural vegetation has resulted in the encroachment of brush and grass on fire roads, trails, breaks and streets within the Town, thus rendering such separations ineffective against the spread of fires and safe egress. Natural growth, which is highly flammable during the drier months of the year, encroaches upon many properties, thus posing a potential fire threat to many structures and creating a substantial hindrance to the control of such fires.

With the given profile of the Town of San Anselmo and based on research performed by members of the Ross Valley Fire Department staff, the Town has established certain requirements, which were developed to increase the level of safety and reduce the level of exposure to the citizens of the Town as well as protect the buildings (investments) within its boundaries. The following points were established as factors which caused concern and are herein established and submitted as the "Findings of Fact":

1. CLIMATIC:

a. Precipitation. The normal year's rainfall is approximately 30 to 50 inches on the average calendar year. The area has been subject to extended periods of drought and less than normal rainfall as well as intense rains, which have caused local flooding and damage from geotechnical failure (landslides). Approximately ninety percent (90%) of the annual rainfall occurs during the months of November through April, and 10% from May through October.

b. Relative Humidity. Moisture in the air, also known as relative humidity, changes significantly during any given day. Humidity generally ranges from 50% during daytime hours to 85% at night. It drops to 30% during the summer months and occasionally drops lower. During periods when the area experiences easterly hot, dry winds, the relative humidity drops significantly, thus creating a greater danger.

c. Temperatures. Average summer highs are in the 75 degree to 85 degree range. There are weather periods where temperatures can rapidly reach 100 degrees and have been recorded even higher.

d. Winds. Prevailing winds are generally from the West. However, winds are experienced from virtually every direction at one time or another, due to topography. Velocities are generally in the 5 – 15 mph range, gusting to 10 – 30 mph, particularly during the summer months. Extreme winds, up to 50 mph, have been known to occur.

e. Summary. The climate (weather patterns) within the Town of San Anselmo is predominantly affected by the marine influence of the Pacific Ocean. During the summer months, the southerly exposed slopes and open fields become dry with seasonal grasses, which present a fuel for the rapid spread of fire. The Northerly slopes are heavily wooded and present a moderate to heavy fuel load with respect to fire danger. These local climatic conditions affect the acceleration, intensity, and size of

fire in the community. Times of little or no rainfall, of low humidity and high temperatures create extremely hazardous conditions.

Furthermore, winds experienced in this area can have a tremendous impact upon structure fires of buildings in close proximity to one another and wildland areas. All water storage and supply comes from reservoirs and lakes within the county, and are affected by the climate accordingly.

2. GEOLOGICAL and TOPOGRAPHICAL:

a. Geographic. The geographical features in and around the Town of San Anselmo are a source of enjoyment for our residents. The mountain, hills, and valleys provide a natural beauty to the area with forested hills and golden yellow meadows leading up to them. These geographic features form the backdrop for the residential and commercial communities and dictate the locations of roadways and building locations. These geographic features also create barriers, which negatively affect accessibility and influence fire behavior during major conflagrations. Many structures (new and old) are constructed of highly combustible material, which offer little resistance to fire and could contribute to the spread of fire. For practical and cost reasons, new structures are built of wood (type V) construction. The potential for conflagration exists with the density of the various specific areas of the Town. The concentrated commercial and residential occupancies cause concern when considering the “exposure” elements of building to building to grass and brush areas of the Town.

b. Seismic Location. The Town of San Anselmo lies within the recognized seismic design category E and F. While the area has experienced several significant seismic events, there has been a minimum of damage. The Town sits between two active earthquake faults (San Andreas and Hayward) and numerous potentially active faults. The potential for great damage exists, and must be considered as a real threat.

c. Size and Population The Town of San Anselmo encompasses an area of 2.7 miles with a resident population of approximately 12,400. The Town is served by the Ross Valley Fire Department. Ross Valley Fire has three (3) stations (two of which are in San Anselmo, and one in Fairfax), 33 fire personnel (serving the Towns of Fairfax, Ross, San Anselmo and the Sleepy Hollow Fire Protection District), with diverse responsibilities including wildland, urban, and paramedical.

d. Roads and Streets. Several of the heavily populated areas have limited roadways and escape routes. The Town of San Anselmo has numerous narrow, winding roads, some barely passable with modern fire apparatus, causing access problems and extended travel times especially in the older hillside sections of the jurisdiction. The accessibility for fire department apparatus is of concern due to the lack of turnouts and roadway widths which increase response time.

e. Topography. The Department's service area is a conglomeration of oak plains, hills, valleys and ridges. The flatter lands are found in the center portion of the service area and approximately half of the residential development is in this area. The other half of the service area with residential development consists of hillsides with slopes ranging from approximately 15-30% and 30+%. These hazardous conditions present an

exceptional and continuing fire danger to the residents of the community due to the difficulty of the terrain and topography of the area, much of it consisting of boxed canyons with steep, brush covered slopes; narrow winding streets used by residents of the area and the Fire Department for ingress and egress, steep hills which hinder Fire Department response time; older and inadequate water systems in certain areas of the community; and the location of buildings and structures with relation to these dangerous areas. The water supply for domestic and fire flow systems within the Town are directly affected by the topographical layout of the Town. The supply of water comes from lakes, which are managed by a public utility district responsible for maintaining an adequate supply. The water distribution system within the Town is very old in some areas served by mains, which are inadequate in size to provide water for fire protection. The valley floor is served by mains which contain an exceptionally large volume of water for fire protection. The Town of San Anselmo has a base elevation of approximately 46 feet and extends to areas in excess of 1100 feet above sea level.

f. Vegetation. The Town Council recognizes that the Town of San Anselmo has within its borders and along its boundaries, significant areas of grass, brush and heavily forested lands. In addition, the natural vegetation of the area has been altered by the addition of ornamental trees and shrubs, which are not native and add fuel around the houses and buildings of our community. The south facing exposure is primarily annual grasses and highly flammable brush, with occasional clumps of bay and oak trees in the more sheltered pockets. The north facing slopes are heavily wooded from lower elevations to ridge with oak and bay trees and minor shrubs of the general chaparral class. Expansion of the residential community into areas of heavier vegetation has resulted in homes existing in close proximity to dense natural foliage. Often such dwellings are completely surrounded by highly combustible vegetation compounding the potential fire danger. Of particular recent notice is the increase in dead down fuel and ladder accumulation directly associated with the dead oak syndrome.

g. Summary. The above local geographic and topographic conditions increase the magnitude, exposure, accessibility problems, and fire hazards presented to the Fire Department.

Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself.

The valley floor has zones recognized by the Federal Emergency Management Agency as flood zones. During times of intense rainfall, flooding and landslides have occurred which have destroyed structures and threatened lives. Within the past decade, these events have caused the local government to declare disasters and seek state and federal assistance.

Some of the existing structures in the commercial areas of the Town lack the required firewall separation. These structures cause concern to the Fire Department because of the potential for major conflagration. As these structures are replaced, the exposure potential will be significantly reduced.

Several other variables may tend to intensify a fire incident, such as the extent of damage to the water system; the extent of roadway damage and/or amount of debris

blocking the roadways; climatic conditions (hot, dry weather with high winds); time of day which influences the amount of traffic on roadways and could intensify the risk to life during normal business hours; and the availability of timely mutual aid or military assistance.

Conclusion: Local climatic, geographic and topographic conditions impact fire prevention efforts, and the frequency, spread, acceleration, intensity, and size of fire involving buildings in this community. Further, they impact potential damage to all structures from earthquake and subsequent fire. Therefore it is found to be reasonably necessary that the California Fire Code, the International Wildland-Urban Interface Code, and the State Building Standards Code be changed or modified to mitigate the effects of the above conditions.

Furthermore, California Health and Safety Code Section 17958.7 require that each modification or change be expressly tied to specific local climatic, geographic and topographic conditions. The following table provides a list of the code sections that have been modified pursuant to Town of San Anselmo Ordinance No. _____. For each code modification, the table provides the local conditions that require the change.

Section Number:	Local climatic, geological and topographical conditions
102.5	1a, 1b, 1e, 2a, 2b, 2d, 2e
104.12	2c, 2g
105.5.60	1e, 2a, 2b, 2d, 2e, 2f
105.6.26	1e, 2a, 2b, 2d, 2e, 2f, 2g
202	1e, 2a, 2b, 2d, 2e, 2f
324.1 – 324.4	2b, 2d, 2e, 2g
401.1.1	2c, 2d, 2e, 2g
401.3.2.1	2a, 2c, 2d, 2e, 2g
401.3.2.2	2a, 2c, 2d, 2e, 2g
403.1.1	2a, 2b, 2c, 2d, 2e, 2g
403.9.1.4	2a, 2b, 2c, 2d, 2e, 2g
503.1	2a, 2c, 2d, 2e, 2f, 2g
503.1.4	2a, 2c, 2d, 2e, 2f, 2g
503.1.5	2a, 2c, 2d, 2e, 2f, 2g
503.1.5.1	2a, 2c, 2d, 2e, 2f, 2g
503.1.5.2	2a, 2c, 2d, 2e, 2f, 2g
503.1.5.3	2a, 2c, 2d, 2e, 2f, 2g
503.2.1	2a, 2c, 2d, 2e, 2f, 2g
503.2.6.1	2a, 2c, 2d, 2e, 2f, 2g
503.4	2a, 2c, 2d, 2e, 2f, 2g
503.4.2	2a, 2c, 2d, 2e, 2f, 2g
503.6.1	2a, 2c, 2d, 2e, 2f, 2g
503.6.2	2a, 2c, 2d, 2e, 2f, 2g
503.6.3	2a, 2c, 2d, 2e, 2f, 2g

506.1	2a, 2d, 2e, 2g
507.5.1	2a, 2c, 2d, 2e, 2f, 2g
507.5.1.2	2a, 2c, 2d, 2e, 2f, 2g
507.5.7	2a, 2c, 2d, 2e, 2f, 2g
510.1	2a, 2b, 2c, 2d, 2g
901.7	2a, 2b, 2c, 2d, 2e, 2g
903.2	2a, 2b, 2c, 2d, 2e, 2g
903.2.1 – 903.2.4	2a, 2b, 2c, 2d, 2e, 2g
903.3.10	2a, 2b, 2c, 2d, 2e, 2g
903.6.1	2a, 2b, 2c, 2d, 2e, 2g
906.11	2a, 2b, 2c, 2d, 2e, 2g
907.2	2c, 2d, 2g
907.2.13.1.2	2c, 2d, 2g
907.6.6	2a, 2b, 2c, 2d, 2e, 2g
907.8.5.1	2a, 2b, 2c, 2d, 2e, 2g
918.1 – 918.3	2a, 2b, 2c, 2d, 2e, 2g
1103.1	2a, 2b, 2c, 2d, 2e, 2g
1103.2	2a, 2b, 2c, 2d, 2e, 2g
1103.3	2a, 2b, 2c, 2d, 2e, 2g
1104 - 1105	2a, 2b, 2c, 2d, 2e, 2g
1201.4 – 1201.7	2a, 2b, 2c, 2d, 2e, 2g
1208 – 1208.6	2a, 2b, 2c, 2d, 2e, 2g
3306.5.2	2a, 2b, 2c, 2d, 2g
3306.5.3	2a, 2b, 2c, 2d, 2g
3306.5.4	2a, 2b, 2c, 2d, 2g
3307.5.2	2a, 2b, 2c, 2d, 2g
5601.1.3	2a, 2b, 2c, 2d, 2g
5608.1.2	2a, 2c, 2d, 2e, 2g
5608.2	2a, 2b, 2c, 2d, 2g
C103.1	2a, 2c, 2d, 2e, 2f, 2g
C103.2	2a, 2c, 2d, 2e, 2f, 2g
C103.3	2a, 2c, 2d, 2e, 2f, 2g

I, the undersigned, hereby certify that the foregoing is a full, true, and complete copy of a resolution duly passed and adopted by the Town Council of the Town of San Anselmo at a regular meeting thereof held on the 10 day of November, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

Town Clerk

Notice of Public Hearing: On November 10, 2025, at a regularly scheduled meeting to be held at 525 San Anselmo Avenue, San Anselmo, CA at 7:00 p.m. in the Council Chambers and via Zoom at the following link: <https://us02web.zoom.us/j/83962018398> the Town Council of the Town of San Anselmo will consider adoption of an ordinance amending Title 3, Chapter 3, Article 8 entitled:

“An Ordinance of the Town of San Anselmo repealing and replacing Title 3, Public Safety, Article 8, California Fire Code, to adopt the California Fire Code, and International Fire Code, prescribing regulations governing conditions hazardous to life and property from fire or explosion providing for the issuance of permit for hazardous uses or operations, and establishing a Fire Prevention Bureau and providing officers therefore and defining their powers and duties.”

The proposed ordinance would adopt the most recent California and International Fire Codes by reference, and make certain other amendments establishing a Fire Prevention Bureau.

A copy of the proposed ordinance and applicable fire codes proposed for incorporation by reference are available for public inspection at: Town of San Anselmo Town Hall, 525 San Anselmo Avenue, San Anselmo, CA 94960 or by request email to the Town Clerk at: savila@sananselmo.gov.

Written comments may also be submitted to the Town Clerk at Town Hall 525 San Anselmo Avenue, San Anselmo CA 94960 or via eComment by accessing the meeting at: <https://www.sananselmo.gov/1613/Agendas-Meetings>.

If you require special assistance, you may contact the Town Clerk at savila@sananselmo.gov or 415.258.4660.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.2

MEETING DATE: October 28, 2025

AGENDA TITLE: Introduce, read by title only and waive reading of an ordinance to repeal and replace Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to Adopt by Reference the 2025 Edition of the California Wildland-Urban Interface Code and 2024 International Wildland-Urban Interface Code with Certain Local Amendments and Additions.

FROM: Rob Bastianon, Senior Fire Inspector
Ross Valley Fire Department

RECOMMENDATION:

1. That the Town Council of San Anselmo holds a first reading of the proposed ordinance.
 2. That the Mayor read the title of the attached ordinance to amend, Title 3, Chapter 3, Article 10 of the San Anselmo Municipal Code to adopt by reference the 2025 Edition of the California Wildland Urban Interface Code and 2024 International Wildland-Urban Interface Code with certain local amendments and additions.
 3. That the Town Council makes a motion to waive further reading and hold first reading of the ordinance.
 4. That the Town Council schedules a public hearing, second reading, and adoption of the ordinance at the November 10, 2025 Town Council meeting.
 5. That the Town Council deem the Public Hearing Notice sufficient for publication.
-

PROCEDURAL NOTE

Typically, the Town Council conducts the public hearing on a proposed ordinance at the time of introduction and first reading. Government Code Sections 50022.1 et seq. requires a slightly different procedure for an ordinance that is adopting another code by

reference, as is the case here. When a code is adopted by reference, the public hearing must be scheduled after the first reading, i.e., at the time of the second reading and adoption.

BACKGROUND

This item involves consideration of an ordinance, which would amend the San Anselmo Municipal Code to adopt the 2025 Edition of the California Wildland Urban Interface Code and 2024 International Wildland Urban Interface Code with certain local amendments and additions. This adoption process is required by the Town Council to stay current with the minimum requirements of the State of California building and fire standards as determined by the California Building Standards Commission.

Every three years the California Building Standards Commissions publishes model codes such as the California Fire Code, Building Code, Mechanical Code, Plumbing Code, etc. Once published, local agencies have 180 days to make additions or amendments based on local conditions. If no changes are made during this 180-day window, the model codes become effective. Based on the 180-day cycle, we have until January 1, 2026 to make local changes.

For the last eight code adoption cycles, the Marin County Fire Prevention Officers have met and cooperatively reviewed the model codes. This proposed ordinance represents a cooperative effort to develop standard ordinance language. While some minor changes occur between jurisdictions, the end result is a more consistent and cooperative approach to fire safety issues, making it easier for contractors and developers to work with each jurisdiction. The local amendments included in the ordinance do not represent any significant changes from the current Code.

DISCUSSION/ANALYSIS

Other than the new code references, there are no significant changes in the proposed Ordinance language as compared to the last Ordinance 1061 adopted by the Town Council in 2007. The Wildland Urban Interface Code is arranged and organized to follow sequential steps that generally occur during plan review or inspection. The 2024 International Wildland Urban Interface Code (IFC), which California adopts with amendments as the 2025 California Wildland Urban Interface Code, has again been organized into 7 parts. Each part represents a broad subject matter and includes the chapters that logically fit under the subject matter of each part. The 2024 IWUIC was organized to allow for future chapters to be conveniently and logically expanded without requiring a major renumbering.

Proposed changes include:

- Adoption of the 2025 Edition of the California Wildland-Urban Interface Code, and 2024 International Wildland-Urban Interface Code, with certain local amendments and additions.

- State relocated requirements for Wildland-Urban Interface Fire Areas from California Fire Code Chapter 49 to the new 2025 California Wildland-Urban Interface Code.
- State relocated requirements for Materials and Construction Methods for Exterior Wildfire Exposure from California Building Code Chapter 7A to the new 2025 California Wildland-Urban Interface Code.
- State relocated requirements for Materials and Construction Methods for Exterior Wildfire Exposure from California Residential Code Chapter 3, Section 33 to the new 2025 California Wildland-Urban Interface Code.
- Amend Chapter 1, Section 110 - Requirement for both code officials to issue “Final Approval” prior to issuance of “Certificate of Completion”.
- Amend Chapter 2 - Defining “Code Official” and “VMP”
- Amend Chapter 4 - Aligns Fire apparatus access and water supply with the Town of Ross Fire Code.
- Amend Chapter 6 - Carries former CFC Section 49 amendments to new WUI section
- (New) Amend Chapter 4, Section 403.1.3 - Raises the imposed design load for fire lanes to 75,000lb.
- (New) Amend Chapter 6, Section 602.3.1 - Requires a map indicating locations of emergency water supplies to Fire Protection Plans.
- (New) Amend Chapter 6, Section 602.3.2 - Requires location on map of fire protection systems, power sources, meters and shut downs be added to Fire Protection Plans
- Adopt Appendix A - Carries over general requirements as amended from the 2022 Town Fire Code.

FISCAL IMPACT

None

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

In addition, the Ross Valley Fire Department has determined that adoption of the proposed ordinance is exempt from the California Environmental Quality Act because it has no potential for causing a significant effect on the environment (California Code of Regulations, Title 14, § 15061(b)(3)).

ATTACHMENTS

Attachment 1: Proposed Ordinance Adopting by Reference the 2025 California Wildland-Urban Interface Code

Attachment 2: Resolution Adopting Findings of Fact and Confirming Need for Change or Modifications to the California Wildland-Urban Interface Code Because of Local Conditions

Attachment 3: Copy of Proposed Public Hearing Notice

TOWN OF SAN ANSELMO

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF SAN ANSELMO AMENDING CHAPTER 3, SECTION 3, ARTICLE 10 ADOPTING THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, AND CERTAIN PORTIONS OF THE 2024 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, PRESCRIBING REGULATIONS GOVERNING THE MITIGATION OF HAZARD TO LIFE AND PROPERTY FROM THE INTRUSION OF FIRE FROM WILDLAND EXPOSURES, FROM ADJACENT STRUCTURES AND PREVENTION OF STRUCTURE FIRES FROM SPREADING TO WILDLAND FUELS IN TOWN OF SAN ANSELMO; AND FURTHER PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES.

The Town Council of the Town of San Anselmo does ordain as follows:

SECTION 1. Findings.

The Town Council finds that in order to best protect the health, safety and welfare of the citizens of the Town of San Anselmo, it is appropriate to adopt the 2025 California Wildland-Urban Interface Code (which consists of certain portions of the 2024 edition of the International Wildland-Urban Interface Code, as amended by the State of California), and the 2024 edition of the International Wildland-Urban Interface Code to the extent the same is not inconsistent with the 2025 California Wildland-Urban Interface Code, along with certain changes and modifications to these Codes, which the Town Council is authorized to make by California Health and Safety Code Sections 17958.7 and 18941.5, and reasonably necessary due to local climatic, geological or topographical conditions.

Additional amendments are found to be either administrative or procedural in nature or to concern themselves with subjects not covered in the Codes. They are necessary for administrative clarification, and do not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17958.7, and/or 18941.5. These administrative amendments establish administrative standards for the effective enforcement of the building standards in the Town. The changes made include provisions making each of said Codes compatible with other codes enforced by the Town and fee schedules.

A copy of this Ordinance adopting the 2025 California Building Standards Code, as amended, shall be filed with the California Building Standards Commission by the Town Clerk of the Town of San Anselmo.

Therefore, the Town Council hereby makes the factual findings set forth in “Exhibit A,” attached hereto and incorporated herein by reference, and finds that the amendments made in this ordinance to the 2025 California Wildland-Urban Interface Code are reasonably necessary because of the local climatic, geological, or topographical conditions stated in Resolution Adopting Findings of Fact.

The Town Council further finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) under California Code of Regulations, Title 14, Section 15061 (b)(3).

SECTION 2. Municipal Code Amended:

Chapter 3-3 of the Town of San Anselmo Municipal Code is hereby amended and shall read as follows:

SECTION 3-3.1001. ADOPTION OF CALIFORNIA WILDLAND-URBAN INTERFACE CODE AND INTERNATIONAL WILDLAND-URBAN INTERFACE CODE

The Town Council of San Anselmo does hereby adopt, for the purpose of prescribing regulations governing conditions hazardous to life and property from the intrusion of fire from wildland exposures, the following, which shall be collectively known as the “Town Wildland-Urban Interface (WUI) Code”:

1. The 2025 California Wildland-Urban Interface Code, which consists of certain portions of the 2024 edition of the International Wildland-Urban Interface Code as amended by the California Building Standards Commission, including:
 - a. Appendix A GENERAL REQUIREMENTS, the whole thereof, save and except such portions as are hereafter amended by 3-3.1002 of this Ordinance.
 - b. Appendix B VEGETATION MANAGEMENT PLANS
 - c. Appendix F CHARACTERISTICS OF FIRE-SMART VEGETATION
2. The International Wildland-Urban Interface Code published by the International Wildland-Urban Interface Code Council, Inc., 2024 Edition hereof and the whole thereof, save and except such portions as are

hereinafter deleted, modified or amended by Section 3-3.1002 of this Ordinance.

Each and all of the regulations, provisions, penalties, conditions, and terms of said Town Wildland-Urban Interface Code are hereby referred to, adopted, and made a part hereof as if fully set out in this Ordinance, subject only to the amendments and deletions herein. Not less than one (1) copy of the Codes and Standards hereby adopted is filed in the office of the Fire Marshal of the Ross Valley Fire Department and from the date on which this Ordinance shall take effect, and the provisions thereof shall be controlling within the limits of the Town of San Anselmo.

**SECTION 3-3.1002. AMENDMENTS MADE TO THE 2025
CALIFORNIA WILDLAND-URBAN INTERFACE
CODE, 2024 INTERNATIONAL
WILDLAND-URBAN INTERFACE CODE**

The 2025 California Wildland-Urban Interface Code and the 2024 International Wildland-Urban Interface is amended and changed in the following respects:

CHAPTER 1
SCOPE AND ADMINISTRATION

Section 101.3.1 of Chapter 1 is hereby amended by deleting exception 5. and the following language substituted in its place:

101.3.1 **Application.** New buildings located in any Fire Hazard Severity Zone

Section 101.3.1.1 of Chapter 1 is hereby deleted and the following language substituted in its place:

101.3.1.1 **Application date and where required.** New buildings *and substantial remodels* located in any Fire Hazard Severity Zone or Wildland-Urban Interface Area shall comply with this code, including all of the following areas:

All unincorporated lands designated by the State Board of Forestry and Fire Protection as State Responsibility Area (SRA) *and Local Responsibility Areas (LRA)* including:

Moderate Fire Hazard Severity Zones.

High Fire Hazard Severity Zones.

Very High Fire Hazard Severity Zones.

Land designated as a wildland-urban interface area *by the Town of San Anselmo*

Section 101.5 of Chapter 1 is hereby deleted and the following language substituted in its place:

101.5 Additions or alterations. Additions or alterations may be made to any building or structure without requiring the existing building or structure to comply with all of the requirements of this code provided the additions or alterations do not constitute a substantial remodel and, provided the addition or alteration conforms to that required for a new building or structure.

Exception: Provisions of this code that specifically apply to existing conditions are retroactive. See Sections 402.3, and 601.1.

Additions or alterations shall not be made to an existing building or structure that will cause the existing building or structure to be in violation of any of the provisions of this code nor shall such additions or alterations cause the existing building or structure to become unsafe. An unsafe condition shall be deemed to have been created if an addition or alteration will cause the existing building or structure to become structurally unsafe or overloaded; will not provide adequate access in compliance with the provisions of this code or will obstruct existing exits or access; will create a fire hazard; will reduce required fire resistance or will otherwise create conditions dangerous to human life.

Section 101.6 of Chapter 1 is hereby deleted and the following language substituted in its place:

101.6 Maintenance. All buildings, structures, access, water supply, landscape materials, vegetation, defensible space or other devices or safeguards required by this code shall be maintained in conformance with the code edition under which the same were installed. The owner or the owner's designated agent shall be responsible for the maintenance of buildings, structures, access roads, water supplies, landscape materials and vegetation.

Section 104.2 of Chapter 1 is hereby deleted and the following language substituted in its place:

Section 104.2 Determination of compliance. The Fire Chief is authorized to determine compliance, render interpretations of this code and to make and enforce rules and supplemental regulations and to develop Fire Protection Standards to carry out the application and intent of its provisions. Such interpretations, rules, and regulations, and standards shall be in conformance with the intent and purpose of this

code. A copy of such rules and regulations shall be filed with the Fire Chief of Ross Valley Fire Department and shall be in effect immediately thereafter. Additional copies shall be available for distribution to the public.

Section 104.7 of Chapter 1 is hereby deleted.

Section 105.2.1 of Chapter 1 is hereby added to read as follows:

105.2.1 Local permits required. *In addition to the permits required by section 105.2, the following permits shall be obtained from the Fire Prevention Division prior to installation of the following:*

- a. Implementation of a Fire Protection Plan.
- b. Implementation of a Vegetation Plan.

Section 110 of Chapter 1 is hereby deleted and the following language substituted in its place:

SECTION 110 CERTIFICATE OF COMPLETION

No building, structure or premises shall be used or occupied, and no change in the existing occupancy classification of a building, structure, premise or portion thereof shall be made until the code official has issued a "Final Approval" for occupancy thereof. The "Final Approval" for occupancy shall not be issued until the "Final Approval" for occupancy indicating that the project is in compliance with this code has been issued by the code official.

Issuance of a "Certificate of Completion" shall not be construed as an approval of a violation of the provisions of this code or of other pertinent laws and ordinances of the Town of San Anselmo. Certificates presuming to give authority to violate or cancel the provisions of this code or other laws or ordinances of the Town of San Anselmo shall not be valid.

CHAPTER 2
DEFINITIONS

Section 202 of Chapter 2 is hereby amended by adding the following definitions:

CODE OFFICIAL. The official designated by the Town of San Anselmo to interpret and enforce building standards of this code, shall be the Town of San Anselmo Building Official. The official designated by the Town of San Anselmo

to interpret and enforce fire and life safety provisions of this code shall be the Ross Valley Fire Department Fire Chief or their designated representative.

SUBSTANTIAL REMODEL. Shall mean the renovation of any structure, which combined with any additions to the structure, affects a floor area which exceeds fifty percent of the existing floor area of the structure within any 36 month period. When any changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing floor areas for the purposes of applying this definition. This definition does not apply to the replacement and upgrading of residential roof coverings.

VMP. Shall mean Vegetation Management Plan or Vegetation Plan.

CHAPTER 4 **WILDLAND-URBAN INTERFACE AREA REQUIREMENTS**

Section 402.1.1 of Chapter 4 is hereby deleted and the following language substituted in its place:

402.1.1 **Access.** New subdivisions, as determined by Ross Valley Fire Department, shall be provided with fire apparatus access roads in accordance with the *California Fire Code as amended*

Section 402.2.1 is hereby deleted and the following language substituted in its place:

402.2.1 **Access.** Individual structures hereafter constructed, substantial remodels, or relocated into or within wildland-urban interface areas shall be provided with fire apparatus access in accordance with the *California Fire Code* and driveways in accordance with Section 403.

Section 402.2.2 is hereby deleted and the following language substituted in its place:

402.2.2 **Water supply.** Individual structures hereafter constructed, substantial remodels, or relocated into or within wildland urban interface areas shall be provided with a conforming water supply in accordance with Section 404.

Exception: Buildings not more than 120 square feet.

Section 403.1.2 of Chapter 4 is hereby deleted and the following language

substituted in its place:

403.1.2 Width.

- a. All roads shall be constructed to provide a minimum of two ten-foot traffic lanes, not including shoulder and striping. These traffic lanes shall provide for two-way traffic flow to support emergency vehicle and civilian egress, unless other standards are provided in this article or additional requirements are mandated by local jurisdictions or local subdivision requirements. Vertical clearances shall conform to the requirements in California Vehicle Code Section 35250.
- b. All one-way roads shall be constructed to provide a minimum of one sixteen-foot traffic lane, not including Shoulders. The Local Jurisdiction may approve One-way Roads.
 - (1) All one-way roads shall, at both ends, connect to a road with two traffic lanes providing for travel in different directions, and shall provide access to an area currently zoned for not more than ten (10) Residential Units.
 - (2) In no case shall a One-way Road exceed 2,640 feet in length. A turnout shall be placed and constructed at approximately the midpoint of each One-way Road.
- c. All driveways shall be constructed to provide a minimum unobstructed horizontal clearance of 16 feet and a minimum unobstructed vertical clearance of 15 feet. A driveway shall not serve in excess of five dwelling units.

Exception: When such driveways meet the requirements for an access road in accordance with the *California Fire Code as amended*.

Section 403.1.3 of Chapter 4 is hereby deleted and the following language substituted in its place:

403.1.3 Road Surfaces.

- a. Road and driveway surfaces shall be designed and maintained to support the imposed load of fire apparatus weighing at least 75,000 pounds and provide an aggregate base.
- b. Project proponents shall provide engineering specifications to support design, if requested by the local jurisdiction.

- c. Surface materials shall be all weather surface that is either A/C paving, concrete, or other materials as approved by the AHJ.

Section 403.1.4 of Chapter 4 is hereby amended to add the following:

403.1.4 (c) Any grade approved to exceed 16% is required to be concrete with transverse cuts or kerf-cuts so as to allow for water run-off and traction. Turf block and similar products are not permitted. The length of that portion of the road or driveway cannot exceed 100 feet, and the section immediately preceding and proceeding that portion of the road or driveway for a distance of 200 feet on both sides shall have grades not greater than 15%.

Section 403.1.6 of Chapter 4 is hereby deleted and the following language substituted in its place:

Section 403.1.6 **Turnarounds.**

- a. Turnarounds are required on driveways and dead-end roads.
- b. Driveway turnarounds shall have a minimum inside radius of 27 feet and outside turning radius of not less than 47 feet. If a hammerhead/T is used instead, the top of the "T" shall be a minimum of sixty (60) feet in length.
- c. Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway in addition to a turnaround at the end of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided not more than 300 feet apart.
- d. A turnaround shall be provided on driveways over 150 feet in length and shall be within fifty (50) feet of the building.
- e. Each dead-end road shall have a turnaround constructed at its terminus. Where parcels are zoned five (5) acres or larger, turnarounds shall be provided at a maximum of 800-foot intervals.

Section 403.1.10 of Chapter 4 is hereby deleted and the following language substituted in its place:

403.1.10 **Gate entrances.**

- a. All gates shall open fully to provide an unobstructed passage width of not less than 16 feet or a minimum of two feet wider than

the approved net clear opening of the required all weather roadway or driveway and a minimum net vertical clearance of 15 feet.

- b. All gates providing access from a road to a driveway shall be located at least thirty (30) feet from the roadway and shall open to allow a vehicle to stop without obstructing traffic on that Road.
- c. Where a one-way road with a single traffic lane provides access to a gated entrance, a forty-foot turning radius shall be used.
- d. Security gates shall not be installed without approval. Where security gates are installed, they shall have an approved means of emergency operation. Approval shall be by the local authority having jurisdiction. The security gates and the emergency operation shall be maintained operational at all times.

Section 403.1.11 is hereby added as follows:

403.1.11 **Restricted access.** Where emergency vehicle access is restricted because of secured access roads or driveways or where immediate access is necessary for life saving or firefighting purposes, the code official is authorized to require a key access to be installed in an accessible location. The key access shall be of a type approved by the code official and shall contain keys or an approved key switch to gain necessary access as required by the code official.

CHAPTER 5

SPECIAL BUILDING CONSTRUCTION REGULATIONS

Chapter 5 special building construction regulations shall be enforced as adopted per San Anselmo Municipal Code Title 9.

CHAPTER 6

FIRE PROTECTION REQUIREMENTS

Section 602.3.1 is amended to include the following:

Section 602.3.1

4. The map shall include all existing emergency water supplies.

Section 602.3.2 is amended by adding the following:

Section 602.3.2

7. Identify the location of fire protection systems or equipment.
8. Identify any power sources, meters, and shut downs.

Section 603.3, is amended to read as follows:

Vegetation Management Plan: A Vegetation Management Plan (VMP) shall be provided for all substantial remodels and new construction, or when required by the code official. The Vegetation Management Plan shall include development and maintenance requirements for the Vegetation Management zone adjacent to structures and roadways and provide significant fire hazard reduction benefits for public and firefighting safety.

Section 603.3.1, is amended to read as follows:

Delineation of the Zone 0 (0'-5'), Zone 1 (5'-30'), Zone 2 (30'-100') fuel management zones from all structures and Zone 3 (10' on either side of the road or driveway).

Section 604.6 is hereby added with language to read as follows:

Section 604.6 **Fire Hazard Reduction.** Any person who owns, leases, controls or maintains any building or structure, vacant lands, open space, and/or lands within specific Wildland Urban Interface areas of the jurisdiction of the [Local AHJ], shall comply with the following:

1. Cut and remove all hazardous vegetation and ground coverings within 100 feet of structures, up to 200 feet when topographic or combustible vegetative types necessitate removal as determined by the Fire Code Official.
2. Remove accumulated dead vegetation on the property.
3. Cut and remove tree limbs that overhang wood decks and roofs.
4. Remove that portion of any tree which extends within 10 feet of any chimney or stovepipe, roof surfaces and roof gutters.
5. Clean any leaves and needles from roofs and gutters.
6. Cut and remove growth less than 3-inches in diameter, from the ground up to a height of 10 feet, provided that no crown shall be

raised to a point so as to remove branches from more than the lower one-third of the tree's total height.

7. Ladder fuels shall be removed within 30 feet of the structure.

8. When required by the Fire Code Official, cut and remove trees that are 8" of diameter or less at breast height, or four feet, six inches above ground, to achieve canopy separation within 30 feet of the structure.

9. Vegetation clearance requirements for new construction and substantial remodels in Wildland-Urban Interface Areas shall be in accordance with the 2025 Wildland-Urban Interface Code, as amended by the Town of San Anselmo

EXCEPTION 1: When approved by the Fire Code Official, single specimens of trees, ornamental shrubbery or similar plants, or plants used as ground covers, provided that they do not form a means of rapidly transmitting fire from the native growth to any structure.

EXCEPTION 2: When approved by the Fire Code Official, grass and other vegetation located more than 30 feet (9144 mm) from buildings or structures less than 18 inches (457 mm) in height above the ground need not be removed where necessary to stabilize soil, and prevent erosion.

Section 604.7, is added to read as follows:

Section 604.7 **Fire Hazard Reduction from Roadways.** The Fire Code Official is authorized to cause areas within 10 feet (3048 cm) on each side of portions of highways, fire apparatus access roads (improved or unimproved), and driveways (improved or unimproved), which are improved, designed, or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth.

EXCEPTION 1: When approved by the Fire Code Official, single specimens of trees, ornamental shrubbery or similar plants, or plants used as ground covers, provided that they do not form a means of rapidly transmitting fire from the native growth to any structure.

Section 613 of Chapter 6 is hereby added with the following language:

Section 613 Fire Protection Systems

Section 613.1 of Chapter 6 is hereby added with the following language:

Section 613.1 **General.** The installation of fire protection systems shall be in accordance with nationally recognized standards and Fire Protection Standards.

Section 613.2 of Chapter 6 is hereby added with the following language:

Section 613.2 **Automatic Fire Sprinkler System**

An approved automatic fire sprinkler system shall be installed in all occupancies, in new buildings, and substantial remodels. The installation of the automatic fire sprinkler systems shall be in accordance with nationally recognized standards and Fire Protection Standards.

Section 613.3 of Chapter 6 is hereby added with the following language:

Section 613.3 **Exterior Wildfire Protection System.**

An approved system of devices and equipment which is automatically or manually activated to discharge water and or an approved fire-extinguishing agent onto the structure and or the exterior of the structure to hydrate the Immediate Zone 0 (0-5 feet from the home, including the home) and the Intermediate Zone 1 (5-30 feet from the home).

Section 613.3.1 of Chapter 6 is hereby added with the following language:

Section 613.3.1 **General.** Exterior Wildfire Protection Systems shall comply with this section.

Section 613.3.1 of Chapter 6 is hereby added with the following language:

Section 613.3.2 **Construction documents.** Documentation of the system shall be submitted per 901.2 of the *California Fire Code*.

Section 613.3.2 of Chapter 6 is hereby added with the following language:

Section 613.3.3 **Permits.** Permits shall be required as set forth in section 901.3 of the *California Fire Code*.

CHAPTER 7
REFERENCED STANDARDS

Chapter 7 is hereby amended to add the following language:

Chapter 7 Referenced Standards - ICC
CFC - 2025: California Fire Code
1.11.3.4, 1.11.9, 1.11.10, 102.8, 105.1, 201.3, 202, 402.1.1, 402.1.2, 402.2.1,
402.2.2, 403.2.4, 404.4, 404.5, 404.10.3, 606.1, 606.2, **613.3.2, 613.3.2**

APPENDIX A

GENERAL REQUIREMENTS

Section A104.7.2 of Appendix A of the California Wildland-Urban Interface Code is amended to read as follows:

Section A104.7.2 **Permits.** The Fire Code Official is authorized to stipulate conditions for permits. Permits shall not be issued when public safety would be at risk, as determined by the Fire Code Official.

Section A104.11 of Appendix A of the California Wildland-Urban Interface Code is hereby added and shall read as follows:

Section A104.11 – **Tracer Bullets, Tracer Charges, Rockets and Model Aircraft.** Tracer bullets and tracer charges shall not be possessed, fired or caused to be fired into or across hazardous fire areas. Rockets, model planes, gliders and balloons powered with an engine, propellant or other feature liable to start or cause a fire shall not be fired or projected into or across hazardous fire areas.

Section A104.12 of Appendix A of the California Wildland-Urban Interface Code is hereby added and shall read as follows:

Section A104.12 **Explosives and Blasting.** Explosives shall not be possessed, kept, stored, sold, offered for sale, given away, used, discharged, transported or disposed of within hazardous fire areas except by permit from the Fire Code Official.

Section A104.13 of Appendix A of the California Wildland-Urban Interface Code is hereby added and shall read as follows:

Section A104.13 **APIARIES.** Lighted or smoldering material shall not be used in connection with smoking bees in or upon hazardous fire areas except by permit from the Fire Code Official.

SECTION 3-3.1003. RESERVED

SECTION 3-3.1004. RESERVED

SECTION 3-3.1005. AUTHORITY TO ARREST AND ISSUE CITATIONS

(A) The Fire Chief, Chief Officers, Fire Marshal, and Fire Inspectors shall have authority to arrest or to cite any person who violates any provision of this chapter involving the Wildland-Urban Interface Code or the California Building Standards Code relating to fire and panic safety as adopted by the State Fire Marshal, in the manner provided for the arrest or release on citation and notice to appear with respect to misdemeanors or infractions, as prescribed by Cal. Penal Code Title 3, Part 2, Chapters 5, 5c and 5d including § 853.6, or as the same hereafter may be amended.

(B) It is the intent of the Town Council that the immunities provided in Cal. Penal Code § 836.5 be applicable to aforementioned officers and employees exercising their arrest or citation authority within the course and scope of their employment pursuant to this chapter.

(C) In lieu of the above procedures, the town shall also have the authority to proceed under any local ordinance it may have adopted for purposes of the administrative enforcement of its Code.

SECTION 3-3.1006 PENALTIES

(A) The violations of this Code as adopted herein are misdemeanors/infractions and are subject to the penalties set forth herein.

(B) The first citation, within a 12-month period, for violations of the ICC Wildland-Urban Interface Code and any amendments adopted herein shall be treated as a civil penalty payable directly to the Ross Valley Fire Department and is set at \$150 plus the actual costs of all inspections required to gain compliance at the rate set from time to time by the Fire Department. Said civil penalties shall be a debt owed to the Ross Valley Fire Department by the person responsible for the violation within 30 days after the date of mailing of the citation unless an appeal is filed as provided in § 3-3.1007. Upon failure to pay the civil penalty when due, the responsible person shall be liable in a civil action brought by the Ross Valley Fire Department for such civil penalty and costs of the litigation, including reasonable attorney's fees.

(C) Any subsequent citations within a 12-month period for any violations of this Code and any amendments adopted herein shall be misdemeanors/infractions, and shall be subject to the penalties set forth herein.

(D) The imposition of one penalty for any violation shall not excuse the violation or permit it to continue and all such persons shall be required to correct or remedy such violations or defects within a reasonable time and, when not otherwise specified each day that a violation occurs or continues, after a final notice has been delivered shall constitute a separate offense. The application of both penalties shall not be held to prevent the enforced correction of prohibited conditions.

(E) Nothing contained in divisions (A) through (F) of this section shall be construed or interpreted to prevent the town from recovering all costs associated with a Fire Department enforcement as described in the Wildland-Urban Interface Code, California Building Code, or the California Fire Code.

(F) Any violation of any provision of this chapter shall constitute a public nuisance and shall entitle the Fire Department to collect the costs of abatement and related administrative costs by a nuisance abatement lien as more particularly set forth in Cal. Gov't Code § 38773.1, and by special assessment to be collected by the County Tax Collector as more particularly set forth in Cal. Gov't Code § 38773.5. At least 30 days prior to recordation of the lien, or submission of the report to the Tax Collector for collection of this special assessment, the record owner shall receive notice from the Chief of the Fire Department's intent to charge the property owner for all administrative costs associated with enforcement of this chapter and abatement of the nuisance. The notice shall include a summary of costs associated with enforcement of this chapter and abatement of the nuisance. The property owner may appeal the Chief's decision to the Town Council within 15 days of the date of the notice and request a public hearing prior to recordation of the lien or submission of the report to the County Tax Collector for collection of the special assessment. In addition to the foregoing, the Fire Department is authorized to prosecute a civil action to collect such abatement costs from the property owner or other person in possession or control of the affected property, and shall be entitled to recover such abatement costs, together with the cost of litigation, including reasonable attorney's fees. The provisions of this section shall also apply to corrective actions for the clearance of brush or vegetative growth from structures as outlined in Appendix A of this Code as amended.

(G) In lieu of the above procedures, the town shall also have the authority to proceed under any local ordinance it may have adopted for purposes of the administrative enforcement of its Code.

SECTION 3-3.1007. APPEALS

(A) Any person receiving a citation for a civil penalty pursuant to § 3-3.1006 (B) may file within 30 days after the date of mailing the citation or bill, an administrative appeal against imposition of the civil penalty or response costs and expense. The appeal shall be in writing and filed with the Fire Chief, and shall include a copy of the bill and statement of the grounds for appeal. The Fire Chief shall conduct an administrative hearing on the appeal, after giving the appellant at least ten days' advance written notice of the time and place of the hearing. Within ten days after the hearing the Chief shall give written notice of the decision to the appellant, which decision shall be final. If the appeal is denied in part or full, all amounts due shall be paid within 30 days after the mailing of the notice of the decision of the hearing officer.

(B) Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the Code do not apply or that the true intent and meaning of the Code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief to the Board of Directors of the Ross Valley Fire Department within ten days from the date of the decision. The provision of this section shall not apply to corrective actions for the clearance of brush or vegetative growth from structures or to matters for which an appeal is provided pursuant to division (A) above.

(C) In lieu of the above procedures, the town shall also have the authority to proceed under any local ordinance it may have adopted for purposes of the administrative enforcement of its Code

SECTION 3-3.1008 WILDLAND-URBAN INTERFACE AREAS.

Specific boundaries of natural or man-made features of wildland-urban interface areas shall be as shown on the wildland area interface map on file with the Town Clerk and hereby approved by the Town Council.

SECTION 3. Validity

3.1 Except as specifically provided herein, nothing contained in this ordinance shall be deemed to modify or supersede any prior enactment of the Town Council which addresses the same subject addressed herein.

3.2 If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Ordinance. The Town Council of the Town of San Anselmo hereby declares that it would have adopted the ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases shall be declared invalid.”

SECTION 7: Ordinance publication and effective date.

7.1 Within fifteen (15) days after its adoption the full text of this Ordinance shall be posted in at least three public places in the Town of San Anselmo.

7.2 This Ordinance shall be effective 30 days following its adoption by the Town Council or January 1, 2026, whichever is later.

7.3 The Town Clerk shall cause Section 2 of this ordinance to be codified in the San Anselmo Municipal Code.

7.4 This Ordinance, together with the findings in Exhibit A, shall be filed with the California Building Standards Commission no later than January 1, 2026.

The foregoing ordinance was duly and regularly introduced at a regular meeting of the Town Council of the Town of San Anselmo held in said Town on the 28th day of October, 2025, and thereafter adopted at a regular meeting of the Town Council on the 10th day of November, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Mayor

Attest:

Town Clerk

**TOWN OF SAN ANSELMO
RESOLUTION NO. ____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ADOPTING FINDINGS OF FACT AND CONFIRMING NEED
FOR CHANGE OR MODIFICATIONS
TO THE CALIFORNIA WILDLAND-URBAN INTERFACE CODE
CODE BECAUSE OF LOCAL CONDITIONS**

**WHEREAS, THE TOWN COUNCIL IS ADOPTING AN ORDINANCE MAKING THE
FOLLOWING CHANGES OR MODIFICATIONS:**

Pursuant to Section 17958.5, 17958.7 and 18941.5 of the State of California Health and Safety Code, the Town Council of the Town of San Anselmo in its ordinances adopting and amending the 2025 California Wildland-Urban Interface Code, portions of the 2024 edition of the International Wildland-Urban Interface Code as adopted and amended, changes or modifies certain provisions of the 2025 California Building Standards Code (Title 24, Part 7) as it pertains to the regulation of buildings used for human habitation and fire safety. A copy of the text of such changes or modifications is attached.

Pursuant to Sections 17958.5, 17958.7, and 18941.5 of the State of California Health and Safety Code, the Town Council of the Town of San Anselmo has determined and finds that the attached changes or modifications to the 2025 California Building Standards Code are needed and are reasonably necessary because of local climatic, geographic and topographic conditions.

PROFILE OF THE TOWN OF SAN ANSELMO:

The Town of San Anselmo encompasses an area of 2.7 square miles with a resident population of approximately 12,400. The physical location of the Town is in the central part of Marin County, in the northern portion of the Ross Valley.

The placement of commercial development has been limited to the valley floor area with the residential communities extending out and up into the steep canyons and hills which surround the valley on both the north and south sides.

Travel into and out of the area is accomplished through two lane roads, which are the main arteries of commuter traffic to the bay area commercial centers.

The Town Council recognizes the fact that Marin County has been plagued many times since the late 1800's and early 1900's by brush and forest fires which not only threaten destruction, but on a number of occasions devastated large portions of communities. The desire of the community to preserve natural vegetation has resulted in the encroachment of brush and grass on fire roads, trails, breaks and streets within the

Town, thus rendering such separations ineffective against the spread of fires and safe egress. Natural growth, which is highly flammable during the drier months of the year, encroaches upon many properties, thus posing a potential fire threat to many structures and creating a substantial hindrance to the control of such fires.

With the given profile of the Town of San Anselmo and based on research performed by members of the Ross Valley Fire Department staff, the Town has established certain requirements, which were developed to increase the level of safety and reduce the level of exposure to the citizens of the Town as well as protect the buildings (investments) within its boundaries. The following points were established as factors which caused concern and are herein established and submitted as the "Findings of Fact":

1. CLIMATIC:

a. Precipitation. The normal year's rainfall is approximately 30 to 50 inches on the average calendar year. The area has been subject to extended periods of drought and less than normal rainfall as well as intense rains, which have caused local flooding and damage from geotechnical failure (landslides). Approximately ninety percent (90%) of the annual rainfall is experienced during the months of November through April, and 10% from May through October.

b. Relative Humidity. Moisture in the air, also known as relative humidity, changes significantly during any given day. Humidity generally ranges from 50% during daytime hours to 85% at night. It drops to 30% during the summer months and occasionally drops lower. During periods when the area experiences easterly hot, dry winds, the relative humidity drops significantly, thus creating a greater danger.

c. Temperatures. Average summer highs are in the 75 degree to 85 degree range. There are weather periods where temperatures can rapidly reach 100 degrees and have been recorded even higher.

d. Winds. Prevailing winds are generally from the West. However, winds are experienced from virtually every direction at one time or another, due to topography. Velocities are generally in the 5 – 15 mph range, gusting to 10 – 30 mph, particularly during the summer months. Extreme winds, up to 50 mph, have been known to occur.

e. Summary. The climate (weather patterns) within the Town of San Anselmo is predominantly affected by the marine influence of the Pacific Ocean. During the summer months, the southerly exposed slopes and open fields become dry with seasonal grasses, which present a fuel for the rapid spread of fire. The Northerly slopes are heavily wooded and present a moderate to heavy fuel load with respect to fire danger. These local climatic conditions affect the acceleration, intensity, and size of fire in the community. Times of little or no rainfall, of low humidity and high temperatures create extremely hazardous conditions. Furthermore, winds experienced

in this area can have a tremendous impact upon structure fires of buildings in close proximity to one another and wildland areas. All water storage and supply comes from reservoirs and lakes within the county, and are affected by the climate accordingly.

2. GEOGRAPHICAL and TOPOGRAPHICAL:

a. Geographical Features. The geographical features in and around the Town of San Anselmo are a source of enjoyment for our residents. The hills and valleys give a natural beauty to the area with forested hills and golden yellow meadows leading up to them. These geographic features form the backdrop for the residential and commercial communities and dictate the locations of roadways and building locations. These geographic features also create barriers, which negatively affect accessibility and influence fire behavior during major conflagrations. Many structures (new and old) are constructed of highly combustible material, which offer little resistance to fire and could contribute to the spread of fire. For practical and cost reasons, new structures are built of wood (type V) construction. The potential for conflagration exists with the density of the various specific areas of the Town. The concentrated commercial, as well as residential occupancies, causes concern when considering the “exposure” elements of building to building to grass and brush areas of the Town.

b. Seismic Location. The Town of San Anselmo lies within the recognized seismic zone #4, which is the most dangerous zone. While the area has experienced several significant seismic events, there has been a minimum of damage. The Town sits between two active earthquake faults (San Andreas and Hayward) and numerous potentially active faults. The potential for great damage exists, and must be considered as a real threat to be planned for.

c. Size and Population. The Town of San Anselmo encompasses an area of 2.7 miles with a resident population of approximately 12,400. The Town is served by the Ross Valley Fire Department. Ross Valley Fire has three (3) stations (two of which are in San Anselmo, and one in Fairfax), 33 fire personnel (serving the Town of Fairfax, San Anselmo, Ross and the Sleepy Hollow Fire Protection District), with diverse responsibilities including wildland, urban, and paramedical.

d. Roads and Streets. Several of the heavily populated areas have limited roadways and escape routes. The Town of San Anselmo has numerous narrow, winding roads, some barely passable with modern fire apparatus, causing access problems and extended travel times especially in the older hillside sections of the jurisdiction. The accessibility for fire department apparatus is of concern due to the lack of turnouts and roadway widths which increases response time.

e. Topography. The Department’s service area is a conglomeration of oak plains, hills, valleys and ridges. The flatter lands are found in the center portion of the

service area and approximately half of the residential development is in this area. The other half of the service area with residential development consists of hillsides with slopes ranging from approximately 15-30% and 30+%. These hazardous conditions present an exceptional and continuing fire danger to the residents of the community due to the difficulty of the terrain and topography of the area, much of it consisting of boxed canyons with steep, brush covered slopes; narrow winding streets used by residents of the area and the Fire Department for ingress and egress, steep hills which hinder Fire Department response time; older and inadequate water systems in certain areas of the community; and the location of buildings and structures with relation to these dangerous areas. The water supply for domestic and fire flow systems within this Town are directly affected by the topographical layout of the Town. The supply of water comes from lakes, which are managed by a public utilities district responsible for maintaining an adequate supply. The water distribution system within the Town is very old in some areas served by mains, which are inadequate in size to provide water for fire protection. The valley floor is served by mains which contain an exceptionally large volume of water for fire protection. The Town of San Anselmo has a base elevation of approximately 120 feet and extends to areas in excess of 900 feet above sea level.

f. Vegetation. The Town Council recognizes that the Town of San Anselmo has within its borders and along its boundaries, significant areas of grass, brush and heavily forested lands. In addition, the natural vegetation of the area has been altered by the addition of ornamental trees and shrubs, which are not native and add fuel around the houses and buildings of our community. The south facing exposure is primarily annual grasses, highly flammable brush, with occasional clumps of bay and oak trees in the more sheltered pockets. The north facing slopes are heavily wooded from lower elevations to ridge with oak and bay trees and minor shrubs of the general chaparral class. Expansion of the residential community into areas of heavier vegetation has resulted in homes existing in close proximity to dense natural foliage. Often such dwellings are completely surrounded by highly combustible vegetation compounding the fire problem from a conflagration point of view. Of particular recent notice is the increase in dead down fuel and ladder accumulation directly associated with the sudden oak death syndrome.

g. Summary. The above local geographic and topographic conditions increase the magnitude, exposure, accessibility problems and fire hazards presented to the Fire Department.

Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself.

The valley floor has zones recognized by the Federal Emergency Management Agency as flood zones. During times of intense rainfall, flooding and landslides have occurred which have destroyed structures and threatened lives. Within the past

decade, these events have caused the local government to declare disasters and seek state and federal assistance.

Some of the existing structures in the commercial areas of the Town lack the required firewall separation. These structures cause concern to the Fire Department because of the potential for major conflagration. As these structures are replaced, the exposure potential will be significantly reduced.

Several other variables may tend to intensify an incident, such as, the extent of damage to the water system; the extent of roadway damage and/or amount of debris blocking the roadways; climatic conditions (hot, dry weather with high winds); time of day will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours; and the availability of timely mutual aid or military assistance.

Conclusion: Local climatic, geographic and topographic conditions impact fire prevention efforts, and the frequency, spread, acceleration, intensity, and size of fire involving buildings in this community. Further, they impact potential damage to all structures from earthquake and subsequent fire. Therefore it is found to be reasonably necessary that the California Wildland-Urban Interface Code, International Wildland-Urban Interface Code, and the State Building Standards Code be changed or modified to mitigate the effects of the above conditions.

Furthermore, California Health and Safety Code Section 17958.7 requires that the modification or change be expressly marked and identified as to which each finding refers. Therefore, the Town of San Anselmo finds that the following table provides code sections that have been modified pursuant to Town of San Anselmo Ordinance No. _____ which are building standards as defined in Health and Safety Code Section 18909, and the associated referenced conditions for modification due to local climatic, geological and topographical reasons.

Section Number:	Local climatic, geological and topographical conditions
101.5	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
101.3.1	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
101.6	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
104.2	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
104.7	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
105.2.1	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
110	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
202	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
402.1.1	2a, 2c, 2d, 2e, 2f, 2g
402.2.1	2a, 2c, 2d, 2e, 2f, 2g
402.2.2	2a, 2c, 2d, 2e, 2f, 2g

403.1.2	2a, 2c, 2d, 2e, 2f, 2g
403.1.3	2a, 2c, 2d, 2e, 2f, 2g
403.1.4	2a, 2c, 2d, 2e, 2f, 2g
403.1.6	2a, 2c, 2d, 2e, 2f, 2g
403.1.10	2a, 2c, 2d, 2e, 2f, 2g
403.1.11	2a, 2c, 2d, 2e, 2f, 2g
602.3.1	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
602.3.2	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
603.3	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
603.3.1	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
604.6	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
604.7	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
6.13.1	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
6.13.2	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
6.13.3	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
A104.7.2	1a, 1b, 1c, 1d, 1e, 2a, 2c, 2d, 2e, 2f, 2g
A104.11	1a, 1b, 1c, 1e, 2a, 2d, 2e, 2f
A104.12	1a, 1b, 1c, 1e, 2a, 2d, 2e, 2f
A104.13	1a, 1b, 1c, 1e, 2a, 2d, 2e, 2f

I, the undersigned, hereby certify that the foregoing is a full, true, and complete copy of a resolution duly passed and adopted by the Town Council of the Town of San Anselmo at a regular meeting thereof held on the 10 day of November, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

Town Clerk

Notice of Public Hearing: On November 10, 2025, at a regularly scheduled meeting to be held at 525 San Anselmo Avenue, San Anselmo, CA at 7:00 p.m., in the Council Chambers and via Zoom at the following link: <https://us02web.zoom.us/j/83962018398> the Town Council of the Town of San Anselmo will consider adoption of an ordinance amending Title 3, Chapter 3, Article 10 entitled:

“An Ordinance of the Town of San Anselmo Amending Title 3, Chapter 3, Article 10 Adopting the 2025 California Wildland-Urban Interface Code, and certain portions of the 2024 International Wildland-Urban Interface Code, Prescribing Regulations Governing the Mitigation of Hazard to Life and Property from the Intrusion of Fire From Wildland Exposures, From Adjacent Structures and Prevention of Structure Fire From Spreading to Wildland Fuels in Town of San Anselmo; and Further Providing for the Issuance of Permits and Collection of Fees.”

The proposed ordinance would adopt the 2025 California Wildland-Urban Interface Code and certain portions of the 2024 International Wildland-Urban Interface Code by reference.

A copy of the proposed ordinance and applicable fire codes proposed for incorporation by reference are available for public inspection at: Town of San Anselmo Town Hall, 525 San Anselmo Avenue, San Anselmo, CA 94960 or by request email to: savila@sananselmo.gov.

Written comments may also be submitted to the Town Clerk at Town Hall 525 San Anselmo Avenue, San Anselmo CA 94960 or via eComment by accessing the meeting at: <https://www.sananselmo.gov/1613/Agendas-Meetings>.

If you require special assistance, you may contact the Town Clerk at savila@sananselmo.gov or 415.258.4660.



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.3

MEETING DATE: October 28, 2025

AGENDA TITLE: Introduce and waive first reading of an Ordinance Repealing and Replacing Title 9 of the San Anselmo Building Code to adopt by reference the most recent California Building Standards Code (California Code of Regulations, Title 24), as amended.

FROM: Eric Robbe, Building Official
Bridget Wipfler, Climate Action Coordinator

RECOMMENDATION:

1. That the Town Council make a motion to introduce by title only and waive further reading of the proposed ordinance (Attachment 1); and
 2. That the Town Manager read the title of the attached ordinance repealing and replacing Title 9 of the San Anselmo Municipal Code, as amended; and
 3. That the Town Council make a motion to schedule a public hearing, second reading, and adoption of the Ordinance at the November 10, 2025, Town Council meeting.
-

BACKGROUND

Typically, the Town Council conducts a public hearing to consider proposed ordinances only at the time of introduction and first reading. However, when adopting other codes by reference, such as the building codes, State law requires that the public hearing be held at the second reading and adoption. Here, the public hearing and final adoption of the Ordinance will occur at a future Town Council meeting.

In addition, the Town may amend the State standards if such amendments are reasonably necessary because of climatic, geological, or topographical conditions. These findings can be made here and are set forth in the findings of the proposed Ordinance.

DISCUSSION/ANALYSIS

The proposed Ordinance before the Town Council would adopt 2025 edition of the California Building Standards Code, collectively, the California Code of Regulations Title 24, Parts 1 through 12. Each Part of Title 24 represents a specific technical area of construction regulation. By way of example, Part 2 is the “California Building Code”; Part 3 is the “California Electrical Code”; and Part 4 is the “California Mechanical Code.”

Title 24 is typically updated and published by the State every three years in July and becomes effective the first of January the following year. Here, the Codes will become effective January 1, 2026.

The Town is currently enforcing the 2022 edition of the California Construction Codes, which was adopted in November 2022 and were enforced January 1, 2023. The proposed Ordinance before the Town Council repeals and replaces existing Municipal Code Title 9, Chapter 1, "Construction Codes" with the 2025 State-mandated update to Title 24, as amended.

Local amendments to Title 24 are allowed if the regulations are not less restrictive than the State code, and if the governing body makes the findings that the modifications are necessary based on local climactic, geological, and/or topographical conditions. The current Ordinance contains modifications that are identical to the amendments that the Town adopted for the 2022 version of the Code, along with the findings to support those modifications.

California Building Code Chapter 9, 'Fire Protection and Life Safety Systems', will be deleted from the California Building Code (CBC) adoption. Historically, this chapter has been duplicated in both the CBC and California Fire Code (CFC), even though the provisions contained in this chapter are typically administered by the Ross Valley Fire Department. Furthermore, in past code adoptions, many Fire departments have amended this chapter for local conditions and the building official then duplicated those amendments in the CBC to avoid conflicts. However, in recent editions of the aforementioned codes, the text and format of the two chapters have become different, making duplication of base language and local amendments impractical. Therefore, to eliminate the potential for confusion or conflict between the varying language in the two codes, the building department will defer to the Ross Valley Fire Department and their adoption of Chapter 9 in the Fire Code.

Lastly, in conformance with Health & Safety Code section 17958.7, the local amendments are reasonably necessary because of local climatic, geological and topographical conditions in San Anselmo. Once the Ordinance is adopted by the Town Council, the Ordinance will be filed with the California Building Standards Commission, as required.

Proposed Amendments:

In addition to the Construction Codes that are included in the attached ordinance, the Town previously adopted Green Building Regulations, which appear in Chapter 19 of Title 9 of the Code. The Town's Green Building Reach Code currently requires a "flexible compliance path, or Reach" points-based system allowing homeowners and contractors to select from a comprehensive menu of energy efficiency and electrification measures that are appropriate for the scope of their project. The Town would include two new exceptions to this requirement. Homes built after 1991 and new accessory dwelling units (ADUs) will not be required to comply with the "flexible compliance path". The elimination of federal incentives will make the policy no longer cost-effective for homes built after 1991 and the building codes required homes to be built to a greater quality than earlier

codes. ADUs will be exempt to reduce house cost for new construction and aid toward increasing our housing stock.

ALTERNATIVES

N/A

FISCAL IMPACT

De minimus fiscal impacts for the Town.

GENERAL PLAN CONSISTENCY

The Ordinance amendment is consistent with the Town's General Plan within the following sections:

- D. Issues Objectives and Policies
- M. Conservation and Environmental Policy Guidelines

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of this Ordinance does not require review under the California Environmental Quality Act (CEQA) since it does not constitute a "project" pursuant to CEQA Guidelines section 15378; and under the "common sense" exemption CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that it will have a significant environmental effect. The item is consistent with the Climate Action Plan in the following section:

- E-4 Green Building Reach Code

ATTACHMENT

Attachment 1 – Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF SAN ANSELMO REPEALING AND REPLACING TITLE 9 CHAPTER 1 OF THE SAN ANSELMO MUNICIPAL CODE TO ADOPT BY REFERENCE CALIFORNIA ADMINISTRATIVE CODE, 2025 EDITION, CALIFORNIA BUILDING CODE, 2025 EDITION AND ITS APPENDICES: G, H, I, J, THE CALIFORNIA RESIDENTIAL CODE, 2025 EDITION AND ITS APPENDICES: H, J, K, AND Q, CALIFORNIA ELECTRICAL CODE, 2025 EDITION, CALIFORNIA MECHANICAL CODE, 2025 EDITION, CALIFORNIA PLUMBING CODE, 2025 EDITION, CALIFORNIA ENERGY CODE, 2025 EDITION, CALIFORNIA WILDLAND-URBAN INTERFACE CODE, 2025 EDITION CALIFORNIA HISTORICAL BUILDING CODE, 2025 EDITION, CALIFORNIA GREEN BUILDING STANDARDS CODE, 2025 EDITION, CALIFORNIA EXISTING BUILDING CODE, 2025 EDITION, INTERNATIONAL PROPERTY MAINTENANCE CODE, 2024 EDITION, INTERNATIONAL SWIMMING POOL AND SPA CODE, 2024 EDITION, NATIONAL FIRE PROTECTION ASSOCIATION ("NFPA") 54 AND 58, CALIFORNIA REFERENCED STANDARDS CODE, 2025 EDITION, (CALIFORNIA CODE OF REGULATIONS TITLE 24) AND, CHAPTER 19 (GREEN BUILDING REQUIREMENTS) TO ADOPT THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE TO REFLECT LOCAL CONDITIONS

WHEREAS, green building is a practice of design, construction and maintenance techniques that have been demonstrated to have a significant positive effect on energy, water and resource conservation, waste management and pollution generation and on the health and productivity of building occupants over the life of the building; and

WHEREAS, on August 24, 2010, the Town Council adopted its first green building regulations through Ordinance No. 1076, which was codified in San Anselmo Municipal Code Title 9 (Building Regulations), Chapter 19 (Green Building Requirements); and

WHEREAS, on November 12, 2019, the Town Council adopted by reference the California Construction Codes, including the 2019 California Green Building Standards Code (CALGreen) (Title 24 Part 11); and

WHEREAS, on April 28, 2020, the Town Council adopted Ordinance No. 1145 to repeal and replace San Anselmo Municipal Code Title 9 (Building Regulations), Chapter 19 (Green Building Requirements) to adopt the County of Marin's Green Building Reach Code provisions; and

WHEREAS, on November 15, 2022, the Town Council adopted by reference the California Construction Codes, including the 2022 version of CALGreen pursuant to Ordinance No. 1168, which was codified in San Anselmo Municipal Code Title 9 (Building Regulations); and

WHEREAS, on August 22, 2023, the Town Council adopted Ordinance No. 1181 to repeal and replace Title 9 (Building Regulations) Chapter 19 (Green Building Requirements) to adopt amendments to the California Green Building Standards Code to reflect local conditions; and

WHEREAS, the 2025 California Building Standards Code, California Code of Regulations, Title 24 ("Title 24") has been amended and adopted by the California Building Standards Commission; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7 and 18941.5 establish the authority for a city to adopt and make local amendments and modifications to the building standards in the California Building Standards Code to establish more restrictive building standards than those contained in the California Building Standards Code; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7 and 18941.5 permit a city to make such local amendments and modifications as the city determines are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, California Health and Safety Code Sections 17958, 17958.5, 17958.7 and 18941.5 require a city, before making any amendments and modifications to the California Building Standards Code, make an express finding that such amendments and modifications are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, Government Code Section 50022.2 permits enactment of city ordinances that adopt codes or statutes, including codes of the State of California, by reference; and

WHEREAS, notice of the Ordinance was published in accordance with Government Code Sections 50022.3 and 6066; and that such notice was sufficient to give notice to interested persons of the purpose of the ordinance and the subject matter thereof; and

WHEREAS, The Town of San Anselmo first adopted a green building and energy reach code in 2010 and most recently, in September of 2023, the Town Council adopted an energy and electrification reach code for residential additions and alterations (also known as the Flex Path) that went into effect in March of 2024; and

WHEREAS, The proposed amendments to the Building Code are substantially equivalent to the amendments to the Building Code that were adopted by the Town Council in September of 2023 and that were in effect as of March 2024; and

WHEREAS, the Town Council wishes to maintain Green Building requirements that are well-suited to the Town and promote consistency with Green Building Standards across Marin jurisdictions.

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

SECTION 1. Environmental Review

Adoption of this Ordinance does not require review under the California Environmental Quality Act (CEQA) since it does not constitute a "project" pursuant to CEQA Guidelines section 15378; and is categorically exempt from CEQA under the "common sense" exemption CEQA Guideline section 15061(b)(3) because it can be seen with certainty that there is no possibility that it will have a significant environmental effect.

SECTION 2. The above recitals are true and correct and incorporated herein by reference.

SECTION 3. Findings.

A. The Town Council finds that in order to best protect the health, safety, and welfare of the citizens of the Town of San Anselmo, the standards of building within the Town must conform with State law except where local conditions warrant more restrictive regulations, and therefore the Town of San Anselmo wishes to adopt by reference the 2025 State Construction Standards in California Code of Regulations Title 24, with certain modifications set forth herein.

B. Pursuant to Section 17958.5, 17958.7, and 18941.4 of the California Health and Safety Code, the Town of San Anselmo determines that the following modifications to the 2025 California Construction Standards are reasonably necessary because of local climatic, geological, or topographical conditions that are unique to the Town of San Anselmo as follows:

1. Because of the steep terrain, narrow roads, close proximity to the San Andreas and Hayward seismic faults, and the potential and historically regular flooding of the San Anselmo Creek, unique conditions exist that require special consideration whenever construction is proposed within the Town. Additionally, due to the high temperatures, humidity, rainfall, wind, and restricted accessibility by fire apparatus, and the lack of water supply for domestic use and fire suppression, there are hazards within the Town that require solutions in addition to those specified within the various construction codes.
2. A large portion of the Town is located within FEMA Flood Zone A and historically has sustained significant damage due to rain runoff and the water from the San Anselmo Creek overflowing its banks.
3. The Town is designated as within Seismic Design Categories D, E, and F and is located in close proximity to the San Andreas and Hayward seismic faults indicated by the U.S. Geological Survey and California Division of Mines and Geology.
4. The Town includes many areas of hills and steep terrain, which are susceptible to earth sliding due to both uncontrolled storm water drainage, rain events, and geology.
5. The Town is densely populated with virtually all structures constructed of wood framing and most with combustible exterior materials.

6. Many buildings were erected prior to the enactment of modern zoning and building codes with the result that many are located with little to no property setbacks, which can negatively affect the provision of fire protection services at those locations.
7. The steep terrain and hilly topography of most of the Town, combined with the narrow roads, adversely impact the fire department's ability to respond to emergency situations.
8. The water pressure and supply available for fire suppression is limited in the hilly areas of the Town.

SECTION 4. Repeal and Replace. Title 9, Chapter 1. San Anselmo Municipal Code Title 9, Chapter 1 is hereby repealed and replaced with the following in its entirety.

Chapter 1 CONSTRUCTION CODES

Article 1. Construction Codes

Section 9-1.101 Adoption of Construction Codes

The following parts of Title 24, California Code of Regulations are adopted by reference as Construction Codes for the Town of San Anselmo, including the amendments noted in this Article.

- (a) 2025 edition of the California Administrative Code.
- (b) 2025 edition of the California Building Code (CBC) (Title 24 Part 1 and 2) based upon the 2024 International Building Code (IBC) including Appendix G, Flood-Resistant Construction; Appendix H, Signs; Appendix I, Patio Covers; Appendix J, Grading.
- (c) 2025 edition of the California Existing Building Code, California Code of Regulations, (Title 24, Part 10) based upon International Existing Building Code 2024.
- (d) 2025 edition of the California Residential Building Code (CRC) (Title 24 Part 2.5) based upon the 2024 International Residential Code including Appendix H, Patio Covers; Appendix J, Existing Buildings and Structures; Appendix K, Sound Transmission; Appendix Q, Tiny Houses.
- (e) 2025 edition of the California Electrical Code (CEC) (Title 24 Part 3) based upon the NFPA 70, 2024 National Electrical Code (NEC).
- (f) 2025 edition of the California Mechanical Code (CMC) (Title 24 Part 4) based upon the 2024 Uniform Mechanical Code (UMC).
- (g) 2025 edition of the California Plumbing Code (CPC) (Title 24 Part 5) based upon the 2024 Uniform Plumbing Code (UPC).
- (h) 2025 edition of the California Energy Code (CEC) (Title 24 Part 6).
- (i) 2025 California Wildland-Urban Interface Code (WUI) (Title 24 Part 7).
- (j) 2025 California Historical Building Code (Title 24 Part 8).
- (k) 2025 California Green Building Standards Code (CAL Green) (Title 24 Part 11).
- (l) 2025 International Property Maintenance Code (IPMC).
- (m) 2024 International Swimming Pool and Spa Code (ISSPS).
- (n) National Fire Protection Association ("NFPA") 54 and 58.

A copy of each of these documents is maintained in the office of the Building Official.

Article 2. Amendments (Please note that sections 9-1.201 through 9-1.213 are carried over from the existing Municipal Code.)

9-1.202 Non-metallic Cable (CEC 334).

Non-metallic electric cable (Type NM, NMC, NMS) is not allowed in electrical wiring in non-residential applications.

9-1.203 Swimming Pools, Spas and Hot Tubs (CBC 3109)(CRC Appendix AX).

Design and construction must adhere to the most stringent requirements of California Building Code Section 3109, California Residential Code Appendix AX, International Swimming Pool and Spa Code 2024 edition and California Health & Safety Code Section 115921. Barriers enclosing a swimming pool must be at least 5' tall. Before water is placed in a pool for any reason, including the curing of the pool walls, a barrier at least 5' tall conforming to the requirements of CBC Section 3109 must be in place or a pool cover complying with ASTM F1346 must be installed and operational.

9-1.204 Garage/Carport Ceiling Height (CBC 1208)(CRC R305).

Private garages and carports shall have a clear ceiling height of not less than 7'.

9-1.205 Size of Doors (CBC 1010.1.1)(CRC R311).

Except for access to a storage room or closet, all doors must be at least 6'-8" (80") high. Required exit doors must be side-hinged, swing type.

9-1.206 Roofing (CBC 1505)(CRC R902).

For all new structures and any addition that exceeds 50% of the original area, the new roof must be covered with a Class A Roofing Assembly. A noncombustible roof may be applied in accordance with the manufacturer's requirements in lieu of a fire-retardant roofing assembly.

Existing buildings that have 50 percent or more of the roof surface replaced within a five-year period are required to totally replace the roof with a Class A roof assembly or be fire resistive by other provisions of this code.

9-1.207 Permit and Application Expiration (CBC 105.5)(CRC R105.3.2), (CPC 104.3.3) (CMC 104.3.3).

The permit application process must be completed and a permit issued within one year of application submittal. If a permit is not issued one year of the application date the application shall expire. The building official may extend the permit application one time for a period of 180 days. The request must be in writing before the application has expired and demonstrate the circumstances beyond the applicant's control that delayed the application. In order to renew action on an expired application, the applicant shall submit new plans and pay a new plan review fee.

Building permits are valid provided work has commenced within 180 days after the permit is issued and a building department inspection has been completed. If 180 days pass and no inspection by the building department has taken place the permit shall expire. The building official may extend the expired permit one time for up to 180 days if the applicant makes a written request before the expiration date demonstrating circumstances beyond the applicant's control for the delay in the progression of the work. If a permit expires, work may not resume until a new permit is obtained. If the period of expiration is greater than 180 days, no changes are made to the plans and the original plans and specifications may be utilized, the applicant shall pay half the required amount of the building fee. If there are changes to the plans and or specifications, the applicant must pay the full amount.

9-1.208 Fee Refunds (CBC 109.6)(CRC R108.5)(CPC 104.5.3)(CMC 104.5.3).

The building official may authorize refunding of any fee paid which was erroneously paid or collected. The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application is withdrawn or canceled before any plan review is done. The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee and not later than 180 days after the date of fee payment.

9-1.209 Radiant barriers.

When reroofing causes more than fifty (50%) percent of the roof sheathing to be removed, a radiant barrier (reflective insulation) shall be installed in conjunction with the reroofing project.

9-1.210 Hot water piping insulation.

When hot water pipes are exposed by removal of wall surfaces insulation shall be installed having a minimum thickness of one (1") inch for pipe diameter of two (2") inches or less and having a minimum thickness of one and one-half (1.5") inches for pipe diameter exceeding two (2") inches.

9-1.211 Automatic Fire Sprinkler Systems (CRC R313.1 and R313.2).

Automatic sprinkler systems shall be required in one- and two-family dwellings and townhouses where the structure is undergoing a substantial improvement as defined in CBC Chapter 2 and/or if so determined by the RVFD.

9-1.212 Exterior Fire Resistive Construction.

Sections 701A.1 and 701A.3 of Chapter 7A of the 2025 California Building Code (Title 24, Part 2, Volume 1), and the 2025 California Wildland-Urban Interface Code (Title 24, Part 7), California Code of Regulations are hereby amended to read as follows:

701A.1 and the 2025 California Wildland-Urban Interface Code Scope. This chapter applies to building materials, systems and/or assemblies used in the exterior design and construction of new buildings, additions, repairs, and exterior alterations located within a Wildland Urban Interface Fire Area as defined in sections 702A and CWUIC.

701A.3 and CWUIC Application. New buildings, additions, repairs, and exterior alterations to buildings located in any Fire Hazard Severity Zone or any Wildland Urban Interface Fire Area designated by the enforcing agency constructed after the application date shall comply with the provisions of this chapter.

Exceptions:

1. Buildings of an accessory character and not exceeding 120 square feet in floor area, when located at least 30 feet from an applicable building.
2. Buildings of an accessory character classified as a Group U occupancy of any size located at least 50 feet from an applicable building.
3. Buildings classified as a Group U Agricultural Building, as defined in CBC Section 202 and CWUIC when located at least 50 feet from an applicable building.

Section 707A.3.2 is hereby added to Chapter 7A of the 2025 California Building Code (Title 24, Part 2, Volume 1) to read as follows:

When more than fifty percent (50%) of exterior wall covering on one face of a structure is repaired or replaced within a twelve (12) month period, the entire face of exterior wall covering shall comply with Section 707A.3. And when more than fifty percent (50%) of exterior wall coverings of an existing structure are repaired or replaced within a thirty-six (36) month period, the entire exterior wall coverings shall comply with Section 707A.3 Exceptions may be granted by the Building Official when alternate means of protection are installed as approved by the Fire Official and/or Building Official.

Section R337.7.3.2 is hereby added to the 2025 California Wildland-Urban Interface Code (Title 24, Part 7), to read as follows:

When more than fifty percent (50%) of exterior wall covering on one face of a structure is repaired or replaced within a twelve (12) month period, the entire face of exterior wall covering shall comply with Section R337.7 When more than fifty percent (50%) of exterior wall coverings of an existing structure are repaired or replaced within a thirty-six (36) month period, the entire exterior wall coverings shall comply with Section R337.7 Exceptions may be granted by the Building Official when alternate means of protection are installed as approved by the Fire Official and/or Building Official.

9-1.213 Outside opening protection Section R325.5 Outside opening protection of the 2025 California Residential Code, California Code of Regulations are hereby amended to read as follows:

Openings shall be protected against local weather conditions. Outdoor air exhaust and intake openings shall meet the provisions for exterior wall opening protectives in accordance with this code. Air exhaust and intake openings that terminate outdoors shall be protected with corrosion-resistant screens, louvers or grilles.

1. Vents shall be listed to ASTM E2886 and comply with all of the following:
 1. There shall be no flaming ignition of the cotton material during the Ember Intrusion Test.
 2. There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test.
 3. The maximum temperature of the unexposed side of the vent shall not exceed 662°F (350°C).
2. Vents shall comply with all of the following:
 - 2.1. The dimensions of the openings therein shall be a minimum of $\frac{1}{16}$ inch (1.6 mm) and shall not exceed $\frac{1}{8}$ inch (3.2 mm).
 - 2.2. The materials used shall be noncombustible. **Exception:** Vents located under the roof covering, along the ridge of roofs, with the exposed surface of the vent covered by noncombustible wire mesh, may be of combustible materials.
 - 2.3. The materials used shall be corrosion resistant.

Article 3. Construction Work Hours (Please note that sections 9-1.301 and 9-1.302 are carried over from the existing Municipal Code.)

9-1.301 - Bald Hill work hours.

(a) Construction, demolition, and the operation of miscellaneous noise sources such as vehicle back-up alarms, power saws, and other similar noise sources are allowed during the following times: 8:00 a.m. to 4:30 p.m. Monday through Friday.

No work is allowed on Bald Hill on weekends or holidays observed by the town.

Heavy Construction Truck Trips are restricted to occur only between 10:00 a.m. and 3:00 p.m. Monday through Friday (no holidays). Heavy construction truck trips include, but are not limited to, concrete trucks, dump trucks (ten (10) yards or greater), backhoes, graders, pile drivers, and flatbed delivery trucks.

The Public Works Director can authorize construction beyond these hours and days upon written request, including interior work and other work tasks the Director deems appropriate. Exceptions granted by the Public Works Director include any single activity that will necessitate the use of a heavy construction vehicle beyond the 10:00 a.m. to 3:00 p.m. time period. Any exceptions granted by the Public Works Director regarding heavy construction truck trips will require notification of residents at least twenty-four (24) hours in advance. Such notification shall be the responsibility of the applicants. Furthermore, all construction equipment shall be adequately muffled and maintained.

9-1.302 - All other work hours.

(a) Construction, demolition, and the operation of miscellaneous noise sources such as vehicle back-up alarms, power saws and other similar noise sources are allowed during the following times:

Monday through Fridays from 7:00 a.m. to 8:00 a.m. quiet work only unless authorized by the Public Works Director or his designee and from 8:00 a.m. to 7:00 p.m.;

Saturdays from 9:00 a.m. to 5:00 p.m.;

Sundays from 12:00 p.m. to 5:00 p.m.

Work hours may be extended until 8:00 p.m. for homeowners or residents working alone on their own property.

Article 5. Violations, Penalties

9-1.501 Violations, Penalties

(a) Stop work orders/work without permits or other actions in violation of this Code. For work performed in violation of this Code, an investigation/penalty fee shall be assessed up to five (5) times the construction permit fee. The minimum penalty fee for a permit shall be five hundred (\$500) dollars. This also applies to revisions, alterations, or changes on an authorized project where the work done is not within the scope of the originally authorized permit. The fee shall be due whether a permit is issued or not. Additional penalties may be assessed in the event of repeated violations.

(b) No new construction permits shall be issued for work on a property unless all existing violations and expired permits issued for work on such property are cleared by abatement, issuance, or reinstatement of a permit.

(c) The penalties imposed in this section are in addition to any penalties that may be imposed pursuant to other provisions of this Code.

Article 6. - Public Nuisances

9-1.601 - Public nuisances.

(a) Any work commenced or continued in violation of this chapter shall be, and is hereby declared, unlawful and a public nuisance.

(b) A building or structure in a state of partial construction for an unreasonable period of time is a nuisance.

SECTION 4. Repeal and Replace Title 9 (Building Regulations) Chapter 19 (Green Building Requirements) is hereby repealed and replaced with the following in its entirety:

Chapter 19 GREEN BUILDING REQUIREMENTS

9-19.010 Purpose.

The purpose of this chapter is to meet or exceed all applicable mandatory measures of the 2025 California Green Building Standards Code (known as California Code of Regulations, Part 11 of Title 24, Part 11) and 2025 California Energy Code (Title 24, Part 6) and to enhance the long-term public health and welfare by contributing to the overall reduction of greenhouse gas emissions and improving the environmental and economic health of the Town through the efficient design, construction, operation, maintenance and deconstruction of buildings and site development by incorporating green building practices and materials. The green building and energy provisions referenced in this chapter are designed to achieve the following objectives in San Anselmo:

- (1) Increase energy efficiency in buildings;
- (2) Reduce consumption of fossil fuels;
- (3) Encourage water and resource conservation;
- (4) Reduce waste generated by construction projects;
- (5) Reduce long-term building operating and maintenance costs;
- (6) Improve indoor air quality and occupant health;
- (7) Contribute to meeting state and local commitments to reduce greenhouse gas emissions; and
- (8) Satisfy all applicable mandatory measures of the 2022-2025 California Green Building Standards Code (Title 24, Part 11) of the California Code of Regulations.

9-19.015 Applicability.

The provisions of this chapter shall apply to all construction or development projects defined below as a "covered project."

9-19.020 Definitions.

For the purposes of interpreting this chapter and the associated standards for compliance, the following terms are defined as follows. When the definitions below differ from those contained elsewhere in this title, the provisions of this chapter shall apply. These definitions are additional to those outlined in Chapter 2 of the CALGreen Code.

- (1) "2022-2025 California Energy Code" refers to the requirements outlined in the 2022-2025 edition of the California Energy Code known as California Code of Regulations, Part 6 of Title 24.
- (2) "All-electric building" or "All-electric design" means a building or plans for a building that uses a permanent supply of electricity as the source of energy for all space heating (including but

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- not limited to fireplaces), water heating (including but not limited to pools and spas), cooking appliances (including but not limited to barbecues), and clothes drying appliances, and has no natural gas or propane plumbing installed in the building or within the property lines. An all-electric building may also include solar thermal collectors.
- (3) "Accessory Dwelling Unit (ADU)" means a residential unit that meets the definition of an accessory dwelling unit as outlined in Section 10-6.102 all of the regulations outlined in Title 10, Chapter 6, Accessory Dwelling Units of the San Anselmo Municipal Code and as set forth in California Government Code sections 65852.2 and 65852.22., Title 10, Chapter 6. This states that "an attached or detached residential dwelling unit that provides complete independent living facilities for one (1) or more persons and is located on the same lot as the proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling unit also includes an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code, and a manufactured home, as defined in Section 18007 of the Health and Safety Code." For purposes of this subchapter, ADU also covers Junior ADUs and detached or attached ADUs.
- (4) "Automatic Load Management System (ALMS)" means a control system designed to manage load across one (1) or more electric vehicle supply equipment (EVSE), circuits, panels, and to share electrical capacity and/or automatically manage power at each connection point. ALMS systems shall be designed to deliver no less than 3.3 kVa (208/240 volt, 16-ampere) to each EV capable, EV ready or EVCS space served by the ALMS, and meet the requirements of California Electrical Code Article 625. The connected amperage to the building site for the EV charging infrastructure shall not be lower than the required connected amperage per California Green Building Standards Code, Title 24, Part 11.
- (45) "CALGreen" refers to the California Green Building Standards Code, as included in Title 24, Part 11 of the California Code of Regulations.
- (56) "CALGreen mandatory" means those measures that are required under Title 24, Part 11. Residential mandatory measures are contained in CALGreen Chapter 4. Nonresidential mandatory measures are contained in CALGreen Chapter 5.
- (67) "CALGreen Tier 1" refers to required pre-requisite and elective measures in addition to the CALGreen mandatory measures, as outlined in CALGreen Appendix A4.6021.4 for residential projects and CALGreen Appendix A5.601.2 for nonresidential projects.
- (8) "Commercial kitchen" means non-retail food facility devoted to the commercial preparation, production, and cooking of food and beverages for on-site or off-site consumption.
- (79) "Conductor ready" means adding 10 gauge 4 wire for any laundry room remodel for future appliance electric upgrades and/or adding 8 gauge 4 wire for any kitchen remodel for future appliance electric upgrades.
- (10) "Cooking equipment" means equipment intended for commercial use, including ovens, ranges, and cooking appliances for use in a commercial kitchen and restaurant where food is dispensed.
- (811) "Covered project(s)" means a development project provided below as set forth by the standards for compliance outlined in Section 9-19.050 of the San Anselmo Municipal Code, Table 1, 2, or 3 for which one (1) or more building permits are required:
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- (i) All residential and nonresidential new construction buildings as defined below in Section 9-19.020 (28); and/or
 - (ii) Additions or alterations to an existing single-family residential building, except for any projects less than ~~500 hundred square feet or~~ seven hundred and fifty (750) square feet. Conductor ready required for laundry room and kitchen remodels regardless of remodel size;
 - (iii) Substantial improvements to an existing single-family residential building.
- ~~(12) "Direct current fast charging (DCFC)" means a parking space provided with electrical infrastructure that meets the following conditions:~~
- ~~(i) A minimum of 48 kVa (480 volt, 100 ampere) capacity wiring.~~
 - ~~(ii) Electric vehicle supply equipment (EVSE) located within three (3) feet of the parking space providing a minimum capacity of 80 ampere.~~
- ~~(13) "Electric vehicle (EV) capable space" means a vehicle space with electrical panel space and load capacity to support a branch circuit and necessary raceways, both underground and/or surface mounted, to support EV charging.~~
- ~~(14) "Electric vehicle (EV) ready space" means a vehicle space which is provided with a branch circuit; any necessary raceways, both underground and/or surface mounted, to support EV charging, terminating in a receptacle or a charger.~~
- ~~(15) "Electric vehicle charging space (EV Space)" means a space intended for future installation of EV charging equipment and charging of electric vehicles.~~
- ~~(16) "Electric vehicle charging station (EVCS)" means a parking space that includes installation of electric vehicle supply equipment (EVSE) at an EV ready space. An EVCS space may be used to satisfy EV ready space requirements. EVSE shall be installed in accordance with the California Electrical Code, Article 625.~~
- ~~(17) "Level 1 (L1) EV ready" means a parking space that is served by a complete electric circuit with the following requirements:~~
- ~~(i) A minimum of 2.2 kVa (110/120 volt, 20 ampere) capacity wiring.~~
 - ~~(ii) A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16 ampere.~~
 - ~~(iii) Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40 ampere) at each parking space.~~
- ~~(18) "Level 2 (L2) EV ready" means a parking space that is served by a complete electric circuit with the following requirements:~~
- ~~(i) A minimum of 8.3 kVa (208/240 volt, 40 ampere) capacity wiring.~~
 - ~~(ii) A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 30 ampere.~~
- ~~(19) "Electric vehicle supply equipment (EVSE)" means the conductors, including the undergrounded, grounded and equipment grounding conductors and the electric vehicle~~
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connectors, attachment plugs, and all other fittings, devices, power outlets or apparatus installed for the purpose of transferring energy between the premises wiring and the electric vehicle.

- (20) ~~"Essential services building" means a facility as defined by the California Health and Safety Code section 16007, as amended from time to time. For purposes of this chapter, essential services buildings are publicly owned and/or publicly operated buildings whose purpose is to safeguard the public health and safety. Essential services buildings generally exclude privately owned residences and/or commercial buildings; except that, privately owned commercial buildings may qualify as essential services buildings to the extent they are publicly operated to safeguard the public health and safety.~~
- (21) ~~"Food service establishment" means any new construction building with construction plans for a commercial kitchen or cooking equipment.~~
- (22) ~~"Industrial process heat" shall be defined as a process or manufacturing equipment for which sustained temperatures typically in excess of three hundred fifty (350) degrees Fahrenheit are required and demonstrably not achievable with commercial electric equipment.~~
- (23) ~~"Low Power Level 2 electric vehicle charging receptacle" means a parking space that is served by a complete electric circuit with the following requirements:~~
- ~~(i) A minimum of 4.1 kVa (208/240 volt, 20-ampere) capacity wiring.~~
 - ~~(ii) A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.~~
 - ~~(iii) Conduit oversized to accommodate future level 2 EV Ready (208/240-volt, 40-ampere) at each parking space.~~
- (924) ~~"Mixed-fuel" means a building or unit in a building that is plumbed for the use of natural gas or propane as fuel for space heating, water heating, cooking or clothes drying appliances or has gas plumbing within a building or within the property lines of the premises connected to a gas meter or propane tank.~~
- (25) ~~"Modified parking lot" shall be those for which paving material and curbing is removed.~~
- (1026) "Natural gas" has the same meaning as "Fuel Gas" as defined in the California Plumbing Code and Mechanical Code.
- (27) ~~"Natural gas infrastructure" means fuel gas piping, other than service pipe, in or in connection with a building, structure or within the property lines of premises, extending from the point of delivery at the meter, service meter assembly, outlet of the service regulator, service shutoff valve, or final pressure regulator, whichever is applicable, as specified in the California Mechanical Code and Plumbing Code.~~
- (1128) "Newly constructed" means a building that has never before been used or occupied for any purpose. Also means "newly constructed" as defined in the California Building Code ~~2022~~2025.
- (1229) "Qualified green building rater" means an individual who has been trained and certified as a CALGreen inspector, LEED AP w/a specialty, GreenPoint rater, PHIUS consultant, or has similar qualifications and certifications if acceptable to the Chief Building Official.

(1330) "Single-family" means a building designed for and/or occupied exclusively by one (1) family. It is used herein to describe one and two-family dwellings and townhouses with attached private garages. It also includes factory-built, modular housing units, constructed in compliance with the California Building Code.

(1431) "Substantial improvement" means any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds fifty (50%) percent of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the Building Official and that are the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

9-19.030 Requirements for additions and alterations - Local amendments to ~~2022-2025~~ California Energy Code.

Pursuant to Section 9-1.101(h) of the San Anselmo Municipal Code, the Town has adopted the ~~2022-2025~~ edition of the California Energy Code known as California Code of Regulations, Part 6 of Title 24 with additions, and deletions as provided in this subchapter.

The provisions of this subchapter shall constitute local amendments to the cross-referenced provisions of the ~~2022-2025~~ California Energy Code and shall be deemed to replace the cross-referenced sections of said Code with the respective provisions set forth in this subchapter.

The California Energy Code, Title 24, Part 6, is hereby amended as underlined and struck through:

Section 100.0 of Subchapter 1 of the ~~2022-2025~~ California Energy Code is modified to add new section (i) as follows:

- (i) Single-Family Building Remodel Energy Reach Code - Purpose and Intent. In addition to all requirements of the California Energy Code applicable to existing single-family building additions and alterations, the energy efficiency and renewable energy measures specified in Section 150.0(w) shall be required for covered projects of mixed-fuel buildings.

Section 100.1(b) is modified by adding the following definitions:

"All-electric building" or "All-electric design" as defined in Section 9-19.020 (2) of the San Anselmo Municipal Code.

"Covered project(s)" as defined in Section 9-19.020 (~~811~~), of the San Anselmo Municipal Code.

"Mixed-fuel" building as defined in Section 9-19.020 (~~924~~), of the San Anselmo Municipal Code.

Section 150.0 Single-Family Residential Buildings - Mandatory Features and Devices, first two (2) paragraphs, are modified to read as follows:

Existing single-family residential buildings shall comply with the applicable requirements of Sections 150(a) through 150.0(v), and covered existing single-family projects, other than projects

identified as all-electric construction for new residential buildings in Section 9-24.01 et seq. of the San Anselmo Municipal Code, shall comply with the applicable requirements of Section 150.0(w).

NOTE: The requirements of Sections 150.0(a) through 150.0(v) apply to new construction. Sections 150.2(a) and 150.2(b) specify which requirements of Sections 150.0(a) through 150.0(v) also apply to additions or alterations, with the exception that covered existing single-family projects, other than projects identified as all-electric construction for new residential buildings in Section 9-24.01 et seq. of the San Anselmo Municipal Code, shall also be required to comply with Section 150.0(w).

A new Section (w), is added to Section 150.0 as follows:

(w) Requirements for a covered project are outlined by project type in Table 1 of Section 9-19.050 of the San Anselmo Municipal Code. A covered existing single-family project, as defined in Section 9-19.020 (811)(ii) of the San Anselmo Municipal Code, that includes an electrical panel upgrade, a kitchen remodel or a laundry room remodel shall comply with the requirements for Measure ER2 in Table 2 of Section 9-19.050 of the San Anselmo Municipal Code. In addition, a covered existing single-family project in a building originally permitted for construction on or before December 31, 1991 shall install a set of measures from the Measure Menu in Table 2 of Section 9-19.050 of the San Anselmo Municipal Code, to achieve a total measure point score that is equal to or greater than the target score in said table and shall conform to the List of Measure Specifications in Table 3 of Section 9-19.050 of the San Anselmo Municipal Code, except as otherwise described below:

(i) Projects identified as all-electric construction for new residential buildings in Section 9-24.01 et seq. of the San Anselmo Municipal Code.

(ii) Projects less than ~~500 hundred sf~~ or seven hundred and fifty (750) square feet that are not considered substantial improvements. Square footage associated with the creation of a new ADU or JADU will not be included in the calculation of project square footage.

(iii) Substantial improvements to an existing single-family residential building.

~~(iii) Projects that are limited solely to a newly created attached Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Unit (JADU) as defined in Section 9-19.020 (3), San Anselmo Municipal Code. A newly created ADU and JADU shall include either additions or conversions of existing space.~~

(iv) Mobile homes, manufactured housing, or factory-built housing as defined in Division 13 of the California Health and Safety 12 Code (commencing with Section 17000 of the Health and Safety Code).

(v) If due to conditions specific to the project, it is technically or economically infeasible to achieve compliance, the Chief Building Official may reduce the target score and/or waive some or all of the mandatory requirements.

(vi) If the applicant demonstrates that the energy budget of the proposed building, as calculated under Section 150.1(b), would be less than or equal to the energy budget of the building if it otherwise complied with this Section, 150.0(w).

(vii) A resident owner or occupant demonstrates that they qualify for the California Alternative Rates for Energy (CARE) or Family Electric Rate Assistance (FERA) program may comply by installing, to the specifications in Table 3 of Section 9-19.050 of the San Anselmo Municipal Code the following:

(a) E1: Lighting Measures; and

(b) E2: Water Heating Package.

In addition, all mandatory measures listed in Table 2 of Section 9-19.050 of the San Anselmo Municipal Code shall be installed.

~~9-19.040 Requirements for electric vehicle infrastructure – Local amendments to 2022 2025 CALGreen California Green Building Standards Code.~~

~~Pursuant to Section 9-1.101(j) of the San Anselmo Municipal Code, the Town has adopted the 2022 2025 edition of the California Green Building Standards Code known as California Code of Regulations, Part 11 of Title 24 (herein referred to as CALGreen Code), including Division A4.6 for Tier 1 with additions, and deletions as provided in this subchapter. Requirements are outlined by project type in Table 1 of Section 9-19.050 of the San Anselmo Municipal Code.~~

~~The provisions of this subchapter shall constitute local amendments to the cross-referenced provisions of the 2022 2025 CALGreen Code and shall be deemed to replace the cross-referenced sections of said code with the respective provisions set forth in this subchapter.~~

~~Section 202 of Chapter 2 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:~~

~~Automatic Load Management System (ALMS). A control system designed to manage load across one (1) or more electric vehicle supply equipment (EVSE), circuits, panels and to share electrical capacity and/or automatically manage power at each connection point. ALMS systems shall be designed to deliver no less than 3.3 kVa (208/240 volt, 16-ampere) to each EV capable, EV ready or EVCS space served by the ALMS, and meet the requirements of California Electrical Code Article 625. The connected amperage to the building site for the EV charging infrastructure shall not be lower than the required connected amperage per California Green Building Standards Code, Title 24 Part 11.~~

~~Direct current fast charging (DCFC). A parking space provided with electrical infrastructure that meets the following conditions:~~

- ~~i. A minimum of 48 kVa (480-volt, 100-ampere) capacity wiring.~~
- ~~ii. Electric vehicle supply equipment (EVSE) located within three (3) feet of the parking space providing a minimum capacity of 80-ampere.~~

~~Electric vehicle charging station (EVCS). A parking space that includes installation of electric vehicle supply equipment (EVSE) at an EV ready space. An EVCS space may be used to satisfy EV ready space requirements. EVSE shall be installed in accordance with the California Electrical Code, Article 625.~~

~~Electric Vehicle (EV) ready space. [HCD] A vehicle space which is provided with a branch circuit; any necessary raceways, both underground and/or surface mounted; to accommodate EV charging, terminating in a receptacle or a charger.~~

~~Electric Vehicle (EV) capable space. A vehicle space with electrical panel space and load capacity to support a branch circuit and necessary raceways, both underground and/or surface mounted, to support EV charging.~~

~~Level 2 (L2) EV-capable. A parking space provided with electrical infrastructure that meets the following requirements:~~

i. Conduit that links a listed electrical panel with sufficient capacity to a junction box or receptacle located within three (3) feet of the parking space.

ii. The conduit shall be designed to accommodate at least 8.3 kVa (208/240 volt, 40-ampere) per parking space. Conduit shall have a minimum nominal trade size of one (1) inch inside diameter and may be sized for multiple circuits as allowed by the California Electrical Code. Conduit shall be installed at a minimum in spaces that will be inaccessible after construction, either trenched underground or where penetrations to walls, floors, or other partitions would otherwise be required for future installation of branch circuits, and such additional elements deemed necessary by the Building Official. Construction documents shall indicate future completion of conduit from the panel to the parking space, via the installed inaccessible conduit.

iii. The electrical panel shall reserve a space for a 40-ampere overcurrent protective device space(s) for EV charging, labeled in the panel directory as "EV CAPABLE."

iv. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40-amperes.

v. The parking space shall contain signage with at least a twelve (12) inches font adjacent to the parking space indicating the space is EV capable.

Level 1 (L1) EV ready. A parking space that is served by a complete electric circuit with the following requirements:

i. A minimum of 2.2 kVa (110/120 volt, 20-ampere) capacity wiring.

ii. A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.

iii. Conduit oversized to accommodate future Level 2 EV Ready (208/240 volt, 40-ampere) at each parking space.

Level 2 (L2) EV Ready. A parking space that is served by a complete electric circuit with the following requirements:

i. A minimum of 8.3 kVa (208/240 volt, 40-ampere) capacity wiring.

ii. A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 30-ampere.

Low Power Level 2 (L2) EV Ready. A parking space that is served by a complete electric circuit with the following requirements:

i. A minimum of 4.1 kVa (208/240 Volt, 20-ampere) capacity wiring.

ii. A receptacle labeled "Electric Vehicle Outlet" or electric vehicle supply equipment located within three (3) feet of the parking space. If EVSE is provided the minimum capacity of the EVSE shall be 16-ampere.

iii. Conduit oversized to accommodate future Level 2 EV ready (208/240 volt, 40-ampere) at each parking space.

Off-street loading spaces. [BSC-CG, DSA-SS] An area, other than a public street, public way, or other property (and exclusive of off-street parking spaces), permanently reserved or set aside for the

loading or unloading of motor vehicles, including ways of ingress and egress and maneuvering areas. Whenever the term "loading space" is used, it shall, unless the context clearly requires otherwise, be construed as meaning off-street loading space. This excludes designated passenger loading/unloading.

Section 301.1 of Chapter 3 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:

~~301.1 Scope. Buildings shall be designed to comply with applicable requirements of San Anselmo Green Building Requirements beginning at Section 9-19.010, San Anselmo Municipal Code, and shall also include the green building measures specified as mandatory in the application checklists contained in this code.~~

Section 301.1.1 of Chapter 3 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:

~~301.1.1 Additions and alterations [HCD]. The mandatory provisions of Chapter 4 shall be applied to additions and alterations of existing residential buildings, in accordance with applicable requirements of San Anselmo Green Building Requirements beginning at Section 9-19.010, San Anselmo Municipal Code. The requirements shall apply only to and/or within the specific area of the addition or alteration.~~

~~The mandatory provisions of Section 4.106.4.21.1 may apply to additions or alterations of existing parking facilities or the addition of new parking facilities or the addition of new parking facilities serving existing multifamily buildings. See Section 4.106.4.1.2 for application.~~

~~NOTE: Repairs including, but not limited to, resurfacing, restriping, and repairing or maintaining existing lighting fixtures are not considered alterations for the purpose of this section.~~

Section 301.3 of Chapter 3 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:

~~301.3 Nonresidential additions and alterations [BSC-CG]. The provisions of individual sections of Chapter 5 apply to new construction and building additions and alterations (for occupancies within the authority of California Building Standards Commission). Code sections relative to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work.~~

Section 4.106.4 of Chapter 4 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:

~~4.106.4 Electric vehicle (EV) charging for residential construction shall comply with Section 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (zero emission vehicle signs and pavement markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.~~

~~Exceptions:~~

~~1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one (1) or more of the following conditions:~~

~~1.1. Where there is no local utility power supply or the local utility is unable to supply adequate power.~~

~~1.2. Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4, may adversely impact the construction cost of the project.~~

~~2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities and without electrical panel upgrade or new panel installation. Detached ADUs, attached ADUs, and JADUs without additional parking but with electrical panel upgrades or new panels must have reserved breakers and electrical capacity according to the requirements of A4.106.8.1.~~

~~3. Multifamily building projects that have approved entitlements before the code effective date.~~

~~4. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.~~

~~4.106.4.21 Multifamily dwellings, with parking facilities. Requirements apply to parking spaces that are assigned or leased to individual dwelling units, as well as unassigned residential parking. Visitor or common area parking is not included.~~

~~4.106.4.2.21.1 New construction. Fifteen percent (15%) of dwelling units with parking spaces shall be EVCS with Level 2 EV ready. ALMS shall be permitted to reduce load when multiple vehicles are charging. Eighty five percent (85%) of dwelling units with parking spaces shall be provided with a Low Power Level 2 EV ready space. EV ready spaces and EVCS in multifamily developments shall comply with California Building Code, Chapter 11A, Section 1109A. EVCS shall comply with the accessibility provisions for EV chargers in the California Building Code, Chapter 11B.~~

~~NOTE: The total number of EV spaces should be one hundred percent (100%) of dwelling units or one hundred percent (100%) of parking spaces, whichever is less.~~

~~4.106.4.1.2 Additions and alterations of existing buildings.~~

~~1. When parking facilities upgrade the service panel or parking lot surface is modified, including the removal of paving material and curbing, comply with the number of spaces designated for the project type as outlined in Table 1 of Section 9-19.050 of the San Anselmo Municipal Code. Upgrades shall be required at currently designated vehicle parking spaces. Upgrades shall be required for remaining parking spaces after meeting the accessibility requirements of California Building Code Chapters 11A and 11B.~~

~~2. When new parking facilities are added and ALMS is installed, the ALMS system must be designed to deliver no less than 2.2 kVa (110/120 volt, 20 ampere).~~

~~4.106.4.2.2.13 Electric vehicle charging stations (EVCS).~~

~~Electric vehicle charging stations required by Sections 4.106.4.1 and 4.106.4.2, shall comply with Section 4.106.4.3.~~

~~Exception: Electric vehicle charging stations serving public accommodations, public housing, motels, and hotels shall not be required to comply with this section. See California Building Code, Chapter 11B, for applicable requirements.~~

~~4.106.4.2.1.13.1 Location.~~

~~EVCS shall comply with at least one (1) of the following options:~~

1. The charging space shall be located adjacent to an accessible parking space meeting the requirements of the California Building Code, Chapter 11A, to allow use of the EV charger from the accessible parking space.

2. The charging space shall be located on an accessible route, as defined in the California Building Code, Chapter 2, to the building.

Exception: Electric vehicle charging stations designed and constructed in compliance with the California Building Code, Chapter 11B, are not required to comply with Section 4.106.4.3.1 and Section 4.106.4.3.2, Item 3.

4.106.4.2.2.1.1.3.2 Dimensions.

The charging spaces shall be designed to comply with the following:

1. The minimum length of each EV space shall be eighteen (18) feet (5486 mm).

2. The minimum width of each EV space shall be nine (9) feet (2743 mm).

3. One (1) in every twenty-five (25) charging spaces, but not less than one (1), shall also have an 8-foot (2438 mm) wide minimum aisle. A 5-foot (1524 mm) wide minimum aisle shall be permitted provided the minimum width of the EV space is twelve (12) feet (3658 mm).

a. Surface slope for this EV space and the aisle shall not exceed one (1) unit vertical in forty-eight (48) units horizontal (2.083 percent slope) in any direction.

Exception: Where the Town of San Anselmo Municipal Code permits parking space dimensions that are less than the minimum requirements stated in this section 4.106.4.3.2, and the compliance with which would be infeasible due to particular circumstances of a project, an exception may be granted while remaining in compliance with California Building Code Section Tables 11B-228.3.2.1 and 11B-812, as applicable.

4.106.4.4 Direct current fast charging stations (DCFC). One (1) DCFC may be substituted for up to five (5) EVCS to meet the requirements of sections 4.106.4.1 and 4.106.4.2. Where ALMS serve DCFC stations, the power demand from the DCFC shall be prioritized above Level 1 and Level 2 spaces.

Section A4.106.8 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:

New construction shall comply with Section A4.106.8.1 to facilitate future installation and use of electric vehicle chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625.

Section A4.106.9.2 of the 2022 2025 CALGreen Code is hereby included as a requirement for new multifamily buildings.

Provide on-site bicycle parking for at least one (1) bicycle per every one (1) dwelling unit.

Acceptable parking facilities shall be conveniently reached from the street and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored racks for bicycles.

2. Lockable bicycle rooms with permanently anchored racks.

3. Lockable, permanently anchored bicycle lockers.

Section 5.106.5.3 of the 2022 2025 CALGreen Code is hereby amended as underlined and struck through:

~~5.106.5.3 Electric vehicle (EV) charging. Construction to provide electric vehicle infrastructure and facilitate electric vehicle charging shall comply with Section 5.106.5.3.1 and shall be provided in accordance with regulations in the California Building Code and the California Electrical Code. Accessible EVCS shall be provided in accordance with the California Building Code Chapter 11B Section 11B-228.3. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (zero emission vehicle signs and pavement markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.~~

~~Exceptions:~~

- ~~1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one (1) or more of the following conditions:~~
 - ~~a. Where there is no local utility power supply.~~
 - ~~b. Where the local utility is unable to supply adequate power.~~
 - ~~c. Where there is evidence suitable to the local enforcement agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 5.106.5.3, may adversely impact the construction cost of the project.~~
- ~~2. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.~~

Section A5.106.5 of Appendix A5 of the 2022 2025 CALGreen Code is hereby amended as struck through:

~~A5.106.5 Electric Vehicle (EV) charging. Construction shall comply with Section A5.106.5.3.1 or A5.106.5.3.2, and in accordance with regulations in the California Building Code and the California Electrical Code. Accessible EVCS shall be provided in accordance with the California Building Code Chapter 11B Section 11B-228.3. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (zero emission vehicle signs and pavement markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.~~

~~Exceptions:~~

- ~~1. On a case-by-case basis where the local enforcing agency has determined compliance with this section is not feasible based upon one (1) of the following conditions:~~
 - ~~a. Where there is no local utility power supply.~~
 - ~~b. Where the local utility is unable to supply adequate power.~~
 - ~~c. Where there is evidence suitable to the local enforcement agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section A5.106.5, may adversely impact the construction cost of the project.~~
- ~~2. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.~~

~~A5.106.5.3 Nonresidential Occupancies—Shared Parking Facilities.~~

~~A5.106.5.3.1 New Construction—Tier 1.~~

Table A5.106.5.3.1 shall be used to determine the number of EV capable spaces required. Refer to section 5.106.5.3 for design space requirements.

When EV capable spaces are provided with EVSE to create EVCS per Table A5.106.5.3.1.

TABLE A5.106.5.3.1

TOTAL NUMBER OF ACTUAL PARKING SPACES	TIER 1 NUMBER OF REQUIRED EV CAPABLE SPACES	TIER 1 NUMBER OF EVCS (EV CAPABLE SPACES PROVIDED WITH EVSE) ² Other than office and retail number of required EVCS	Office and retail number of required EVCS
~~10—9~~	2	~~0~~ <u>1</u>	<u>2</u>
~~10—25~~	5	~~0~~ <u>3</u>	<u>4</u>
~~26—50~~	11	~~2~~ <u>6</u>	<u>8</u>
~~51—75~~	19	~~3~~ <u>10</u>	<u>14</u>
~~76—100~~	26	~~4~~ <u>13</u>	<u>20</u>
~~101—150~~	38	~~6~~ <u>19</u>	<u>29</u>
~~151—200~~	53	~~9~~ <u>27</u>	<u>40</u>
201 and over	30 percent of total ¹	<u>50</u> 25 percent of EV capable spaces ¹	<u>75</u> Percent of EV capable spaces

1. Calculation for spaces shall be rounded up to the nearest whole number.

2. The number of required EVCS (EV capable spaces provided with EVSE) in column 3 count toward the total number of required EV capable spaces shown in column 2.

A5.106.5.3.2 Additions and alterations of existing buildings.

1. When parking facilities upgrade the service panel or parking lot surface is modified, including the removal of paving material and curbing, comply with the number of spaces designated for the project type as outlined in Table 1 of Section 9-19.050 of the San Anselmo Municipal Code. Upgrades shall be required at currently designated vehicle parking spaces. Upgrades shall be required for remaining parking spaces after meeting the accessibility requirements of California Building Code Chapters 11A and 11B.

2. When new parking facilities are added and ALMS is installed, the ALMS system must be designed to deliver no less than 2.2 kVa (110/120 volt, 20 ampere).

A5.106.5.4 Direct current fast charging stations. One (1) DCFC may be substituted for up to five (5) EVCS to meet the requirements of Section 5.106.5.3. Where ALMS serve DCFC stations, the power demand from the DCFC shall be prioritized above Level 1 and Level 2 spaces.

Section 5.106.5.4 of the 2022 ~~2025~~ CALGreen Code is hereby amended as struck through:

5.106.5.4 Electric vehicle charging readiness: medium-duty and heavy-duty. [N]

Construction shall comply with Section 5.106.5.4.1 to facilitate future installation of electric vehicle supply equipment (EVSE). Construction for warehouses, grocery stores and retail stores with planned off-street loading spaces shall also comply with Section 5.106.5.4.1 for future installation of medium- and heavy-duty EVSE. Accessible EVCS shall be provided in accordance with the California Building Code Chapter 11B Section 11B-228.3. For EVCS signs, refer to Caltrans Traffic

Operations Policy Directive 13-01 (Zero-Emission Vehicle Signs and Pavement Markings) or its successor(s).

Exceptions:

1. On a case-by-case basis where the local enforcing agency has determined compliance with this section is not feasible based upon one (1) of the following conditions:

a. Where there is no local utility power supply.

b. Where the local utility is unable to supply adequate power.

c. Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 5.106.5.3, may adversely impact the construction cost of the project.

5.106.5.4.1 Warehouses, grocery stores and retail stores with planned off-street loading spaces.

[N] In order to avoid future demolition when adding EV supply and distribution equipment, spare raceway(s) or busway(s) and adequate capacity for transformer(s), service panel(s) or subpanel(s) shall be installed at the time of construction in accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to, the following:

1. The transformer, main service equipment and subpanels shall meet the minimum power requirement in Table 5.106.5.4.1 to accommodate the dedicated branch circuits for the future installation of EVSE.

2. The construction documents shall indicate one (1) or more location(s) convenient to the planned off-street loading space(s) reserved for medium- and heavy-duty ZEV charging cabinets and charging dispensers, and a pathway reserved for routing of conduit from the termination of the raceway(s) or busway(s) to the charging cabinet(s) and dispenser(s), as shown in Table 5.106.5.5.14.1.

3. Raceway(s) or busway(s) originating at a main service panel or a subpanel(s) serving the area where potential future medium- and heavy-duty EVSE will be located and shall terminate in close proximity to the potential future location of the charging equipment for medium- and heavy-duty vehicles.

4. The raceway(s) or busway(s) shall be of sufficient size to carry the minimum additional system load to the future location of the charging for medium- and heavy-duty EVs as shown in Table 5.106.5.5.14.1.

TABLE 5.106.5.5.14.1, Raceway Conduit and Panel power Requirements for Medium and Heavy-Duty EVSE [N]			
Building type	Building Size (sq. ft.)	Number of Off-street loading spaces	Additional capacity Required (kVa) for Raceway & Busway and Transformer & Panel
Grocery	10,000 to 90,000	1 or 2	200
		3 or Greater	400
	Greater than 90,000	1 or Greater	400
<u>Manufacturing Facilities</u>	<u>10,000 to 50,000</u>	<u>1 or 2</u>	<u>200</u>

	<u>10,000 to 50,000</u>	<u>3 or greater</u>	<u>400</u>
	<u>Greater than 50,000</u>	<u>1 or greater</u>	<u>400</u>
<u>Office Building</u>	<u>10,000 to 135,000</u>	<u>1 or 2</u>	<u>200</u>
	<u>10,000 to 135,000</u>	<u>3 or greater</u>	<u>400</u>
	<u>Greater than 135,000</u>	<u>1 or greater</u>	<u>400</u>
Retail	10,000 to 135,000	1 or 2	200
		3 or Greater	400
	Greater than 135,000	1 or Greater	400
Warehouse	20,000 to 256,000	1 or 2	200
		3 or Greater	400
	Greater than 256,000	1 or Greater	400

9-19.050 Standards for compliance.

The San Anselmo Green Building Requirements define compliance thresholds for different projects that are covered by this ordinance. These standards are summarized below in Table 1. The energy efficiency and electrification measures menu and specifications are detailed in Tables 2 and 3.

Table 1: Requirements by Project Type and Size			
Project Type and Size	Green Building Requirements	Energy Efficiency Requirements	Electric Vehicle Requirements
Single and Two-Family New Construction	CALGreen Tier 1 <u>Mandatory</u>	Meet the standards outlined for the project in the 2022 2025 California Energy Code	<u>CALGreen Mandatory</u>
Multifamily Residential New Construction	CALGreen Tier 1 <u>Mandatory</u>		<u>CALGreen Mandatory</u>
Nonresidential New Construction	CALGreen Tier 1 <u>Mandatory</u>	Meet the standards outlined for the project in the 2022 2025 California Energy Code	~~For Nonresidential: comply with CALGreen Measure A5.106.5.3.1, Tier 1;~~ AND ~~For Nonresidential Grocery, Retail, or Warehouses planning off-street medium-heavy duty loading spaces: comply with CALGreen Measure 5.106.5.4~~ <u>CALGreen Mandatory</u>
Single and Two-Family Additions and Alterations less than 750 square feet	CALGreen Mandatory Conductor ready required for laundry room and kitchen remodels regardless of remodel size.	Meet the standards outlined for the project in the 2022 2025 California Energy Code	~~If the project is upgrading the main electrical service panel, comply with CALGreen Measure A4.106.8.1, Tier 1~~ <u>CALGreen Mandatory</u>
Single and Two-Family Additions and Alterations 750 square feet or greater; and Substantial Improvements	CALGreen Tier 1 <u>Mandatory</u>	For homes built before 1992, ~~u~~ Using the Measure Menu in Table 2, achieve a total score that is equal to or greater than the Target Score for the applicable climate zone and install the electric readiness measures (ER2) as applicable in Table 3	<u>Mandatory</u>
Multifamily Residential	CALGreen Mandatory	Meet the standards outlined for the	<u>CALGreen Mandatory</u>

Additions and Alterations less than 750 square feet	Conductor ready required for laundry room and kitchen remodels regardless of remodel size.	project in the 2022 2025 California Energy Code	
Multifamily Residential Additions and Alterations 750 square feet or greater; and Substantial Improvements	CALGreen <u>Mandatory</u>		
Nonresidential Additions and Alterations			

The following conditions also apply to Table 1:

- (a) Cumulative new construction or remodels during the preceding 36-month period from the acceptance of this application shall be considered as a single covered project, and subject to the highest compliance threshold based on the cumulative project size or valuation.
- (b) Mixed-use (residential and commercial) projects must comply either with the applicable covered project requirements for the respective residential and commercial portions of the project or may propose to utilize a mixed-use rating system, subject to approval by the chief building official.

The following are exceptions to Table 1:

- (1) Where the requirements of Tier 1 are infeasible as a result of the market, economy, or technology available as determined by the chief building official (~~CBO~~), the chief building official ~~CBO~~ may provide an alternative or waive the requirement.

Table 2: Energy and Electrification Menu of Measures by Climate Zone			
Measure		Climate Zone	Steps
		2	1) Choose your Climate Zone using CEC toolfinder ¹
Specification	Spec. ID (Refer to Table 3)	Target Score	2) Minimum Target Score needed to comply (1 point = 1 MMBTU savings per yr.)
		8	
Lighting	E1	Mandatory	3) Choose a measure or a combination of measures that adds up to the minimum target score above based on CZ. Measures listed as "Mandatory" MUST be installed. 4) Use the Specification Number (Spec. ID) column as a key and conform to the specifications in Table 3 below. Table 3 describes, specifies, and details compliance with each corresponding measure.
Water Heating Package	E2	2	
Air Sealing	E3	1	
R-49 Attic Insulation	E4	2	
Duct Sealing	E5	3	
New Ducts, R-8 Insulation + Duct Sealing	E6.B	6	
Windows	E7	3	
R-19 Raised floor insulation	E10.A	8	
Radiant Barrier Under Roof	E12	1	
HPWH Replacing Gas	FS1	12	
High Eff HPWH Replacing Gas	FS2	13	
HVAC Heat Pump HPWH Replacing Electric	FS3	4	
High Eff HPWH Replacing Electric	FS4	5	
HVAC Heat pump	FS5	17	
High Eff HVAC Heat Pump	FS64	19	

Heat Pump Clothes Dryer	FS ~~85~~ <u>5</u>	1	
Induction Cooktop	FS ~~96~~ <u>6</u>	1	
Solar PV	PV	<u>14</u>	
¹ California Energy Commission climate zone tool finder at https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and .			

The following conditions also apply to Table 2:

- (a) Unless otherwise specified, the requirements shall apply to the entire dwelling unit, not just the additional or altered portion.
- (b) Measures from the Measure Menu in Table 2 and specified in Table 3, that already exist in the home, may be counted towards compliance with these requirements, unless otherwise specified in Table 3.
- (c) Measures from the Measure Menu in Table 2 that are to be installed to satisfy requirements under the State Energy Code, Title 24, Part 6, may also be counted towards compliance with these requirements. Where these requirements conflict with other Energy Code requirements, the stricter requirements shall prevail.

Table 3. List of Measure Specifications	
ID	Measure Specification
Energy Measures	
E1	Lighting Measures—Replace all interior and exterior screw-in incandescent, halogen, and compact fluorescent lamps with LED lamps. Install photocell controls on all exterior lighting luminaires.
E2	Water Heating Package: Add exterior insulation meeting a minimum of R-6 to existing storage water heaters. Insulate all accessible hot water pipes with pipe insulation a minimum of ¾ inch thick. This includes insulating the supply pipe leaving the water heater, piping to faucets underneath sinks, and accessible pipes in attic spaces or crawlspaces. Upgrade fittings in sinks and showers to meet current California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements. ;hg0; Exception 1: Water heater blanket is not required on water heaters less than 20 gallons. ;hg0; Exception 2: Water heater blanket not required if application of a water heater blanket voids the warranty on the water heater. ;hg0; Exception 3: Upgraded fixtures are not required if existing fixtures have rated or measured flow rates of no more than ten percent greater than 2022 2025 California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements. ;hg0; Exception 4: Water heaters with factory installed insulation of R-24 or greater.
E3	Air Sealing: Seal all accessible cracks, holes, and gaps in the building envelope at walls, floors, and ceilings. Pay special attention to penetrations including plumbing, electrical, and mechanical vents, recessed can light luminaires, and windows. Weather strip doors if not already present. Verification shall be conducted following a prescriptive checklist that outlines which building aspects need to be addressed by the permit applicant and verified by an inspector. Compliance can also be demonstrated with blower door testing conducted by a certified HERS Rater no more than three years prior to the permit application date that either: ;hg0; a) Shows at least a 30 percent reduction from pre-retrofit conditions; or ;hg0; b) Shows that the number of air changes per hour at 50 Pascals pressure difference (ACH50) does not exceed ten. If combustion appliances are located within the pressure boundary of the building, conduct a combustion safety test by a professional certified by the Building Performance Institute in accordance with the ANSI/BPI-1200 S-2017 Standard Practice for Basic Analysis of Buildings ⁴ , the Whole House Combustion Appliance Safety Test

	Procedure for the Comfortable Home Rebates Program 2020 or the California Community Services and Development Combustion Appliance Safety Testing Protocol.
E4	R-49 Attic Insulation: Attic insulation shall be installed to achieve a weighted assembly U-factor of 0.020 or insulation installed at the ceiling level shall have a thermal resistance of R-49 or greater for the insulation alone. Recessed downlight luminaires in the ceiling shall be covered with insulation to the same depth as the rest of the ceiling. Luminaires not rated for insulation contact must be replaced or fitted with a fire proof cover that allows for insulation to be installed directly over the cover. Exception: In buildings where existing R-30 is present and existing recessed downlight luminaires are not rated for insulation contact, insulation is not required to be installed over the luminaires.
E5	Duct Sealing: Air seal all space conditioning ductwork to meet the requirements of the 2022 2025 Title 24 Section 150.2(b)1E. The duct system must be tested by a HERS Rater no more than three years prior to the Covered Single Family Project permit application date to verify the duct sealing and confirm that the requirements have been met. This measure may not be combined with the New Ducts and Duct Sealing measure in this Table.
E6	New Ducts + Duct Sealing: Replace existing space conditioning ductwork with new R-8 ducts that meet the requirements of 2022 2025 Title 24 Section 150.0(m)11. This measure may not be combined with the Duct Sealing measure in this Table. To qualify, a preexisting measure must have been installed no more than three years before the Covered Single Family Project permit application date.
E7	Windows: Replace all existing windows with high performance windows with an area-weighted average U-factor no greater than 0.32.
E8	R-13 Wall Insulation: Install wall insulation in all exterior walls to achieve a weighted U-factor of 0.102 or install wall insulation in all exterior wall cavities that shall result in an installed thermal resistance of R-13 or greater for the insulation alone.
Fuel Substitution Measures	
FS1	Heat Pump Water Heater (HPWH): Replace all existing electric resistance and natural gas storage water heaters with heat pump water heaters.
FS2	High Efficiency Heat Pump Water Heater (HPWH): Replace all existing electric resistance and natural gas storage water heaters with heat pump water heaters with a Northwest Energy Efficiency Alliance (NEEA) Tier 3 or higher rating.
FS3	HVAC Heat Pump: Replace all existing gas space heating system and existing electric resistance heating systems with electric heat pump systems.

FS4	High Efficiency HVAC Heat Pump: Replace all existing gas space heating system and existing electric resistance heating systems with electric heat pump systems with a SEER rating of 21 or greater and an HSPF rating of 11 or greater.
FS5	Heat Pump Clothes Dryer: Replace all existing gas or electric resistance clothes dryers with heat pump dryers with no resistance element and cap the gas lines.
FS6	Induction Cooktop: Replace all existing gas and electric resistance stove tops with inductive stove tops and cap the gas lines.
Solar PV and Electric Readiness Measures	
ER1	PV+ Electric Ready Pre-Wire: hg0; For New PV Systems: Install a new solar PV system that meets the requirements of 2022-2025 Title 24 Section 150.1(c)14 and upgrade the service panel to meet the requirements of ER2.G. and install any two of the other measures from ER2.A-ER2.F. hg0; For Existing PV Systems: If the home already has an existing PV system, to claim credit for this measure, ER1, upgrade the service panel to meet the requirements of ER2.G. and install any two of the other measures from ER2.A-ER2.F.

ER2	Electric Readiness Measures: To claim credit for Item ER1, in addition to the solar PV system installed, upgrade the panelboard to meet the requirements of Item ER2.G and install any two of the other measures ER2.A—ER2.F, below to allow for installation of electric appliances at a future date. For any Covered Project, if the service panel is being upgraded, install any two of the other measures below: If the laundry room is being remodeled, comply with Item ER2.D and upgrade the panelboard to meet the requirements of Item ER2.G. If the kitchen is being remodeled, comply with Item ER2.C and upgrade the service panel to meet the requirements of Item ER2.G. —hg0; A. Heat Pump Water Heater Ready, as specified in Section 150.0(n)1. —hg0; B. Heat Pump Space Heater Ready, as specified in Section 150.0(t). —hg0; C. Electric Cooktop Ready, as specified in Section 150.0(u). —hg0; D. Electric Clothes Dryer Ready, as specified in Section 150.0(v). —hg0; E. Energy Storage Systems (ESS) Ready, as specified in Section 150.0(s). —hg0; F. EV Charger Ready. Install a listed raceway for an EV charger, that meets the requirements of the California Green Building Standards Code (Title 24, Part 11) Section A4.106.8.1, Tier 1 and 2, which otherwise applies to new construction. —hg0; G. Upgrade the panelboard serving the individual dwelling to either: —hg0; —(i) A minimum 200 amp panel with a minimum 225 amp busbar rating to accommodate future connection of electric appliances, including heat pump water heaters, heat pump space heaters, electric cooktops, electric clothes dryers as specified in California Energy Code Section 150.0 (n), (t), (u) and (v) and Level 2 electric vehicle supply equipment; or, —hg0; —(ii) Provide electrical load calculations and appliance specifications for serving all of these end uses with a minimum 100 amp panel. Exception: If an electrical permit is not otherwise required for the project other than compliance with this Item, ER2.
ID	Measure Specification

<u>Energy Efficiency Measures</u>	
<u>E1</u>	<u>Lighting Measures – Install lighting with an efficiency of 45 lumens per watt or greater in all interior and exterior screw-in fixtures. Install photocell, occupancy sensor or energy management system controls that meet the requirements of 150.0(k)3 in all outdoor lighting permanently mounted to a residential building or to other buildings on the same lot.</u>
<u>E2</u>	<u>Water Heating Package: Insulate all accessible hot water pipes with pipe insulation a minimum of ¾ inch thick. This includes insulating the supply pipe leaving the water heater, piping to faucets underneath sinks, and accessible pipes in attic spaces or crawlspaces. Upgrade fittings in sinks and showers to meet current California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements.</u> <u>Exception: Upgraded fixtures are not required if existing fixtures have rated or measured flow rates of no more than ten percent greater than 2022 California Green Building Standards Code (Title 24, Part 11) Section 4.303 water efficiency requirements.</u>
<u>E3</u>	<u>Air Sealing: Seal all accessible cracks, holes, and gaps in the building envelope at walls, floors, and ceilings. Pay special attention to penetrations including plumbing, electrical, and mechanical vents, recessed can light luminaires, and windows. Weather-strip doors if not already present. Verification shall be conducted following a prescriptive checklist that outlines which building aspects need to be addressed by the permit applicant and verified by an inspector. Compliance can also be demonstrated with blower door testing conducted by a certified ECC Rater no more than three years prior to the permit application date that either: a) shows at least a 30 percent reduction from pre-retrofit conditions; or b) shows that the number of air changes per hour at 50 Pascals pressure difference (ACH50) does not exceed ten for Pre-1978 vintage buildings, seven for 1978 to 1991 vintage buildings and five for 1992-2010 vintage buildings. If combustion appliances are located within the pressure boundary of the building, conduct a combustion safety test by a certified ECC Rater or a professional certified by the Building Performance Institute, in accordance with the BPI Technical Standards for the Building Analyst Professional.</u>
<u>E4.B</u>	<u>R-49 Attic Insulation: Attic insulation shall be installed to achieve a weighted assembly U-factor of 0.020 or insulation installed at the ceiling level shall have a thermal resistance of R-49 or greater for the insulation alone. Recessed downlight luminaires in the ceiling shall be covered with insulation to the same depth as the rest of the ceiling. Luminaires not rated for insulation contact must be replaced or fitted with a fire-proof cover that allows for</u>

	<u>insulation to be installed directly over the cover. Exception: In buildings where existing R-30 is present and existing recessed downlight luminaires are not rated for insulation contact, insulation is not required to be installed over the luminaires.</u>
<u>E5</u>	<u>Duct Sealing: Air seal all space conditioning ductwork to meet the requirements of the 2022 Title 24, Part 6, Section 150.2(b)1E. The duct system must be tested by a ECC Rater no more than three years prior to the Covered Single Family Project permit application date to verify the duct sealing and confirm that the requirements have been met. This measure may not be combined with the New Ducts and Duct Sealing measure in this Table.</u> <u>Exception: Buildings without ductwork or where the ducts are in conditioned space.</u>
<u>E6.B</u>	<u>New Ducts, R-8 insulation + Duct Sealing: Replace existing space conditioning ductwork with new R-8 ducts that meet the requirements of 2022 Title 24 Section 150.0(m)11. This measure may not be combined with the Duct Sealing measure in this Table. To qualify, a preexisting measure must have been installed no more than three years before the Covered Single Family Project permit application date.</u>
<u>E7</u>	<u>Windows: Replace at least 50% of existing windows with high performance windows with an area-weighted average U-factor no greater than [0.27 in Climate Zone 2].</u>
<u>E8</u>	<u>R-15 Wall Insulation: Install wall insulation in all exterior walls to achieve a weighted U-factor of 0.095 or install wall insulation in all exterior wall cavities that shall result in an installed thermal resistance of R-15 or greater for the insulation alone.</u>
<u>E9</u>	<u>Reserved for future use</u>
<u>E10.A</u>	<u>R-19 Floor Insulation: Raised-floors shall be insulated such that the floor assembly has an assembly U-factor equal to or less than U-0.037 or shall be insulated between wood framing with insulation having an R-value equal to or greater than R-19.</u>
<u>E12</u>	<u>Radiant Barrier: A radiant barrier that meets the requirements of Section 150.1(c)2 shall be installed under at least 50% of the roof surface.</u>
	<u>Fuel Substitution and Solar PV Measures</u>
<u>FS1</u>	<u>Heat Pump Water Heater (HPWH) Replacing Gas: Replace existing natural gas water heater with a heat pump water heater that meets the requirements of Sections 110.3 and 150.2(b)1.H.iii.b.</u>

<u>FS2</u>	<u>High Efficiency Heat Pump Water Heater (HPWH) Replacing Gas: Replace existing natural gas water heater with heat pump water heater with a Northwest Energy Efficiency Alliance (NEEA) Tier 3 or higher rating that also meets the requirements of Sections 110.3 and 150.2(b)1.H.iii.c.</u>
<u>FS3</u>	<u>Heat Pump Water Heater (HPWH) Replacing Electric: Replace existing electric resistance water heater with a heat pump water heater that meets the requirements of Sections 110.3 and 150.2(b)1.H.iii.b.</u>
<u>FS4</u>	<u>High Efficiency Heat Pump Water Heater (HPWH) Replacing Electric: Replace existing electric resistance water heater with heat pump water heater with a Northwest Energy Efficiency Alliance (NEEA) Tier 3 or higher rating that also meets the requirements of Sections 110.3, and 150.2(b)1.H.iii.c.</u>
<u>FS5</u>	<u>Heat Pump Space Conditioning System: Replace all existing gas and electric resistance primary space heating systems with an electric-only heat pump system that meets the requirements of Sections 110.3, 150.2(b)1.C, 150.2(b)1.E, 150.2(b)1.F, and 150.2(b)1.G.</u>
<u>FS6</u>	<u>High Efficiency Heat Pump Space Conditioning System: Replace all existing gas and electric resistance primary space heating systems with a system that meets the requirements of Sections 110.3 and 150.2(b)1.C, 150.2(b)1.E, 150.2(b)1.F, and 150.2(b)1.G and one of the following:</u> <u>A ducted electric-only heat pump system with a SEER2 rating of 16.5 or greater, an EER2 rating of 12.48 or greater and an HSPF2 rating of 9.5 or greater; or</u> <u>A ductless mini-split heat pump system with a SEER2 rating of 14.3 or greater, an EER2 rating of 11.7 or greater and an HSPF2 rating of 7.5 or greater</u>
<u>FS7</u>	<u>Dual Fuel Heat Pump Space Conditioning System: Install a heat pump space conditioning system that meets the requirements of Sections 110.3 and 150.2(b)1.C, 150.2(b)1.E, 150.2(b)1.F, and 150.2(b)1.G and either:</u> <u>Replaces all existing gas and electric resistance primary heating systems with a hybrid gas and electric heat pump system, or</u> <u>Is an electric-heat pump system in tandem with a gas furnace and controls to use the gas furnace for backup heat only.</u>
<u>FS8</u>	<u>Heat Pump Clothes Dryer: Replace existing electric resistance clothes dryer with heat pump dryer with no resistance element and cap gas line.</u>

<u>FS9</u>	<u>Induction Cooktop: Replace all existing gas and electric resistance stove tops with inductive stove top and cap the gas line.</u>
<u>PV.A</u>	<u>Solar PV: Install a solar PV system that meets the requirements of Section 150.1(c)14.</u>

9-19.060 Incentives for compliance.

In addition to the required standards for compliance, the Town Council may establish by resolution, financial or application processing incentives and/or award or recognition programs to encourage higher levels of green building compliance for a project.

9-19.070 Administrative procedures.

The procedures for compliance with the provisions of this chapter shall include, but not be limited to the following:

- (a) *Project design.* Applicants for a covered project are strongly encouraged to involve a qualified green building rater in the initial design phases of the project in advance of submittal of an application to determine applicable green building compliance thresholds and the most cost effective and appropriate means of achieving compliance.
- (b) *Planning applications.* If a discretionary planning application is required for a covered project, applicants should be prepared to identify expected green building measures to be included in the project to achieve the compliance thresholds. Applicants should identify any anticipated difficulties in achieving compliance and any exemptions from the requirements of this chapter that may be requested.
- (c) *Building plan check review.* Upon submittal of an application for a building permit, building plans for any covered project shall include a green building program description and completed checklist. The checklist shall be incorporated onto a separate full-sized plan sheet included with the building plans. Evidence that the project, as indicated by the project plans and green building program description, will achieve the standards for compliance outlined in Section 9-19.050 shall be provided prior to issuance of a building permit.
- (d) *Changes during construction.* During the construction process, alternate green building measures may be substituted, provided that documentation of the proposed change and the project's continued ability to achieve the standards for compliance to the chief building official shall be provided.
- (e) *Final building inspection.* Prior to final building inspection and occupancy for any covered project, evidence that project construction has achieved the required compliance set forth in the standards for compliance outlined in Section 9-19.050 shall be provided. The Chief Building Official shall review the documentation submitted by the applicant and determine whether the project has achieved the compliance threshold as set forth in the standards for compliance outlined in Section 19.04.140. If the Chief Building Official determines that the applicant has met these requirements, the final building inspection may proceed.
- (f) *Conflict with other laws.* The provisions of this chapter are intended to be in addition to and not in conflict with other laws, regulations and ordinances relating to building construction and site development. If any provision of this chapter conflicts with any duly adopted and valid statutes or regulations of the federal government or the State of California, the federal or state statutes or regulations shall take precedence.

9.19.080 Exemptions.

- (a) The provisions of this chapter shall not apply to:
- (1) Buildings which are temporary (such as construction trailers).
 - (2) Building area which is not or is not intended to be conditioned space.
 - (3) Any requirements of this chapter which would impair the historic integrity of any building listed on a local, state or federal register of historic structures, as determined by the Chief Building Official and as regulated by the California Historic Building Code (Title 24, Part 8). In making such a determination, the Chief Building Official may require the submittal of an evaluation by an architectural historian or similar expert.
 - (4) Accessory Dwelling Units as defined in Section 9-19.020(3).
 - (5) All residential and nonresidential buildings structures constructed after 1991.
- (b) As outlined in the 2022-2025 CALGreen Code, Sections 4.106.4 and A5.106.5, applicants may be exempted from the electric vehicle charging requirements on a case-by-case basis where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one (1) or more of the following conditions:
- (1) Where there is no commercial power supply or the local utility is unable to supply adequate power.
 - (2) Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Sections 4.106.4 and A5.106.5 may adversely impact the construction cost of the project.
 - (3) ADUs and JADUs without additional parking facilities.
 - (4) Parking spaces accessible only by automated mechanical car parking systems are not required to comply with CALGreen Code Sections 4.106.4 and A5.106.5
- (c) Hardship or infeasibility exemption. If an applicant for a covered project believes that circumstances exist that make it a hardship or infeasible to meet the requirements of this chapter, the applicant may request an exemption as set forth below. In applying for an exemption, the burden is on the applicant to show hardship or infeasibility.
- (1) *Application.* Based on the following, the applicant shall identify in writing the specific requirements of the standards for compliance that the project is unable to achieve and the circumstances that make it a hardship or infeasible for the project to comply with this chapter. The applicant may not petition for relief from any requirement of the 2022-2025 California Energy Code (Title 24, Part 6) and referenced standards, or the 2022-2025 California Green Building Standards (Title 24, Part 11) of the California Building Standards Code. Circumstances that constitute hardship or infeasibility shall include one (1) of the following:
 - a. That the cost of achieving compliance is disproportionate to the overall cost of the project;
 - b. That strict compliance with these standards would create or maintain a hazardous condition(s) and present a life safety risk to the occupants.
 - (2) *Granting of exemption.* If the chief building official determines that it is a hardship or infeasible for the applicant to fully meet the requirements of this chapter and that granting

the requested exemption will not cause the building to fail to comply with the ~~2022~~ 2025 California Energy Code (Title 24, Part 6) and referenced standards, or the ~~2025~~ California Green Building Standards (Title 24, Part 11) of the California Building Standards Code, the chief building official shall determine the maximum feasible threshold of compliance reasonably achievable for the project. In making this determination, the chief building official shall consider whether alternate, practical means of achieving the objectives of this chapter can be satisfied, such as reducing comparable energy use at an off-site location within the county. If an exemption is granted, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve the threshold of compliance determined to be achievable by the Chief Building Official.

- (3) *Denial of exception.* If the chief building official determines that it is reasonably possible for the applicant to fully meet the requirements of this chapter, the request shall be denied, and the applicant shall be notified of the decision in writing. The project and compliance documentation shall be modified to comply with the standards for compliance.
- (4) *Appeal.* Any aggrieved applicant or person may appeal the determination of the chief building official regarding the granting or denial of an exemption or compliance with any other provision of this chapter. An appeal of a determination of the chief building official shall be filed in writing and processed in accordance with the provisions of Section 10-1.06 of this Code.

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 this Ordinance is 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 shall take effect and be in force thirty (30) days after the date of its passage. Within fifteen (15) days following its passage, a summary of the Ordinance shall be published with the names of those Town Council members voting for and against the Ordinance and the Town Clerk shall post in the office of the Town Clerk a certified copy of the full text of the adopted Ordinance along with the names of the members voting for and against the Ordinance.

The foregoing ordinance was introduced at a regular meeting of the San Anselmo Town Council on the 28th day of October 2025 and was adopted at a regular meeting on the 11th day of November 2025 by the following vote.

AYES:

NOES:

ABSENT:

Tarrell Kullaway, Mayor

ATTEST _____
Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO

Item #:2.4

MEETING DATE: September 23, 2025

AGENDA TITLE: Introduction of an Ordinance Amending San Anselmo Municipal Code Section 2-1.02 to Increase Town Council Compensation

FROM: David Donery, Town Manager

RECOMMENDATION

1. That the Town Council hold a public hearing and consider the attached proposed Ordinance, which includes findings required by state law (**Attachment 1**).
 2. Motion to read the attached Ordinance by title only. (The Town Manager will read the full title of the Ordinance.)
 3. Motion to approve the first reading of the Ordinance and waive future readings in their entirety.
-

BACKGROUND

In 2008, the Town Council amended section 2-1.02 of the San Anselmo Municipal Code to set Council compensation at \$300 per month, which was consistent with the state law at the time. That law was amended in 2023 to increase the allowable compensation for city council members depending on the population of the municipality. The legislation was intended to “help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families.” (Cal SB 329, 2023 Cal Stats. ch. 27).

The law now provides that cities with a population of 35,000 or less may approve a council salary of up to \$950 per month. (Cal. Gov. Code § 36516(a)(2)(A)). A city council must consider the proposed salary increase in open session at two or more meetings and must make findings demonstrating the need for the increased compensation. (Cal. Gov. Code § 36516(g)(1)-(2)). In the future, the council members’ salary may be increased beyond the amount provided, but the amount of the increase shall not exceed:

(A) An amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted.

(B) An amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index, which shall not exceed 10 percent for each calendar year. (Cal. Gov. Code § 36516(a)(4)).

No automatic increases in salary are permitted, so any future adjustment would have to return for consideration as an ordinance amendment. (Cal. Gov. Code § 36516(a)(5)).

Finally, the Government Code specifies that a change in compensation does not apply to a council member during the council member's term of office. However, "this prohibition shall not prevent the adjustment of the compensation of all members of a council serving staggered terms whenever one or more members of the city council becomes eligible for a salary increase by virtue of the council member beginning a new term of office." (Gov. Code, § 36516.5).

DISCUSSION/ANALYSIS

The attached proposed ordinance includes an increase in Town Council member compensation to \$950 per month. The increase is intended to support diversity in Town Council membership by ensuring that individuals from every income level receive sufficient compensation for their public service.

Staff conducted a survey of Council compensation in the other ten jurisdictions in Marin County. Corte Madera, Larkspur and San Rafael have adjusted their compensation following the passage on the law. Table 1 shows current monthly compensation levels in Marin jurisdictions:

Table 1

City of Belvedere	\$0	City of Novato	\$400
Town of Corte Madera	\$950	Town of Ross	\$0
Town of Fairfax	\$0	City of San Rafael	\$1,516
City of Larkspur	\$950	City of Sausalito	\$300
City of Mill Valley	\$350	Town of Tiburon	\$0

Effective Date

As noted above, although the ordinance would take effect thirty days following adoption, the Town Council salary increase would not be implemented until December 2026, when one or more members of the Town Council begin a new term of office (Cal. Gov. Code § 36516.5).

FISCAL IMPACT

The current annual compensation for Town Council members is \$19,377. Beginning in December 2026, when all five Council members begin receiving \$950/month, their annual compensation will be \$61,361. Both annual totals include the Town's portion of Social Security and Medicare taxes.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

California Environmental Quality Act (CEQA)

Adopting an ordinance to increase Town Council member compensation is not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065, as it can be seen with certainty that the action will not have in effect on the environment.

Climate Action Plan Conformance

N/A

ATTACHMENTS

Attachment 1 – Draft Proposed Ordinance

ORDINANCE NO. 2023-XX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING SAN ANSELMO MUNICIPAL CODE SECTION 2-1.02 TO INCREASE TOWN COUNCIL COMPENSATION AS PERMITTED BY STATE LAW

WHEREAS, California Government Code section 36516 allows the Town Council to enact an ordinance providing for the Council members to receive a salary based on the population of the Town; and

WHEREAS, effective January 1, 2024, section 36516 was amended to increase the maximum amount of council salaries to account for inflation and support diversity on city councils; and

WHEREAS, under the amended statute, cities with a population of 35,000 or less may approve a Council salary of up to \$950 per month; and

WHEREAS, the 2020 federal census found that San Anselmo's population 12,380; and

WHEREAS, San Anselmo Municipal Code section 2-1.02 currently provides each Council member with compensation of \$300 per month; and

WHEREAS, the Town Council finds that increasing the Council salaries to a level that aligns with state law would support diversity in Town Council membership by ensuring that individuals from every income level receive sufficient compensation for their public service; and

WHEREAS, adopting an ordinance to increase Town Council member compensation is not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065; and

WHEREAS, the Town Council held a public hearing on October 28, 2025, to discuss and introduce the draft Ordinance and adopted the ordinance at its meeting of _____ ; and

WHEREAS, California Government Code section 36516.5 specifies that for city council with staggered terms, an adjustment to Council compensation will not take effect until one or more members of the Council begins a new term of office; therefore the salary change will be implemented following the 2026 Town Council election.

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

SECTION 1: Recitals Incorporated. The above recitals are true and correct and are incorporated as findings herein.

SECTION 2: Ordinance Amendment. Section 2-1.02 Compensation of Councilmembers is hereby repealed and replaced in its entirety as follows:

Each member of the Town Council shall receive compensation of Nine Hundred Fifty and no/100ths Dollars (\$950.00) per month in accordance with California Government Code Section 36516.

SECTION 3: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code Section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on October 28, 2025 and was adopted at a regulation meeting of the San Anselmo Council on _____ by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:
- RECUSED:

APPROVED: _____
Tarrell Kullaway, Mayor

ATTEST: _____
Serge Avila, Town Clerk



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.5

MEETING DATE: October 28, 2025

AGENDA TITLE: Community Development Department FY 2025–26 Q1 Report
(July–September)

FROM: Heidi Scoble, Community Development Director

RECOMMENDATION: That the Council receive and file the FY 2025–26 First Quarter Report and provide direction to staff as appropriate based on the information presented.

SUMMARY

The purpose of this staff report is to provide the first quarterly update for Fiscal Year (FY) 2025-2026, summarizing the Planning and Building Divisions service activities from July through September 2025.

During this period:

- The Planning Division received 15 discretionary permit applications (e.g., Design Review, Conditional Use Permits, Variances, Sign Permits), approved 12 discretionary permits (7 Administrative and 5 Planning Commission actions), routed 68 building permits for zoning compliance review, and approved 72, collected over \$25,000 in fees, and reviewed 15 business license applications for zoning compliance. The Planning Division also provided public information to 108 people at the public counter, responded to 120 phone calls, and responded to 87 emails from the planning@sananslemo.gov email address.
- The Planning Division supported 12 Board, Committee, and/or Commission meetings.
- The Building Division received 215 plan review submittal applications, issued 271 permits valued at approximately \$9.6 million, collected over \$309,000 in fees, conducted 1,233 inspections, and completed 41 resale inspections and reports. The Division also provided public information to 238 customers at the counter, responded to 165 phone calls, and replied to approximately 2,800 emails sent to the permits@sananslemo.gov email address.
- A total of 49 permits were issued for projects supporting the Town's Climate Action Plan (CAP) goals, including heat pumps, solar, solar with battery storage, solar with energy storage systems (smart battery storage), and EV chargers.

- Code enforcement received 81 new cases, closed 54 cases, and maintained approximately 628 open cases.

This report will serve as the baseline for future quarterly updates for the Community Development Department. In addition to the permits received, routed, and issued for the Community Development Department, the Permit Technicians also provide permit processing support to the Department of Public Works (DPW). During this reporting period, they received and routed 162 DPW permit applications, including encroachment, fence, flatwork, flood development, grading, Live on the Avenue, parklet, tree, and watercourse permits, and issued a total of 145 DPW permits.

COMMUNITY DEVELOPMENT DEPARTMENT PURPOSE AND ORGANIZATION

The Community Development Department (CDD) guides, regulates, and enforces the Town's physical development, ensuring all new projects comply with policies and regulations such as the General Plan, including the implementation of the Housing Element, Bald Hill Specific Plan, and the San Anselmo Municipal Code (including the Zoning, Building, and Fire Codes). Staff also conducts construction inspections and enforces health, safety, and environmental standards.

The CDD includes the Planning Division, which shares a half-time Climate Action Coordinator with the Town of Fairfax, and the Building Division. The sections below summarize each division's responsibilities.

PLANNING DIVISION	BUILDING DIVISION AND ENFORCEMENT
Current Planning	Building Permit Plan Check
Advanced Planning	Building Permit Issuance
Climate Action and Sustainability	Building Inspection
Planning	Code Enforcement
Public Information	Public Information

Refer to **Attachment 1** for the above, an organizational chart.

PLANNING DIVISION UPDATES AND QUARTER 1 RELATED STATISTICS AND INFORMATION

The Planning Division processes both discretionary (judgment-based) and ministerial (objective, rule-based) planning permits for private development projects. It also manages long-range planning efforts, including updates to plans and ordinances. Additionally, the Division provides staff support to the Town Council, Planning Commission, General Plan Advisory Committee, Economic Development Committee, Open Space Committee, and Climate Action Commission.

The Planning Division's responsibilities are as follows:

- Current Planning
- Advanced Planning
- Climate Action and Sustainability Planning, Implementation, and Compliance
- Public Information

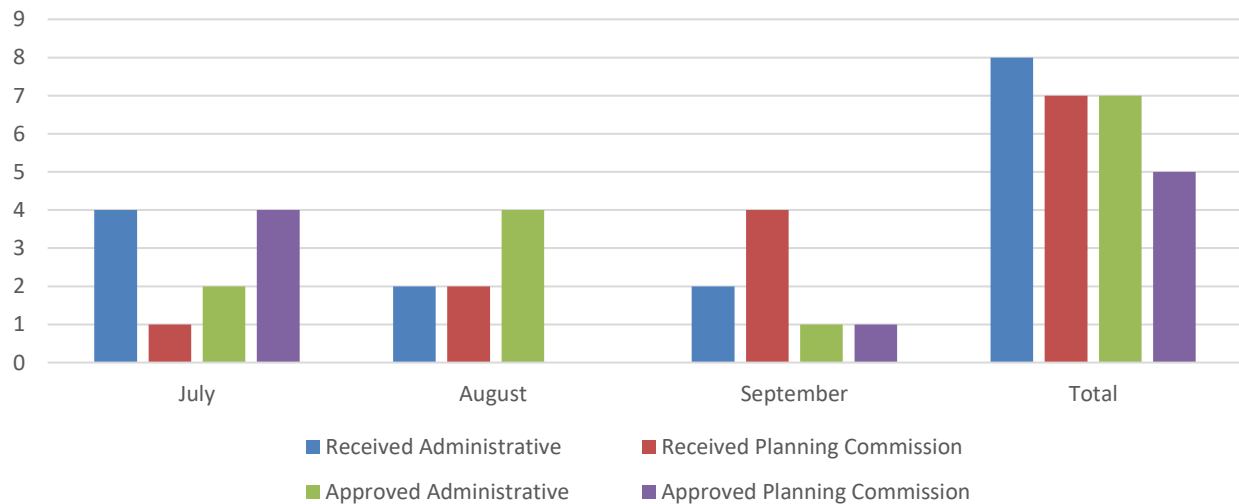
Current Planning

San Anselmo's Current Planning reviews and processes applications for development projects and permits, including Design Review, Conditional Use, Variances, Sign Permits, and zoning compliance. Staff also assess environmental review requirements, provide guidance to applicants, and support the Community Development Director and Planning Commission in evaluating discretionary and ministerial projects to ensure consistency with the Town's regulations and policies.

A list of current planning applications can be found at : [Pending Projects | San Anselmo, CA - Official Website](#).

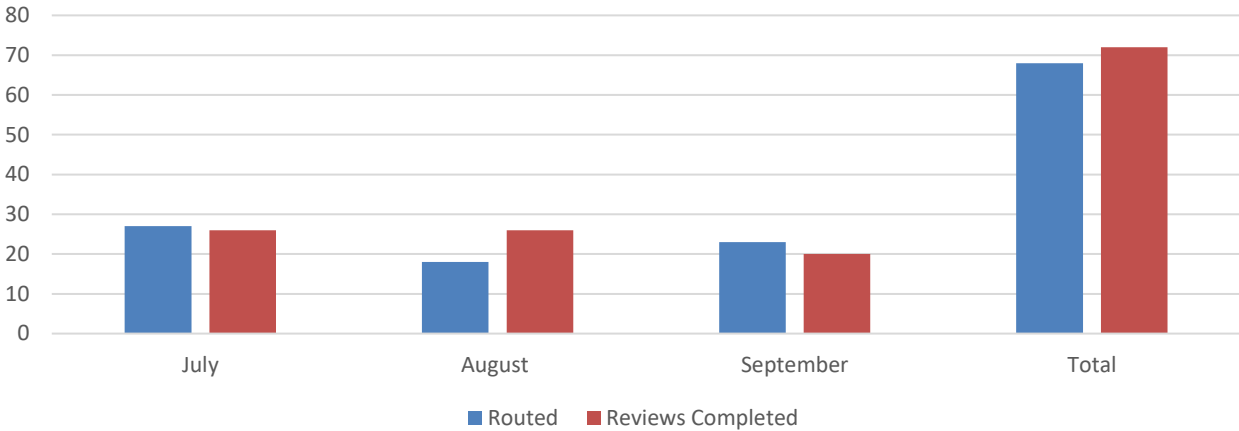
Discretionary Permits. Figure 1 shows the number of discretionary permit applications received by the Planning Division from July through September. In total, 15 discretionary permit applications were received, and 12 were approved during this period.

Figure 1 Q1 Discretionary Permits Received and Approved



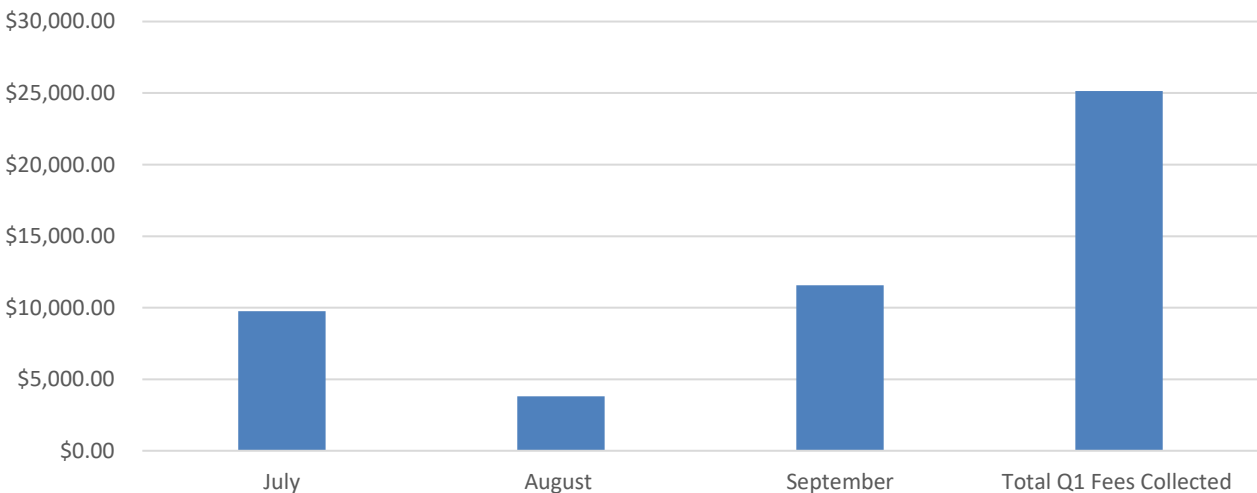
Ministerial Permits. Figure 2 shows the number of ministerial permit applications received and approved by the Planning Division. In total, 68 ministerial permit applications were routed to the Planning Division to review, and 72 permits reviews were completed.

Figure 2 Q1 Permit Zoning Clearance Reviews Routed and Completed

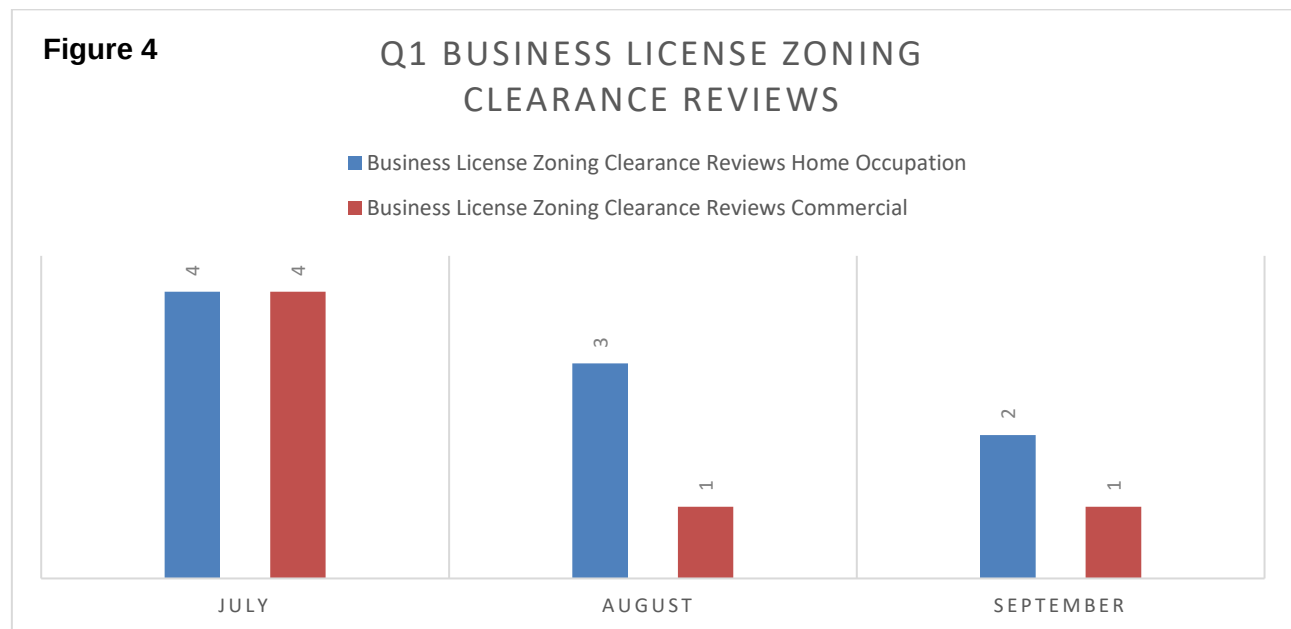


Total Planning Permit Fees. Figure 3 shows the total amount in Planning Permit fees accepted.

Figure 3 Q1 Planning Fees Collected



Business License Zoning Clearance Review. Figure 4 shows the number of business license applications received and approved by the Planning Division. In total, 15 applications were approved, 9 for home occupations and 6 for commercial brick-and-mortar businesses.



Advanced Planning

Advanced planning in San Anselmo involves long-range and policy-focused work to guide the Town's growth and development. This includes updating the General Plan and specific plans, preparing zoning and ordinance amendments, and developing programs that address sustainability, housing, and community needs. Advanced planning also supports boards, commissions, and committees by providing research, analysis, and recommendations on broader planning and policy issues.

Advanced Planning highlights for this quarter include the following:

- The GPAC completed its review of the General Plan Update Draft Goals, Policies, and Actions and review of the land use map and related amendments.
- The Planning Commission reviewed the Draft Land Use Map for the General Plan,
- The Planning Commission discussed Objective Standards and Application of a Hillside Development Ordinance and established a subcommittee of three Planning Commissioners to work with the Planning staff to develop standards.
- The Planning Commission conducted a public hearing to review and provide a recommendation to the Town Council to consider amendments to the Nonconforming Uses, Structures, and Conditional Use Permits regulations.
- The Planning Commission conducted a study session for a proposed Wireless Telecommunications Facilities Concepts at 6-32 Red Hill Avenue (APN 006-201-56).
- Town Council approved the response to the Marin County Civil Grand Jury Report on the "The Worrison Future of Marin Housing NIMBY Resistance Takes a Backseat to Economic Reality."

- The Town Council received a General Plan update and the proposed Draft Land Use Map.
- The Town Council considered amendments to the Nonconforming Uses, Structures, and Conditional Use Permits regulations.

Pending Advanced Planning Projects for FY 2025-2026

- Continue to work on the General Plan Update
- Zoning Code Amendment for compliance with SB 450
- Consideration of Zoning Code Amendments to Nonconforming Uses, Structures, and Conditional Use Permits regulations.
- Prepare a Hillside Development Ordinance
- Update the Climate Action Plan

Housing Element Implementation

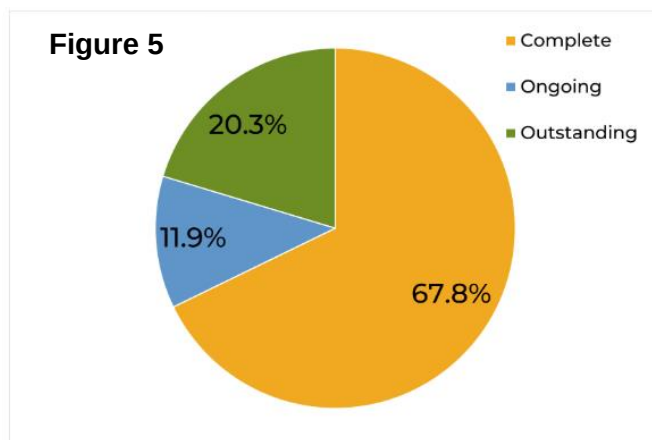
A Housing Element is a required component of every California city and county's General Plan that identifies and plans for the community's housing needs across all income levels. It serves as a policy guide for how and where housing will be developed, preserved, and made accessible over an eight-year planning cycle. The Housing Element is important because it ensures the Town meets its regional housing responsibilities, promotes housing affordability and equity, and maintains eligibility for State housing and infrastructure funding.

For the current 2023–2031 cycle, the Town of San Anselmo was required to plan for 833 new housing units plus a 20% contingency as required by state legislation. The San Anselmo Housing Element was certified by the California Department of Housing and Community Development (HCD) on March 28, 2024. HCD requires the Town to submit annual reports demonstrating progress toward meeting these housing goals throughout the eight-year cycle.

A copy of the San Anselmo Housing Element and the status of implementation can be accessed at the following link on the Town's website: [Housing Element Implementation | San Anselmo, CA - Official Website](#).

Figure 5 shows progress toward Housing Element implementation. To date, the Town has completed 94 action items, 14 are ongoing, and 24 remain. The Town remains on track to complete all action items before the next Housing Element update. See **Attachment 2** for the remaining action items and **Attachment 3** for the 14 ongoing items.

During this quarter, the Town issued building permits for three new housing units, including one single-family dwelling and three accessory dwelling units (ADUs).



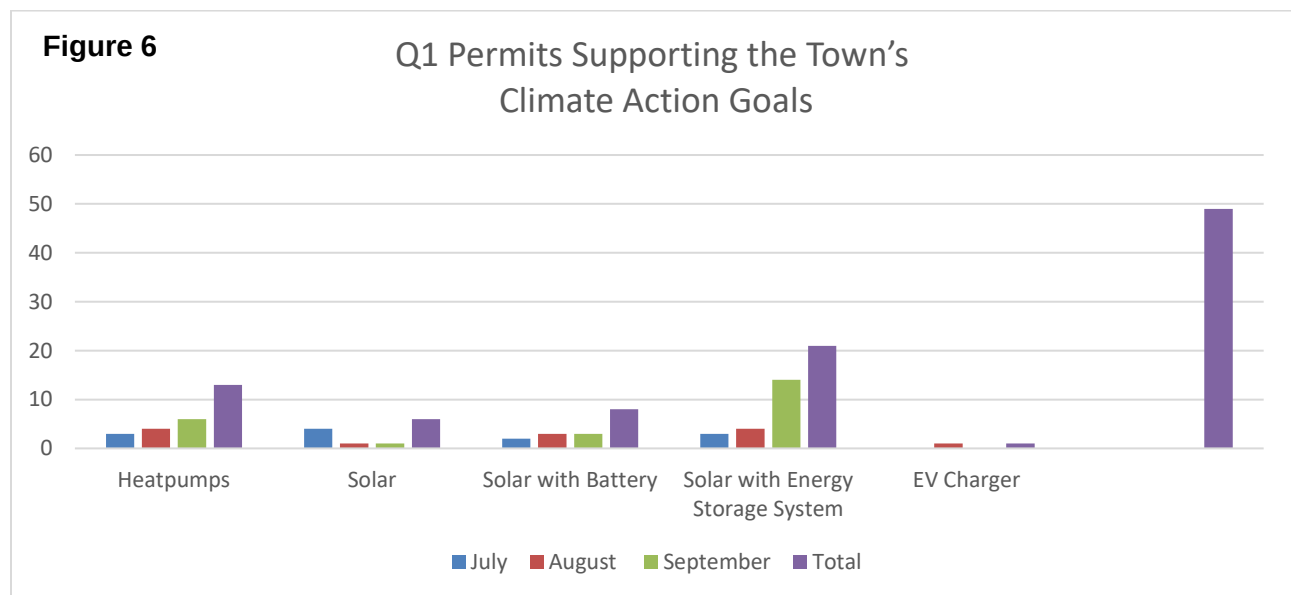
To date in 2025, the Town has issued 15 building permits for ADUs and one permit for the construction of a new single-family dwelling, all of which count towards the remaining 777 units allocated to the Town.

Climate Action and Sustainability Planning, Implementation, and Compliance

The San Anselmo Climate Action Coordinator, shared half-time with the Town of Fairfax, supports the Town's sustainability and climate goals by developing and implementing the Town's CAP, coordinating with staff, committees, commissions, and the community on strategies to reduce municipal and community-wide carbon emissions.

See **Attachment 4** for a list of project highlights and planned projects for FY 25-26.

Additionally, **Figure 6** shows the types and number of building permits for projects supporting the Town's CAP goals, including heat pumps, solar, solar with battery storage, solar with energy storage systems (smart battery storage), and EV chargers. A total of 49 permits were issued this quarter.



Public Information

The Planning Division provides public information services by responding to inquiries from residents, developers, and businesses, offering guidance on permit requirements, zoning regulations, and development standards, and making plans, ordinances, and project information readily accessible. Staff also facilitate transparency and engagement by providing materials for meetings, hearings, and community outreach efforts.

Planning Division Public Information. Figure 7 shows the types and number of public communications provided by the Planning Division. Only emails sent to the general planning@sananselmo.gov address are included; emails sent directly to individual staff are not counted. In total, the Planning Division handled 315 communications, including 108 public counter inquiries, 120 phone calls, and 87 emails.

Quarter 1 Planning Division
Public Information Inquires

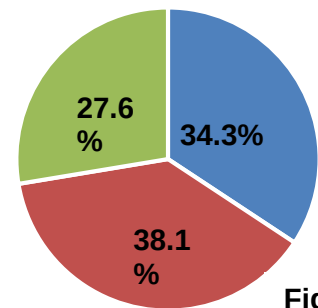


Figure 7

BOARD, COMMITTEE, AND COMMISSION SUPPORT

The Planning Division provides staff support to the Planning Commission (PC), the Economic Development Committee (EDC), the Open Space Committee (OSC), the Climate Action Commission (CAC), and the General Plan Advisory Committee (GPAC). During the quarter, the PC met three times, the EDC met once, the OSC met three times, the CAC met twice, and the GPAC met three times. and the Climate Action Commission met twice.

BUILDING DIVISION UPDATES AND STATISTICS

The Building Division ensures that all private and public construction projects comply with the California Building Codes and the Town's local amendments. Staff advise the Town Council on periodic updates to these codes, accept building permit applications, provide guidance to the public, and conduct inspections Monday through Thursday.

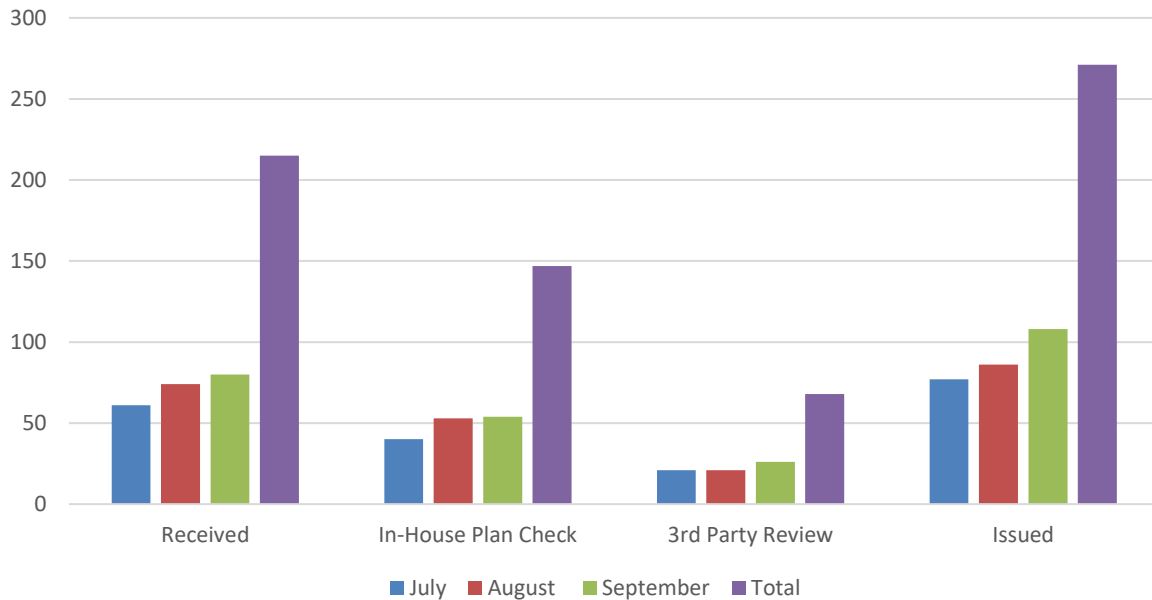
Key Responsibilities:

- **Plan Check:** Review construction plans to ensure compliance with California Building Codes and local amendments. Complex projects may involve coordination with the Planning Division, Engineering Division, Ross Valley Fire Department, and third-party plan check consultants.
- **Building Permit Issuance:** Calculate permit fees, issue permits following plan approval and verify compliance with all requirements before final inspection.
- **Building Inspection:** Conduct inspections to ensure construction meets approved plans and code requirements.
- **Public Information:** Provide guidance and support to residents, contractors, and developers regarding building regulations and processes.

Permit Plan Check. Figure 8 (following page) shows the number of permits received, reviewed and issued by the Building Division. During this period, 215 permit submittals were received, 215 permits were reviewed, and 271 permits were issued.

Figure 8

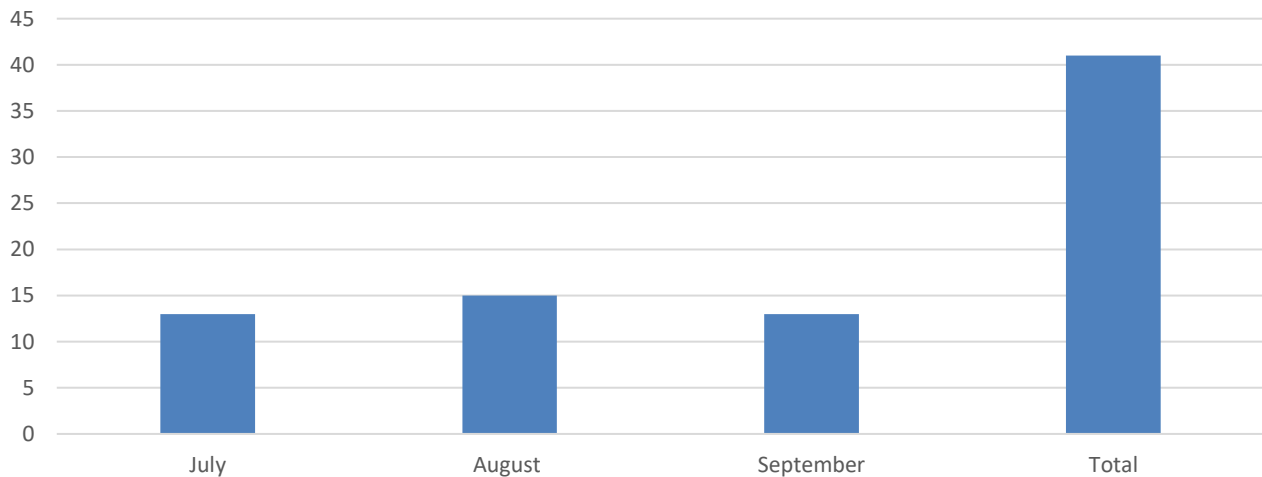
Q1 Permits Received, Reviewed, and Issued



Resale Inspection Reports. Figure 9 shows the total number of Residential Building Resale (RBR) inspections completed this quarter. A total of 41 RBRs were conducted, each consisting of a site inspection and corresponding report. A discussion regarding the RBR program is scheduled for the Town Council meeting on January 27, 2026.

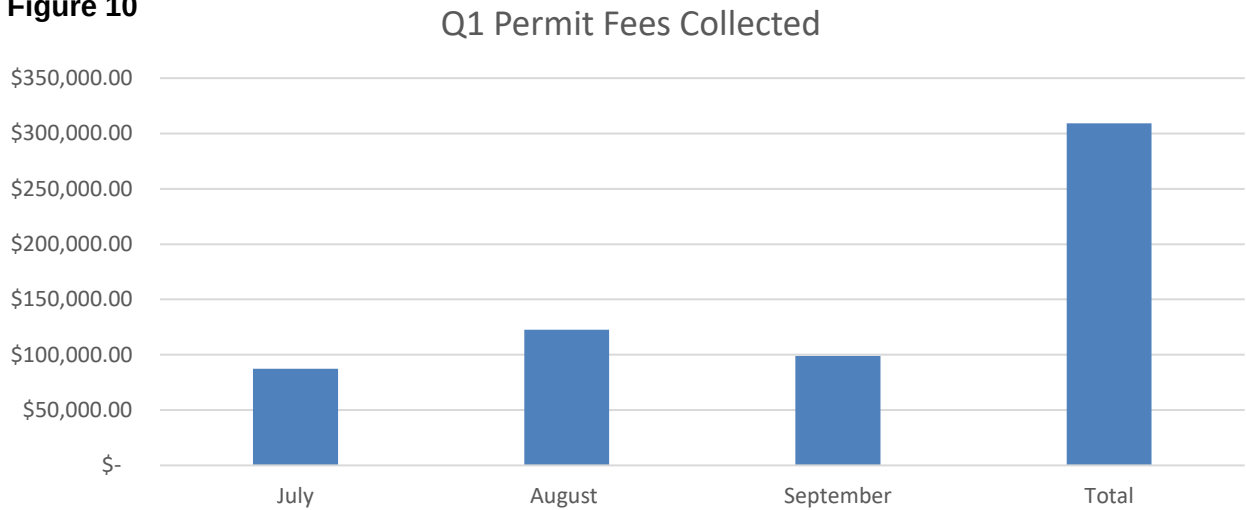
Figure 9

Q1 Residential Resale Reports



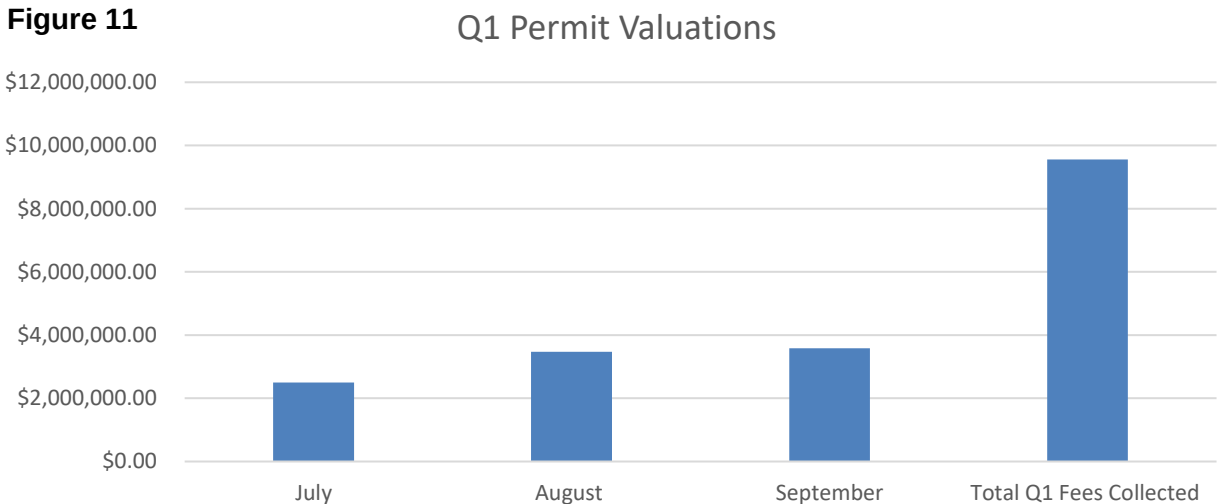
Permit Fees Collected. Figure 10 (following page) shows the total Building Division revenue for the first quarter was \$309,065, representing fees retained by the Town to support permitting and inspection services. Additional passthrough fees, such as State-mandated seismic and Green Building fees, are collected and remitted to the State and are not included in the total revenue figures presented.

Figure 10



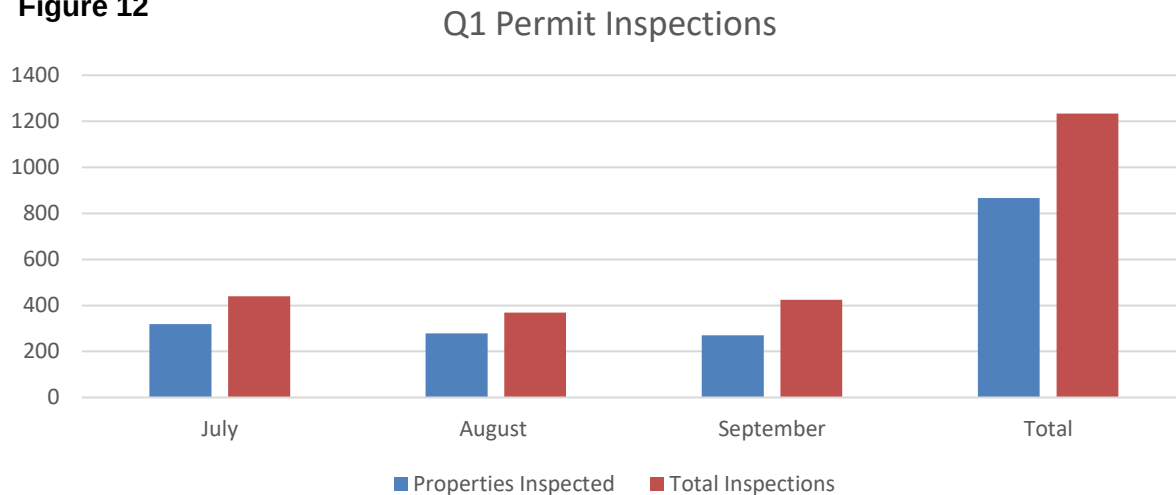
Permit Valuation. Figure 11 shows the total valuation of building permits issued during the first quarter, totaling \$9,555,387. Permit valuations reflect the level of construction activity and economic investment in the community and play a key role in supporting the Town's property tax base.

Figure 11



Permit Inspections. Figure 12 (following page) shows the number of inspections conducted this quarter. During this period, 866 properties were inspected, and 1,233 permit inspections were conducted.

Figure 12



Public Information

The Building Division provides public information and guidance to residents, property owners, and business owners regarding building permits, inspections, and construction records for all parcels within the Town. Staff assist the public in understanding permit requirements, code compliance, and the permit process. Additionally, the Community Development Department's administrative staff manage the Residential Building Report program, providing property-specific information to support real estate transactions.

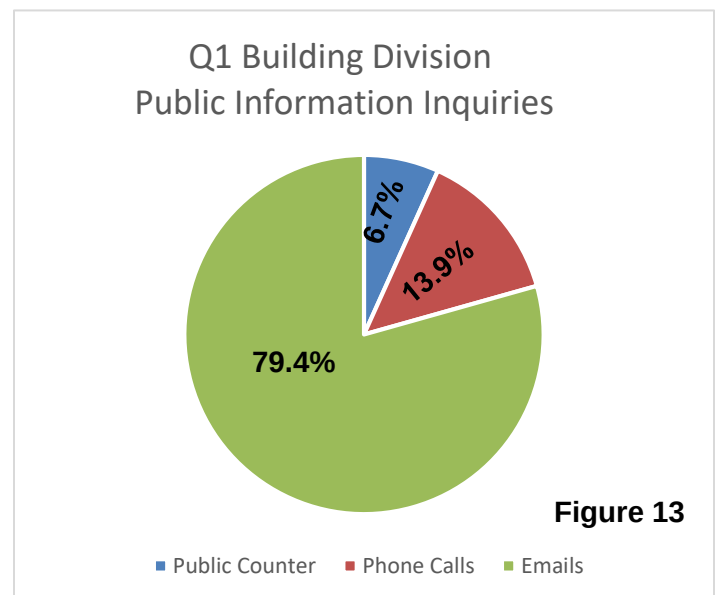
This ensures that the public has transparent access to building information and supports informed decision-making related to construction, property sales, and development.

Building Division Public Information.

Figure 13 shows the types and number of public communications provided by the Building Division. Only emails sent to the general permits@sananselmo.gov address are included; emails sent directly to individual staff are not counted. In total, the Building Division handled 3,528 communications, including 238 public counter inquiries, 490 phone calls, and 2,800 emails.

Notable Highlights

- Successful onboarding of the new Building Official, strengthening leadership and operational capacity.
- Partnered with the Marin Builders Association (MBA) to conduct a Permit Improvement Program. As part of this



effort, the MBA surveyed past building permit applicants and conducted interviews with homeowners, architects, and builders to gather feedback on their experiences with the Town's permit process. MBA will also engaged MBA members and other local organizations who have recently navigated San Anselmo's permitting system to gain additional insights. The Town should receive the report in the second Quarter.

- Both Permit Technicians received their International Code Council Permit Technician Certification.
- Updated the ETrakIT permit types to simplify the selection process. Applicants now choose from 12 permit types instead of over 40, making it easier to select the correct permit for submission.
- Streamlined initial completeness review for new building permits, allowing for faster plan checks.
- In-house review of PV permits by the Building Official, resulting in significantly faster reviews and permit issuance.
- Updated third-party plan check review contracts and review times. The below table shows the committed review times by the Town's consultants. The Town currently contracts with CSG and Phillipps Seabrook Associates for plan check review services.

TYPE OF REVIEW	INITIAL REVIEW (BUSINESS DAYS)	RE-CHECK (BUSINESS DAYS)
Residential New Construction	10	5
Residential Additions	10	5
Small Residential Remodels	10	5
Commercial New Construction & Large/Complex Projects ¹	15	10
Commercial Additions	10	5
Small Commercial Remodels/Tenant Improvements	5	5
Expedited ²	5-10	5
EVCS, PV, ESS		
Residential EVCS	5	5
Commercial/Multifamily EVCS	5	5
Residential PV + ESS (38.4 kw maximum)	3	3
Residential PV + ESS (38.4 kw or greater)	10	5
Commercial/Multifamily PV + ESS (38.4 kw maximum)	5	5
Commercial/Multifamily PV + ESS (38.4 kw or greater)	10	5
Residential ESS	3	3
Commercial/Multifamily ESS	5	5

Pending Building Department Refinements

- Adopt the 2025 California Building Code and update the Reach Code.
- Revise Building Department webpages to improve clarity and public accessibility.
- Continue evaluating permit processing procedures to improve efficiency and response times and update the Town’s website as needed.

CODE ENFORCEMENT

The Town of San Anselmo Code Enforcement Division educates the community about code compliance, investigates complaints, and enforces regulations when necessary.

The Town’s full-time Code Enforcement Officer focuses on working with the public to encourage voluntary compliance and timely remedies.

Enforcement covers all provisions of the San Anselmo Municipal Code, including Ordinances and Resolutions, as well as applicable State Building, Health and Safety, and Housing Codes.

The Code Enforcement Division prioritizes timely responses to current **“Report a Concern”** cases coming in through the Town’s website: [Form Center • Report a Concern](#). These cases are typically addressed within one business day and investigated before staff address older, backlogged cases.

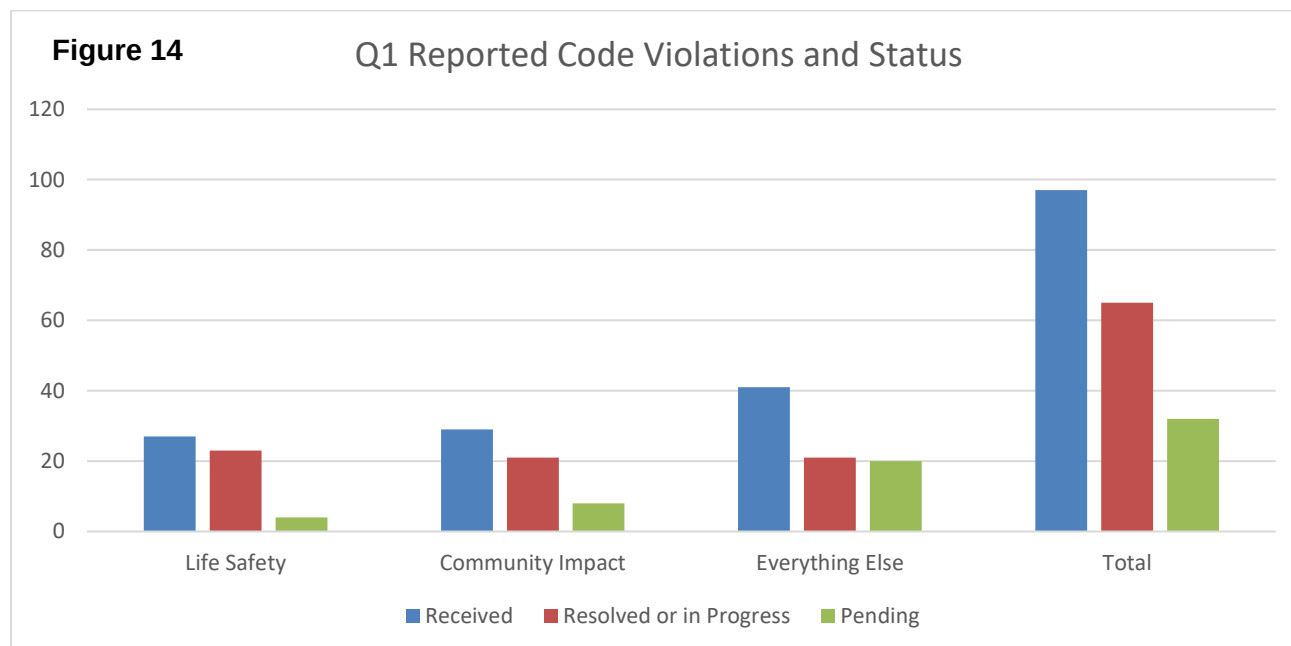
Currently, there is a historic backlog of 828 open cases dating back to 2015 in Trakit, the Town’s digital permit and case management system. This backlog resulted from previous staffing limitations. The current Code Enforcement Officer has begun resolving the most serious cases using more efficient methods, while categorizing and prioritizing the remainder with the goal of systematically clearing the backlog over time.

All cases, both current and backlogged, are triaged into one of three categories. Below is the breakdown of the backlogged cases only.

- Life Safety: Cases involving a credible threat of injury or death. 482 backlogged open cases.
- Community Impact: Cases affecting multiple properties or the broader community, 248 backlogged open cases.
- Other Violations: All other concerns, including neighbor-to-neighbor complaints. 98 open cases

Of the backlogged 828 open cases, it is estimated that at least 200 have been solved and not reported leaving the above estimated 628 open cases mentioned above.

Code Enforcement. Figure 14 shows a summary of the number and status of current public concerns and complaints received during the first quarter of Fiscal Year 2025–2026.



To address the current volume of open cases and improve overall efficiency, the Town’s Code Enforcement Officer is implementing a series of measures designed to streamline case management, prioritize resources, and promote timely compliance. These efforts are focused on maintaining community health, safety, and quality of life while providing responsive and transparent service to residents.

Key actions currently underway include:

- Triage and prioritize cases by severity and risk: Addressing health, safety, and environmental hazards first, followed by zoning and nuisance complaints.
- Batching case reviews: Grouping similar cases to increase efficiency in investigations, enforcement and follow-up.
- Conducting systematic case audits: Reviewing older or inactive cases to identify the most serious and those that can be closed or reclassified.
- Streamlining administrative enforcement: Using only the most effective steps in the administrative enforcement process.
- Continuing random proactive patrolling: Patrolling all areas of the Town each week in a non-predictable pattern looking for serious hazards and code violations.
- Scheduling quarterly progress reviews: Tracking closure rates and case activity to evaluate workload trends and refine priorities.

Additional strategies under consideration include:

- | | |
|--|--|
| • Enhancing interdepartmental coordination: | Strengthening collaboration between Planning, Building, and Public Works to share inspection data and improve efficiency. |
| • Expanding use of technology and tracking tools: | Leveraging the Town's case management system to automate reminders, schedule inspections, and monitor progress. |
| • Providing public education and outreach: | Developing online resources and printed materials to help residents understand common code requirements and compliance options. |
| • Exploring temporary staffing or consultant support: | Evaluating the feasibility of additional short-term resources to assist with backlog reduction and maintain timely responses. |
| • Consider a Blight Ordinance: | Would address persistent property neglect, inoperable vehicle storage and conditions otherwise not addressed in the current San Anselmo Municipal Code (SAMC). |
| • Develop a Code Enforcement Policy and Procedure Manual: | Ensures consistent, transparent, and legally defensible enforcement, improves staff training and efficiency, and enhances public trust and accountability. |
| • Continue to update the Town's Code Enforcement webpages: | Provides clear, accessible information to the public, improve transparency, and helps residents understand compliance requirements and reporting procedures. |

Through these ongoing and planned efforts, the Code Enforcement Office aims to significantly reduce the backlog of open cases, improve case resolution time, and enhance public confidence in the Town's enforcement processes. These actions reflect a proactive approach to maintaining community standards and ensuring that enforcement activities remain fair, consistent, and effective.

Council Direction Requested

Based on the information presented in this report, staff seeks Council guidance on the following:

1. Does the Council find the format of the quarterly report effective? Are there any sections that are unnecessary or missing?
2. Should future quarterly reports continue to be placed on the consent calendar, or would the Council prefer a presentation format?
3. Are there any specific items in this report that the Council would like to schedule for a future agenda for more detailed discussion (e.g., Current or Advanced Planning, Building Division permitting or processes, Code Enforcement)?
4. Is the Council interested in pursuing a Blight Ordinance to address persistent property neglect, inoperable vehicles, and other conditions not currently addressed in the San Anselmo Municipal Code (SAMC)?
5. Are there any additional items or topics the Council would like to address?

ATTACHMENT

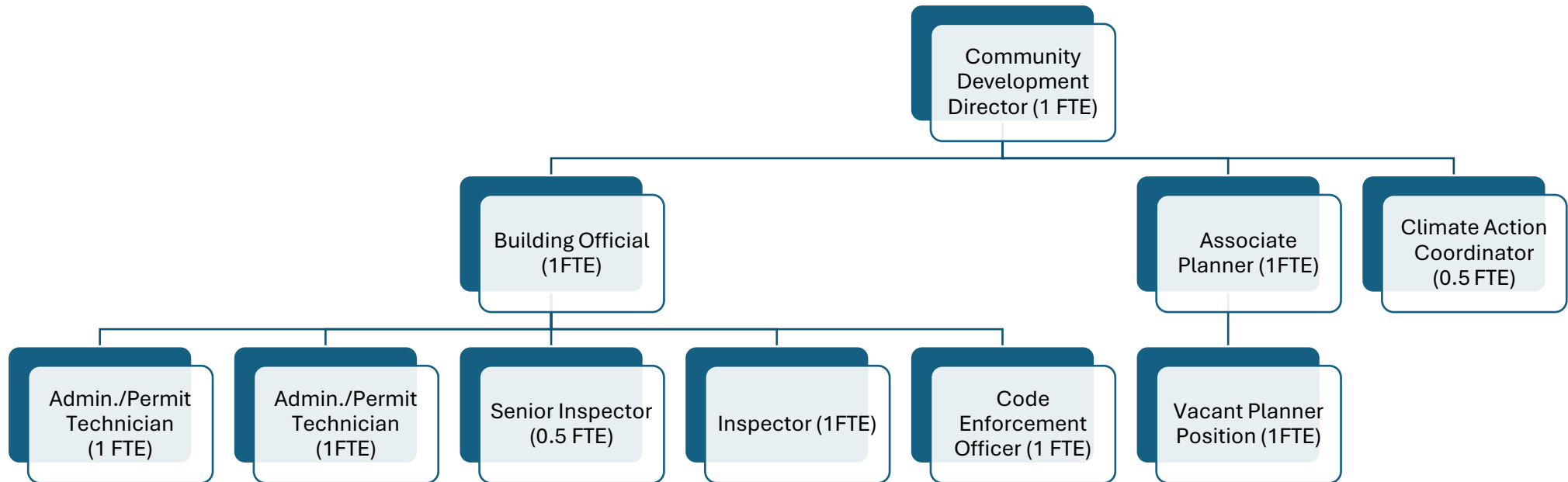
Attachment 1- Organizational Chart

Attachment 2- Housing Element Update Implementation Items to be Completed

Attachment 3- Housing Element Implementation Items- Ongoing

Attachment 4- Climate Action and Sustainability Highlights and Planned Projects for
FY 25-26

ATTACHMENT 1



Program	Town Lead	Consultant?	HCD Timeline	Count	Likely Town Timeline	ID @ Budgeting?	Time Needed for Implementation	Task Assigned To?	Notes/Questions	
Action 1.2b: Hire a consultant with expertise in affordable housing to present options for funding affordable housing projects, identifying affordable housing strategies and opportunities in San Anselmo as the Town budget is developed.	Planning	Consultant	Annually	1	Varies by action, but various timelines start at January 2023 and go through July 2025. Some indicate that information will be reviewed and collected annually	REAP funds are covering this work	End of 2025 (funding ends then)	Planning Division and County	Town is partnering with the region to prepare the <i>Affordable Housing Incentives Study</i> . The Study will identify what costs savings to affordable housing development in San Anselmo can be made and will serve as a roadmap for the Town to implement Municipal Code Amendments following the Study's culmination. The Study relies upon engagement with local affordable housing developers and non-profits to identify feasible options. The Study will examine various options including, but not limited to: 1) <u>Waiving the following local requirements:</u> a.Utility undergrounding requirements b.Other off-site improvement requirements for developments that provide a certain percentage of affordable housing 2) <u>Waiving the following local fees:</u> a.Permitting fees associated with undergrounding utilities b.Waive fees for affordable development projects (consider up to 50% waived fees for 100% affordable developments) c.Waiving the rezoning fees for property owners' requests to be rezoned within the Town of San Anselmo's Affordable Housing Overlay District 3) <u>Providing grants to cover the cost of undergrounding utilities through the Affording Housing Fees fund.</u> 4) <u>Preserving existing naturally affordable housing through tools such as:</u> a.Right of First Refusal; b.Property tax incentives; c.One-to-one replacement ordinance; d.Adaptive reuse ordinance (which could streamline project approvals, reduce parking requirements, and clarify building code requirements similar to the City of Los Angeles Ordinance); or e.Housing preservation fund.	
Action 4.1a: Support initiatives that provide tools and funding mechanisms to preserve "at-risk" affordable housing units.	Planning	Town staff	Annually	1						
Action 4.1b: Assess the feasibility of adopting strategies to preserve affordable housing stock, such as Right of First Refusal (to give qualified entities priority to purchase a property with an expiring rental subsidy contract), property tax incentives, a one-to-one replacement ordinance, and housing preservation funds.	Planning	Consultant	July 2025	1						
Action 4.4b: Assess the feasibility of providing property tax incentives for maintaining existing residences.	Planning; Finance	Town staff	October 2024	1						
Action 5.4a: Develop a policy to waive a percentage of project review, permit, and impact fees based on the project's level of affordability, up to a maximum of 50 percent for 100 percent affordable housing development projects.	Planning; Finance	Town staff	Annually	1						
Action 4.4a: Allow for modified development standards where multifamily projects include the preservation of an existing building.	Planning	Town staff	July 2025	1						
Action 4.5a: Evaluate, and if appropriate, amend the Zoning Code and other portions of the Municipal Code to remove potential constraints for adaptive reuse, such as the review/approval process, design requirements, and parking standards.	Planning	Town staff AND consultant	July 2025	1		TBD	Ongoing	Planning Division	This action is in progress. There are no housing developments in San Anselmo that are currently at risk of converting from affordable to market-rate housing. The Town continues to monitor and track units that may be "at risk" of conversion pursuant to Action 4.1d and will work with MHA as needed to seek funding to subsidize the long-term affordability of "at-risk" units as needed. The Town plans that the local Affordable Housing Fund, once it contains funds through an inclusionary housing project, could be a funding source to support the long-term affordability of units that become "at-risk" in the future. The Town implements State law as referenced in the language of Action 4.1c.	
Action 4.1c: When housing developments are identified as "at-risk" of converting from affordable to market- rate, work with MHA to reduce the potential of conversion and preserve or replace units, as needed, through the following strategies: · Monitor the status of "at risk" units pursuant to Action 4.1d. If property owners indicate the desire to convert the units, consider providing technical assistance, when possible, to support preservation of the "at risk" units at an affordable price. · Work with Marin Housing Authority and other agencies and non-profits to seek funding to subsidize the long-term affordability of the "at risk" units. To reduce displacement risk and in accordance with California Government Code Section 65583.2(g), require replacement housing units subject to the requirements of California Government Code Section 65915(c)(3) on sites identified in the sites inventory when any new development (residential, mixed-use, or nonresidential) occurs on a site that has been occupied by or restricted for the use of lower-income households at any time during the previous five years. This requirement applies to non-vacant sites and vacant sites with previous residential uses that have been vacated or demolished.	Planning	Town staff	Ongoing as developmen ts are identified as "at-risk"	1		TBD	Ongoing	Planning Division		
Action 7.1a: Identify, evaluate, and implement strategies to reduce the number of individuals experiencing homelessness both Town and Countywide in partnership with the Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non- profit organizations.	Planning	Town staff	January 2024	1	Ongoing	TBD	Dependent on whether other Marin County jurisdictions are interested.	Planning Division	The Town will continue to discuss this action with the Housing Working Group and identify more ways to help implement it. The Town works collaboratively with Marin County and regional partners to reduce the rate of homelessness.	
Action 7.2b: Work with local non-profits to create a day where volunteers provide free services such as home repairs and renovations for low-income elderly and disabled homeowners.	Planning	Town staff	Annually	1	Annually	TBD	Dependent on property owner interest	Planning Division and Department of Public Works	The Town is actively working with Habitat for Humanity to establish a Housing Rehab Day in San Anselmo. In early 2025, the Town identified 5 properties in San Anseelmo in need of home repairs with low-income elderly or disabled homeowners, and Habitat for Humanity contacted each property owner to encourage their participation in a Housing Rehab Day. All of the owners either declined this offer or were non-responsive to these efforts. Therefore, the Town is currently partnering with Habitat for Humanity to solicit applications for home preservation work from San Anselmo residents. As of September 2025, Habitat received 1 application and is scheduling rehabilitation work with the resident for February 2026.	
Action 3.1c: Adopt pre-approved infill missing middle housing plans to reduce development costs and streamline the approval of missing middle housing.	Planning	Consultant	July 2024	1	Begin end of 2025	Yes	Dependent on whether SB 450 effectively removes the need for discretionary approvals of missing middle housing	Planning Division	SB 450 has effectively eliminated Town Design Review. In 2025, the Town will evaluate the impacts of SB 9 and SB 450 on actual development proposals in San Anselmo to ensure that any pre-approved plans align with real-world needs. At the same time, the Town is actively implementing a pre-approved ADU plan process. Once the Town has assessed both the development impacts of recent State laws and refined its approach to pre-approved ADU plans, it will be well-positioned to develop pre-approved infill missing middle housing plans in a way that is efficient, effective, and responsive to local conditions.	
Action 5.1a: Work with Marin County and neighboring jurisdictions to explore the feasibility of establishing a renter match program for ADU owners and prospective tenants.	Planning	Consultant	October 2025	1	Research done; Implement starting October 2025 for FY26/27.	Yes	Currently coordinating with the Marin Housing Working Group to consider multi-jurisdictional effort. Schedule Town Council update in February 2026.	Planning Division	The Town has identified Home Match as the provider for Marin County jurisdictions. This program is costly and would require funding from the Town's Affordable Housing Fund (AHF) to be viable. At this time, the Town has not yet collected funds in the AHF because no development applications have triggered the affordable housing requirements outlined in Title 10, Chapter 21 – Affordable Housing. Once the Town receives an application that requires a contribution to the AHF and sufficient funds are collected, the Town can move forward with launching a renter match and home sharing programs for ADU owners and prospective tenants. As of October 2025, the Town Council recently heard that the cost of program administration by a 3rd party may be less expensive than originally anticipated. As such, the Town will receive an informational presentation at an upcoming Council meeting to provide information and determine whether the Town has sufficient resources to pursue said program at this time.	
Action 5.1b: Work with Marin County and neighboring jurisdictions to explore the feasibility of establishing a home share program.	Planning	Consultant	October 2025	1						
Action 6.2a: Assess the feasibility of waiving all fees associated with ADU permitting when the property owner deed restricts their ADU to be rented at rates affordable to extremely low- and very low-income households.	Planning; Finance	Town staff	Annually	1	Annually	Yes	Discuss during budgeting for the FY 26-27 year.	Planning Division	In 2025, the Planning Department considered drafting a policy to waive ADU permitting fees when ADUs are deed restricted for affordable housing. The Town did not have enough funding in the budget to support this waiver. Therefore, we'll do this in advance of this spring's budgeting process to reassess financial feasibility for implementation in 2026-2027.	
Action 5.6a: After the adoption of zoning amendments proposed herein, fund and conduct a Town-owned property study to identify properties which may be suitable for future redevelopment with housing utilizing the revised standards. Make the findings available to the public and interested developers via the Town's website.	Planning	Town staff	Jan-24	1	GPU timeline	Yes	GPU is planned to be adopted in 2026	Planning Division	This action will be completed, in part, as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. Tracking implementation of this as part of the GPU in this file: S:\PLANNING\GENERAL PLAN\2023-2024 GP Update\02 Background\Data for Consultant\GPU Key Topics to Address.docx	
Action 5.6b: Using the findings of the study referenced in Action 5.6a, develop a comprehensive program to support reuse of identified sites for housing purposes.	Planning	Town staff	July 2024	1	Following GPU implementat ion	Yes	Relies on timeline of Affordable Housing Incentives Study	Planning Division	- This action will be completed following the General Plan Update, which was initiated by the Town Council on November 14, 2023. Tracking implementation of this as part of the GPU in this file: S:\PLANNING\GENERAL PLAN\2023-2024 GP Update\02 Background\Data for Consultant\GPU Key Topics to Address.docx - It may also be implemented through the "Affordable Housing Incentives Study" study. - We could also consider adopting an Adaptive Reuse Ordinance that would streamline approval processes, reduce parking requirements, and clarify building code requirements (similar to City of Los Angeles Ordinance).	

Program	Town Lead	Consultant?	HCD Timeline	Count	Likely Town Timeline	ID @ Budgeting?	Time Needed for Implementation	Task Assigned To?	Notes/Questions	
Action 5.9e: Evaluate and update the design review findings in the Zoning Code to be objective in order to remove barriers to housing development. Remove and replace the findings with objective findings.	Planning	Town staff	July 2024	1	2027	Yes	Reschedule for 2027 because of the GPU. Set calendar reminders for December 2026.	Planning Division	We may not even use Design Review anymore (for new housing units) due to SB 9/SB 450. See information on Action 3.1c row for more details.	
Action 9.1: Work with the County of Marin and other Marin jurisdictions to develop strategies that protect tenants from rapidly rising rents and displacement. These may include: · Rent stabilization: Currently, the State imposes rent caps on some residential rental properties (AB 1482) through 2030. Evaluate a permanent policy and/or expansion to units not covered by AB 1482, as permitted by law. · Just cause for eviction: AB 1482 also establishes a specific set of reasons that a tenancy can be terminated. These include: 1) default in rent payment; 2) breach of lease term; 3) nuisance activity or waste; 4) criminal activity; 5) subletting without permission; 6) refusal to provide access; 7) failure to vacate; 8) refusal to sign lease; and 9) unlawful purpose. Evaluate expansion of these protections or extension if State protections expire. · Local relocation assistance: Evaluate a countywide relocation assistance program that provides greater relocation assistance to special needs groups (e.g., seniors, disabled, female-headed households) and reasonable accommodation for persons with disabilities. · Right to Purchase: When tenants are being evicted due to condominium conversion or redevelopment, offer first right to purchase to displaced tenants to purchase the units. · Right to Return: When tenants are being evicted due to rehabilitation/renovation of the property, offer first right to displaced tenants to return to the improved property. · Tenant Bill of Rights: Adopt a tenant's bill of rights that considers extending protections for subletters and family members and addresses severe habitability issues and market pressures. This provision could also provide anti-retaliation protection for tenants that assert their rights and a right to legal representation in the case of evictions. The Town will take the following actions: 1. Participate in countywide meetings with planning staff from all Marin jurisdictions to review best practices and develop model ordinances for the tenant protection strategies identified above in 2024. Work with Fair Housing of Northern California and Legal Aid of Marin to develop strategies and prepare model ordinances. 2. Conduct study sessions with the Planning Commission and Town Council to understand needs and best practices for the tenant protection strategies identified above in 2025. Invite Fair Housing of Northern California and Legal Aid of Marin to present at and participate in the study sessions. 3. Prepare ordinances at Town Council direction and bring forward for Planning Commission recommendation and Town Council	Planning Dept		December 2024	1	TBD	TBD	TBD	Planning Division	On April 9, 2024, the Town Council adopted an Ordinance adding rent stabilization measures and tenant protections to the Municipal Code. This ordinance was repealed via Measures N and O in the general November 2024 election. Moving forward, the Town is participating in Rooted in Marin, a community-centered engagement and education process to understand displacement in our community. The goals of this work include outreach and engagement to all members of the Marin community, education about anti-displacement measures, and finally a feasibility report that will include best practices.	
Action 9.2a: Require that any development within the Affordable Housing Overlay District be marketed to the disability community and non-English speakers, including new-immigrant and refugee communities.	Planning	Town staff	July 2025	1	Part of GPU timeline	N/A	These 2 actions will be completed as part of the General Plan Update, planned for adoption in late 2026.	Planning Division	This will be implemented as part of amendments to the Zoning Code concurrently with General Plan Update adoption. See the list of amendments in this file: \\10.211.69.16\share\PLANNING\GENERAL PLAN\2023-2024 GP Update\05 Implementation\Zoning Code Amendments\List of Amendments.docx	
Action 9.2b: Require that any development within the Affordable Housing Overlay District prepares and publicizes paper and digital versions of multi-lingual applications, and that all websites containing application information be accessible.	Planning	Town staff	July 2025	1	Part of GPU timeline					
Action 4.3b: Perform an analysis to compare the Town's zoning regulations with housing development on the ground to determine whether amendments are needed to ensure that infill single-family detached housing is consistent in bulk and mass with other single-family detached housing in the neighborhood to help preserve smaller, naturally affordable housing in the community.	Planning	Town staff/GPU consultant	July 2025	1	Part of GPU timeline	TBD	Part of GPU timeline	Planning Division	This action will be completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. Tracking implementation of this as part of the GPU in this file: S:\PLANNING\GENERAL PLAN\2023-2024 GP Update\02 Background\Data for Consultant\GPU Key Topics to Address.docx	
Action 5.3d: Encourage cooperative and joint ventures between owners, developers, and non-profit groups in the provision of below market rate housing and senior housing. Work with non-profits and property owners to seek opportunities for affordable housing development on key housing opportunity sites that are close to services, transit, and jobs. Undertake the following actions to encourage development of multi-family, affordable, and senior housing: 1 - Meet with non-profit housing developers and property owners of housing opportunity sites to identify housing development opportunities, issues, and needs during 2023. 2 - Select the most viable sites during 2023 and 2024. 3 - Undertake community outreach in coordination with potential developers and property owners during 2023 and 2024. 4 - Complete site planning studies, continued community outreach, and regulatory approvals in coordination with the development application. 5 - Facilitate development through regulatory incentives, reducing or waiving fees, fast track processing, lot consolidation, and assistance in development review. 6 - Apply for and/or allocate state and local affordable housing funds to the project. 7 - Require affordable units to be affirmatively marketed to communities of color and protected classes. Utilize publications, venues, and community groups, such as Canal Alliance, that serve Black and Hispanic/Latinx communities, including outside of Marin County.	Planning	Town staff/consultant for "site planning studies" potentially	Actions as identified in the action and development of housing sites by 2030	1	Part 1 - Jan 2025 Part 2 - Jan 2026	TBD	Part 1 - Contact property owners of opportunity sites in 2025. Part 2 - Start identifying paths to facilitate development (on these parcels ID'ed in Part 1) in 2026. Also discuss and consider opportunities to apply for affordable housing funds and grants!	Planning Division	Plan to defer each step by 2 years. See implementation by steps below: 1 - Complete. The Town created a list of non-profit affordable housing developers and affordable housing advocates (e.g., EAH Housing, BRIDGE, The Pacific Group) and used that list to reach out to the non-profits to advertise housing development opportunities on October 24, 2024. 2 - Complete. The Town has selected viable sites for below market rate housing and senior housing as identified in the Housing Element as Housing Element Opportunity Sites. 3 - Complete and ongoing. The Town continues to advertise the availability of Housing Element Opportunity Sites for development and redevelopment through ongoingg communications with local developers and builders at the public counter, via email, and our Housing Element Implementation webpage. 4 - The Town will work closely with interested developers, as the opportunity arises, to support their development applications through studies, community outreach, and application of local regulations in accordance with State law. 5 - The Town continues to seek opportunities to streamline development through incentives, fee reductions, quick development application reviews, and more. 6 - The Town continues to seek funding opportunities to support local affordable local housing creation. 7 - The Town will require marketing of affordable units to communities of color and protected classes as affordable housing is developed.	

Program	Town Lead	Consultant?	HCD Timeline	Count	Likely Town Timeline	ID @ Budgeting?	Time Needed for Implementation	Task Assigned To?	Notes/Questions	
Action 7.5a: Encourage a dispersion of facilities to avoid an over-concentration of shelters for people experiencing homelessness in any given area. An over-concentration of such facilities may negatively impact the neighborhood in which they are located and interfere with the “normalization process” for clients residing in such facilities.	Planning	Town staff	Ongoing as sitting a facility is discussed or considered by the Town, Marin County Health and Human Services, the Marin Homeless CoC, social service providers, and non-profit orgs	1	Ongoing as sitting a facility is discussed or considered by the Town, Marin County Health and Human Services, the Marin Homeless CoC, social service providers, and non-profit orgs	TBD	N/A	Planning Division	The Town does not have an over-concentration of shelters for people experiencing homelessness in any given area as the Town does not currently have a shelter. In the future, the Town will site any and all homelessness shelters and services strategically throughout the community to prevent an over-concentration.	
Action 8.2c: Consider participation in the Firewise USA Community, as recognized by the National Fire Protection Association (NFPA).	Fire	Town staff	January 2023	1	Unknown -- Fire Dept's realm	TBD	Up to Fire Department to decide	Planning Division	This action is within the Fire Department’s realm, not the Planning Department’s realm. We’ll leave it up to RVFD to make this decision.	

Program	Town Lead	Consultant or	Count	HCD's Desired Completio	Town's Likely Timeline	ID @ Budgeting	Estimated Time Needed for	Notes/Questions
Action 1.1a: Continue to implement the agreements with the Marin Housing Authority (MHA), for for-sale units and with local Bay Area and Marin County housing non-profits and affordable housing developers for for-rent units, to manage deed restricted affordable housing developments in San Anselmo.	Planning Division	Town staff	1	Bi-Annually	Ongoing		No lead time needed	The Town will continue to coordinate with MHA as deed-restricted affordable units come online to ensure management of said units in San Anselmo. As of April 2025, no new deed-restricted affordable units have been created in San Anselmo.
Action 1.1b: Work with MHA, and local Bay Area and Marin County housing non-profits and affordable housing developers to implement resale and rental regulations for extremely low, very low-, low- and moderate-income units, and monitor to ensure that these units remain affordable.	Planning Division	Town staff	1	July 2025	Ongoing		No lead time needed	The Town will continue to support and work with MHA, which currently manages all deed-restricted affordable units in San Anselmo, to ensure that the existing deed-restricted affordable units in San Anselmo are rented and resold in accordance with their deed restrictions.
Action 1.1c: Work with non-profits to assist in achieving the Town's housing goals and implementing programs. Coordination should occur on an ongoing basis and as special opportunities arise through Housing Element implementation. Facilitate the participation of non-profits as an advisory role to assist the Town's affordable housing consultant (see Program 1.2) in identifying funding and opportunities for development.	Planning Division	Town staff	1	Quarterly; Case-by-case basis	October 2024; Case-by-case basis		List created on 10/24/24.	The Town created a list of non-profit affordable housing developers and affordable housing advocates (i.e., EAH Housing, BRIDGE, The Pacific Group) and used that list to reach out to the non-profits to advertise housing development opportunities on October 24, 2024. As projects arise, the Town will continue to reach out to the organizations that would benefit from feedback from this stakeholder group.
Action 1.2a: Provide a report annually to the Town Council to review progress on Housing Element programs. Annually prioritize programs for implementation and include funding in the Town's budget.	Planning Division	Town staff	1	Annually	Annually	X	To be done annually as part of APR.	The Town completes this annually as part of the required State reporting process each spring.
Action 1.2c: Continue ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates to provide advice and comment on proposed zoning amendments and other program implementation.	Planning Division	Town staff	1	Annually; Case-by-case basis	Started in April '24, implemented on a case-by-case basis after that.		Email sent on 10/24/24.	The Town advertised recent changes to the Municipal Code and General Plan to implement the 2023-2031 Housing Element via email to non-profit affordable housing developers identified through Action 1.1c on October 24, 2024. As additional potential amendments and programs arise, the Town reaches out to these organizations.
Action 2.2c: Regularly reach out to community groups and residents representing a broad range of socio-economic groups in the community to solicit ideas for housing strategies when they are discussed at Planning Commission or Town Council meetings.	Planning Division	Town staff	1	Annually and on an as-needed basis	On an as-needed basis		Ongoing basis	The Town is engaging with a wide variety of community members through the General Plan Update process. Implementation is ongoing as housing topics arise. For example, in 2024 and 2025, the topic of co-housing as an innovative housing type was brought up at the Planning Commission, and the Town Council is considering adoption of regulations in May 2025 that would conditionally allow co-housing in San Anselmo.
Action 5.2f: Conduct an analysis of fees collected for recent multifamily housing projects and compare to the actual time it took for plan check and inspections by staff and outside consultants to provide expedited review of desired housing developments and waivers or reductions of development fees where feasible and necessary.	Planning Division	Town staff	1	Annually	Annually		No lead time needed	This is done as part of our annual budgeting process at the end of the calendar year. We run reports in TrakIT to identify staff time spent and modify development fees where feasible.
Action 5.9c: Continue to evaluate and improve the streamlined processing system to facilitate residential development.	Planning Division	Town staff	1	Annually	Annually		Ongoing basis	Implemented and ongoing. In 2023, the Town conducted rezonings, adopted the Objective Design and Development Standards, created a new administrative path (i.e., Minor Exception) for redevelopment/upgrades on properties requiring foundation repairs and in flood zone, and adopted new actions in the Housing Element to streamline residential development. The Town will continue to assess opportunities to streamline residential development annually.
Action 7.1c: Work with housing providers to ensure that housing needs for special needs groups are addressed for seniors, persons with disabilities and developmental disabilities, single parent-headed households with children, large households, and extremely low-income households. The Town will seek to meet special housing needs through a combination of regulatory incentives and zoning standards. Actions 5.7a through 5.7 g, 5.3a, and 6.2c contain additional incentives the Town plans to implement.	Planning Division	Town staff	1	January 2024; Annually thereafter	January 2024; Annually thereafter		The Town will continue to implement this action annually.	The Town adopted amendments to the Zoning Code via Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinance-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=). These ordinances provide incentives that support the creation of housing units for people with special needs. The Town continues to seek additional incentives that support the creation of units for people with special housing needs as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023.
Action 7.3a: Continue to support the use of Marin Community Foundation funds for affordable housing and continue to participate in the Housing Stability program administered through MHA.	Planning Division	Town staff	1	Ongoing as needed; Annually	Ongoing as needed; Annually		Implementation ongoing	The Town supports the Marin Community Foundation and continues to participate in housing stability programs administered through MHA by virtue of MHA administering the Town's low income housing units.
Action 7.4a: Allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related support services.	Planning Division and Admin/ Finance Dept	Town staff	1	Annually	Annually		Implementation ongoing	Implemented. The Town allocates funds to the County annually to support homelessness services.
Action 7.4b: Continue to provide resources that support local and regional solutions that meet the needs of individuals experiencing homelessness. Continue to collaborate with other agencies to support shelters and programs, such as Housing First and Rapid Rehousing, and provide housing resources and opportunities for individuals experiencing homelessness and displacement.	Planning Division	Town staff	1	Annually	Annually		Implementation ongoing	Implemented. The Town allocates funds to the County annually to support homelessness services.
Action 7.5b: Encourage positive relations between neighborhoods and providers of permanent or temporary emergency shelters. Providers or sponsors of emergency shelters, transitional housing programs and community care facilities shall be encouraged to establish outreach programs within their neighborhoods and, when necessary, work with the Town or a designated agency to resolve disputes.	Planning Division	Town staff	1	Annually			Ongoing basis	The Town does not currently have permanent or temporary emergency shelters. The Town actively encourages positive relations between neighbors, requiring community members to meet with adjacent neighbors early in their land use permit process as demonstrated in the Town's Application Submittal Checklist posted on the Town's website: https://www.townofsananselmo.org/1180/Apply-Online-and-Application-Forms . In addition, the Town has recently provided many opportunities for neighbors to engage and build positive relations as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023.
Action 7.5c: As the opportunity arises, the Town will participate in the funding of multi-jurisdictional emergency shelter projects such as the Project Homekey project at 1251 South Eliseo Drive and the Homeward Bound of Marin Workforce and veteran Housing project in Novato.	Planning Division and Admin/ Finance Dept	Town staff	1	Annually			Implementation ongoing	The Town allocates funds to the County annually to support local and regional solutions that meet the needs of individuals experiencing homelessness, such as the development of a multi-jurisdictional emergency shelter or a veteran housing project.

Project highlights from July 1, 2025 to September 30, 2025

Energy.Efficiency.and.Renewable.Energy

- Assisted with Building Code Adoption
- Coordination and collaboration with BayREN and San Anselmo Department of Public Works (DPW) on the grant to install an electric HVAC system in the Library
- Finalizing SolarAPP+ documents

Transportation

- Collaborated with Marin Climate and Energy Partnership (MCEP) on a regional Request for Information (RFI) to kick start a regional collaboration on charging connectivity and regional management and operations.
- Collaborating with MCEP on an alternative commute outreach campaign
- Creating a Fleet Transition Analysis and Plan with Metropolitan Transportation Commission (MTC) on Fleet Planning Assistance (an outcome of a 100K grant) -
- Applied for the Bay Area Air District's Public Electric Vehicle (EV) charger grants.
- DPW purchase a new Kia EV
- Memorial Park and San Anselmo Corps Yard EV chargers are up and running
- In process with PG&E: Pine Street Lot, Isabel Cook
- Working with Its Electric on a curbside charging pilot

Waste.and.Sequestration.

- Submitted the Environmental Air Reduction (EAR) to Zero Waste Marin
- Hosted a Repair Fair and Halloween Décor/ Costume exchange
- Coordinating with Zero Waste Marin on an Event Greening Pilot.
- Researching and coordinating sustainable event practices for Live on the Avenue
- Developing a collaboration with Make It Home for furniture donations
- Coordinated All-staff "Lunch and Learn" on Composting and Recycling practices and importance

Adaptation.and.Resilience

- Facilitated the Climate Action Commission (CAC) inventory of resilience in town functions and assets.

Community.Outreach.and.Education.

- Coordinating newsletter and outreach content with MCEP and Zero Waste Marin
- Education and Events
 - Reuse Fair and Halloween Decor Exchange
 - Planning a Takeback Day for October

Planned Projects by the End of FY 25-26

Energy.Efficiency.and.Renewable.Energy.

- Submit documents to the California Energy Commission (CEC) for the Building Code Update
- Continue Coordinating with BayREN and DPW on Library HVAC project
- Distribute outreach on electrification and efficiency measures for homeowners and renters
- Implement County's Building Electrification Roadmap
- Facilitate CAC outreach to Multifamily housing owners
- Update the Green Building Website

Transportation.

- Collaborate with MTC and finalize Fleet Electrification Roadmap
- EV chargers to be installed at Pine Street Lot, Isabel Cook
- Coordinate Its Electric pilot on curbside charging
- Alternative Commute Campaign administration with MCEP
- Finalize partnership with Ohm (maintenance and operations of EV chargers)

Waste.and.Sequestration.

- Educate and meet with High impact businesses on composting, waste, and foodware
- SB 1383 Implementation and reporting
- Facilitate a site visit with Outreach branch of CalRecycle
- Coordinate last-mile-composting education with DPW staff and internal sustainability practices
- Finalize Event Greening for Live on the Avenue and implement strategies Summer 2026
- Takeback Day October 25, 2025

Adaptation.and.Resilience.

- Continue facilitating the CAC's inventory of resilience in town functions and assets

Community.Outreach.and.Education

- Lead the Outreach Committee for MCEP - continue newsletter and outreach items
- Climate Action Plan (CAP) Update Community Workshop and Survey
- Breakfast with Santa Event Greening Pilot
- Repair Fair Sept 2026
- Social and Environmental Academy (SEA)- Dedicated to Improving School and Community (DISC) Collaborative Event on Climate Impacts

Reporting.and.Administration.

- Update the Climate Action Plan with Consultant Christine O'Rourke and CAC subcommittee
- SB 1383 SMART platform reporting
- Continue to clean up and organize S-Drive



STAFF REPORT

TOWN OF SAN ANSELMO

Item #: 2.6

MEETING DATE: October 28, 2025

AGENDA TITLE: Consultant Contract for the Creek Park Parking Lot Contraflow Bike Lane Project

FROM: Scott Schneider, Assistant Public Works Director

RECOMMENDATION: That the Town Council authorize the Town Manager to execute a Professional Services Agreement with Parametrix for the design of the Creek Park Parking Lot Contraflow Bike Lane Project in an amount not to exceed \$158,183, and find the project categorically exempt from the California Environmental Quality Act pursuant to 14 Cal. Code Regs. § 15306.

BACKGROUND

It has long been a challenge for cyclists travelling from San Rafael to downtown San Anselmo to cross Sir Francis Drake Boulevard (SFD) near the Hub. The current westbound route using Countywide Bike Route 24 is to ride eastbound Greenfield Avenue to Lincoln Park to Bank Street, cross SFD, ride south on SFD to Tunstead Avenue, intersect with Bike Route 20, then head north on San Anselmo Avenue towards Fairfax or south towards Ross.

Eastbound riders from Fairfax are routed from Route 20 on San Anselmo Avenue to Center Boulevard past the transit station to the Hub using a very short section of Class 2 bike lane, then onto Greenfield Avenue (Route 24). This route is a high stress route for adult and experienced riders, and some parents may not allow their children to ride this route.

An alternative route through Creek Park was included in the proposed project list in the 2008 Bicycle Master Plan, and included in updates in 2015 and 2025. This route would be a low stress route through the Creek Park parking lot, and bring cyclists to the Bridge Avenue/Center Boulevard intersection (all way stop sign), then down Bridge Avenue to connect with Route 20 on San Anselmo Avenue.

DISCUSSION/ANALYSIS

The Town solicited proposals from three engineering firms, and received proposals from two firms – Parametrix and Siegfried Engineering. Both firms are highly qualified and have worked on successful projects for the Town. Staff reviewed both proposals and selected the Parametrix proposal as the most responsive for this project.

The design work is expected to take four to six months, and includes two public meetings. The completed design will be brought back to the Town Council for their approval in spring 2026 for summer 2026 construction if construction funding is identified.

FISCAL IMPACT

The professional services agreement will be drafted for a not-to-exceed cost of \$158,183. Funding is available from Measure B (\$166,142) from the Transportation Authority of Marin (through the Vehicle License Fee program). Construction funds have not yet been identified.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This project design is exempt from the California Environmental Quality Act (CEQA) under a Class 6 categorical exemption, because the scope of work consists of data gathering, analysis and preparation of plans and specifications for a project. No construction or alteration will be undertaken. (14 Cal. Code Regs. § 15306). When the plans and specifications are finalized and ready for bidding and construction, a CEQA analysis will be undertaken at that time.

The project design will propose improvements that will address San Anselmo's Climate Action Plan 2030, specifically CAP Measure T-2 (bicycling).

ATTACHMENTS

Attachment 1- Parametrix Scope and Cost Proposal



CREEK PARK BIKEWAY CONNECTION

Town of San Anselmo

October 20, 2025



Town of San Anselmo
Scott Schneider
Assistant Public Works Director
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: San Anselmo Creek Park Bikeway Connection

Dear Mr. Schneider:

Parametrix presents the following qualifications and work plan outlining engineering services to support the Town of San Anselmo (Town) in advancing the Creek Park Bikeway Connection project. Our team will assist the Town in identifying and recommending a preferred design alternative, preparing design documents, conducting public and stakeholder outreach, and providing technical support throughout the design phase.

PROPOSED TEAM

Parametrix has assembled the following key team members to lead the engineering and outreach efforts for the Creek Park Bikeway Connection project. Our team brings the expertise and experience necessary to advance the Town's goals and deliver a successful outcome.

Janice Reguyal, PE | Project Manager/Public Outreach

Janice is a licensed civil engineer with 17 years of experience delivering complex transportation and infrastructure projects throughout California. Her background includes design and coordination on multimodal corridor improvements, transit facilities, roadway upgrades, and rail infrastructure, with a strong focus on integrating safety and constructability considerations into design solutions. Janice has extensive experience collaborating with public agencies, utilities, and community stakeholders to balance design and technical requirements with local priorities. For the Creek Park Bikeway Connections project, Janice brings a wide range of knowledge in roadway design and geometric refinement that supports the development of safe, context-sensitive active transportation facilities. Her familiarity with agency standards and multidisciplinary coordination will help advance the project efficiently from design through implementation.

David Parisi, PE, TE | Principal-in-Charge

David is a professional civil and traffic engineer with 36 years of experience in the planning and design of Complete Streets throughout California. He leads multimodal circulation and safety design projects from community outreach through final design and construction. He is a specialist in Vision Zero and in applying appropriate and innovative pedestrian, bicycle, transit, and vehicular circulation and safety solutions to assist communities in creating safer, more accessible and sustainable transportation networks. As Principal-in-Charge, David will provide project oversight, serve as a technical resource, and verify adherence to contractual obligations.

Patrick Echols, PE | QA/QC Manager

Pat is a registered civil engineer with 39 years of experience managing infrastructure improvements for public agencies. His experience includes roadway safety improvements, Class I and II bicycle lanes, and multi-use pathways. He has extensive public outreach experience with community groups and bicycle advisory committees. As QA/QC Manager, Pat will oversee quality management systems and policies to verify compliance, regulatory, and client expectations.

Andres Gonzalez, PE | Project Engineer

Andres is a licensed civil engineer with seven years of experience throughout the Bay Area, specializing in transportation planning and design. His expertise encompasses all phases of project development, from initial fieldwork and operational analysis to conceptual planning, engineering analysis, and the preparation of complete plans, specifications, and

estimates (PS&E) packages. Andres has contributed to a wide range of projects focused on improving transportation infrastructure and safety. His experience includes Complete Streets planning and design, roadway safety improvements on local streets and freeway ramp intersections, and Safe Routes to School assessments.

Rob Markes | Land Surveying Services

Rob oversees UNICO's surveying operations across the state, ensuring projects are executed efficiently and cost-effectively. He takes a responsive and practical approach to consistently develop solutions tailored to each assignment. Rob actively engages in fieldwork alongside his team whenever possible, blending hands-on expertise with leadership to deliver accurate and reliable results.

Bowen Spellman, EIT | Stormwater Designer

Bowen is an Engineer-in-Training (EIT) with five years of stormwater engineering experience throughout the West Coast, specializing in Low Impact Development (LID) for roadway and transportation projects. He is experienced in all phases of project design, spanning from initial site research and field investigations to hydraulic, hydrologic analyses, technical memoranda, and the development of complete plans, specifications, and estimates (PS&E) packages. Bowen's project experience includes a range of public and private developments that emphasize innovative green stormwater solutions to effectively treat and convey runoff.

PROPOSED SCOPE OF WORK

The following outlines the key components and deliverables included in our proposed scope of work:

TASK 1: PROJECT MANAGEMENT

Parametrix will provide overall project management of the consultant contract with the Town, including project initiation, project planning, budget and schedule tracking, correspondence, and invoicing. This task will include a project kickoff meeting to review the project scope, schedule, and deliverables. We will prepare a baseline schedule with milestones and provide an updated schedule, monthly. Parametrix will also conduct bi-weekly team design meetings with an Action Item list to document outstanding issues and design elements.

Deliverables:

- Project kickoff meeting summary
- Project baseline schedule
- Monthly progress meeting agendas and minutes
- Monthly progress reports and invoicing
- Bi-weekly meeting agendas and minutes.

Assumptions: Four-month project duration. Budget assumes nine bi-weekly meetings.

TASK 2: EXISTING CONDITIONS AND ALTERNATIVES ANALYSIS

Existing Conditions and Topographic Survey

Parametrix staff will conduct a site assessment to document existing conditions and gather information necessary for design, including topographic survey, location of existing utilities, drainage features, potential bioretention areas, and other existing features or elements to support project needs. UNICO Engineering will perform topographic surveys of the project area. Land surveying needs for this project include research, aerial imagery, horizontal and vertical survey control, control points, coordinates, and topographic surveying and mapping. Since the Town has provided the recent survey covering the north end of the project, the limits of survey to be performed include the access drive from the intersection of Bank Street and Sir Francis Drake Boulevard to the park vehicle exit on Center Boulevard. The topographic survey data collected will serve as a basemap for the Creek Park Bikeway Connection conceptual roll plots and final design drawings.

Alternatives Analysis

A preliminary analysis of the existing width available was conducted and six scenarios were considered. The findings are included in the Appendix section for reference. Three of the six configurations are feasible as they fit within the existing available width without proposing a retaining wall.

Parametrix will prepare a roll plot using digitized aerial imagery at 1" = 40' scale showing the proposed design alternatives, existing conditions, and potential impacts, to present to the Town. The Parametrix team will lead a design workshop with Town staff to discuss the findings and reach a recommended concept to refine for final design drawings.

Two potential locations for bioretention facilities will be investigated to determine feasibility and added value. If infiltration potential is found, a geotechnical memorandum may need to be provided to support an infiltration based design.

Deliverables:

- Survey control table and report
- Topographic AutoCAD base files
- Aerial imagery
- Roll plots of alternatives at 1" = 40' using available digitized aerial imagery

Assumptions: *The bicycle facility and drive access may be widened with a retaining curb. The retaining wall design services are not included in this scope of work.*

TASK 3: PREPARE 60% DESIGN PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)

Parametrix will refine the preferred alternative and prepare 60% final design plans in AutoCAD on 1" = 20' drawings. The design will evaluate and maintain adequate accommodation of control vehicle turning movements such as public fire apparatuses. Positive drainage patterns across the drive access and bicycle facility will be maintained and/or brought to required standard. Bioretention cells will be sized and designed. The plan package will include the following drawings:

- Typical section sheet
- Survey control sheet
- Plan and profile sheets
- Drainage sheets
- Stormwater sheets
- Utility sheets
- Bulb-out and curb ramp improvements sheets
- Construction detail sheets
- Signing and striping plan sheets
- Signing and striping detail sheet

Deliverables: 60% Design plans, specifications, and estimate

Assumptions: *Existing drainage patterns to be maintained, pavement improvements include a mill and overlay of the existing access drive and conforms to existing pavements. In addition, existing trees within the parking areas will be ground down to the necessary elevation. The plan package will include roughly 18 sheets total.*

TASK 4: PREPARE 90% DESIGN PLANS, SPECIFICATIONS, AND ESTIMATE

Based on the Town's review and comments, Parametrix will update the 60% design plans, specifications and cost estimate.

Deliverables: 90% Design plans, specifications, and estimate

TASK 5: PREPARE 100% DESIGN PLANS, SPECIFICATIONS, AND ESTIMATE

Based on the Town's review and comments, Parametrix will update the 90% design plans, specifications and cost estimate. The final PS&E will be submitted by February 2026.

Deliverables: 100% Design plans, specifications, and estimate

TASK 6: PUBLIC OUTREACH

Parametrix will support the Town through a collaborative public outreach process designed to inform, listen, and refine the preferred alternative. This will include preparation for and participation in a public workshop with Town representatives and key stakeholders to present project goals, describe the proposed bikeway concept, and answer community questions. In addition, we anticipate up to two advisory or town hall-style meetings to gather input, address concerns, and document feedback. All comments received will be evaluated and incorporated into the design development where appropriate to ensure the selected alternative reflects community priorities, operational needs, and agency expectations.

PROPOSED FEE

The proposed services outlined above will be provided at a cost of \$158,183. Please note that geotechnical consulting services and bid and construction support services are not included in our proposal at this time. Once final plans are developed, Parametrix can provide specific fees for these optional services.

TASK	DESCRIPTION	COST PER TASK
1	Project Management	\$14,990
2	Existing Conditions & Alternatives Analysis	\$17,195
3	60% PS&E Submittal	\$37,530
4	90% PS&E Submittal	\$33,450
5	100% PS&E Submittal	\$17,320
6	Public Outreach	\$10,640
R	Reimbursable Expenses (Survey)	\$12,058
C	Contingency	\$15,000
OPT	Geotechnical, Bidding and Construction Support Services (<i>Optional</i>)	-
TOTAL PROPOSED FEE		\$158,183

Please contact us should you have any questions or require additional information. We look forward to hearing back from the Town of San Anselmo following the proposal review process and appreciate your consideration on our behalf. Sincerely,

Parametrix



David Parisi, PE, TE
Principal-in-Charge
dparisi@parametrix.com
M: 415.786.8978



Janice Reguyal, PE
Project Manager
jreguyal@parametrix.com
M: 760.583.5617





ParametriX

Appendix

1. Bikeway Alternatives Analysis
2. Project Limits and Existing Conditions Map



TOWN OF SAN ANSELMO

CREEK PARK BIKEWAY CONNECTION

1. BIKEWAY ALTERNATIVES MATRIX

ALT.	CONFIGURATION	BIKE LANE	BUFFER	TRAFFIC LANE	PARKING	TOTAL	FEASIBLE	SAFETY	PARKING IMPACTS	GEOTECHNICAL	CONSTRUCTION COST
EC	Existing conditions with 45° straight-in parking	0	0	14	16	30	-				
1	Standard parking with 45° straight-in parking	0	0	11.83	17.58	29.4167	N	No buffer for contraflow bicycle lane (double yellow lines only)	Maintains current number of parking stalls	Retaining wall likely required to accommodate contraflow bicycle lane	Higher Cost
2	Bicycle lane with parallel parking	6	3	13	8	30	Y	Provides buffered contraflow bicycle lane	Greatest reduction in number of parking stalls	No significant issues	Lowest Cost
3	Bicycle lane with back-in 45° parking	5	0	11.83	17.58	34.41	N	No buffer for contraflow bicycle lane (double yellow lines only)	Maintains current number of parking stalls	Retaining wall likely required to accommodate contraflow bicycle lane	Higher Cost
4	Bicycle lane with back-in 40° parking	5	0	11	16.91	32.91	N	No buffer for contraflow bicycle lane (double yellow lines only)	Slight reduction in number of parking stalls (depending on angle)	Retaining wall likely required to accommodate contraflow bicycle lane	Higher Cost
5	Bicycle lane with back-in 35° parking	5	0	11	16	32	Y	No buffer for contraflow bicycle lane (double yellow lines only)	Slight reduction in number of parking stalls (depending on angle)	Retaining curb/wall may be needed (depending on angle)	Modest (if no curb/retaining wall needed) to moderate cost depending on whether curb/wall needed
6	Bicycle lane with back-in 30° parking	5	0	11	15.08	31.08	Y	No buffer for contraflow bicycle lane (double yellow lines only)	Slight reduction in number of parking stalls (depending on angle)	Retaining curb/wall may be needed (depending on angle)	Modest (if no curb/retaining wall needed) to moderate cost depending on whether curb/wall needed

