TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue
San Anselmo, CA 94960

Town Council

Agenda

Tuesday, January 11, 2022	**7:00 PM**	**Town Council Chambers (Via Zoom During COVID)**

https://us02web.zoom.us/j/89277419792

Or Telephone: +1 669 900 6833 | Webinar ID: 89277419792

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

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

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

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

1. 6:30 PM: Interview applicants for Arts Commission and Parks and Recreation Commission.

Attachments: Staff Report
Board & Commission Status Report
Applications

Call to Order

Open time for public expression.

Council requests for future agenda items.

Consent Agenda:

2. Approve minutes for the December 14, 2021 Town Council meeting.

Attachments: Staff Report
December 14 2021 Town Council Minutes

3. Report of Warrants Issued, December 2021

Attachments: Staff Report
Attachment 1 - Check Report - December 2021

4. Approve announcing and publicizing impending expiration of terms for Board and Commission seats.

Attachments: Staff Report
2022 Board & Commission Term Expirations

5. Consider Adoption of Resolution to Allow for Virtual Town Council, Board and Commission Meetings in Compliance with AB 361.

Attachments: Staff Report
Resolution

6. Resolution in Support of Bay Adapt: Regional Strategy for a Rising Bay

Attachments: Staff Report
Attachment 1 Bay Adapt Resolution
Attachment 2 Bay Adapt Platform

7. Special Event Application - Teen Library Council's Bake Sale

Attachments: Staff Report
Community Event App 2022 - Teen Library Council

8. San Anselmo Arts Commission's Utility Box Art Project-Phase 3

Attachments: Staff Report
Phase 3 Paint Box Prospectus/Map

Council Items:

9. Appoint two applicants to the Arts Commission.

Attachments: Staff Report
Board & Commission Status Report
Applications

10. Consider Potential Next Steps for Renewal of Measure D Transactions and Use Tax

Attachments: Staff Report
2012-23 Financial Advisory Committee final report - May 2013
Measure D Council Presentation 2022
November 8, 2022 General Election - Important Dates

11. Consider introduction of an ordinance amending Chapter 5.03 of the San Anselmo Municipal Code to update the Town's solid waste regulations in accordance with SB 1383 and consider adopt consider approving the First Amendment to the Amended and Restated Franchise Agreement between the Town of San Anselmo and Marin Sanitary Service

Attachments: Staff Report
Ordinance to Comply with SB 1383
Redline Comparison Solid Waste Ord
Resolution Approving MSS Agreement Amendment

12. Consider approval of proposed maximum rates collected by Marin Sanitary Service for solid waste, recycling and organic waste services.

Attachments: Staff Report
MSS Rates Staff Report from December 14, 2021
Resolution Approving MSS Rates for 2022
2022 MSS Rate Application
2022 MSS Rate Review Report
Memo from R3 providing background and analysis of the MSS PPP forgiveness

13. 75 Jones Street, APN 007-283-12, Appeal of Planning Commission decision to approve amendment to Specific Planned Development at 75 Jones for conversion of a preschool into single family residence and a second story addition.

Attachments:
Staff Report
Attachment 1 Appeal
Attachment 2 Draft Planning Commission Minutes
Attachment 3 November 15 2020 Staff Report
Attachment 4 February 3 2020 Staff Report
Attachment 5 Correspondence to Council
Attachment 6 Standard Conditions of Approval
Attachment 7 Approved Plans
Attachment 8 Applicant Response to Appeal Letter
Additional Public Comment

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is Tuesday, January 25, 2022.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Friday, January 7, 2022.

_____
Carla Kacmar, Town Clerk

525 San Anselmo Avenue
San Anselmo, CA 94960

TO: Town Council **Meeting of** 1/11/2022

INTERVIEW SCHEDULE

San Anselmo Town Council

Council Chambers via ZOOM

January 11. 2022

6:30 PM	Barbara Shands*	Arts Commission
6:40 PM	Cat Austin	Parks and Recreation Commission
6:50 PM	Vance Frost	Parks and Recreation Commission

TOWN OF SAN ANSELMO
BOARDS/COMMITTEES/COMMISSIONS
STATUS REPORT
As of 01/06/22

Board, Committee, Commission *(total seats)*	**Seats Expiring/ Vacant**	**Applicants**	**Term (Yrs)[1]**	**Date of Interview**
Arts Commission *7 seats + youth* *Dannielle Mauk*	2	Elizabeth Grasso* Jaclyn Barcewski Barbara Shands*	3	12/14 12/14 1//11
Bicycle and Pedestrian Committee *7 seats* *Sean Condry*			4	
Board of Review *5 seats* *Jeff Zuba*	2		6	
Capital Programs Monitoring Committee *7 seats* *Sean Condry*	1		4	
Economic Development Committee *7 seats* *Elise Semonian*			3	
Financial Advisory Committee *5 seats* *Jeff Zuba* *(Temporary Expansion to 6 seats)*			3	
Flood Committee *7 seats* *Sean Condry*	2		4	
Historical Commission *11 seats+ youth* *Linda Kenton*	2	Kimberly Norton Carol Acquaviva* Alex Friedman	4	2/8
Library Advisory Board *7 seats+ youth* *Linda Kenton*			4	
Library Tax Oversight Committee *5 seats* *Linda Kenton*			3	
Marin Commission On Aging *1 seat*	1		3	
Mosquito Abatement District *1 seat*			2-4	
Open Space Committee *11 seats + youth* *Elise Semonian*			4	
Parks & Recreation Commission *7 seats + youth* *Dannielle Mauk*	4	Michael Cerio* Vance Frost* Cat Austin	4	2/8 1/11 1/11
Planning Commission *7 seats* *Elise Semonian*			4	
Racial Equity Ad Hoc Committee	1	Denise Krawitz	1	2/8
Climate Action Commission *7 seats+ youth* *Elise Semonian*			3	
Ross Valley Paramedic Authority *1 seat*			4	
Tax Equity Board *3 seats* *Jeff Zuba*	1		3	

* Incumbent

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

Print

Boards & Committee Applications - Submission #1286

Date Submitted: 9/8/2021

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

09/08/2021

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

Art Commission

Name*

Barbara Shands

Home Address*

194 Scenic Ave

Occupation*

Architect

Employer's Address

Home Phone*

4156063342

Work Phone

Cell Phone

E-Mail*

bashands@gmail.com

Number of years as resident of San Anselmo*

9

Number of years as a resident in Marin*

9

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Carolyn Gencarella

1.) Phone*

415-505-8491

2.) Name*

Nina Rowan

2.) Phone*

415-613-9707

3.) Name*

Eva Craig

3.) Phone*

415-846-9526

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (•) YES
- ( ) NO

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

- (•) YES
- ( ) NO

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

I have been serving on the San Anselmo Arts Commission for 3 years.

Reasons for this appointment.*

I would like to continue my participation in the Arts Commission and associated projects to serve the Town.

What are your qualifications for this appointment.*

As an architect, I have experience in the design field and working with artists.

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

Public outreach and public art.

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

- (•) YES
- ( ) NO

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

None

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

Choose File No file chosen

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

Carla Kacmar

From: noreply@civicplus.com
Sent: Wednesday, November 10, 2021 2:20 PM
To: Carla Kacmar; Dannielle Mauk
Subject: Online Form Submittal: Boards & Committee Applications

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Boards & Committee Applications

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date	11/10/21
I wish to apply for an appointment to a term/balance	Parks & Recreation Commission
Name	Cathleen (Cat) Austin
Home Address	44 Medway Road
Occupation	Mother (also a Licensed Landscape Architect)
Employer's Address	*Field not completed.*
Home Phone	4153888077
Work Phone	*Field not completed.*
Cell Phone	415 755 5007
E-Mail	cataloo@gmail.com
Number of years as resident of San Anselmo	14
Number of years as a resident in Marin	16

Education Level Achieved	Graduate Degree (Major)

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

1.) Name	Jan Wu
1.) Phone	773-456-0178
2.) Name	Eileen Burke
2.) Phone	415-307-9921
3.) Name	Julie Wolfert
3.) Phone	415-308-9631
I would be able to regularly attend the meetings of this Board/Commission/Committee.	YES
I would be available to attend additional meetings when they are necessary.	YES
I am familiar with the responsibilities and functions of this Board/Commission/Committee.	YES
I have attended meetings of the Board/Commission/Committee as a member of the public.	YES
List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.	If appointed, this would be my first time serving on a public or civic commission. However I have served on the Board of Directors for Ross Valley Nursery School as the Facilities Chairperson. I have worked as a Master Gardener in Marin County beginning in 2013 where I've helped create the annual exhibit for the Marin County Fair, and served as the Chair of the Plant Identification Guild. Before going to grad school I worked for many years for a medical publishing company (Mosby-Yearbook). All of these roles have been great ways to work with and/or manage a team, set goals, and figure out ways to achieve those goals.
Reasons for this appointment.	I see this Commission as a way to give residents a voice at the table. I have lived many years in San Anselmo. but I'm seeking this appointment now because I "caught the bug" volunteering for the Town during the repair and

	repainting of Millennium Park. There is much more work to do, and I'd like to be a part of helping to make it happen.
What are your qualifications for this appointment.	Before becoming a mother, I worked for several years for Don Vita at Vita Landscape Planning & Design in San Rafael. I have been a licensed as a Landscape Architect in the State of California since 2013. This gives me some experience understanding how a park can be designed. But I think more important is my love of the outdoors and specifically Marin. I can't think of a better place to live and raise a family than here. If appointed to this Commission I would appreciate the opportunity to be an advocate for Marin, but more specifically, San Anselmo.
Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?	I believe the continued funding and maintenance of our parks is an important and challenging issue. I also think it's important to continue seeking ways to involve and use volunteers whenever possible. You never know who or what can be inspired to service through volunteering.
I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.	YES
Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?	Flood Committee
You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.	*Field not completed.*

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

Carla Kacmar

From: noreply@civicplus.com
Sent: Thursday, September 9, 2021 10:48 AM
To: Carla Kacmar; Dannielle Mauk
Subject: Online Form Submittal: Boards & Committee Applications

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Boards & Committee Applications

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date	9/9/2021
I wish to apply for an appointment to a term/balance	Parks & Recreation Commission
Name	Vance Frost
Home Address	58 Oakland Ave. San Anselmo, Ca 94960
Occupation	Realtor
Employer's Address	1118 Magnolia Ave. Larkspur, CA
Home Phone	4154595901
Work Phone	(415)459-5900
Cell Phone	415-847-4701
E-Mail	Vance@LiveInMarin.com
Number of years as resident of San Anselmo	35
Number of years as a resident in Marin	40

Education Level Achieved	College/University Degree (Major)

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

1.) Name	Wayne Cooper
1.) Phone	415-482-0595
2.) Name	Carla Overberger
2.) Phone	(415) 454-9033
3.) Name	Brian Crawford
3.) Phone	415-454-3439
I would be able to regularly attend the meetings of this Board/Commission/Committee.	YES
I would be available to attend additional meetings when they are necessary.	YES
I am familiar with the responsibilities and functions of this Board/Commission/Committee.	YES
I have attended meetings of the Board/Commission/Committee as a member of the public.	YES
List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.	Currently on the SA Chamber Board, SA Park and Rec Board.
Reasons for this appointment.	Carry on the work of the Commission.
What are your qualifications for this appointment.	Like to play at the park
Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?	Managing upkeep and improvements at Memorial Park. Drought Control.
I understand that I and all other applicants will be personally interviewed by the Town Council	YES

as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.	
Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?	None
You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.	*Field not completed.*

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

Email not displaying correctly? View it in your browser.

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council **Meeting of** 1/11/2022

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Approve minutes for the December 14, 2021 Town Council meeting.

RECOMMENDATION

That Council approve minutes for the December 14, 2021 Town Council meeting.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

TOWN OF SAN ANSELMO

Minutes of the Town Council Meeting of December 14, 2021

Note: These are summary action minutes only. The video item can be accessed by clicking the item.

1. 6:20 p.m. Interviews with applicants to the Tax Equity Board, Arts Commission and Flood Committee.

Interviews - Item 1

2. 7:00 p.m. Call to order. Announce action in closed session, if any.

Agenda - December 14, 2021

Present: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene
Absent: None

3. 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.

Kate Wanvig, citizen, spoke about parklets and felt they put some businesses at risk to help support restaurants.

Guy Meyer, citizen, spoke of the regional housing numbers and mentioned he was against urbanization. He had applied for the Racial Equity Commission who is discussing these issues and felt he was screened out because of his perspective. He wanted more information about the board and commission application process.

Jennifer Grenier Selvig, Chamber of Commerce representative, thanked the Council, United Market, Coffee Roasters and The Nick brown Band for their help with the Holiday Tree Lighting.

4. Council requests for future agenda items, Council committee liaison reports, questions and comments to staff; staff miscellaneous items.

Councilmember Greene stated he had spoken with a woman who had driven all the way from Kentucky to San Anselmo to go to the SAKs consignment shop and was not able to find a parking place. Greene stated in anticipation of dealing with the parklet issue wanted to emphasize fairness for all businesses.

Councilmember Burdo thanked staff and the Chamber for an amazing Tree Lighting event.

Burdo gave an update for the Fire Board which reviewed the JPA amendments reflecting the decision that the board made at the prior meeting with respect to Ross Station 18. Burdo attended a Racial Equity Ad Hoc Committee meeting. Burdo worked at Sak's consignment for an afternoon. Burdo thanked everyone who volunteered for the Town.

Councilmember Burke wanted an update on the COVID testing site in front of Town Hall with regards to how long it will be there and how many people it's processing. Town Manager Donery stated the Town is in contract to have the COVID clinics stationed in front of Town Hall through the end of December. There is not an extension for use, but they are getting a lot of patients. Other jurisdictions have these pop-up clinics also, but we do not know their plan yet.

Vice Mayor Fineman stated the Marin County Council of Mayors and Council Members Water Committee is looking at the drought emergency identifying local levers for water conservation. There was a presentation from Marin Municipal Water District on recycled water and the basic gist of it is it's really complicated to take with recycled water that's gone through the sewage treatment process and then actually gets redistributed back for landscaping. There are some sites that were identified for potential purple pipe outlay near Red Hill and the high school in San Anselmo. Fineman attended the MCCMC Climate Action Committee and received a presentation from the California Energy Commission on building electrification. Fineman attended the Financial Advisory Committee meeting with presentations on the federal recovery stimulus money and upcoming measures. Fineman stated there was a Racial Equity meeting where they received a debrief on the United Against Hate week event. Fineman received a question from a constituent about the work going on at Ross Avenue. Assistant Public Works Director Schneider stated there are curb ramps going in on Sir Francis Drake between the hub and the Town of Ross and it should be finished in mid-January.

Mayor Colbert attended the MCCMC Economic Recovery Committee who discussed the County Economic Vitality program. Colbert attended the Arts Commission dinner. Colbert was invited to speak with some Cub Scouts in the Ross Valley. Colbert also attended the holiday lighting event and was impressed. Marin Transit had a meeting and reported that they had a clean audit. Transportation Authority of Marin had a meeting and discussed the 580-connector project. Colbert announced that he had invited the chair of TAM to provide more high-level information.

5. 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.

(a) Approve minutes of the November 23, 2021 Town Council meeting.

Minutes - November 23, 2021 - Item 5a

(b) Acknowledge and file warrant numbers 93176 to 93303 issued during the month of November 2021 and bank draft number DFT03169 in a total amount of $1,755,364.81.

Staff Report - Warrants - Item 5b

Attachment 1 - Item 5b

(c) Proclamation honoring Insalata's Restaurant and Heidi and Mark Krahling for 25 years of outstanding service to the San Anselmo community.

Proclamation - Item 5c

(d) Adoption of Resolution to Allow for Virtual Town Council, Board and Commission Meetings in Compliance with AB 361.

Staff Report - AB 361 - Item 5d

Attachment 1 - Item 5d

(e) Acknowledge and file the report regarding a new numbering system for policies, resolutions, proclamations, and ordinances within the Legistar Agenda Management System.

Staff Report - Document Numbering - Item 5e

(f) Receive progress report on Priorities Work Plan.

Staff Report - Work Plan - Item 5f

Attachment 1 - Item 5f

(g) Appoint applicants to the Tax Equity Board, Arts Commission and Flood Committee.

Staff Report - Appointments - Item 5g

Council pulled Items 5c and 5d.

M/s, Steve Burdo, Ford Greene, to approve Items 5a, 5b, 5e, 5f. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

With regards to Item 5c, Council honored Heidi and Mark Krahling for their contributions to San Anselmo. Mayor Colbert read the proclamation.

With regards to Item 5d, Councilmember Burke clarified that the resolution would not preclude the Council from adopting a different meeting format which was a discussion item later in the meeting.

M/s, Steve Burdo, Ford Greene, to approve Items 5c & 5d. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

6. Reorganization of Town Council: Elect Mayor and Vice-Mayor to one-year terms.

Staff Report - Reorganization - Item 6

Attachment 1 - Item 6

Council nominated Alexis Fineman to become the Mayor and Steve Burdo to become the Vice Mayor for 2022.

M/s, Brian Colbert, Ford Greene, to approve Alexis Fineman as Mayor for 2022. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

M/s, Ford Greene, Eileen Burke, to approve Steve Burdo as Vice-Mayor for 2022. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

7. Recognize the service of 2021 Mayor Brian Colbert.

Town Manager Donery made a presentation of the Town's gifts to outgoing Mayor Colbert.

The Council thanked Colbert for his service.

8. Approve the rate increase requested by Marin Sanitary Service (MSS) of 2.88% to be effective January 1, 2022.

Staff Report - MSS Rate - Item 8

Attachment 1 - Item 8

Attachment 2 - Item 8

Attachment 3 - Item 8

Public Comment

Town Manager Donery presented the staff report.

Nikhil Tagore-Erwin, R3 consultant, made a presentation. Patty Garbarino, Marin Sanitary Service spoke.

Pat Johnstone, citizen, wondered if there was a way to adjust the rates going forward. She stated she doesn't produce much garbage and how to create equity in a zero-waste program.

Council decided to continue the item to receive further information regarding the PPE funds received by Marin Sanitary.

9. Presentation by Climate Action Commission youth commissioner Hayley Ballard on policies the Commission would like the Town Council to consider to reduce greenhouse gases from the transportation sector: 1) warning labels on gas pumps; 2) amendments to zoning to prohibit new or expanded gasoline/fueling stations; and a town vehicle fleet procurement policy.

Hailey Ballard, youth commissioner on the Climate Action Committee, made a presentation.

M/s, Brian Colbert, Steve Burdo, to approve continuing the meeting past 10 pm. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

10. Discuss the meeting format for upcoming Town meetings and provide direction to staff.

Staff Report - Meeting Format - Item 10

Town Clerk Kacmar presented the staff report. Council provided feedback that Colbert, Burdo and Fineman would like to remain virtual. Greene would like a hybrid option with the option for council teleconference. Burke would like a hybrid option restricting the public for now.

11. Public hearing to consider adopting ordinances implementing 2020 Senate Bill 9:

Staff Report - SB 9 - Item 11

a. "An Urgency Ordinance of the Town Council of the Town of San Anselmo Amending and Adding Sections to Title 10 of the Town of San Anselmo Municipal Code to Comply with Senate Bill 9."

Urgency Ordinance - Item 11a

b. "An Ordinance of the Town Council of the Town of San Anselmo Amending and Adding Sections to Title 10 of the Town of San Anselmo Municipal Code to Comply with Senate Bill 9."

Standard Ordinance - Item 11b

Planning Director Semonian presented the staff report.

M/s, Eileen Burke, Ford Greene, to approve An Ordinance of the Town Council of the Town of San Anselmo Amending and Adding Sections to Title 10 of the Town of San Anselmo Municipal Code to Comply with Senate Bill 9. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

Town Manager Donery read the title.

M/s, Eileen Burke, Ford Greene, to approve An Urgency Ordinance of the Town Council of the Town of San Anselmo Amending and Adding Sections to Title 10 of the Town of San Anselmo Municipal Code to Comply with Senate Bill 9. AYES: Brian Colbert, Alexis Fineman, Steve Burdo, Eileen Burke, Ford Greene. NOES: None. ABSENT: None.

12. Adjourn

Adjourned in memory of Tony Tom.

Respectfully submitted,

Carla Kacmar

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council **Meeting of** 1/11/2022

FROM:
Jeff Zuba, Finance & Administrative Services Director

SUBJECT:
Report of Warrants Issued, December 2021

RECOMMENDATION
That Council acknowledge and file warrant numbers 93304 to 933444 issued during the month of December 2021 and bank draft numbers DFT033275, DFT03357, and DFT03358, in a total amount of $1,788,278.65.

BACKGROUND
This report is an itemization of payments made to vendors during the month just ended. It also includes wires to Bank of America for December 2021 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll related items.

The following warrants were voided or cancelled: 93310-93313, 93329-93330,93335-93339, 93361, and 93370, 93421, and 93440.

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
00048	Alhambra & Sierra Springs	12/02/2021	Regular	0.00	151.87	93304
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
12161581112421	Invoice	12/02/2021	11.24.2021 - CORPYARD WATER SERVICE	0.00	151.87	
	01.42.62200	DEPARTMENTAL SUPPLIES	11.24.2021 - CORPYARD WATER S...	151.87		
02922	ALPHA TRENCHLESS	12/02/2021	Regular	0.00	3,000.00	93305
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R13090	Invoice	12/02/2021	11.03.2021 - 20 SIERRA AVE - ROAD BOND R...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.03.2021 - 20 SIERRA AVE - RO...	1,500.00		
R13091	Invoice	12/02/2021	11.03.2021 - 20 SIERRA AVE - ROAD BOND R...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.03.2021 - 20 SIERRA AVE - RO...	1,500.00		
00196	Altec Systems, Inc	12/02/2021	Regular	0.00	49.00	93306
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
59629	Invoice	12/02/2021	07.10.2021 - FICHE SCANNING - 20 IMAGES	0.00	49.00	
	01.00.20313	PLAN STORAGE FEE	07.10.2021 - FICHE SCANNING - 20..	49.00		
01896	Amesos Plumbing Inc.	12/02/2021	Regular	0.00	1,500.00	93307
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R12890	Invoice	11/29/2021	11.17.2021 - 25 MADRONE AVE - ROAD BO...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.17.2021 - 25 MADRONE AVE - ...	1,500.00		
00001	AT&T Calnet	12/02/2021	Regular	0.00	298.45	93308
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
634-11202021	Invoice	11/29/2021	634 - TRAFFIC SIGNAL MODEM - 10.20.21 - 1...	0.00	298.45	
	01.42.61707	UTILITIES-SIGNALS	634 - TRAFFIC SIGNAL MODEM - 1...	298.45		
00388	Baker & Taylor	12/02/2021	Regular	0.00	3,135.13	93309
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5017189953	Invoice	12/02/2021	09.20.2021 - LIBRARY - CHILDRENS BOOKS	0.00	633.59	
	01.71.62302	CHILDRENS BOOKS	09.20.2021 - LIBRARY - CHILDRENS..	633.59		
5017213485	Invoice	11/30/2021	11.04.2021 - LIBRARY - CHILDRENS BOOKS	0.00	49.56	
	01.71.62302	CHILDRENS BOOKS	11.04.2021 - LIBRARY - CHILDRENS..	49.56		
5017232219	Invoice	11/30/2021	11.04.2021 - LIBRARY - CHILDRENS BOOKS	0.00	13.88	
	01.71.62302	CHILDRENS BOOKS	11.04.2021 - LIBRARY - CHILDRENS..	13.88		
5017270037	Invoice	12/02/2021	11.18.2021 - LIBRARY - CHILDRENS BOOKS	0.00	68.46	
	27.71.62302	CHILDRENS BOOKS	11.18.2021 - LIBRARY - CHILDRENS..	68.46		
5017270038	Invoice	12/02/2021	11.18.2021 - LIBRARY - CHILDRENS BOOKS	0.00	28.25	
	27.71.62302	CHILDRENS BOOKS	11.18.2021 - LIBRARY - CHILDRENS..	28.25		
5017270841	Invoice	11/30/2021	11.19.2021 - LIBRARY - ADULT BOOKS	0.00	15.20	
	01.71.62301	ADULT BOOKS	11.19.2021 - LIBRARY - ADULT BO...	15.20		
5017270842	Invoice	11/30/2021	10.19.2021 - LIBRARY - CHILDRENS BOOKS	0.00	551.47	
	27.71.62302	CHILDRENS BOOKS	10.19.2021 - LIBRARY - CHILDRENS..	551.47		
5017320033	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	17.68	
	01.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...	17.68		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017320034	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	327.61	
	01.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		327.61	
5017320035	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	65.55	
	27.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		65.55	
5017320036	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	19.52	
	27.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		19.52	
5017320037	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	51.54	
	01.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		51.54	
5017320038	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	20.88	
	01.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		20.88	
5017320039	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	20.29	
	01.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		20.29	
5017320040	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	45.32	
	27.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		45.32	
5017320041	Invoice	11/30/2021	11.11.2021 - LIBRARY - ADULT BOOKS	0.00	26.44	
	01.71.62301	ADULT BOOKS	11.11.2021 - LIBRARY - ADULT BO...		26.44	
5017331854	Invoice	12/02/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	81.77	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		81.77	
5017331855	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	41.84	
	27.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		41.84	
5017331856	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	20.29	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		20.29	
5017331857	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	41.22	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		41.22	
5017331858	Invoice	12/02/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	49.94	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		49.94	
5017331859	Invoice	12/02/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	42.77	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		42.77	
5017331860	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	20.66	
	27.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		20.66	
5017331861	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	20.29	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		20.29	
5017331862	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	19.62	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		19.62	
5017331863	Invoice	12/02/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	18.80	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		18.80	
5017331864	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	66.86	
	27.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		66.86	
5017331865	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	23.20	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		23.20	
5017331866	Invoice	11/30/2021	11.17.2021 - LIBRARY - ADULT BOOKS	0.00	42.77	
	01.71.62301	ADULT BOOKS	11.17.2021 - LIBRARY - ADULT BO...		42.77	
5017342933	Invoice	11/30/2021	11.15.2021 - LIBRARY - CHILDRENS BOOKS	0.00	46.23	
	01.71.62302	CHILDRENS BOOKS	11.15.2021 - LIBRARY - CHILDRENS..		46.23	
5017348802	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS	0.00	62.79	
	27.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...		62.79	
5017348803	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS	0.00	12.26	
	01.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT B...		12.26	
5017348804	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS	0.00	52.65	
	01.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...		52.65	
5017348805	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS	0.00	19.63	
	27.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...		19.63	

Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017348806	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS		0.00	20.91	
	27.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...			20.91	
5017348807	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS		0.00	18.33	
	27.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...			18.33	
5017348808	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS		0.00	36.74	
	27.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...			36.74	
5017348809	Invoice	12/02/2021	11.18.2021 - LIBRARY - ADULT BOOKS		0.00	18.96	
	27.71.62301	ADULT BOOKS	11.18.2021 - LIBRARY - ADULT BO...			18.96	
5017366126	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	86.30	
	27.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			86.30	
5017366127	Invoice	12/02/2021	11.22.2021 - LIBRARY- ADULT BOOKS		0.00	25.40	
	01.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY- ADULT BO...			25.40	
5017366128	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	37.06	
	01.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			37.06	
5017366129	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	17.51	
	01.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			17.51	
5017366130	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	22.14	
	27.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			22.14	
5017366131	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	20.92	
	27.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			20.92	
5017366132	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	46.12	
	01.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			46.12	
5017366133	Invoice	12/02/2021	11.22.2021 - LIBRARY - ADULT BOOKS		0.00	101.19	
	27.71.62301	ADULT BOOKS	11.22.2021 - LIBRARY - ADULT BO...			101.19	
H58431860	Invoice	12/02/2021	11.16.2021 - LIBRARY - VIDEOS		0.00	17.50	
	01.71.62307	VIDEOS	11.16.2021 - LIBRARY - VIDEOS			17.50	
H58439700	Invoice	11/30/2021	11.15.2021 - LIBRARY - VIDEOS		0.00	27.22	
	01.71.62307	VIDEOS	11.15.2021 - LIBRARY - VIDEOS			27.22	
	Void		12/02/2021	Regular	0.00	0.00	93310
	Void		12/02/2021	Regular	0.00	0.00	93311
	Void		12/02/2021	Regular	0.00	0.00	93312
01345	BSN Sports Inc		12/02/2021	Regular	0.00	753.61	93313
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**		**Distribution Amount**		
INV0006633	Invoice	11/30/2021	11.30.2021 - ROOKIE BASKETBALL EQUIPME...		0.00	753.61	
21.61.62961	BASKETBALL SUPPLIES		11.30.2021 - ROOKIE BASKETBALL...		753.61		
01282	Burke, Williams & Sorensen, LLP		12/02/2021	Regular	0.00	570.00	93314
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**		**Distribution Amount**		
277123	Invoice	12/02/2021	11.22.2021 - PROF SRVCS - OCTOBER		0.00	570.00	
01.16.61138	GENERAL COUNSEL LEGAL ...		11.22.2021 - PROF SRVCS - OCTO...		570.00		
00193	CalMat Company		12/02/2021	Regular	0.00	1,482.93	93315
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**		**Distribution Amount**		
2111-273716	Invoice	12/02/2021	11.09.2021 - DELTA FILL SAND		0.00	1,482.93	
01.42.62908	SUPPLIES-STREET MAINTE...		11.09.2021 - DELTA FILL SAND		1,482.93		
03135	CentralSquare Technologies		12/02/2021	Regular	0.00	4,688.00	93316
Payable #	**Payable Type**	**Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**		**Distribution Amount**		
299202	Invoice	12/01/2021	11.20.2021 - HORIZON CLOUD FOR TRAKIT		0.00	4,688.00	
01.41.61106	OUTSIDE SVCS-MGT INFO S...		11.20.2021 - HORIZON CLOUD FO...		4,688.00		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01563	Contract Sweeping Services	12/02/2021	Regular	0.00	11,767.33	93317
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
210002924	Invoice	12/02/2021	11.15.2021 - RESIDENTIAL STREET SWEEPING..	0.00	11,767.33	
	01.42.61135	STREET SWEEPING	11.15.2021 - RESIDENTIAL STREET...	11,767.33		
01042	County of Marin - Central Collections	12/02/2021	Regular	0.00	1,294.00	93318
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
IN0277746	Invoice	12/02/2021	11.19.2021 - HAZARDOUS MATERIALS PLAN	0.00	1,294.00	
	01.42.61101	OUTSIDE SERVICES-PROF F...	11.19.2021 - HAZARDOUS MATER...	1,294.00		
00533	Davis Sign Company	12/02/2021	Regular	0.00	1,110.00	93319
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
34445	Invoice	12/02/2021	12.01.2021 - MEMORIAL PARK SIGNS	0.00	1,110.00	
	01.81.62200	DEPARTMENTAL SUPPLIES	12.01.2021 - MEMORIAL PARK SI...	1,110.00		
01970	Dog Waste Depot	12/02/2021	Regular	0.00	1,529.64	93320
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
451502	Invoice	12/02/2021	11.30.2021 - DOG WASTE ROLL BAGS	0.00	1,529.64	
	01.81.62200	DEPARTMENTAL SUPPLIES	11.30.2021 - DOG WASTE ROLL B...	1,529.64		
02278	Gardeners' Guild	12/02/2021	Regular	0.00	3,865.00	93321
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
106606	Invoice	12/02/2021	12.01.2021 - SIR FRANCIS DRAKE MEDIANS (...	0.00	997.00	
	01.42.61150	OUTSIDE SERVICES-OTHER	12.01.2021 - SIR FRANCIS DRAKE ...	997.00		
106662	Invoice	12/02/2021	12.01.2021 - RED HILL MEDIAN - DEC	0.00	1,080.00	
	01.42.61150	OUTSIDE SERVICES-OTHER	12.01.2021 - RED HILL MEDIAN - ...	1,080.00		
106663	Invoice	12/02/2021	12.01.2021 - IMAGINATION PARK/ TH/ MAG...	0.00	1,788.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	12.01.2021 - IMAGINATION PARK/...	894.00		
	14.81.61150	OUTSIDE SERVICES-OTHER	12.01.2021 - IMAGINATION PARK/...	894.00		
02606	Halleh Besharati	12/02/2021	Regular	0.00	1,792.00	93322
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006579	Invoice	11/29/2021	11.29.2021 - THANKSGIVING BREAK SEWING...	0.00	1,792.00	
	21.63.61186	SPECIALTY CAMPS SERVICES	11.29.2021 - THANKSGIVING BRE...	1,792.00		
00586	Jay Nelson	12/02/2021	Regular	0.00	10,130.00	93323
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006637	Invoice	12/02/2021	11.06.2021 - TH HOLIDAY LIGHTS INSTALLAT...	0.00	7,250.00	
	01.81.62200	DEPARTMENTAL SUPPLIES	11.06.2021 - TH HOLIDAY LIGHTS ...	7,250.00		
INV0006638	Invoice	12/02/2021	10.28.2021 - REPAIR TREE LIGHTS	0.00	2,880.00	
	01.81.62200	DEPARTMENTAL SUPPLIES	10.28.2021 - REPAIR TREE LIGHTS	2,880.00		
01280	Kripa N. Davis	12/02/2021	Regular	0.00	2,626.00	93324
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006618	Invoice	11/30/2021	11.30.2021 - CARPENTRY CLASSES - FALL 20...	0.00	2,626.00	
	21.62.61175	KIDS CULTURE SERVICES	11.30.2021 - CARPENTRY CLASSES ..	1,410.50		
	21.63.61186	SPECIALTY CAMPS SERVICES	11.30.2021 - CARPENTRY CLASSES ..	1,215.50		
01280	Kripa N. Davis	12/02/2021	Regular	0.00	-2,626.00	93324
02579	LTS of Marin	12/02/2021	Regular	0.00	1,855.88	93325

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1445	Invoice	12/02/2021	11.29.2021 - JOHN DEERE REAPIR/MAINTEN...	0.00	1,855.88	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	11.29.2021 - JOHN DEERE REAPIR...	1,855.88		
01036	Matrix HG Inc	12/02/2021	Regular	0.00	16,541.00	93326
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
153851	Invoice	12/02/2021	11.23.2021 - TOWN HALL QUARTERLY MAIN...	0.00	653.00	
	01.11.61506	BLDG. MAINT-OTHER	11.23.2021 - TOWN HALL QUART...	65.30		
	01.12.61505	BLDG. MAINT-HEAT/AIR	11.23.2021 - TOWN HALL QUART...	117.54		
	01.18.61505	BLDG. MAINT-HEAT/AIR	11.23.2021 - TOWN HALL QUART...	52.24		
	01.41.61505	BLDG. MAINT-HEAT/AIR	11.23.2021 - TOWN HALL QUART...	202.43		
	01.71.61505	BLDG. MAINT-HEAT/AIR	11.23.2021 - TOWN HALL QUART...	215.49		
153928	Invoice	12/02/2021	11.30.2021 - SEMI ANNUAL PREVENTATIVE ...	0.00	302.00	
	34.41.61506	BLDG. MAINT-OTHER	11.30.2021 - SEMI ANNUAL PREV...	302.00		
22877	Invoice	12/02/2021	12.01.2021 - REPLACE AIR COMPRESSOR P...	0.00	8,554.00	
	41.41.61506	PUBLIC WORKS CAPITAL O...	12.01.2021 - REPLACE AIR COMPR...	8,554.00		
22878	Invoice	12/02/2021	12.01.2021 - REPLACE AIR COMPRESSOR	0.00	7,032.00	
	41.41.61506	PUBLIC WORKS CAPITAL O...	12.01.2021 - REPLACE AIR COMPR...	7,032.00		
02584	Michael Clagett	12/02/2021	Regular	0.00	3,750.04	93327
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006616	Invoice	11/30/2021	11.29.2021 - THANKSGIVING BREAK CAMP - ...	0.00	3,530.94	
	21.63.61186	SPECIALTY CAMPS SERVICES	11.29.2021 - THANKSGIVING BRE...	3,530.94		
INV0006617	Invoice	11/30/2021	11.29.2021 - THANKSGIVING BREAK CAMP - ...	0.00	219.10	
	21.63.62990	SPECIALTY CAMP SUPPLIES	11.29.2021 - THANKSGIVING BRE...	219.10		
03137	Michael Ryder	12/02/2021	Regular	0.00	112,981.31	93328
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R10535	Invoice	11/29/2021	11.21.2021 - 43 MILLBRAE AVE - PERMIT RE...	0.00	51,454.75	
	01.00.20302	BUILDING: STATE SEISMIC ...	11.21.2021 - 43 MILLBRAE AVE - P...	195.00		
	01.00.20310	BUILDING: STATE GREEN B...	11.21.2021 - 43 MILLBRAE AVE - P...	60.00		
	01.00.20313	PLAN STORAGE FEE	11.21.2021 - 43 MILLBRAE AVE - P...	112.00		
	01.00.20314	ROAD BOND	11.21.2021 - 43 MILLBRAE AVE - P...	15,000.00		
	01.00.42001	BUSINESS LICENSE TAX	11.21.2021 - 43 MILLBRAE AVE - P...	750.00		
	01.00.42202	CONSTR: BUILDING PERMIT	11.21.2021 - 43 MILLBRAE AVE - P...	8,239.89		
	01.00.42203	CONSTR: PLUMBING PERM...	11.21.2021 - 43 MILLBRAE AVE - P...	1,235.98		
	01.00.42204	CONSTR: ELECTRICAL PERM..	11.21.2021 - 43 MILLBRAE AVE - P...	1,235.98		
	01.00.42205	CONSTR: MECHANICAL PE...	11.21.2021 - 43 MILLBRAE AVE - P...	823.99		
	01.00.48012	GENERAL PLAN MAINT FEE	11.21.2021 - 43 MILLBRAE AVE - P...	329.60		
	01.00.48064	BUILDING TECHNICAL FEE	11.21.2021 - 43 MILLBRAE AVE - P...	725.11		
	01.00.48065	BUILDING TRAINING FEE	11.21.2021 - 43 MILLBRAE AVE - P...	247.20		
	19.00.48004	ROAD IMPACT FEE: CONST...	11.21.2021 - 43 MILLBRAE AVE - P...	22,500.00		
R12743	Invoice	11/29/2021	11.21.2021 - 115 SEUOIA DRIVE - PERMIT RE...	0.00	30,669.28	
	01.00.20302	BUILDING: STATE SEISMIC ...	11.21.2021 - 115 SEUOIA DRIVE - ...	110.50		
	01.00.20310	BUILDING: STATE GREEN B...	11.21.2021 - 115 SEUOIA DRIVE - ...	34.00		
	01.00.20313	PLAN STORAGE FEE	11.21.2021 - 115 SEUOIA DRIVE - ...	122.00		
	01.00.20314	ROAD BOND	11.21.2021 - 115 SEUOIA DRIVE - ...	8,500.00		
	01.00.42001	BUSINESS LICENSE TAX	11.21.2021 - 115 SEUOIA DRIVE - ...	425.00		
	01.00.42202	CONSTR: BUILDING PERMIT	11.21.2021 - 115 SEUOIA DRIVE - ...	5,601.90		
	01.00.42203	CONSTR: PLUMBING PERM...	11.21.2021 - 115 SEUOIA DRIVE - ...	840.29		
	01.00.42204	CONSTR: ELECTRICAL PERM..	11.21.2021 - 115 SEUOIA DRIVE - ...	840.29		
	01.00.42205	CONSTR: MECHANICAL PE...	11.21.2021 - 115 SEUOIA DRIVE - ...	560.19		
	01.00.48012	GENERAL PLAN MAINT FEE	11.21.2021 - 115 SEUOIA DRIVE - ...	224.08		
	01.00.48064	BUILDING TECHNICAL FEE	11.21.2021 - 115 SEUOIA DRIVE - ...	492.97		
	01.00.48065	BUILDING TRAINING FEE	11.21.2021 - 115 SEUOIA DRIVE - ...	168.06		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	19.00.48004 ROAD IMPACT FEE: CONST...		11.21.2021 - 115 SEUOIA DRIVE - ...		12,750.00	
R12865	Invoice	11/29/2021	11.21.2021 - 121 SEQUOIA DRIVE - PERMIT ...	0.00	30,857.28	
	01.00.20302 BUILDING: STATE SEISMIC ...		11.21.2021 - 121 SEQUOIA DRIVE -..		110.50	
	01.00.20310 BUILDING: STATE GREEN B...		11.21.2021 - 121 SEQUOIA DRIVE -..		34.00	
	01.00.20313 PLAN STORAGE FEE		11.21.2021 - 121 SEQUOIA DRIVE -..		120.00	
	01.00.20314 ROAD BOND		11.21.2021 - 121 SEQUOIA DRIVE -..		8,500.00	
	01.00.20354 DUE TO ROSS VALLEY FIRE ...		11.21.2021 - 121 SEQUOIA DRIVE -..		190.00	
	01.00.42001 BUSINESS LICENSE TAX		11.21.2021 - 121 SEQUOIA DRIVE -..		425.00	
	01.00.42202 CONSTR: BUILDING PERMIT		11.21.2021 - 121 SEQUOIA DRIVE -..		5,601.90	
	01.00.42203 CONSTR: PLUMBING PERM...		11.21.2021 - 121 SEQUOIA DRIVE -..		840.29	
	01.00.42204 CONSTR: ELECTRICAL PERM..		11.21.2021 - 121 SEQUOIA DRIVE -..		840.29	
	01.00.42205 CONSTR: MECHANICAL PE...		11.21.2021 - 121 SEQUOIA DRIVE -..		560.19	
	01.00.48012 GENERAL PLAN MAINT FEE		11.21.2021 - 121 SEQUOIA DRIVE -..		224.08	
	01.00.48064 BUILDING TECHNICAL FEE		11.21.2021 - 121 SEQUOIA DRIVE -..		492.97	
	01.00.48065 BUILDING TRAINING FEE		11.21.2021 - 121 SEQUOIA DRIVE -..		168.06	
	19.00.48004 ROAD IMPACT FEE: CONST...		11.21.2021 - 121 SEQUOIA DRIVE -..		12,750.00	
	Void	12/02/2021	Regular	0.00	0.00	93329
	Void	12/02/2021	Regular	0.00	0.00	93330
02936	SMITH'S PEST MANAGEMENT	12/02/2021	Regular	0.00	382.50	93331
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
120729	Invoice	12/02/2021	12.01.2021 - BURROWING PEST TRAPPING	0.00	82.50	
	01.81.61104	OUTSIDE SERVICES-GROU...	12.01.2021 - BURROWING PEST T...	82.50		
40190B	Invoice	12/02/2021	12.01.2021 - PEST REMOVAL SRVCS - NOVE...	0.00	300.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	12.01.2021 - PEST REMOVAL SRV...	300.00		
00362	Town of San Anselmo	12/02/2021	Regular	0.00	50,000.00	93332
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006639	Invoice	12/02/2021	12.02.2021 - To Fund Payroll Miscellaneous ...	0.00	50,000.00	
	01.00.20299	PAYROLL PAYABLE	12.02.2021 - To Fund Payroll Misc...	50,000.00		
03094	TRC Companies	12/02/2021	Regular	0.00	2,282.89	93333
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
34833	Invoice	12/02/2021	11.10.2021 - BOLINAS AVE - PROF SRVCS - O...	0.00	2,079.00	
	14.41.63101	CAPITAL OUTLAY - PAVING...	11.10.2021 - BOLINAS AVE - PROF ...	2,079.00		
34835	Invoice	12/02/2021	11.10.2021 - MEMORIAL PARK - PROF SRVCS ..	0.00	203.89	
	70.81.61150	OUTSIDE SERVICES-OTHER	11.10.2021 - MEMORIAL PARK - P...	203.89		
00402	US Bank	12/07/2021	Regular	0.00	6,526.69	93334
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006580	Invoice	11/22/2021	10.29.2021 - MIHAN - SAFEWAY - BAGS	0.00	1.00	
	21.65.62000	OFFICE SUPPLIES	10.29.2021 - MIHAN - SAFEWAY - ...	1.00		
INV0006581	Invoice	11/22/2021	11.02.2021 - MIHAN - SURVEY MONKEY - SU...	0.00	99.00	
	21.61.61164	SOCCER SERVICES	11.02.2021 - MIHAN - SURVEY M...	99.00		
INV0006582	Invoice	11/22/2021	11.04.2021 - MIHAN - AMAZON - BASKETBAL...	0.00	143.49	
	21.61.62961	BASKETBALL SUPPLIES	11.04.2021 - MIHAN - AMAZON - ...	143.49		
INV0006583	Invoice	11/22/2021	11.09.2021 - MIHAN - AMAZON - HAND TRU...	0.00	81.45	
	21.65.62000	OFFICE SUPPLIES	11.09.2021 - MIHAN - AMAZON - ...	81.45		
INV0006584	Invoice	11/22/2021	11.12.2021 - MIHAN - CVS - FIRST AID KIT	0.00	22.61	
	21.61.62961	BASKETBALL SUPPLIES	11.12.2021 - MIHAN - CVS - FIRST ...	22.61		
INV0006585	Invoice	11/22/2021	11.17.2021 - MIHAN - RED HILL CLEANERS - ...	0.00	82.40	
	21.61.62961	BASKETBALL SUPPLIES	11.17.2021 - MIHAN - RED HILL CL...	82.40		
INV0006586	Invoice	11/22/2021	10.21.2021 - MAUK - CUCINA - INTERVIEW L...	0.00	122.21	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
21.65.61000	TRAINING		10.21.2021 - MAUK - CUCINA - IN...		122.21	
INV0006587	Invoice	11/22/2021	10.31.2021 - MAUK - ADOBE/OTC BRANDS C...	0.00	8.00	
21.65.61302	DUES		10.31.2021 - MAUK - ADOBE/OTC...		9.99	
60.14.62902	GOBLINS PARADE		10.31.2021 - MAUK - ADOBE/OTC...		-1.99	
INV0006588	Invoice	11/22/2021	11.06.2021 - MAUK - ZOOM - MEMBERSHIP	0.00	14.99	
21.65.61302	DUES		11.06.2021 - MAUK - ZOOM - ME...		14.99	
INV0006589	Invoice	11/22/2021	11.04.2021 - MAUK - OFFICE DEPOT - OFFICE...	0.00	33.81	
21.65.62000	OFFICE SUPPLIES		11.04.2021 - MAUK - OFFICE DEP...		33.81	
INV0006590	Invoice	11/22/2021	11.09.2021 - MAUK - OFFICE DEPOT - OFFICE...	0.00	32.61	
21.65.62000	OFFICE SUPPLIES		11.09.2021 - MAUK - OFFICE DEP...		32.61	
INV0006591	Invoice	11/22/2021	11.16.2021 - MAUK - OFFICE DEPOT - OFFICE...	0.00	82.28	
21.65.62000	OFFICE SUPPLIES		11.16.2021 - MAUK - OFFICE DEP...		82.28	
INV0006592	Invoice	11/22/2021	11.17.2021 - MAUK - OFFICE DEPOT - OFFICE...	0.00	130.98	
21.65.62000	OFFICE SUPPLIES		11.17.2021 - MAUK - OFFICE DEP...		130.98	
INV0006593	Invoice	11/22/2021	10.26.2021 - KENTON - AMAZON - PATRON ...	0.00	43.50	
27.71.62301	ADULT BOOKS		10.26.2021 - KENTON - AMAZON -...		43.50	
INV0006594	Invoice	11/22/2021	11.13.2021 - WASKEY - AMAZON - SCRABBLE...	0.00	9.78	
01.71.61132	OUTSIDE SVCS-PROGRAM...		11.13.2021 - WASKEY - AMAZON -...		9.78	
INV0006595	Invoice	11/22/2021	11.17.2021 - WASKEY - TRANSBAY SECURITY ...	0.00	8.85	
01.71.62200	DEPARTMENTAL SUPPLIES		11.17.2021 - WASKEY - TRANSBAY...		8.85	
INV0006596	Invoice	11/22/2021	11.18.2021 - WASKEY - MICHAEL'S - TWINE/...	0.00	10.34	
01.71.61132	OUTSIDE SVCS-PROGRAM...		11.18.2021 - WASKEY - MICHAEL'S...		10.34	
INV0006597	Invoice	11/22/2021	11.20.2021 - WASKEY - STEFANO'S PIZZA - T...	0.00	30.40	
01.71.61132	OUTSIDE SVCS-PROGRAM...		11.20.2021 - WASKEY - STEFANO'S...		30.40	
INV0006598	Invoice	11/22/2021	10.21.2021 - CLIFFORD - MARIN COFFEE RO...	0.00	21.95	
21.65.61806	MISC HIRING EXPENSES		10.21.2021 - CLIFFORD - MARIN C...		21.95	
INV0006599	Invoice	11/22/2021	10.25.2021 - CLIFFORD - USPS - HR POSTAGE	0.00	8.76	
01.12.62003	POSTAGE		10.25.2021 - CLIFFORD - USPS - HR..		8.76	
INV0006600	Invoice	11/22/2021	11.01.2021 - CLIFFORD - LABOR LAW CENTER..	0.00	126.20	
01.12.62200	DEPARTMENTAL SUPPLIES		11.01.2021 - CLIFFORD - LABOR L...		126.20	
INV0006601	Invoice	11/22/2021	11.02.2021 - CLIFFORD - USPS - HR POSTAGE	0.00	7.38	
01.12.62003	POSTAGE		11.02.2021 - CLIFFORD - USPS - HR..		7.38	
INV0006602	Invoice	11/22/2021	11.10.2021 - CLIFFORD - GFOA - GFOA DUES	0.00	150.00	
01.12.61302	DUES		11.10.2021 - CLIFFORD - GFOA - G...		150.00	
INV0006603	Invoice	11/22/2021	11.17.2021 - CLIFFORD - FLEXISPOT - DESK	0.00	326.24	
01.12.62000	OFFICE SUPPLIES		11.17.2021 - CLIFFORD - FLEXISPO...		326.24	
INV0006604	Invoice	11/22/2021	10.25.2021 - KACMAR - ZOOM - MEETING P...	0.00	40.00	
45.21.62200	DEPARTMENTAL SUPPLIES		10.25.2021 - KACMAR - ZOOM - ...		40.00	
INV0006605	Invoice	11/22/2021	10.27.2021 - KACMAR - BLUESKY TIMER -MT...	0.00	119.88	
45.21.62200	DEPARTMENTAL SUPPLIES		10.27.2021 - KACMAR - BLUESKY T...		119.88	
INV0006606	Invoice	11/22/2021	10.27.2021 - KACMAR - MARIN IJ - SUBSCRIP...	0.00	13.50	
01.12.62000	OFFICE SUPPLIES		10.27.2021 - KACMAR - MARIN IJ -...		13.50	
INV0006607	Invoice	11/22/2021	10.28.2021 - KACMAR - AMAZON - SUPPLIES	0.00	30.27	
01.12.62000	OFFICE SUPPLIES		10.28.2021 - KACMAR - AMAZON -..		30.27	
INV0006608	Invoice	11/22/2021	10.29.2021 - KACMAR - BLUESKY TIMER - U...	0.00	191.88	
45.21.62200	DEPARTMENTAL SUPPLIES		10.29.2021 - KACMAR - BLUESKY T...		191.88	
INV0006609	Invoice	11/22/2021	10.31.2021 - KACMAR - NEST LABS - CAMER...	0.00	300.00	
42.21.63003	COMPUTER HARDWARE/S...		10.31.2021 - KACMAR - NEST LABS..		300.00	
INV0006610	Invoice	11/22/2021	11.02.2021 - KACMAR - ZOOM - ROOMS PU...	0.00	391.00	
45.21.62200	DEPARTMENTAL SUPPLIES		11.02.2021 - KACMAR - ZOOM - R...		391.00	
INV0006611	Invoice	11/22/2021	11.07.2021 - KACMAR - ADOBE - SUBSCRIPT...	0.00	351.85	
42.21.63003	COMPUTER HARDWARE/S...		11.07.2021 - KACMAR - ADOBE - ...		351.85	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0006612	Invoice	11/22/2021	11.14.2021 - KACMAR - DROPBOX - SUBSCRI...	0.00	119.88	
42.21.63003	COMPUTER HARDWARE/S...		11.14.2021 - KACMAR - DROPBOX ..		119.88	
INV0006613	Invoice	11/22/2021	11.19.2021 - KACMAR - AMAZON - SUPPLIES	0.00	45.66	
01.12.62000	OFFICE SUPPLIES		11.19.2021 - KACMAR - AMAZON -..		45.66	
INV0006614	Invoice	11/22/2021	11.22.2021 - KACMAR - AMAZON - SUPPLIES	0.00	27.81	
01.12.62000	OFFICE SUPPLIES		11.22.2021 - KACMAR - AMAZON -..		27.81	
INV0006615	Invoice	11/22/2021	11.22.2021 - KACMAR - AMAZON - SUPPLIES	0.00	138.60	
01.12.62000	OFFICE SUPPLIES		11.22.2021 - KACMAR - AMAZON -..		138.60	
INV0006619	Invoice	11/22/2021	10.26.2021 - LAPTEV - AMAZON - TH KITCHE...	0.00	71.36	
01.41.62200	DEPARTMENTAL SUPPLIES		10.26.2021 - LAPTEV - AMAZON - ...		23.79	
01.42.62200	DEPARTMENTAL SUPPLIES		10.26.2021 - LAPTEV - AMAZON - ...		23.78	
01.81.62200	DEPARTMENTAL SUPPLIES		10.26.2021 - LAPTEV - AMAZON - ...		23.79	
INV0006620	Invoice	11/22/2021	10.27.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	49.86	
01.41.62200	DEPARTMENTAL SUPPLIES		10.27.2021 - LAPTEV - AMAZON - ...		49.86	
INV0006621	Invoice	11/22/2021	10.28.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	17.76	
01.41.62200	DEPARTMENTAL SUPPLIES		10.28.2021 - LAPTEV - AMAZON - ...		17.76	
INV0006622	Invoice	11/22/2021	10.29.2021 - LAPTEV - USPS - CERTIFIED LET...	0.00	16.25	
01.00.42201	CONSTR: PLAN CHECK		10.29.2021 - LAPTEV - USPS - CERT..		16.25	
INV0006623	Invoice	11/22/2021	11.03.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	98.92	
01.41.62200	DEPARTMENTAL SUPPLIES		11.03.2021 - LAPTEV - AMAZON - ...		98.92	
INV0006624	Invoice	11/22/2021	11.05.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	67.92	
01.41.62200	DEPARTMENTAL SUPPLIES		11.05.2021 - LAPTEV - AMAZON - ...		67.92	
INV0006625	Invoice	11/22/2021	11.09.2021 - LAPTEV - ZOOM - DL SUB	0.00	14.99	
01.41.62200	DEPARTMENTAL SUPPLIES		11.09.2021 - LAPTEV - ZOOM - DL ...		14.99	
INV0006626	Invoice	11/22/2021	11.14.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	70.25	
01.41.62200	DEPARTMENTAL SUPPLIES		11.14.2021 - LAPTEV - AMAZON - ...		70.25	
INV0006627	Invoice	11/22/2021	11.14.2021 - LAPTEV - AMAZON - OFFICE SU...	0.00	24.14	
01.41.62200	DEPARTMENTAL SUPPLIES		11.14.2021 - LAPTEV - AMAZON - ...		24.14	
INV0006628	Invoice	11/22/2021	11.18.2021 - LAPTEV - UPCODES - EF/AC SUB	0.00	78.00	
01.41.62200	DEPARTMENTAL SUPPLIES		11.18.2021 - LAPTEV - UPCODES - ...		78.00	
INV0006629	Invoice	11/22/2021	11.19.2021 - LAPTEV - SHINEOLOGY - CAR W...	0.00	24.99	
01.41.61602	VEHICLE MAINTENANCE/R...		11.19.2021 - LAPTEV - SHINEOLO...		24.99	
INV0006630	Invoice	11/22/2021	11.19.2021 - LAPTEV - SHINEOLOGY - CAR W...	0.00	46.99	
01.41.61602	VEHICLE MAINTENANCE/R...		11.19.2021 - LAPTEV - SHINEOLO...		46.99	
INV0006631	Invoice	11/22/2021	11.19.2021 - LAPTEV - SHINEOLOGY - CAR W...	0.00	39.94	
01.41.61602	VEHICLE MAINTENANCE/R...		11.19.2021 - LAPTEV - SHINEOLO...		39.94	
INV0006632	Invoice	11/22/2021	11.10.2021 - CLIFFORD - CSMFO - CSMFO D...	0.00	110.00	
01.12.61302	DUES		11.10.2021 - CLIFFORD - CSMFO - ...		110.00	
INV0006647	Invoice	11/22/2021	10.26.2021 - JONES - AMAZON - CRAYONS H...	0.00	43.49	
21.63.62979	PARKSIDE SUPPLIES		10.26.2021 - JONES - AMAZON - C...		43.49	
INV0006648	Invoice	11/22/2021	10.26.2021 - JONES - SAFEWAY - HALLOWEE...	0.00	35.76	
21.63.62979	PARKSIDE SUPPLIES		10.26.2021 - JONES - SAFEWAY - ...		35.76	
INV0006649	Invoice	11/22/2021	11.02.2021 - JONES - AMAZON - RABBIT BE...	0.00	34.67	
21.63.62979	PARKSIDE SUPPLIES		11.02.2021 - JONES - AMAZON - R...		34.67	
INV0006650	Invoice	11/22/2021	11.04.2021 - JONES - AMAZON - RABBIT BE...	0.00	11.91	
21.63.62979	PARKSIDE SUPPLIES		11.04.2021 - JONES - AMAZON - R...		11.91	
INV0006651	Invoice	11/22/2021	11.19.2021 - JONES - AMAZON - PRESCHOOL...	0.00	106.50	
21.63.62979	PARKSIDE SUPPLIES		11.19.2021 - JONES - AMAZON - P...		106.50	
INV0006652	Invoice	11/22/2021	11.19.2021 - JONES - AMAZON - BOOMBOX/...	0.00	35.83	
21.63.62979	PARKSIDE SUPPLIES		11.19.2021 - JONES - AMAZON - ...		35.83	
INV0006653	Invoice	11/22/2021	11.22.2021 - SHAW - AMAZON - WINDSHIEL...	0.00	100.79	
01.42.62200	DEPARTMENTAL SUPPLIES		11.22.2021 - SHAW - AMAZON - W..		100.79	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV0006654	Invoice	11/22/2021	10.28.2021 - SHAW - AMAZON - RAIN GAUGE	0.00	65.54	
01.42.62200	DEPARTMENTAL SUPPLIES		10.28.2021 - SHAW - AMAZON - R...		65.54	
INV0006655	Invoice	11/22/2021	11.02.2021 - SHAW - AMAZON - LIGHT BARS ...	0.00	119.87	
01.42.62988	VEHICLE-FUEL/OIL/TIRES		11.02.2021 - SHAW - AMAZON - L...		119.87	
INV0006656	Invoice	11/22/2021	11.17.2021 - SHAW - ZORO - LADDER GUARD...	0.00	631.41	
01.81.62200	DEPARTMENTAL SUPPLIES		11.17.2021 - SHAW - ZORO - LAD...		631.41	
INV0006657	Invoice	11/22/2021	11.22.2021 - CONDRY - ANSWERING SERVICE	0.00	151.57	
01.41.62200	DEPARTMENTAL SUPPLIES		11.22.2021 - CONDRY - ANSWERI...		151.57	
INV0006658	Invoice	11/22/2021	10.06.2021 - CONDRY - AMERICAN SANITAT...	0.00	313.88	
01.81.61104	OUTSIDE SERVICES-GROU...		10.06.2021 - CONDRY - AMERICAN..		313.88	
INV0006659	Invoice	11/22/2021	10.09.2021 - CONDRY - MAPINVENT	0.00	49.00	
01.41.62000	OFFICE SUPPLIES		10.09.2021 - CONDRY - MAPINVE...		49.00	
INV0006660	Invoice	11/22/2021	10.22.2021 - DONERY - INSALATA'S - LUNCH...	0.00	112.44	
01.11.61000	TRAINING		10.22.2021 - DONERY - INSALATA'...		112.44	
INV0006661	Invoice	11/22/2021	10.25.2021 - DONERY - CREEKSIDE PIZZA - F...	0.00	216.56	
01.21.62202	EMPLOYEE RECOG SUPPLIES		10.25.2021 - DONERY - CREEKSIDE...		216.56	
INV0006662	Invoice	11/22/2021	10.25.2021 - DONERY - COMFORTS - LUNCH...	0.00	76.76	
01.11.61000	TRAINING		10.25.2021 - DONERY - COMFORT...		76.76	
INV0006663	Invoice	11/22/2021	11.03.2021 - DONERY - IOTUM.COM - CONF...	0.00	9.99	
01.12.61150	OUTSIDE SERVICES-OTHER		11.03.2021 - DONERY - IOTUM.C...		9.99	
INV0006664	Invoice	11/22/2021	11.03.2021 - O'GRADY - COMCAST - WIFI FO...	0.00	90.01	
21.63.61187	ROBSON AFTER SCHOOL S...		11.03.2021 - O'GRADY - COMCAST...		90.01	
INV0006665	Invoice	11/22/2021	11.19.2021 - O'GRADY - ESIGNS - SINAGE FO...	0.00	106.42	
21.65.62200	DEPARTMENTAL SUPPLIES		11.19.2021 - O'GRADY - ESIGNS - S...		106.42	
INV0006666	Invoice	11/22/2021	10.27.2021 - SEMONIAN - ZOOM - ONLINE ...	0.00	40.00	
45.21.62200	DEPARTMENTAL SUPPLIES		10.27.2021 - SEMONIAN - ZOOM -...		40.00	
INV0006667	Invoice	11/22/2021	11.15.2021 - SEMONIAN - OFFICE DEPOT - C...	0.00	43.69	
01.81.62000	OFFICE SUPPLIES		11.15.2021 - SEMONIAN - OFFICE ...		43.69	
INV0006668	Invoice	11/22/2021	11.18.2021 - SEMONIAN - MH BREAD - FOOD	0.00	30.67	
01.18.61000	TRAINING		11.18.2021 - SEMONIAN - MH BR...		30.67	
	Void	12/07/2021	Regular	0.00	0.00	93335
	Void	12/07/2021	Regular	0.00	0.00	93336
	Void	12/07/2021	Regular	0.00	0.00	93337
	Void	12/07/2021	Regular	0.00	0.00	93338
02806	AQUASCAPE POOL SERVICE	12/09/2021	Regular	0.00	200.00	93339
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
14540	Invoice	12/08/2021	11.30.2021 - IMAGINATION PARK - FOUNTA...	0.00	200.00	
14.81.61150	OUTSIDE SERVICES-OTHER		11.30.2021 - IMAGINATION PARK -..		200.00	
00001	AT&T Calnet	12/09/2021	Regular	0.00	272.33	93340
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
576-11272021	Invoice	12/07/2021	576 - CHAMBERS TELEPONE - 10.27.2021 - 1...	0.00	42.74	
01.11.61706	UTILITIES-ONLINE INTERNET		576 - CHAMBERS TELEPONE - 10.2...		42.74	
583-11252021	Invoice	12/07/2021	583 - DPW FAX - 10.25.2021 - 11.24.2021	0.00	19.80	
01.41.61705	UTILITIES-TELEPHONE		583 - DPW FAX - 10.25.2021 - 11....		19.80	
586-11252021	Invoice	12/07/2021	586- RECREATION DEPT FAX - 10.25.2021 - 1...	0.00	209.79	
21.65.61705	UTILITIES-TELEPHONE		586- RECREATION DEPT FAX - 10....		209.79	
02542	AVRIL ANGEVINE	12/09/2021	Regular	0.00	100.00	93341

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006690	Invoice	12/07/2021	11.30.2021 - GUEST SPEAKING EVENT - 12.14..	0.00	100.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	11.30.2021 - GUEST SPEAKING EV...	100.00		
03139	Carolyn Botts	12/09/2021	Regular	0.00	25.00	93342
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006691	Invoice	12/07/2021	11.30.2021 - REIMBURSEMENT FOR LOST B...	0.00	25.00	
	01.00.43100	LIBRARY	11.30.2021 - REIMBURSEMENT F...	25.00		
00656	Charmian Stewart	12/09/2021	Regular	0.00	100.00	93343
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006689	Invoice	12/07/2021	11.30.2021 - VIRTUAL VIOLIN CONCERT - 12....	0.00	100.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM...	11.30.2021 - VIRTUAL VIOLIN CO...	100.00		
00072	Comcast	12/09/2021	Regular	0.00	306.88	93344
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-11222021	Invoice	12/07/2021	049 - TOWN HALL INTERNET - 11.27.2021 - 1...	0.00	151.92	
	01.12.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 11....	25.31		
	01.18.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 11....	25.33		
	01.30.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 11....	75.95		
	01.41.61706	UTILITIES-ONLINE INTERNET	049 - TOWN HALL INTERNET - 11....	25.33		
758-11192021	Invoice	12/07/2021	758- TOWN HALL INTERNET - 11.24.2021 - 12..	0.00	154.96	
	01.12.61706	UTILITIES-ONLINE INTERNET	758- TOWN HALL INTERNET - 11.2...	25.82		
	01.18.61706	UTILITIES-ONLINE INTERNET	758- TOWN HALL INTERNET - 11.2...	25.83		
	01.30.61706	UTILITIES-ONLINE INTERNET	758- TOWN HALL INTERNET - 11.2...	77.48		
	01.41.61706	UTILITIES-ONLINE INTERNET	758- TOWN HALL INTERNET - 11.2...	25.83		
01348	Community Media Center of Marin	12/09/2021	Regular	0.00	2,337.50	93345
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SA1-22	Invoice	12/08/2021	10.30.2021 - VIDEO PRODUCTION SRVCS - JU...	0.00	2,337.50	
	01.12.61194	OUTSIDE SERVICES - GRAN...	10.30.2021 - VIDEO PRODUCTION ...	1,912.50		
	01.18.61194	OUTSIDE SERVICES - GRAN...	10.30.2021 - VIDEO PRODUCTION ...	425.00		
02987	Create + Learn, Inc.	12/09/2021	Regular	0.00	1,768.00	93346
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006672	Invoice	12/07/2021	12.06.2021 - INSTRUCTOR PAYMENT - FALL ...	0.00	1,768.00	
	21.63.61180	AFTER SCHOOL ENRICHME...	12.06.2021 - INSTRUCTOR PAYME...	1,768.00		
02732	Diesel Direct West	12/09/2021	Regular	0.00	549.76	93347
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84295834	Invoice	12/08/2021	11.29.2021 - ULSD CLEAR - 11.1	0.00	58.56	
	01.81.62988	VEHICLE-FUEL/OIL/TIRES	11.29.2021 - ULSD CLEAR - 11.1	58.56		
84295844	Invoice	12/08/2021	11.29.2021 - GASOLINE UNL - 101.1 GALLONS	0.00	491.20	
	01.81.62988	VEHICLE-FUEL/OIL/TIRES	11.29.2021 - GASOLINE UNL - 101...	491.20		
00017	Fairfax Building Supply Co. Inc.	12/09/2021	Regular	0.00	132.96	93348
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
238723	Invoice	12/08/2021	12.06.2021 - TIMER/MUTI TOOLS	0.00	132.96	
	01.81.62200	DEPARTMENTAL SUPPLIES	12.06.2021 - TIMER/MUTI TOOLS	132.96		
01586	Fourth Street Press	12/09/2021	Regular	0.00	1,808.83	93349

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
27003	Invoice	12/07/2021	11.30.2021 - PRINTING - COLOR HANDOUTS	0.00	1,808.83	
	01.41.61154	OUTSIDE SERVICES - FLOOD..	11.30.2021 - PRINTING - COLOR H...	1,808.83		
03128	Goldfarb Lipman Attorneys	12/09/2021	Regular	0.00	9,396.00	93350
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
142669	Invoice	12/07/2021	11.15.2021 - LEGAL FEES - HOUSING ASSIST...	0.00	9,396.00	
	01.18.61150	OUTSIDE SERVICES-OTHER	11.15.2021 - LEGAL FEES - HOUSI...	9,396.00		
00021	Good & Clean Company Inc	12/09/2021	Regular	0.00	4,590.00	93351
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
61361	Invoice	12/07/2021	12.03.2021 - ADDITONAL PARK CLEAN UP - ...	0.00	4,590.00	
	45.21.61100	OUTSIDE SERVICES	12.03.2021 - ADDITONAL PARK CL...	4,590.00		
00021	Good & Clean Company Inc	12/09/2021	Regular	0.00	7,675.00	93352
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
61362	Invoice	12/07/2021	12.03.2021 - JANITORIAL SRVCS - REC/ICC/T...	0.00	7,675.00	
	01.12.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	358.39		
	01.12.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	725.00		
	01.18.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	143.36		
	01.41.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	523.25		
	01.71.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	1,075.00		
	01.71.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	300.00		
	01.81.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	240.00		
	01.81.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	600.00		
	31.41.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	1,275.00		
	31.41.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	1,125.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	360.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	12.03.2021 - JANITORIAL SRVCS - ...	950.00		
02285	Graphic Facts	12/09/2021	Regular	0.00	949.59	93353
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2027	Invoice	12/07/2021	11.30.2021 - T-SHIRTS/MATS FOR DOG PARK...	0.00	949.59	
	01.00.20317	DOG PARK DONATIONS	11.30.2021 - T-SHIRTS/MATS FOR...	949.59		
02606	Halleh Besharati	12/09/2021	Regular	0.00	2,814.00	93354
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006673	Invoice	12/07/2021	12.06.2021 - CLAY & PAINTING CLASSES - 3R...	0.00	2,814.00	
	21.62.61174	KIDS ART & SAFETY SERVIC...	12.06.2021 - CLAY & PAINTING CL...	2,814.00		
01850	Hardiman Construction	12/09/2021	Regular	0.00	9,000.00	93355
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13145	Invoice	12/07/2021	11.18.2021 - 88 OAK KNOLL AVE - ROAD BO...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.18.2021 - 88 OAK KNOLL AVE - ...	1,500.00		
R13165	Invoice	12/08/2021	11.17.2021 - 51 AUSTIN AVE - ROAD BOND R...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.17.2021 - 51 AUSTIN AVE - RO...	1,500.00		
R13166	Invoice	12/08/2021	11.15.2021 - 221 OAK SPRINGS DRIVE - ROA...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.15.2021 - 221 OAK SPRINGS DR...	1,500.00		
R13167	Invoice	12/08/2021	11.15.2021 - 56 ALDER AVE - ROAD BOND RE...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.15.2021 - 56 ALDER AVE - ROA...	1,500.00		
R13168	Invoice	12/08/2021	11.15.2021 - 212 OAK SPRINGS DRIVE - ROA...	0.00	1,500.00	
	01.00.20314	ROAD BOND	11.15.2021 - 212 OAK SPRINGS DR...	1,500.00		

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
R13169	Invoice	12/08/2021	11.15.2021 - 138 MORNINGSIDE DRIVE - RO...	0.00	1,500.00	
01.00.20314	ROAD BOND		11.15.2021 - 138 MORNINGSIDE ...	1,500.00		
00113	Juan Olsen Sanchez	12/09/2021	Regular	0.00	3,179.51	93356
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0006674	Invoice	12/07/2021	12.06.2021 - GYMNASTICS CLASSES - PAYM...	0.00	3,179.51	
21.61.61167	TUMBLING SERVICES		12.06.2021 - GYMNASTICS CLASSE...	3,179.51		
02558	Kanopy	12/09/2021	Regular	0.00	654.00	93357
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
275260-PPU	Invoice	12/08/2021	11.30.2021 - LIBRARY - VIDEOS	0.00	654.00	
27.71.62307	VIDEOS		11.30.2021 - LIBRARY - VIDEOS	654.00		
03130	Lorraine Weiss	12/09/2021	Regular	0.00	3,640.00	93358
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
SA2021-2	Invoice	12/07/2021	12.01.2021 - PLANNING APPLICATIONS - 22....	0.00	3,640.00	
01.18.60010	TEMPORARY HELP		12.01.2021 - PLANNING APPLICAT...	3,640.00		
00148	Maggiora & Ghilotti Inc.	12/09/2021	Regular	0.00	90,782.53	93359
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
11756	Invoice	12/08/2021	11.30.2021 - PAVEMENT REHAB PRJCT - PA...	0.00	90,782.53	
19.41.63107	CAPITAL OUTLAY - PAVING...		11.30.2021 - PAVEMENT REHAB P...	90,782.53		
00029	Marin IT	12/09/2021	Regular	0.00	6,440.00	93360
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
2021-116962	Invoice	12/07/2021	11.24.2021 - NETWORK MAINTENANCE - NO...	0.00	900.00	
01.12.61106	OUTSIDE SVCS-MGT INFO S...		11.24.2021 - NETWORK MAINTEN...	180.00		
01.18.61106	OUTSIDE SVCS-MGT INFO S...		11.24.2021 - NETWORK MAINTEN...	72.00		
01.41.61106	OUTSIDE SVCS-MGT INFO S...		11.24.2021 - NETWORK MAINTEN...	252.00		
01.42.61106	OUTSIDE SVCS-MGT INFO S...		11.24.2021 - NETWORK MAINTEN...	81.00		
01.71.61106	OUTSIDE SVCS-MGT INFO S...		11.24.2021 - NETWORK MAINTEN...	117.00		
21.65.61106	OUTSIDE SVCS-MGT INFO S...		11.24.2021 - NETWORK MAINTEN...	198.00		
2021-116989	Invoice	12/08/2021	12.02.2021 - TH NETWORK MAINTENANCE -...	0.00	5,480.00	
01.12.61106	OUTSIDE SVCS-MGT INFO S...		NETWORK MAINTENANCE	1,096.00		
01.18.61106	OUTSIDE SVCS-MGT INFO S...		NETWORK MAINTENANCE	438.40		
01.41.61106	OUTSIDE SVCS-MGT INFO S...		NETWORK MAINTENANCE	1,534.40		
01.42.61106	OUTSIDE SVCS-MGT INFO S...		NETWORK MAINTENANCE	493.20		
01.71.61106	OUTSIDE SVCS-MGT INFO S...		NETWORK MAINTENANCE	712.40		
21.65.61106	OUTSIDE SVCS-MGT INFO S...		NETWORK MAINTENANCE	1,205.60		
2021-23511	Invoice	12/08/2021	12.02.2021 - TH NETWORK MAINTENANCE -...	0.00	60.00	
01.12.61106	OUTSIDE SVCS-MGT INFO S...		12.02.2021 - TH NETWORK MAIN...	12.00		
01.18.61106	OUTSIDE SVCS-MGT INFO S...		12.02.2021 - TH NETWORK MAIN...	4.80		
01.41.61106	OUTSIDE SVCS-MGT INFO S...		12.02.2021 - TH NETWORK MAIN...	16.80		
01.42.61106	OUTSIDE SVCS-MGT INFO S...		12.02.2021 - TH NETWORK MAIN...	5.40		
01.71.61106	OUTSIDE SVCS-MGT INFO S...		12.02.2021 - TH NETWORK MAIN...	7.80		
21.65.61106	OUTSIDE SVCS-MGT INFO S...		12.02.2021 - TH NETWORK MAIN...	13.20		
	Void	12/09/2021	Regular	0.00	0.00	93361
00431	Massa Construction Co Inc	12/09/2021	Regular	0.00	104,089.49	93362
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number	**Account Name**		**Item Description**	**Distribution Amount**		
INV0006675	Invoice	12/07/2021	06.07.2021 - OPEN SPACE STAIRS - REPAIR	0.00	2,698.29	
01.81.61104	OUTSIDE SERVICES-GROU...		06.07.2021 - OPEN SPACE STAIRS -...	2,698.29		
INV0006676	Invoice	12/07/2021	11.27.2021 - WATER LINE FROM BRIDGE TO ...	0.00	5,685.56	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.81.61104	OUTSIDE SERVICES-GROU...	11.27.2021 - WATER LINE FROM ...		5,685.56	
INV0006677	Invoice	12/07/2021	11.27.2021 - WATER LINE STREET CROSSING ...	0.00	23,868.62	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.27.2021 - WATER LINE STREET ...		23,868.62	
INV0006678	Invoice	12/07/2021	11.25.2021 - CREEK PARK DECK REPAIR	0.00	807.70	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.25.2021 - CREEK PARK DECK R...		807.70	
INV0006679	Invoice	12/07/2021	11.25.2021 - MOUNTAIN VIEW - SPLIT RAIL F...	0.00	1,979.97	
	01.42.61101	OUTSIDE SERVICES-PROF F...	11.25.2021 - MOUNTAIN VIEW - S...		1,979.97	
INV0006680	Invoice	12/07/2021	11.25.2021 - LINCOLN PARK BRIDGE - REPLA...	0.00	12,718.40	
	19.41.63109	UNPROGRAMMED RESURF...	11.25.2021 - LINCOLN PARK BRID...		12,718.40	
INV0006681	Invoice	12/07/2021	11.23.2021 - COUNCIL CHAMBERS - SAND, P...	0.00	14,217.31	
	41.41.61506	PUBLIC WORKS CAPITAL O...	11.23.2021 - COUNCIL CHAMBERS...		14,217.31	
INV0006682	Invoice	12/07/2021	11.27.2021 - SALINAS GARAGE - SHORE UP R...	0.00	1,650.40	
	01.00.42201	CONSTR: PLAN CHECK	11.27.2021 - SALINAS GARAGE - S...		1,650.40	
INV0006683	Invoice	12/07/2021	11.27.2021 - WATER LINE - TOWN HALL PARK	0.00	964.94	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.27.2021 - WATER LINE - TOWN...		964.94	
INV0006685	Invoice	12/07/2021	11.27.2021 - MEMORIAL PARK - PAINT PLAY...	0.00	18,615.38	
	70.81.61150	OUTSIDE SERVICES-OTHER	11.27.2021 - MEMORIAL PARK - P...		18,615.38	
INV0006686	Invoice	12/07/2021	11.25.2021 - CREEK PARK - LIGHT POLES	0.00	4,899.93	
	70.81.61150	OUTSIDE SERVICES-OTHER	11.25.2021 - CREEK PARK - LIGHT ...		4,899.93	
INV0006687	Invoice	12/07/2021	11.23.2021 - ROBSON HOUSE - DEBRIS REM...	0.00	15,982.99	
	70.81.61150	OUTSIDE SERVICES-OTHER	11.23.2021 - ROBSON HOUSE - DE...		15,982.99	
02754	MAYACAMAS MOUNTAIN SPRING WATER	12/09/2021	Regular	0.00	85.25	93363
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
60527	Invoice	12/08/2021	12.02.2021 - TOWN HALL - BOTTLED WATER ...	0.00	85.25	
	01.12.62200	DEPARTMENTAL SUPPLIES	12.02.2021 - TOWN HALL - BOTTL...		28.42	
	01.18.62200	DEPARTMENTAL SUPPLIES	12.02.2021 - TOWN HALL - BOTTL...		28.41	
	01.41.62200	DEPARTMENTAL SUPPLIES	12.02.2021 - TOWN HALL - BOTTL...		28.42	
00515	Mill Valley Refuse Service Inc	12/09/2021	Regular	0.00	1,713.78	93364
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0003366388	Invoice	12/08/2021	12.01.2021 - PORTA POTTY SERVICE	0.00	1,713.78	
	45.21.61100	OUTSIDE SERVICES	12.01.2021 - PORTA POTTY SERVI...		1,713.78	
00032	MSM Inc	12/09/2021	Regular	0.00	1,925.17	93365
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
172201	Invoice	12/08/2021	12.06.2021 - LIBRARY - JANATORIAL SUPPLIES	0.00	207.77	
	01.71.61501	BLDG. MAINT-JANITORIAL	12.06.2021 - LIBRARY - JANATORI...		207.77	
172202	Invoice	12/08/2021	12.06.2021 - ICC/PRE-SCHOOL - JANITORIAL ...	0.00	463.38	
	01.81.61501	BLDG. MAINT-JANITORIAL	12.06.2021 - ICC/PRE-SCHOOL - J...		463.38	
172203	Invoice	12/08/2021	12.06.2021 - TOWN HALL JANITORIAL SUPPL...	0.00	383.13	
	01.12.61501	BLDG. MAINT-JANITORIAL	BLDG MAINT JANITORIAL		127.70	
	01.18.61501	BLDG. MAINT-JANITORIAL	BLDG MAINT JANITORIAL		127.70	
	01.41.61501	BLDG. MAINT-JANITORIAL	BLDG MAINT JANITORIAL		127.73	
172204	Invoice	12/08/2021	12.06.2021 - RECREATION DEPT - JANITORIAL..	0.00	255.73	
	01.82.61501	BLDG. MAINT-JANITORIAL	12.06.2021 - RECREATION DEPT - ...		127.87	
	21.65.61506	BLDG. MAINT-OTHER	12.06.2021 - RECREATION DEPT - ...		127.86	
172206	Invoice	12/08/2021	12.06.2021 - ROBSON HOUSE - JANITORIAL ...	0.00	266.66	
	34.41.61501	BLDG. MAINT-JANITORIAL	12.06.2021 - ROBSON HOUSE - JA...		266.66	
172208	Invoice	12/08/2021	12.06.2021 - PARK - JANITORIAL SUPPLIES	0.00	348.50	
	01.81.61501	BLDG. MAINT-JANITORIAL	12.06.2021 - PARK - JANITORIAL S...		348.50	
00155	Municode	12/09/2021	Regular	0.00	2,820.88	93366

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
00366678	Invoice	12/07/2021	11.18.2021 - SUPPLIMENT PAGES - CODE OF...	0.00	2,820.88	
	01.21.62200	DEPARTMENTAL SUPPLIES	11.18.2021 - SUPPLIMENT PAGES -..	2,820.88		
01388	NCSI	12/09/2021	Regular	0.00	592.00	93367
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16452	Invoice	12/07/2021	12.01.2021 - BACKGROUND CHECKS/FINGER...	0.00	592.00	
	21.65.61137	FINGERPRINTING	12.01.2021 - BACKGROUND CHEC...	592.00		
00160	OCLC	12/09/2021	Regular	0.00	22.93	93368
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1000178750	Invoice	12/08/2021	12.01.2021 - CATALOGING/METADATA SUB...	0.00	22.93	
	01.71.61150	OUTSIDE SERVICES-OTHER	12.01.2021 - CATALOGING/META...	22.93		
00128	Pacific Gas & Electric	12/09/2021	Regular	0.00	12,548.47	93369
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
461-11232021	Invoice	12/08/2021	461 - TOWN UTILITIES - 10.08.2021 - 11.05.2...	0.00	12,548.47	
	01.12.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	484.37		
	01.12.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	38.90		
	01.18.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	311.20		
	01.18.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	25.10		
	01.30.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	2,346.56		
	01.30.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	186.97		
	01.41.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	311.20		
	01.41.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	25.10		
	01.42.61707	UTILITIES-SIGNALS	461 - TOWN UTILITIES - 10.08.202...	831.96		
	01.42.61708	UTILITIES-STREET LIGHTS	461 - TOWN UTILITIES - 10.08.202...	3,608.94		
	01.71.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	825.69		
	01.71.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	100.39		
	01.81.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	397.79		
	21.65.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	587.27		
	21.65.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	377.71		
	31.41.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	1,042.78		
	31.41.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	660.05		
	34.41.61701	UTILITIES-ELECTRICITY	461 - TOWN UTILITIES - 10.08.202...	235.91		
	34.41.61702	UTILITIES-GAS	461 - TOWN UTILITIES - 10.08.202...	150.58		
	Void	12/09/2021	Regular	0.00	0.00	93370
00184	Safeway Inc	12/09/2021	Regular	0.00	98.20	93371
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006671	Invoice	12/07/2021	11.28.2021 - PARKSIDE SUPPLIES	0.00	98.20	
	21.63.62979	PARKSIDE SUPPLIES	11.28.2021 - PARKSIDE SUPPLIES	98.20		
02087	Telecom Law Firm PC	12/09/2021	Regular	0.00	720.00	93372
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11641	Invoice	12/07/2021	11.30.2021 - CONSULTING - 305 SAN ANSEL...	0.00	720.00	
	01.00.20371	PLANNING COSTS TO BE RE...	11.30.2021 - CONSULTING - 305 S...	720.00		
00352	Tyler Technologies Inc	12/09/2021	Regular	0.00	1,184.25	93373
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
025-357604	Invoice	12/07/2021	12.01.2021 - MAINTENANCE START - SUBSCR..	0.00	1,184.25	
	01.12.61150	OUTSIDE SERVICES-OTHER	12.01.2021 - MAINTENANCE STAR...	1,184.25		
03052	ZUMAR	12/09/2021	Regular	0.00	691.67	93374

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
95086	Invoice	12/08/2021	11.29.2021 - PEDESTRAIN SIGNS	0.00	691.67	
	01.81.61501	BLDG. MAINT-JANITORIAL	11.29.2021 - PEDESTRAIN SIGNS	691.67		
01280	Kripa N. Davis	12/09/2021	Regular	0.00	2,626.00	93375
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006723	Invoice	12/09/2021	11.30.2021 - REISSUE FOR CHECK - CARPENT...	0.00	2,626.00	
	21.62.61175	KIDS CULTURE SERVICES	11.30.2021 - REISSUE FOR CHECK -..	1,410.50		
	21.63.61186	SPECIALTY CAMPS SERVICES	11.30.2021 - REISSUE FOR CHECK -..	1,215.50		
02289	El Paisa Catering	12/14/2021	Regular	0.00	920.00	93376
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006724	Invoice	12/14/2021	12.14.2021 EMPLOYEE HOLIDAY LUNCH	0.00	920.00	
	01.21.62202	EMPLOYEE RECOG SUPPLIES	12.14.2021 EMPLOYEE HOLIDAY L...	920.00		
00004	Alpine Awards Inc.	12/16/2021	Regular	0.00	184.21	93377
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5548748	Invoice	12/14/2021	12.08.2021 - MAYOR COLBERT PLAQUE	0.00	184.21	
	01.11.62200	DEPARTMENTAL SUPPLIES	12.08.2021 - MAYOR COLBERT PL...	184.21		
02975	ANGEL CASILLAS	12/16/2021	Regular	0.00	457.32	93378
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006731	Invoice	12/15/2021	12.15.2021 -02.01.2021-12.31.2021 CELL P...	0.00	440.00	
	01.41.61705	UTILITIES-TELEPHONE	12.15.2021 -02.01.2021-12.31.20...	440.00		
INV0006732	Invoice	12/15/2021	12.15.2021 CERTIFIED MAIL REIMBURSEME...	0.00	17.32	
	01.41.62003	POSTAGE	12.15.2021 CERTIFIED MAIL REIM...	17.32		
02823	BOUCHER LAW	12/16/2021	Regular	0.00	44,179.29	93379
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
810	Invoice	12/14/2021	12.13.2021 - LABOR & EMPLOYMENT MATT...	0.00	12,526.29	
	01.16.61196	PERSONNEL LEGAL SERVIC...	12.13.2021 - LABOR & EMPLOYM...	12,526.29		
811	Invoice	12/14/2021	12.13.2021 - PUBLIC WORKS DEPT - OCT	0.00	27,108.00	
	01.41.61150	OUTSIDE SERVICES-OTHER	12.13.2021 - PUBLIC WORKS DEPT...	2,710.80		
	01.42.61150	OUTSIDE SERVICES-OTHER	12.13.2021 - PUBLIC WORKS DEPT...	21,686.40		
	01.81.61150	OUTSIDE SERVICES-OTHER	12.13.2021 - PUBLIC WORKS DEPT...	2,710.80		
812	Invoice	12/14/2021	12.13.2021 - SENIOR PLANNER 2021	0.00	4,545.00	
	01.18.61806	MISC HIRING EXPENSES	12.13.2021 - SENIOR PLANNER 20...	4,545.00		
02941	Cam Hiscock	12/16/2021	Regular	0.00	127.12	93380
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13174	Invoice	12/15/2021	12.07.2021 - 251 BUTTERFIELD RD - PERMIT ...	0.00	127.12	
	01.00.20310	BUILDING: STATE GREEN B...	12.07.2021 - 251 BUTTERFIELD RD...	0.80		
	01.00.42001	BUSINESS LICENSE TAX	12.07.2021 - 251 BUTTERFIELD RD...	0.72		
	01.00.42203	CONSTR: PLUMBING PERM...	12.07.2021 - 251 BUTTERFIELD RD...	125.60		
01876	Chess Wizards	12/16/2021	Regular	0.00	4,590.00	93381
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006726	Invoice	12/14/2021	12.09.2021 - INSTRUCTOR PAYMENTS - CHE...	0.00	4,590.00	
	21.63.61180	AFTER SCHOOL ENRICHME...	12.09.2021 - INSTRUCTOR PAYME...	4,590.00		
00926	City of San Rafael Svcs	12/16/2021	Regular	0.00	2,905.45	93382

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2770	Invoice	12/15/2021	12.14.2021 - VEHICLE INSPECTION/MAINTN...	0.00	2,905.45	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	12.14.2021 - VEHICLE INSPECTION...	2,905.45		
02315	Coastland Civil Engineering Inc.	12/16/2021	Regular	0.00	5,610.00	93383
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
52652	Invoice	12/15/2021	11.30.2021 - BUILDING DEPT SERVICES - NO...	0.00	5,610.00	
	01.41.61157	PLAN CHECKING	11.30.2021 - BUILDING DEPT SERV...	5,610.00		
02732	Diesel Direct West	12/16/2021	Regular	0.00	299.83	93384
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84195258	Invoice	12/15/2021	09.20.2021 - GASOLINE UNL - 65.4 GALLONS	0.00	299.83	
	01.81.62988	VEHICLE-FUEL/OIL/TIRES	09.20.2021 - GASOLINE UNL - 65.4...	299.83		
02948	DocuSign Inc.	12/16/2021	Regular	0.00	3,105.00	93385
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV29787199	Invoice	12/14/2021	12.09.2021 - eSIGNATURE BUISNESS PRO - S...	0.00	3,105.00	
	42.21.63003	COMPUTER HARDWARE/S...	12.09.2021 - eSIGNATURE BUISNE...	3,105.00		
02622	Epstein & Holtzapple	12/16/2021	Regular	0.00	19,450.00	93386
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5662	Invoice	12/14/2021	12.08.2021 - STAFF REPORTS/ZONING - REVI...	0.00	16,900.00	
	01.16.61138	GENERAL COUNSEL LEGAL ...	12.08.2021 - STAFF REPORTS/ZON...	16,900.00		
5663	Invoice	12/14/2021	12.08.2021 - STAFF REPORTS - REVIEW	0.00	900.00	
	01.16.61138	GENERAL COUNSEL LEGAL ...	12.08.2021 - STAFF REPORTS - REV..	900.00		
5664	Invoice	12/14/2021	12.08.2021 - NATIONAL OPIOID SETTLEMENT..	0.00	1,650.00	
	01.16.61138	GENERAL COUNSEL LEGAL ...	12.08.2021 - NATIONAL OPIOID S...	1,650.00		
00017	Fairfax Building Supply Co. Inc.	12/16/2021	Regular	0.00	23.53	93387
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
238827	Invoice	12/15/2021	12.08.2021 - BUFFALO BOOTS - SIZE 14	0.00	23.53	
	01.81.62200	DEPARTMENTAL SUPPLIES	12.08.2021 - BUFFALO BOOTS - SI...	23.53		
02917	Global Office	12/16/2021	Regular	0.00	1,313.76	93388
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
AR9524	Invoice	12/14/2021	12.09.2021 - BLACK PRINTS/COLOR PRINTS	0.00	1,313.76	
	01.00.20100	ACCOUNTS PAYABLE	12.09.2021 - BLACK PRINTS/COLO...	1,313.76		
02606	Halleh Besharati	12/16/2021	Regular	0.00	2,268.00	93389
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006730	Invoice	12/15/2021	12.13.2021 - INSTRUCTOR PAYMENT - HOLI...	0.00	2,268.00	
	21.62.61174	KIDS ART & SAFETY SERVIC...	12.13.2021 - INSTRUCTOR PAYME...	2,268.00		
02410	Hinderliter de Llamas & Associates	12/16/2021	Regular	0.00	1,367.53	93390
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SIN013530	Invoice	12/15/2021	12.10.2021 - CONTRACT SRVCS/SALES TAX - ...	0.00	1,367.53	
	01.12.61150	OUTSIDE SERVICES-OTHER	12.10.2021 - CONTRACT SRVCS/S...	1,367.53		
03146	Karin Swenson Blom	12/16/2021	Regular	0.00	2,650.00	93391

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R7822	Invoice	12/14/2021	03.16.2021 - 31 LINCOLN PARK - ROAD BOND..	0.00	2,650.00	
	01.00.20314	ROAD BOND	03.16.2021 - 31 LINCOLN PARK - ...	2,650.00		
01280	Kripa N. Davis	12/16/2021	Regular	0.00	1,394.25	93392
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006729	Invoice	12/15/2021	12.14.2021 - CARPENTRY FOR KIDS CLASSES -..	0.00	1,394.25	
	21.62.61175	KIDS CULTURE SERVICES	12.14.2021 - CARPENTRY FOR KIDS..	1,394.25		
03145	Lynn Shaw	12/16/2021	Regular	0.00	3,270.00	93393
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R13162	Invoice	12/14/2021	08.02.2021 - 1011 SAN ANSELMO AVE - ROA...	0.00	3,270.00	
	01.00.20314	ROAD BOND	08.02.2021 - 1011 SAN ANSELMO...	3,270.00		
00148	Maggiora & Ghilotti Inc.	12/16/2021	Regular	0.00	10,450.00	93394
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11757	Invoice	12/14/2021	11.30.2021 - SFD REHABILITATION PROJECT -...	0.00	10,450.00	
	14.41.63101	CAPITAL OUTLAY - PAVING...	11.30.2021 - SFD REHABILITATION...	9,251.39		
	19.41.63101	CAPITAL OUTLAY - PAVING...	11.30.2021 - SFD REHABILITATION...	1,198.61		
00029	Marin IT	12/16/2021	Regular	0.00	400.00	93395
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2021-117018	Invoice	12/14/2021	12.06.2021 - TOWN HALL NETWORK MAINT...	0.00	400.00	
	01.12.61106	OUTSIDE SVCS-MGT INFO S...	12.06.2021 - TOWN HALL NETWO...	80.00		
	01.18.61106	OUTSIDE SVCS-MGT INFO S...	12.06.2021 - TOWN HALL NETWO...	32.00		
	01.41.61106	OUTSIDE SVCS-MGT INFO S...	12.06.2021 - TOWN HALL NETWO...	112.00		
	01.42.61106	OUTSIDE SVCS-MGT INFO S...	12.06.2021 - TOWN HALL NETWO...	36.00		
	01.71.61106	OUTSIDE SVCS-MGT INFO S...	12.06.2021 - TOWN HALL NETWO...	52.00		
	21.65.61106	OUTSIDE SVCS-MGT INFO S...	12.06.2021 - TOWN HALL NETWO...	88.00		
00431	Massa Construction Co Inc	12/16/2021	Regular	0.00	102,109.52	93396
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006733	Invoice	12/16/2021	06.07.2021 - SAN ANSELMO - OPEN SPACE S...	0.00	2,698.29	
	01.81.61104	OUTSIDE SERVICES-GROU...	06.07.2021 - SAN ANSELMO - OP...	2,698.29		
INV0006734	Invoice	12/16/2021	11.27.2021 - WATER LINE - CREEK PARK	0.00	5,685.56	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.27.2021 - WATER LINE - CREEK...	5,685.56		
INV0006735	Invoice	12/16/2021	11.27.2021 - SAN ANSELMO - WATER LINE ST..	0.00	23,868.62	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.27.2021 - SAN ANSELMO - WA...	23,868.62		
INV0006736	Invoice	12/16/2021	11.25.2021 - SAN ANSELMO - CREEK PARK D...	0.00	807.70	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.25.2021 - SAN ANSELMO - CRE...	807.70		
INV0006737	Invoice	12/16/2021	11.25.2021 - SAN ANSELMO - LINCOLN PARK...	0.00	12,718.40	
	19.41.63109	UNPROGRAMMED RESURF...	11.25.2021 - SAN ANSELMO - LIN...	12,718.40		
INV0006738	Invoice	12/16/2021	11.23.2021 - SAN ANSELMO - COUNCIL CHA...	0.00	14,217.31	
	41.41.61506	PUBLIC WORKS CAPITAL O...	11.23.2021 - SAN ANSELMO - CO...	14,217.31		
INV0006739	Invoice	12/16/2021	11.27.2021 - SAN ANSELMO - WATER LINE T...	0.00	964.94	
	01.81.61104	OUTSIDE SERVICES-GROU...	11.27.2021 - SAN ANSELMO - WA...	964.94		
INV0006740	Invoice	12/16/2021	11.27.2021 - SAN ANSELMO - MEMORIAL PA...	0.00	18,615.38	
	70.81.61150	OUTSIDE SERVICES-OTHER	11.27.2021 - SAN ANSELMO - ME...	18,615.38		
INV0006741	Invoice	12/16/2021	11.25.2021 - SAN ANSELMO - CREEK PARK LI...	0.00	4,899.93	
	70.81.61150	OUTSIDE SERVICES-OTHER	11.25.2021 - SAN ANSELMO - CRE...	4,899.93		
INV0006742	Invoice	12/16/2021	11.23.2021 - SAN ANSELMO - ROBSON HOU...	0.00	15,982.99	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	70.81.61150	OUTSIDE SERVICES-OTHER	11.23.2021 - SAN ANSELMO - ROB...		15,982.99	
INV0006743	Invoice	12/16/2021	11.27.2021 - SAN ANSELMO - SHORING SALI...	0.00	1,650.40	
	01.00.42201	CONSTR: PLAN CHECK	11.27.2021 - SAN ANSELMO - SHO...		1,650.40	
02754	MAYACAMAS MOUNTAIN SPRING WATER	12/16/2021	Regular	0.00	64.25	93397
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
60966	Invoice	12/14/2021	12.13.2021 - TOWN HALL BOTTLED WATER S...	0.00	64.25	
	01.12.62200	DEPARTMENTAL SUPPLIES	12.13.2021 - TOWN HALL BOTTLE...		21.42	
	01.18.62200	DEPARTMENTAL SUPPLIES	12.13.2021 - TOWN HALL BOTTLE...		21.41	
	01.41.62200	DEPARTMENTAL SUPPLIES	12.13.2021 - TOWN HALL BOTTLE...		21.42	
02323	Maze & Associates	12/16/2021	Regular	0.00	3,050.00	93398
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
43215	Invoice	12/14/2021	11.30.2021 - AUDIT - YEAR END JUNE 30TH	0.00	3,050.00	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI...	11.30.2021 - AUDIT - YEAR END J...		3,050.00	
03150	Meridian Surveying Engineering, Inc.	12/16/2021	Regular	0.00	14,700.00	93399
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
28895	Invoice	12/15/2021	11.23.2021 - TOPOGRAPHIC SURVEY - SA CR...	0.00	14,700.00	
	71.81.61150	OUTSIDE SERVICES-OTHER	11.23.2021 - TOPOGRAPHIC SURV...		14,700.00	
00032	MSM Inc	12/16/2021	Regular	0.00	221.24	93400
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
172202A	Invoice	12/15/2021	12.08.2021 - HAND SOAP - 4 GALLON	0.00	14.08	
	31.41.61501	BLDG. MAINT-JANITORIAL	12.08.2021 - HAND SOAP - 4 GAL...		14.08	
172203A	Invoice	12/15/2021	12.08.2021 - TOWN HALL- BLDG MAINT JANI...	0.00	14.08	
	01.12.61501	BLDG. MAINT-JANITORIAL	12.08.2021 - TOWN HALL- BLDG ...		4.69	
	01.18.61501	BLDG. MAINT-JANITORIAL	12.08.2021 - TOWN HALL- BLDG ...		4.69	
	01.41.61501	BLDG. MAINT-JANITORIAL	12.08.2021 - TOWN HALL- BLDG ...		4.70	
172204A	Invoice	12/15/2021	12.08.2021 - HAND SOAP - 4 GALLON	0.00	14.08	
	21.65.61506	BLDG. MAINT-OTHER	12.08.2021 - HAND SOAP - 4 GAL...		14.08	
172208A	Invoice	12/15/2021	12.08.2021 - BOARDWALK TOWELS - PARK	0.00	179.00	
	01.81.61501	BLDG. MAINT-JANITORIAL	12.08.2021 - BOARDWALK TOWEL...		179.00	
03148	Ned Webster	12/16/2021	Regular	0.00	236.00	93401
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
R13179	Invoice	12/15/2021	12.14.2021 - 84 THE ALAMEDA - PERMIT RE...	0.00	236.00	
	01.00.42202	CONSTR: BUILDING PERMIT	12.14.2021 - 84 THE ALAMEDA - P...		236.00	
01346	Nerviani Paving Inc	12/16/2021	Regular	0.00	14,545.00	93402
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
6720	Invoice	12/15/2021	11.29.2021 - BANK STREET - ASPHALT PAVING	0.00	9,170.00	
	19.41.63109	UNPROGRAMMED RESURF...	11.29.2021 - BANK STREET - ASPH...		9,170.00	
6731	Invoice	12/15/2021	12.10.2021 - BANK STREET - REMOVE/REPLA...	0.00	5,375.00	
	19.41.63109	UNPROGRAMMED RESURF...	12.10.2021 - BANK STREET - REM...		5,375.00	
02677	Nissan Motor Acceptance Corporation	12/16/2021	Regular	0.00	874.02	93403
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
519-12132021	Invoice	12/15/2021	519 - NISSAN LEAF RENTAL	0.00	291.34	
	50.42.63011	VEHICLE OPERATING LEASE	519 - NISSAN LEAF RENTAL		291.34	
537-12132021	Invoice	12/15/2021	537- NISSAN LEAF RENTAL	0.00	291.34	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	50.42.63011	VEHICLE OPERATING LEASE	537- NISSAN LEAF RENTAL		291.34	
542-12132021	Invoice	12/15/2021	542 - NISSAN LEAF RENTAL	0.00	291.34	
	50.42.63011	VEHICLE OPERATING LEASE	542 - NISSAN LEAF RENTAL		291.34	
00161	Office Depot Business Services	12/16/2021	Regular	0.00	32.58	93404
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
213820679001	Invoice	12/14/2021	12.06.2021 - CALENDARS/OFFICE SUPPLIES	0.00	32.58	
	01.12.62000	OFFICE SUPPLIES	12.06.2021 - CALENDARS/OFFICE ...		32.58	
00283	One on One Basketball	12/16/2021	Regular	0.00	11,159.20	93405
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
INV0006725	Invoice	12/14/2021	12.06.2021 - INSTRUCTOR PAYMENT FOR SP...	0.00	11,159.20	
	21.63.61180	AFTER SCHOOL ENRICHME...	12.06.2021 - INSTRUCTOR PAYME...		11,159.20	
02554	Parkmobile LLC	12/16/2021	Regular	0.00	167.70	93406
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
INV22418	Invoice	12/14/2021	11.30.2021 - END USER FEES	0.00	167.70	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI...	11.30.2021 - END USER FEES		167.70	
01623	Quincy Engineering	12/16/2021	Regular	0.00	1,787.75	93407
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
14-S512.00-22	Invoice	12/15/2021	11.09.2021 - NOKOMIS AVE BRIDGE REPLAC...	0.00	923.12	
	14.41.63119	CAPTIAL OUTLAY - BRIDGE ...	11.09.2021 - NOKOMIS AVE BRID...		923.12	
15-S511.00-20	Invoice	12/15/2021	11.09.2021 - MADRONE AVE BRIDGE REPLA...	0.00	864.63	
	12.41.63119	CAPITAL OUTLAY - BRIDGE ...	11.09.2021 - MADRONE AVE BRID...		99.17	
	14.41.63119	CAPTIAL OUTLAY - BRIDGE ...	11.09.2021 - MADRONE AVE BRID...		765.46	
02870	RHAA	12/16/2021	Regular	0.00	7,646.26	93408
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
0023861	Invoice	12/15/2021	12.10.2021 - DESIGN REFINEMENT/PRINTING..	0.00	7,646.26	
	71.81.61150	OUTSIDE SERVICES-OTHER	12.10.2021 - DESIGN REFINEMENT..		7,646.26	
01359	Siegfried Engineering Inc	12/16/2021	Regular	0.00	953.00	93409
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
42818	Invoice	12/15/2021	12.10.2021 - MEMORIAL PARK - PARKING LO...	0.00	485.00	
	12.41.63101	CAPITAL OUTLAY - PAVING...	12.10.2021 - MEMORIAL PARK - P...		485.00	
42826	Invoice	12/14/2021	12.10.2021 - ENGINEERING SERVICES - NOV	0.00	468.00	
	19.41.63109	UNPROGRAMMED RESURF...	12.10.2021 - ENGINEERING SERVI...		468.00	
00626	State Water Resources Control Board - SWRCB	12/16/2021	Regular	0.00	10,602.00	93410
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
SW-0216935	Invoice	12/15/2021	11.23.2021 - SWRCB - ANNUAL PERMIT FEE	0.00	10,602.00	
	01.41.61150	OUTSIDE SERVICES-OTHER	11.23.2021 - SWRCB - ANNUAL PE...		10,602.00	
00130	Terminix Processing Center	12/16/2021	Regular	0.00	83.00	93411
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**		**Distribution Amount**	
415018120	Invoice	12/15/2021	12.06.2021 - TOWN HALL PEST CONTROL	0.00	83.00	
	01.12.61506	BLDG. MAINT-OTHER	12.06.2021 - TOWN HALL PEST C...		13.28	
	01.18.61506	BLDG. MAINT-OTHER	12.06.2021 - TOWN HALL PEST C...		12.45	
	01.41.61506	BLDG. MAINT-OTHER	12.06.2021 - TOWN HALL PEST C...		21.58	
	01.71.61506	BLDG. MAINT-OTHER	12.06.2021 - TOWN HALL PEST C...		35.69	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03094	TRC Companies	12/16/2021	Regular	0.00	6,036.63	93412

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
35200	Invoice	12/15/2021	12.09.2021 - CONSTRUSTION INPECTOR - BO...	0.00	6,036.63
	12.41.63107	CAPITAL OUTLAY - PAVING...	12.09.2021 - CONSTRUSTION INP...	6,036.63	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01509	Tyler Business Forms	12/16/2021	Regular	0.00	118.69	93413

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
65901	Invoice	12/14/2021	11.30.2021 - ENVELOPES/FORMS	0.00	118.69
	01.12.62000	OFFICE SUPPLIES	11.30.2021 - ENVELOPES/FORMS	118.69	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00384	Van Midde & Son Concrete	12/16/2021	Regular	0.00	23,922.00	93414

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
13587	Invoice	12/14/2021	11.09.2021 - CRESENT ROAD - SIDEWALKS	0.00	23,922.00
	01.00.20304	CONCRETE CONTRACT	11.09.2021 - CRESENT ROAD - SID...	23,922.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01024	Watershed Preservation Network	12/16/2021	Regular	0.00	6,336.00	93415

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0006727	Invoice	12/14/2021	12.09.2021 - INSTRUCTOR PAYMENTS - AMA...	0.00	5,229.00
	21.63.61180	AFTER SCHOOL ENRICHME...	12.09.2021 - INSTRUCTOR PAYME...	5,229.00	
INV0006728	Invoice	12/14/2021	12.09.2021 - SPPLY REIMBURSEMENT - AMA...	0.00	1,107.00
	21.63.62980	AFTER SCHOOL ENRICHME...	12.09.2021 - SPPLY REIMBURSEM...	1,107.00	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00431	Massa Construction Co Inc	12/16/2021	Regular	0.00	1,979.97	93416

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0006744	Invoice	12/16/2021	11.25.2021 - MOUNTAIN VIEW - SPLIT RAIL ...	0.00	1,979.97
	01.42.61101	OUTSIDE SERVICES-PROF F...	11.25.2021 - MOUNTAIN VIEW - ...	1,979.97	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00181	Ross Valley Fire Department	12/28/2021	Regular	0.00	380,970.81	93417

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
INV0006772	Invoice	12/28/2021	12.27.2021 - RVFD COLLECTED FEES - NOVE...	0.00	3,859.23
	01.00.20354	DUE TO ROSS VALLEY FIRE ...	12.27.2021 - RVFD COLLECTED FE...	3,859.23	
INV0006773	Invoice	12/28/2021	12.27.2021 - RVFD FIRE SRVCS CONTRIBUTI...	0.00	377,111.58
	01.32.61139	RVFS CONTRACT	12.27.2021 - RVFD FIRE SRVCS CO...	377,111.58	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00048	Alhambra & Sierra Springs	12/29/2021	Regular	0.00	103.87	93418

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
12161581 122221	Invoice	12/29/2021	12.22.2021 - CORPYARD - BOTTLED WATER ...	0.00	103.87
	01.42.62200	DEPARTMENTAL SUPPLIES	12.22.2021 - CORPYARD - BOTTLE...	103.87	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00001	AT&T Calnet	12/29/2021	Regular	0.00	880.71	93419

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
000017452289	Invoice	12/28/2021	588 - LIBRARY ELEVATOR PHONE - 11.12.21 -...	0.00	880.71
	01.71.61504	BLDG. MAINT-ELEVATOR	588 - LIBRARY ELEVATOR PHONE -...	880.71	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00388	Baker & Taylor	12/29/2021	Regular	0.00	635.64	93420

Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**	
5017384648	Invoice	12/28/2021	12.02.2021 - LIBRARY - ADULT BOOKS	0.00	83.05
	27.71.62301	ADULT BOOKS	12.02.2021 - LIBRARY - ADULT BO...	83.05	
5017384649	Invoice	12/28/2021	12.02.2021 - LIBRARY - ADULT BOOKS	0.00	18.96
	27.71.62301	ADULT BOOKS	12.02.2021 - LIBRARY - ADULT BO...	18.96	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5017384650	Invoice	12/28/2021	12.02.2021 - LIBRARY - ADULT BOOKS	0.00	112.43	
	27.71.62301	ADULT BOOKS	12.02.2021 - LIBRARY - ADULT BO...		112.43	
5017384651	Invoice	12/28/2021	12.02.2021 - LIBRARY - ADULT BOOKS	0.00	31.49	
	27.71.62301	ADULT BOOKS	12.02.2021 - LIBRARY - ADULT BO...		31.49	
5017384652	Invoice	12/28/2021	12.02.2021 - LIBRARY - ADULT BOOKS	0.00	28.05	
	01.71.62301	ADULT BOOKS	12.02.2021 - LIBRARY - ADULT BO...		28.05	
5017403206	Invoice	12/28/2021	11.30.2021 - LIBRARY - ADULT BOOKS	0.00	20.92	
	27.71.62301	ADULT BOOKS	11.30.2021 - LIBRARY - ADULT BO...		20.92	
5017403207	Invoice	12/28/2021	11.30.2021 - LIBRARY - ADULT BOOKS	0.00	20.28	
	01.71.62301	ADULT BOOKS	11.30.2021 - LIBRARY - ADULT BO...		20.28	
5017403208	Invoice	12/28/2021	11.30.2021 - LIBRARY - ADULT BOOKS	0.00	43.14	
	27.71.62301	ADULT BOOKS	11.30.2021 - LIBRARY - ADULT BO...		43.14	
5017403209	Invoice	12/28/2021	11.30.2021 - LIBRARY - ADULT BOOKS	0.00	20.54	
	27.71.62301	ADULT BOOKS	11.30.2021 - LIBRARY - ADULT BO...		20.54	
5017403210	Invoice	12/28/2021	11.30.2021 - LIBRARY - ADULT BOOKS	0.00	24.82	
	27.71.62301	ADULT BOOKS	11.30.2021 - LIBRARY - ADULT BO...		24.82	
5017414170	Invoice	12/28/2021	12.03.2021 - LIBRARY - ADULT BOOKS	0.00	89.91	
	01.71.62301	ADULT BOOKS	12.03.2021 - LIBRARY - ADULT BO...		89.91	
5017414171	Invoice	12/28/2021	12.03.2021 - LIBRARY - CHILDRENS BOOKS	0.00	26.02	
	27.71.62302	CHILDRENS BOOKS	12.03.2021 - LIBRARY - CHILDRENS..		26.02	
5017417899	Invoice	12/28/2021	12.07.2021 - LIBRARY - ADULT BOOKS	0.00	49.71	
	27.71.62301	ADULT BOOKS	12.07.2021 - LIBRARY - ADULT BO...		49.71	
5017417900	Invoice	12/28/2021	12.07.2021 - LIBRARY - CHILDRENS BOOKS	0.00	20.06	
	27.71.62302	CHILDRENS BOOKS	12.07.2021 - LIBRARY - CHILDRENS..		20.06	
H58568180	Invoice	12/28/2021	11.29.2021 - LIBRARY - VIDEOS	0.00	19.05	
	27.71.62307	VIDEOS	11.29.2021 - LIBRARY - VIDEOS		19.05	
H58952070	Invoice	12/28/2021	12.08.2021 - LIBRARY - VIDEOS	0.00	27.21	
	01.71.62307	VIDEOS	12.08.2021 - LIBRARY - VIDEOS		27.21	
	Void	12/29/2021	Regular	0.00	0.00	93421
02817	BAUMAN REDI MIX, LLC	12/29/2021	Regular	0.00	127,506.15	93422
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
INV0006770	Invoice	12/28/2021	12.15.2021 - BROOKSIDE SIDEWALK PROJCT -..	0.00	127,506.15	
14.41.63101		CAPITAL OUTLAY - PAVING...	12.15.2021 - BROOKSIDE SIDEWA...	127,506.15		
00058	Bay Alarm	12/29/2021	Regular	0.00	598.14	93423
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
19201873	Invoice	12/29/2021	12.15.2021 - CORPYARD - MONITORING FEE -..	0.00	598.14	
01.42.61506		BLDG. MAINT-OTHER	12.15.2021 - CORPYARD - MONIT...	598.14		
01282	Burke, Williams & Sorensen, LLP	12/29/2021	Regular	0.00	5,321.00	93424
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
277864	Invoice	12/28/2021	12.13.2021 - CODE INFORCEMENT HEARINGS..	0.00	5,321.00	
01.16.61138		GENERAL COUNSEL LEGAL ...	12.13.2021 - CODE INFORCEMENT...	5,321.00		
01909	California State Department of Consumer Affairs	12/29/2021	Regular	0.00	180.00	93425
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
Account Number		**Account Name**	**Item Description**	**Distribution Amount**		
54582	Invoice	12/29/2021	10.23.2021 - ENGINEER CERT RENEWAL - SC...	0.00	180.00	
01.41.61302		DUES	10.23.2021 - ENGINEER CERT REN...	180.00		
00193	CalMat Company	12/29/2021	Regular	0.00	37.49	93426

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2112-281094	Invoice	12/29/2021	12.14.2021 - PROPANE - 6.6 GALLONS	0.00	37.49	
	01.42.62200	DEPARTMENTAL SUPPLIES	12.14.2021 - PROPANE - 6.6 GALL...	37.49		
02581	CSG CONSULTANTS	12/29/2021	Regular	0.00	690.00	93427
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
40738	Invoice	12/29/2021	12.10.2021 - 1 LINCOLN PARK - INSPECTOR S...	0.00	690.00	
	01.00.20340	PERMIT DEPOSITS	12.10.2021 - 1 LINCOLN PARK - IN...	690.00		
00041	CSW Stuber-Stroeh Engineering Group Inc	12/29/2021	Regular	0.00	229.25	93428
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2112034	Invoice	12/29/2021	12.28.2021 - SIR FRANCIS DRAKE REHAB - PL...	0.00	229.25	
	14.41.63101	CAPITAL OUTLAY - PAVING...	12.28.2021 - SIR FRANCIS DRAKE ...	229.25		
00533	Davis Sign Company	12/29/2021	Regular	0.00	238.04	93429
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
34532	Invoice	12/29/2021	12.22.2021 - LEAF BLOWER REBATE SIGNS	0.00	238.04	
	01.42.62909	SUPPLIES-TRAFFIC CONTRO...	12.22.2021 - LEAF BLOWER REBA...	238.04		
01320	DC Electric Group Inc	12/29/2021	Regular	0.00	13,652.05	93430
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
430367	Invoice	12/29/2021	11.30.2021 - SL ROUTE - STREETLIGHT MAIN...	0.00	613.27	
	01.42.61131	OUTSIDE SVCS-STREET LIG...	11.30.2021 - SL ROUTE - STREETLI...	613.27		
430426	Invoice	12/29/2021	11.18.2021 - SFD/BUTTERFIELD - INSTALL SO...	0.00	8,450.00	
	19.41.63109	UNPROGRAMMED RESURF...	11.18.2021 - SFD/BUTTERFIELD - I...	8,450.00		
430444	Invoice	12/29/2021	11.30.2021 - TS ROUTE - SIGNAL MAINTENA...	0.00	2,059.56	
	01.42.61130	OUTSIDE SVCS-SIGNALS	11.30.2021 - TS ROUTE - SIGNAL ...	2,059.56		
430445	Invoice	12/29/2021	11.30.2021 - TS RESPONSE - SIGNAL REPAIRS	0.00	2,296.41	
	01.42.61130	OUTSIDE SVCS-SIGNALS	11.30.2021 - TS RESPONSE - SIGN...	2,296.41		
430475	Invoice	12/29/2021	11.30.2021 - SL ROUTE - STREELIGHT MAINT...	0.00	232.81	
	01.42.61131	OUTSIDE SVCS-STREET LIG...	11.30.2021 - SL ROUTE - STREELI...	232.81		
00017	Fairfax Building Supply Co. Inc.	12/29/2021	Regular	0.00	5.88	93431
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
239412	Invoice	12/28/2021	12.20.2021 - ANT CONTROL - COMBAT 6 PK	0.00	5.88	
	01.42.62909	SUPPLIES-TRAFFIC CONTRO...	12.20.2021 - ANT CONTROL - CO...	5.88		
00586	Jay Nelson	12/29/2021	Regular	0.00	1,040.00	93432
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0006768	Invoice	12/28/2021	11.30.2021 - 17 TREES - LIGHTING, REPAIR &...	0.00	1,040.00	
	01.81.62200	DEPARTMENTAL SUPPLIES	11.30.2021 - 17 TREES - LIGHTING,...	1,040.00		
03154	Marin Fencing, Inc.	12/29/2021	Regular	0.00	132.00	93433
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
87313	Invoice	12/29/2021	12.15.2021 - CORPYARD- FENCE REPAIR	0.00	132.00	
	01.81.61104	OUTSIDE SERVICES-GROU...	12.15.2021 - CORPYARD- FENCE R...	132.00		
01894	Marin Recycling HHWF	12/29/2021	Regular	0.00	155.00	93434

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
9644	Invoice	12/29/2021	12.14.2021 - ADMIN FEE - TV RECYCLING	0.00	155.00	
	31.41.61506	BLDG. MAINT-OTHER	12.14.2021 - ADMIN FEE - TV REC...	155.00		
01036	Matrix HG Inc	12/29/2021	Regular	0.00	857.88	93435
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
154467	Invoice	12/29/2021	12.20.2021 - TOWN HALL QUARTERLY MAIN...	0.00	622.88	
	01.11.61506	BLDG. MAINT-OTHER	12.20.2021 - TOWN HALL QUART...	62.29		
	01.12.61505	BLDG. MAINT-HEAT/AIR	12.20.2021 - TOWN HALL QUART...	112.12		
	01.18.61505	BLDG. MAINT-HEAT/AIR	12.20.2021 - TOWN HALL QUART...	49.83		
	01.41.61505	BLDG. MAINT-HEAT/AIR	12.20.2021 - TOWN HALL QUART...	193.09		
	01.71.61505	BLDG. MAINT-HEAT/AIR	12.20.2021 - TOWN HALL QUART...	205.55		
154611	Invoice	12/29/2021	12.22.2021 - 237 CRESENT RD - HEATER REP...	0.00	235.00	
	34.41.61506	BLDG. MAINT-OTHER	12.22.2021 - 237 CRESENT RD - H...	235.00		
01346	Nerviani Paving Inc	12/29/2021	Regular	0.00	5,900.00	93436
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
6737	Invoice	12/29/2021	12.17.2021 - BANK STREET PARKING LOT - R...	0.00	5,900.00	
	19.41.63109	UNPROGRAMMED RESURF...	12.17.2021 - BANK STREET PARKI...	5,900.00		
00161	Office Depot Business Services	12/29/2021	Regular	0.00	324.38	93437
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
210371651001	Invoice	12/28/2021	12.14.2021 - OFFICE SUPPLIES - LIBRARY	0.00	234.99	
	27.71.62200	DEPARTMENTAL SUPPLIES	12.14.2021 - OFFICE SUPPLIES - LI...	234.99		
210371651002	Invoice	12/28/2021	12.15.2021 - OFFICE SUPPLIES - LIBRARY	0.00	51.03	
	01.71.62000	OFFICE SUPPLIES	12.15.2021 - OFFICE SUPPLIES - LI...	51.03		
210407196001	Invoice	12/28/2021	12.14.2021 - OFFICE SUPPLIES - LIBRARY	0.00	38.36	
	01.71.62200	DEPARTMENTAL SUPPLIES	12.14.2021 - OFFICE SUPPLIES - LI...	38.36		
00161	Office Depot Business Services	12/29/2021	Regular	0.00	84.64	93438
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
216006641001	Invoice	12/29/2021	12.21.2021 -ADMIN, DPW, PLANNING - OFFI...	0.00	84.64	
	01.12.62000	OFFICE SUPPLIES	12.21.2021 -ADMIN, DPW, PLANN...	21.16		
	01.18.62000	OFFICE SUPPLIES	12.21.2021 -ADMIN, DPW, PLANN...	31.74		
	01.41.62000	OFFICE SUPPLIES	12.21.2021 -ADMIN, DPW, PLANN...	31.74		
00128	Pacific Gas & Electric	12/29/2021	Regular	0.00	1,705.63	93439

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
146-12132021	Invoice	12/28/2021	146 - TOWN UTILITIES - 11.05.2021 - 12.06.2...	0.00	1,249.64	
	01.12.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		48.24	
	01.12.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		3.87	
	01.18.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		30.99	
	01.18.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		2.50	
	01.30.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		233.68	
	01.30.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		18.62	
	01.41.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		30.99	
	01.41.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		2.50	
	01.42.61707	UTILITIES-SIGNALS	146 - TOWN UTILITIES - 11.05.202...		82.85	
	01.42.61708	UTILITIES-STREET LIGHTS	146 - TOWN UTILITIES - 11.05.202...		359.40	
	01.71.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		82.23	
	01.71.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		10.00	
	01.81.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		39.61	
	21.65.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		58.48	
	21.65.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		37.61	
	31.41.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		103.85	
	31.41.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		65.73	
	34.41.61701	UTILITIES-ELECTRICITY	146 - TOWN UTILITIES - 11.05.202...		23.49	
	34.41.61702	UTILITIES-GAS	146 - TOWN UTILITIES - 11.05.202...		15.00	
216-12132021	Invoice	12/28/2021	216 - IMAGINATION PARK - UTILITIES	0.00	140.81	
	14.81.61701	UTILITIES-ELECTRICITY	216 - IMAGINATION PARK - UTILIT...		140.81	
355-12102021	Invoice	12/28/2021	355 - CORPYARD ULTILITES - 11.04.2021 - 12...	0.00	239.63	
	01.42.61701	UTILITIES-ELECTRICITY	355 - CORPYARD ULTILITES - 11.04...		239.63	
717-12072021	Invoice	12/28/2021	717- CORPYARD UTILITIES - 11.05.2021 - 12....	0.00	75.55	
	01.42.61702	UTILITIES-GAS	717- CORPYARD UTILITIES - 11.05....		75.55	
	Void	12/29/2021	Regular	0.00	0.00	93440
00165	Pacific Telemanagement Services - PTS	12/29/2021	Regular	0.00	53.00	93441
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2079238	Invoice	12/28/2021	12.09.2021 - TOWN HALL PAY PHONE	0.00	53.00	
	01.42.61705	UTILITIES-TELEPHONE	12.09.2021 - TOWN HAL PAY PHO...		53.00	
03152	Precision Crane Service, Inc.	12/29/2021	Regular	0.00	24,454.54	93442
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
87909	Invoice	12/29/2021	11.15.2021 - 19 BROOKSIDE - TREE REMOVAL	0.00	4,577.34	
	01.42.61105	OUTSIDE SERVICES-TREES	11.15.2021 - 19 BROOKSIDE - TREE..		4,577.34	
87910	Invoice	12/29/2021	11.15.2021 - 19 BROOKSIDE - TREE REMOVAL	0.00	6,556.11	
	01.42.61105	OUTSIDE SERVICES-TREES	11.15.2021 - 19 BROOKSIDE - TREE..		6,556.11	
87934	Invoice	12/29/2021	11.15.2021 - SAUNDERS AVE - TREE REMOV...	0.00	13,321.09	
	01.42.61105	OUTSIDE SERVICES-TREES	11.15.2021 - SAUNDERS AVE - TRE...		13,321.09	
00391	Verizon Wireless	12/29/2021	Regular	0.00	927.80	93443
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9894973399	Invoice	12/28/2021	12.12.2021 - TOWN HALL WIRELESS - 11.13 -...	0.00	927.80	
	01.12.61705	UTILITIES-TELEPHONE	12.12.2021 - TOWN HALL WIRELE...		51.35	
	01.18.61705	UTILITIES-TELEPHONE	12.12.2021 - TOWN HALL WIRELE...		38.01	
	01.41.61705	UTILITIES-TELEPHONE	12.12.2021 - TOWN HALL WIRELE...		448.22	
	01.42.61705	UTILITIES-TELEPHONE	12.12.2021 - TOWN HALL WIRELE...		287.52	
	21.63.61179	PARKSIDE SERVICES	12.12.2021 - TOWN HALL WIRELE...		51.35	
	21.63.61187	ROBSON AFTER SCHOOL S...	12.12.2021 - TOWN HALL WIRELE...		51.35	
02905	Wells Fargo Vendor Financial Services, LLC	12/29/2021	Regular	0.00	920.77	93444

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018073662	Invoice	12/28/2021	12.10.2021 - CANON COPIER/PRINTER	0.00	920.77	
	01.12.61402	COPY MACHINE LEASE	12.10.2021 - CANON COPIER/PRI...	230.19		
	01.18.61402	COPY MACHINE LEASE	12.10.2021 - CANON COPIER/PRI...	230.19		
	01.41.61402	COPY MACHINE LEASE	12.10.2021 - CANON COPIER/PRI...	230.19		
	21.65.62200	DEPARTMENTAL SUPPLIES	12.10.2021 - CANON COPIER/PRI...	230.20		
01281	Payroll Resources Group	12/03/2021	Bank Draft	0.00	85.00	DFT03275
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006634	Invoice	12/01/2021	12.01.2021 S125 Processing Fees	0.00	85.00	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI...	December 2021 S125 Processing ...	85.00		
00362	Town of San Anselmo	12/17/2021	Bank Draft	0.00	171,370.77	DFT03357
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006764	Invoice	12/17/2021	12-31-2021 TSA To Fund Payroll	0.00	171,370.77	
	01.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	125,969.81		
	01.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	-837.43		
	12.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	3,822.31		
	12.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	-27.50		
	19.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	7,183.37		
	21.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	26,336.01		
	21.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	-145.00		
	27.00.20299	PAYROLL PAYABLE	12-31-2021 TSA To Fund Payroll	9,069.20		
00362	Town of San Anselmo	12/09/2021	Bank Draft	0.00	220,350.86	DFT03358
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0006765	Invoice	12/09/2021	12-15-2021 TSA To Fund Payroll	0.00	220,350.86	
	01.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	152,859.32		
	01.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	-837.43		
	12.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	5,338.52		
	12.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	-27.50		
	19.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	9,169.72		
	21.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	40,875.30		
	21.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	-145.00		
	27.00.20299	PAYROLL PAYABLE	12-15-2021 TSA To Fund Payroll	13,117.93		

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	337	128	0.00	1,399,098.02
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	-2,626.00
Bank Drafts	3	3	0.00	391,806.63
EFT's	0	0	0.00	0.00
	340	**145**	**0.00**	**1,788,278.65**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	337	128	0.00	1,399,098.02
Manual Checks	0	0	0.00	0.00
Voided Checks	0	14	0.00	-2,626.00
Bank Drafts	3	3	0.00	391,806.63
EFT's	0	0	0.00	0.00
	340	**145**	**0.00**	**1,788,278.65**

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	12/2021	1,788,278.65
			1,788,278.65

525 San Anselmo Avenue
San Anselmo, CA 94960

TO: Town Council **Meeting of** 1/11/2022

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Approve announcing and publicizing impending expiration of terms for Board and Commission seats.

RECOMMENDATION

That the impending expiration of terms be announced and publicized, and that applications for appointment be solicited and forwarded to Council.

BACKGROUND

In compliance with the requirements of Government Code Section 54972 (Maddy Act), the attached list of scheduled Town of San Anselmo Committee and Commission vacancies for the calendar year is posted on an annual basis by December 31. Staff also uses this list for recruitment planning and is requesting authorization to announce the impending term expirations for soliciting applications during this recruitment year.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

FOR POSTING

The following positions on the Town's Boards, Committees and Commissions will expire during 2022:

BCC	Name	Terms	Expiration
Capital Programs Monitoring Committee	Richard Berkson Deborah Knuckey Christina Slayton	4 years	02/22
Financial Advisory Committee	Richard Berkson Forrest Pound Lori Lopin	3 years	03/22
Climate Action Commission	Ellie Cohen Kimberly Corona Forrest Pound	3 years	04/22
Flood Committee	Eric Cutter	4 years	05/22
Library Advisory Board	Scott Fletcher Elihu Welber Judy Anderson	4 years	06/22
Historical Commission	Alan Cascio	4 years	09/22
Open Space Committee	Kathleen Sanders Nancy Grover Paul Foxx	4 years	10/22
Arts Commission	Kathleen Edwards	3 years	10/22
Board of Review	Warren Dodge	6 years	12/22
Marin Sonoma Mosquito & Vector Control	Ranjiv Khush	2-4 years	12/22

All interested residents are encouraged to apply. Descriptions of each board, commission and committee and any necessary qualifications are located online at www.townofsananselmo.org or by emailing ckacmar@townofsananselmo.org.
Revised 12/17/2021

TO: Town Council **Meeting of** 1/11/2022

FROM:
Carla Kacmar, Town Clerk

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

RECOMMENDATION

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

BACKGROUND

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

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

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

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

On November 26, 2021, the World Health Organization classified a new variant, B.1.1.529, as a Variant of

Concern and named it Omicron and on November 30, 2021, the United States also classified it as a Variant of Concern. On December 1, 2021, the California and San Francisco Departments of Public Health confirmed that a recent case of COVID-19 in California was caused by the Omicron variant. The new variant is anticipated to spread in the coming weeks.

On October 12, 2021, November 9, 2021, and December 14, 2021, the Town Council adopted resolutions with the requisite findings that the state of emergency is in effect, that measures to promote social distancing are still being recommended by local officials, and that the state of emergency directly impacts the ability of the public and the members of the Town's Council, boards, commissions and committees to meet safely indoors in person.

AB 361 requires the Town Council to make these findings every thirty days if it desires to continue meeting virtually. (Cal. Gov. Code § 54953(e)(3)). The Council is holding its first regular meeting for the month of December and staff is returning with a resolution for the Council's consideration.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

CONCLUSION

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

RESOLUTION NO.

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.

2. The state of emergency continues to directly impact the ability of Town legislative bodies to meet safely in person.

3. Local officials continue to recommend measures to promote social distancing.

PASSED AND ADOPTED at the first regular meeting of the Town Council of the Town of San Anselmo for the month of January, which was held on the 11th day of January, 2021, by the following vote:

AYES

NOES:
ABSENT:

_____
Alexis Fineman, Mayor

Attest:

_____
Carla Kacmar, Town Clerk

TO: Town Council **Meeting of** 1/11/2022

FROM:
Elise Semonian, Planning Director

SUBJECT:
Resolution in Support of Bay Adapt: Regional Strategy for a Rising Bay

RECOMMENDATION

That the Town Council adopt a Resolution in Support of Bay Adapt: Regional Strategy for a Rising Bay, Attachment 1

BACKGROUND

For the last two years, the Bay Area Conservation and Development Commission (BCDC) has led Bay Adapt: Regional Strategy for a Rising Bay - a voluntary, diverse, and collaborative regional initiative to develop a consensus-driven strategy to protect people and the built and natural environments from a rising Bay. The Bay Adapt Joint Platform (see Attachment 2) lays out nine priority actions and 21 tasks that will enable the region to adapt faster, better, and more equitably to a rising Bay. Hundreds of local and regional leaders, community members, and technical experts were instrumental in shaping the Joint Platform.

The Climate Action Commission considered Bay Adapt Regional Strategy for a Rising Bay at their December 2021 meeting and recommended that the Town Council support the strategy.

DISCUSSION

Coastal adaptation to rising sea level is a state priority to avoid devastating impacts to people, the economy, and natural habitats. Despite having only one-third of the state's coastline, two-thirds of California's economic losses due to rising sea level are forecast to occur in the nine-county Bay Area, absent adaptation actions. The San Francisco Bay is a state-protected resource that is the largest estuary on the West Coast of North and South America, a key part of the Pacific Flyway for migrating waterfowl, and a critical economic driver of the State's economy.

BCDC is a pioneer in the realm of sea level rise planning, both within the Bay Area and nationally. BCDC considered sea level rise in its coastal planning efforts as early as 1982. Over the past decade, the Commission's rising sea level emphasis has expanded from being primarily regulatory in nature to also leading and collaborating with diverse stakeholders to provide more direct adaptation services to communities, local governments, and the region.

With the assistance and influence of BCDC, significant progress has been made in the Bay Area by cities and

counties to plan for a changing shoreline and establish shoreline ecosystem restoration and other flood protection projects. Yet many of the adaptation plans and projects already occurring within the Bay Area are disconnected and disjointed. Absent regional collaboration and a shared vision, we risk: disproportionate impacts to less affluent, disadvantaged communities; a patchwork of protective actions with varying levels of protection; inconsistent interpretation and application of the best statewide science; competition, not collaboration, for limited funding; near-term loss of wetlands; and, no way to measure collective progress.

To protect people, property, and habitat and prevent this "tragedy of the commons," BCDC created and has dedicated the last two years to leading Bay Adapt - a voluntary, diverse, and collaborative regional initiative to develop a consensus-driven strategy to protect people and the built and natural environments from a rising Bay. The Bay Adapt Joint Platform (see Attachment 2) lays out guiding principles, nine priority actions, and 21 tasks whose implementation will enable the region to adapt faster, better, and more equitably to a rising Bay. Together, fulfilling the Joint Platform will:

- Reduce flood risks for communities, businesses, infrastructure, and habitats.
- Protect natural areas and wildlife.
- Integrate adaptation into community-focused local plans.
- Recognize and equitably support low-income communities.
- Accelerate permitting and project construction.
- Increase technical assistance for local governments.
- Develop and implement a funding strategy to help pay for what is necessary.

ANALYSIS

BCDC is requesting that cities and counties endorse the joint platform principles and strategies to help BCDC advocate for regional implementation. The platform does not bind the Town to any specific actions, but lays out a regional approach, based on collaboration between local communities and regional actors, that can help bring consistent approaches, and consistent sources of scientific information to address sea level rise. Additionally, the joint regional strategy is intended to position the Bay Area to obtain funding for adaptation measures.

While the Town of San Anselmo will not be directly impacted by sea level rise, Sea Level Rise could impact the San Anselmo and its economy with disruption of transportation of goods and services to the Town and to places of employment, increased demand for housing and increased housing prices as residents retreat from coastal areas, and increased demand on infrastructure networks.

FISCAL IMPACT

There is no fiscal impact associated with adopting the resolution.

GENERAL PLAN CONSISTENCY

The Town General Plan Conservation Element was drafted in 1975 and revised in 1984 and does not address Sea Level Rise. The platform is consistent with programs and polies in the General Plan, including to preservation of affordable housing.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The support of the joint platform would not be considered a project subject to review under the California Environmental Policy Act.

CONCLUSION

Adopt resolution supporting Bay Adapt Regional Strategy and Joint Implementation Framework.

RESOLUTION

RESOLUTION IN SUPPORT OF
BAY ADAPT: REGIONAL STRATEGY FOR A RISING BAY

Whereas, climate change is accelerating rising sea levels, increasing storm frequency and intensity, and moving groundwater toward the surface. The confluence of more intense winter storms, extreme high tides, and higher runoff, with higher sea levels, will increase the frequency and duration of shoreline flooding long before areas are permanently inundated by sea level rise alone; and

Whereas, a major storm within the next decade in the Bay Area could result in temporary flooding impacts to 13,000 existing housing units and 70,000 planned housing units, 28,000 socially vulnerable residents, 104,000 existing jobs and 85,000 planned jobs, and 20,000 acres of wetlands habitat that may become permanently inundated within 40 years; and

Whereas, there are multiple local, regional, state, and federal government agencies with authority over the Bay and its shoreline, and while local governments have broad authority over shoreline land use they have limited resources to address climate change adaptation; and

Whereas, individual local actions, absent a regional context in which to make policy decisions, will lead to a "tragedy of the commons"; and

Whereas, the San Francisco Bay Area is a vibrant, diverse, ecologically unique, innovative, and pioneering region that will be deeply and deleteriously affected by climate change without tremendous effort and investments to adapt to a constantly changing shoreline. The San Francisco Bay shoreline constitutes approximately one-third of the California coastline, but the Bay Area is estimated to experience two-thirds of the negative economic impacts due to the flooding that would occur absent adequate measures to adapt and protect people, places, and habitat; and

Whereas, the Bay Area region's most socioeconomically vulnerable frontline communities are at the greatest risk of exposure to climate threats, and the impacts of historic and ongoing social and economic marginalization will compound the risks posed by flooding to those communities by reducing a community's or individual's ability to prepare for, respond to, and/or recover from a flood event; and

Whereas, the Bay ecosystem is already stressed by human activities that have drastically lowered its adaptive capacity, and climate change will further alter that ecosystem by inundating or eroding remaining wetlands, changing sediment dynamics, altering species composition, increasing the acidity of Bay waters, changing freshwater flows and/or salinity, altering the food web, and impairing water quality. Moreover, further loss of tidal wetlands will increase the risk of shoreline flooding; and

Whereas, flood damage to vital shoreline development, public infrastructure, and facilities such as neighborhoods, commercial centers, airports, seaports, regional transportation facilities,

landfills, contaminated lands, and wastewater treatment facilities absent adaptation will require costly repairs and likely will result in the interruption or loss of vital services, large-scale social dislocation, and degraded environmental quality; and

Whereas, the increasingly frequent and severe impacts of climate change in the Bay Area do not conform to jurisdictional boundaries or the planning and regulatory authorities of any one agency or organization; and

Whereas, in 2019, BCDC, in collaboration with a Leadership Advisory Group comprised of 35 Bay Area public, private, and non-profit leaders, embarked on the development of "Bay Adapt," a consensus-driven strategy for regional sea level rise adaptation. The Leadership Advisory Group includes representatives from numerous public agencies, including the Association of Bay Area Governments/Metropolitan Transportation Commission (MTC/ABAG), San Francisco Bay Regional Water Quality Control Board, State Coastal Conservancy, Caltrans, BARC, BART, East Bay Regional Parks, US Army Corps of Engineers, San Francisco Bay Restoration Authority, San Francisco Public Utility Commission, Marin County, and BCDC, as well as environmental justice, environmental, business, scientific, civic, organizations, local government and flood manager networks, and academia; and

Whereas, in 2020 and 2021, hundreds of stakeholders participated in the creation of the "Bay Adapt Joint Platform" through nine Leadership Advisory Group meetings, two public forums, many expert Working Group meetings, ten community and stakeholder focus groups, over 50 presentations to local governments around the region, and a month-long public feedback opportunity; and

Whereas, the Bay Adapt Joint Platform lays out a set of guiding principles, priority actions, and vital tasks whose implementation will enable the region, and most notably local governments, to adapt faster, better, and more equitably to a rising San Francisco Bay. If fulfilled, it will reduce flood risks for communities, businesses, infrastructure, and habitat; increase technical assistance for local governments and funding for adaptation; protect natural areas and wildlife; recognize and equitably support low-income, frontline communities; robustly integrate adaptation into community-focused local plans; and, accelerate permitting and project construction of local adaptation projects; and

Whereas, the Bay Adapt Leadership Advisory Group supports the Joint Platform and many members agreed to help implement it at its October 2021 meeting, the BARC Governing Board endorsed it on September 17th 2021, and BCDC adopted the Joint Platform on October 21st 2021; and

Whereas, implementing the Joint Platform's many and varied actions and tasks goes beyond the capacity of any single organization or jurisdiction, requires strong and diverse leadership and participation in all aspects of its implementation, and a broad coalition of stakeholders share responsibility for the success of the tasks outlined in the Joint Platform.

Now, therefore, be it resolved:

1. The Town of San Anselmo supports and Bay Adapt Joint Platform, a regional strategy for a

rising Bay, including the guiding principles, actions, and tasks contained within; and

2. The Town of San Anselmo looks forward to championing and supporting the implementation of Bay Adapt to ensure that it serves San Anselmo and the Bay Area as a whole in achieving resilient and equitable adaptation to sea level rise.

TO: Town Council **Meeting of** 1/11/2022

FROM:
Mattie O'Grady - Recreation Supervisor

SUBJECT:
Special Event Application - Teen Library Council's Bake Sale

RECOMMENDATION
Town Council approve the Teen Library Council's application for a bake sale event scheduled for Saturday, January 29, 2022, from 10:30 am - 2:00 pm in Imagination Park.

BACKGROUND
The Teen Library Council is a group of teens who consider their age group's perspectives and how they think they can apply those to improve the library. They are focused on by brightening the atmosphere of the Teen section as well as planning events. Their goal is to make the San Anselmo Library more fun and welcoming for teens.

DISCUSSION
With the funds from the bake sale, the Teen Library Council would like to make a few improvements to the Teen section. Ideally they will purchase furniture such as comfy bean bag chairs and a brighter rug, and hang-up book posters and other decorations to make the area a more comfortable and welcoming environment.

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

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

CONCLUSION
Town Council approve the Library Teen Council's application for a bake sale event scheduled for Saturday, January 29, 2022, in Imagination Park.

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 downtown 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: Library Bake Sale Fundraiser

Organization(s) presenting the event: Teen Library Council

Other event sponsor(s), if any:

Contact Person: Jennie Waskey **Phone Number: 415-258-4656**

Address: 110 Tunstead Ave. **Email: jwaskey@townofsananselmo.org**

Event Date(s): January 29th, 2022

Start and end times:10:30am-2:00pm

Number of attendees (estimate): 70 people estimated that will buy baked goods

Location: Imagination Park

Will alcohol be served or sold?

Yes_____ No___X___

Brief Event Description:

The Teen Library Council will be selling baked goods to fundraise for improving the teen library section.

Public space requested:

____Creek Park **_____Creek Park Parking Lot**
____Pine Street Parking Lot **_____Magnolia Parking Lot**
____Town Hall Lawn **_____Council Chamber**
_x___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:

1-2 tables placed by the bench near the tree by the sidewalk to the right, not blocking any walkways.

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

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools)
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501c(3)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

A. **Police**: Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.

B. **Emergency access**: An emergency access lane of at least 14 feet wide must be maintained at all times.

C. **Insurance**: Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than $1,000,000.

D. **Recycling and garbage**: Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.

E. **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.

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

G. **Noticing:** Events that include closure of the street will require a minimum of five days advance written notice to businesses and residents directly adjacent to the business or residential property.

H. **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.

I. **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.

J. **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.

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

L. **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.

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

N. **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: Jennie Waskey Date: 12.11.21

NAME OF EVENT: DATE OF EVENT:

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

525 San Anselmo Avenue
San Anselmo, CA 94960

TO: Town Council **Meeting of** 1/11/2022

FROM:
Dannielle Mauk, Community Services Director

SUBJECT:
San Anselmo Arts Commission's Utility Box Art Project-Phase 3

RECOMMENDATION

Staff Recommends that the Council approve two additional locations for Phase 3 of the Utility Box Art Project.

BACKGROUND

In 2020, the Arts Commission worked in collaboration with Town staff to successfully pilot the Town's first ever Utility Box Art Project. This program was inspired by the community's expressed desire to increase public art around Town as has been successfully implemented by surrounding communities in the county. All ten of the utility boxes originally approved by Town Council have been completed. The completed boxes have helped bring art to unexpected public places and enhance the beauty and artistic vibrancy of San Anselmo.

Under the Town's Sign Ordinance (MC 10.10.501), no permit is required for Town signs. This project is categorized under this ordinance.

DISCUSSION

With the goal to continue to bring art to unexpected places, the Commission has selected two additional town -owned utility boxes across from Archie Williams High School (AWHS). The Commission will be seeking two student artists from AWHS to complete the boxes.

As with the previous projects, the criteria for artwork includes that it must be original, appropriate, and integrate well with the surrounding neighborhood. Artists will receive a $500 honorarium, and the Arts Commission will provide paint and supplies. The theme of black and white and one color per box will continue to bring cohesiveness to the project.

The Recreation Department will oversee the completion of the program, and the Department of Public Works will continue to maintain the boxes.

A subcommittee within the Arts Commission has been created to evaluate and select the final entries. The

subcommittee will then present the chosen entries, along with any alternates, to the entire Arts Commission for review and approval. The selected entries will be presented to the Town Council.

The target timeline for the Aspen Court box is to start the call for entries in January 2022 and complete the project by March 2022. The electrical box on Saunders will be replaced this summer with the installation of a red light to replace the flashing yellow cross walk. Once the box is replaced the Arts Commission will repeat the application process, present selected artwork to Town Council and complete the artwork on the box in Fall 2022, The selected artwork would be in place for up to 5 years.

ANALYSIS

Over the past few years, the Arts Commission has evolved and set goals to pursue larger public art projects, including the Utility Art Boxes. While coordinating and implementing these public art projects it became clear that additional parameters involving the approval process should be explicitly stated and the role of the Commission should be clearly defined. At the October 12, 2021 Town Council meeting, Council considered revisions to Resolution No. 4313 Defining the Framework for the San Anselmo Arts Commission. Staff will include Council recommendations and bring back revisions to the resolution in early 2022.

FISCAL IMPACT

The Commission has raised funds through sponsorships to cover the costs of two additional boxes. All additional funding will be funded directly by the Arts Commission.

CONCLUSION

Staff Recommends that the Council approve the two additional locations for Phase 3 of the Utility Box Art Project.

The Bay is Rising

The time to come together to *act* is now.

Sea level rise is no longer a distant threat and the San Francisco Bay Area stands to be one of the hardest hit in North America. It's past time for us to get ready.

As we walk the dog along our favorite waterfront, the waves don't seem any taller. As we wait in traffic at the Bay Bridge toll plaza, the water level looks the same as ever. But the Bay has already started spilling into our highways and street during storms. Another foot or two of rise will seriously affect our homes, jobs, habitats, and safety. San Francisco Bay Area has an enormous amount at stake—and an unprecedented opportunity to address these risks.



At risk of flooding by 2040

28,000 socially vulnerable residents

13,000 existing housing units and another **70,000** new housing units

104,000 existing jobs and another **85,000** new jobs

20,000 acres of wetlands, lagoon and tidal marsh habitat

5 million daily highway vehicle trips

60,000 daily rail commuters

Impacts from flooding that could occur at 48" Total Water Level from the ART Bay Area Regional Sea Level Rise Vulnerability and Adaptation Study.

Why *shared* solutions?

- Sea level rise will **impact everyone** in the Bay Area.
- A regional problem requires **regional solutions**.
- **Flooding know no boundaries** and doesn't care about jurisdictional lines.
- Solutions should **center on the most vulnerable people** and environments.
- Bay Adapt is building **regional consensus on a joint platform** of nine actions that address the region's strengths and weaknesses, enabling us to respond faster, better and together.
- Only with **strong local and regional actions** can we ensure the safety and welfare of all the Bay Area.

BAY ADAPT
REGIONAL STRATEGY FOR A RISING BAY

The Joint Platform

A regional strategy for a rising Bay

Bay Adapt has worked to establish regional agreement on the actions necessary to protect the Bay Area's people and natural and built environments from sea level rise.

Bay Adapt is convened by the San Francisco Bay Conservation and Development Commission, a state agency, in partnership with a broad range of Bay Area leaders.

Through dozens of expert working groups, a public forum, ten community and stakeholder focus groups, over 50 presentations, an environmental justice caucus, and led by a Leadership Advisory Group—hundreds of people from across the Bay came together to achieve a consensus-driven strategy and regional agreement on a path forward.

Rather than calling for individual projects, the Joint Platform lays out guiding principles and region-wide goals, actions, and tasks to help the Bay Area achieve **faster, better**, and **more equitable adaptation** to a rising Bay.

- **Reduced flood** risk for communities, businesses, infrastructure, and habitats.
- Protection **of natural areas and wildlife**.
- Robust integration of adaptation into **community-focused local plans**.
- Recognition and **equitable support for low income communities**.
- Accelerated permitting and **project construction**.
- **Technical assistance** for local governments.
- **More funding** for adaptation.



Guiding Principles

- Support socially-vulnerable communities
- Put nature first whenever possible
- Solve interconnected problems at the same time
- Practice inclusive, community-led governance and decision-making
- Support existing efforts but plan for the long term
- Pick the right strategy for the right place at the right time

Working together as *one* region

Centering people and nature through a shared set of solutions

The Bay Area is one of the most culturally and geographically diverse places in the country. The risks of sea level rise, and resources necessary to adderss them, are unequal across the Bay Area. This is why all nine actions in the Joint Platform emphasize achieving equitable outcomes for the region. We also know our region's wetlands are essential to our wellbeing – and also first at risk.

We cannot solve these challenges alone. Bay Adapt has been working with partners across the region to integrate and embed Joint Platform actions into existing regional plans and practices. MTC-ABAG's Plan Bay Area 2050, set to be published in 2021, now incorporates multi-hazards, including sea level rise. The Estuary Blueprint, a map for regional actions on the health and resilience of Bay ecosystems, is also aligning Bay Adapt actions. We need everyone to come together to help us collectively create a resilient Bay Area region.

The Joint Platform

9 actions, 21 tasks, 1 region *moving forward together*

PEOPLE



Action 1: Collaborate on a "one Bay" vision to adapt to rising sea levels.

Task 1.1: Create a long-term regional vision rooted in communities.
Task 1.2: Lay the foundation for a proactive regional legislative agenda.

Action 2: Elevate communities to lead.

Task 2.1: Improve how communities and public agencies learn from each other and work together.
Task 2.2: Fund the participation and leadership of community-based organizations (CBOs) and frontline communities in adaptation planning.

INFORMATION



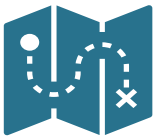
Action 3: Broaden public understanding of climate change science and impacts.

Task 3.1: Tell local and regional stories about people and places adapting to climate change.
Task 3.2: Weave climate literacy into school programs.

Action 4: Base plans and projects on the best science, data, and knowledge.

Task 4.1: Align research and monitoring with information gaps.
Task 4.2: Make scientific data, information, and guidance easier to use.
Task 4.3: Increase access to technical consultants for local adaptation partners.

PLANS



Action 5: Align local and regional plans into a unified adaptation approach.

Task 5.1: Provide incentives for robust, coordinated adaptation plans.
Task 5.2: Align state-mandated planning processes around adaptation.

Action 6: Figure out how to fund adaptation.

Task 6.1: Expand understanding of the financial costs and revenues associated with regional adaptation.
Task 6.2: Establish a framework for funding plans and projects.
Task 6.3: Help cities and counties expand ways to fund adaptation planning and projects.

PROJECTS



Action 7: Refine and accelerate regulatory approvals processes.

Task 7.1: Accelerate permitting for equitable, multi-benefit projects.
Task 7.2: Assess environmental regulations and policies that slow down progress on projects.

Action 8: Fund and facilitate faster adaptation projects.

Task 8.1: Incentivize projects that meet regional guidelines.
Task 8.2: Encourage collaboration among people doing projects in the same places.
Task 8.3: Facilitate faster construction of nature-based projects.

PROGRESS



Action 9: Track and report progress to guide future actions.

Task 9.1: Measure regional progress using metrics and share results.
Task 9.2: Monitor and learn from pilot projects.



What can you do?

The Joint Platform is now ready to share! Examine the opportunities it may provide for help, support and guidance on what to do next. We're all in this together.

For local leaders

- ☑ Share the Joint Platform with your staff and colleagues **and identify which actions** you'd like support for implementation.
- ☑ Write a **letter of support** for the Bay Adapt Joint Platform to help us advocate for regional implementation.
- ☑ Seek **formal endorsement** from your City Council, County Board of Supervisors, or other elected body.

For the interested public

- ☑ Learn more and provide feedback on the **40-page, easy-to-read Joint Platform.** Where can the Joint Platform help?
- ☑ **Understand your community's vulnerability** by using online tools such as the ART Shoreline Flood Explorer (www.Explorer.AdaptingToRisingTides.org) for exploring risks of flooding in your area
- ☑ **Talk to your community** about resilience and preparing for climate change.

Leadership Advisory Group

Ana Alvarez, East Bay Regional Parks
Tessa Beach, Ph.D., US Army Corps of Engineers
David Behar, SF Public Utilities Commission/ Bay Area Climate Adaptation Network (BayCAN)
John Bourgeois, Valley Water/ CHARG
Allison Brooks, Bay Area Regional Collaborative
Amanda-Brown Stevens, Greenbelt Alliance
Paul Campos, Building Industry Association
Warner Chabot, San Francisco Estuary Institute
John Coleman, Bay Planning Coalition
Dina El-Tawansy, Caltrans District 4
Tian Feng, BART
Julio Garcia, Environmental Justice Caucus Member
Ms. Margaret Gordon, West Oakland Indicators Project
Terrie Green, Shore Up Marin City
Alicia John-Baptiste, SPUR
Melissa Jones, Bay Area Regional Health Inequities Initiative (BARHII)
David Lewis, Save the Bay
Mark Lubell, UC Davis
Therese McMillan, MTC / ABAG
Mike Mielke, Silicon Valley Leadership Group
Michael Montgomery, SF Regional Water Quality Control Board
Barry Nelson, BCDC
Sheridan Noelani Enomoto, NorCal Resilience Network
David Pine, San Mateo County/ San Francisco Bay Restoration Authority
Erika Powell, US Army Corp
Bruce Riordan, Bay Area Climate Adaptation Network (BayCAN)
Amy Hutzel, State Coastal Conservancy
Caitlin Sweeney, San Francisco Estuary Partnership
Laura Tam, Resources Legacy Fund
Will Travis, Independent Consultant
Zack Wasserman, BCDC
Jim Wunderman, Bay Area Council

www.BayAdapt.org

Photo credits | Page 1 - Side Bar photo courtesy of the California King Tides Project, middle photo by John Morgan licensed under CC BY 2.0; Page 2 - Photo by Annie Frankel; Page 3 - SF Baykeeper, Robb Most, and LightHawk; Page 4 - Photo by LEJ from Estuary News from March



BAY ADAPT

Regional Strategy for A Rising Bay

October 2021

JOINT PLATFORM

BAY ADAPT

Regional Strategy for A Rising Bay







Joint Platform

October 2021



Contents

Getting ready for sea level rise....4
Sea level rise as an equity challenge....6
What is Bay Adapt?....8
Where do we start?....13
Guiding Principles for the Joint Platform....16
What does adaptation look like?....17
The Joint Platform Actions....19
- People....20
- Information....24
- Plans....29
- Projects....34
- Progress....39

Bay Adapt process and Leadership Advisory Group (LAG)....41

Photo credits | Page 2 from top to bottom: Jaclyn Mandoske (BCDC), Schyluer Olsen (BCDC), Jaclyn Mandoske (BCDC); Page 3 Illustration by Sophia Zaleski.

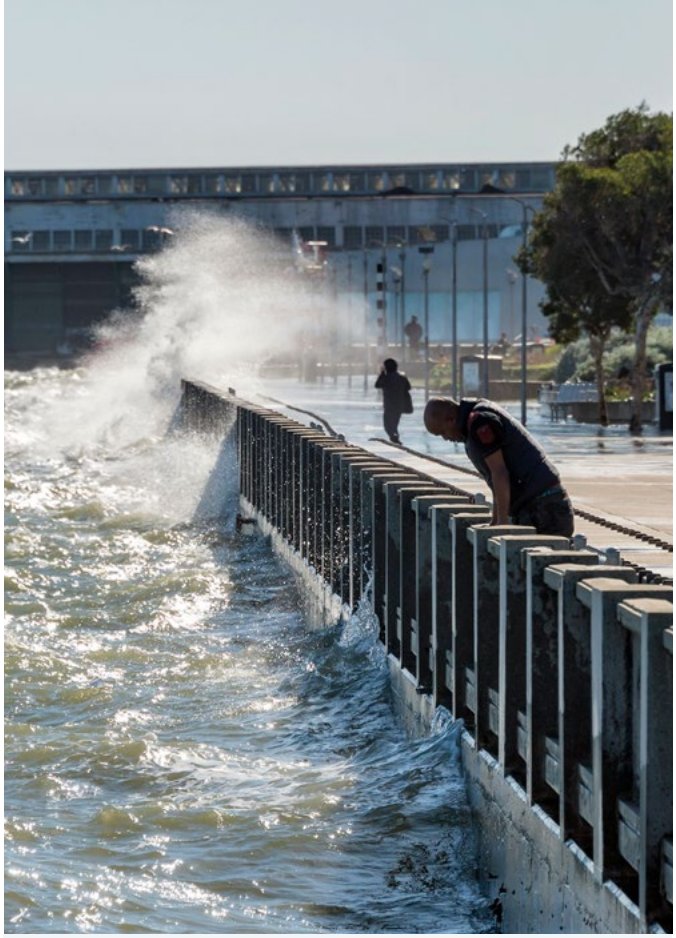
Getting ready for sea level rise

The Bay is rising. The time to come together to act is now.

For most of the eight million of us who live around San Francisco Bay, sea level rise seems like a sleeper issue. As we walk the dog along our favorite waterfront, the waves don't seem any taller. As we wait in traffic at the Bay Bridge toll plaza, the water level looks the same as ever. After a storm, however, those trying to traverse Corte Madera's Lucky Drive, Sonoma's Highway 37, or San Jose's 237 underpass are noticing more water. Sea level rise is already here and starting to affect our highways and commutes; another foot or two will seriously impact our homes, jobs and safety.

It's subtle, but the Bay, fed by a swelling Pacific and melting glaciers and ice sheets, is growing faster than you think. The rise is slow and steady now, but around 2040 scientists project it will speed up. By then, in the time it will take a current pre-schooler to graduate from college, it will be too late to start to prepare for the water that will be rising onto our airport runways and into our shoreline streets. And though you can't see it, the groundwater table is also rising under your feet – pushed up as the Bay pushes in. Before long a big storm—like the train of atmospheric river events that drenched us over and over in 2017—will bring water into our basements and BART stations, onto our bridge approaches, our ballparks, and even release decades of toxic pollution into our groundwater.

Going into another California drought and devastatingly dry fire season, it's easy to push sea level rise to the back of our minds. But the San Francisco Bay Area metropolitan region stands to be one of the hardest hit coastal areas in North America. Sea level rise will be worse here than other places for a variety of reasons relating to our unique ocean conditions, atmospheric changes, and Pacific geography—and the fact that we've built our roads and homes right up to the edge of nearly every shore. Impacts are influenced by our history of toxic dumping and exclusionary land use practices. We've done the studies - we know what's at risk when it comes to our people, our homes, our habitats, and our commutes. The threat is no longer vague. It's past time for us to get ready.



At Risk of Flooding by 2060*

28,000 socially vulnerable **residents**

1,900 residents living near **contaminated sites**

13,000 **existing housing** units and another **70,000** **new housing** units

104,000 **existing jobs** and another **85,000** **new jobs**

20,000 acres of **wetlands**, lagoon and tidal marsh habitat

5 million daily highway **vehicle** trips

60,000 daily rail **commuters**

*Impacts from flooding that could occur at 48" Total Water Level from the ART Bay Area Regional Sea Level Rise Vulnerability and Adaptation Study. According to California State Guidance, under the H++ scenario, which represents the highest risk and least likely scenario, sea level rise could reach 46.8" by 2060, which corresponds to ART's 48" TWL scenario. Under the Likely Range, or Low-Risk Aversion high-emissions scenario, 48"of sea level rise will not occur until 2120. Photo courtesy of the King Tides Project.



Community members enjoy the waterfront at Heron's Head park in San Francisco. Photo by the Port of San Francisco licensed under CC BY 2.0.

Preparing for the flooding, erosion, disruptions and losses to come – whether our home, business, commute, or favorite picnic area – is something we all have to do together. Whatever the best local solution, we have to consider our neighbors. If well-to-do waterfront towns build sea walls, the Bay will just find the next weak spots on the shore and flow there. That town next door may have a smaller tax base or more elderly or vulnerable residents. If we leave them unprotected, families will be forced to move away from their homes, schools and places of worship - their communities - sometimes with no place else to go. Waiting for the aftermath of this slow-moving disaster will just cost the region more later in emergency services, habitat loss, building repairs, and lost family time and productivity.

Many of our families came to this region for its freedoms, natural beauty, diverse cultures and myriad opportunities. Over the decades we've grown even more diverse, and ever more activist as we battle to save our local creek, or stop devastating air pollution, or fight for equity. We're restoring wetlands around the Bay, and taxing ourselves to do it, enhancing a natural first line of defense against flooding. So as we face down the advancing Bay we don't have to start from scratch. Your city, your county, your regional government is already working on it. Now it's time for everyone to join the effort.

As we face down the advancing Bay we don't have to start from scratch. Your city, your county, your regional government is already working on it. Now it's time for everyone to join the effort.

There's no way around the need to think and plan like a region - the water that's coming knows no boundaries. Space for solutions is limited. Together, we can adapt to the increasingly scary checklist of challenges in the Bay Area. But we won't get this done, and minimize the cost we pay in damage to lives and property, if we don't act now, together.

Sea level rise as an equity challenge

Tackling disproportionate impacts on vulnerable communities.

While everyone will feel the impacts of sea level rise to some degree, many factors have led to disproportionate flooding and sea level rise vulnerability for low-income communities across the Bay Area and the nation. A 2019 study by the National Academy of Sciences on urban flooding in the US revealed the populations that are most vulnerable to flooding are nonwhite, non-native English speakers, elderly, poor, chronically ill, uninsured, and renters[1].

While it is broadly accepted that environmental racism has been an overarching theme for civilizations throughout history, it is critical to understand the patterns of racial injustice that formed today's cities and towns. After Emancipation, white decision-makers forced African Americans into undesirable areas that experienced frequent flooding, unhealthy air, and unsanitary water and sewerage conditions. Industry and chemical plants were regularly constructed close to predominantly Black neighborhoods, which led to lingering pollution and high rates of cancer within these communities. In the Bay Area, this often meant pushing nonwhite communities to the marginalized and often toxic Bay shoreline. These discriminatory and deadly practices continued for several decades.

Equity is the fair and just distribution of financial and institutional resources to address impacts across communities that stand to be adversely affected by those impacts, and commitment to include those communities in the development, prioritization, and implementation of adaptation policies, programs, and services.

Definition of equity provided by West Oakland Environmental Indicators Project and the Pacific Institute.



Community members participating in the Oakland Shoreline Leadership Academy. Photo by Jordan Greedy.

1 Committee on Urban Flooding in the United States (2019). *Framing the Challenge of Urban Flooding in the United States*, National Academy of Sciences. https://www.nationalacademies.org/our-work/urban-flooding-in-the-united-states



Nuestra Casa's Parent Academy provides programs for community members and has begun environmental justice community trainings. Screenshot courtesy of Nuestra Casa.

Working *with* and listening *to* community voices.

Recognizing the critical importance of community voices and perspectives on the development of the Joint Platform, the Bay Adapt team partnered with Nuestra Casa in East Palo Alto and Vallejo Housing Justice Coalition in Vallejo to conduct a series of community focus groups. Community members were introduced to flooding issues specific to their communities and invited to share their experiences, concerns, and priorities for their communities.

In East Palo Alto, community voices were represented by African American, Pacific Islander, and Latinx cohorts, while in Vallejo, community voices were represented by residents involved in a range of local organizations such as housing, climate change, environmental justice, and others. Bay Adapt recognizes that these community meetings provided an essential first step in building trust with communities, and that continued participation and partnerships must continue to advance equitable adaptation outcomes for the region.

> *"We know we need action, but we're not ready and we don't know what to do. We need to get to solutions."*
>
> *- East Palo Alto Community Member*

Residents of these communities have often attended countless public meetings and focus groups to discuss concerns in their communities with engineers, planners, and other government staff, but these professionals are rarely trained or experienced in equitable community engagement. Historically, attempts to inform meaningful solutions for environmental justice problems have been met with lack of accountability by local and regional agencies, leading to high levels of distrust between communities and governments.

The cumulative impact of underinvestment coupled with lack of government accountability over the decades has led to an extremely disproportionate and inequitable situation for the residents of these communities.

This cycle adds insult to the daily injury of living in marginalized space and is exhausting to communities that are already struggling to meet their daily needs.

A landmark moment for the environmental justice movement occured in 1994, when President Clinton signed Executive Order 12898, a federal action to address environmental justice and included a formalized definition (the definition can be found in BCDC's report Toward Equitable Shorelines: Environmental Justice and Social Equity at the San Francisco Bay). This definition underpins the ethos that should be imbued in any sea level rise planning process or solution.

What is Bay Adapt?

A regional strategy for a rising bay.

Adapting to sea level rise will require a broad range of planning, policy, community, and project decisions that promote the protection of people, infrastructure, and natural systems. In such a diverse and engaged region, adaptation will also require balancing many interests and needs, ranging from the health of the most vulnerable residents and the Bay ecosystem to local economic growth and jobs, services, housing, and recreational opportunities.

Much adaptation will and should occur at the local city or county levels, where adaptation planning is already accelerating. However, we live in a highly networked region where impacts in one area, and responses to them, have cascading effects around the Bay. A coordinated approach across the region can reduce unintended consequences and greatly enhance local efforts. Collective action can be expedited by shared goals that help communities find and enact their own solutions. No one agency, jurisdiction or community can or should go it alone.

For the past five years, the Bay Area has been thinking about this problem in earnest. Forward-thinking planners, scientists and activists have already laid some important groundwork, and pinpointed the areas and communities that will be most at risk. Since 2019, Bay Adapt has worked to establish regional agreement on the actions necessary to protect people and the natural and built environments from rising sea levels.

Bay Adapt was convened by the San Francisco Bay Conservation and Development Commission (BCDC), a state agency, in partnership with a broad range of Bay Area leaders. The principles, actions, goals, and tasks in this document—a Joint Platform for adaptation—were developed in close collaboration among BCDC staff, a large Leadership Advisory Group, and hundreds of stakeholders.



We envision a Bay Area that is resilient and adaptive far into the future. As the region grows and changes, such resilience can only be achieved by supporting collaborative action, fostering greater equity among residents, and sustaining the unique ecosystems we all rely upon and thrive within.

Co-creating the Joint Platform.

In 2019, BCDC convened a Leadership Advisory Group (LAG) made up of a diverse group of Bay Area leaders from public agencies, interest groups, community-based organizations, and academia. Throughout 2020 and 2021, stakeholders participated in dozens of working group and small committee meetings to discuss and shape the Platform. The Platform was also informed by two public forums, ten community and stakeholder focus groups, over 50 presentations to boards and groups around the region, and an Environmental Justice Caucus convened regularly throughout the process. In other words, this platform, and the ideas in it, belong to everyone, and seek to serve everyone, now and into the future.

This platform, and the ideas in it, belong to everyone, and seek to serve everyone, now and into the future.

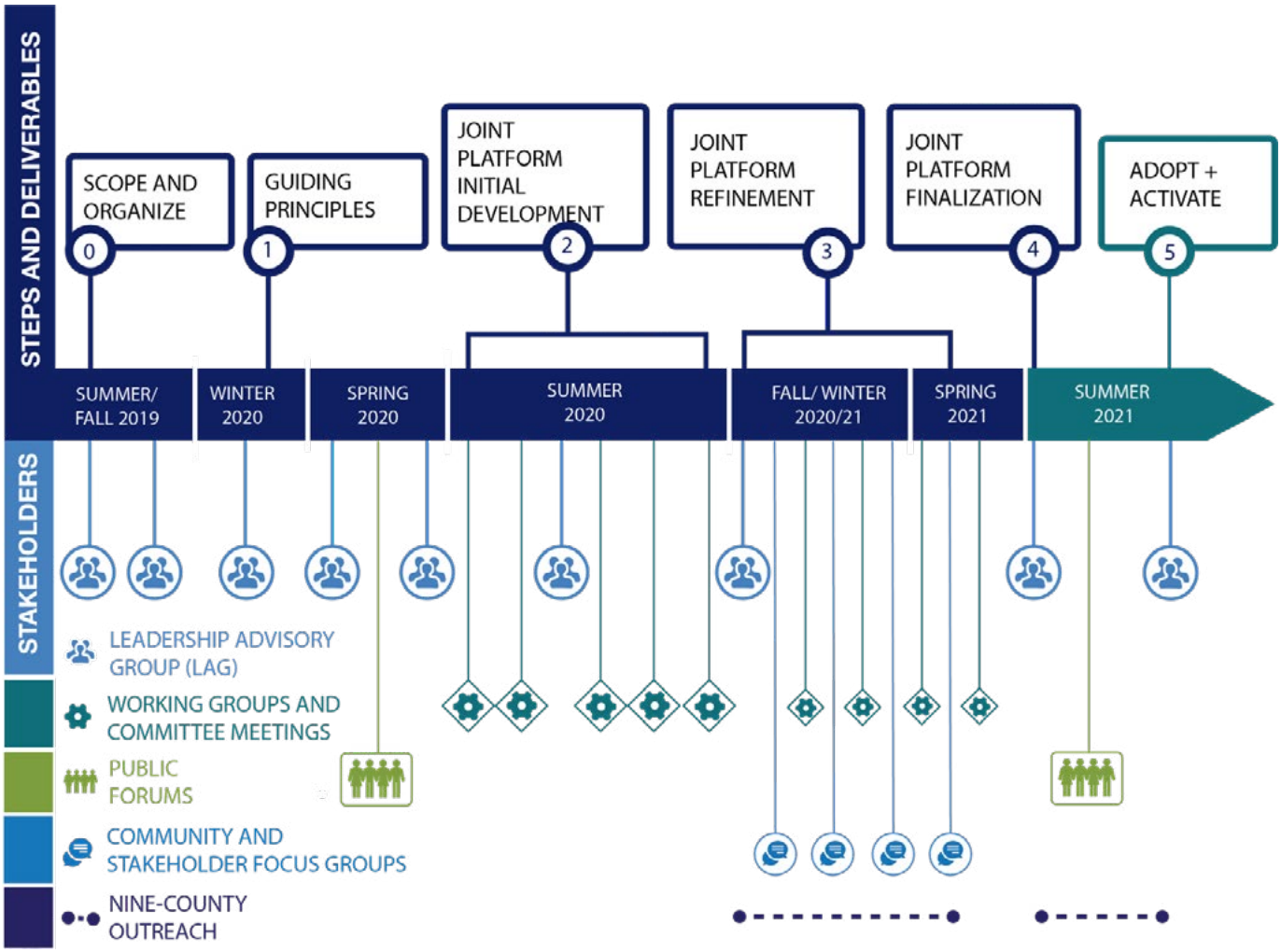
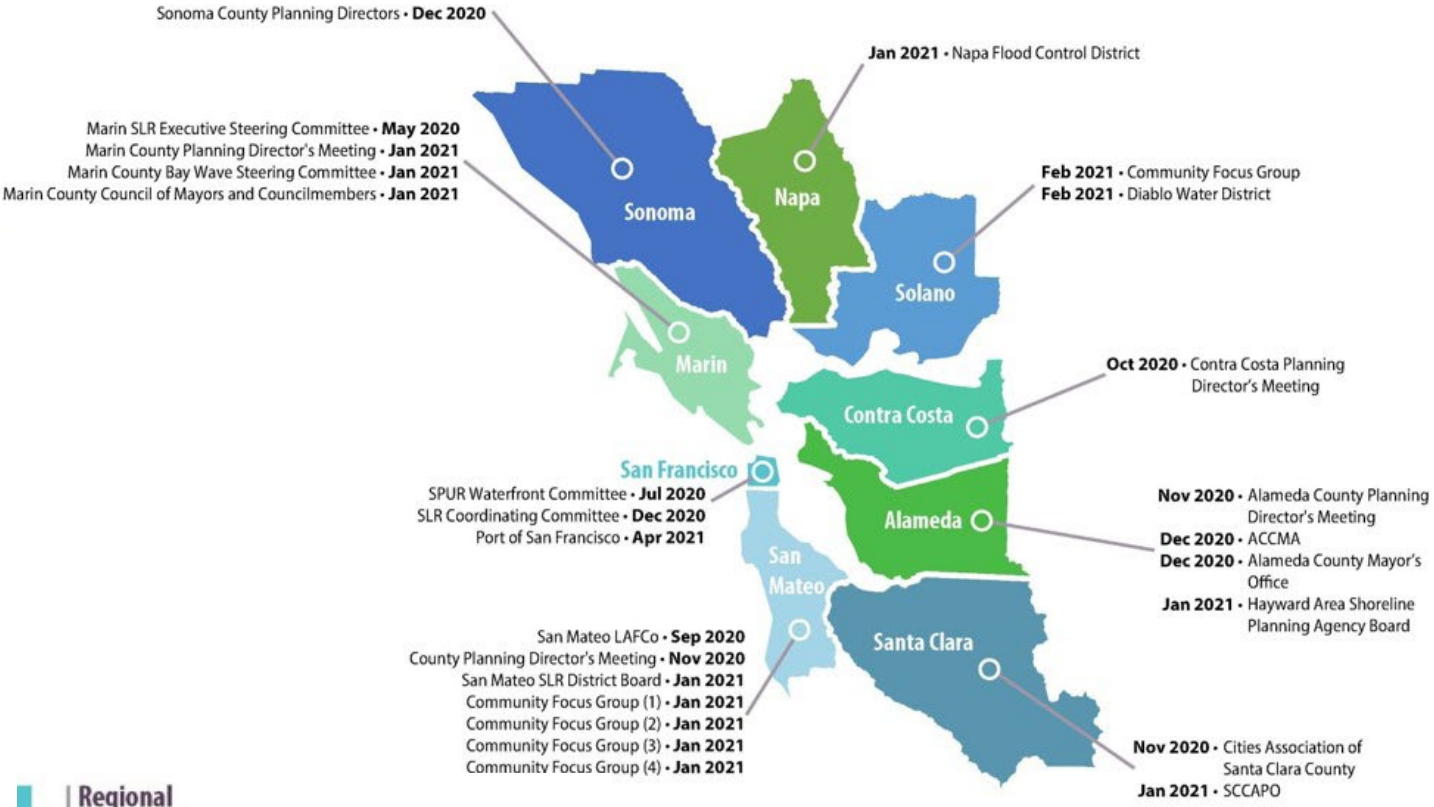


Figure 1 | The Bay Adapt process kicked off in late summer 2019. The development of the Joint Platform started in early summer 2020, convening hundreds of stakeholders to brainstorm and refine the series of actions and tasks laid out in the final Joint Platform. Over this time period, Bay Adapt also facilitated multiple working groups, committee meetings, public forums, community and stakeholder focus groups, and conducted extensive outreach throughout the nine-county Bay Area. Implementation of the tasks begins in Fall 2021.



Regional

BayCAN Bay Adapt (1) • **Jul 2019**
CHARG Forward Forum • **Oct 2019**
State of the Estuary • **Oct 2019**
BayCAN Bay Adapt (2) • **Feb 2020**
CHARG Steering Committee • **Feb 2020**
BCDC Commission (1) • **Mar 2020**
Bay Planning Coalition Summit • **Jun 2020**
BCDC Commission (2) • **Aug 2020**
BARC (1) • **Sep 2020**
Environmental Groups • **Nov 2020**
SFEP Implementation Committee • **Nov 2020**
MYN Apocolyptic Resilience Youth Conference • **Nov 2020**
BCDC Commission (3) • **Nov 2020**
NorCal Resilience Network Meeting • **Nov 2020**
Business Focus Group • **Jan 2021**
BayCAN Local Government Focus Group • **Jan 2021**
Education Working Group • Feb **2021**
Environment Focus Group • Feb **2021**
BCDC Commission (4) • **Mar 2021**
San Fransciso Water Board • **Mar 2021**
BPC Waterfront Sustainability Group • **Mar 2021**
BARC Executive Director/Deputy Director Meeting • **May 2021**

State/National

BIPOC Climate Leaders • **Nov 2020**
ULI National Resilience Summit • **Dec 2020**
RAE Summit • **Oct 2020**
UCI Conference • **Mar 2021**

Figure 2 | Summary of the presentations and focus groups BCDC staff led throughout the Bay Adapt process between 2019 and 2021. Staff engaged with a wide variety of community members, local staff, elected officials, and special interest stakeholders throughout the engagement process.



Community forums on sea level rise risks in East Palo Alto.
Photo by Jaclyn Mandoske, BCDC.

Prioritizing and elevating equity in Bay Adapt.

In an effort to ensure equity perspectives were present and included in the leadership of Bay Adapt, invitations were extended to at least five environmental justice-focused organizations to join the LAG, comprising the Environmental Justice (EJ) Caucus. The EJ Caucus received a small honorarium for their participation.

The EJ Caucus kicked off by providing a training to the LAG on EJ principles. During this training, LAG members explored how to embed principles on environmental justice, equity and inclusion into Bay Adapt's planning process, the Joint Platform, and in implementation. EJ Caucus members also provided leadership to Working Groups and met with BCDC's Environmental Justice Manager to provide input and feedback before and after each LAG meeting.

However, all of the equity practices and benefits outlined in the Joint Platform will not be achieved if the agencies and other stakeholders implementing the actions don't fundamentally change their practices to explicitly ensure that equity is front and center. Agencies and stakeholders need to deeply understand the factors that have led to inequity and commit to ongoing training to learn and improve a new essential set of skills and work directly with EJ communities in order to achieve equity benefits.

Without this commitment, the region will continue to repeat the same inequities as our predecessors. Bay Adapt is an opportunity to set a new, more equitable course for climate adaptation.

Two critical themes emerged during discussions with the EJ Caucus and other community leaders:

- The need for **fair and equitable funding for community partners**, including targeted employment and economic opportunities for diverse frontline community members; and
- **Capacity building, administrative support, and technical training and assistance** are essential to realizing truly equitable adaptation planning.

Setting the foundation for the Joint Platform.

Rather than specifying individual projects, the Joint Platform lays out guiding principles that inform overarching region-wide actions, goals and tasks. Its aim is to overcome barriers, accelerate keys to success, and share targets to help the region achieve:

- **Flood protection and reduced flood risk** for communities, businesses, infrastructure, and habitat.
- Robust integration of adaptation into **community-focused local plans**.
- Recognition, elevation, and support for **frontline communities.**
- Accelerated permitting and **faster project construction** for priority adaptation projects.
- **Technical assistance** for local governments to plan and implement projects faster.
- **More funding** for adaptation that is easier to get.
- **Metrics** for deciding what makes the best kind of adaptation plan or project (equitable, efficient, multi-benefit, nature-based, and coordinated with others) and for tracking local and regional progress.

Engaging the entire region in collective action requires clear agreement on the path forward and checks and balances to ensure no voice is left unheard, and no community left behind. This Platform provides that roadmap for adaptation.

The Joint Platform will help the Bay Area engage in faster, better, and more equitable adaptation to a rising Bay.



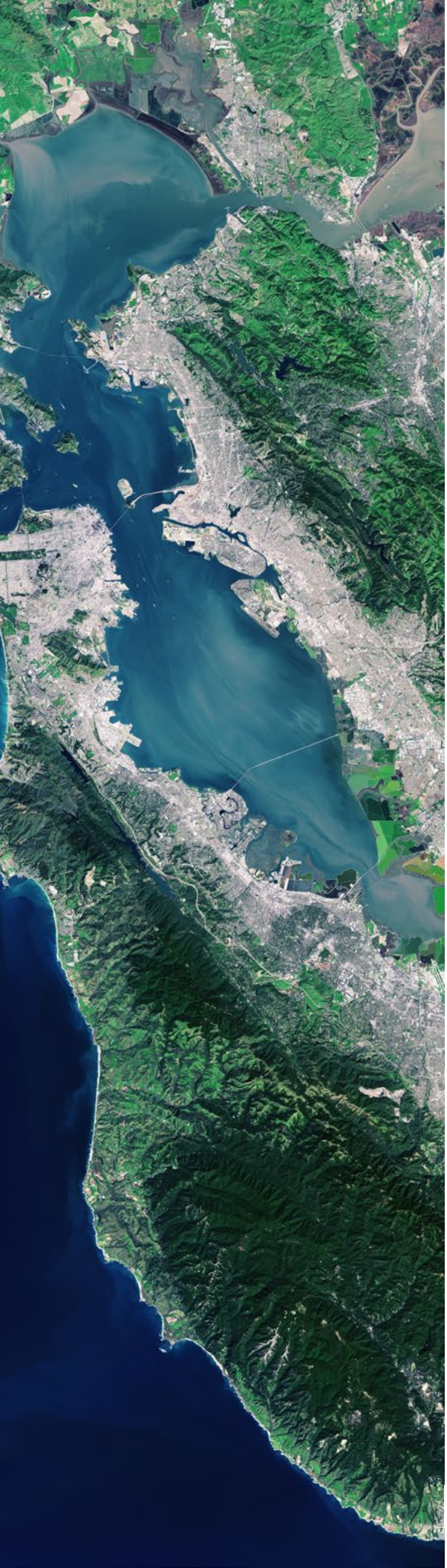
Sea level rise in our regional plans.

Plan Bay Area 2050 is the region's long-range strategic plan focused on the interrelated elements of housing, the economy, transportation and the environment. Adopted in Fall 2021, Plan Bay Area 2050 is the first multi-topic plan of its kind to question what the future will look like in the face of sea level rise and other natural hazards. How will these threats impact housing, transportation, environmental, and economic goals? What are the consequences if we don't plan ahead?

Starting with Horizon, Plan Bay Area 2050's preliminary research and analysis phase, MTC/ABAG integrated the best available sea level rise mapping into imagining the impacts of sea level rise within the 2050 timeline of the plan. To address areas of near-term sea level rise impacts, Plan Bay Area incorporated an Adapt to sea level rise strategy, mapping protections on vulnerable portions of the shoreline and calculated at $19 billion need for adaptation over the next thirty years.

Plan Bay Area 2050's Implementation Plan, which sets the strategic direction to advance strategies in the next five years, identifies key actions that MTC/ABAG and its partners should take to adapt the region to sea level rise. While these actions are compatible with Bay Adapt's tasks and will be implemented in partnership with Bay Adapt, they are part of a larger, multi-element plan and do not go into the level of detail on sea level rise that Bay Adapt does.

Plan Bay Area has been, and will continue to be, a critical tool for region-wide resilient land use decisions as sea levels rise. The Plan will continue to grow to become a comprehensive plan that brings in key regional topics, and will incorporate the best available science and regional sea level rise planning envisioned by Bay Adapt. MTC/ABAG will continue to be a key partner for planning, funding, and implementing adaptation solutions in the Bay.



Where do we start?

Preserving what we care about.

The Bay Area is the most culturally and geographically diverse region in the United States, with people of color comprising 59% of our population. More than 75% of residents believe that racial diversity is what makes the Bay Area such a great place to live. Our region is also called the "Bay Area" for a reason — the Bay is the defining characteristic of our geography and defines so much of our economy, infrastructure, and lives.

Residents cherish the beautiful blue expanse of San Francisco Bay, and their ability to walk beside it, sail over it, and gaze across its open horizons. With its diverse habitats—beaches, wetlands, grasslands, tidal flats, lagoons and more—the Bay supports hundreds of species, ranging from critically endangered salmon and marsh mice to charismatic sea lions, busy beavers, and wayward whales. Thanks to decades of careful stewardship and public investments in shoreline parks and habitats, the West Coast's largest Estuary is both more habitable and healthier for humans and wildlife alike.

Our diversity of people and habitats also supports one of the most innovative economies in the world. The Bay Area is a hub of technology, industry, agriculture, services, and more, though this has created significant challenges in income equality.

Within this context is both diversity and inequity. Across our communities, cities, and counties, we have different histories, different challenges and different opportunities. Deciding which climate change adaptation options are right for each community can be complex. Many people contribute to making these decisions, and lots of considerations go into deciding what the right solutions may be for each particular waterfront.

If we are to prepare ourselves fully for sea level rise throughout the region, cities and counties must work with local communities and the state and federal governments to make decisions about what should—and shouldn't—exist along the shoreline in the future.

San Francisco Bay Area. Photo courtesy of NASA satellite imagery.

Centering and protecting people, habitats, and wildlife.

The risks from sea level rise, and the resources necessary to address those risks, are unequally distributed among communities and ecosystems across the Bay Area.

In order to understand community vulnerability to sea level rise, BCDC's Adapting to Rising Tides (ART) Program leverages existing research on socioeconomic characteristics that may reduce ability to prepare for, respond to, or recover from a hazard event or impacts from environmental burdens. It has identified potential impacts to communities from current and future flooding including:

- Loss of property and income; displacement from their communities.
- Disrupted access to medical care and other critical services.
- Loss of power and utilities.
- Spread of disease and worsened pre-existing health conditions.
- Physical and mental distress resulting from the flooding of homes and infrastructure.

The Bay has also long been a dumping ground for polluted waste and industrial sites are still located along many parts of the shoreline. In addition to flood impacts, sea level rise may mobilize pollution as flooding becomes more prevalent, spreading to communities and ecosystems at an unprecedented rate.

All of these impacts are often disproportionately distributed to populations with certain existing socioeconomic vulnerabilities. Additionally, these populations tend to be highly sensitive to impacts, leading to potentially devastating implications from even minor flooding.

Natural ecosystems are also disproportionately impacted by sea level rise. When given a choice between an endangered salmon and a farm, a wetland or a vineyard, a nesting island or a waterfront hotel, it can be difficult

Vulnerable Communities Exposed to Sea Level Rise Around the Bay

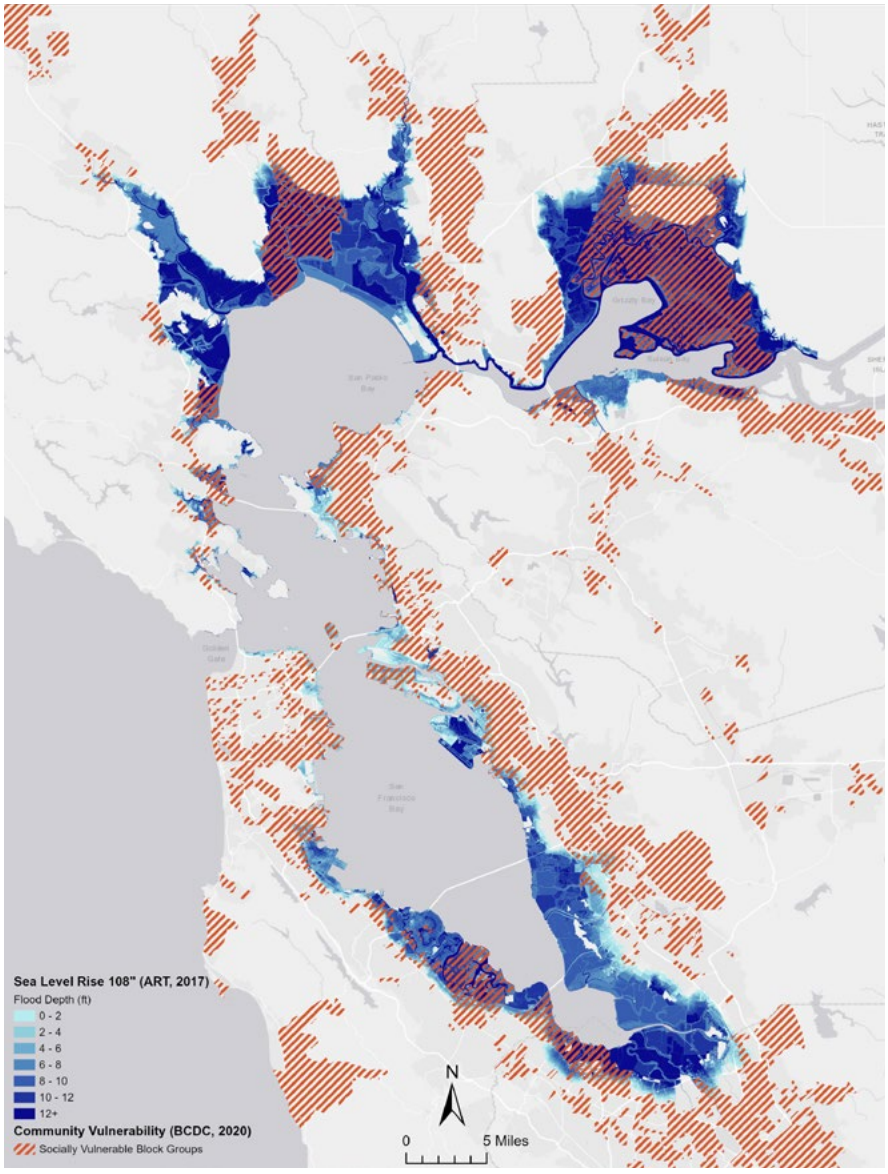


Figure 3 | Map of census block groups considered socially vulnerable in their ability to plan for, respond to, and recover from natural hazards (orange hash) and flooding depth and inundation from 108 inches of sea level rise (blue). Data from ART Bay Area Regional Sea Level Rise Vulnerability and Adaptation Study: Chapter 2.6 Vulnerable Communities (March 2020).

Communities Exposed to Contamination and Sea Level Rise Around the Bay

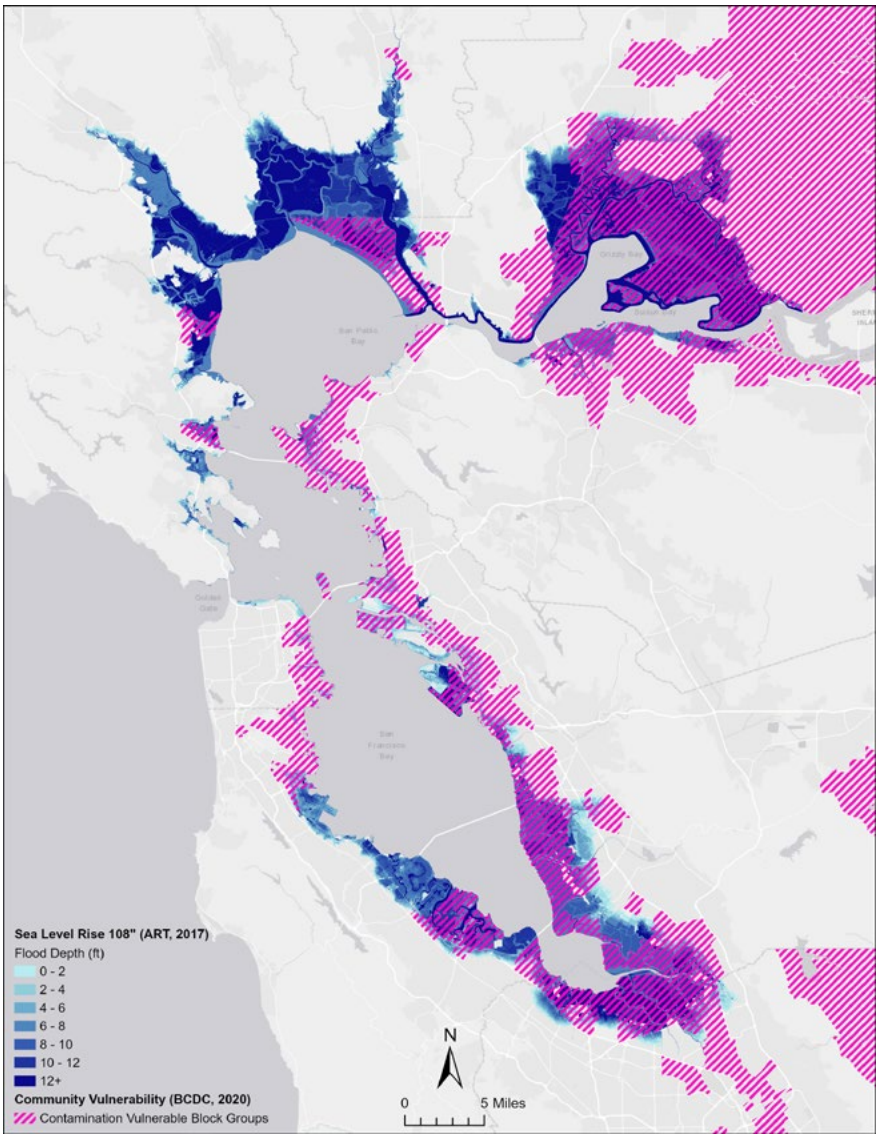


Figure 4 | Map of census block groups considered contamination vulnerable based on subset of Cal Enviro Screen 3.0 indicators impacted by flooding and flooding depth and inundation from 108 inches of sea level rise (blue). Data from ART Bay Area Regional Sea Level Rise Vulnerability and Adaptation Study: Chapter 2.6 Vulnerable Communities (March 2020).

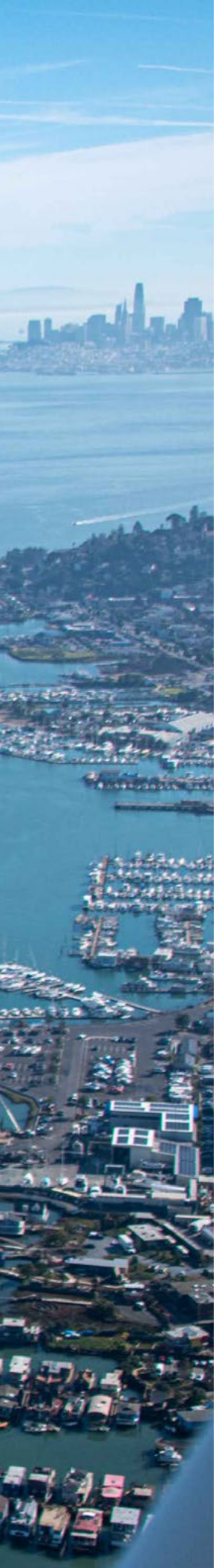
for wildlife and open space to prevail in the battle over human priorities and money. Preserving shoreline habitats will require prioritizing sediment to built up wetlands and providing room for habitats to migrate upslope. But sediment is limited and many wetlands abut development and levees.

The health of Bay ecosystems is inextricably linked to our way and quality of life. We continue to learn how nature protects people from natural disasters and improves public health. But as water levels rise coastal habitats risk being drowned and lost. Both nature, and people, will suffer.

Our efforts now will affect the health and livability of the Bay Area for generations.

The Joint Platform places a high value on both the region's diverse people and its ecosystems. Throughout the formation of the Joint Platform, a coalition of community advocates, environmental activists, and adaptation practitioners have made clear that cleaning toxic sites and reducing future pollution is a priority for our region. The resulting document explicitly acknowledges the disproportionate risks and burdens on communities of color and other historically marginalized populations, and tasks in the Joint Platform begin to outline how our region can begin to right generations of wrongdoing through elevating the role of vulnerable communities in developing solutions, filling in knowledge gaps about the challenges they face, mapping hazardous sites, and more. With people at the center of solutions, the Bay region can be a national model for equity in resilience planning.

The Joint Platform tasks also prioritize natural habitats to support a healthy, resilient Bay. Going green, meaning prioritizing nature-based strategies for shoreline adaptation as much as possible, is already a regional priority. Taking actions to support healthy Bay ecosystems now and as sea levels rise is essential, not only for the many other benefits they provide but as they are also our first —and most at risk —line of defense from rising seas. Our efforts now will affect the health and livability of the Bay Area for generations.



Guiding Principles of the Joint Platform

Support socially vulnerable communities

Actively ensure that socially vulnerable communities don't just bounce back in the face of sea level rise, but "bounce forward" by providing additional resources and support to areas where socially vulnerable communities live, work, and play and reducing negative impacts to these communities. Climate change will disproportionately impact marginalized communities with fewer resources.

Put nature first whenever possible

Prioritize natural infrastructure solutions that benefit ecosystems and the health of the Bay as well as people, especially in the near-term. Adapting to rising sea level will require a mix of green and gray infrastructure. Working with nature, instead of against it, can produce better results for both people and wildlife.

Solve interconnected problems at the same time

Prioritize adaptation actions that maximize regional risk reduction to flooding and sea level rise and minimize tradeoffs within the context of other regional priorities such as housing, economy, social equity, habitat protection, and other climate risks. Sea level rise and flooding is just one of several regionally interconnected crises facing the Bay Area.

Practice inclusive, community-led governance and decision-making

Remove barriers and enhance capacity to increase transparent, coordinated decision-making among community members and organizations and local, regional, state, and federal governments that acknowledges and leverages the unique roles, responsibilities, and authorities at each scale. Adaptation outcomes will better protect the entire region when all interests, including those who know their neighborhoods and communities best, contribute and collaborate in reducing risk.

Support existing efforts but plan for the long term

Support, encourage, and learn from early innovators charting a new course for the region, especially for wetland restoration, while maintaining a long-term vision for more complex planning and investments. Early action is important for regional learning, setting precedents, and shorter-term flood control, and widespread or significant capital investments require careful and collaborative planning.

Pick the right strategy for the right place at the right time

Ensure that local and regional investment strategies to address flooding and sea level rise are grounded in local needs, conditions, and plans, and are phased to allow for uncertainty, flexibility, and iteration. The Bay is a collection of distinct places with unique physical and social conditions and there is no "one size fits all" solution – or timeline - to address climate-related impacts.

The San Francisco Bay connects nine counties and millions of people together. Photo SF Baykeeper, Cole Robb Most, and LightHawk.

What does adaptation look like?

Developing targeted solutions.

In climate change, adaptation is different from mitigation, which are the ways we try to reduce our carbon footprint. Adaptation refers to making changes to how we live in the face of change to reduce hazards and increase resilience to future conditions.

In the Joint Platform, adaptation specifically means the plans and projects that either prepare us for sea level rise or alter our shorelines to reduce its impacts.

In some cases, we will adapt by restoring natural wetlands to absorb more water and buffer us from storms, while in other places when nature-based solutions are not feasible, we will build higher protections, such as seawalls, to keep water out. We may also avoid building new roads or homes in areas that are likely to flood or provide migration space for wetland habitats. Sometimes adaptation may even require removing things that are already built out of harm's way. Adaptation also will spur innovative solutions as we learn how to co-exist with more water in the future.

The adaptation solutions we choose in one part of the Bay are inextricably linked to everywhere else along the shoreline. Since the Bay is an interconnected system, flood protection measures in one location of the Bay may increase the risk of flooding in other areas. It is critical that we consider shoreline solutions as a whole Bay, rather than on a project-by-project basis.

Bay Adapt helps to set the stage for successful adaptation region-wide. While each community will need to decide which approach is best now and over time, the actions in Bay Adapt help support multiple adaptation approaches within the larger regional context we need to think about before it's too late.

Regional Hot Spots Around the San Francisco Bay

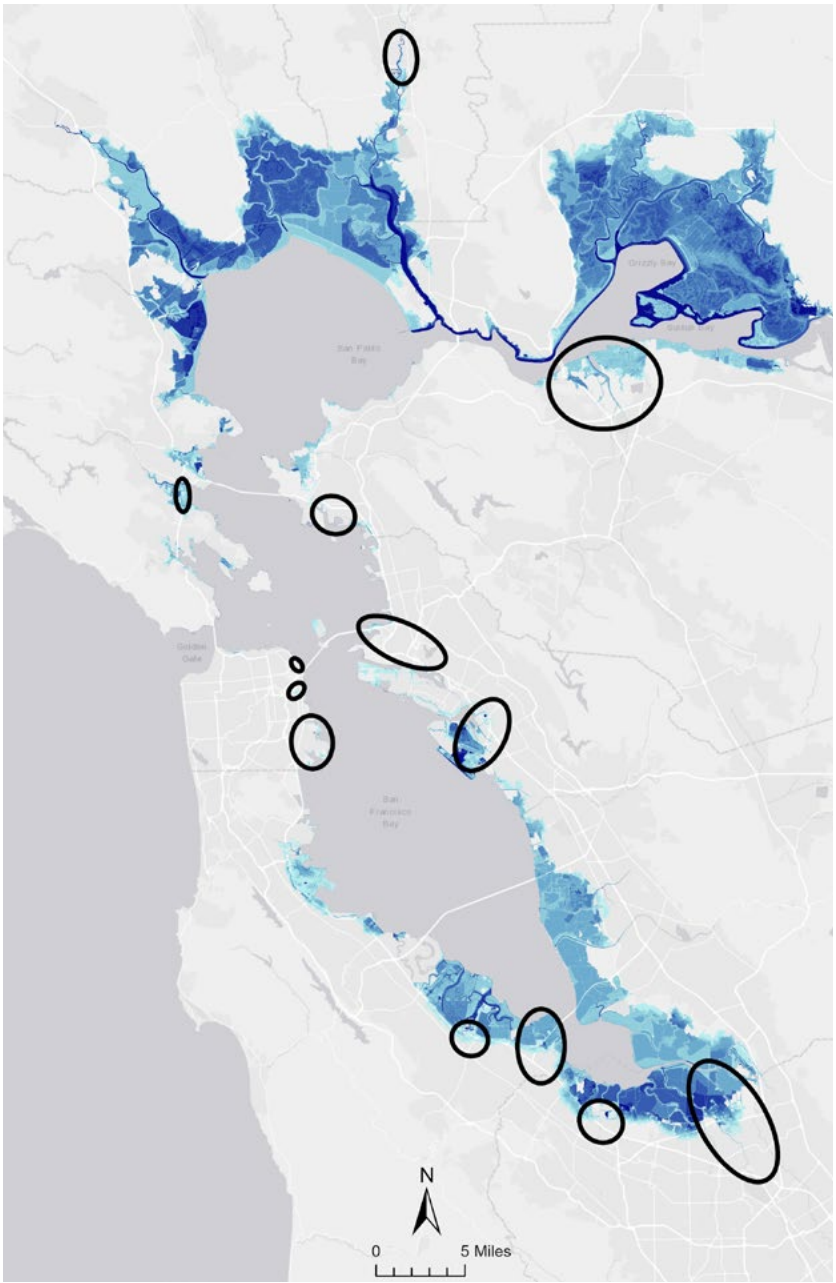


Figure 5 | Regional "hot spots" identify areas in the region with highest consequences from flooding at 108" TWL to both vulnerable communities, transportation networks, and urban growth areas or open space. Data from ART Bay Area Regional Sea Level Rise Vulnerability and Adaptation Study: (March 2020).

Adaptation Actions that Prepare

- Actions that help us set the stage to make decisions about what to do next that are equitable, inclusive, and based on science, local knowledge and values, such as increasing information or community capacity.
- Changes to regulatory environments, political settings, land use, or other contexts for decision-making that improve the outcomes of adaptation decisions.
- Agreement on a shared approach about who makes decisions, what informs those choices, and how we plan and fund those decisions equitably to addresses disproportionate impacts on the most vulnerable.

Adpatation Actions that Protect, Accommodate, Avoid or Retreat

- Actions that change the physical characteristics of the shoreline, such as integrating natural ecosystems (green infrastructure) and/or building engineered structures (gray infrastructure) to protect shorelines from flooding.
- Projects that accommodate flooding such as preserving transition zones for wetlands, elevating structures, or using flood resistant materials.
- Efforts to retreat from the shore, such as removing existing development or avoiding placing new development in areas at risk of flooding.

Sea level rise will change our way of life in the Bay Area dramatically. Our daily commutes, the goods and services we depend on, the places where we live and work, the natural spaces that provide habitats and make the Bay Area a beautiful place to live, will all be affected. The Bay Adapt Joint Platform's 6 Guiding Principles, 9 actions and 21 tasks suggest a way forward for us all.

What are adaptation actions?

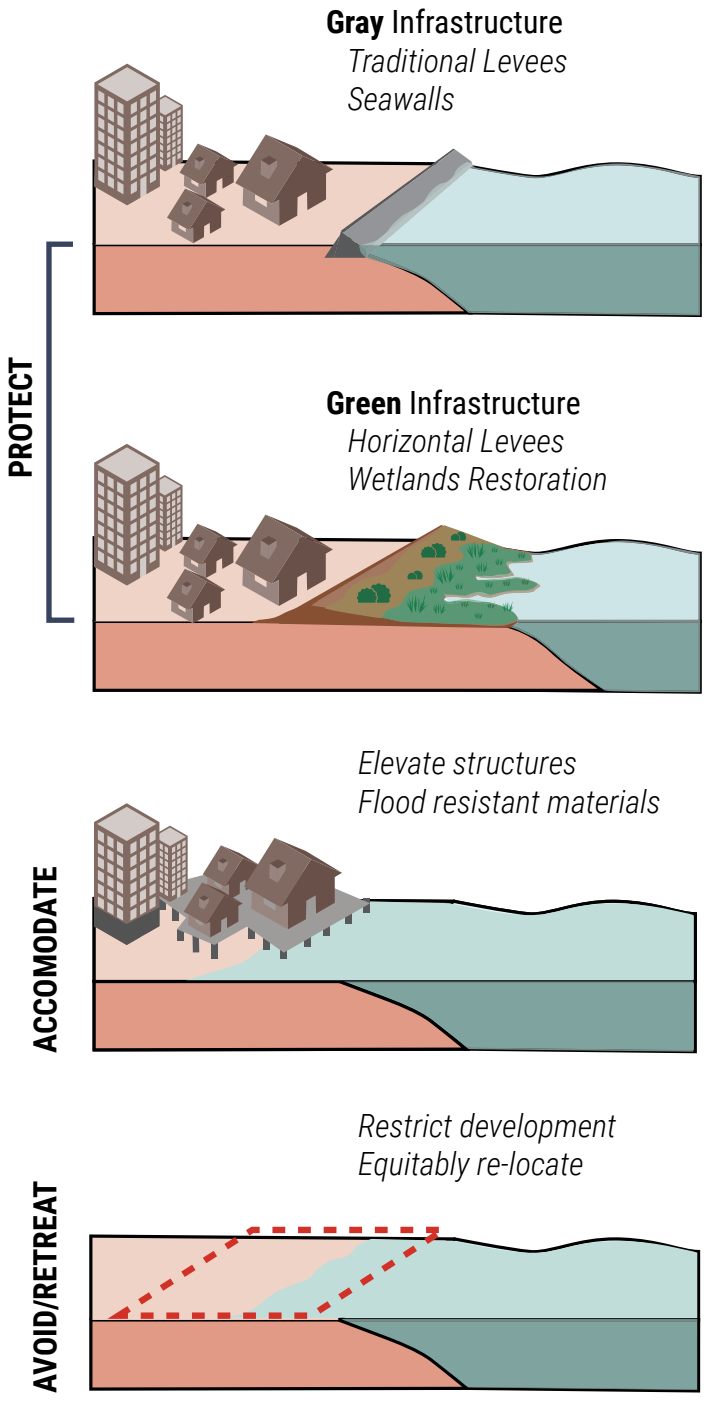


Figure 6 | Different adaptation approaches facilitated by the actions in Bay Adapt seek to prepare the region to equitably respond to sea level rise, while also strengthening implementation and ensuring lessons are learned over time.

The Joint Platform

9 actions, 21 tasks, 1 region *moving forward together*

PEOPLE



Action 1: Collaborate on a "One Bay" vision to adapt to rising sea levels.

Task 1.1: Create a long-term regional vision rooted in communities, bay habitats, and the economy.

Task 1.2: Lay the foundation for a proactive regional legislative agenda.

Action 2: Elevate communities to lead.

Task 2.1: Improve how communities and public agencies learn from each other and work together.

Task 2.2: Fund the participation and leadership of community-based organizations (CBOs) and frontline communities in adaptation planning.

INFORMATION



Action 3: Broaden public understanding of climate change science and impacts.

Task 3.1: Tell local and regional stories about people and places adapting to climate change.

Task 3.2: Weave climate literacy into school programs.

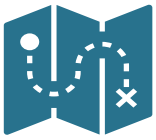
Action 4: Base plans and projects on the best science, data, and knowledge.

Task 4.1: Align research and monitoring with information gaps.

Task 4.2: Make scientific data, information, and guidance easier to use.

Task 4.3: Increase access to technical consultants for local adaptation partners.

PLANS



Action 5: Align local and regional plans into a unified adaptation approach.

Task 5.1: Provide incentives for robust, coordinated adaptation plans.

Task 5.2: Align state-mandated planning processes around adaptation.

Action 6: Figure out how to fund adaptation.

Task 6.1: Expand understanding of the financial costs and revenues associated with regional adaptation.

Task 6.2: Establish a framework for funding plans and projects.

Task 6.3: Help cities and counties expand ways to fund adaptation planning and projects.

PROJECTS



Action 7: Refine and accelerate regulatory approvals processes.

Task 7.1: Accelerate permitting for equitable, multi-benefit projects.

Task 7.2: Assess environmental regulations and policies that slow down progress on projects.

Action 8: Fund and facilitate faster adaptation projects.

Task 8.1: Incentivize projects that meet regional guidelines.

Task 8.2: Encourage collaboration among people doing projects in the same places.

Task 8.3: Facilitate faster construction of nature-based projects.

PROGRESS



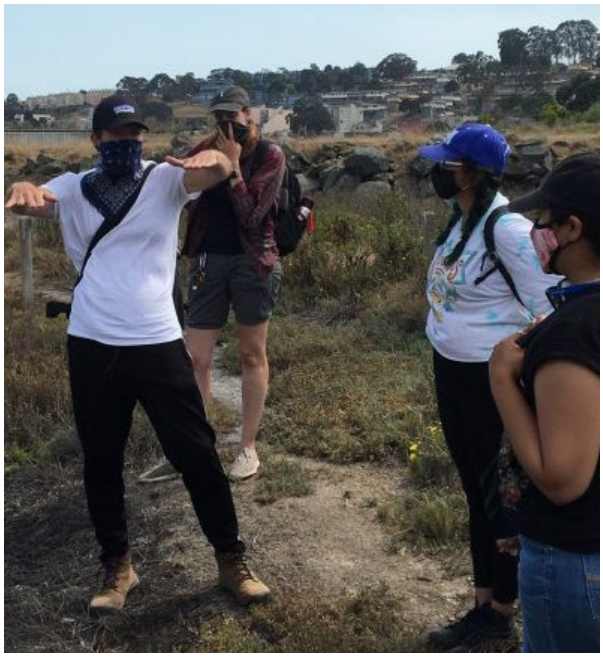
Action 9: Track and report progress to guide future actions.

Task 9.1: Measure regional progress using metrics and share results.

Task 9.2: Monitor and learn from pilot projects.

PEOPLE

As we adjust the way we live, work, and play to adapt to a changing climate, we must act together with a true regional vision and ensure that this transition does not reinforce pre-existing inequities. Who will lead who will decide, and how do we all get on the same page? Frontline communities that feel the most acute impacts from sea level rise have local knowledge critical for equitable solutions. Likewise, legislators in Sacramento and Washington need to hear our collective voice loud and clear—two-thirds of the State's total sea level rise impacts will occur in the Bay Area, so our collective voice must be strong.



People learning about shoreline restoration. Photo by LEJ from Estuary News from March 2021.

ACTION 1

Collaborate on a "One Bay" vision to adapt to rising sea levels.

Goals:

- A shared vision for regional adaptation that reflects the Bay Area's diverse conditions and communities.
- A proactive legislative agenda supporting sustained Bay Area adaptation.

TASK 1.1: Create a long-term regional vision rooted in communities, bay habitats, and the economy.

Engage communities and stakeholders in envisioning a resilient future shoreline, relying on grassroots input from start to finish. Using Bay Adapt's Guiding Principles to guide the process, it should define and articulate what successful adaptation should like at ground level, and around the Bay, beginning in the most at-risk frontline communities.

The vision must be built on a deep understanding of communities' unique social, cultural, economic, and physical needs and be developed through a participatory, transparent, and iterative process and create opportunities for diverse stakeholders to learn about each other and have conversations.

The vision must also be built on regional environmental, housing, transportation, recreation, economic and other priorities, including visions already established for these sectors, such as in Plan Bay Area 2050 or the San Francisco Estuary Blueprint.

The vision should be expressed through multiple deliverables that will be utilized throughout many other tasks included in the Joint Platform, including:

- A "vision statement" for the Bay shoreline that sets a long-term picture of successful adaptation.
- Regional and sub-regional objectives, tied to measurable metrics (such as safety, equity, a functioning and thriving ecosystem, reuse of sediment resources, shoreline access, and economic growth), to be used for tracking progress in Task 9.1.
- Specific regional and sub-regional strategies, actions, and an assessment of priority project locations, types, and timelines, building off existing analysis such as on vulnerable communities, Bay interconnectedness, and the Adaptation Atlas. This can be used in conjunction with the above guidelines to incentivize and prioritize the right kinds of actions in the right locations.
- Guidelines, evaluation methodologies, and technical modeling capacities for evaluating local plans and projects for funding and other incentives that align with desired outcomes (Tasks 5.1, 6.2, and 8.1).

How the regional vision can inform Joint Platform actions

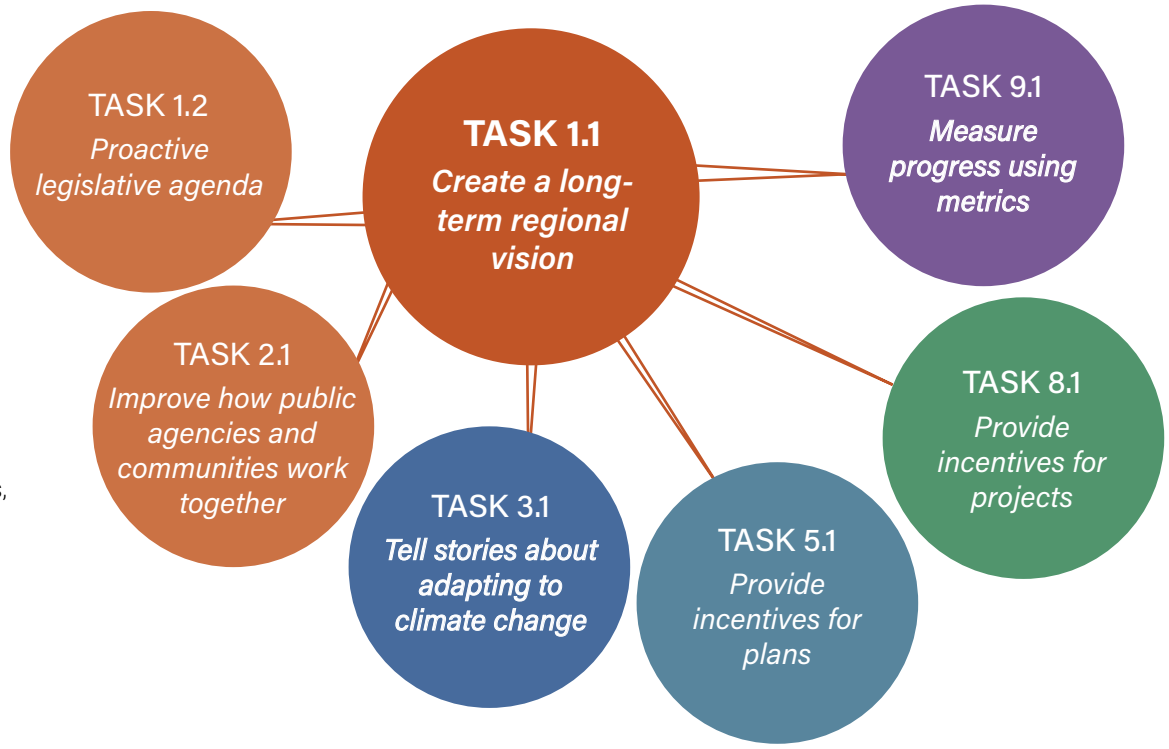


Figure 7 | Many different tasks outlined in the Joint Platform flow from the vision, guidelines, and metrics outlined in Task 1.1, either directly or indirectly.

TASK 1.2: Lay the foundation for a proactive regional legislative agenda.

Build a unified advocacy voice for Bay Area adaptation needs. In the short term (next two years), pilot a legislative working group to work toward consensus on regional priorities and shared criteria for future legislation while taking advantage of opportunities within current state and federal legislative sessions. Foster relationships with state and federal legislators to lay the groundwork for future legislation. Build support for the nine-county Bay Area as the focus for new regional climate adaptation programs. In the mid-term (2-4 years), build support for multi-year sources of funding for a wide range of adaptation activities, such as a regional ballot measure. Identify and collectively advocate for additional regional priorities that would require legislation, such as regulatory changes, planning guidance, new fiscal authorities, and funding support. In the long term (5+ years), coordinate, update and communicate legislative needs on a biennial basis, such as through an annual legislative agenda.

Action 1 Benefits

EQUITY
Elevates frontline community voices in long-term regional visioning and advocacy.

ENVIRONMENT
Elevates environmental advocacy voices in long-term regional visioning and advocacy.

ECONOMY
Elevates business and economic voices in long-term regional visioning and advocacy.

ACTION 2

Elevate communities to lead.

Goals:

- Adaptation grounded in local vision and needs.
- Increased capacity of community members, especially those historically excluded from decision-making, to contribute to the process.
- Long-term funding that supports sustained community leadership and equitable partnerships among communities and governments.

TASK 2.1: Improve how communities and public agencies learn from each other and work together.

Build community capacity to influence government and support a region-wide training program led by communities and geared towards government to shift values towards place-based expertise. Adopt and share best practices for equity-focused adaptation decision-making throughout the region. Ensure that best practices nurture meaningful relationships, center community concerns and priorities, and make community and social benefits clearer.

Support community leaders in raising awareness and capacity within their own communities. Host trainings for communities on sea level rise risks, adaptation options, community storytelling, and best practices for engaging effectively with governments. Whenever possible, choose community-based organizations (CBOs) or community members to lead trainings geared toward government and communities.

Training topics for agency staff may include general environmental justice and local histories, community mapping, culturally appropriate communication, meaningful community engagement at all phases of planning, use of community benefit agreements, alternative approaches to traditional cost-benefit analyses that elevate community value, and measuring successful engagement.

"Conversations and decisions are being made without the community's input. How do we make sure that people's stories and perspectives are at the forefront?"

- East Palo Community Focus Group Participant

Ideas for the Bay Area

***The Greenlining Institute**, an Oakland-based advocacy group, has created a guidebook to help users embed equity in a meaningful way in climate adaptation and community resilience policies and programs. Access the Guidebook.*

*A coalition of community organizations in East Oakland partnered with the City of Oakland to secure a **Transformative Climate Communities** grant for local equitable climate planning. City staff and community groups collaborated on the scope of work, goals, and budget for the project. The resulting community-driven plan led to a $28 million implementation grant. Access the Plan.*

*The **West Oakland Environmental Indicators Project** received a Restoration Authority grant to lead a Shoreline Leadership Academy to raise the capacity of local frontline community residents to engage and lead in climate adaptation. Participants are paid for their time to develop plans for the shoreline while increasing their knowledge and participation.*

*The **Resilient Communities Initiative** created an equity checklist and sample partnering agreement that could be a model for successful future partnerships. Access them Here.*

*The **Bay Area Regional Health Inequities Initiative (BARHII)** recently released a new report on best practices for community engagement to create healthy and resilient communities. This report can serve as a resource for governments. Access it Here.*



Community forum in East Palo Alto on rising sea level. Photo by Jaclyn Mandoske, BCDC.

TASK 2.2: Fund the participation and leadership of CBOs and frontline communities in adaptation planning.

Establish a stable and ongoing funding program to support frontline communities and CBOs as full partners and leaders in adaptation planning. Use the funding to build and sustain community capacity to participate in decision-making as described in Task 2.1. Support CBO operating expenses, staffing, stipends for community representatives in planning processes and meetings, and expenses associated with participation such as transportation, food, and childcare. Also fund the community-led training programs identified in Task 2.1.

Consider state budget or bond allocations, legislation, grants, development fees, or regional funding measures as sources of funding. Equity initiatives could receive a dedicated percentage of any resilience-focused funding, for example. Other initiatives to increase community access to funds could include supporting collaborative grant-writing, or streamlining the process for governments or industry partners to contract with CBOs (such as setting up a bench of CBOs available for fee-based consulting and managing those contracts on behalf of the CBOs).

> *"It is harder to ask communities to engage on something that they have not been involved in shaping. You need representatives with direct experience and engagement in these communities, what they want, and agency staff typically doesn't have that."*
>
> *- Bay Adapt EJ Caucus Member*

Action 2 Benefits

EQUITY
Elevates frontline community members as key decision-makers and compensates them for their time and expertise.

ENVIRONMENT
Prioritizes natural resources that people value, promoting local stewardship.

ECONOMY
Prioritizes local businesses and jobs, keeping local economies thriving.

INFORMATION

Cities, landowners, residents and students all need to understand how the latest science on sea level rise applies to their lives and decisions. Understanding risks, consequences, options, and tradeoffs enables everyone to be part of the solution. We also need ways to share our stories, struggles, and successes as we confront climate change and learn to adapt. Stories of individual and shared experiences of change are the foundation of future action. But where do we find and keep up with the latest science and these evolving stories? And how do we share the best of them?



BCDC staff presenting to stakeholders on sea level rise vulnerability. Photo by Jaclyn Mandoske, BCDC.

ACTION 3

Broaden public understanding of climate change science and impacts.

Goals:

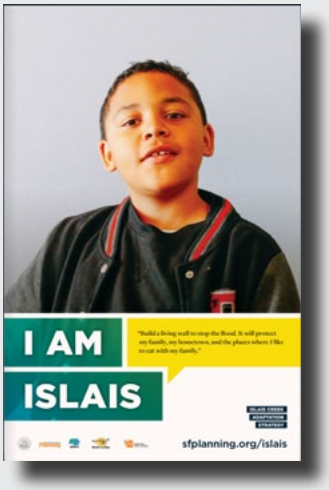
- Increased climate literacy in the region's general public.
- Communities and youth who are better prepared to plan and implement adaptation solutions.
- More value placed on community history and first-hand experience.

TASK 3.1: Tell local and regional stories about people and places adapting to climate change.

Launch a sustained storytelling campaign to amplify awareness of climate change, sea level rise impacts, and Bay health in the Bay Area. Listen and learn from residents' direct experiences and empower them to advance their own solutions for climate adaptation. Encourage youth, neighborhoods, and frontline communities to shape and share their own stories. Base stories on local successes and hopeful narratives about what makes the Bay Area special, including the Bay's unique natural ecosystems and culture of environmental and social activism. Allow communities to share their stories of concern, risk, needs, and loss in order to center these narratives and base future adaptation planning on mitigating these challenges. Share stories widely, and make them available on diverse platforms – newspapers, radio, television, social media, neighborhood news apps, and the web. Use these stories to train local government staff about the communities they serve and increase trust between communities and local staff (coordinated with the trainings outlined in Task 2.1).

Ideas for the Bay Area

As part of the **Islais Creek Adaptation Strategy,** *the San Francisco Planning Department developed a magazine,* **I Am Islais**, *that provided a platform for residents and stakeholders to speak about sea level rise in the neighborhood and how it would affect their lives. Platforms like these allow residents to have their voices heard.*





Middles schoolers from Oakland learn about rain catchment systems. Photo courtesy of Estuary News from March 2019.

TASK 3.2: Weave climate adaptation literacy into school programs.

Support partnerships between public and private schools and community-based organizations (especially those led by youth and frontline community members) to educate students about the health and future of the Bay and ways to adapt to climate change. Share adaptation visions, solutions, and local pilot projects showcasing innovation with teachers, students, school districts and parent associations. Support schools so they can get more involved as partners in educating their local communities about rising sea levels and as leaders in elevating the importance of climate action and adaptation. Help schools offer both climate-literate curricula and career pipeline opportunities based in diversity and inclusivity. Consider partnerships with local employers to connect training with local jobs. Provide our future decision-makers and workforce with the knowledge and experience to tackle climate problems with equitable and innovative solutions.

Ideas for the Bay Area

The **Mycelium Youth Network** *partnered with The Exploratorium and BCDC to engage local youth in the science, political issues, and civic processes involved in responding to climate change and its impacts on infrastructure and people. The collaboration produced* **Water Is Life**, *a program that offered an in-depth analysis of water justice issues with a specific focus on sea level rise and how it will impact the entire Bay Area. The program reached 150 students at several Title I schools around the Bay Area, including Leadership High School and Mission High School in San Francisco, and Elmhurst United Middle School in Oakland. Learn More Here.*

The **San Mateo County Environmental Literacy Program** *works with school districts, community-based environmental literacy partners, educators, and youth to actively integrate environmental sustainability into school communities, classrooms, and programs. Learn More Here.*

Action 3 Benefits

EQUITY
Empowers frontline community members by increasing awareness of climate risks, sharing stories about their own communities, and engaging youth in schools.

ENVIRONMENT
Raises awareness of the health and future of the Bay and its resources and the value of natural and nature-based solutions in addressing rising sea levels.

ECONOMY
Reduces likelihood of economic damage by flooding by building public support for adaptation measures; prepares youth to enter climate resilience careers.

ACTION 4

Base plans and projects on the best science, data, and knowledge.

Goals:

- Data and research tailored to the region's specific needs.
- Accessible science, analysis, and monitoring information.
- User-friendly technical support.

TASK 4.1: Align research and monitoring with information gaps.

Partner with academics, scientists, and communities to fill information gaps through original research, data collection, analysis, and monitoring. Tailor the interpretation of science to the audience or user, ranging from the general public to academics. Curate and archive information for use and updates across decades. Align with similar statewide initiatives but ensure data is tailored to the Bay Area.

From a technical perspective, identified information needs include:

- Enhanced regional flood modeling related to multiple hazards (such as groundwater, watershed, riverine/tidal, subsidence, erosion).
- Expanded networks of water elevation monitoring stations for real-time updates to the rate and timing of sea level rise in the Bay.
- Expanded open data initiatives to facilitate sharing.
- Standard operating procedures for validating and nominating data for common use.
- More research on the cost and suitability of adaptation strategies for different Bay conditions.
- Identification of potential wetland migration pathways.
- Tracking, sharing, and integrating data from various sectors to spotlight opportunities to reuse sediment.
- Research on the equitable distribution of burdens and benefits of adaptation.
- More explicit research on the impacts and consequences of contaminated sites as they intersect with flooding and/or rising groundwater and strategies for mitigating these impacts.

Solicit and value local knowledge from residents, particularly in frontline communities, and use it to inform research needs and priorities and to confirm and validate academic research. Prioritize co-production of data and tools with communities through community-based asset mapping and storytelling or participatory science to form a more complete data picture.

Ideas for the Bay Area

Created in 2000, the **California Ocean Science Trust** *recognizes the value of independent science and the opportunity to better connect the wealth of scientific expertise in academia with policy and management decisions in the state. The Ocean Science Trust seeks and provides funding for ocean resource science projects and encourages coordinated, multi-agency, multi-institution approaches to ocean resource science. It can serve as a model for how to connect real-world planning and policy needs with scientific and academic research but be adapted for the unique needs and constraints of the Bay Area. Learn More Here.*

The **Wetlands Regional Monitoring Program** *(WRMP) is convening stakeholders from a broad range of backgrounds and expertise to develop a regional monitoring program for wetlands in the Bay Area. The program aims to use wetland habitat data to improve the efficiency of permitting and monitoring wetland restoration projects and to evaluate the condition of the tidal marsh ecosystem at a regional scale. Learn More Here.*

CALIFORNIA OCEAN SCIENCE TRUST



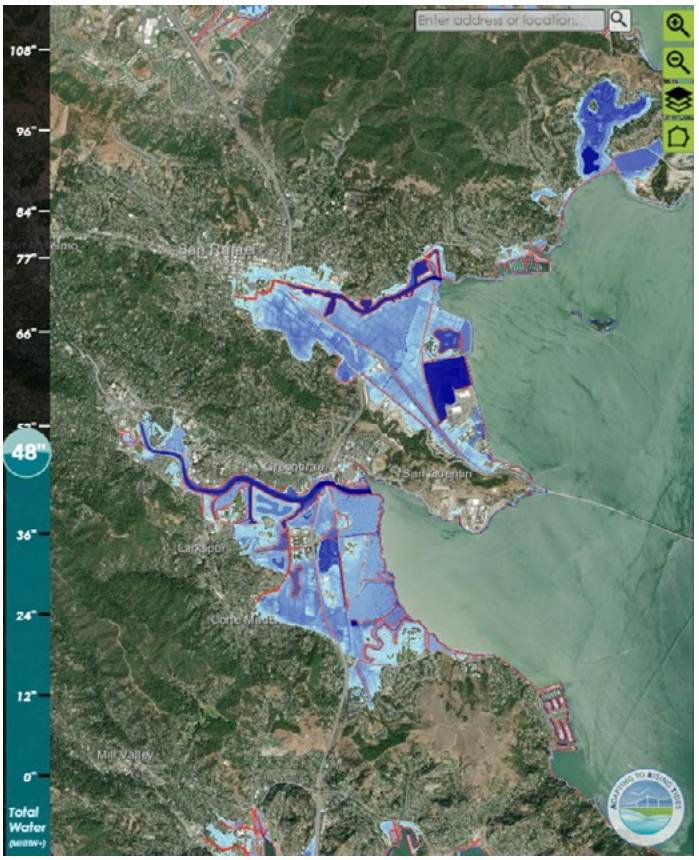
TASK 4.2: Make scientific data, information, and guidance easier to access and use.

Help users creating adaptation plans and projects understand where, when, and how to use climate science and planning tools. Facilitate widespread access to, and understanding of, technical information and guidance. Improve and ease access to the most relevant information.

Establish or support an independent Climate Science Consortium that provides high-quality science translation tailored to the Bay Area's needs and fed by the research outlined in Task 4.1.

Also offer a separate technical assistance "storefront" to support plans and projects that provides users:

- Standardized, up-to-date scientific data, such as common flood models and sea level rise projections, as created by the Climate Science Consortium.
- Best available science white papers on specific issues, as curated or developed by the Climate Science Consortium.
- Individualized consultations via a professional help desk network.
- How-to guidance on the steps of assessing vulnerability and developing adaptation plans.
- Adaptation plan and project examples and case studies.
- Tools for evaluating adaptation options.
- Funding and financing assistance.
- Lecture series, conferences, trainings, working groups, and/or workshops.
- Access to a technical consultant bench (Task 4.3).



The Adapting to Rising Tides Bay Shoreline Flood Explorer is a tool developed by BCDC to explore current and future flooding scenarios. This information is available at explorer.adaptingtorisingtides.org.

How science and planning assistance can assist other Joint Platform actions

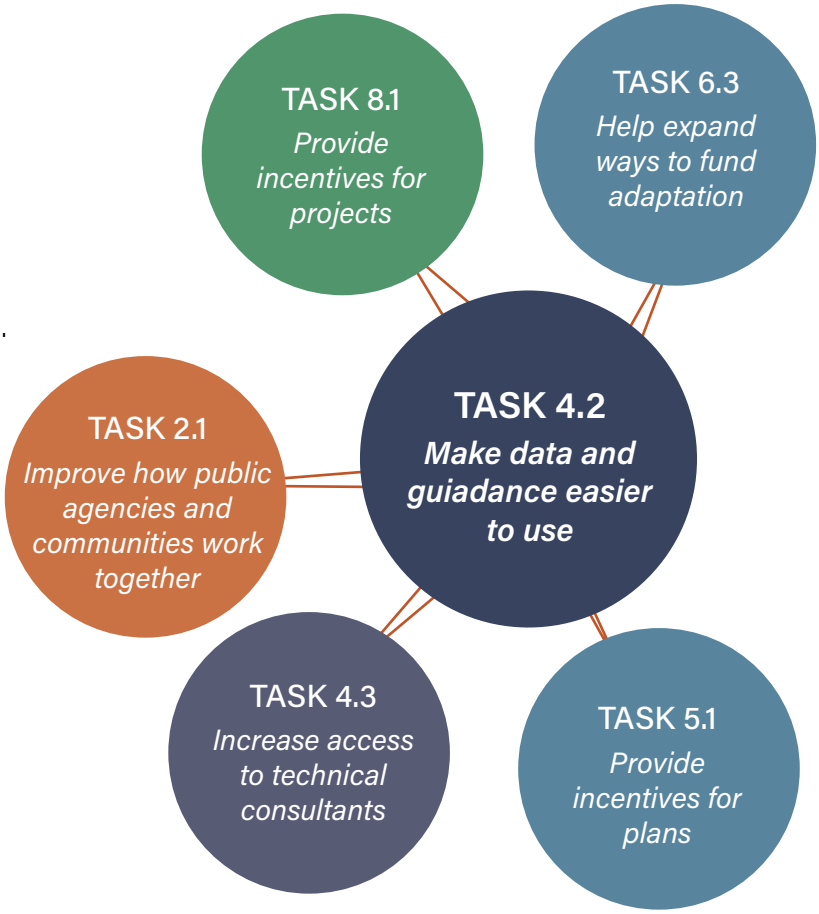


Figure 8 | Many different tasks outlined in the Joint Platform should connect to and coordinate with the technical assistance outlined in Task 4.2; however, they are not included in the task because they have technical assistance as their secondary function and/or have a natural home elsewhere.



Levee breach in the Montezuma wetlands restoration project.
Photo courtesy of the Montezuma wetlands project.

TASK 4.3: Increase access to technical consultants for local adaptation partners.

Establish a region-wide consultant bench that cities, counties, and others can tap for technical services. Use regional planning and project guidelines (Task 1.1) to articulate common technical needs in region-wide RFPs for consultants to serve on the bench. Also use guidelines to guide evaluation of proposals from potential consultants. Contract with consultants to be "on call" for cities and counties, as needed. Simplify and manage contracting processes for users when accessing a consultant. Vet consultant-led goods and services to ensure they align with the region's vision and objectives.

Ideas for the Bay Area

MTC/ABAG's Housing Technical Assistance (TA) Consultant Bench *is an effort to recruit and vet multiple consultants with various skill sets to support local planning at favorable rates and facilitate access to consultant resources, achieve economies of scale, and reduce costs. This bench supports regional TA efforts and local jurisdictions can use it to connect with specialized resources on a wide range of issues and services using their SB2, LEAP, REAP, and PDA planning funds.* *Learn More Here.*

Action 4 Benefits

EQUITY
Elevates local knowledge and needs in the development of data to inform decision-making and ensures data transparency and accessibility to communities.

ENVIRONMENT
Improves guidance, data, and feedback on projects that preserve and enhance habitats and on natural and nature-based solutions to increase implementation of these projects.

ECONOMY
Increases information and better planning and project processes to expedite shoreline protection projects.

PLANS

Now is the time to plan for carrying out the region's adaptation vision and seeking the billions of dollars needed to pay for it. As shoreline communities incorporate adaptation into local plans, we must ensure that those plans contribute to a "One Bay" solution, whose goals and objectives are shared across cities, counties and the region. Decisions in one community, municipality or new development can displace costs and impacts to others. How can we help locals make successful, coordinated plans? And how will we pay for new initiatives?



Community engagement for Plan Bay Area 2050. Photo by Karl Nielsen.

ACTION 5

Align local and regional plans into a unified adaptation approach.

Goals:

- Local plans that are coordinated across the region, and incentivized by expanded adaptation funding.
- Improved and coordinated state planning requirements for adaptation plans and projects.

TASK 5.1: Provide incentives for robust, coordinated local adaptation plans.

Utilize collectively-developed plan guidelines and minimum requirements (Task 1.1), tied to financial incentives (Task 6.2), to develop strong local and community-driven adaptation plans that also contribute to regional goals and align with current state guidelines for adaptation plans. Incentives should include funding to develop the plans. Plans should also include planned projects that contribute to regional goals (Task 8.1).

Guidelines should be developed with the input of many stakeholders but may provide:

- Guidance on how to prioritize and include vulnerable communities in sea level rise planning, including best practices for community engagement and community-led adaptation planning processes.
- Common minimum short and long-term sea level rise climate projections for planning.
- Standard flood data sets.
- Regionally-appropriate strategies for protecting natural areas, frontline communities, public access, regional transportation links, and other critical regional assets.
- Guidance on how and where to prioritize nature-based solutions along the shoreline where feasible and appropriate.
- Land use guidance, such as how to plan for habitat migration with sea level rise.
- Guidance on how to plan for long-term implications of sea level rise beyond current planning horizons.
- Guidance on how to connect sea level rise planning to other critical topics, including public and environmental health, emergency response, and housing considerations.

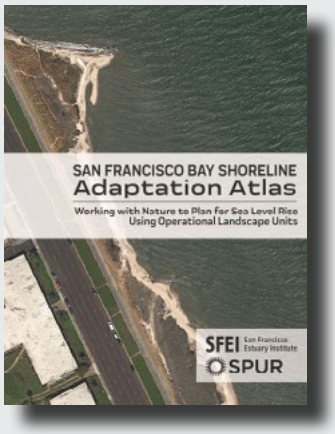
Assistance on applying the guidelines should be available through regional technical assistance programs (Task 4.2).



Wetlands and development near Highway 37. Map data ©2019 by Google Earth Pro.

TASK 5.2: Align state-mandated planning processes around adaptation.

Assess the state's myriad planning requirements beyond adaptation (such as those for housing, emergency response, local hazard mitigation, social equity, and climate action) through the lens of adaptation planning for conflicts, redundancies, and synergies. Jointly advocate for updated legislation to coordinate these requirements. Also create opportunities and incentives at the state level for cross-jurisdictional planning to improve the siloed scope of local plans that are often limited to jurisdictional boundaries.



Ideas for the Bay Area

The **San Francisco Bay Shoreline Adaptation Atlas** *has extensively evaluated the Bay shoreline to identify the most appropriate adaptation strategies for the unique physical characteristics shared by different "Operational Landscape Units" around the Bay. It identifies where nature-based approaches can help create a resilient shoreline with multiple benefits and where these solutions can work together across the interconnected Bay to avoid unintended impacts in neighboring locales. The Adaptation Atlas can provide a guide toward appropriate plans and projects in different locations around the Bay to ensure that the most appropriate strategies are considered in any given location. See it Here.*

Action 5 Benefits

EQUITY
Rewards planning processes that value inclusive engagement and equitable outcomes.

ENVIRONMENT
Rewards planning processes that value long-term protection of Bay habitats and prioritization natural and nature-based adaptation outcomes.

ECONOMY
Rewards planning processes that value the protection of jobs, businesses, and infrastructure.



The East Bay Shoreline looking towards Emeryville and Oakland. Photo by Andre Perrin-Martinez.

ACTION 6

Figure out how to fund adaptation.

Goals:

- Clear assessment of the region's adaptation funding needs.
- Identification of local and regional funding sources and financing tools.
- Mechanism for prioritizing and distributing funds for adaptation over the next several decades.

TASK 6.1: Expand understanding of the financial costs and revenues associated with regional adaptation.

Reduce unknowns and uncertainties related to the costs of adaptation. Start by expanding on the existing MTC/ABAG Sea Level Rise Needs and Revenue Assessment, which supports Plan Bay Area 2050 and also advocates for more state and federal funding. Build on and improve the assessment's calculations of what it may cost the region to adapt to sea level rise as well as the cost of inaction. As part of this calculation, consider both actual costs of current projects and the anticipated costs of untested or new construction or restoration techniques, as well as the costs for pre-construction phases of projects such as engagement, planning, and land acquisition or post-construction costs such as monitoring and maintenance. Consider when future funds may be needed as sea levels rise and impacts accelerate. Also develop a more in-depth understanding of possible revenue from related special assessments, taxes, and fees to refine estimates of the potential funding gap.

Ideas for the Bay Area

The **San Francisco Bay Restoration Authority** *is a regional agency created to fund shoreline projects that will protect, restore, and enhance San Francisco Bay through the allocation of funds raised by the Measure AA parcel tax. This parcel tax generates $25 million in grants annually for wetland restoration projects throughout the region. The Restoration Authority is overseen and staffed by representatives from several Bay Area government agencies with various types of expertise and authority. The Restoration Authority could either be expanded to fund a wider variety of adaptation projects or could serve as a model for a new adaptation-focused finance authority for the Bay.* Learn More Here.

SAN FRANCISCO BAY
RESTORATION AUTHORITY

TASK 6.2: Establish a framework for funding plans and projects.

Develop and implement a framework or process to aggregate, generate, and distribute adaptation funding for communities, plans and projects. Use guidelines developed in Task 1.1 to direct funding to incentivize successful local planning (Task 5.1), and to evaluate and assign funding to proposed adaptation projects included in such plans (Task 8.1). Consider modeling the process on the MTC/ABAG Transportation Project Performance framework, in which partners nominate local projects for evaluation based on specific criteria and then prioritize them for funding. Actively advocate for adaptation funding for the region (Task 1.2) and consider spearheading new regional taxes, fees, or other financing mechanisms to fund plans and projects.

> *"How can we see future things happening if we can't even fix our streets and drains?"*
>
> *- East Palo Community Focus Group Participant*

How the funding framework can assist other Joint Platform actions

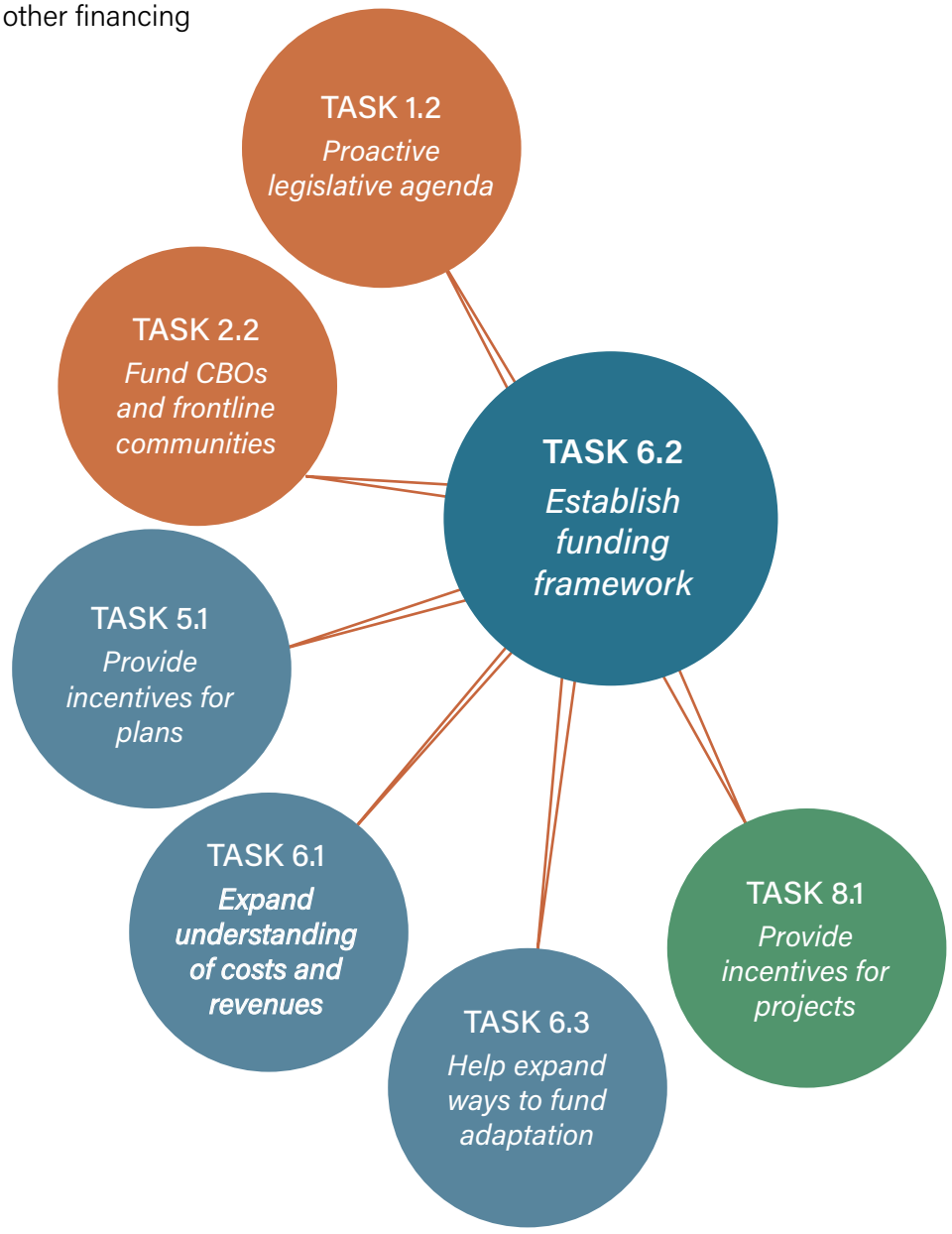
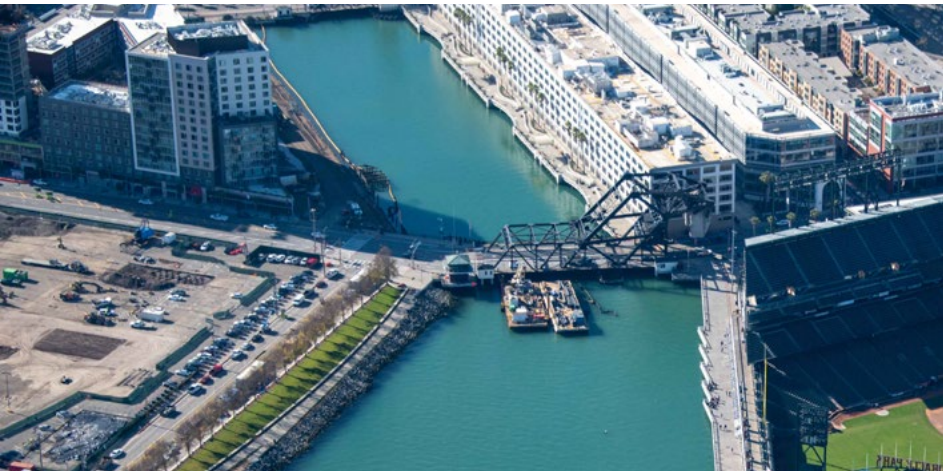


Figure 9 | Many different tasks outlined in the Joint Platform should be considered in the funding framework outlined in Task 6.2; however, they are not included in the task because 6.2 focuses on the *creation* of the funding framework while the related tasks rely on the *outcomes* of the funding framework.



Isais Creek in San Francisco. Photo by SF Baykeeper, Robb Most, and LightHawk.

TASK 6.3: Help cities and counties expand ways to fund adaptation planning and projects.

Provide local governments with expertise and assistance to generate additional funds by identifying, evaluating, and applying local financing tools and to apply for other sources of funds for local adaptation needs (above and beyond any regional funds identified in Task 6.2). Work with cities and counties to identify their needs and match the myriad federal, state, regional, and local funding sources to local needs for planning, community engagement, project implementation and costly project resources (i.e. sediment). Help local governments understand grant requirements and shape projects to fit them. Assist with project cost-benefit analysis, grant writing, and fulfilling reporting requirements. This assistance should be provided through the regional technical assistance storefront outlined in Task 4.2.

Ideas for the Bay Area

There are several existing resources that can help serve as the foundation for the services outlined in Task 6.3:

- **Finance Guide for Resilient by Design Bay Area Challenge Design Teams**, *NHA Advisors, 2018*
- **Paying for Climate Adaptation in California**, *AECOM, 2018*
- **Climate Adaptation Finance and Investment in California**, *Routledge Focus, 2018*
- **Adaptation Finance Challenges: Characteristic Patterns Facing California Local Governments and Ways to Overcome Them**, *California Natural Resources Agency, 2018*
- ***The* California Grants Portal** *is an access portal to all grants and loans offered on a competitive or first-come basis by California state agencies. Learn more here.*
- ***The* Funding Wizard,** *hosted and maintained by the California Air Resources Board, is a searchable database of grants geared toward sustainability projects, including climate change mitigation and adaptation. Learn more here.*

Action 6 Benefits

EQUITY
Outlines a process to pay for adaptation that does not rely on a community's wealth, advocacy skills, or grant-writing success to fund plans and projects.

ENVIRONMENT
Identifies ways to prioritize long-term protection of Bay habitats and natural and nature-based adaptation outcomes in funding decisions.

ECONOMY
Increases funding for shoreline projects and protection of key assets critical to the region's economic health.

PROJECTS

Getting adaptation projects approved and built can be challenging. Permitting and construction should accelerate, not hold back, resilient shoreline adaptation projects that value ecosystems and people, align with the region's vision and funding priorities, and apply innovative approaches. Measures to smooth and speed regulatory approvals for multi-benefit projects are important. Other measures can help facilitate place-based collaboration around project development and remove logistical challenges to construction.



Conceptual drawing of the Islais Hyper-Creek project from Resilient By Design.

ACTION 7

Refine and accelerate regulatory approvals processes.

Goals:

- Less time and fewer resources spent on permitting adaptation projects so they can be constructed ahead of sea level rise.
- Updated laws, regulations, and policies that reflect the changing shoreline.

TASK 7.1: Accelerate permitting for equitable, multi-benefit projects.

Dedicate a multi-agency group to work collaboratively on permits for adaptation projects that reflect regional guidelines and have been identified as regional priorities (see *Ideas for the Bay Area* at right for a possible model or forum). Achieve smoother, speedier regulatory approvals that don't compromise environmental protections, transparency, or community engagement by:

- Using standard, transparent criteria and checklists (linked to Task 1.1. guidelines) to evaluate candidate projects for eligibility for accelerated permitting.
- Providing opportunities for proactive coordination and collaboration between agencies and project proponents and sharing criteria and checklists with project proponents early in their design process.
- Improving coordination across agencies and between potential project proponents and regulators before projects are even designed (such as regular engagement with the groups

Ideas for the Bay Area

The **San Francisco Bay Restoration Regulatory Integration Team (BRRIT)** *is a multi-agency team dedicated to improving the permitting of multi-benefit habitat restoration projects and associated flood management and public access in and along San Francisco Bay. The BRRIT consists of staff from state and federal regulatory agencies who work closely with project proponents from the pre-permit application stage through permit completion. However, the BRRIT is a small team that reviews only a limited number of habitat projects and has a limited scope. The BRRIT could be expanded to cover additional green or hybrid shoreline protection projects, or a similar team could be created to handle projects that provide regional adaptation benefit but do not meet current BRRIT criteria.*

BRRIT Partners

bcdc · US EPA · Water Boards · NOAA · California Fish & Wildlife · US Fish & Wildlife Service · US Army Corps of Engineers San Francisco District · NOAA Fisheries

(TASK 7.1 *continued)*

outlined in Task 8.2).

- Establishing a dispute resolution process among permitting agencies.
- Conducting CEQA and permitting concurrently.
- Enhancing the technical knowledge of permitting staff (via working groups and by tapping outside expertise).
- Increasing regulatory capacity for permit review.

TASK 7.2: Assess environmental regulations and policies that slow down progress on projects.

Review plans and laws, including BCDC's Bay Plan, RWQCB's Basin Plan, the California Endangered Species Act, California Environmental Quality Act, National Environmental Policy Act, Federal Clean Water Act, and Federal Endangered Species Act, to pinpoint policies that may unintentionally impede permitting or construction of adaptation projects. Starting with local and regional plans and policies, develop consensus on recommended policy changes that balance original intent with changing conditions due to sea level rise, and help facilitate multi-benefit projects. The scope of the review could include:

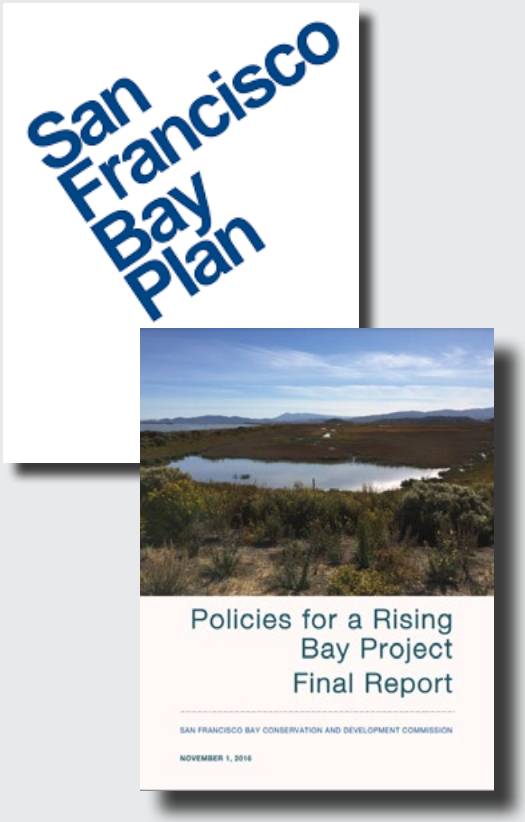
- Clarifying or creating new policies on climate change.
- Identifying conflicting regulatory mandates.
- Identification of "regulatory gaps," such as wetland migration space that is not currently protected.
- Clarifying design standards for nature-based projects.
- Integrating data from pilot projects into planning for new projects.
- Reevaluating restrictions on Bay fill for shoreline protection.
- Reevaluating criteria for dredged material disposal to incentivize beneficial reuse over in-Bay or ocean disposal.
- Reevaluating contaminant criteria for beneficial reuse.
- Identifying more funding sources for sediment delivery to beneficial reuse sites and other adaptation projects.
- Updating land use policies to allow for habitats to migrate upland.
- Permitting that allows for temporary impacts to achieve long-term adaptation goals.
- Ensuring that construction work windows provide the expected benefit to special status species.
- Addressing the short and long-term impacts of turbidity plumes in water.
- Strengthening requirements around long-term monitoring of adaptation outcomes to inform regulatory and policy updates.

Ideas for the Bay Area

In 2016, BCDC completed **Policies for a Rising Bay,** *which outlines the policy issues identified in the Commission's laws and policies in light of new challenges, including sea level rise. The report identifies four policy issues where BCDC's policies were found to be inadequate regarding risks associated with rising sea levels, including:*

1. *Fill for Resilience and Adaptation - Habitat Restoration and Protection*
2. *Fill for Resilience and Adaptation - Innovative Shoreline Solutions*
3. *Environmental Justice and Social Equity*
4. *Adaptive Management*

In 2019, BCDC adopted its **Fill for Habitat** *and* **Environmental Justice Bay Plan Amendments** *that formally amended its regulatory program to address these policy gaps.*





Wetlands along the San Jose shoreline during King Tides in December 2019. Photo by SF Baykeeper, Robb Most, and LightHawk.

Action 7 Benefits

EQUITY
Rewards projects that value inclusive engagement and equitable outcomes.

ENVIRONMENT
Rewards projects that value long-term protection of Bay habitats and natural and nature-based adaptation outcomes.

ECONOMY
Rewards projects that protect jobs, businesses, and infrastructure.

ACTION 8

Fund and facilitate faster adaptation projects.

Goals:

- Accelerated and funded projects that advance the regional adaptation vision.
- More efficient construction processes for multi-benefit, equitable shoreline adaptation projects.

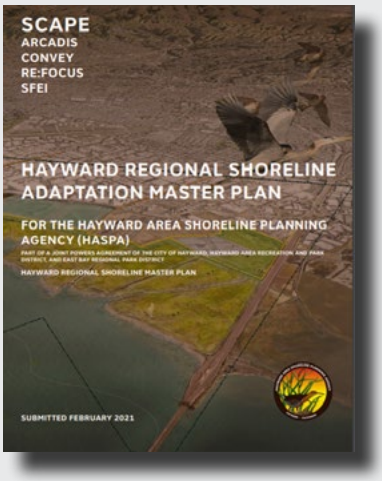
TASK 8.1: Incentivize projects that meet regional guidelines.

Jump start critical local projects that also contribute to regional goals using collectively developed plan guidelines and minimum requirements (Task 1.1), tied to financial incentives (Task 6.2) and permitting incentives (Task 7.1). Projects eligible for financial incentives should be included in successful local plans that follow compatible guidelines (Task 5.1).

Guidelines should be developed with the input of many stakeholders but may provide:

- Guidance on how to prioritize and include vulnerable communities in sea level rise projects, such as through robust and meaningful community engagement in the project planning process.
- Evaluation of the degree to which a project protects the health of the bay and local ecosystems, and considers space for habitat migration.
- Evaluation of project impacts on flooding or wave erosion in other areas of the Bay, and guidance for best practices to avoid unintended consenquences in an interconnected Bay system.
- Evaluation of project impacts on natural areas, frontline communities, public access, and other consequences to neighbors or the region, such as displacement.
- Use of an equitable cost-benefit analysis that values frontline communities and other non-monetary benefits.
- Adaptive project plans that consider flooding above and beyond the design level or flooding that occurs more rapidly than planned.

Guidelines should be made easily accessible via regional technical assistance programs (Task 4.2).



Ideas for the Bay Area

The **Hayward Area Shoreline Planning Agency Joint Powers Authority** *brings together the City of Hayward, East Bay Regional Parks District, and Hayward Area Recreation and Parks District and works with the Hayward Area Shoreline Citizens Advisory Committee to coordinate agency planning activities and adopt and carry out policies for the improvement of the Hayward Shoreline. It has recently completed and adopted a Shoreline Master Plan that outlines adaptation measures to prepare for sea level rise.* *Read it Here.*

TASK 8.2: Encourage collaboration among people doing projects in the same places.

Establish place-based, ongoing work groups to coordinate large-scale, multi-jurisdictional plans and projects. Provide a forum for building relationships among agencies, project proponents, and communities, enhancing communication, transparency, and synergies among diverse players, and connecting communities to projects they care about.

Create local visions tied to the regional vision (Task 1.1) and share best practices for project design, governance, and delivery. Use a neutral, third-party facilitator to facilitate these groups and help ensure a balance of voices, achieve consensus on common project goals, resolve challenges and conflicts, identify and nurture of project champions, and broker community benefits agreements. Consider formalizing these structures such as in the Hayward example (above) to accelerate project funding, development and construction across jurisdictional boundaries.



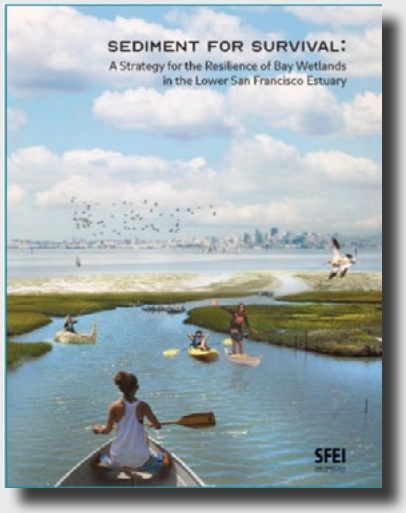
South Bay Salt Ponds restoration project. Photo by San Francisco Restoration Authority.

TASK 8.3: Facilitate faster construction of nature-based projects.

Increase the capacity of contractors to build multi-benefit or nature-based projects. Establish training programs on techniques and approaches to construct natural and nature-based shoreline projects for contractors, aligned with regional project guidelines (Task 1.1) and informed by monitoring data (Task 9.2). Coordinate the use of the limited regional supply of fill across the region and improve fill logistics (e.g. stockpiling, contaminant testing, delivery, etc). Strengthen partnerships with regulated communities. Expand RFP and State bond proposition language to make funding such complex projects more flexible.

Improve construction bidding and contracting processes by:

- Demystifying project costs.
- Contracting earlier in the design process (via construction management general contracts).
- Incentivizing contracts with local or equity-focused businesses.
- Incentivizing the reduction of construction impacts on communities.



Ideas for the Bay Area

Sediment for Survival, *published by the San Francisco Estuary Institute in 2021, analyzes current data and climate projections to determine how much natural sediment may be available for tidal marshes and mudflats and how much supplemental sediment may be needed under different future scenarios, and offers a strategy for sediment delivery that will enable wetlands to survive a changing climate and provide benefits to people and nature for many decades to come. This report can form the foundation for a region-wide conversation about how to meet the region's future sediment needs for nature-based shoreline adaptation projects.* *Read it Here.*

Action 8 Benefits

EQUITY
Advocates for community voices in projects; supports construction practices that minimize impacts to communities and support local businesses.

ENVIRONMENT
Expands the ability of contractors to build natural and nature-based solutions.

ECONOMY
Facilitates cross-pollination early on, resulting in multi-benefit projects with shared costs; supports construction practices that support local businesses.

PROGRESS

The cycle of adaptation never stops. Science evolves and we learn lessons from existing projects, often requiring updates to our plans and policies. But how do we know if our efforts have been successful, and whether everything is working out as planned? Tracking and learning from our successes and failures will allow the region to adjust course, celebrate progress, maintain transparency, and adapt to uncertainty. Accountability for how well we achieve our collective adaptation goals goes hand-in-hand with future support for this critical work.



People visiting recreational trails near the Palo Alto Baylands. Photo by Jitze Couperus licensed under CC BY 2.0.

ACTION 9

Track and report progress to guide future actions.

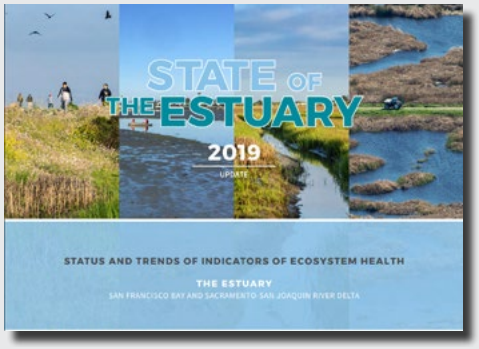
Goals:

- A process for gathering feedback and measuring progress on local and regional adaptation efforts.
- Clarity on how to adapt plans and projects to changing conditions and outcomes.
- Enhanced monitoring of nature-based projects to better understand the benefits and challenges of an ecosystems approach to adaptation.

TASK 9.1: Measure regional progress using metrics and share results.

Regularly check and report on adaptation progress based on the established and shared regional metrics identified in Task 1.1. Metrics should measure the difference between today's "baseline"—the region's current risk profile and adaptation status—and changes related to adaptation activities, or other measures of long-term sustainability. Also consider collecting qualitative reports, such as narratives and community feedback.

Resulting "report cards" should be transparent and understandable (through visually compelling online dashboards) to partners, stakeholders and the public. When appropriate, they should suggest ways to increase alignment with the regional vision, such as changes to incentives (Tasks 5.1 and 8.1), funding models (Task 6.2), technical assistance programs (Task 4.2), or the legislative agenda (Task 1.2).



Ideas for the Bay Area

*The **State of the Estuary** report tracks indicators and trends that measure the San Francisco Estuary's ecological health. Likewise, the Delta Stewardship Council's **Delta Plan Performance Measures** uses several metrics to measure, progress, and track performance across the coequal goals of a reliable water supply for California and a healthy Delta ecosystem. It uses an easy-to-access, graphics-rich online interface to illustrate performance measure information and data to ensure transparency around the Delta Plan's goals and performance measures. This website and the metrics it tracks could be a model for how the Bay Area could transparently track its adaptation goals and progress.*



Creosote-treated pilings at the Red Rocks warehouse site in Richmond. Photo by Marilyn Latta, State Coastal Conservancy.

TASK 9.2: Monitor and learn from pilot projects.

Monitor pilot projects to identify lessons learned and update or establish guidance based on these lessons. Expand and support existing monitoring programs, such as the Wetland Regional Monitoring Program and the San Francisco Bay National Estuarine Research Reserve, to increase the context for learning and adaptation. Use monitoring to update and refine best practices for innovative, multi-benefit projects covered in regional vision (Task 1.1), funding criteria (Task 6.2), technical assistance guidance (Task 4.2), and permitting processes (Task 7.1).

Ideas for the Bay Area

*Pilot projects don't have to be limited to nature-based solutions. The **San Francisco Bay Area Rapid Transit District (BART)** can serve as a model for other agencies pursuing adaptation. With limited funding and resources, BART has conducted a number of pilot projects to evaluate resiliency risks and develop adaptation solutions. Pilot findings have been used to inform BART capital projects of risks. As a pilot outcome, BART requires in the BART Facilities Standards (BFS) that capital projects account for SLR risk in their designs. BART's approach to leverage existing data and partnerships to maximize pilot outcomes are examples of practices that can be shared and benefit other agencies.*

Action 9 Benefits

EQUITY
Ensures accountability for equity and community-focused adaptation outcomes.

ENVIRONMENT
Ensures accountability for nature-based, ecosystem, and habitat-based adaptation outcomes; monitoring and reporting will improve the design, permitting, funding, and construction of nature-based adaptation strategies.

ECONOMY
Ensures accountability for job and housing growth adaptation co-benefits; monitoring of pilot projects will lead to more efficient and effective projects and expedited protection for critical assets.

Bay Adapt Implementation Chart

Draft as of October 2021

		GOVERNMENT												NON-GOVERNMENTAL ORGANIZATIONS														
		BCDC	*RW QCB*	*MTC/ ABAG*	*SFEP*	*SCC*	*BARC*	*Cal-trans*	*DSC*	*Other State*	*NOAA*	*US-ACE*	*Other Federal*	*Local Juris.*	*Bay-CAN*	*SFEI*	*CHAR G*	*Nor-Cal RN*	*WOE-IP*	*Explor-atorium*	*Green-belt Alliance*	*CBOs*	*EJ Advo*	*Enviro Orgs*	*Busi-ness*	*Priv Phil*	*Aca-demia*	*Media**	*Education/ Cultural Orgs*	**CO-LEADS IDENTIFIED**
PEOPLE	Task 1.1: Create a long-term regional vision rooted in communities, bay habitats, and the economy.	L	·	••	••	·	·	••						L	·	••	·				••	L	·	·	·		••		••	BCDC, Local Jurisdiction(s), CBO(s)
	Task 1.2: Lay the foundation for a proactive regional legislative agenda.	••		••			L							••	••	••	••						••	••	••					BARC
	Task 2.1: Improve how communities and public agencies learn from each other and work together.	••	L	••	••	••	••		·		••			••	L			L	L				·	·			••				RWQCB, BayCAN, Norcal Resilience Network, WOEIP
	Task 2.2: Fund the participation and leadership of CBOs and frontline communities in adaptation planning.	••		••	••		L							••	••			L	L				·				••				BARC, Norcal Resilience Network, WOEIP
INFORMATION	Task 3.1: Tell local and regional stories about people and places adapting to climate change.	·		·	••	·	L							••	••					L			••				••		L		BARC, Exploratorium, Media*
	Task 3.2: Weave climate literacy into school programs.	·								·				••													••	·		••	TBD
	Task 4.1: Align research and monitoring with information gaps.	••	L		••			·	••		••		••	·	L	L	••						••	·	·	·		••			RWQCB, BayCAN, SFEI
	Task 4.2: Make scientific data, information, and guidance easier to access and use.	L	••	L	••	••			••		••		••	·	L	L	••							·	·	·		·			BCDC, MTC/ABAG, BayCAN, SFEI
	Task 4.3: Increase access to technical consultants for local adaptation partners.			L	L	••								·	••	••	••					·									MTC/ABAG, SFEP
PLANS	Task 5.1: Provide incentives for robust, coordinated adaptation plans.	••		••		••	·								••	••	·														TBD
	Task 5.2: Align state-mandated planning processes around adaptation.	·		••						·				••	••																TBD
	Task 6.1: Expand understanding of the financial costs and revenues associated with regional adaptation.	L	••	L			••							·			·										·				BCDC, MTC/ABAG
	Task 6.2: Establish a framework for funding plans and projects.	L		L	·	••	·	·					·	·								·	·	·	·						BCDC, MTC/ABAG
	Task 6.3: Help cities and counties expand ways to fund adaptation planning and projects.	·		L	·	••	·	••						·	••																MTC/ABAG
PROJECTS	Task 7.1: Accelerate permitting for equitable, multi-benefit projects	L	L		L	••			·				••	·			·						·	·	·	·					BCDC, RWQCB, SFEP
	Task 7.2: Assess environmental regulations and policies that slow progress on projects.	L	L		L	••			·				••	·			·						·	·	·	·					BCDC, RWQCB, SFEP
	Task 8.1: Incentivize projects that meet regional guidelines.	·	·	••	••	••		••					••	••			·						·								TBD
	Task 8.2: Encourage collaboration among people doing projecs in the same places.	••	••	••	••	L	••	·	·					••	••	L	·						••					·				SCC, SFEI
	Task 8.3: Facilitate faster construction of nature-based projects.	••	·		L	••		·	·				·	·		••	·						·	·	·	·						SFEP
PROGRESS	Task 9.1: Measure regional progress using metrics and share results.	L		••	L		••							·		L							·	·	·	·		·			BCDC, SFEP, SFEI
	Task 9.2: Monitor and learn from pilot projects.	••	L	·	••	••			·		·	·		·			·						·	·	·			••			RWQCB
	*Tasks Assigned as **Lead***	**7**	**5**	**5**	**5**	1	3	0	0	0	0	0	0	**1**	**3**	**4**	0	2	2	1	0	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	
	*Tasks Assigned to **Participate***	8	3	9	9	11	4	3	2	0	3	3	3	**7**	8	5	4	0	0	0	2	**3**	**1**	**1**	**1**	**4**	**3**	**0**	**2**	
	*Tasks Assigned to **Advise***	5	2	2	2	2	4	4	6	2	1	3	0	**11**	1	0	8	0	0	0	0	**10**	**10**	**9**	**8**	**0**	**5**	**0**	**0**	

Key

- L — Lead
- •• — Participate
- • — Advise

*May include KneeDeepTimes, KQED, and Joint Venture/SFEP Bay Area Regional Communications Team

Acronyms

BCDC
Bay Conservation and Development Commission

RWQCB
Regional Water Quality Control Board

MTC/ABAG
Metropolitan Transportation Commission Association of Bay Area Governments

SFEP
San Francisco Estuary Partnership

SCC
State Coastal Conservancy

BARC
Bay Area Regional Collaborative

Caltrans
California Department of Transportation

DSC
Delta Stewardship Council

NOAA
National Oceanic and Atmospheric Association

USACE
US Army Corp of Engineers

Local Jurisdictions
City and County Government

BayCAN
Bay Area Climate Action Networkl

SFEI
San Francisco Estuary Institute

CHARG
Coastal Hazards Adaptation Resilience Group

Norcal RN
NorCal Resilience Network

WOEIP
West Oakland Environmental Indicators Project

CBOs
Community Based Organizations

EJ Advo
Environmental Justice Advocacy Organizations

Enviro Orgs
Environmental Organizations

Business
Businesses, Associations, and Civic Advocacy

Pri Phil
Private Philanthopy

Academia
Universities or research

Bay Adapt process and Leadership Advisory Group (LAG)

Bay Adapt was convened by the San Francisco Bay Conservation and Development Commission (BCDC) in partnership with a broad range of Bay Area leaders that comprise the Leadership Advisory Group (LAG). The LAG consists of leaders from public agencies, interest groups, community-based organizations, and academia and provides strategic direction, feedback, and leadership in implementing the Joint Platform actions.

The strategies in this document were developed by BCDC staff with nearly 100 stakeholders who participated in hundreds of hours of working group meetings. The strategies were also informed by one Public Forum, ten Community and Stakeholder Focus Groups, an Environmental Justice (EJ) Caucus which was convened regularly throughout the process, and many presentations to other region-wide existing groups consisting of local government staff and elected officials.

For a summary of feedback from the Public Forum, Community and Stakeholder Focus Groups, and a list of outreach presentations, visit the Bay Adapt website at www.bayadapt.org.

Leadership Advisory Group Members

Ana Alvarez, Deputy General Manager, East Bay Regional Parks (EBRP)

Tessa Beach, Ph.D, Chief, Environmental Section, U.S. Army Corps of Engineers, San Francisco District

David Behar, Climate Program Director, San Francisco Public Utilities Commission (SFPUC)/ Bay Area Climate Adaptation Network (BayCAN)

John Bourgeois, Representative, Coastal Hazards Adaptation Resiliency Group (CHARG)

Allison Brooks, Executive Director, Bay Area Regional Collaborative (BARC)

Amanda Brown-Stevens, Executive Director, Greenbelt Alliance

Paul Campos, Sr. Vice President, Building Industry Association

Warner Chabot, Executive Director, San Francisco Estuary Institute (SFEI) (alt. Jeremy Lowe)

John Coleman, CEO, Bay Planning Coalition (alt. Emily Loper)

Dina El-Tawansy, District 4 Director, Caltrans

Tian Feng, District Architect, San Francisco Bay Area Rapid Transit District (BART)

Julio Garcia, Environmental Justice Caucus Member

Ms. Margaret Gordon, Co-Director, West Oakland Environmental Indicators Project (WOEIP)

Terri Green, Director, Shore Up Marin City

Amy Hutzel, Deputy Executive Officer, State Coastal Conservancy/SF Bay Restoration Authority

Alicia John-Baptiste, Executive Director, SPUR (alt. Laura Feinstein)

Melissa Jones, Executive Director, Bay Area Regional Health Inequities Initiative (BARHII) (alt. Matt Vander Sluis)

David Lewis, Executive Director, Save the Bay (alt. Cheryl Brown)

Mark Lubell, Ph.D, Professor, University of California, Davis

Therese McMillan, Executive Director, MTC/ABAG (alt. Brad Paul)

Mike Mielke, Sr. Vice President, Silicon Valley Leadership Group

Michael Montgomery, Executive Officer, San Francisco Regional Water Quality Control Board (RWQCB) (alt. Lisa Horowitz McCann)

Barry Nelson, Commissioner (Alternate), Bay Conservation and Development Commission (BCDC)

Sheridan Noelani Enomoto, Resilience Hubs Coordinator, NorCal Resilience Network

Dave Pine, San Mateo County Supervisor/Chair, San Francisco Bay Restoration Authority

Erika Powell, Senior Project Manager, U.S. Army Corps of Engineers

Bruce Riordan, Director, BayCAN

Caitlin Sweeney, Executive Director, San Francisco Estuary Partnership (SFEP)

Laura Tam, Program Officer, Resources Legacy Fund

Will Travis, Independent Consultant

Zack Wasserman, Chair, Bay Conservation and Development Commission (BCDC)

Jim Wunderman, President, Bay Area Council (alt. Adrian Covert)

Working Group Members:

Ana Alvarez, EBRPD

Phoenix Armenta, WOEIP (Chair)

Julie Beagle, USACE

David Behar, BayCAN

Claire Bonham-Carter, AECOM

Allison Brooks, BARC

Cheryl Brown, Save the Bay

Paul Campos, Building Industry Association

Warner Chabot, SFEI

Chris Choo, Marin County

John Coleman, Bay Planning Coalition (Chair)

Heather Cooley, Pacific Institute

Adrian Covert, Bay Area Council

Jessica Davenport, State Coastal Conservancy

Paul Detjens, Contra Costa County

Hannah Doress, San Mateo County

Arthur Feinstein, Sierra Club

Laura Feinstein, SPUR

Xavier Fernandez, RWQCB

Andrea Gaffney, BCDC

Stefan Galvez-Abadia, Caltrans

Julio Garcia, Environmental Justice Caucus Member

Michael Germeraad, MTC/ABAG

Vincent Gin, Valley Water

Juliana Gonzales, The Watershed Project

Terrie Green, Shore Up Marin

Marcus Griswold, San Mateo County

Dave Halsing, South Bay Salt Pond Restoration Project

Sami Harper, RWQCB

Katie Hart, RWQCB

Rachael Hartofelis, MTC/ABAG

Kristina Hill, UC Berkeley

Brian Holt, EBRPD

Stefanie Hom, MTC/ABAG

Lee Huo, San Francisco Bay Trail

Melissa Jones, BARHII

Nuin-Tara Key, Office of Planning and Research

Leslie Lacko, Marin County

Roger Leventhal, Marin County

Jack Liebster, Marin County (Chair)

Emily Loper, Bay Planning Coalition

Corina Lopez, City of San Leandro (elected)

Lindy Lowe, Port of San Francisco (former)

Jeremy Lowe, SFEI

Mark Lubell, UC Davis
Pat Mapelli, Granite Rock
Moira McEnepsy, State Coastal Conservancy
Paul Medved, BART
Mike Mielke, Silicon Valley Leadership Group
Lil Milagro Henriquez, Mycelium Youth Network
Kris May, Silvestrum
Rafael Montes, BCDC
Hoi-Fei Mok, City of San Leandro
Stephanie Moulton-Peters, Marin County (elected)
Heidi Nutters, SFEP
Gail Payne, City of Alameda
Erik Pearson, City of Hayward
Dave Pine, San Mateo County (elected)
Jim Ponton, RWQCB
Erika Powell, CHARG (Chair)
Bruce Riordan, BayCAN
Harriet Ross, Delta Stewardship Council
Ana Ruiz, Mid Pen Open Space District
Sarah van der Schalie, NOAA
Magdalena Sta Maria, Santa Clara County
Sandra Scoggin, SF Bay Joint Venture
Jasneet Sharma, Santa Clara County
Stuart Siegel, SF NERR
Zoe Siegel, Greenbelt Alliance
Becky Smyth, NOAA
Robert Spencer, Urban Economics
Mark Stacey, UC Berkeley
Caitlin Sweeney, SFEP (Chair)
Laura Tam, Resources Legacy Fund
Will Travis, Independent Consultant
Stu Townsley, US Army Corps
Luisa Valiela, EPA Region 9
Matt Vander Sluis, BARHII
Edgar Westerhof, Arcadis
Angie Xiong, Ascent Environmental
Jacqueline Zipkin, East Bay Dischargers Authority

BCDC Staff

Larry Goldzband, Executive Director
Steve Goldbeck, Deputy Director
Jessica Fain, Planning Director
Erik Buehmann, Planning Program Manager
Dana Brechwald, ART Program Manager
Rachel Cohen, Planning Secretary
Andrea Gaffney, Senior Landscape Architect
Nahal Ghoghaie, Environmental Justice Manager
Todd Hallenbeck, GIS Specialist
Daniel Hossfeld, Environmental Scientist
Viktoria Kuehn, Environmental Scientist
Nicholas Sander, Environmental Scientist
Jaclyn Mandoske, Environmental Scientist
Rafael Montes, Senior Engineer
Sam Cohen (former BCDC)
Shannon Fiala (former BCDC)
Karen Tanner (former BCDC)

Report Design

Jaclyn Mandoske, Environmental Scientist

Acronyms

Acronym	*Description*
ABAG	Association of Bay Area Governments
BARC	Bay Area Regional Collaborative
BARHII	Bay Area Health Inequities Initiative
BART	Bay Area Rapid Transit
BayCAN	Bay Area Climate Adaptation Network
BCDC	SF Bay Conservation and Development Commission
BRRIT	Bay Restoration Regulatory Integration Team
CHARG	San Francisco Bay Regional Coastal Hazards Adaptation Resiliency Group
EBRPD	East Bay Regional Parks District
MTC	Metropolitan Transportation Commission
NERR	National Estuarine Research Reserve
NOAA	National Oceanic and Atmospheric Administration
RWQCB	Regional Water Quality Control Board
SCC	State Coastal Conservancy
SFEI	San Francisco Estuary Institute
SFEP	San Francisco Estuary Partnership
SFBRA	San Francisco Bay Restoration Authority
SFPUC	San Francisco Public Utilities Commission
USACE	U.S. Army Corps of Engineers
WOIEP	West Oakland Environmental Indicators Project

525 San Anselmo Avenue
San Anselmo, CA 94960

Town of San Anselmo

Staff Report

TO: Town Council **Meeting of** 1/11/2022

FROM:
Carla Kacmar, Town Clerk

SUBJECT:
Appoint two applicants to the Arts Commission.

RECOMMENDATION

That Council appoint two applicants to the Arts Commission.

BACKGROUND

The Arts Commission has a membership of seven seats. There are two seats available and three applicants. Elizabeth Grasso and Barbara Shands have reapplied, and Jaclyn Barcewski has applied. As of this evening, all applicants have been interviewed.

After the meeting on December 11, 2021, staff discovered there was an additional applicant for the Arts Commission. The application was submitted within the deadline for the Art Commission recruitment and staff is bringing forward all of the applications to consider. Once the Council decides which applicants to appoint, an official onboarding letter will be sent to the appointees.

In addition, staff has double checked that all applications sent through the online system have been accounted for and that there are no additional applications that were sorted into an email spam folder.

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

TOWN OF SAN ANSELMO
BOARDS/COMMITTEES/COMMISSIONS
STATUS REPORT
As of 01/06/22

Board, Committee, Commission *(total seats)*	**Seats Expiring/ Vacant**	**Applicants**	**Term (Yrs)[1]**	**Date of Interview**
Arts Commission *7 seats + youth* *Dannielle Mauk*	2	Elizabeth Grasso* Jaclyn Barcewski Barbara Shands*	3	12/14 12/14 1//11
Bicycle and Pedestrian Committee *7 seats* *Sean Condry*			4	
Board of Review *5 seats* *Jeff Zuba*	2		6	
Capital Programs Monitoring Committee *7 seats* *Sean Condry*	1		4	
Economic Development Committee *7 seats* *Elise Semonian*			3	
Financial Advisory Committee *5 seats* *Jeff Zuba* *(Temporary Expansion to 6 seats)*			3	
Flood Committee *7 seats* *Sean Condry*	2		4	
Historical Commission *11 seats+ youth* *Linda Kenton*	2	Kimberly Norton Carol Acquaviva* Alex Friedman	4	2/8
Library Advisory Board *7 seats+ youth* *Linda Kenton*			4	
Library Tax Oversight Committee *5 seats* *Linda Kenton*			3	
Marin Commission On Aging *1 seat*	1		3	
Mosquito Abatement District *1 seat*			2-4	
Open Space Committee *11 seats + youth* *Elise Semonian*			4	
Parks & Recreation Commission *7 seats + youth* *Dannielle Mauk*	4	Michael Cerio* Vance Frost* Cat Austin	4	2/8 1/11 1/11
Planning Commission *7 seats* *Elise Semonian*			4	
Racial Equity Ad Hoc Committee	1	Denise Krawitz	1	2/8
Climate Action Commission *7 seats+ youth* *Elise Semonian*			3	
Ross Valley Paramedic Authority *1 seat*			4	
Tax Equity Board *3 seats* *Jeff Zuba*	1		3	

* Incumbent

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

Carla Kacmar

From: noreply@civicplus.com
Sent: Saturday, June 19, 2021 3:09 PM
To: Carla Kacmar; Dannielle Mauk
Subject: Online Form Submittal: Boards & Committee Applications

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

Boards & Committee Applications

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date	6/19/21
I wish to apply for an appointment to a term/balance	Art Commission
Name	Jaclyn Barcewski
Home Address	340 Fawn Drive
Occupation	Program Manager
Employer's Address	*Field not completed.*
Home Phone	4152443735
Work Phone	*Field not completed.*
Cell Phone	*Field not completed.*
E-Mail	jbarcewski@gmail.com
Number of years as resident of San Anselmo	1
Number of years as a resident in Marin	15

Education Level Achieved	Graduate Degree (Major)

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

1.) Name	Joanne Madden
1.) Phone	415-686-0909
2.) Name	Marcia Custer
2.) Phone	415-860-9193
3.) Name	Suzanne Barczewski
3.) Phone	312-952-4893
I would be able to regularly attend the meetings of this Board/Commission/Committee.	YES
I would be available to attend additional meetings when they are necessary.	YES
I am familiar with the responsibilities and functions of this Board/Commission/Committee.	YES
I have attended meetings of the Board/Commission/Committee as a member of the public.	YES
List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.	I am a co-founder of the Bay Area Asset Managers (BAAM) meet up group. This is a professional social club for people working in the library sciences (archivists, digital asset managers, knowledge managers, taxonomists, etc.). For almost ten years we have organized regular meetup events and annual "anti-conferences" for information professionals to connect, socialize and learn from one another. Website: https://www.baamvoyage.com/ Recognizing that so many people who work in the information sciences are often working as a "team of one," we wanted to give people a platform and physical space to connect and build their professional networks. Since its founding, we have grown membership by 90%, helped numerous people secure new professional opportunities, make lasting connections and create a space for continued education and development.

	I also brought a similar initiative to where I work by founding a workplace group for people who are individual contributors working in the information sciences (librarians, digital asset managers, archivists, taxonomists). Again, this was an attempt to connect people and drive innovation. Making connections is very important to me.
Reasons for this appointment.	After living in San Francisco and New York City for many years, I recently returned home to Marin County--settling in the Sleepy Hollow neighborhood of San Anselmo with my husband and newborn daughter. Having lived in places where art is at the core of the community, selfishly I still want that to be a part of my life today outside a city. For this reason, I want to be a part of the effort to help make space for people to use art as a vehicle to connect with ideas and the community.
What are your qualifications for this appointment.	I bring extensive professional experience leading design operation programs at some of the most recognizable brands. My focus is on information management and program management but I miraculously managed to raise a significant amount of money last year for a social justice non-profit by nominating it for a grant. It is these kinds of opportunities that I am always keeping my eye out for, and I would do the same while on the Arts Commission.
Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?	Challenge 1: Lack of community engagement, involvement, and interest. Challenge 2: Lack of diverse ideas, perspectives and non-traditional artistic mediums.
I understand that I and all other applicants will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.	YES

Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?	Quality of Life Committee
You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.	Jaclyn Barcewski Resume April 2021.pdf

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

Email not displaying correctly? View it in your browser.

Jaclyn Barcewski

E. jbarcewski@gmail.com
T: 1.415.244.3735
L: linkedin.com/jaclyn-barcewski/

Experienced product manager focused on strategic planning, implementations and growth of information management programs with a focus on digital asset management, creative tooling, taxonomies, rights management, and data governance.

Work History

Lead, Digital Asset Management & Creative Tooling **FACEBOOK**
11/16-Present

- **Entrepreneurship:** Conceived, built, and now lead Facebook's first enterprise on-premise Digital Asset Management (DAM) Content Operations Program. Manage a team of taxonomists and program managers responsible for executing the strategy and evolution of the program.
- **User Engagement:** Responsible for tracking and reporting on ROI and usage statistics and to leadership to secure continued financial sponsorship and buy-in. Work hand-in-hand with engineering, UX, data science, and operations to identify and build new app integrations. Impact: Grew client base from two to 12 product teams (10k+ users) with the support of 40 cross-functional stakeholders. Impact: increased user adoption 75% year-over-year with $10M in annual cost savings.
- **Governance:** Led the development of first data governance policy for third party DAM and taxonomy tools in support of the FTC security policy. Included establishing industry best practices on taxonomies, metadata models, and classification schemas across products and teams. Impact: 50+ hours saved on otherwise redundant work; projected savings of $200k in professional service hours.
- **Data Security:** Launched app features to track and automate data usage, deletion and storage for personal identifiable information (PII). Results: increased data security and data accountability by 80% and app reputation as a stable, reliable product for high sensitivity data.
- **Business Development:** Own the annual operating budget of $3M+. Established working group of 15 "DAM Champions" from multiple business units to share analytics and evangelize tool, global taxonomy strategy, and ongoing ROI tracking to help stakeholders better understand system value.
- Enabled people to do better work by introducing 20+ major DAM app integrations (e.g. Tableau, *Monday.com*, GoogleDrive, Dropbox plus FB proprietary apps); Added 100+ significant DAM software features.
- **Evangelist:** Proudly serve as the internal champion for information management tools and methodologies: Regularly speak at meetings and public conferences; host monthly All-Hands for users and admins.; own the internal 'information sciences@' group.

Creative Operations Manager **SQUARE**
San Francisco, CA 10/15 - 11/16

- Established Company's first Creative Ops function for its information ecosystem-- spanning tooling, creative, legal, and Comms. Oversaw the Program to connect internal Creative & Design teams by establishing communication and distribution best practices. Included metadata tagging and taxonomy policy for incoming studio work. Results: Increased productivity by 65%, and decreased number of redundant efforts, consolidated tooling systems with estimated savings of $1M annually.

Education

- **Master's of Library & Information Science,** Pratt Institute, NYC. 2009.
- **Advanced Certificate** in Museum Archives, Pratt Institute, NYC. 2009.
- **Bachelors of Art** in Literature, University of California, Santa Cruz, Santa Cruz, CA. 2005.

Skills

- Deep knowledge of digital asset management and content databases tools, and implementations.
- Expertise in the taxonomy landscape and a proven ability to evaluate and define system integrations..
- Expert in developing business requirements, including: creating personas, process maps, OKR and ROI tracking.
- Vendor management, selection and writing RFP
- Project Management Tools: JIRA, Trello, Airtable, Confluence, Basecamp, Smartsheet
- People Management
- Proven track record of executing multiple complex projects simultaneously
- Excellent written and verbal skills

Continued Education

Personal Finance & Literacy (audit)
City College of San Francisco 2019

Taxonomy Development 2018

Lead, Digital Asset Manager **SQUARE**
San Francisco, CA 02/13 - 10/15

- Launched and ran the Company's first digital asset management (DAM) and Media Asset Management (MAM) Program with corresponding governance, rights management, data policies and creative in/outtake workflows. Wrote a request for proposal (RFP) and secured an annual $1M operating budget.
- Established the first system taxonomy and metadata schema, best practices, and vocabulary standards
- Continuously measured, tracked and reported reuse of all digital marketing assets and identified new efficiencies for global creative workflows (e.g. integrations, API automations, data reporting and taxonomy updates).
- People Management: Managed two people to ensure proper asset intake, delivery, taxonomy and rights managed. Resulted in estimated $500,000 on production spend for redundant efforts.

Senior Digital Asset Manager **GAP**
San Francisco, CA 11/11 - 2/13

- In charge of ensuring proper organization, access, and distribution of all Gap Online and Brand campaign assets. Supported complex asset workflows involving talent rights management and asset distributions
- Established and led bi-weekly asset reviews to increase awareness of content and unlock value across media channels.
- Developed the taxonomy, metadata schema, and content workflows.

Training Library Manager **LUCASFILM/ ILM**
San Francisco, CA 02/09 -11/11

- Established first digital asset training library database with proper procurement and acquisition policy, metadata scheme and taxonomy standards. Results: saved countless hours that would have otherwise been spent manually searching stacks for production bids.
- Coordinated Learning & Development classes.

Archivist (contract) **MCGRAW HILL PUBLISHING**
New York, NY 06/08 -12/08

- Digitized the entire archive of corporate ephemera, authored finding aids, and led migration strategy for Company's first DAM system.
- Aligned enterprise metadata and taxonomy for multi-brand, region, language, and cross-system alignment. Led user training.
- Fielded asset requests, authored weekly data usage reports and wrote for the Archive's blog.

Archivist **THE NEW YORKER MAGAZINE**
New York, NY 02/07 - 06/08

- Archived digital and analog materials of print and digital media resources; established metadata strategy for new DAM system (Cumulus). Fulfilled asset requests. Results: 75% usage increase of library and tooling.
- Managed team of Columbia Univ. interns to catalog new content.
- Promoted visibility and usage of archives through instruction, outreach, tours, and helped with digital and analog exhibitions throughout NYC.

https://www.hedden-information.com/courses-workshops/taxonomy-course/

Taxonomy & Controlled Vocabulary
Simmons College Online 2017

Information Design I
SF State University Ex. Fall 2013
San Francisco, CA

Fun Stuff

Bay Area Digital Asset Manager Meetup (BAAM)
Co-Founder 2014 - Present
A professional social group to connect informational professionals.
https://www.baamvoyage.com/

AIDS Lifecycle
Cyclist | Fundraiser 2016
Seven-day charity bicycle ride from SF to LA to raise funds for HIV/AIDS-related services
https://www.aidslifecycle.org/

Misc.: Biking. Being Outdoors. Travel. Water Color. Costume Dramas with Strong Female Leads.

Awards

Fisher Award **GAP**
2012

The Award recognizes employees who embody the Company's core values: innovation, integrity, community.

IMLS Fellow, Brooklyn Museum
Summer 2009
Awarded a major grant from the Institute of Museum and Library Services (IMLS) to build digital experiences for public domain artworks at American museum collections.

Carla Kacmar

From: noreply@civicplus.com
Sent: Wednesday, September 8, 2021 10:18 AM
To: Carla Kacmar; Dannielle Mauk
Subject: Online Form Submittal: Boards & Committee Applications

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Boards & Committee Applications

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date	9/8/21
I wish to apply for an appointment to a term/balance	Art Commission
Name	Elizabeth Grasso
Home Address	456 Laurel Ave
Occupation	Stay at home Mom
Employer's Address	456 Laurel Ave
Home Phone	2104142069
Work Phone	*Field not completed.*
Cell Phone	2104142069
E-Mail	elizabeth@grassos.net
Number of years as resident of San Anselmo	7
Number of years as a resident in Marin	7

Education Level Achieved	College/University Degree (Major)

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

1.) Name	Barbara Shands
1.) Phone	4156063342
2.) Name	Kathy Edwards
2.) Phone	4152992024
3.) Name	Kathee Shatter
3.) Phone	4154974189
I would be able to regularly attend the meetings of this Board/Commission/Committee.	YES
I would be available to attend additional meetings when they are necessary.	YES
I am familiar with the responsibilities and functions of this Board/Commission/Committee.	YES
I have attended meetings of the Board/Commission/Committee as a member of the public.	YES
List briefly, previous experience serving the public office, and/or civic commissions,boards, or committees.	Arts Commission
Reasons for this appointment.	Continue on commission
What are your qualifications for this appointment.	Completion of prior term
Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?	As current treasurer of SA Arts Commission, I believe our key issue is funding to pay for continued community projects.
I understand that I and all other applicants will be personally interviewed by the Town Council	YES

as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.	
Other Boards/Commissions/Committees on which you would be interested in serving if not appointed to this seat?	None
You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.	*Field not completed.*

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

Email not displaying correctly? View it in your browser.

Print

Boards & Committee Applications - Submission #1286

Date Submitted: 9/8/2021

TOWN OF SAN ANSELMO

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

To: San Anselmo Town Council

Date*

09/08/2021

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

Art Commission

Name*

Barbara Shands

Home Address*

194 Scenic Ave

Occupation*

Architect

Employer's Address

Home Phone*

4156063342

Work Phone

Cell Phone

E-Mail*

bashands@gmail.com

Number of years as resident of San Anselmo*

9

Number of years as a resident in Marin*

9

Education Level Achieved*

Graduate Degree (Major)

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

1.) Name*

Carolyn Gencarella

1.) Phone*

415-505-8491

2.) Name*

Nina Rowan

2.) Phone*

415-613-9707

3.) Name*

Eva Craig

3.) Phone*

415-846-9526

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

- (●) YES
- ( ) NO

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

I have been serving on the San Anselmo Arts Commission for 3 years.

Reasons for this appointment.*

I would like to continue my participation in the Arts Commission and associated projects to serve the Town.

What are your qualifications for this appointment.*

As an architect, I have experience in the design field and working with artists.

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

Public outreach and public art.

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

- (●) YES
- ( ) NO

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

None

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

Choose File No file chosen

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

TO: Town Council **Meeting of** 1/11/2022

FROM:
David P. Donery, Town Manager, Jeff Zuba, Finance and Administrative Services Director, Sean Condry, Public Works Director

SUBJECT:
Consider Potential Next Steps for Renewal of Measure D Transactions and Use Tax

RECOMMENDATION

Staff recommends that the Council receive a report regarding options for the renewal of the Measure D transactions and use tax and authorize the Town Manager to hire a tax measure consultant and to conduct public opinion polling. Staff further recommends that the Council consider utilizing an ad hoc subcommittee of the Council to work with staff on developing options for the full Council to consider.

In 2012, the Town Council conducted a survey of the community that prioritized 33 goals established as part of a Council goal-setting process. The results of this survey showed the top priority to be the repair of the Town's roads.

As a result of the community survey, the Town Council created a Financial Advisory Committee tasked with evaluating the Town's budget and making recommendations to the Town Council. The primary result of the work of the Financial Advisory Committee was to recommend that the Town put forth a measure that would raise money for the repair of the Town's road and drainage systems. This recommendation is summarized in the group's final report from May of 2013 (Attachment 1).

The Town Council voted to put Measure D on the November 2013 General Elections ballot. The measure asked voters to consider approving a 0.5% transactions and use tax for a period of 10 years, with revenues coming directly to the Town of San Anselmo. Measure D passed with 69.92% of the vote. The Council emphasized that the funds would be prioritized for use in fixing the roads.

DISCUSSION

The statewide base sales tax rate is 7.25%. Of this rate, 1.25% is known as the Bradley-Burns Sales Tax. Under Bradley-Burns, local jurisdictions receive 1% of sales tax generated from purchases made on taxable items within their jurisdictions for use at their discretion. The remaining .25% is allocated for county local transportation funds (LTF's). The remaining statewide sales tax revenue goes into the State's general fund (3.9375%), County Realignment (1.5625%) and Prop 172 (0.5%).

In most areas of California, local counties, cities, and towns have added taxes that increase the local sales tax

rate. The maximum tax rate is 9.25% in any district (without voter approval to go above the cap). Many cities and counties in the state have additional tax rates ranging from 0.125% to 1.00%. Some areas may have more than one district tax in effect. For example, in Marin County, there are three countywide district taxes: Transportation Authority of Marin (0.5%), SMRT - SMART in Marin (0.25%), and the Marin Parks/Open Space/Farmland Preservation Transaction and Use tax (0.25%). In San Anselmo, Measure D adds 0.5% to this list for a total of 8.75%.

The Town began receiving revenues from Measure D in 2014 and will continue to receive these funds through March 31, 2024. As demonstrated in Table 1, these revenues fluctuate based on local consumer spending and are subject to fluctuation in years where large purchases are made by residents as seen in 2017 and 2021. For the fiscal year ending June 30, 2021, Measure D generated 91% of the Town's annual sales tax revenue.

Table 1

Sales Tax - Measure D	
For year end June 30,	**Sales Tax - Measure D Revenue**
2021	$1,121,467
2020	$948,953
2019	$1,011,996
2018	$887,475
2017	$1,132,321
2016	$835,678
2015	$804,946
2014	$112,451

Measure D Funding - Results

The Capital Program Monitoring Committee was re-established in March of 2014 by the Town Council. The purpose of the committee is two-fold; to monitor the implementation of the Town's capital improvement program, and to provide oversight to the voter-approved Measure D sales tax funds as required by the measure.

The Committee's charge is to hold an annual meeting summarizing the progress of capital improvement projects funded by Measure D, as well as capital improvement projects funded by other sources of Town funding.

Since 2014, Measure D funding has resulted in a long list of improvements to the Town's roads and infrastructure. With Measure D funds the Town has paved over 46 streets and has slurry sealed over 60 streets, or approximately 21 lane miles of paving and 14 lane miles of slurry seal. Additionally, Measure D funds were used for the local match portion for many grant projects including 6 bridge replacement projects, a bridge preventative maintenance project, sidewalk improvement projects around schools, the current federally-funded Sir Francis Drake paving project (from the Hub to Bolinas Avenue), and the Low Impact Development project, which included the Magnolia Avenue Parking Lot. Without Measure D, the Town's ability to leverage local funds to get grants for paving, sidewalks, bridges, flood control projects, etc. would be

drastically impaired.

Since the passage of Measure D, the Town has increased its pavement condition index score from the mid 50's to 68 (out of 100). Achieving a pavement condition index of 70 is considered a success, especially if it can be maintained. Therefore, with the rising costs of construction and continued long term maintenance costs, the Town must have funds available if it wishes to not only maintain, but improve the condition of its roads. The better the roads are, the cheaper it is to maintain them, so it is imperative to keep investing in protecting the Town's good roads with slurry seals, while paving/rehabilitating the roads that are in poor condition. Without sufficient funding to maintain the street network, the Town's roads will deteriorate to the point of needing complete reconstruction, which is exponentially more expensive than maintaining them in good condition.

ANALYSIS

Sales Tax vs. Transactions & Use Tax

The Bradley-Burns Sales Tax is revenue generated by the Town based on where the sale or order is placed or negotiated and under state law, this sales tax cannot exceed 1%. In addition, the Transactions and Use Tax Law allows cities, counties and certain special districts to levy transactions and use taxes at a rate of .125% or multiples of that rate. These taxes are distinct from Bradley-Burns sales taxes, because they are distributed to the jurisdiction where the goods are delivered. Measure D is a transactions and use tax.

By way of illustration, consider the purchase of a vehicle by a Town resident. The resident would pay sales tax in the jurisdiction where the vehicle is purchased but also pay a Measure D transactions and use tax to the Town, because the vehicle is registered here. The transactions and use tax brings in revenue from industry groups that don't have a large presence in the Town, including automobile and building (building materials).

Special vs. General Tax Measure

In California a general tax, one that is to be used for general governmental purposes, requires a 50% plus one majority vote. A special tax, one that is to be used for a specified purpose, such as the Town's Library Parcel Tax, requires a 66.67% super-majority vote. The philosophy behind this rule appears to be that it is much more difficult to obtain voter approval on a measure that does not specify how the tax money will be used, thus the 50% plus one majority requirement. However, rules governing the ballot language for a general tax allow for some specificity of the jurisdiction's intentions on how the funds will be spent. For example, the ballot language for Measure D stated:

Town of San Anselmo Vital Services and Infrastructure Measure

To repair potholes, repave roads, reduce traffic congestion, maintain and improve sidewalks/drainage/street medians, preserve public safety, and improve other general Town services, facilities, and infrastructure, shall the Town of San Anselmo establish a one-half cent sales tax for ten years, with annual independent audits, mandatory public expenditure reports, and an independent citizens' oversight committee with all funds staying in San Anselmo under local control?

As demonstrated by the list of projects funded to date by Measure D, the Town has held true to the stated intended use of those funds.

Planning for the Renewal of Measure D

As noted above, Measure D expires on March 31, 2024, which means that funding ceases as of that date. If the Town waits until the November 2024 General Election to seek a renewal, funding would begin in April of 2025. State law requires Council-sponsored general tax measures such as Measure D, to be consolidated with a regularly scheduled general election for Town Council members, except in cases of emergency declared by a unanimous vote of the Council. (Cal. Const. art XIIIC, sec. 2(b); Cal Gov. Code sec. 53724). Under San Anselmo Municipal Code section 2-9.01, General Municipal Elections for Council members shall be held on the first Tuesday after the first Monday in November of even-numbered years. Accordingly, to avoid a gap in tax revenue, a Measure D renewal measure should appear on the ballot in November 2022.

The next General Election takes place in November of 2022. Staff recommends that the Town Council consider placing a measure on the November ballot to continue the transactions and use tax, and that the Council explore options for expansion of the tax to provided funding for other priorities in Town. The Town's current overall sales tax rate is 8.75%, which is 0.5% below the cap, although some communities have exceeded this rate which has required legislative approval. Adding an additional 0.5% to the current rate would bring our local tax to 1%, resulting in an additional $1.1 to 1.2 million in added revenue to the Town each year.

Potential competing ballot measures include the renewal of the Measure A (Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax) in June 2022, and the renewal of the Town's Library Parcel Tax in November 2022. Staff will be bringing an item regarding that measure to the January 25th Town Council meeting.

Funding Priorities

In relation to the initial intent of Measure D, the areas where staff sees a continued need for funding are asset protection of Town roads with crack and slurry seals, partial or full rehabilitation of roads, building maintenance due to long-term deferred maintenance, drainage improvements as mandated by the state, and park improvements.

Staff has identified additional funding needs should the Town Council decide to explore expanding the tax rate an additional 0.5%. These options are listed below:

- Additional funds for roads, drainage and infrastructure
- Fire protection, increasing incident response capacity
- Town facility improvements, including Town Hall, Robson Harrington House and Recreation Center
- Town park improvements, including Memorial Park and Robson Park
- Climate Action Projects, including solar on Town buildings and water resiliency projects
- Establishing and funding an Affordable Housing Fund to help the Town meet the need of increased housing units

Staff is asking the Council review this list and suggest edits. The final list will be used in public opinion polling, if approved. The Council may choose to finalize the list during the meeting or ask that the list be brought back for further consideration at the January 25th meeting.

FISCAL IMPACT

Staff is recommending that the Council authorize the Town Manager to hire a tax measure consultant and to conduct public opinion polling. These steps were taken by the Town Council in 2013. Based on quotes received from qualified local firms that handle this type of work, staff expects these costs to be up to $70,000. The majority of these costs will be covered by existing departmental savings in the Administration and Finance Department. Staff requests that the Council authorize up to $20,000 from the General Fund reserve balance.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Discussing the options for a transaction and use tax renewal is not considered a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). If measure D moves forward and passes, all projects that come forward will be looked at for CEQA compliance and Climate Action Plan consistency.

CONCLUSION

Measure D funds have been instrumental in improving Town infrastructure, and in particular Town roads. Without Measure D funds, roads will deteriorate quickly unless other funds are found and long-term costs for road maintenance will increase substantially.

Staff recommends using professional expertise to evaluate the possibilities for renewing Measure D and returning to a future Council meeting with options for renewal of the Town's transactions and use tax.

Attachments:

1. 2013 Financial Advisory Committee Final Report and Recommendations
2. Presentation from HDL Sales Tax Consultant
3. November 8, 2022 General Election - Important Dates

TOWN OF SAN ANSELMO
STAFF REPORT
May 7, 2013

For the Meeting of May 14, 2013

TO: Town Council

FROM: Debra Stutsman, Town Manager

SUBJECT: Financial Advisory Committee

RECOMMENDATION

That Council receives the report from the Financial Advisory Committee and provides direction to staff on next steps.

BACKGROUND

The Financial Advisory Committee was formed via Resolution 4011 approved by the Town Council on Tuesday, October 23, 2013. The formation of the Committee was a direct result of the Strategic Planning session held on January 13, 2012 and the Community Survey done in March 2012. One of the top goals was to create a budget advisory committee composed of citizens and one or two Councilmembers to review the Town's financial position and make resource allocation and budget recommendations. Applications for citizen members were solicited and on October 9 seven members were appointed, Jack Barrows, Matt Brown, Liz Dahlgren, Gage Houser, Christopher Livermore, Roberta Robinson and John Wright. Unfortunately, Mr. Barrows was unable to continue and resigned after the first meeting. Councilmember Lopin and Vice-Mayor Kroot were appointed as the non-voting Council representatives. Staff liaisons were the Town Manager and Finance and Administrative Services Director, with the Town Treasurer, Bess Niemcewicz, serving in an advisory capacity. The Committee met six times on November 7, 2012, December 4, 2012, January 16, 2013, February 28, 2013, March 25, 2013, and April 15, 2013.

DISCUSSION

The Committee's final report is attached as Attachment 1. Committee members will present the report to the Council at the meeting. The report concludes that 1) the Town has done a good job managing its expenses and that it has already made significant accomplishments in reducing expenses, 2) they do not believe that there are further significant savings to be found in the Town budget, 3) that making further significant progress on meeting the Town's identified needs will require going to voters for a supplemental tax measure, and 4) that infrastructure enhancements, specifically roads, should be of the highest priority.

Respectfully submitted,

Debra Stutsman
Town Manager

Attachment 1 – Final Report of the Financial Advisory Committee, 2013
Attachment 2 – Resolution 4011
Attachment 3 – Agendas and Minutes



San Anselmo Financial Advisory Committee

Community Survey Priorities

&

Recommendations

Members
Matt Brown
Liz Dahlgren
Gage Houser
Christopher Livermore
Roberta Robinson
John Wright
Councilmembers
Jeff Kroot
Lori Lopin

May 14, 2013

Financial Advisory Committee – Background & Process

- **Background**
  - Town Council appointed the Financial Advisory Committee (FAC) in October in response to the Strategic Planning Community Survey[1]
  - The charge of the FAC was to review and become familiar with the Town's financial position, budget, resource allocations and expenditures, and to make recommendations to the Town Council

- **Process**
  - The FAC held six full committee meetings from November through April, and formed two subcommittees, one to look more closely at Town revenues and the other at expenses
  - Town representatives were present at all Committee and subcommittee meetings
  - The Strategic Planning Community Survey[1], conducted in 2012, was used by the FAC as the framework for its recommendations regarding Town needs

[1] Link to survey:
http://www.townofsananselmo.org/archives/89/Survey%20results%20prioritized.pdf

Financial Advisory Committee – Summary Findings

- **Summary Findings**
  - The Committee concluded that the Town has done a good job managing its expenses and it has already made significant accomplishments in reducing expenses as a result of the police services consolidation (together with the much earlier fire services consolidation) and the two-tiered Town pension system
  - The Committee does not believe there are further significant savings to be found in the Town budget
  - The Committee concluded that making further significant progress on meeting the Town's identified needs will require going to voters for a supplemental tax measure, and the Council should consider putting a sales tax measure on the November 2013 ballot
  - The Committee concluded that infrastructure enhancements, specifically roads, should be of the highest priority. Recreation improvements are being addressed in a detailed master plan due for Town Council consideration in early 2014

Community Survey Priorities

The following opportunities were identified by survey respondents during a Town-wide survey in 2012.

Category	Goal Number	Description	Benefit	Complexity[2]	Initial Cost	On-Going Cost[3]
Infrastructure[1]	1	Roads and Drainage	●	●	●	◕
	8	Medians	◑	◑	◔	◑
Shared Services	4	Share staff with other agencies	◔	●	◔	○
Policies	5, 7, 10	Town policies and procedures				
Recreation	3	Community Facilities Master Plan				
	9	Isabel Cook Community Center Remodel				

Legend

● High degree of benefit/complexity/cost ○ Low degree of benefit/complexity/cost

[1]Flood Control (goal 2) is not in scope and is being addressed as a separate initiative

[2]Complexity in terms of ease of implementation

[3]Assumes improvements are adequately funded

Funding Mechanisms

The following funding mechanisms were identified by the Financial Advisory Committee

Category	Description	Recommendation	Benefit	Complexity[2]	Estimated Revenue
Sales tax	A viable choice for bolstering San Anselmo's general fund would be the imposition of a sales (transaction and use) tax in addition to the regular sales tax now paid. Revenue is variable	**Recommendation:** Pursue •Currently San Anselmo is 1/2 cent lower than all of our surrounding communities (Fairfax, Novato, San Rafael) •Instituting a 1/2 or 1 cent increase requires a simple majority and must be enacted during a regular municipal election (e.g. 11/2013) •A special tax designated for a specific purpose could be done at any time but would require a 2/3 vote			$500,000-$1,000,000
Utility Users Tax	Both rates and the types of utilities to be included can be determined by the Town. Fairfax has a 4% UUT on gas, electric and phone bills and raises $355,000 annually. Revenue is variable.	**Recommendation:** Pursue as an alternative to sales tax •Instituting a utility user tax requires a simple majority and must be enacted during a regular municipal election (11/2013) •A special tax designated for a specific purpose could be done at any time but would require a 2/3 vote •New UUTs are difficult to pass vote			~$600,000
Parcel Tax	These taxes are a form of property tax, however unlike standard property taxes, a parcel tax is an assessment based on the characteristics of the parcel, typically at a flat-rate. Revenue is predictable. San Anselmo has ~5,000 parcels	**Recommendation:** Do not pursue •The two-thirds majority vote requirement makes passage too difficult			~$500,000[1]

Legend

 High degree of benefit/complexity/cost  Low degree of benefit/complexity/cost

[1]Assumes an additional parcel tax of $100 per parcel

[2]Complexity in terms of ease of implementation

Funding Mechanisms - Continued

Category	Description	Recommendation	Benefit	Complexity[2]	Estimated Revenue
Issuing debt	Certificates of Participation (COPs)	•**Recommendation:** Discuss options with an expert in debt financing •Interest rates are at historic lows •The market is currently receptive to this type of financing as these bonds are typically tax-free •Requires a vote of Town Council •Requires a repayment mechanism but could be tied to a new sales or utility tax	●	○	$5,000,000 - $10,000,000
	General Obligation bonds (GOs)	•**Recommendation:** Discuss options with an expert in debt financing •Interest rates are at historic lows •The market is ripe for this type of financing as these bonds are typically tax-free •Requires 2/3 vote	●	●	$5,000,000 - $20,000,000
	Sale of Town real property assets	**Recommendation:** Request staff to study feasibility •Sale would result in a one-time gain and on-going property tax revenue	◔	◕	~$50,000
Expansion of the Town tax base	Inclusion of exempt properties in the paying roll	**Recommendation:** •Encourage, if not facilitate exempt property to become non-exempt by all reasonable means. •Work with the county assessor to be sure current exemptions are legitimate and properties are properly assessed and taxes are being paid.	◔	◑	$50,000 - $80,000

Legend

● High degree of benefit/complexity ○ Low degree of benefit/complexity

[2]Complexity in terms of ease of implementation

Recommendation Summary

Category	Recommendation	Funding Recommendation	Benefit	Complexity[2]	Estimated Cost
Infrastructure	•At minimum, increase level of road maintenance to raise the level of road conditions as well as associated drainage •Next level would be to provide more significant improvements within the Town's working capacity •Median work should be considered with input from private funds for initial work. Some work could be coordinated with road work. Town would need to be responsible for on-going maintenance.	1. General purpose Sales Tax[1] or Utility Users Tax 2. Certificates of Participation	●	●	TBD
Shared Services	Adopt a policy statement(s) such that town staff periodically reports to council with opportunities to share services with other towns/municipalities	N/A	◔	◔	○
Policies	Not in scope. Policies should be handled within the policies recommended and governed by the town	N/A	N/A	N/A	N/A
Recreation	Not in scope . The Town Council approved engaging a third party to develop a master plan. The plan is due in February 2014	N/A	N/A	N/A	N/A

Legend

● High degree of benefit/complexity/cost ○ Low degree of benefit/complexity/cost

[1]Recommend a general purpose tax to qualify for majority vote on 11/2013 ballot. The Town Council would not be obligated to spend increased revenue on these purposes but would make it clear these are the Town's priorities.

[2]Complexity in terms of ease of implementation

Town of San Anselmo

Measure D – Considerations and Next Steps



January 11, 2022

HdL Companies



Ken Nordhoff

Mr. Nordhoff has over 25 years of local government experience in various leadership roles, including Administrative Services Director, Assistant City Manager and more recently as City Manager in San Rafael and Walnut Creek. During his tenures, he was responsible for a broad range of budget, financial management and long range fiscal planning functions. His experience includes strategic planning and economic development, plus serving on various regional JPA Boards. Prior to his local government service, he spent several years in the private sector as a Certified Public Accountant conducting municipal audits. As an active member of the League of California Cities, he is a former City Manager's Department Officer, recipient of the prestigious John H. Nail award and has served on the Revenue and Taxation Policy Committee. He holds a Bachelor's degree from California State Polytechnic University, Pomona in Accounting.

HdL Companies



About HdL Companies

Founded in 1983 by two former City Managers

190 employees

CA offices in Brea, San Dimas, Fresno & Pleasanton

Serving over 400 local governments in California

100% Employee-owned – everyone has a stake

- Clients include cities, counties, and special districts
- 99% client retention rate
- Services:
  - *Sales Tax & Transaction Use Tax*
  - *Property Tax*
  - *Economic Development*
  - *Cannabis Management*
  - *Tax and Fee Administration*
    - *Business License*
    - *TOT & Short-term Rental*
    - *Utility User & Franchise Fee Tax*

ABOUT HdL Companies

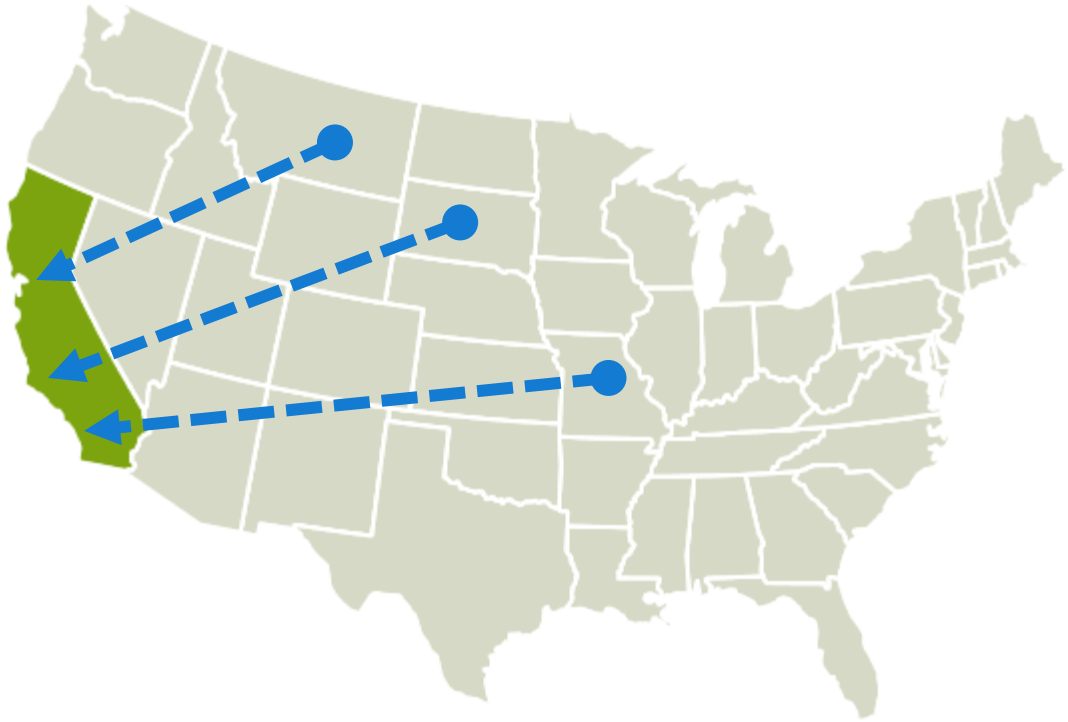
Fundamentals & Recent Trends



Sales Tax vs. Use Tax: Bradley-Burns

Sales Tax applies when goods are located in state at the time sales occur. This includes a stock of goods held in a California warehouse, fulfillment center or retail stores.

Use Tax applies when title to the goods passes to purchaser at a point outside of California. Goods shipments from outside the state are generally subject to use tax.



HdL Companies 150

Allocation Of Bradley-Burns 1% Tax

Sales Tax

- ***PLACE OF SALE*** (where the sale/order was placed or negotiated)
- **Allocated directly to local jurisdiction**
- Allocated indirectly if seller not required to hold a seller's permit

Use Tax

- ***PLACE OF USE***
- **Allocated indirectly through the countywide use tax pool system**
- Limited circumstances where local use tax can be allocated directly.

District (Transactions) Tax vs. Sales Tax

District Taxes follow the merchandise. Generally…

- Distributed to the district (city) where the goods are delivered (and presumably used)
- Local merchants shipping products out of district do not generate transaction tax

EXAMPLE:

SALES TAX
Allocated to city where the dealership is located.



DISTRICT TAX
Allocated to city where the vehicle is registered.

Statewide Sales Tax Rate

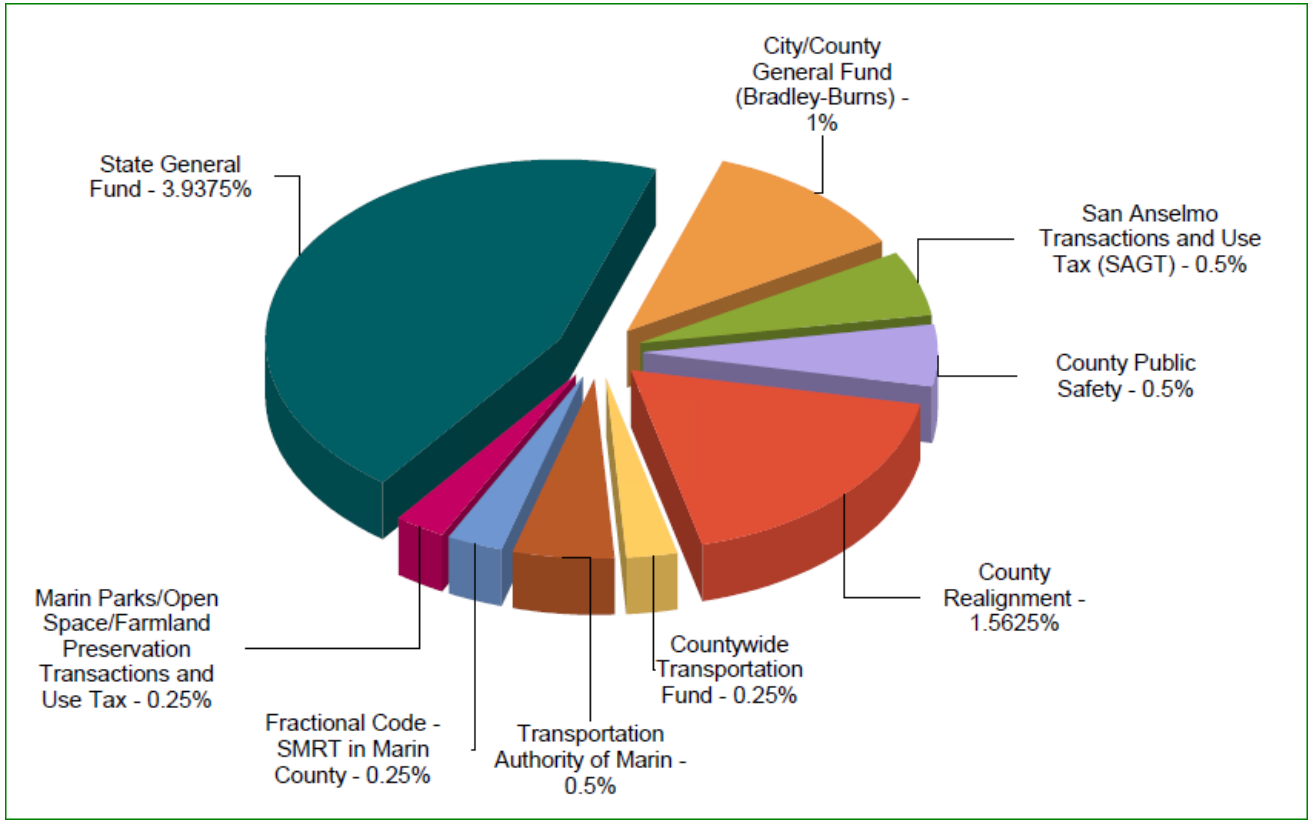
State General Fund	3.9375%
County Realignment	1.5625%
Prop. 172 Public Safety	0.5000%
Bradley-Burns Uniform Tax	1.2500%
Local General Fund	1.00%
Countywide Transportation	0.25%
Total Base Rate	**7.2500%**
Statewide Transactions Tax Cap	2.0000%
Except in Alameda, Contra Costa , LA, Monterey, San Mateo, Santa Clara, Santa Cruz and Sonoma counties*	
Total Rate	**9.2500%**

* Various CA Legislative bills authorized additional transactions tax rate authority for specific counties and cities which does not count against the 2% cap.

HdL Companies

San Anselmo Tax Rate Breakdown

BREAKDOWN OF 8.75% TAX RATE



State General Fund	3.9375%
City/County General Fund (Bradley-Burns)	1.0000%
San Anselmo Transactions and Use Tax (SAGT)	0.5000%
County Public Safety (Prop 172)	0.5000%
County Realignment (Mental Health/Welfare/Public Safety)	1.5625%
Countywide Transportation Fund	0.2500%
Transportation Authority of Marin (TAM)	0.5000%
Fractional Code - SMRT in Marin County (SMRT)	0.2500%
Marin Parks/Open Space/Farmland Preservation Transactions and Use Tax (MPSF)	0.2500%
Total Rate	**8.7500%**

Important Reminder: Bradley-Burns 1% and Transactions & Use Tax (like Measure D) allocated differently because of Revenue & Taxation law.

HdL Companies

10

Marin Agencies – Sales Tax Rates

MARIN
COUNTY 8.25%
Town of Corte Madera 9.00%
Town of Fairfax 9.00%
City of Larkspur 9.00%
City of Novato 8.50%
Town of San Anselmo 8.75%
City of San Rafael 9.25%
City of Sausalito 8.75%

Marin County Rate:

- Applies to all agencies without local transactions tax
- Every city pays TAM, SMART, MPOS

Cities/Towns listed have voter approved measure in place

San Rafael at State cap

Transactions Tax Rates:

- Approved in increments of 0.125%
- Remaining cap space could be used by city/town or countywide (e.g. county, transportation agency)
- ***San Anselmo has 0.50% cap space***

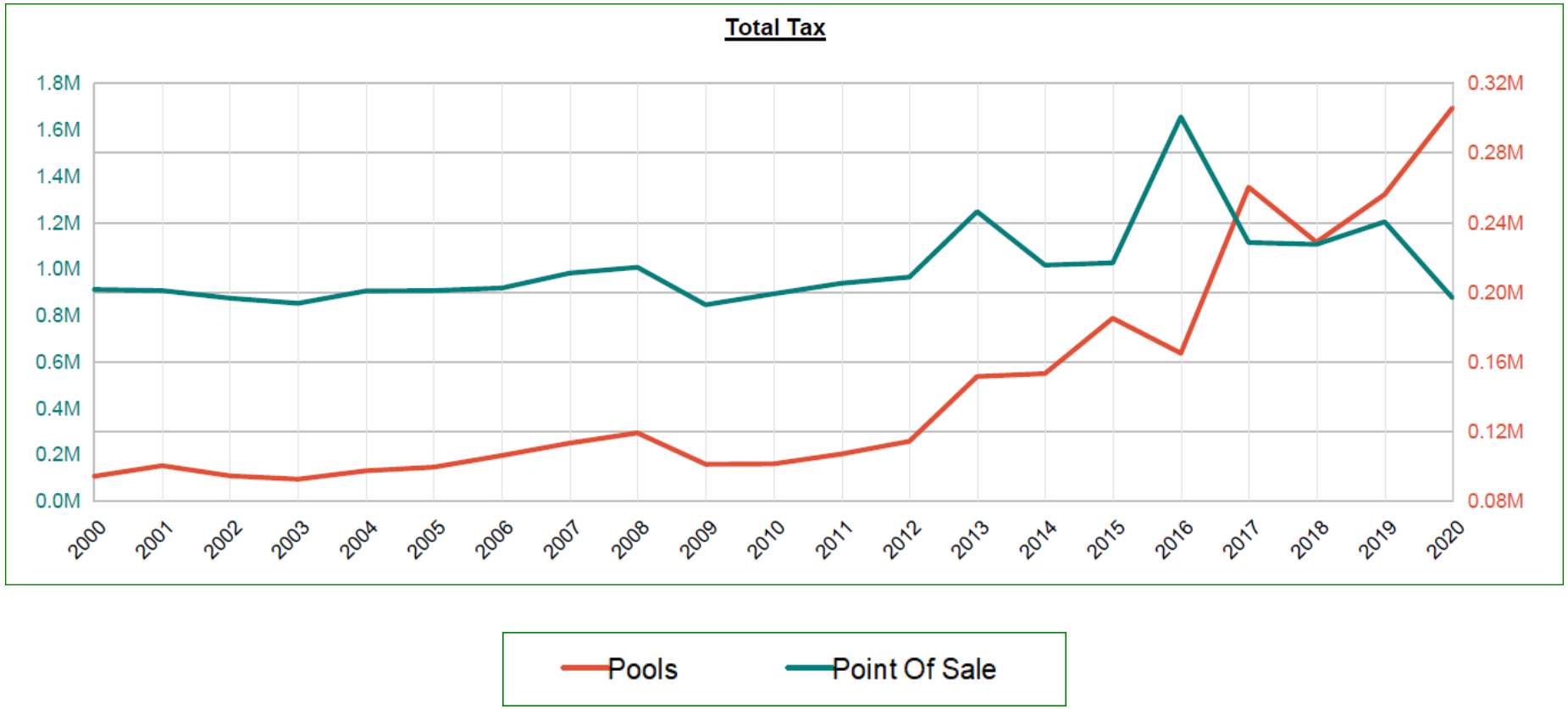
Federal Economic Response – COVID crisis

Multiple stimulus and relief packages to sustain/maintain the economy

- Families First Coronavirus Response Act (FFCRA) – March 2020
- CARES Act – with Payroll Protection Program (PPP) – March 2020
- $900 billion attached to the Omnibus Budget Bill – December 2020
- American Rescue Plan Act (ARPA) – March 2021

Pools vs. Point of Sales Growth – San Anselmo

Calendar Year Trends – Past Two Decades



Points of Interest

SEPT 2012 – AB 155
OOS Retailer

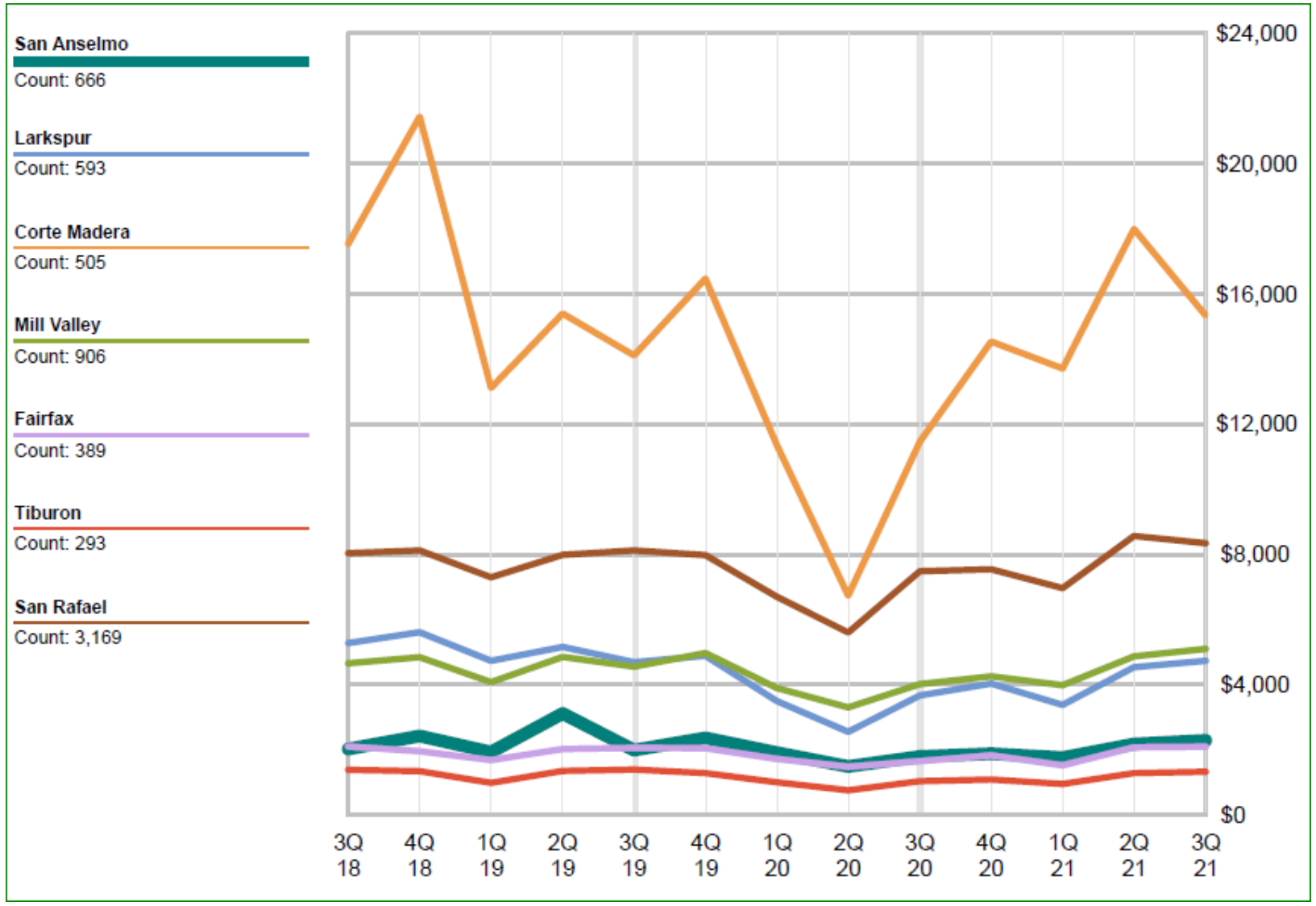
APR 2019 – AB 147
OOS Online Retailers

OCT 2019 – AB 147
w/Marketplace Facilitators

MAR 2020 – COVID
Pandemic & Shelter-In-Place

HdL Companies

Per Capita Sales Tax Comps

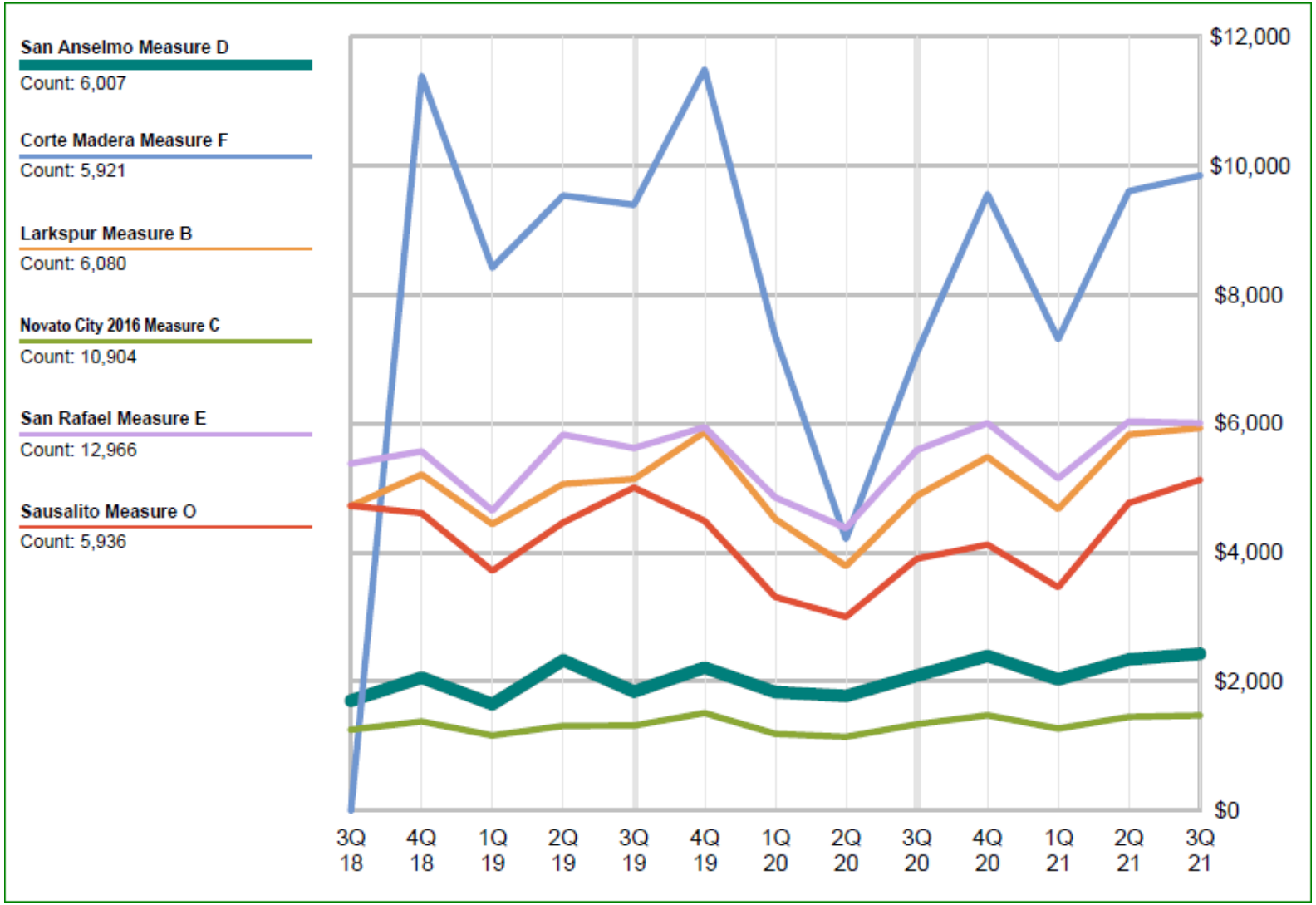


Per Capita Figures 3q21:

- San Anselmo $2,290
- Marin County $4,891
- State of CA $4,462

HdL Companies 158

Per Capita Measure D Comps



District Tax Rates Notes:

- Corte Madera Measure F 0.75% replaced Measure B 0.50% 3Q18
- Fairfax, Larkspur and San Rafael 0.75%
  - All agencies increased from 0.50% in prior years
- Sausalito 0.50%
- Novato 0.25%
  - Decreased from 0.50% 2Q16

HdL Companies

FY 20-21 Tax Comparisons

How Does Measure "D" 0.50% Rate Compare to Sales Taxes 1% Rate?

Industry Group	Sales Tax Fiscal Year 2020-2021	Sales Tax % of Total	Measure D Fiscal Year 2020-2021	Measure D % of Total	Ratio of "D" to Sales Tax
Auto-Transportation (AT)	$ 18,193	1.5%	$ 228,591	20.5%	1256%
Building + Other (BC)	$ 1,063	0.1%	$ 77,586	7.0%	7299%
Business-Industry (BI)	$ 48,020	4.0%	$ 94,162	8.5%	196%
Food-Drugs (FD)	$ 263,468	21.8%	$ 141,703	12.7%	54%
Fuel-Service Stations (FSS)	$ 122,073	10.1%	$ 61,317	5.5%	50%
General Consumer Goods (GCG)	$ 244,117	20.2%	$ 392,779	35.3%	161%
Restaurants-Hotels (RH)	$ 228,640	18.9%	$ 117,086	10.5%	51%
County Pool Allocation	$ 282,057	23.4%	$ -	0.0%	0%
Totals	$ 1,207,631	100.0%	$ 1,113,224	100.0%	**92%**

Key Differences:

- Measure D generates 92% of annual sales taxes
  - Very limited AT, BC, BI merchants in Town
  - Residents buy vehicles elsewhere; large part of "D" revenues
  - Delivery of building materials good for "D"
- "Pool" allocation is highest sales tax generator
  - Online sales from out of state companies
  - "D" captures 55% in GCG, 24% BI, 10% AT

HdL Companies 160

Transaction Taxes: Laws & Considerations



HdL Companies 161

Measure D Renewal/Replacement

- Rate – retain 0.50%; could go up to 1.0%
  - Myth debunk – consumers do not 'shop' tax rates
- Purpose – General or Special
  - General – 4/5th Council, simple majority of voters
  - Special – 3/5th Council, two thirds of voters
- Term – finite or no sunset
  - "D" ends 3/31/2024
  - Decide limited term or perpetuity
    - Consider 'voter termination' provision
- Timing – must go on municipal election dates (next – Nov. 2022)
  - Only exception fiscal emergency declaration

Tax Measures Process/Deadlines – 2022

- Hire Experts – January
  - Revenue Measure Consultants
  - Public Opinion Research
- Develop Strategies – February to May
  - Assess Community Support
    - Services and Infrastructure Priorities
  - Develop & Implement Communications Plan
- Approvals – June to July
  - Town ratifies required resolutions/ordinances
  - Ballot language completed
- Filing Deadline – August 12 – County Clerk
  - All publicly funded communication efforts cease

Local Ballot Language Examples

Larkspur Measure B 11/7/2017:

Larkspur Essential City Services Measure. To maintain City services, including repairing aging, deteriorating neighborhood streets, roads, potholes, major boulevards; clearing brush to prevent fires/improve emergency vehicle access; upgrading storm drains; fire protection/911 emergency/medical response; and other services, shall the City of Larkspur extend the voter-approved sales tax at the 3/4¢ rate until ended by voters, providing $1,650,000 annually with authority to incur debt to accelerate infrastructure projects, subject to citizens' oversight/audits.

San Rafael Measure E 11/5/2013:

Shall the City of San Rafael extend the existing one-half percent local sales tax and increase the rate by one-quarter percent to provide funding that cannot be taken by the State, and can be used to preserve essential city services for a period of 20 years, including: maintaining rapid emergency police/fire response times, maintaining adequate numbers of on-duty firefighters/paramedics/police, ensuring earthquake safe police/fire stations, maintaining community centers and repairing city streets?

Recent Ballot Language Samples

Cotati Measure S 11/3/2020:

Cotati Fiscal Stability and Essential Services Extension Measure. To continue funding that cannot be taken by the State, to maintain/prevent cuts to 911 emergency dispatch/local public safety; domestic violence response; emergency/natural disaster preparedness; streets/pothole repair; parks; and other city services, shall the measure to extend Cotati's existing, voter-approved 1¢ sales tax be adopted until ended by voters, providing $2,200,000 annually, with citizens' oversight, audits, and no increase in tax

Healdsburg Measure T 11/3/2020:

To stabilize City finances, and maintain and protect essential City services, shall the City of Healdsburg adopt an ordinance to extend the one-half of one percent transactions and use tax, enacted by the voters in 2012 and currently in place until 2022 and generating approximately $2.1 million per year, with annual audits and review, and with all funds spent locally for the benefit of Healdsburg residents, until ended by voters?

Must disclose expected annual revenue!

HdL Companies

Important Considerations

- History of Measure D
  - Expenditure of funds met community expectations?
  - Communicated how funds have been spent?
- Community Pulse
  - Priorities - services, projects, other?
  - Knowledge of Long Term Financial Outlook?
  - Trust in elected officials and staff?
- Competition
  - Renewal of Marin County Parks Measure June 2022
  - San Anselmo Library Tax Measure E – Nov. 2022
  - Other tax measures (e.g. schools, county)?
  - *Anyone else using Town's TT cap space?*
- Other options
  - Parcel taxes, etc.?



HdL Companies

November 8, 2022 General Election

Date	Description	# of days before election
August 12, 2022	Last day to submit Resolutions to the Board of Supervisors and Registrar of Voters calling an election and requesting consolidation where applicable. Must be in our office by 4:30 p.m. Last day to submit tax rate statement for bond measures. Measure question is limited to 75 words. *EC §1405, §9401, §10002, §13247*	88
August 13, 2022 thru August 22, 2022	Ten (10) day public examination period of measures. First day the Elections Department will accept measure arguments. *EC §9190, §9380, §9509*	87-78
August 15, 2022	Measure letters assigned by Registrar of Voters. See the How Measures Get Their Letters section. *EC §13116* First day the Elections Department will accept primary arguments	85
August 17, 2022	Last day to withdraw a measure from the ballot. Written notification must reach this office by 4:30 p.m. on this date or the measure will remain on the ballot. *EC §9605*	83
August 22, 2022	Last day to submit or withdraw measure arguments (300-word limit) to the Election Dept. City measures arguments must be filed with the City Clerk. Cities may have different deadlines for arguments. Suggested submission date for all impartial analysis. *EC §9161-9166, §9601, §9280-9286*	78
August 23, 2022 thru September 1, 2022	Ten (10) day public examination period of measure arguments. First day the Elections Department will accept rebuttal arguments. *EC §9190, §9380, §9509*	77-68
August 29, 2022	Last day to submit rebuttals (250-word limit) to the arguments for or against a measure, filed with all documents required by the Elections Office. *EC §9167*	71
August 30, 2022 thru September 8, 2022	Ten (10) day public examination period of rebuttal arguments. *EC §9190*	70-61

TO: Town Council **Meeting of** 1/11/2022

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

SUBJECT:
Consider introduction of an ordinance amending Chapter 5.03 of the San Anselmo Municipal Code to update the Town's solid waste regulations in accordance with SB 1383 and consider adopt consider approving the First Amendment to the Amended and Restated Franchise Agreement between the Town of San Anselmo and Marin Sanitary Service

RECOMMENDATION

That the Council take the following actions to bring the Town into compliance with SB 1383:

1. Introduce by title only and waive further reading of an ordinance amending Chapter 5.03 of the San Anselmo Municipal Code to update the Town's solid waste regulations in accordance with SB 1383 (Attachment 1); and
2. Adopt a resolution approving the First Amendment to the Amended and Restated Franchise Agreement between the Town of San Anselmo and Marin Sanitary Service (Attachment 3).

BACKGROUND

Senate Bill 1383 (SB 1383), the Short-Lived Climate Pollutant Reduction Act of 2016, is part of a statewide effort to reduce the emissions of short-lived climate pollutants (like methane gas) in various sections of California's economy. SB 1383 sets a target to divert 75% of organic waste from landfills and recover 20% of edible food for human consumption by 2025.

SB 1383 requires all jurisdictions in California to adopt a mandatory organics recycling ordinance by March of 2022. CalRecycle created a model ordinance to satisfy this requirement and staff worked with R3 Consulting Group (R3) and legal counsel to customize the model ordinance for the Town of San Anselmo. The proposed ordinance supports establishment of enforceable SB 1383 related requirements for organic waste generators, haulers, and others and contains similar language to other jurisdictions in Marin County.

DISCUSSION

The proposed ordinance imposes new waste disposal requirements on residents and businesses within the Town as required by SB 1383 (Attachment 1). The ordinance designates the Town as the enforcement agency but allows flexibility for the Town to delegate enforcement responsibility for certain portions of the ordinance

to other entities. Staff is continuing to work with R3, Marin Sanitary Service (MSS) and other jurisdictions to determine whether certain SB 1383 responsibilities can be shared through written agreements, however the Town itself remains responsible for SB 1383 compliance.

Key provisions of the proposed ordinance identified by staff and R3 are highlighted below (the list is not comprehensive):

- Single-family, multi-family and businesses must subscribe to solid waste, recyclables and organics collection service and properly sort these materials.
- Businesses and multi-family buildings must acquire and supply, through MSS (or any subsequent franchised waste hauler), an adequate number of labeled, color-coded containers for employees, contractors, tenants, and customers, consistent with the 3-container program provided by MSS (or self-haul) and educate employees and tenants about proper sorting.
- Businesses (excluding multi-family) must provide additional labeled or color-coded containers for organic waste and recyclable materials generated by that business in all areas where the business provides disposal containers ("user disposal containers") for employees, tenants, customers, and other users of the premises. Commercial generators must also monitor containers for prohibited contaminants.
- MSS must take organic materials to facilities that recover source-separated organic waste and recyclables to facilities that recover recyclable materials.
- Self-haulers of organic materials must source-separate organics, take them to a facility that recovers organics and keep specified records.
- Large, commercial edible-food generators must divert edible food through a written agreement with food recovery organizations and keep specified records.
- Food recovery organizations and services must maintain certain records, including written agreements with edible food generators.
- The Town's right to inspect and enforce the requirements are contained in the ordinance.
- Beginning in 2024, violation of any provision of the ordinance may result in a notice of violation and imposition of fines from the Town.

In addition to adopting an ordinance, SB 1383 regulations also require local jurisdictions to:

- Ensure that collection containers provided by MSS meet color requirements and are labeled to specify the materials allowed in those containers.
- Develop and implement an edible food recovery program that recovers edible food from designated commercial edible food generators for human consumption.
- Review requests for waivers from organic waste collection requirements and approve commercial waivers that meet requirements.
- Procure recycled content paper, and procure recovered organic waste products (i.e., compost, mulch,

biomass, and renewable natural gas) at levels prescribed by the state annually.

- Ensure that education and outreach is conducted to all affected parties, including generators, haulers, facilities, and edible food recovery organizations.
- Keep specified records and report implementation efforts.
- Meet and enforce CALGreen and Model Water Efficient Landscape Ordinance (MWELO) requirements.

The Town of San Anselmo and regulated entities (with the exception of Tier 2 commercial edible food generators) must comply with nearly all SB 1383 requirements, with the exception that enforcement actions will not commence until January 1, 2024. More information regarding SB 1383 can be found at: <https://www.calrecycle.ca.gov/organics/slcp%20>
In addition to the revisions related to SB 1383, Town staff and R3 took this opportunity to update the existing Town Code section to eliminate provisions that are better suited for the franchise agreement. A redline comparison between the existing Code section and the proposed Ordinance is included as Attachment 2 to this staff report.

AMENDMENT TO THE FRANCHISE AGREEMENT FOR SB 1383

Council is also asked to adopt a resolution approving the First Amendment to the Amendment and Restatement of Franchise Agreement between the Town of San Anselmo and Marin Sanitary Service (Attachment 3). San Anselmo's franchise agreement sets the services and standards for MSS to conduct waste management activities and bill customers. SB 1383 establishes specific services and ways to provide those services by waste haulers, and accordingly requires updates to the Franchise Agreement. This amendment reflects the additional requirements related to SB 1383 and makes more explicit many of the services MSS offers.

A summary of the items proposed in the amendment include:

- Full roll-out of three-container waste collection (including garbage, recycling and organics) to all customer types in compliance with SB 1383 requirements by January 1, 2024.
- Container labels to meet SB 1383 standards for all new containers put into service.
- Outreach and education, including development and distribution of materials.
- Evaluation of waiver requests for exemption from the requirement to subscribe to recycling and organics service (the Town retains the responsibility for approving such requests).
- Route reviews and notices for contamination monitoring.
- Site visits to customers to provide educational materials and assistance in proper sorting; and for customers not signed up for recycling or organics service to encourage them to subscribe.
- Reporting to the Town and State on compliance activities; and reports to the Town on observed noncompliance for Town enforcement action.

FISCAL IMPACT

There is no direct fiscal impact as a result of adopting this ordinance and approving the amended agreement. However, the financial impact of implementing SB 1383 may range from small to significant for the Town and its solid waste ratepayers as a result of implementation and enforcement costs and future franchise agreements with waste haulers.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Adoption of the ordinance and approval of the amended agreement are exempt from California Environmental Quality Act (CEQA) review because it does not constitute a project under CEQA pursuant to Guideline 15378 (b)(5), which provides that organizational and administrative activities of governments that will not result in physical changes in the environment are not considered projects for CEQA purposes.

Attachments:

1. Proposed Ordinance Amending Chapter 5.03 of the San Anselmo Municipal Code to Update the Town's Solid Waste Regulations in Accordance with SB 1383
2. Redline Comparison of Existing Code and Proposed Ordinance
3. Proposed Resolution Approving the First Amendment to the Amended and Restated Franchise Agreement between the Town and MSS

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING MUNICIPAL CODE TITLE 5, CHAPTER 3 TO UPDATE THE TOWN'S SOLID WASTE REGULATIONS IN ACCORDANCE WITH SB 1383

WHEREAS, Senate Bill 1383 is a statewide effort to reduce emissions of short-lived climate pollutants; and

WHEREAS, the Bill directed California Department of Resources Recycling and Recovery ("CalRecycle") to adopt regulations to reduce disposal of organic waste by 50 percent from its 2014 baseline level by 2020 and 75 percent by 2025; and

WHEREAS, SB 1383 also requires the regulations to recover, for human consumption, at least 20 percent of edible food that is currently thrown away; and

WHEREAS, CalRecycle promulgated regulations as directed in SB 1383 in Chapter 12 (Short-Lived Climate Pollutants) of Division 7 of Title 14 of the California Code of Regulations ("SB 1383 Regulations");

WHEREAS, the SB 1383 Regulations require cities, counties, and special districts providing solid waste collection services to adopt and enforce an ordinance or other enforceable mechanism to implement relevant provisions of the SB 1383 Regulations including regulation of waste haulers and generators of organic waste and edible food, and enforcement mechanisms and penalties for violations; and

WHEREAS, the Town Council desires to amend the San Anselmo Municipal Code to comply with the SB 1383 Regulations.

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

SECTION 1. ENVIRONMENTAL REVIEW.
The Town Council finds that adoption of this ordinance is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the ordinance is exempt from the CEQA under 14 California Code of Regulations section 15061(b)(3), because it can be seen with certainty that there is no possibility that approval of the amended Agreement may have a significant effect on the environment.

SECTION 2. MUNICIPAL CODE AMENDMENT.
San Anselmo Municipal Code Title 5, Chapter 3 (Garbage) is hereby amended in its entirely as set forth in Exhibit A, attached hereto and incorporated herein by reference.

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 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 4. INCORPORATION INTO MUNICIPAL CODE.
Inclusion in the San Anselmo Municipal Code. It is the intention of the San Anselmo Town Council that the text in Exhibit A be made a part of the San Anselmo Municipal Code and that the text may be renumbered or relettered and the word "Ordinance" may be changed to "Section", "Chapter", or such other appropriate word or phrase to accomplish this intention.

SECTION 11. EFFECTIVE DATE.
This Ordinance shall go into effect thirty (30) days from its adoption and shall be posted or published as required by State law.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on January 11, 2022, and was adopted at a regular meeting of the San Anselmo Town Council on _____, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Alexis Fineman, Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

EXHIBIT A
Amendment to Title 5, Chapter 3 of the San Anselmo Municipal Code

Chapter 3 - SOLID WASTE
Sections:

5-3.01 Definitions.

For the purposes of this chapter, certain words and phrases used in this chapter are defined as follows:

"Act" means the California Integrated Waste Management Act of 1989 (commencing with Section 40000 of the Public Resources Code), as amended, including but not limited to, the Jobs and Recycling Act of 2011 (AB 341), SB 1016 (Chapter 343, Statutes of 2008 [Wiggins, SB 1016]), the Mandatory Commercial Organics Recycling Act of 2014 (AB 1826), and the Short-Lived Climate Pollutants Bill of 2016 (SB 1383), and as implemented by the regulations of CalRecycle.

"Authorized Collector" means such persons, firms or corporations collecting and delivering for disposal, recycling or processing solid waste (other than solid waste generated by a permitted building project) originating in the Town and doing so under a Franchise Agreement with the Town.

"CCR" means the California Code of Regulations. CCR references in this Chapter are preceded with a number that refers to the relevant Title of the CCR (e.g., "14 CCR" refers to Title 14 of CCR).

"Collection" means to take physical possession of Solid Waste at, and remove from, the place of generation for transport to a solid waste facility or other recovery activity.

"Commercial business" or "Commercial" means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multi-family dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A multi-family dwelling that consists of fewer than (5) or more dwelling units is not "Commercial", for the purposes of this Chapter.

"Commercial Edible Food Generator" means a tier one or a tier two commercial edible food generator as defined in 14 CCR Section 18982(a)(73) and (a)(74). Food recovery organizations and food recovery services are not commercial edible food generators.

"Commercial generator" means any commercial business, non-residential establishment, large event, large venue, or other entity that is responsible for the initial creation of solid waste and is not a single-family dwelling nor a multi-family dwelling consisting of fewer than five dwelling units. For the purposes of this chapter, a multi-family dwelling that consists of five or more dwelling units is considered a commercial generator.

"Community composting" means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and compost on-site at any one time does not exceed 100 cubic yards and 750 square feet as specified in 14 CCR Section 17855(a)(4); or as otherwise defined by 14 CCR Section 18982(a)(8).

"Composting" means the process of controlled biological decomposition of organic waste.

"Construction and demolition debris" or "C&D" means used or discarded materials resulting from construction, renovation, remodeling, repair, demolition, excavation, or construction clean-up operations on any pavement or structure.

"Container" or "collection container" means, for the purpose of this Chapter, any bin, box, or cart used for the purpose of holding solid waste for collection.

"Debris box" means any ten (10) to forty (40) cubic yard container, or any compactor provided by a solid waste generator, placed in the public right-of-way, on town property, private property, or elsewhere in the service area, which is procured by a solid waste generator for their use in the collection of their solid waste. Debris boxes are serviced by means of lifting the entire container, including all contents, onto a designated collection vehicle.

"Designated collection location" means the place where a collector has contracted with either the local governing body or a private entity to pick up source-separated, recyclable materials. This location will customarily be the curbside of a residential neighborhood or the service alley of a commercial (or multi-family) enterprise.

“Disposal” means the final disposition of Solid Waste at a Solid Waste Facility permitted for disposal.

“Diversion” means activities reducing or eliminating the amount of solid waste from solid waste disposal, and which return these materials to use in the form of raw materials for new, reused, or reconstituted products, which meet the quality standards necessary for commercial use, or for other purposes of reuse.

“Dwelling unit” means one (1) or more rooms with internal access between all rooms, which provide complete independent living facilities for at least one (1) family, including provisions for living, sleeping, eating, cooking, bathing, and sanitary facilities. Cooking facilities for purposes of this chapter shall be defined as any combination of the following: sink, refrigerator, cupboard and/or storage, stove, oven (including microwave and convection).

“Edible food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “edible food” is not solid waste if it is recovered and not discarded. Nothing in this chapter or in 14 CCR, Division 7, Chapter 12 requires or authorizes the recovery of edible food that does not meet the food safety requirements of the California Retail Food Code.

“Enforcement Agency” means an entity with the authority to enforce part or all of this chapter as specified herein. Employees and agents of an Enforcement Agency may carry out inspections and enforcement activities pursuant to this chapter. Nothing in this chapter authorizing an entity to enforce its terms shall require that entity to undertake such enforcement except as agreed to by that entity and the Town. The Town is an Enforcement Agency for all sections of this chapter. The Town may choose to additionally delegate enforcement responsibility to other public entities, including the Marin Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin) and the County of Marin.

“Food recovery organization” means an entity that engages in the collection or receipt of edible food from commercial edible food generators and distributes that edible food to the public for food recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

a) A food bank as defined in Section 113783 of the Health and Safety Code;

b) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety Code; and,

c) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

“Food recovery service” means a person or entity that collects and transports edible food from a commercial edible food generator to a food recovery organization or other entities for food recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A food recovery service is not a commercial edible food generator for the purposes of this chapter and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

“Food waste” means food scraps and trimmings and other putrescible waste that result from food production, preparation, cooking, storage, consumption or handling. Food waste includes but is not limited to meat, fish and dairy waste, fruit and vegetable waste and grain waste. Food waste does not include exempt waste.

“Franchise Agreement” means an exclusive agreement between the Authorized Collector and the Town for the collection solid waste on specified terms and conditions and at the rates for such collection fixed and established by the provisions of the Franchise Agreement and this Chapter.

“Garbage” means all non-recyclable packaging and other waste attributed to normal activities of a service unit. Garbage must be generated by and at the service unit wherein the garbage is collected. Garbage does not include recyclable materials, organic materials, debris from construction and demolition, large items, e-waste, universal waste, hazardous waste, household hazardous waste or exempt waste.

“Generators” for the purpose of this Chapter, means a person or entity, including commercial generators and residential generators, that is responsible for the initial creation of organic materials, or as otherwise defined as “organic waste generator” in 14 CCR Section 18982(a)(48).

“Hauler” means a person who collects material from a generator and delivers it to a reporting entity, end user, or a destination outside of the state or as otherwise defined by 14 CCR 18815.2(a)(32). “Hauler” includes public contract haulers, authorized collectors, food waste Self-haulers, and Self-haulers. A person who transports material from reporting entity to another person is a transporter, not a hauler.

“Inspection” means a site visit where a Jurisdiction or its designee or designated entity reviews records, containers, and an entity’s collection, handling, recycling, or disposal of solid waste or edible food handling, to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

“Multi-Family dwelling” or “Multi-family” means of, from, or pertaining to residential premises with five (5) or more dwelling units, for the purposes of this Chapter. Multi-family premises do not include hotels, motels, or other transient occupancy facilities, which are considered commercial businesses.

“Organic material” or "organic waste" means solid wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food waste, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46).

"Person" means any person or persons, firm, association, corporation, or other entity acting as principal, agent or officer, servant, or employee, for themselves or for any other person, firm, or corporation.

"Premises" includes a tract or parcel of land with or without habitable buildings or appurtenant structures. (14 CCR § 17225.50). For purposes of this chapter the word premises includes residential and commercial uses of the land, whether owned, leased, rented or subrented, including every dwelling house, dwelling unit, apartment house or multiple-dwelling building, trailer or mobile home park, store, restaurant, rooming house, hotel, motel, office building, department store, manufacturing, processing or assembling shop or plant, warehouse and every other place or premises where any person resides, or any business is carried on or conducted within the town.

“Prohibited container contaminants” means (1) discarded materials placed in the designated Recyclables container that are not identified as acceptable source separated recyclables for the town’s designated recyclables collection container; (2) discarded materials placed in the designated organic materials collection container that are not identified as acceptable source separated organic materials for the town’s designated organic materials collection container; and (3) discarded materials placed in the garbage container that are acceptable source separated recyclables and/or source separated organic materials to be placed in town’s designated organic materials collection container and/or designated recyclables collection container and, and (4) excluded waste placed in any container.

"Recyclable (source separated) materials" means any material designated to be separated from the waste stream for purposes of recycling (See, Pub. Res. Code § 41951). This designation shall be made by the Town and the Authorized Collector based on good public practice, ability to receive an acceptable economic return, and feasibility of separating the material from the waste stream at the point of collection. Recyclable materials are currently limited to paper, glass, cardboard, plastics, ferrous metal, and aluminum.

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become garbage and returning them for use or reuse in the form of raw materials for new, used, or reconstituted products which meet the quality standard necessary to be used in the marketplace.

Recycling does not include transformation as defined in Public Resources Code Section 40201. (14 CCR §17225.54).

“Residential” means, for the purposes of this chapter, any premise consisting of between one (1) and four (4) dwelling units, and onsite domestic uses accessory to these dwelling units. A multi-family dwelling that consists of fewer than (5) dwelling units is “Residential”, for the purposes of this Chapter.

“Self-hauler” means a person who hauls solid waste, organic waste or recovered material they have generated to another person. A self-hauler also includes a person who back-hauls waste as defined in 14 CCR section 18982(a)(66). “Back-haul” means generating and transporting organic materials to a destination owned and operated by the generator using the generator’s own employees, vehicles and equipment, or as otherwise defined in 14 CCR Section 18982(a)(66)(A).

"Solid waste" has the same meaning as defined in Public Resources Code Section 40191, which defines solid waste as all putrescible and nonputrescible solid and semisolid wastes, including garbage, recyclable materials, organic materials, demolition and construction wastes, bulky waste, discarded home and industrial appliances, manure, vegetable or animal solid or semisolid wastes, and other discarded solid and semisolid wastes with the exception that Solid Waste does not include any of the following wastes: (1) Hazardous waste, as defined in the Public Resources Code Section 40141, (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the Health and Safety Code) and (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the Public Resources Code. Recyclable materials and organic materials are a part of solid waste.

“Solid waste collection service” means collection of solid waste originating in the Town, by persons, firms or corporations, and doing so under a contract or franchise agreement with the Town.

“Solid waste facility” means a solid waste transfer or processing station including Material Recovery Facilities, a composting facility, a gasification facility, a transformation facility, an Engineered Municipal Solid Waste conversion facility, and a disposal facility. Solid waste facility additionally includes a solid waste operation that may be carried out pursuant to an enforcement agency notification, as provided in regulations adopted by CalRecycle, or otherwise set forth in the Act.

“Source separate” means the process of removing recyclable materials and organic materials from Solid Waste at the place of generation, prior to Collection, and placing such materials into separate containers designated for recyclable materials and organic materials, or as otherwise defined in 14 CCR Section 17402.5(b)(4).

“Tier One commercial edible food generator” means a Commercial Edible Food Generator that is one of the following as defined in 14 CCR Section 18982(a):

(a) Supermarkets with gross annual sales of $2,000,000 or more
(b) Grocery store with a total facility size equal to or greater than 10,000 square feet.
(c) Food service provider, which means an entity primarily engaged in providing food services to institutional, governmental, commercial, or industrial locations of others based on contractual arrangements with these types of organizations.
(d) Wholesale food vendor, which means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination.
(e) Food Distributor, which means a company that distributes food to entities including, but not limited to, supermarkets and grocery stores.

“Tier Two commercial edible food generator” means a Commercial Edible Food Generator that is one of the following as defined in 14 CCR Section 18982(a):

(a) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.

(b) Hotel with an on-site food facility and 200 or more rooms.

(c) Health facility with an on-site food facility and 100 or more beds.

(d) Large Venue, which means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue.

(e) Large Event, which means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event..

(f) A state agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.

(g) A local education agency facility with an on-site food facility. “Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of town, city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).

“Town Administrator” means the Town Manager of the Town of San Anselmo, or their designee.

5-3.02 Solid waste disposal regulated.

(a) It shall be unlawful for any person to keep, deposit, bury, or dispose of any solid waste, except as provided in this chapter, in or upon any private property, public street, alley, sidewalk, gutter, park, or other public place whatsoever or to throw the same in the bed or upon the banks of any stream or creek in the Town or in or upon any of the waters thereof. Every person in the Town having the obligation to dispose of solid waste shall dispose of the same only in the manner provided in this Chapter through the Authorized Collector of the Town; provided, that any person may Self-haul solid waste to a solid waste facility in addition to their solid waste collection service in conformance with this Chapter. Every generator shall have solid waste collection service by the Authorized Collector each week, or more often if ordered by the Enforcement Authority and shall pay the Authorized Collector the monthly rates provided for in the Franchise Agreement, unless otherwise specified in this Chapter. Failure of receipt of a bill does not obviate responsibility for payment. In each instance, the property owner shall be primarily responsible for the payment of the charges provided for herein.

(b) For the purposes of this Chapter, any dwelling unit in which there are cooking facilities, and which is occupied more than four (4) days in any one month, shall be considered to generate solid waste and require solid waste collection service. The Authorized Collector shall give written notice to the Town of the address of any occupied premise within the Town which is not subscribing to the solid waste collection service.

(c) The Town may require the Authorized Collector to operate and maintain a recycling program for any and all recyclable materials and organic materials collected within the Town.

(d) A mandatory obligation is imposed on each person occupying any premise to source separate and recycle all recyclable material and organic materials from the garbage generated on the premise as described in Section 5-3.15 and Section 5-3.16.

(e) Generators shall place source separated organic materials, including food waste, in the organic materials collection container; place source separated recyclable materials in the recyclable material collection container; and place garbage in the approved garbage collection container. Generators shall not place prohibited container contaminants into the garbage collection container, organic materials collection container or recyclable material collection container.

(f) If any person should fail to subscribe for the collection and disposal of solid waste or violate any other provision of this Chapter, said violation shall be subject to enforcement actions described in Section 5-3.22.

(g) Generators shall provide or arrange for access during all inspections and investigations (with the exception of a private residential dwelling unit) and cooperate with the Town or Authorized Collector during such inspections and investigations as described in Section 5-3.21.

(h) Nothing in this Chapter shall prohibit generators from regularly disposing of garbage, recyclable material, or organic materials at a solid waste facility, by Self-hauling or through the uncompensated services of another in a manner collector conforming to Section 5-3.18.

(i) Nothing in this section prohibits generators from preventing or reducing waste generation, or otherwise diverting recyclable material and organic material as described in Section 5.3.14.

5-3.03 Collection containers.

(a) Generators shall store solid waste on their property or premises or shall require it to be stored or handled in such manner so as not to promote the propagation, harborage or attraction of vectors or the creation of nuisance (14 CCR § 17312).

(b) It shall be the duty of every property owner, occupant and tenant of any premises within the Town to store all solid waste in collection containers provided by the Authorized Collector. These containers shall be constructed of metal or an approved plastic material which shall be watertight, nonabsorbent, vector resistant, durable, easily cleanable, equipped with handles, and having tight-fitting covers such that said containers hold said solid waste without spillage and leakage, escape of odors or access of flies to the contents thereof and without being filled to within four (4") inches of the top. Each filled container shall not exceed a total of seventy-five (75) pounds in weight, including the weight of the container. It is unlawful to place, or permit to remain, any solid waste subject to decay except in a suitable covered container, as set forth herein. The specific nature of said containers shall be established as from time to time approved by the Town and Authorized Collector.

(c) Each person who has a collection container shall keep the area where the collection container is located in a clean, safe and sanitary condition. Each collection container and its cover shall be kept clean, and the cover shall not be removed except to place solid waste therein or to empty the same. The Authorized Collector will maintain or replace collection containers as needed.

(d) No collection container shall be placed or kept on or in any public street, alley, sidewalk, footpath, or public place whatsoever but shall be maintained on the premises, out of public view, except as may be provided for removing and emptying by the Authorized Collector on the day(s) and in the designated collection location. Collection containers are permitted to be placed in public view and on a public street, sidewalk or footpath only during the forty-eight-hour period commencing at 12:01 a.m. on the day preceding the day of scheduled pick-up and terminating at 12:01 a.m. on the day following such pick-up. For curbside collection service, the designated collection location shall be the street curb line adjacent to such premises and collection containers shall be placed in the location by the occupant of such premises for collection by the Authorized Collector.

5-3.04 - Removal of solid waste.

(a) All solid waste shall be removed by the Authorized Collector from collection containers at least once each week, unless otherwise specified by this chapter, state law, or by the Franchise Agreement. Removal shall occur as

often in each week as may be necessary to fully comply with the provisions of this Chapter and shall be so removed only by the Authorized Collector and upon the terms and conditions specified in this Chapter or shall be otherwise disposed of only as in this Chapter or the Franchise Agreement provide. Generators shall arrange for a size, quantity and collection frequency of collection containers to adequately store all solid waste generated in connection with the premise between the times designated for collection service. The Town shall have the right to review the number and size of such collection containers to evaluate the adequacy of capacity provided for each type of collection service and to review the separation and containment of materials. The Town shall be the exclusive judge of the sufficiency of the collection containers, and of the least number of times each week solid waste shall be removed from any premises, and of the sufficiency of disposition in compliance with this chapter otherwise than by collection by the Authorized Collector. Generators shall adjust service levels for their collection services as requested by the Town in order to meet the standards set forth in this Chapter.

(b) It shall be unlawful for any person to place or cause to be placed in any public receptacle owned by the Town and located upon any public street or public place any solid waste originating within or upon any private property; provided, however, pedestrians or other persons using such street or public place shall be permitted to deposit in such receptacles miscellaneous small articles of solid waste carried by them.

5-3.05 Rates for collection and collection services.

(a) Establishment of Rate Schedule. A comprehensive rate schedule for the collection of solid waste shall be established by the Council from time to time after a public hearing.

(b) Charge for Services. A charge shall be collected by the Authorized Collector not to exceed maximum rates established between the Town and the Authorized Collector, said maximum rates to be subject to change upon approval of an agreement between the Town and said authorized collector. The property owner is responsible for all charges for solid waste removal, including recyclable and organic materials. Said rates shall provide to the Authorized Collector a fair and reasonable compensation and return.

5-3.06 Payment of garbage rates: Delinquencies.

(a) Payment of Rates. It shall be unlawful for any person to refuse to pay the rates fixed for the collection of solid waste. Nonpayment may result in cessation of service, a violation punishable by law. Except as otherwise permitted by this Chapter, it shall be unlawful for any person to dispose of solid waste, from premises owned, occupied, or leased by said person other than by and through the Authorized Collector.

(b) If all payments are not made when due and after reasonable efforts to collect them have failed, the Authorized Collector shall so notify the Town in writing, showing the total delinquency and a list of the efforts made to collect. The Town shall thereupon notify the owner of the property by certified mail with return receipt requested. The notice shall demand that all delinquent payments be paid forthwith.

(c) It shall be the responsibility of the owner of any residential dwelling unit, or commercial property which is rented to provide for solid waste collection service to each family or business entity located on the property. Such owner shall be responsible for the payment of the fees provided for in this Chapter.

(d) It shall be unlawful for any person having the responsibility for solid waste collection service to fail, neglect, or refuse to do so after the Chief of Police or the Town Administrator or their designee notifies such responsible person to remove the solid waste in accordance with the provisions of this Chapter.

(e) It shall be the responsibility of the Authorized Collector to collect all fees provided for in this Chapter and to keep proper books of account and all billings on a timely basis and to account to the Town as often as the Town shall require.

5-3.07 - Conveyance of garbage through streets and alleys.

It shall be unlawful for any person to remove or carry on, along, or through the streets and alleys of the Town any solid waste; provided, however, the provisions of this section shall not apply to any person conveying solid waste collected outside the Town, nor to any person employed by the Town who shall be assigned to the work of solid waste removal while acting within the scope of their employment or to an authorized collector or to any

employee of such authorized collector during such time as such franchise agreement shall be in force. Nor shall this section be deemed to prohibit an individual from exercising their rights as described in sections 5-3.02, 5-3.14, 5-3.18, and which authorizes occasional disposals at authorized disposal sites.

All solid waste removed or carried on, along, or through such streets or alleys shall be removed or carried in watertight cans or in vehicles which do not leak and which have proper covers and are so loaded that none of the solid waste shall fall, drip, or spill to the ground or upon the streets or alleys. All such vehicles shall be kept clean on the outside and be numbered on the outside so that the number can be plainly seen.

5-3.08 - Municipal solid waste.

The Authorized Collector, without any charge whatsoever to the Town, shall pick up and remove all properly contained solid waste from all Town buildings and property on a weekly basis and shall daily empty and remove the contents of all public receptacles and litter cans provided by the Town.

5-3.09 - Contract for removal solid waste authorized.

The Council, after inviting bids therefor and after a duly noticed public hearing, may enter into a Franchise Agreement with any responsible person for the collection, removal, and disposal of solid waste collected and accumulated within the Town, and such contract shall operate for a term not to exceed ten (10) years, unless otherwise provided for in the Franchise Agreement. The responsible party contracting with the Town shall be the Authorized Collector.

(a) Independent Contractor. The Authorized Collector, in accordance with this Chapter, shall be considered as and shall be an independent contractor and shall be responsible to the Town for the result of the work to be done, but shall act under his own directions as to the manner of performing the work.

(b) Liability. The Authorized Collector and the Town shall be exempt from responsibility and liability for tampering or misuse of any items left at curbside for collection and/or recycling should spillage or other mishap occur prior to possession by Authorized Collector. Once the Authorized Collector takes possession of the solid waste, the Authorized Collector then assumes responsibility and liability.

(c) Minimum Provisions. The provisions of this Chapter shall be the minimum requirements for the protection of the public health, safety, convenience and general welfare.

(d) As required by state law, the Town's Authorized Collector providing organic materials collection services to generators within the Town's boundaries must meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the Town to collect organic materials:

(1) Through the Franchise Agreement provides written notice to the Town annually on or before January 1, 2022, to identify the facilities to which they will transport organic materials including facilities for source separated recyclable materials and source separated organic materials.

(2) Transports source separated recyclable materials and source separated organic materials to a facility, operation, activity, or property that recovers organic materials as defined in 14 CCR, Division 7, Chapter 12, Article 2.

(3) Obtain approval from the Town to haul organic materials, unless it is transporting source separated organic materials to a community composting site or lawfully transporting construction and demolition debris in a manner that complies with 14 CCR Section 18989.1.

5-3.10 - Award of franchise agreement for removal of solid waste.

The Town shall advertise for bids for the agreement authorized by Section 5-3.09 of this chapter. Such proposals shall offer to the Town a stated percentage amount based on monthly gross receipts for the exclusive right to collect and dispose of solid waste collected in the Town for the period of the agreement. The Council shall have the power to refuse any and all bids and shall award the agreement to the person in its opinion best qualified and equipped for performing the contemplated agreement. Should the Council determine that such bids are too low or are not fair or just, it may, at its option after rejecting all of them,

proceed without notice or publication to let an agreement to, or enter into an agreement with, such person upon such terms as shall appear to the Council to be for the best interests of the Town. The successful bidder or contractor shall, during the term of the agreement, be known as the "Authorized Collector" and shall collect solid waste on the terms and conditions and at the rates for such collection fixed and established by the provisions of this Chapter and the Franchise Agreement and shall dispose of all solid waste at a solid waste facility or facilities mutually designated by the Town and the Authorized Collector.

5-3.11 - Renewal of agreement.

When a Franchise Agreement has been entered into between the Town and Authorized Collector for the collection, removal and disposal of solid waste and the Authorized Collector shall have satisfactorily performed such contract, the Council, without inviting bids or proposals therefor, and without giving notice of its intention to do so, may, either prior to or after the expiration of such agreement, extend or renew the same for terms not exceeding ten (10) years each upon the same conditions or such other conditions as the Council shall provide, unless otherwise specified in the Franchise Agreement.

5-3.12 - Exporting and importing solid waste prohibited.

The following acts and conduct are hereby declared to be unlawful and a public nuisance:

(a) For any person having solid waste collection service of any type other than provided by the Authorized Collector to remove any solid waste or waste from their premises to the premises of any other person; and

(b) For any person having solid waste collection service of any type to permit or suffer their premises to be used for the deposit of any solid waste or waste from the premises of any other person.

5-3.13 Audit by Authorized Collector.

The Authorized Collector shall annually furnish the Town, at their own expense, an audit of their solid waste collection business and operations, which audit shall include a statement of financial condition and profit and loss statement to be made and prepared by a certified public accountant approved by the Town Manager or his designee.

5-3.14 Right to divert recyclable material and organic materials.

(a) Nothing in this chapter limits the right of any person to donate, sell, or otherwise remove their recyclable materials so long as the removal otherwise complies with this Chapter.

(b) Organic materials may be fed to animals on the premises where such organic materials is produced, provided that the premises are always kept in a sanitary condition to the satisfaction of the Town Administrator; and provided further that the keeping and feeding of such animals shall at all times conform to the applicable regulations of those entities governing the same now in force or which thereafter may be enacted or promulgated.

(c) Organic materials may be used in on-site composting or community composting pursuant to 14 CCR Section 18984.9(c), provided that such operation conforms to the applicable regulations of those entities governing the same now in force or which thereafter may be enacted or promulgated.

5-3.15 - Residential generator requirements.

Each residential generator shall subscribe to a level of solid waste collection service with the Authorized Collector that is sufficient to handle the volume of garbage, recyclable material, and organic materials generated or accumulated on the premises and comply with requirements of those collection services. Multi-family dwellings consisting of five dwelling units or more shall comply with the commercial generator requirements.

5-3.16 Commercial generator requirements.

(a) Commercial generators shall comply with the following requirements.

(1) Each commercial generator, including all multi-family dwellings that consist of five dwelling units or more, large events and large venues shall be responsible for compliance with the requirements of this Section.

(2) Each commercial generator shall subscribe to a level of service with an authorized collector that is sufficient to handle the volume of garbage, recyclable materials and organic materials generated or accumulated on the premises. Additionally, each commercial generator shall ensure the proper separation of solid waste, as established by the authorized collector, by placing each type of material in designated collection containers, and ensure that employees, contractors, volunteers, customers, visitors, and other persons on-site conduct proper source separation of solid waste.

(3) Each commercial generator shall supply and allow access to adequate number, size, and location of collection containers with sufficient labels or colors, conforming with requirements of this section, for employees, contractors, tenants, and customers, consistent with the solid waste collection service.

(4) Each commercial generator shall annually provide information to employees, contractors, tenants, and customers about organic materials recovery requirements and about proper sorting of solid waste.

(5) Each commercial generator shall provide educational information before, or within, fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep source separated organic materials and source separated recyclable materials separate from garbage (when applicable) and the location of collection containers and the rules governing their use at each property.

(6) Each commercial generator shall accommodate and cooperate with the authorized collector's monitoring program for inspection of the contents of containers for prohibited container contaminants, to evaluate generator's compliance.

(7) If a commercial generator Self-hauls, the commercial generator shall meet the Self-haul requirements of this chapter.

(b) Commercial generators, excluding multi-family dwellings consisting of five (5) or more dwelling units, shall comply with the following requirements.

(1) Provide containers for the collection of source separated organic materials and source separated recyclable materials in all indoor and outdoor areas where garbage disposal containers are provided for customers, for materials generated onsite. Such containers do not need to be provided in restrooms. If a commercial generator does not generate any of the materials that would be collected in one type of collection container, then it is not required to provide that type of collection container in all areas where disposal collection containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the collection containers shall have either:

i. A body or lid that is gray or black for collection of garbage, blue/tan for collection of recycling, and green for collection of organic materials. A commercial generator is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

ii. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.

(2) To the extent practical through education, training, inspection, and/or other measures, prohibit employees from placing materials in a container not designated for those materials per the solid waste collection service.

(3) Periodically inspect organic materials, recycling, and garbage containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).

(4) Commercial generators that are commercial edible food generators, as defined in Section 5-3.01, shall comply with food recovery requirements, pursuant to Section 5-3.21.

5-3.17 Waivers.

(a) Pursuant to 14 CCR Section 18984.11, the Town may grant waivers to commercial businesses based on physical space limitations and/or de minimis volume generated at such commercial businesses. Commercial businesses seeking a waiver shall submit their request in a form specified by the Town Administrator or their designee. After reviewing the waiver request, and after an on-site review, if applicable, the Town Administrator or their designee may either approve or deny the waiver requests in accordance with the following criteria. Anyone granted a waiver shall provide written verification of eligibility for a waiver at least every five years, and shall notify the Town if circumstances change such that they are no longer eligible for such waiver, in which case waiver will be rescinded.

(1) De Minimis Waivers: The Town may waive a commercial business' obligation to comply with some or all the organic waste collection service requirements if the commercial business meets the following requirements:

(i) Submit an application, with any application fee established by resolution of the Town Council, specifying the type of waiver requested and provide documentation as described below.

(ii) Provide documentation that either:

(a) The commercial business receives two or more cubic yards of weekly solid waste collection service (including garbage, recyclable material and organic materials) and organic materials subject to collection comprises less than 20 gallons per week of the business' total weekly solid waste volume; or

(b) The commercial business receives less than two cubic yards of weekly solid waste collection service (including garbage, recyclable material and organic materials) and organic materials subject to collection comprises less than 10 gallons per week of the business' total weekly solid waste volume.

(c) For the purposes of subsections (a) and (b) above, weekly solid waste collection shall be the sum of weekly garbage collection container volume, recyclable material collection container volume and organic materials collection container volume, measured in cubic yards.

(2) Physical Space Waivers: The Town may waive a commercial business' obligations (including multi-family dwellings consisting of five (5) or more dwelling units) to comply with some or all of the recyclable materials and/or organic materials collection service requirements if the Town has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the collection service requirements. A commercial business or property owner may request a physical space waiver through the following process:

(i) Submit an application form specifying the type(s) of collection services for which they are requesting a waiver from mandatory collection service.

(ii) Provide documentation that the premises lacks adequate space for the approved recyclable materials collection containers and approved organic materials collection containers including documentation from its authorized collector, licensed architect, or licensed engineer.

5-3.18 Self-haul requirements.

(a) Self-haulers shall source separate all recyclable materials and organic materials generated on-site from solid waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul organic materials to a high diversion organic waste processing facility as specified in 14 CCR Section 18984.3.

(b) Self-haulers shall haul their source separated recyclable materials to a facility that recovers those materials; and haul their source separated organic materials to a solid waste facility that processes or recovers source separated organic materials; and haul any other solid waste to an authorized disposal site.

(c) Self-haulers that are commercial businesses shall keep a record of the amount of organic materials delivered to each solid waste facility, operation, activity, or property that processes or recovers organic materials; this record shall be subject to inspection by the Town. The records shall include the following information:

1. Delivery receipts and weight tickets from the entity accepting the waste. If the material is transported to an entity that does not have scales on-site or employs scales incapable of weighing the Self-hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-hauler shall keep a record of the facilities that received the organic materials.

2. The amount of material in cubic yards or tons transported by the generator to each entity.

5-3.19 Commercial Edible Food Generator requirements.

(a) Tier one commercial edible food generators must comply with the requirements of this section commencing January 1, 2022, and Tier two commercial edible food generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

(b) Operators of a large venue or large event (as defined in 14 CCR 18982(a)(38)) that are not providing food services, but allowing for food to be provided by others, shall require food facilities operating at the large venue or large event to comply with the requirements of this section, commencing January 1, 2024.

(c) Commercial edible food generators shall comply with the following requirements:

(1) Arrange to recover the maximum amount of edible food that would otherwise be disposed.

(2) Contract with or enter into a written agreement with food recovery organizations or food recovery services for: (a) the collection of edible food for food recovery; or (b) acceptance of the edible food that the commercial edible food generator Self-hauls to the food recovery organization for food recovery.

(3) Shall not intentionally spoil edible food that is capable of being recovered by a food recovery organization or a food recovery service.

(4) Allow the Town's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.

(5) Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:

(i) A list of each food recovery service or organization that collects or receives its edible food pursuant to a contract or written agreement established under 14 CCR section 18991.3(b).

(ii) A copy of all contracts or written agreements established under 14 CCR section 1891.3(b).

(iii) A record of the following information for each of those food recovery services or food recovery organizations:

(a) The name, address and contact information of the food recovery service or food recovery organization.

(b) The types of food that will be collected by or Self-hauled to the food recovery service or food recovery organization.

(c) The established frequency that food will be collected or Self-hauled.

(d) The quantity of food, measured in pounds recovered per month, collected or Self-hauled to a food recovery service or food recovery organization for food recovery.

(d) Nothing in this Chapter shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557, as amended from time to time.

5-3.20 - Food Recovery Organization and Food Recovery Services requirements.

(a) Food recovery services collecting or receiving edible food directly from commercial edible food generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):

(1) The name, address, and contact information for each commercial edible food generator from which the service collects edible food.

(2) The quantity in pounds of edible food collected from each commercial edible food generator per month.

(3) The quantity in pounds of edible food transported to each food recovery organization per month.

(4) The name, address, and contact information for each food recovery organization that the food Recovery Service transports edible food to for food recovery.

(b) Food recovery organizations collecting or receiving edible food directly from commercial edible food generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):

(1) The name, address, and contact information for each commercial edible food generators from which the organization receives edible food.

(2) The quantity in pounds of edible food received from each commercial edible food generator per month.

(3) The name, address, and contact information for each food recovery service that the organization receives edible food from for food recovery.

(c) Food recovery organizations and food recovery services that have their primary address physically located in the Town and contract with or have written agreements with one or more commercial edible food generators pursuant to 14 CCR Section 18991.3(b) shall annually report to the Town it is located in the total pounds of edible food recovered in the previous calendar year from the tier one and tier two commercial edible food generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than April 1.

(d) Food recovery services and food recovery organizations shall provide information and consultation to the Town, upon request, regarding existing, or proposed new or expanded, food recovery capacity that could be accessed by the Town its commercial edible food generators. A food recovery service or food recovery

organization contacted by the Town shall respond to such request for information within 60 days unless a shorter timeframe is otherwise specified by the Town.

5-3.21 Inspections and investigations.

The Town Administrator, Authorized Collector, or designee is authorized to conduct any inspections, remote monitoring, or other investigations as reasonably necessary to further the goals of this chapter, subject to applicable laws. This may include inspections and investigations, at random or otherwise, of any collection container, collection vehicle load, or transfer, processing, or disposal facility to confirm compliance with this chapter, subject to applicable laws. This section does not allow entry in a private residential dwelling unit for inspection. For the purposes of inspecting collection containers for compliance, the Town Administrator or Authorized Collector may conduct container inspections for prohibited container contaminants using remote monitoring, and generators shall accommodate and cooperate with the remote monitoring.

5-3.22 Violations and penalties.

A violation of any provision of this chapter shall be subject to any of the enforcement tools available under the law, including those outlined in Title 1, Chapters 2 and 6 of the Municipal Code, except that fines, charges, and/or costs shall not be recoverable by recording a lien or special assessment against a property. Any section of this chapter may be enforced by the Town, or if agreed to, by its designated Enforcement Agency.

Chapter 3 - ~~GARBAGE~~ SOLID WASTE
Sections:

5-3.01 - Definitions.

For the purposes of this chapter, certain words and phrases used in this chapter are defined as follows:

"Act" means the California Integrated Waste Management Act of 1989 (commencing with Section 40000 of the Public Resources Code), as amended, including but not limited to, the Jobs and Recycling Act of 2011 (AB 341), SB 1016 (Chapter 343, Statutes of 2008 [Wiggins, SB 1016]), the Mandatory Commercial Organics Recycling Act of 2014 (AB 1826), and the Short-Lived Climate Pollutants Bill of 2016 (SB 1383), and as implemented by the regulations of CalRecycle.

"Authorized Collector" means such persons, firms or corporations collecting and delivering for disposal, recycling or processing solid waste (other than solid waste generated by a permitted building project) originating in the town and doing so under a contract or franchise agreement with the Town.

"CCR" means the California Code of Regulations. CCR references in this Chapter are preceded with a number that refers to the relevant Title of the CCR (e.g., "14 CCR" refers to Title 14 of CCR).

"Collection" means to take physical possession of Solid Waste at, and remove from, the place of generation for transport to a solid waste facility or other recovery activity.

"Commercial business" or "Commercial" means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multi-family dwelling, or as otherwise defined in 14 ~~{~~CCR~~}~~ Section 18982(a)(6). A multi-family dwelling that consists of fewer than (5) or more dwelling units is not "Commercial", for the purposes of this Chapter.

"Commercial Edible Food Generator" means a tier one or a tier two commercial edible food generator as defined in 14 CCR Section 18982(a)(73) and (a)(74). Food recovery organizations and food recovery services are not commercial edible food generators.

"Commercial generator" means any commercial business, non-residential establishment, large event, large venue, or other entity that is responsible for the initial creation of solid waste and is not a single-family dwelling nor a multi-family dwelling consisting of fewer than five dwelling units. For the purposes of this chapter, a multi-family dwelling that consists of five or more dwelling units is considered a commercial generator.

"Community composting" means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and compost on-site at any one time does not exceed 100 cubic yards and 750 square feet as specified in 14 CCR Section 17855(a)(4); or as otherwise defined by 14 CCR Section 18982(a)(8).

"Composting" means the process of controlled biological decomposition of organic waste.

"Construction and demolition debris" or "C&D" means used or discarded materials resulting from construction, renovation, remodeling, repair, demolition, excavation, or construction clean-up operations on any pavement or structure.

"Container" or "collection container" means, for the purpose of this Chapter, any bin, box, or cart used for the purpose of holding solid waste for collection.

"Debris box" means any ten (10) to forty (40) cubic yard container, or any compactor provided by a solid waste generator, placed in the public right-of-way, on town property, private property, or elsewhere in the service area, which is procured by a solid waste generator for their use in the collection of their solid waste. Debris boxes are serviced by means of lifting the entire container, including all contents, onto a designated collection vehicle.

"Designated collection location" means the place where a collector has contracted with either the local governing body or a private entity to pick up source-separated, recyclable materials. This location will customarily be the curbside of a residential neighborhood or the service alley of a commercial (or multi-family) enterprise.

"Disposal" means the final disposition of Solid Waste at a Solid Waste Facility permitted for disposal.

"Diversion" means activities reducing or eliminating the amount of solid waste from solid waste disposal, and which return these materials to use in the form of raw materials for new, reused, or reconstituted products, which meet the quality standards necessary for commercial use, or for other purposes of reuse.

"Dwelling unit" means one (1) or more rooms with internal access between all rooms, which provide complete independent living facilities for at least one (1) family, including provisions for living, sleeping, eating, cooking, bathing, and sanitary facilities. Cooking facilities for purposes of this chapter shall be defined as any combination of the following: sink, refrigerator, cupboard and/or storage, stove, oven (including microwave and convection).

"Edible food" means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), "edible food" is not solid waste if it is recovered and not discarded. Nothing in this chapter or in 14 CCR, Division 7, Chapter 12 requires or authorizes the recovery of edible food that does not meet the food safety requirements of the California Retail Food Code.

"Enforcement Action" means an action of the Town to address non-compliance with this ordinance including but not limited to issuing administrative notices, citations, fines, penalties, or using other remedies.

"Enforcement Agency" means an entity with the authority to enforce part or all of this chapter as specified herein. Employees and agents of an Enforcement Agency may carry out inspections and enforcement activities pursuant to this chapter. Nothing in this chapter authorizing an entity to enforce its terms shall require that entity to undertake such enforcement except as agreed to by that entity and the Town. The Town is an Enforcement Agency for all Sections of this chapter. The Town may choose to additionally delegate enforcement responsibility ~~for certain sections.~~ to other public entities, including the Marin Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin) and the County of Marin.

Commented [MHA1]: I am just flagging this so you'll know the Town has this responsibility, unless you delegate some of the enforcement duties.

"Food recovery organization" means an entity that engages in the collection or receipt of edible food from commercial edible food generators and distributes that edible food to the public for food recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

a) A food bank as defined in Section 113783 of the Health and Safety Code;

b) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety C~~c~~ode; and,

c) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

"Food recovery service" means a person or entity that collects and transports edible food from a commercial edible food generator to a food recovery organization or other entities for food recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A food recovery service is not a commercial edible food generator for the purposes of this chapter and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

"Food waste" means food scraps and trimmings and other putrescible waste that result from food production, preparation, cooking, storage, consumption or handling. Food waste includes but is not limited to meat, fish and dairy waste, fruit and vegetable waste and grain waste. Food waste does not include exempt waste.

"Garbage" means all non-recyclable packaging and other waste attributed to normal activities of a service unit. Garbage must be generated by and at the service unit wherein the garbage is collected. Garbage does not include recyclable materials, organic materials, debris from construction and demolition, large items, e-waste, universal waste, hazardous waste, household hazardous waste or exempt waste.

"Generators" for the purpose of this Chapter, means a person or entity, including commercial generators and residential generators, that is responsible for the initial creation of organic materials, or as otherwise defined as "organic waste generator" in 14 CCR Section 18982(a)(48).

"Hauler" means a person who collects material from a generator and delivers it to a reporting entity, end user, or a destination outside of the state. "Hauler" includes public contract haulers, collectors, food waste self-haulers, and self-haulers. A person who transports material from reporting entity to another person is a transporter, not a hauler.

"Inspection" means a site visit where a Jurisdiction or its designee or designated entity reviews records, containers, and an entity's collection, handling, recycling, or disposal of solid waste or edible food handling, to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

"Multi-Family dwelling" or "Multi-family" means of, from, or pertaining to residential premises with five (5) or more dwelling units, for the purposes of this Chapter. Multi-family premises do not include hotels, motels, or other transient occupancy facilities, which are considered commercial businesses.

"Organic material" or "organic waste" means solid wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food waste, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46).

"Person" means any person or persons, firm, association, corporation, or other entity acting as principal, agent or officer, servant, or employee, for themselves or for any other person, firm, or corporation.

"Premises" includes a tract or parcel of land with or without habitable buildings or appurtenant structures. (14 CCR ~~CCR, Section~~§ 17225.50) For purposes of this chapter the word premises includes residential and commercial uses of the land, whether owned, leased, rented or subrented, including every dwelling house, dwelling unit, apartment house or multiple-dwelling building, trailer or mobile home park, store, restaurant, rooming house, hotel, motel, office building, department store, manufacturing, processing or assembling shop or plant, warehouse and every other place or premises where any person resides, or any business is carried on or conducted within the town.

"Prohibited container contaminants" means (1) discarded materials placed in the designated Recyclables container that are not identified as acceptable source separated recyclables for the town's designated recyclables collection container; (2) discarded materials placed in the designated organic materials collection container that are not identified as acceptable source separated organic materials for the town's designated organic materials collection container; and (3) discarded materials placed in the garbage container that are acceptable source separated recyclables and/or source separated organic materials to be placed in town's designated organic materials collection container and/or designated recyclables collection container and, and (4) excluded waste placed in any container.

"Recyclable (source separated) materials" means any material designated to be separated from the waste stream for purposes of recycling (~~adapted from~~See, Pub. Res. Code § ~~PRC, Section~~ 41951). This designation shall be made by the Town and the Authorized Collector based on good public practice, ability to receive an acceptable economic return, and feasibility of separating the material from the waste stream at the point of collection. Recyclable materials are currently limited to paper, glass, cardboard, plastics, ferrous metal, and aluminum.

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become garbage and returning them for use or reuse in the form of raw materials

for new, used, or reconstituted products which meet the quality standard necessary to be used in the marketplace. Recycling does not include transformation as defined in Public Resources Code Section§ 40201. (14 CCR, Title 14, Section §17225.54).

"Residential" means, for the purposes of this chapter, any premise consisting of between one (1) and four (4) dwelling units, and onsite domestic uses accessory to these dwelling units. A multi-family dwelling that consists of fewer than (5) dwelling units is "Residential", for the purposes of this Chapter.

"Self-haul" means a person who hauls solid waste, organic waste, or recovered material they have generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR Section 18982(a)(66). "Back-haul" means generating and transporting organic materials to a destination owned and operated by the generator using the generator's own employees and equipment, or as otherwise defined in 14 CCR Section 189881(a)(66)(A).

"Solid waste" has the same meaning as defined in Public Resources Code Section 40191, which defines solid waste as all putrescible and nonputrescible solid and semisolid wastes, including garbage, recyclable materials, organic materials, demolition and construction wastes, bulky waste, discarded home and industrial appliances, manure, vegetable or animal solid or semisolid wastes, and other discarded solid and semisolid wastes with the exception that Solid Waste does not include any of the following wastes: (1) Hazardous waste, as defined in the Public Resources Code Section 40141, (2) Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the Health and Safety Code) and (3) Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the Public Resources Code. Recyclable materials and organic materials are a part of solid waste.

"Solid waste collection service" means collection of solid waste originating in the Ttown, by a persons, firms or corporations, and doing so under a contract or franchise agreement with the Town.

"Solid waste facility" means a solid waste transfer or processing station including Material Recovery Facilities, a composting facility, a gasification facility, a transformation facility, an Engineered Municipal Solid Waste conversion facility, and a disposal facility. Solid waste facility additionally includes a solid waste operation that may be carried out pursuant to an enforcement agency notification, as provided in regulations adopted by CalRecycle, or otherwise set forth in the Act.

"Source separate" means the process of removing recyclable materials and organic materials from Solid Waste at the place of generation, prior to Collection, and placing such materials into separate containers designated for recyclable materials and organic materials, or as otherwise defined in 14 CCR Section 17402.5(b)(4).

"Tier One commercial edible food generator" means a Commercial Edible Food Generator that is one of the following as defined in 14 CCR Section 18982(a):

(a) Supermarkets with gross annual sales of $2,000,000 or more
(b) Grocery store with a total facility size equal to or greater than 10,000 square feet.
(c) Food service provider, which means an entity primarily engaged in providing food services to institutional, governmental, commercial, or industrial locations of others based on contractual arrangements with these types of organizations.
(d) Wholesale food vendor, which means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination.
(e) Food Distributor, which means a company that distributes food to entities including, but not limited to, supermarkets and grocery stores.

"Tier Two commercial edible food generator" means a Commercial Edible Food Generator that is one of the following as defined in 14 CCR Section 18982(a):

Formatted: Indent: Left: 0.75"
Formatted: Indent: Left: 0.75", Hanging: 0.33"
Formatted: Indent: Left: 0.75"
Formatted: Indent: Left: 0.75", Hanging: 0.33"

(a) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.

(b) Hotel with an on-site food facility and 200 or more rooms.

(c) Health facility with an on-site food facility and 100 or more beds.

(d) Large Venue, which means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue.

(e) Large Event, which means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event..

(f) A state agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.

(g) A local education agency facility with an on-site food facility. "Local Education Agency" means a school district, charter school, or county office of education that is not subject to the control of town, city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).

"Town Administrator" means the Town M~~m~~anager of the Town of San Anselmo, or their designee.

~~(a) "Wet garbage" shall mean all hygienic and food waste and other waste generated from the preparation and/or consumption of food and/or beverages or which garbage is physically wet.~~

~~(b) "Dry waste" shall mean all waste other than wet garbage as defined in subsection (a) of this section.~~

~~(c) "Recyclable waste" shall mean all dry waste which is salvageable or which can be salvaged when properly segregated.~~

~~(§§ 1 and 6, Ord. 253, as amended by § 1, Ord. 594, eff. December 16, 1969, § 1, Ord. 623, eff. December 9, 1971, § 1, Ord. 670, eff. May 9, 1974, and § 1, Ord. 698, eff. February 26, 1976)~~

5-3.02 - ~~Garbage~~ Solid waste disposal regulated.

Formatted: Font: 12 pt

(a) It shall be unlawful for any person to keep, deposit, bury, or dispose of any ~~garbage, refuse, rubbish, and other~~solid waste, except as provided in this chapter, in or upon any private property, public street, alley, sidewalk, gutter, park, or other public place whatsoever or to throw the same in the bed or upon the banks of any stream or creek in the Town or in or upon any of the waters thereof. Every person in the Town having the obligation to dispose of ~~garbage, refuse, rubbish, and other~~solid waste shall dispose of the same only in the manner provided in this chapter through the ~~the Official Garbage Collector~~Authorized Collector of the Town; provided, ~~however~~ that any person ~~him/herself~~ may ~~dispose of accumulations of dry waste by personally hauling such dry waste to legal disposition facilities~~self-haul solid waste to a solid waste facility in addition to their solid waste collection service in conformance with this Chapter. Every ~~tenant, lessee, or occupant of any private dwelling house or premises or furnished flat or apartment house, and the keeper or manager of every hotel, restaurant, eating house, boardinghouse, or other place where meals are furnished,~~

~~and the owner or proprietor of every business or store~~generator shall have ~~garbage~~ solid waste collection service by the ~~Official Garbage Collector~~Authorized Collector each week, or ~~oftener~~ more often if ordered by the ~~Health Officer~~, Enforcement Authority and shall pay the ~~Official Garbage Collector~~Authorized Collector the monthly rates provided for in the franchise agreement, unless otherwise specified in this chapter. Failure of receipt of a bill does not obviate responsibility for payment. In each instance, the property owner shall be primarily responsible for the payment of the charges provided for herein.

(b) For the purposes of this chapter, any dwelling unit in which there are cooking facilities, and which is occupied more than four (4) days in any one month, shall be considered to ~~produce garbage~~generate solid waste and require ~~garbage~~ solid waste collection service. The Authorized Collector shall give written notice to the Town of the address of any occupied premise within the town which is not subscribing to the solid waste collection service.

(c) The Town may require the ~~Official Garbage Collector~~Authorized Collector to operate and maintain a recycling ~~and reclamation~~ program for any and all ~~refuse~~ recyclable materials and organic materials collected within the Town.

~~(d) A tenant, lessee, or occupant of any private dwelling house or premises or furnished flat or apartment house, or the owner or proprietor of a business or store~~generator~~, may request less frequent garbage solid waste collection service, and shall pay the Official Garbage Collector~~Authorized Collector the monthly rates provided for in the franchise agreement, upon meeting the following conditions:~~

~~(1) A residential customer over age sixty-five (65), bearing proof of age and residency, may, by written application to the Official Garbage Collector~~Authorized Collector~~, request "Lifeline" garbage solid waste collection service;~~

~~A residential or business customer~~generator~~, may, by written application to the Town Administrator, request "Intensive Recycling" garbage solid waste collection service.~~

(d) A mandatory obligation is imposed on each person occupying any premise to source separate and recycle all recyclable material and organic materials from the garbage generated on the premise as described in Section 5-3.156 and Section 5-3.16.~~7.~~

(e) Generators shall place source separated organic materials, including food waste, in the organic materials collection container; place source separated recyclable materials in the recyclable material collection container; and place garbage in the approved garbage collection container. Generators shall not place prohibited container contaminants into the garbage collection container, organic materials collection container or recyclable material collection container.

(f) If any person should fail to subscribe for the collection and disposal of solid waste or violate any other provision of this Chapter, said violation shall be subject to enforcement actions described in Section 5-3.223~~.~~

(g) Generators shall provide or arrange for access during all inspections and investigations (with the exception of a private residential dwelling unit) and cooperate with the Town or Authorized Collector during such inspections and investigations as described in Section 5-3.212.

(h) Nothing in this Chapter shall prohibit generators from regularly disposing of garbage, recyclable material, or organic materials at a solid waste facility, by self-hauling or through the uncompensated services of another in a manner collector conforming to Section 5-3.189.

(i) Nothing in this section prohibits generators from preventing or reducing waste generation, or otherwise diverting recyclable material and organic material as described in Section 5.3.145.

Commented [MHA2]: Who is the Health Officer? This is the only time the term is used in the ordinance. Should this be "Enforcement Authority"?

Commented [MHA3]: What is Intensive Recycling? This is the only time the term in used in the ordinance.

~~(2, Ord. 253, as amended by § 1, Ord. 512, eff. September 10, 1964, § 1, Ord. 594, eff. December 16, 1969, and § 2, Ord. 670, eff. May 9, 1974, and §§ 1, 2, Ord. 950, eff. August 27, 1993)~~

5-3.03 - ~~Garbage receptacles~~Collection containers.

~~It shall be the duty of every tenant, lessee, or occupant of any private dwelling house or premises or furnished flat or apartment house, and the keeper or manager of every hotel, restaurant, eating house, boardinghouse, or other place where meals are furnished, and the owner or proprietor of every grocery, butcher shop, business, or store, and every person having garbage to be disposed of to provide, without expense to the Town, and at all times to keep within such building or on the premises where the garbage is located, for wet garbage suitable and sufficient watertight cans or receptacles with suitable bales or handles, each having a tight-fitting cover, for receiving and holding, without leakage or escape of odors and without being filled to within four (4″) inches of the top, all the garbage which would ordinarily accumulate on such premises in one week's time, or in such time as would ordinarily elapse before the garbage would be removed by the Official Garbage Collector, or otherwise dispose of such garbage as in this chapter provided. All such cans shall be placed and kept at least four (4″) inches above the ground and shall be so placed and kept as to be readily accessible for removing and emptying the garbage therefrom and where they will not be a public nuisance or in any degree offensive. Such cans or receptacles for garbage from private dwellings and from each flat or apartment house shall have a capacity of not less than ten (10) gallons nor more than thirty-two (32) gallons. Dry waste shall be contained either in a receptacle as described in this section or in any suitable barrel, can, box, bag, or disposable container not exceeding thirty-two (32) gallons' capacity. Garden and tree cuttings may be securely tied in single bundles not to exceed eighteen (18″) inches in diameter and forty-eight (48″) inches in length. No can or receptacle for receiving garbage shall be placed or kept on or in any public street, alley, sidewalk, footpath, or public place whatsoever. Each filled container shall not exceed a total of seventy-five (75) pounds in weight, including the weight of the container.~~

(a) Generators shall store solid waste on their property or premises or shall require it to be stored or handled in such manner so as not to promote the propagation, harborage or attraction of vectors or the creation of nuisance (14 CCR~~, Section~~ § 17312).

(b) It shall be the duty of every property owner, occupant and tenant of any premises within the town to store all solid waste in collection containers provided by the Authorized Collector. These containers shall be constructed of metal or an approved plastic material which shall be watertight, nonabsorbent, vector resistant, durable, easily cleanable, equipped with handles, and having tight-fitting covers such that said containers hold said solid waste without spillage and leakage, escape of odors or access of flies to the contents thereof and without being filled to within four (4″) inches of the top. Garden and tree cuttings may be securely tied in single bundles not to exceed eighteen (18″) inches in diameter and forty-eight (48″) inches in length. Each filled container shall not exceed a total of seventy-five (75) pounds in weight, including the weight of the container. It is unlawful to place, or permit to remain, any solid waste subject to decay except in a suitable covered container, as set forth herein. The specific nature of said containers shall be established as from time to time approved by the Town and Authorized Collector.

(c) Each person who has a collection container shall keep the area where the collection container is located in a clean, safe and sanitary condition. Each collection container and its cover shall be kept clean, and the cover shall not be removed except to place solid waste therein or to empty the same. The Authorized Collector will maintain or replace collection containers as needed.

~~(a)~~(d) No ~~can or receptacle for receiving garbage~~collection container shall be placed or kept on or in any public street, alley, sidewalk, footpath, or public place whatsoever but shall be maintained on the premises, out of public view, except as may be provided for removing and emptying by the Authorized Collector on the day(s) and in the designated collection location. ~~-~~ Collection containers are permitted to be placed in public view and on a public street, sidewalk or footpath only during the forty-eight-hour period commencing at 12:01 a.m. on the day preceding the day of scheduled pick-up and terminating at 12:01 a.m. on the day following such pick-up. For curbside collection service, the designated collection location shall be the street curb line

Commented [R34]: Question for the Town/ franchisors about collecting uncontainerized green materials. If this will be acceptable, keep the first highlighted sentence and remove the second highlighted sentence.

adjacent to such premises and collection containers shall be placed in the location by the occupant of such premises for collection by the Authorized Collector.

~~(§ 3, Ord. 253, as amended by § 1, Ord. 561, eff. March 11, 1968, § 1, Ord. 594, eff. December 16, 1969, § 2, Ord. 698, eff. February 26, 1976, and § 1, Ord. 950, eff. August 27, 1993)~~

5-3.04 - Removal of ~~garbage from receptacles~~solid waste.

(a) ~~A~~ All ~~garbage and others~~solid waste shall be removed from ~~the cans or receptacles~~collection containers at least once each week, unless otherwise specified by this chapter, state law, or by the franchise agreement. ~~R, and r~~Removal shall occur as often in each week as may be necessary to fully comply with the provisions of this chapter, and shall be so removed only by the ~~official garbage collector~~Authorized Collector and upon the terms and conditions specified in this chapter or shall be otherwise disposed of only as in this chapter or ~~in~~ the franchise agreement provided. Generators shall arrange for a size, quantity and collection frequency of collection containers to adequately store all solid waste generated in connection with the premise between the times designated for collection service. The Town shall have the right to review the number and size of such collection containers to evaluate the adequacy of capacity provided for each type of collection service and to review the separation and containment of materials. The ~~Health Officer~~Town shall be the exclusive judge of the sufficiency of the ~~cans or receptacles~~collection containers, and of the least number of times each ~~month~~ week ~~garbage~~ solid waste shall be removed from any premises, and of the sufficiency of disposition in compliance with this chapter otherwise than by collection by the ~~official garbage collector~~Authorized Collector. Generators shall adjust service levels for their collection services as requested by the Town in order to meet the standards set forth in this chapter.

(b) It shall be unlawful for any person to place or cause to be placed in any ~~refuse~~ public receptacle owned by the Town and located upon any public street or public place any ~~garbage or refuse~~solid waste originating within or upon any private property; provided, however, pedestrians or other persons using such street or public place shall be permitted to deposit in such receptacles miscellaneous small articles of ~~refuse~~ solid waste carried by them.

~~(§ 4, Ord. 253, as amended by § 1, Ord. 512, eff. September 10, 1964, § 1, Ord. 594, eff. December 16, 1969, and § 3, Ord. 950, eff. August 27, 1993)~~

5-3.05 ~~5-3.05~~ - Rates for collection and collection services.

(a) ~~(a) Rate schedule:~~ Establishment of Rate Schedule. A comprehensive rate schedule for the collection of ~~garbage and dry~~ solid waste shall be established by the Council from time to time after a public hearing~~.g.~~

(b) Charge for Services. A charge shall be collected by the authorized collector at rates to be established between the Town and the authorized collector, said rates to be subject to change upon approval of an agreement between the Town and said authorized collector. The property owner is responsible for all charges for solid waste removal, including recyclable materials. Said rates shall provide to the authorized collector a fair and reasonable compensation and return.

~~(b) Residential rates. The rate schedule shall provide a monthly rate for weekly pickups of each thirty-two (32) gallon can collection container or equivalent from a residence, may provide differential rates for users selecting recycling services and/or multiple can collection services, and shall provide one-time charges for extra pickups at the tune time of regular service or at other times and for occasional debris box rentals. The residential rate schedule shall apply to each unit in a multiple residential building; provided, however, recycling rates shall be applicable only if the building owner and all tenants commit in writing to participate in a recycling program established pursuant to the provisions of subsection (c) of Section 5-3.02 of this chapter.~~

~~(c) Commercial rates. Commercial rates may be negotiated between the user generator and the Official Garbage CollectorAuthorized Collector; provided, however, the minimum monthly charge shall be no less than the minimum residential rate for one can non-recyclegarbage collection container, and the maximum~~

Commented [R35]: Note for discussion. Should this be kept in the franchise agreement rather than the Municipal Code?

Commented [MHA6R5]: I've taken the basic language re: rates from Larkspur's ordinance. As suggested by R3, I recommend the more detailed subsections be deleted, as they are more appropriate for the franchise agreement than the Muni Code.

Formatted: Outline numbered + Level: 3 + Numbering Style: 01, 02, 03, … + Start at: 5 + Alignment: Left + Aligned at: 0" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0", First line: 0"

charge per pickup or for debris box rentals shall not exceed the ceilings established by the Council in the comprehensive rate schedule.

(d) Selection of service.

(1) New residential generatorsusers shall be informed of the types of solid waste collection service available and shall make their choice of service prior to the commencement thereof. If no choice is made, the Official Garbage CollectorAuthorized Collector shall provide and bill for three-stream solid waste collection servicesingle can non-recyclable services.

(2) Continuing residential usersgenerators, by written notice to the Official Garbage CollectorAuthorized Collector at least thirty (30) days in advance, may change from one type of collection service to another available type as of the first day of the next month.

(3)

Annually, between November 1 and November 20, the Official Garbage CollectorAuthorized Collector shall send each residential usergenerator, in a form approved by the Town Administrator or his/her designee, an explanation of any recycling program established pursuant to the provisions of subsection (c) of Section 5-3.02 of this chapter, a calendar of recycling pickups for the following year, and a statement of the availability of a five (5%) percent discount for annual payments in advance as set forth in Section 5-3.06 of this chapter.

(§ 5, Ord. 253, as amended by §§ 2 and 3, Ord. 453, § 1, Ord. 512, eff. September 10, 1964, § 2, Ord. 561, eff. March 11, 1968, § 1, Ord. 571, eff. October 10, 1968, § 1, Ord. 594, eff. December 16, 1969, § 2, Ord. 623, eff. December 9, 1971, § 3, Ord. 670, eff. May 9, 1974, § 3, Ord. 698, eff. February 26, 1976, § 1, Ord. 833, eff. January 13, 1983, and § 1, Ord. 950, eff. August 27, 1993)

5-3.06 - Payment of garbage rates: Delinquencies.

(a) Payment of Rates. It shall be unlawful for any person to refuse to pay the rates fixed for the collection of solid waste. Nonpayment may result in cessation of service, a violation punishable by law. Except as otherwise permitted by this chapter, it shall be unlawful for any person to dispose of solid waste, from premises owned, occupied, or leased by said person other than by and through the Authorized Collector.The rates established pursuant to Section 5-3.05 of this chapter shall be paid on or before the fifth day of each month succeeding the month in which garbage solid waste is collected to the person who was the Official Garbage CollectorAuthorized Collector at the time of such collection or may be paid one year in advance at a five (5%) percent discount of the total annual charge.

(b) If all payments are not made when due and after reasonable efforts to collect them have failed, the Official Garbage CollectorAuthorized Collector shall so notify the Town in writing, showing the total delinquency and a resume list of the efforts made to collect. The Town shall thereupon notify the owner of the property by certified mail with return receipt requested. The notice shall demand that all delinquent payments be paid forthwith, and, if not, the Town will order the garbage companyAuthorized Collector to resume regular service, and the charges therefor will be paid by the Town. and collected from the property owner in a form of a lien in favor of the Town upon the real property on which the premises are located. In the event the Town is compelled to proceed pursuant to the provisions of this section, a cost charge of Six and no/100ths ($6.00) Dollars per month will be added for each month or part of a month that collection in this manner is necessary, which charge shall continue until the owner pays all the delinquent charges, plus the costs, and resumes normal garbage collection with payments therefor. The cost charge of Six and no/100ths ($6.00) Dollars per month shall be retained by the Town.

(c) It shall be the responsibility of the owner of any dwelling unit, either single-family or multi-familyresidential dwelling unit, or commercial property which is rented to provide for garbage solid waste collection service to each family or business entity located on the property. Such owner shall be responsible for the payment of the fees provided for in this chapter.

(d) It shall be unlawful for any person having the responsibility for garbage removalsolid waste collection service to fail, neglect, or refuse to do so after the Chief of Police or the Town Administrator or

Formatted: Indent: Left: 0", First line: 0"

Commented [R37]: Note for discussion. Recommendation to remove this or specify an automatic service level (minimum)? This is not necessary because the Town does have the ability to adjust the size of the containers 5-3.04

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Commented [R38]: Note for discussion. Should this include changing the size of collection container or type of collection service?

Formatted: Strikethrough

Formatted: Strikethrough

Commented [R39]: Note for discussion. Should this be included in the franchise agreement rather than the Municipal Code?

Commented [MHA10R9]: Yes. I think this is more appropriate for the agreement than the ordinance.

Formatted: Strikethrough

Formatted: Strikethrough

Commented [R311]: Does the Town wish to retain lien? For discussion with CAO.

Commented [MHA12R11]: This seems like an outdated section of the ordinance and I would recommend the Town handle these delinquent charges as it does other unpaid fees/charges in Town. Does the Town have to take on this collection effort or can it be done by the Authorized Collector? I would like to know how this is handled by other members of the franchise group.

his/hertheir designee orders notifies such responsible person to remove the garbage solid waste in accordance with the provisions of this chapter.

(e) It shall be the responsibility of the Official Garbage CollectorAuthorized Collector to collect all fees provided for in this chapter and to keep proper books of account and all billings on a timely basis and to account to the Town as often as the Town shall require. Any cost or expense incurred by the Town to enforce the provisions of this chapter shall be, and the same is hereby ordered, a lien against the real property of the responsible person and shall be assessed, levied, and collected in the same manner as Town and County real property taxes.

(§ 7, Ord. 253, as amended by § 1, Ord. 512, eff. September 10, 1964, § 1, Ord. 594, eff. December 16, 1969, § 1, Ord. 639, eff. November 23, 1972, § 4, Ord. 698, eff. February 26, 1976, § 1, Ord. 828, eff. September 9, 1982, § 2, Ord. 833, eff. January 13, 1983, and § 1, Ord. 950, eff. August 27, 1993)

5-3.07 - Conveyance of garbage through streets and alleys.

It shall be unlawful for any person , except the official garbage collectorAuthorized Collector, to remove or carry on, along, or through the streets and alleys of the Town any wet garbagesolid waste (other than solid waste generated by a permitted building project) . , provided, however, the provisions of this section shall not apply to any person conveying solid waste collected outside the Town, nor to any person employed by the Town who shall be assigned to the work of solid waste removal while acting within the scope of their employment or to an authorized collector or to any employee of such authorized collector during such time as such franchise agreement shall be in force. Nor shall this section be deemed to prohibit an individual from exercising their rights as described in sections 5-3.02, 5-3.14, 5-3.18, and which authorizes occasional disposals at authorized disposal sites.

All garbage solid waste removed or carried on, along, or through such streets or alleys shall be removed or carried in watertight cans or in carts or wagonsvehicles which do not leak and which have proper covers and are so loaded that none of the garbage solid waste shall fall, drip, or spill to the ground or upon the streets or alleys. All such carts and wagonsvehicles shall be kept clean on the outside and be numbered on the outside so that the number can be plainly seen. When at work each garbage collector shall wear a badge in plain sight upon which shall be the words "Garbage Collector".

(§ 8, Ord. 253, as amended by § 1, Ord. 594, eff. December 16, 1969, and § 1, Ord. 950, eff. August 27, 1993)

5-3.08 - Municipal garbage andsolid waste.

The Official Garbage CollectorAuthorized Collector, without any charge whatsoever to the Town, shall pick up and remove all properly contained garbage and solid waste from all Town buildings and property on a weekly basis and shall daily empty and remove the contents of all public receptacles and litter cans provided by the Town.

(§ 8.5, Ord. 253, as added by § 1, Ord. 300, as amended by § 1, Ord. 594, eff. December 16, 1969, and § 1, Ord. 950, eff. August 27, 1993)

5-3.09 - Contract for removal of garbagesolid waste authorized.

The Council, after inviting bids therefor, and after a duly noticed public hearing, may enter into a contract franchise agreement with any responsible person for the collection, removal, and disposal of garbage solid waste collected and accumulated within the Town, and such contract shall operate for a term not to exceed ten (10) years, unless otherwise provided for in the franchise agreement.

(a) Independent Contractor. The Authorized Collector, in accordance with this chapter, shall be considered as and shall be an independent contractor and shall be responsible to the Town for the result of the work to be done, but shall act under his own directions as to the manner of performing the work.

(b) Liability. The Authorized Collector and the Town shall be exempt from responsibility and liability for tampering or misuse of any items left at curbside for collection and/or recycling should spillage

Commented [R313]: Does the Town wish to retain lien? For discussion with CAO.

Commented [MHA14R13]: As with comments above, I am curious to see how other franchisees handle delinquent payments.

Commented [MHA15]: This is consistent with Larkspur's ordinance and I believe it clarifies the appropriate exceptions to the general prohibition, including the last sentence that allows for self-haul.

Commented [R316]: Note for Discussion. Is this specified in the franchise agreement? If so, may we remove this from the Municipal Code?

Commented [MHA17R16]: I'll defer to Sean and Dave on this. I can review the franchise agreement if it would be helpful.

or other mishap occur prior to possession by Authorized Collector. Once the authorized collector takes possession of the solid waste, the authorized collector then assumes responsibility and liability.

(c) Minimum Provisions. The provisions of this chapter shall be the minimum requirements for the protection of the public health, safety, convenience and general welfare.

(d) As required by state law, the Town's Authorized Collector providing organic materials collection services to generators within the Town's boundaries shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the Town to collect organic materials:

(1) Through written notice to the Town annually on or before January 1, 2022, identify the facilities to which they will transport organic materials including facilities for source separated recyclable materials and source separated organic materials.

(2) Transport source separated recyclable materials and source separated organic materials to a facility, operation, activity, or property that recovers organic materials as defined in 14 CCR, Division 7, Chapter 12, Article 2.

(3) Obtain approval from the Town to haul organic materials, unless it is transporting source separated organic materials to a community composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1.

~~(§ 9, Ord. 253, as amended by § 4, Ord. 950, eff. August 27, 1993)~~

5-3.10 ~~5-3.10.~~ ~~—~~Award of franchise agreement for removal of ~~garbage~~solid waste.

~~(a) Upon the order of the Council, the~~The ~~City~~ Town Clerk ~~shall~~ advertise for bids for the agreement authorized by Section 5-3.09 of this chapter~~, publishing notice of such call for bids once in a newspaper of general circulation published in the Town at least ten (10) days prior to the time set for opening such bids or proposals.~~ Such proposals shall offer to the Town a stated percentage amount based on monthly gross receipts ~~to be paid on or before the twentieth day of each succeeding calendar month~~ for the exclusive right to collect and dispose of ~~garbage~~ solid waste collected in the Town for the period of the agreement. The Council shall have the power to refuse any and all bids and shall award the agreement to the person in its opinion best qualified and equipped for performing the contemplated agreement. Should the Council determine that such bids are too low or are not fair or just, it may, at its option after rejecting all of them, proceed without notice or publication to let an agreement to, or enter into an agreement with, such person upon such terms as shall appear to the Council to be for the best interests of the Town. The successful bidder or contractor shall, during the term of the agreement, be known as the "~~Official Garbage Collector~~Authorized Collector" and shall collect ~~garbage~~solid waste on the terms and conditions and at the rates for such collection fixed and established by the provisions of this chapter and the franchise agreement and shall dispose of all ~~garbage~~ solid waste at a ~~site or sites~~solid waste facility or facilities mutually designated by the Town and the ~~Official Garbage Collector~~Authorized Collector.

~~The Town's Authorized Collector providing organic materials collection services to generators within the Town's boundaries shall meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the Town to collect organic materials:~~

~~Through written notice to the Town annually on or before January 1, 2022, identify the facilities to which they will transport organic materials including facilities for source separated recyclable materials and source separated organic materials.~~

Commented [MHA18]: These terms are from Larkspur's Ordinance and were already reviewed by MSS as part of that ordinance review. I suggest we include them here and in the franchise agreement.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Commented [MHA19]: This is consistent with R3's recommendations and with Larkspur's ordinance.

Formatted: Font:

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 10 + Alignment: Left + Aligned at: 0" + Indent at: 0.5"

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

~~Transport source separated recyclable materials and source separated organic materials to a facility, operation, activity, or property that recovers organic materials as defined in 14 CCR, Division 7, Chapter 12, Article 2.~~

~~Obtain approval from the Town to haul organic materials, unless it is transporting source separated organic materials to a community composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1.~~

~~(§ 10, Ord. 253, as amended by § 5, Ord. 950, eff. August 27, 1993)~~

5-3.11 - Renewal of agreement.

When an agreement has been entered into between the Town and a contractor for the collection, removal and disposal of ~~garbage~~solid waste ~~-~~and the contractor shall have satisfactorily performed such contract, the Council, without inviting bids or proposals therefor, and without giving notice of its intention to do so, may, either prior to or after the expiration of such agreement, extend or renew the same for terms not exceeding ten (10) years each upon the same conditions or such other conditions as the Council shall provide, unless otherwise specified in the franchise agreement.

Formatted: Indent: Left: 0.3", First line: 0"

~~(§ 11, Ord. 253, as amended by § 6, Ord. 950, eff. August 27, 1993)~~

~~5-3.12 - Performance bond.~~

~~Every successful bidder or person to whom any such agreement is awarded shall furnish a surety bond in the sum of One Thousand and no/100ths ($1,000.00) Dollars conditioned upon the faithful performance of his contract and compliance with all the laws of the Town. Any such contractor shall maintain headquarters equipped with a telephone within the Town.~~

Commented [R320]: Note for discussion. Should this be placed in the franchise agreement and removed from the Municipal Code?

Commented [MHA21R20]: Agreed. Let's remove the bond requirement from the Code. This is consistent with Larkspur's amendment.

~~(§ 12, Ord. 253, as amended by § 1, Ord. 950, eff. August 27, 1993)~~

5-3.1~~2~~3 - Exporting and importing ~~garbage~~ solid waste prohibited.

The following acts and conduct are hereby declared to be unlawful and a public nuisance:

(a) For any person having ~~garbage~~ solid waste collection service of any type to remove any ~~garbage~~ solid waste or waste from ~~his~~ their premises to the premises of any other person; and

(b) For any person having ~~garbage~~ solid waste collection service of any type to permit or suffer ~~his~~ their premises to be used for the deposit of any ~~garbage~~ solid waste or waste from the premises of any other person.

~~(§ 1, Ord. 594, eff. December 16, 1969)~~

5-3.1~~3~~4 - Audit by Authorized Collector.

The ~~Official Garbage Collector~~Authorized Collector shall annually furnish the Town, at ~~his/her~~their own expense, an audit of ~~of his/her garbage~~their solid waste collection business and operations, which audit shall include a statement of financial condition and profit and loss statement to be made and prepared by a certified public accountant approved by the ~~Council~~Town Manager or his designee.

~~(§ 1, Ord. 594, eff. December 16, 1969, as amended by § 7, Ord. 950, eff. August 27, 1993)~~

5-3.1~~4~~5 - Right to divert recyclable material and organic materials.

(a) Nothing in this chapter limits the right of any person to donate, sell, or otherwise remove their recyclable materials so long as the removal otherwise complies with this Chapter.

(b) Organic materials may be fed to animals on the premises where such organic materials is produced, provided that the premises are always kept in a sanitary condition to the satisfaction of the Town Administrator; and provided further that the keeping and feeding of such animals shall at all times conform to the applicable regulations of those entities governing the same now in force or which thereafter may be enacted or promulgated.

(c) Organic materials may be used in on-site composting or community composting pursuant to 14 CCR Section 18984.9(c), provided that such operation conforms to the applicable regulations of those entities governing the same now in force or which thereafter may be enacted or promulgated.

5-3.15~~6~~ - Residential generator requirements.

Each residential generator shall subscribe to a level of solid waste collection service with the Authorized Collector that is sufficient to handle the volume of garbage, recyclable material, and organic materials generated or accumulated on the premises and comply with requirements of those collection services. Multi-family dwellings consisting of five dwelling units or more shall comply with the commercial generator requirements.

5-3.16 ~~5-3.17~~ - Commercial generator requirements.

(a) Commercial generators shall comply with the following requirements.

(1) Each commercial generator, including all multi-family dwellings that consist of five dwelling units or more, large events and large venues shall be responsible for compliance with the requirements of this Section.

(2) Each commercial generator shall subscribe to a level of service with an authorized collector that is sufficient to handle the volume of garbage, recyclable materials and organic materials generated or accumulated on the premises. Additionally, each commercial generator shall ensure the proper separation of solid waste, as established by the authorized collector, by placing each type of material in designated collection containers, and ensure that employees, contractors, volunteers, customers, visitors, and other persons on-site conduct proper source separation of solid waste.

(3) Each commercial generator shall ~~S~~supply and allow access to adequate number, size, and location of collection containers with sufficient labels or colors, conforming with requirements of this section, for employees, contractors, tenants, and customers, consistent with the solid waste collection service.

(4) Each commercial generator shall ~~A~~annually provide information to employees, contractors, tenants, and customers about organic materials recovery requirements and about proper sorting of solid waste.

(5) Each commercial generator shall p~~P~~rovide educational information before, or within, fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep source separated organic materials and source separated recyclable materials separate from garbage (when applicable) and the location of collection containers and the rules governing their use at each property.

(6) Each commercial generator shall a~~A~~ccommodate and cooperate with the authorized collector's monitoring program for inspection of the contents of containers for prohibited container contaminants, to evaluate generator's compliance.

(7) If a commercial generator self-hauls, the commercial generator shall meet the self-haul requirements ~~in Section 5-3.19~~of this chapter.

(b) Commercial generators, excluding multi-family dwellings consisting of five (5) or more dwelling units, shall comply with the following requirements.

(1) Provide containers for the collection of source separated organic materials and source separated recyclable materials in all indoor and outdoor areas where garbage disposal

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 16 + Alignment: Left + Aligned at: 0" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, … + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted

containers are provided for customers, for materials generated onsite. Such containers do not need to be provided in restrooms. If a commercial generator does not generate any of the materials that would be collected in one type of collection container, then it is not required to provide that type of collection container in all areas where disposal collection containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the collection containers shall have either:

i. A body or lid that is gray or black for collection of garbage, blue for collection of recycling, and green for collection of organic materials. A commercial generator is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

ii. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.

(2) To the extent practical through education, training, inspection, and/or other measures, prohibit employees from placing materials in a container not designated for those materials per the solid waste collection service.

(3) Periodically inspect organic materials, recycling, and garbage containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).

(4) Commercial generators that are commercial edible food generators, as defined in Section 5-3.01, shall comply with food recovery requirements, pursuant to Section 5-3.21.

5-3.178 - Waivers.

(a) Pursuant to 14 CCR Section 18984.11, the Town may grant waivers to commercial businesses forbased on physical space limitations and/or de minimis volume generated at such commercial businesses. Commercial businesses seeking a waiver shall submit their request in a form specified by the Town Administrator or their designee. After reviewing the waiver request, and after an on-site review, if applicable, the Town Administrator or their designee may either approve or deny the following waiver requests in accordance with the following criteria. Anyone granted a waiver shall provide written verification of eligibility for a waiver at least every five years, and shall notify the Town if circumstances change such that they are no longer eligible for such waiver, in which case waiver will be rescinded.

(1) De Minimis Waivers: The Town may waive a commercial business' obligation to comply with some or all the organic waste collection service requirements of Section 5-3.17 if the commercial business meets the following requirements:

(i) Submit an application, with any application fee established by resolution of the Town Council, specifying the type of waiver requested and provide documentation as described below.

(ii) Provide documentation that either:

(a) The commercial business receives two or more cubic yards of weekly solid waste collection service (including garbage, recyclable material and organic materials) and organic materials subject to collection comprises less than 20 gallons per week of the business' total weekly solid waste volume; or

Formatted

Formatted

(b) The commercial business receives less than two cubic yards of weekly solid waste collection service (including garbage, recyclable material and organic materials) and organic materials subject to collection comprises less than 10 gallons per week of the business' total weekly solid waste volume.

(c) For the purposes of subsections (a) and (b) above, weekly solid waste collection shall be the sum of weekly garbage collection container volume, recyclable material collection container volume and organic materials collection container volume, measured in cubic yards.

~~Notify the Town if circumstances change such that volume of commercial business' organic materials placed in collection containers exceeds threshold required for waiver, in which case waiver will be rescinded.~~

~~Provide written verification of eligibility for de minimis waiver every five years if the Town has approved de minimis waiver.~~

(2) Physical Space Waivers: The Town may waive a commercial business' obligations (including multi-family dwellings consisting of five (5) or more dwelling units) to comply with some or all of the recyclable materials and/or organic materials collection service requirements if the Town has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the collection service requirements. A commercial business or property owner may ~~may~~ request a physical space waiver through the following process:

(i) Submit an application form specifying the type(s) of collection services for which they are requesting a waiver from mandatory collection service.

(ii) Provide documentation that the premises lacks adequate space for the approved recyclable materials collection containers and approved organic materials collection containers including documentation from its authorized collector, licensed architect, or licensed engineer.

~~Provide written verification to the Town that it is still eligible for physical space waiver every five years if the Town has approved application for a physical space waiver.~~

5-3.1~~89~~ - Self-haul requirements.

(a) Self-haulers shall source separate all recyclable materials and organic materials generated on-site from solid waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul organic materials to a high diversion organic waste processing facility as specified in 14 CCR Section 18984.3.

(b) Self-Haulers shall haul their source separated recyclable materials to a facility that recovers those materials; and haul their source separated organic materials to a solid waste facility, operation, activity, or property that processes or recovers source separated organic materials; and haul any other solid waste to an authorized disposal site.~~.~~

(c) Self-haulers that are commercial businesses shall keep a record of the amount of organic materials delivered to each solid waste facility, operation, activity, or property that processes or recovers organic materials; this record shall be subject to inspection by the Town. The records shall include the following information:

1. Delivery receipts and weight tickets from the entity accepting the waste. If the material is transported to an entity that does not have scales on-site or employs scales incapable of weighing the self-hauler's vehicle in a manner that allows it to determine the weight of materials received, the self-hauler is not required to record the weight of material but shall keep a record of the entities that received the organic materials.

Commented [MHA22]: The edits to this section are consistent with Larkspur's ordinance. I did not accept any of MSS's requested changes in this section.

2. The amount of material in cubic yards or tons transported by the generator to each entity.

~~At the request of the Town or Authorized Collector, complete and retain on-site a self-hauling form certifying that all self-hauling activities will be completed in accordance with this chapter or any other applicable law or regulation. A copy of such form shall be completed and remitted annually to the Town.~~

5-3.~~2019~~ - Commercial Edible Food Generator requirements.

(a) Tier one commercial edible food generators must comply with the requirements of this section commencing January 1, 2022, and Tier two commercial edible food generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

~~(a)~~ Operators of a large venue or large event (as defined in 14 CCR 18982(a)(38)) that are not providing food services, but allowing for food to be provided by others, shall require food facilities operating at the large venue or large event to comply with the requirements of this section, commencing January 1, 2024.~~Large venue or large event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the large venue or large event to comply with the requirements of this section, commencing January 1, 2024.~~

(b)

(c) Commercial edible food generators shall comply with the following requirements:

(1) Arrange to recover the maximum amount of edible food that would otherwise be disposed.

(2) Contract with or enter into a written agreement with food recovery organizations or food recovery services for: (a) the collection of edible food for food recovery; or (b) acceptance of the edible food that the commercial edible food generator self-hauls to the food recovery organization for food recovery.

(3) Shall not intentionally spoil edible food that is capable of being recovered by a food recovery organization or a food recovery service.

(4) Allow the Town's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.

(5) Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:

(i) A list of each food recovery service or organization that collects or receives its edible food pursuant to a contract or written agreement established under 14 CCR section 18991.3(b).

(ii) A copy of all contracts or written agreements established under 14 CCR section 1891.3(b).

(iii) A record of the following information for each of those food recovery services or food recovery organizations:

(a) The name, address and contact information of the food recovery service or food recovery organization.

(b) The types of food that will be collected by or self-hauled to the food recovery service or food recovery organization.

(c) The established frequency that food will be collected or self-hauled.

(d) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a food recovery service or food recovery organization for food recovery.

Commented [MHA23]: Note that I deleted subsection 3 re: record keeping, based on Larkspur's ordinance to ensure consistency.

Commented [R324]: Note for discussion. Does the Town want to include this provision?

Commented [MHA25R24]: I'll leave this one up to you, Dave and Sean.

Commented [MHA26]: I've also edited this section for consistency with Larkspur.

(d) Nothing in this Chapter shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557, as amended from time to time of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

5-3.201 - Food Recovery Organization and Food Recovery Services requirements.

(a) Food recovery services collecting or receiving edible food directly from commercial edible food generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):

(1) The name, address, and contact information for each commercial edible food generator from which the service collects edible food.

(2) The quantity in pounds of edible food collected from each commercial edible food generator per month.

(3) The quantity in pounds of edible food transported to each food recovery organization per month.

(4) The name, address, and contact information for each food recovery organization that the food Recovery Service transports edible food to for food recovery.

(b) Food recovery organizations collecting or receiving edible food directly from commercial edible food generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):

(1) The name, address, and contact information for each commercial edible food generators from which the organization receives edible food.

(2) The quantity in pounds of edible food received from each commercial edible food generator per month.

(3) The name, address, and contact information for each food recovery service that the organization receives edible food from for food recovery.

(c) Food recovery organizations and food recovery services that have their primary address physically located in the Ttown and contract with or have written agreements with one or more commercial edible food generators pursuant to 14 CCR Section 18991.3(b) shall annually report to the Town it is located in the total pounds of edible food recovered in the previous calendar year from the tier one and tier two commercial edible food generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than April 1.

(d) In order to support edible food recovery capacity planning assessments or other studies conducted by the County, Town, or Special District that provides solid waste collection services, or its designated entity, foodFood recovery services and food recovery organizations operating in the town shall provide information and consultation to the Ttown, upon request, regarding existing, or proposed new or expanded, food recovery capacity that could be accessed by the Town its commercial edible food generators. A food recovery service or food recovery organization contacted by the Town shall respond to such request for information within 60 days unless a shorter timeframe is otherwise specified by the Town.

5-3.212 - Inspections and investigations.

(a) The Town Administrator, Authorized Collector, or designee is authorized to conduct any inspections, remote monitoring, or other investigations as reasonably necessary to further the goals of this chapter, subject to applicable laws. This may include inspections and investigations, at random or otherwise, of any collection container, collection vehicle load, or transfer,

processing, or disposal facility to confirm compliance with this chapter, subject to applicable laws. This section does not allow entry in a private residential dwelling unit for inspection. For the purposes of inspecting collection containers for compliance, the Town Administrator or Authorized Collector may conduct container inspections for prohibited container contaminants using remote monitoring, and generators shall accommodate and cooperate with the remote monitoring.

~~A Person subject to the requirements of this chapter shall provide or arrange for access during all inspections (with the exception of a private residential dwelling unit) and shall cooperate with the Town Administrator or Authorized Collector during such inspections and investigations. Such inspections and investigations may include confirmation of proper placement of materials in collection containers, inspection of edible food recovery activities, review of required records, or other verification or inspection to confirm compliance with any other requirement of this chapter. Failure to provide or arrange for: (i) access to the premises; (ii) installation and operation of remote monitoring equipment, if a remote monitoring program is adopted; or (iii) access to records for any inspection or investigation is a violation of this chapter and may result in penalties.~~

~~(b) Any records obtained by the Town Administrator, Authorized Collector, or designee, during inspections, investigations, remote monitoring and other reviews shall be subject to the requirements and applicable disclosure exemptions of the California Public Records Act as set forth in Government Code Section 6250 et seq.~~

~~The Town, Authorized Collector or designee shall accept written complaints from persons regarding an entity that may be potentially non-compliant with this chapter.~~

5-3.22~~3~~ - Violations and penalties.

~~(a) A violation of any provision of this chapter shall constitute an infraction and will be grounds for issuance of a Notice of Violation and assessment of an administrative citation and penalty by the Town's Enforcement Officer or its designated Enforcement Agency.~~

~~Enforcement Actions under this chapter are issuance of an administrative citation and assessment of a fine. The~~ A violation of any provision of this chapter shall be subject to ~~T~~owany of the enforcement tools available under the law, including those outlined ~~n's procedures on imposition of administrative citations and fines as contained~~ in Title 1, Chapters 2 and 6 ~~Chapter 13.3.26~~ of the Municipal Code, except that fines, charges, and/or costs shall not be recoverable by recording a lien or special assessment against a property.~~e shall govern th e imposition, enforcement, collection, and review of administrative citations and fines issued to enforce this chapter and any rule or regulation adopted pursuant to this chapter.~~ Any section of this chapter may be enforced by the Town, or if agreed to, by its designated Enforcement Agency.

~~A violation may be punishable by:~~

~~A fine of one hundred dollars for a first violation;~~

~~A fine of two hundred dollars for a second violation of the same provision of this code within any twelve consecutive month period;~~

~~A fine of five hundred dollars for each additional violation of the same provision of this code within any twelve consecutive-month period. Any citation issued after the issuance of a third citation or violation of the same provision of this code within any twelve consecutive-month period may be charged as a misdemeanor pursuant to the provisions of Chapter 10.3.2603 of the Municipal Code.~~

~~The Town or designated Enforcement Agency may issue a Notice of Violation requiring compliance within 60 days or sooner of issuance of the notice.~~

~~Absent compliance by the respondent within the deadline set forth in the Notice of Violation, the Town or designated Enforcement Agency shall commence an action to impose penalties, via an~~

Formatted: Strikethrough

Commented [MHA27]: The Larkspur ordinance does not include these paragraphs as part of the ordinance. For consistency, I recommend we delete these subsections, unless R3 believes it is necessary.

Formatted: Strikethrough

Commented [R328]: Note for discussion. Does the Town want to include this in the Municipal Code?

Formatted: Indent: Left: 0", Hanging: 0.5", No bullets or numbering

Formatted: Strikethrough

Formatted: Indent: Left: 0.5", No bullets or

~~administrative citation and fine, pursuant to the Town's standard procedures or the standard procedures of its designated Enforcement Agency.~~

~~Other remedies allowed by law may be used, including civil action or prosecution as a misdemeanor or infraction. The Town may pursue civil actions in the California courts to seek recovery of unpaid administrative citations, and fines. The Town may choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of Town staff and resources.~~

Commented [MHA29]: Unless there is a reason to have this ordinance-specific enforcement mechanism, I recommend using the existing process for issuing an administrative citation under SAMC Title 1, Chapter 6. If you are in agreement, we can delete the highlighted text here.

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING THE FIRST AMENDMENT TO THE AMENDMENT AND RESTATEMENT OF THE FRANCHISE AGREEMENT FOR SOLID WASTE, RECYCLING AND ORGANIC WASTE SERVICES OF THE TOWN OF SAN ANSELMO WITH MARIN SANITARY SERVICE

WHEREAS, the Town of San Anselmo ("Town") and Marin Sanitary Service ("MSS") entered into an Amended and Restated Franchise Agreement for Solid Waste, Recycling, and Organic Waste Services dated January 1, 2020 (the "Agreement"); and

WHEREAS, prior to entering into the Agreement in 2020, the Town and MSS were parties to a Franchise Agreement for Solid Waste, Recycling and Green Waste Services dated January 1, 2010, and amended on July 12, 2011; and

WHEREAS, the Town and MSS now desire to enter into a First Amendment to the Agreement to update MSS's services to comply with Senate Bill 1383; and

WHEREAS, the Town has determined that the terms of the First Amendment are proper, in the best interest of all citizens, and will promote public health, safety and welfare; and

WHEREAS, on January 11, 2022, the Town Council conducted a duly noticed public meeting to consider approval of the amendment.

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

Section 1. Environmental Review. The Town Council finds that adoption of this resolution amending the Agreement is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the resolution is exempt from the CEQA under 14 California Code of Regulations section 15061(b)(3), because it can be seen with certainty that there is no possibility that approval of the amended Agreement may have a significant effect on the environment.

Section 2. Approval of Amendment.

The Town Council of the Town of San Anselmo hereby approves the First Amendment to the Amendment and Restatement of the Franchise Agreement for Solid Waste, Recycling and Organic Waste Services of the Town of San Anselmo with Marin Sanitary Service, which is attached hereto and incorporated herein by reference. The Town Manager is hereby authorized to execute the First Amendment.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on January 11, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor Alexis Fineman

ATTEST:

_____
Carla Kacmar, Town Clerk

Exhibit A

First Amendment to the Amendment and Restatement of the Franchise Agreement for Solid Waste, Recycling and Organic Waste Services of the Town of San Anselmo with Marin Sanitary Service

FIRST AMENDMENT TO THE AMENDMENT AND RESTATEMENT OF THE FRANCHISE AGREEMENT FOR SOLID WASTE, RECYCLING AND ORGANIC WASTE SERVICES OF THE TOWN OF SAN ANSELMO WITH MARIN SANITARY SERVICE

This First Amendment to the Amendment and Restatement of the Collection Agreement of the Franchise Agreement for Solid Waste, Recycling and Organic Waste Services of the Town of San Anselmo with Marin Sanitary Service (this "Amendment") is entered into as of January [_____], 2022 between the Town of San Anselmo ("Town") and Marin Sanitary Service, Inc. ("Contractor").

WHEREAS, Town and Contractor are parties to an Amended and Restated Franchise Agreement for Solid Waste, Recycling, and Organic Waste Services dated January 1, 2020 (such agreement as amended, the "Agreement");

WHEREAS, prior to entering into the Agreement in 2020, Town and Contractor were parties to a Franchise Agreement for Solid Waste, Recycling and Green Waste Services dated January 1, 2010 and amended on July 12, 2011; and

WHEREAS, the parties wish to amend the Agreement to assist Town in complying with the Senate Bill 1383 Regulations ("SB 1383") (as defined in Exhibit A to this Amendment);

WHEREAS, Town intends to implement a 3-container Organic Waste collection service as contemplated by Section 18984.1 of the SB 1383 Regulations.

NOW, THEREFORE, the parties agree as follows:

1. Effective Date. This Amendment shall take effect January 1, 2022.

2. Definitions. For purposes of this Amendment, the terms set forth in Exhibit A, attached hereto and incorporated herein, shall have the meanings given to them in such exhibit.

3. Three-Container Organic Waste Collection Services.

   3.1. Phased Implementation. Town and Contractor acknowledge that Contractor's Organic Waste Collection routes must be expanded to satisfy the requirements of the SB 1383 Regulations, and that new collection trucks must be procured by Contractor in order to provide such services. Beginning January 1, 2022 all new customers will be provided base level of collection service including Recycling Container, Organics Container and Garbage Container collection service. Between January 1, 2022 and December 31, 2023, Contractor shall continue and expand its Organic Waste collection service to existing customers within Town. By January 1, 2024, Contractor shall provide Organic Waste collection service to all of its customers within Town who are subscribed to and pay for Solid Waste collection service, unless (i) the customer is categorically exempted under Town's municipal code from the requirement to subscribe for Organic Waste collection service, or (ii) the customer qualifies for and is granted a State- or Town-issued waiver. Contractor will work with customers to appropriately right-size collection containers such that source-separation of all materials is possible without any overflow of material, and if any disputes arise or overages occur, the Town will make the final determination on proper container size.

4. Container Colors.

4.1. General Requirement. Contractor shall ensure that each Container that it newly purchases after January 1, 2022 and provides to a customer serviced under the Agreement conforms to the following color scheme: Garbage Containers for collection of Solid Waste, Recycling Containers for collection of Recyclable Materials, and Organics Containers for collection of Organic Waste. In addition, Contractor shall ensure that all Containers it uses to provide such services to customers serviced under the Agreement conform to such color scheme by January 1, 2036.

4.2. Specific Material Types. Paper products and printing and writing paper, each as defined in the SB 1383 Regulations, may be placed in either the Recycling Container or the Organics Container. Carpet and textiles may not be placed in either the Recycling Container or the Organics Container.

5. Container Labels.

5.1. General Requirement. Contractor shall ensure that each Container that it newly purchases after January 1, 2022 and provides to a customer serviced under the Agreement shall be labeled or imprinted with language and/or graphics that clearly indicates the primary items accepted and the primary items that are Prohibited Container Contaminants for that Container type. Contractor may comply with this section by using model labeling provided by CalRecycle.

6. Route Reviews.

6.1. General Requirement. At least once annually, beginning in 2022, Contractor shall conduct a Route Review for each Hauler Route. The number of Containers to review per Hauler Route shall be calculated on the basis of the number of garbage accounts provided service by a specific Hauler Route for one week. For example, “Route A” collects garbage from 250 accounts, 4 days per week for a total of 1,000 accounts per week; include a minimum of 25 accounts for Route Review of “Route A”. For each Route Review of a Hauler Route, Contractor shall inspect at least the following minimum number of Containers, but may inspect more if Contractor deems necessary; and shall inspect all Containers placed for collection (including Recycling Containers, Organics Containers, and Garbage Containers). Each inspection shall involve lifting the Container lid and observing the contents, but shall not require Contractor to disturb the contents or open any bags. Contractor may select the Containers to be inspected at random, or (if mutually agreed with Town) by any other method not prohibited under the SB 1383 Regulations. For the avoidance of doubt, Contractor shall not be required to annually inspect every Container on a Hauler Route. Contractor shall include the results of each Route Review in its next regularly scheduled report to Town, as required by Section 9.

Route Size (# garbage accounts/ week)	Minimum Number of Containers
Less than 1,500	25
1,500-3,999	30
4,000-6,999	35
7,000 or more	40

6.2. Notice of Contamination. If Contractor observes Prohibited Container Contaminants in a Container during a Route Review comprising ten percent or more of observable container volume, Contractor shall notify the customer of the violation in writing. The written notice shall include information regarding the requirement to properly separate materials into

the appropriate Containers. The notice may be left on the customer's Container, gate, or door at the time the violation is discovered, and/or be mailed, e-mailed, electronically messaged or delivered personally to the customer within 30 days. Contractor may dispose of the contents of any Container found to contain Prohibited Container Contaminants and may charge a contamination fee not to exceed the fee in Exhibit C. The notice shall be provided in English and Spanish.

7. Compliance Reviews.

7.1. General Requirement. At least once annually, beginning in 2022, Contractor shall review the records of its Commercial and Multi-Family customers in Town that are subscribed for at least two (2) cubic yards per week of combined Solid Waste, Organic Waste and Recyclable Materials service, to determine whether such customers are subscribed for Organic Waste collection service or have an applicable waiver. Contractor shall include the results of each compliance review in its next regularly scheduled report to Town, as required by Section 9.

7.2. Site Visit Requirement. Based on Contractor's review of the list of customers requiring site visit compiled in accordance with section 7.1 above, Contractor shall conduct an annual site visit to each Commercial and Multi-Family customer in Town that is determined to not be enrolled in 3-container organic waste collection service and not be eligible for a waiver based on the Town determination, to encourage those businesses to sign up for SB 1383 compliant Organics Waste service and provide educational material about the law's requirements.

8. Education & Outreach.

8.1. Prior to February 1, 2022, and annually thereafter, Contractor shall provide the following to all its customers under the Agreement:

8.1.1. Information on the customer's requirements to properly separate materials in appropriate containers.

8.1.2. Information on methods for: the prevention of Organic Waste generation, recycling Organic Waste on-site, sending Organic Waste to community composting, and any other local requirements regarding Organic Waste.

8.1.3. Information regarding the methane reduction benefits of reducing the landfill disposal of Organic Waste, and the methods of Organic Waste recovery contemplated by the Agreement.

8.1.4. Information regarding how to recover Organic Waste.

8.1.5. Information related to the public health and safety and environmental impacts associated with the landfill disposal of Organic Waste.

8.2. The above information will be provided, at a minimum, through print and/or electronic media, and may also be provided through workshops, meetings and/or on-site visits.

8.3. Contractor shall provide an educational webpage which includes downloadable copies of all the materials described in Section 8.1, as well as an educational brochure to be provided by Town for edible food recovery outreach.

8.4. Educational materials provided pursuant to the above shall be translated into Spanish.

8.5. Contractor shall provide educational materials to customers discovered to be out of compliance with the SB 1383 Regulations requirements, and report a list of such customers as well as actions taken to the Town on a periodic basis as required by Town.

9. Waivers. Contractor shall be responsible for the distribution, collection and evaluation of waiver applications as appropriate and provide the Town a recommendation to accept or deny waiver requests. Contractor shall develop waiver application forms and shall provide them to Town for Town approval prior to use. Contractor shall evaluate requests for exemption or waiver from the Act's requirements and provide the Town periodic recommendations and supporting documentation to deny or approve waivers, including a site visit and re-evaluation at least every five years as required by the SB 1383 Regulations.

10. Edible Food Recovery. Contractor shall provide Town with a list of Tier One commercial edible food generators located in their jurisdiction by January 1, 2022 and annually thereafter. Contractor shall provide Town with a list of Tier Two commercial edible food generators located within their jurisdiction by January 1, 2024 and annual thereafter.

11. Reporting.

11.1. Beginning January 1, 2022, Contractor shall provide the following information to Town annually, by February 15 of the year following the reporting year:

11.1.1. For information provided by Contractor pursuant to Section 8 above:

(a) Copies of all such information (including flyers, brochures, newsletters, invoice messaging, website and social media postings, emails, and other electronic messages).

(b) The date the information was disseminated or the direct contact made. For website and social media postings, this shall be the date posted.

(c) To whom the information was disseminated or the direct contact made. For mass distributions such as mailings or bill inserts, Contractor may provide the type and number of accounts receiving the information, rather than listing each recipient individually.

11.1.2. For Route Reviews and Compliance Reviews:

(a) The date the review was conducted.

(b) The name and title of each person conducting the review.

(c) A list of the account names and addresses covered by the review.

(d) For Route Reviews, a description of each Hauler Route reviewed, including Contractor's route number and a description of the Hauler Route area.

(e) For Route Reviews, the results of such review (i.e. the addresses where any Prohibited Container Contaminants were found), and any photographs taken.

(f) For Compliance Reviews, the results of such review (i.e. Contractor's findings as to whether the customers reviewed are subscribed for Organic Waste collection service, have an applicable waiver, or neither), and any relevant evidence supporting such findings (e.g. account records).

(g) Copies of any educational materials issued pursuant to such reviews.

11.1.3. Documentation relating to observed Prohibited Container Contaminants, whether observed during Route Reviews or otherwise:

(a) Copies of the form of each notice issued to customers for Prohibited Container Contaminants, as well as, for each such form, a list of the customers to which such notice was issued, the date of issuance, the customer's name and service address, and the reason for issuance (if the form is used for multiple reasons). This information will also be provided monthly to any other government entity approved by the Town, including but not limited to Zero Waste Marin requests.

(b) The number of times notices were issued to customers for Prohibited Container Contaminants.

(c) The number of Containers where the contents were disposed due to observation of Prohibited Container Contaminants.

11.1.4. A description of Contractor's process for determining the level of Container contamination under the Agreement.

11.1.5. Reports to Town on customers discovered to be out of compliance with the SB 1383 Regulations, including a list of the customers, the type of violation, actions taken to educate those customers, and contact information for those customers. Such reports shall be provided periodically as required by Town.

12. Section 18988.1 and 18988.2 Compliance. Contractor is responsible for delivery of all Solid Waste to properly permitted disposal facilities, transfer stations, recyclable materials processing facilities, organics processing facilities, and C&D processing facilities as listed in Exhibit B. The list may be amended from time to time by Contractor, subject to Town approval of the amended list. Failure to comply with this provision will result in the levy of an Administrative Charge or Penalty as specified in Town Code and may result in Contractor being in default under this Agreement. Town hereby approves delivery of Organic Waste to such facility(ies). Contractor shall comply with its obligations under this Amendment and the obligations that by operation of law are imposed upon it directly pursuant to Chapter 12 of the SB 1383 Regulations.

13. Availability of Annual Payment Discount. Annually, in the fourth quarter billing, Contractor shall send each customer, in a form approved by the Town or his/her designee, a statement of the availability of a five (5%) percent discount for annual payments in advance.

14. Future Changes. The parties acknowledge that future changes to this Amendment or the Agreement may be desirable to assist the parties with their respective compliance obligations under the SB 1383 Regulations or subsequent amendments thereto or interpretations thereof. The parties agree to negotiate any such proposed changes in good faith. The foregoing shall not be deemed to limit either party's rights or remedies under the Agreement.

15. Miscellaneous. In the event of any conflict regarding the implementation of SB 1383 requirements between this Amendment and the Agreement, this Amendment shall govern. Section headings in this Amendment are for convenience only and shall not be used in the interpretation of this Amendment. This Amendment may be executed in counterparts and/or by electronic signature (e.g. DocuSign). As used in this Amendment, "including" and its variants mean "including without limitation."

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, this Amendment is entered into as of the date first written above.

Town of San Anselmo	Marin Sanitary Service, Inc.
By:_____	By:_____
Name: David Donery	Name:_____
Title: Town Manager	Title:_____
Date:_____	Date:_____

APPROVED AS TO FORM:

_____
Megan Acevedo, Town Attorney

ATTEST:

_____
Carla Kacmar, Town Clerk

Exhibit A

DEFINITIONS

“Act” means the California Integrated Waste Management Act of 1989 (sometimes referred to as CIWMA or “AB 939”), Public Resources Code § 40000 and following as it may be amended, including but not limited to, the Jobs and Recycling Act of 2011 (AB 341), SB 1016 (Chapter 343, Statutes of 2008 [Wiggins, SB 1016]), the Mandatory Commercial Organics Recycling Act of 2014 (AB 1826), and the Short-Lived Climate Pollutants Bill of 2016 (SB 1383), and as implemented by the regulations of CalRecycle.

“Recycling Container” means a Container for the collection of recyclable materials as defined in the Agreement. The Recycling Container shall be colored as defined in the SB 1383 Regulations.

“Container” means any Cart, Bin or Debris Box.

“Garbage Container” means a Container for the collection of Garbage, which does not include Organic Waste or recyclable materials as defined in the Agreement. The Garbage Container shall be colored as defined in the SB 1383 Regulations.

“Organics Container” means a Container for the collection of Organic Waste and colored as defined in the SB 1383 Regulations. Hardware such as hinges and wheels may be any color.

“Food Waste Container” means a Container for the collection of Commercial Food Waste only and colored as defined in the SB 1383 Regulations.

“Hauler Route” means the designated weekly itinerary or sequence of stops scheduled to be performed by one collection vehicle providing regularly scheduled Solid Waste, Recyclable Material or Organic Waste collection services (not on-call or Bulky Item/Abandoned Waste) within the Contractor’s collection service area under the Agreement.

“Organic Waste” means wastes comprising material originated from living organisms and their metabolic waste products, including food, green material, landscape and pruning waste, clean unpainted/untreated wood (with no nails, wire, etc.), paper products, and printing and writing paper, but excluding textiles and carpets, manure, biosolids, digestate, sludges, non-compostable paper, Construction & Demolition Debris, and Hazardous Waste. No material shall be considered Organic Waste unless it has been segregated by the customer for separate collection.

“Prohibited Container Contaminants” means any of the following:

(a) Non-Organic Waste placed in the Organics Container, including but not limited to textiles and carpets, manure, biosolids, digestate, sludges, non-compostable paper, Construction & Demolition Debris, and Hazardous Waste;

(b) Organic Waste placed in the Garbage Container that is specifically identified under the Agreement for collection in the Organics Container or Recycling Container;

(c) Organic Waste placed in the Recycling Container that is specifically identified under the Agreement for collection in the Organics Container. Paper products and printing and writing paper may be considered acceptable and not considered Prohibited Container Contaminants if they are placed in the Recycling Container.

“Route Review” means a visual inspection of Containers along a Hauler Route for the purpose of identifying Prohibited Container Contaminants, which may include mechanical inspection methods such as use of cameras.

“SB 1383 Regulations” means the Short-lived Climate Pollutants (SLCP): Organic Waste Reductions regulations adopted by the California Department of Resources Recycling and Recovery (“CalRecycle”) in 2020.

For purposes of this Amendment, the following terms (whether or not capitalized) shall have the meanings given to them in the SB 1383 Regulations, unless the context indicates a different meaning was intended: biosolids, digestate, food, non-compostable paper, paper products, printing and writing paper, sludges.

Exhibit B

FACILITIES

Marin Sanitary Service Transfer Station

1050 Andersen Drive

San Rafael, CA 94912

Marin Recycling Center

535 Jacoby Street

San Rafael, CA 94912

Marin Resource Recovery Center

535 Jacoby Street

San Rafael, CA 94901

TO: Town Council **Meeting of** 1/11/2022

FROM

David P. Donery, Town Manager

RECOMMENDATION

1) Conduct a public hearing to consider the proposed Marin Sanitary Service (MSS) collection rates.

2) Adopt the attached Resolution establishing maximum rates collected by Marin Sanitary Service for solid waste, recycling, and organic waste services, to be effective January 1, 2022 (Attachment 1).

BACKGROUND

Each year, the Town Council holds a public hearing to set the maximum collection rates that can be charged by MSS in the Town of San Anselmo. These rates are based on a specific methodology contained in the Franchise Agreement with MSS. This methodology was changed in 2019 when the Council adopted the Amended and Restated Franchise Agreement with MSS.

The rate-setting methodology requires a detailed analysis, which was conducted by R3 Consulting Group. (Attachment 4). Based on R3's review, the proposed increase in 2022 for San Anselmo customers is 2.88%. In 2021, the rate was increased by 3.95%

DISCUSSION AND ANALYSIS

At the December 14, 2021 Town Council meeting, the Town Conducted a public hearing to consider the proposed Marin Sanitary Service (MSS) collection rates. At that meeting, Councilmember Greene questioned the use of Federal Paycheck Protection Program (PPP) funds in the rate calculations for 2022.

Garth Schultz from R3 Consulting prepared the attached memo (Attachment 5) and Town staff and Mr. Schultz met with Councilmember Greene and discussed his concerns. The memo provides background and analysis of MSS's PPP loan forgiveness. The memo explains how the PPP funds are being used within MSS.

As stated in the memo, collection services provided under the MSS agreements are funded by solid waste rates paid by ratepayers, which are heard and approved annually by the franchising public agencies. Annual adjustments to rates considered by the agencies take into account either a) projections of compensation due to MSS via an "indexed rate adjustment" methodology, or b) projections of MSS's forecasted cost of operations via a "base year rate adjustment" methodology. In both cases, determination of the contractually established annual rate adjustments are predicated only on rate revenues paid to MSS by ratepayers, as those are the sole recurring form of compensation that MSS receives for provision of collection services.

The MSS rate adjustment methodology (and other similar rate adjustment methodologies for most other solid waste agreements in California) does not include one-times grants in the determination of contractually

allowed adjustments to rate revenues. Contractually speaking, the Town and its ratepayers have no claim on the PPP proceeds, and MSS is under no obligation to report or include the proceeds in determining annual rate revenue adjustments.

However, and despite having no obligation to do so, MSS notified its franchising agencies about the PPP proceeds, and voluntarily waived a portion of its contractually allowed rate adjustment for 2022, which was to the benefit of ratepayers. Moreover, ratepayers have and will continue to benefit from MSS's receipt of PPP proceeds, while MSS has and will continue to incur near-term revenue shortfalls and cash flow impacts.

Rate Chart

Rate increases over the last seven years, some substantial, were necessary to cover the cost of providing refuse and recycling services in San Anselmo. The table below reflects the monthly cost of a 32-gallon can over the past seven calendar years:

Year	Increase (%)	New 32-gal. rate ($)	Increase ($)
2015	2.77	34.64	.93
2016	5.71	36.62	1.98
2017	5.71	38.71	2.09
2018	5.57	40.87	2.16
2019	9.56	44.78	3.91
2020	7.09	47.95	3.17
2021	3.95	49.84	1.89
Total incr. 2015-21	**40.36**		**16.13**

CEQA AND CONSISTENCY WITH CLIMATE ACTION PLAN 2030

Adoption of the attached resolution increasing MSS customer rates is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the resolution is exempt from the CEQA under CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility that approval of the customer rates may have a significant effect on the environment.

FISCAL IMPACT

Increases in MSS's rates will result in slight increases to the franchise fees paid by MSS to the Town.

CONCLUSION

The Franchise Agreement for solid waste, recycling, and organic waste services is available on the Town's website at: <https://www.townofsananselmo.org/DocumentCenter/View/25276/Amended-and-Restated-MSS-Franchise-Agreement-San-Anselmo-11-26-2019>. Marin Sanitary Service representatives along with a representative

from R3 Consulting Group will be present at the meeting to provide information and to answer any questions.
Attachments:

1. Staff Report from December 14, 2021 Town Council meeting
2. Resolution including exhibit with new rates
3. Rate application
4. Marin Sanitary Service Rate Report from R3
5. R3 memo regarding MSS PPP loan forgiveness

TOWN OF SAN ANSELMO
STAFF REPORT

For the Meeting of December 14, 2021

TO: Town Council

FROM: David P. Donery, Town Manager

SUBJECT: Marin Sanitary Service Rate Increase

RECOMMENDATION

1) Conduct a public hearing to consider the proposed Marin Sanitary Service (MSS) collection rates.

2) Adopt the attached Resolution establishing maximum rates collected by Marin Sanitary Service for solid waste, recycling, and organic waste services, to be effective January 1, 2022 (Attachment 1).

BACKGROUND

Each year, the Town Council holds a public hearing to set the maximum collection rates that can be charged by MSS in the Town of San Anselmo. These rates are based on a specific methodology contained in the Franchise Agreement with MSS. This methodology was changed in 2019 when the Council adopted an amendment to the Franchise Agreement with MSS.

The rate-setting methodology requires a detailed analysis, which was conducted by R3 Consulting Group. (Attachment 3). Based on R3's review, the proposed increase in 2022 for San Anselmo customers is 2.88%. In 2021, the rate was increased by 3.95%

DISCUSSION AND ANALYSIS

MSS is the Town's sole provider of refuse hauling and recycling services and performs these services in many surrounding communities, as well. The Franchise Agreement between the Town and MSS outlines the services that must be provided by MSS, as well as a methodology to be followed to set customer rates each year.

For many years, the Town accepted the results of a rate study that had been conducted by what has been known as the Marin Franchisors Group. San Anselmo had not been a member of the Franchisors Group, yet the contract with MSS called for the Town's rate increase methodology to be the same as that for the Franchisors Group and assumed that the Town would receive the same increase.

As stated in the Rate Review at Attachment 3, 2021 was the first year that the Towns of San Anselmo and Fairfax were included in this rate-setting application. This report summarizes results from a review of MSS's 2022 indexed rate application per the new streamlined rate-setting methodology established in 2019. The new methodology is described in the amended Exhibit B to the MSS Franchise Agreement with the Town, which was ratified by all agencies except San Anselmo and Fairfax during the 2019 Rate

Application process, and which San Anselmo and Fairfax adopted during the 2020 Rate Application process. This is the first consolidated report of an MSS area-wide rate application, incorporating all agencies.

The new rate methodology is intended to provide more stable and predictable rates while continuing verifiable high levels of service. Key differences between rate reviews prior to 2019 and the current methodology are listed below.

• The Recycling Reserve Fund was replaced with a net processing fee structure that allows MSS an annually adjusted processing fee minus revenues from the sale of recyclable materials. This new method of calculating recycling in the annual rate application includes an incentive for MSS to seek the best prices for selling the materials, while also providing a mechanism to ensure revenues help offset customer rates when markets are good.

• The new methodology sets rates based on revenues due to MSS, which are escalated annually based on one simple Water, Sewer, and Trash (WST) index (which has increased between 2 to 5% annually in recent years). This places more incentive on MSS to live within the regulated revenue amount.

• The new methodology includes a 2.5% minimum and a 5% maximum rate cap for MSS' operational expenses. This excludes franchise/agency fees and the cost of processing, recycling, composting and disposal. The proposed rate increase includes this adjustment.

MSS also provides garbage and recycling pick-up for agreed upon Town facilities, parks, and sidewalk receptacles. MSS is a key partner in the Town's environmental goals, as well as the Town and County's Zero Waste Goals. MSS conducts the majority of the outreach and monitoring for the Town for the State's Mandatory Commercial Recycling and Mandatory Composting laws (AB 341, AB 1826, and SB 1383). These laws place requirements on businesses to recycle and compost and require annual monitoring and notifications to non-compliant businesses.

MSS also has a robust community outreach and education program and they conduct numerous programs and community offerings, including an annual free compost giveaway and customer education event. All their services including a "Where Does it Go, Joe?" recycling lookup feature can be found on their new website: https://marinsanitaryservice.com.

Changes in the Industry

First, recognizing the negative impacts of organic materials decomposing in landfills on climate change, the State of California mandated that businesses of certain sizes compost their organic materials. The State now also mandates that all residents and businesses compost their organic waste (AB 1826 and SB 1383). Staff anticipates bringing an ordinance to this effect to the Council in January, 2022.

Additionally, the State may place new requirements on local governments to implement, monitor, and enforce participation in organic waste programs. These requirements are complicated by the fact that there continues to be a depression in the recycling commodities markets, resulting in losses for recyclers throughout the State.

Proposed Rates for 2022

Attachment 2 to this report is a rate application letter from MSS. Attachment 3 is a report from R3 that provides its third party, independent assessment of MSS and its application of the rate methodology. This application provides an overall perspective of the proposed rate increase. However, the actual increase in each jurisdiction is based on the application of the methodology to the specific customer base. R3 reviewed the application and all relevant documents and financial schedules with MSS and recommends an increase of 2.88% to the Town of San Anselmo's rates in 2022. As in previous years, staff is recommending that the rate adjustment be applied across the board to all residential, multi-family and commercial service accounts. The new rates reflective of this increase can be found in the exhibit to the draft resolution for this public hearing.

CEQA AND CONSISTENCY WITH CLIMATE ACTION PLAN 2030

Adoption of the attached resolution increasing MSS customer rates is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the resolution is exempt from the CEQA under CEQA Guidelines section 15061(b)(3), because it can be seen with certainty that there is no possibility that approval of the customer rates may have a significant effect on the environment.

FISCAL IMPACT

Increases in MSS's rates will result in slight increases to the franchise fees paid by MSS to the Town.

CONCLUSION

The Franchise Agreement for solid waste, recycling, and organic waste services is available on the Town's website at: https://www.townofsananselmo.org/DocumentCenter/View/25276/Amended-and-Restated-MSS-Franchise-Agreement-San-Anselmo-11-26-2019. Marin Sanitary Service representatives along with a representative from R3 Consulting Group will be present at the meeting to provide information and to answer any questions.

Respectfully submitted,



David P. Donery, Town Manager

Attachment 1. Resolution including exhibit with new rates
Attachment 2 - Rate application
Attachment 3 - Marin Sanitary Service Rate Report from R3

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO SETTING MAXIMUM CUSTOMER RATES FOR SOLID WASTE, RECYCLABLE AND ORGANIC WASTE COLLECTION BY MARIN SANITARY SERVICE TO TAKE EFFECT ON JANUARY 1, 2022

WHEREAS, section 5-3.05 of the San Anselmo Municipal Code provides that the Town Council shall establish rates for the collection of garbage and recycling after a public hearing; and

WHEREAS, Marin Sanitary Service ("MSS") provides residential, commercial and multi-family solid waste services, including garbage, recycling and organics collection and processing; and

WHEREAS, MSS also provides garbage, recycling, and organics pick-up for Town of San Anselmo ("Town") facilities, parks, and sidewalk receptacles downtown and throughout Town; and

WHEREAS, at its meeting of November 26, 2019, the Town Council adopted a resolution approving an Amended and Restated Collection Agreement with MSS for provision of these solid waste services for a ten-year period beginning on January 1, 2020 ("Amended and Restated Franchise Agreement"); and

WHEREAS, MSS proposed an increase in Customer Rates for Solid Waste, Recyclable, and Organic Waste Collection to take effect on January 1, 2022, as reflected in Exhibit A hereto; and

WHEREAS, the Town properly published and posted notice of the proposed rate increase as required by law; and

WHEREAS, at its December 14, 2020, meeting the Town Council conducted a duly noticed public hearing to consider the proposed maximum rates and the Council reviewed the staff report and oral and written evidence presented at the hearing.

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

Section 1. Environmental Review. The Town Council finds that adoption of this resolution increasing MSS rates is not a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065). Moreover, the Town Council finds that even if it were considered a project, adoption of the resolution is exempt from the CEQA under CEQA Guidelines section 15061(b)(3), because it

can be seen with certainty that there is no possibility that approval of the customer rates may have a significant effect on the environment.

Section 2. Adoption of Rates. The Town Council hereby establishes the maximum Customer Rates for Solid Waste, Recyclable, and Organic Waste Collection by Marin Sanitary Service as reflected in Exhibit A, which is incorporated herein by reference. The rates shall be effective on January 1, 2022.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on December 14, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor

ATTEST:

_____
Carla Kacmar, Town Clerk

Exhibit A - Customer Rates for Solid Waste, Recyclable, and Organic Waste Collection effective January 1, 2022

EXHIBIT C - SCHEDULE OF RATES

TOWN OF SAN ANSELMO	RESIDENTIAL REFUSE COLLECTION RATES	Rate Increase 2.88%
		Effective 1/1/2022

REOCCURING CHARGES

Residential Service (Bundled service includes 1 landfill (garbage) cart, 1 organics cart, & 1 recycling split cart)*

Weekly Service Rates (Billed Quarterly)	2022 Flat rate		2022 ST Rate **	
	Monthly Rate	Quarterly Rate	Monthly Rate	Quarterly Rate
20 gallon cart	$39.24	$117.72	$44.38	$133.14
32 gallon cart	$51.28	$153.84	$56.42	$169.26
64 gallon cart	$102.64	$307.92	$107.78	$323.34
96 gallon cart	$153.96	$461.88	$159.10	$477.30
Low-income 20 gal. cart***	$31.39	$94.17	$35.50	$106.50
Low-income 32 gal. cart***	$41.02	$123.06	$45.14	$135.42
Low-income 64 gal. cart***	$82.11	$246.33	$86.22	$258.66
Low-income 96 gal. cart***	$123.17	$369.51	$127.28	$381.84
Intensive recycler ****	$27.53	$82.59	$32.66	$97.98
Additional Organics Cart Rental (35 or 64 gallon cart)	$2.87	$8.61	$2.87	$8.61
Additional Split Cart Rental (64 or 96 gallon cart)	$2.87	$8.61	$2.87	$8.61

Additional Monthly Charges	Monthly Fee (per cart, each way)	Quarterly Fee
Distance 5' - 50'	$13.88	$41.64
Distance Over 50'	$13.88	$41.64

*Residential Customers may request one additional Organic Waste Cart, for a total of two, as part of the service bundle.

**ST Rate is the Small Truck Rate.

***Must meet PG&E CARE program eligibility requirements.

****This program has been discontinued as of January 1, 2010. Existing customers will be able to retain this service provided no changes are made to existing level of service (20-gallon landfill cart)

NOTE: We may not be able to accommodate any collection requests NOT at the curb due to a variety of factors including safety, accessibility, and efficiency. Requests to be assessed and approved by Route Manager.

ONE TIME SERVICE FEES

Additional Service Fees per Occurrence	Fee
Return Fees - Off day	$25.00
Return Fees - Same day	$10.00
Resume Service/Late Fee	$35.00
Contamination (cart) any size cart	$30.00
Overload/Overweight (cart)	$25.00
Extra bag garbage	$15.00
Extra bag yard waste	$10.00
Steam Clean (cart)	$15.00
Special Collection	$35.00
Special Handling (Bulky items)	$30.00
Bulky item fees per item	Fees Vary
Cart Strap Set-up Admin Fee	$25.00
20 Gal Cart Replacement Fee	$55.00
32 Gal Cart Replacement Fee	$60.00
64 Gal Cart Replacement Fee	$65.00
96 Gal Cart Replacement Fee	$75.00
64 Gal Split Cart Replacement Fee	$90.00
96 Gal Split Cart Replacement Fee	$100.00

EXHIBIT C - SCHEDULE OF RATES

TOWN OF SAN ANSELMO	COMMERCIAL REFUSE COLLECTION RATES				Rate Increase 2.88%		Effective 1/1/2022
COMMERCIAL CARTS, BINS, ROLL-OFFS	***Collections per Week***						**Additional One Time Empty**
Residential Service (Bundled service includes	**1**	**2**	**3**	**4**	**5**	**6**	
*20 gallon cart**	*$44.00*	*$88.00*	*$132.00*	*$176.00*	*$220.00*	*$264.00*	*$ 10.15*
32 gallon cart	$57.48	$114.96	$172.44	$229.92	$287.40	$344.88	$ 13.26
64 gallon cart	$114.97	$229.94	$344.91	$459.88	$574.85	$689.82	$ 26.53
96 gallon cart	$172.45	$344.90	$517.35	$689.80	$862.25	$1,034.70	$ 39.80
1 yard bin	$292.16	$584.27	$876.44	$1,168.54	$1,460.68	$1,752.82	$ 67.42
2 yard bin	$584.31	$1,168.53	$1,752.87	$2,337.08	$2,921.35	$3,505.63	$ 134.84
3 yard bin	$841.58	$1,683.29	$2,524.91	$3,366.51	$4,208.12	$5,049.75	$ 194.21
4 yard bin	$1,047.46	$2,094.92	$3,142.38	$4,189.86	$5,237.33	$6,284.76	$ 241.72
5 yard bin	$1,279.07	$2,558.11	$3,837.17	$5,116.24	$6,395.35	$7,674.37	$ 295.17
6 yard bin	$1,510.67	$3,021.29	$4,531.96	$6,042.62	$7,553.36	$9,063.97	$ 348.62
10 yard roll-off	$2,517.78	$5,035.48	$7,553.27	$10,071.03	$12,588.93	$15,106.62	$ 581.03
18 yard roll-off	$4,532.00	$9,063.86	$13,595.89	$18,127.85	$22,660.07	$27,191.92	$ 1,045.85
20 yard roll-off	$5,035.56	$10,070.96	$15,106.54	$20,142.06	$25,177.86	$30,213.24	$ 1,162.05
25 yard roll-off	$6,294.45	$12,588.70	$18,883.18	$25,177.58	$31,472.33	$37,766.55	$ 1,452.57
Organics (F2E or Compost)	1	2	3	4	5	6	**Additional One Time Empty**
32 gallon	$28.06	$56.12	$84.18	$112.24	$140.30	$168.36	$6.48
64 gallon	$56.12	$112.24	$168.36	$224.48	$280.60	$336.72	$12.95
1 yard	$196.37	$392.74	$589.11	$785.48	$981.85	$1,178.22	$45.32
2 yard	$392.74	$785.48	$1,178.22	$1,570.96	$1,963.70	$2,356.44	$90.63
3 yard	$589.11	$1,178.22	$1,767.33	$2,356.44	$2,945.55	$3,534.66	$135.95
10 yard roll-off	$1,762.45	$3,524.90	$5,287.35	$7,049.80	$8,812.25	$10,574.70	$406.72
18 yard roll-off	$3,172.41	$6,344.82	$9,517.23	$12,689.64	$15,862.05	$19,034.46	$732.09
20 yard roll-off	$3,524.90	$7,049.80	$10,574.70	$14,099.60	$17,624.50	$21,149.40	$813.44
25 yard roll-off	$4,406.13	$8,812.25	$13,218.38	$17,624.50	$22,030.63	$26,436.75	$1,016.80

REOCCURING CHARGES

Garbage Compactors (Per empty)			
Roll-off Compactor Tipping fee per ton	$130.06	Roll-off Compactor Hauling charge	$292.34
Stationary FL (Per Compacted Yard)	$112.96	Roll-off Compactor Special handling	Rates Vary

Other Charges	Service	Fee	Details
	Lock	$25.00	Monthly fee
	Box rental	Fees Vary	Min. Bi-monthly fee
	Distance < 50ft	$13.88	Monthly fee per cart, each way
	Distance > 50ft	$13.88	Monthly fee per cart, each way

* Customers must have a sufficient level of service for the volume of material generated. Requests for 20gal carts require assessment and approval of a Route Manager.

NOTE: All container types and sizes may not be available at all locations depending on a variety of factors including safety, accessibility, and efficiency. Requests to be assessed and approved by Route Manager.

ONE TIME SERVICE FEES

Commercial One Time Service Fees	Fee	Commercial One Time Service Fees	Fee
Return Fee - **BIN**	$75.00	Lock Set-up Admin Fee	$25.00
Return Fee - **CART** -same day	$10.00	Lock Single Use Fee	$5.00
Return Fee - **CART** -off day	$25.00	Lock Purchase Fee	$20.00
Late Fee/Resume Service Fee	$35.00	Lock Bar Bin Set-up Fee	$75.00
Contamination (**BIN**)	$50.00	Overweight Charge Per Ton*	$205.00
Contamination (**CART**)	$30.00	20 Gal Cart Replacement Fee	$55.00
Overload/Compaction (**BIN**)	$60.00	32 Gal Cart Replacement Fee	$60.00
Overload/Compaction (**CART**)	$25.00	64 Gal Cart Replacement Fee	$65.00
Extra Bag Garbage	$15.00	96 Gal Cart Replacement Fee	$75.00
Additional Empty **BIN**	Fees vary	64 Gal Split Cart Replacement Fee	$90.00
Extra Bag Yard Waste	$15.00	96 Gal Split Cart Replacement Fee	$100.00
Steam Clean (1-6 yard **BIN**)	$95.00	Bin Repair/Replacement Fee**	Fees vary
*Boxes exceeding 300lbs/yard	$15.00		
Steam Clean (**COMPACTOR/ROLL-OFF**)	$225.00		

**Fees vary by size up to $1,200, not to exceed current replacement value.

EXHIBIT C - SCHEDULE OF RATES

TOWN OF SAN ANSELMO	MULTI-FAMILY COLLECTION RATES				Rate Increase 2.88%		Effective 1/1/2022
MFD CARTS, BINS, ROLL-OFFS	***Collections per Week***						**Additional One Time Empty**
Residential Service (Bundled service includes 1 landfill (garbage) cart, 1*	1	2	3	4	5	6	
*20 gallon cart**	*$39.24*	*$78.48*	*$117.72*	*$156.96*	*$196.20*	*$235.44*	*$ 9.06*
32 gallon cart	$51.28	$102.56	$153.84	$205.12	$256.40	$307.68	$ 11.83
64 gallon cart	$102.56	$205.12	$307.68	$410.24	$512.80	$615.36	$ 23.67
96 gallon cart	$153.84	$307.68	$461.52	$615.36	$769.20	$923.04	$ 35.50
1 yard bin	$292.16	$584.27	$876.43	$1,168.54	$1,460.68	$1,752.82	$ 67.42
2 yard bin	$584.31	$1,168.53	$1,752.85	$2,337.08	$2,921.35	$3,505.63	$ 134.84
3 yard bin	$841.58	$1,683.29	$2,524.91	$3,366.51	$4,208.12	$5,049.75	$ 194.21
4 yard bin	$1,047.47	$2,094.92	$3,142.38	$4,189.86	$5,237.31	$6,284.76	$ 241.72
5 yard bin	$1,279.07	$2,558.12	$3,837.17	$5,116.24	$6,395.34	$7,674.37	$ 295.17
6 yard bin	$1,510.67	$3,021.31	$4,531.96	$6,042.62	$7,553.36	$9,063.97	$ 348.62
10 yard roll-off	$2,517.78	$5,035.48	$7,553.27	$10,071.03	$12,588.93	$15,106.62	$ 581.03
18 yard roll-off	$4,532.00	$9,063.86	$13,595.89	$18,127.85	$22,660.07	$27,191.92	$ 1,045.85
20 yard roll-off	$5,035.56	$10,070.96	$15,106.54	$20,142.06	$25,177.86	$30,213.24	$ 1,162.05
25 yard roll-off	$6,294.45	$12,588.70	$18,883.18	$25,177.58	$31,472.33	$37,766.55	$ 1,452.57
Organics	$1.00	2	3	4	5	6	**Additional One Time Empty**
Additional Organics Cart Rental (35 gallon cart) *after 4 TOTAL carts per cart per month*	$2.87	NA	NA	NA	NA	NA	NA
Additional Organics Cart Rental (64 gallon cart) *after 4 TOTAL carts per cart per month.*	$2.87	NA	NA	NA	NA	NA	NA
1 yard	$196.37	$392.74	$589.11	$785.48	$981.85	$1,178.22	$45.32
2 yard	$392.74	$785.48	$1,178.22	$1,570.96	$1,963.70	$2,356.44	$90.63
3 yard	$589.11	$1,178.22	$1,767.33	$2,356.44	$2,945.55	$3,534.66	$135.95
Garbage Compactors (Per empty)							
Roll-off Compactor Tipping fee per ton	$130.06	Roll-off Compactor Hauling charge			$292.34		
Stationary FL (Per Compacted Yard)	$112.96	Roll-off Compactor Special handling			Rates Vary		

REOCCURING CHARGES

Other Charges	**Service**	**Fee**	**Details**
	Lock	$25.00	Monthly fee
	Box rental	Fees Vary	Min. Bi-monthly fee
	Distance < 50ft	$13.88	Monthly fee per cart, each way
	Distance > 50ft	$13.88	Monthly fee per cart, each way

* Minimum service level is 32 gallons per unit or equivalent volume. Decrease to 20 gallon per unit is subject to company review and approval.

NOTE: Up to four (4) Organics carts provided at no additional charge. Additional carts may be rented for a nominal monthly fee.

NOTE: All container types and sizes may not be available at all locations depending on a variety of factors including safety, accessibility, and efficiency. Requests to be assessed and approved by Route Manager.

ONE TIME SERVICE FEES

MFD One Time Service Fees	**Fee**	**MFD One Time Service Fees**	**Fee**
Return Fee - **BIN**	$75.00	Lock Set-up Admin Fee	$25.00
Return Fee - **CART** -same day	$10.00	Lock Single Use Fee	$5.00
Return Fee - **CART** -off day	$25.00	Lock Purchase Fee	$20.00
Late Fee/Resume Service Fee	$35.00	Lock Bar Bin Set-up Fee	$75.00
Contamination (**BIN**) Per Yard	$50.00	Overweight Charge Per Ton*	$205.00
Contamination (**CART**)	$30.00	20 Gal Cart Replacement Fee	$55.00
Overload/Compaction (**BIN**)	$60.00	32 Gal Cart Replacement Fee	$60.00
Overload/Compaction (**CART**)	$25.00	64 Gal Cart Replacement Fee	$65.00
Additonal Empty Bag	$15.00	96 Gal Cart Replacement Fee	$75.00
Extra Bag Yard Waste	$15.00	64 Gal Split Cart Replacement Fee	$90.00
Additional Empty Garbage	Fees vary	96 Gal Split Cart Replacement Fee	$100.00
Steam Clean (**BIN**)	$95.00	Bin Repair/Replacement Fee**	Fees vary
Steam Clean (**CART**)	$15.00		
Steam Clean (**COMPACTOR/ROLL-OFF**)	$225.00		

*Boxes exceeding 300lbs/yard

**Fees vary by size up to $1,200, not to exceed current replacement value.

August 30, 2021

Sent via e-mail

Mr. Cory Bytof
Sustainability Coordinator
City of San Rafael

Ms. Cristine Alilovich
Assistant City Manager
City of San Rafael

Mr. Steve Devine
Public Works Program Manager
County of Marin

Mr. Daniel Schwarz
City Manager
City of Larkspur

Mr. Adam Politer
Interim Town Manager
Town of Fairfax

Mr. Mike Prinz
General Manager
Las Gallinas Valley Sanitary District

Mr. Dale McDonald
Administrative Service Manager
Las Gallinas Valley Sanitary District

Mr. Joe Chinn
Town Manager
Town of Ross

Mr. Dave Donery
Town Manager
Town of San Anselmo

Mr. Garth Schultz
Principal
R3 Consulting Group

Subject: 2022 Combined Service Area Rate Application

Dear Ms. Alilovich, and Messrs. Bytof, Devine, Schwarz, Prinz, Chinn, McDonald, Donery, Politer and Schultz

Attached is Marin Sanitary Service's (MSS) rate calculation for rates to be effective January 1, 2022, in our combined service area. The 2022 Rate Application has been prepared in accordance with Exhibit B, Collector's Rate Revenue Requirement and Rate Adjustment methodology. This methodology was ratified by the Marin Franchisors' Group (MFG) during the 2019 Rate Application process. The same methodology was adopted by the Town of Fairfax and the Town of San Anselmo in 2019, during the 2020 Rate Application process.

Overview

Exhibit B specifies that the 2022 Rate Application is to be prepared utilizing the Indexed Rate Revenue Requirement methodology. This means that a majority of MSS's operating costs are adjusted by the change in the Consumer Price Index for Water and Sewer and Trash Collection, US city average, (referred to as the WST index). Other operating costs such as Garbage Landfilling and Organics Processing, Recyclable Materials Processing, Zero Waste Marin Fees, and Other Agency Fees are adjusted based upon projections or other methods to arrive at 2022 expenses. These adjusted expenses, plus Franchise Fees and Collector Profit, are totaled to arrive at the 2022 Rate Revenue Requirement.

The 2022 Rate Revenue Requirement is calculated individually for each jurisdiction to account for varying Franchises Fees and Other Agency Fees. The 2022 Rate Revenue Requirement is then divided by the 2021 Rate Revenue Requirement to arrive at the 2022 Rate Adjustment Factor for each jurisdiction.

The rate-setting process in an Indexed Rate Year is relatively straight-forward and there are a limited number of supporting schedules. These schedules and related files will be provided to R3 Consulting Group, Inc. for their review. While the process this year is very streamlined, there are two significant issues that led us to request additional rate increase amounts. These are discussed below.

SB1383-Short-Lived Climate Pollutants Reduction Act- Organics waste reduction in the landfill

AB 1826 was passed in October 2014 and set requirements for all businesses and multi-family complexes that meet certain criteria to arrange for organics recycling. SB 1383 was passed in September 2016 and, when implemented, will set even more stringent requirements for these customers to divert organic waste from the landfill. Taken together, these two mandates represent the most significant change to the laws affecting our industry since AB 939 was passed in 1989.

Our customer outreach team has been working diligently to understand the requirements of SB 1383. While R3 is still in process with their SB 1383 planning project for the MSS service area jurisdictions, MSS has made assumptions on which areas we will be asked to participate. This includes understanding new outreach activities to bring all customers into compliance with forthcoming ordinances mandating service throughout the jurisdictions. In addition to outreach activities there will be additional reporting and operational changes. This will include the addition of an additional route to collect the increased organics materials that will be generated through compliance with these mandates. We are also submitting a request to add a depackaging unit that will allow us to expand the current Food2Energy program in order to process all of the new material.

It is difficult to project increases in our costs as a result of these changes in law. The changes are incremental and will occur over the next several years, during which time our pool of operating costs subject to the WST indexing will not compensate us cost increases related to these changes (in law). However, our rate setting methodology does allow us to recover anticipated additional costs associated with changes in law and/or new state and regulatory mandates.

Annual Rate Revenue Reconciliation-2020

As noted in our May 2021 update meeting, our annual billings compared to the 2020 rate revenue requirement had a shortfall of $1.5 million resulting from the economic effects of the pandemic on the communities we serve.

To ensure that we could maintain our essential service at current levels, we received funds under the Paycheck Protection Program. Under the terms of this program, we have requested forgiveness of the loan. If loan forgiveness is received related to these funds, it will be applied against the revenue shortfall.

Property Insurance

As noted in the last years Rate Application, our long-time property insurance carrier, Affiliated FM, non-renewed their entire book of Waste Hauling business throughout the country. This was due to some very large claims they had at waste facilities in other parts of the country. In addition, the wildfires in California over the last few years have put added pressure on the property insurance marketplace.

The end result is that the annual premium for our combined facilities increased from about $80,000 to almost $535,000. The extraordinary request we have included relates specifically to the increase at MRRA, the company that processes the recyclables collected within our franchise agreements. We have explored the option of self-insurance and found that it is not available for property insurance.

Conclusion

We look forward to working closely with the R3 Consulting Group personnel during the review process and will supply them with all necessary financial documentation. Once the review is completed, we look forward to meeting with you to discuss the rate review report.

As always, we remain at your disposal.

Patty Garbarino
President

Cc: Jason Raleigh, Marin Sanitary Service
Justin Wilcock, Marin Sanitary Service

Marin Sanitary Service
Combined Service Area Rate Application

COLLECTOR'S RATE REVENUE REQUIREMENT AND RATE ADJUSTMENT
INDEXED YEAR - RATE YEAR 2022

	MSS Service Area Total	Marin Franchisor's Group Total	San Rafael	Larkspur	County	San Anselmo	LGVSD	Fairfax	Ross
Collector Operations	30,519,062	26,200,199	16,644,156	4,183,465	2,601,182	2,902,207	2,226,457	1,416,657	544,938
Garbage Landfilling and Organics Processing	5,133,816	4,214,528	2,677,356	672,946	418,423	587,194	358,145	332,093	87,658
Change in Law - AB 1826 Costs	14,108	12,111	7,694	1,934	1,202	1,342	1,029	655	252
Change in Law - SB 1383 Costs	387,765	332,522	208,064	55,437	36,784	36,451	25,404	18,791	6,833
Subtotal for Profit Calculation	36,054,750	30,759,360	19,537,270	4,913,782	3,057,592	3,527,194	2,611,035	1,768,196	639,681
Collector Profit (90.5% Operating Ratio)	3,784,753	3,228,883	2,050,874	515,811	320,963	370,258	274,087	185,612	67,149
Recyclable Materials Processing	583,604	480,838	305,461	76,777	47,738	66,015	40,861	36,751	10,001
Interest	658,916	595,826	378,509	95,137	59,154	40,545	50,632	22,546	12,393
Zero Waste Marin Fees	699,372	589,831	374,701	94,180	58,559	69,573	50,123	39,967	12,268
Franchise Fees	5,389,421	4,611,496	2,741,466	720,958	862,657	533,502	165,566	244,423	120,849
Other Agency Fees	2,110,834	1,949,334	1,134,934	568,400	246,000	84,000	-	77,500	-
Annual Rate Revenue Reconciliation	1,497,138	1,291,332	820,342	206,191	128,205	144,453	109,736	61,353	26,858
Extraordinary Item - Recycling Property Insurance	90,726	74,750	47,486	11,936	7,421	10,263	6,352	5,713	1,555
R3 Consulting Group - SB 1383 Engagement	44,380	37,997	23,617	6,405	4,250	4,212	2,935	2,171	789
Total 2021 Rate Revenue Requirement	50,913,894	43,619,647	27,414,659	7,209,577	4,792,539	4,850,015	3,311,327	2,444,233	891,543
Total 2020 Rate Revenue Requirement	48,470,508	41,565,209	26,007,929	6,929,643	4,598,055	4,556,407	3,175,456	2,348,893	854,126
2021 Rate Revenue Adjustment	5.04%	4.94%	5.41%	4.04%	4.23%	6.44%	4.28%	4.06%	4.38%
	2,443,386	2,054,438	1,406,730	279,934	194,484	293,609	135,871	95,340	37,417

November 11, 2021

David Donery
Town Manager
Town of San Anselmo
525 San Anselmo Ave
San Anselmo, CA 94960

Subject: Review of Marin Sanitary Service's 2022 Rate Application

Dear Mr. Donery,

R3 Consulting Group, Inc. (R3) is pleased to submit this report detailing the results of our review of Marin Sanitary Service's (MSS's) 2022 rate application for the Town of San Anselmo (Town). This review was conducted pursuant to R3's engagement with the seven agencies (Agencies) served by MSS, including the City of San Rafael, County of Marin, Las Gallinas Valley Sanitary District, City of Larkspur, Town of Ross, Town of Fairfax, and the Town of San Anselmo.

This report summarizes results from our review of MSS's 2022 indexed rate application per the streamlined rate setting methodology established in 2019. The methodology is described in the amended Exhibit B to the Franchise Agreement that the Town holds with MSS.

Executive Summary

On August 30, 2021, MSS submitted its application for an increase to its solid waste rates, to be effective January 1, 2022. This is an indexed year rate adjustment, which primarily projects compensation due to MSS based on the applicable water-sewer-trash CPI Index (WST). Per Exhibit B, the rate adjustment is subject to a 2.5% minimum and a 5% maximum rate cap for MSS' operations.

Based on our review of the rate application, R3 concurs with MSS's calculated 2022 rate revenue requirement of $4,687,708 for the Town in 2022, which is $131,302 higher than the 2021 rate revenue requirement of $4,556,407.

The corresponding adjustment to the Town's solid waste rates for 2022 is 2.88%. Table 1, on the following page, compares the 2021 and 2022 rate revenue requirements and demonstrates the rate adjustment calculations for 2022.

Table 1: 2022 Rate Adjustment Summary

	2021	2022	Dollar Change	Percentage Change	Adjustment to Rates
Collector Operations	2,802,295	2,902,207	99,912	3.57%	2.19%
Garbage Landfilling and Organics Processing	575,849	587,194	11,345	1.97%	0.25%
State Compliance Database Subscription	(6,126)	1,342	7,468	N/A	0.16%
SB 1383 Compliance	0	36,451	36,451	N/A	0.80%
Profit Calculation	353,969	370,258	16,289	4.60%	0.36%
Recyclable Materials Processing	121,650	66,015	(55,635)	-45.73%	-1.22%
Interest	39,149	40,545	1,396	3.57%	0.03%
Zero Waste Marin Fees	70,346	69,573	(772)	-1.10%	-0.02%
Franchise Fees	501,205	515,648	14,443	2.88%	0.32%
Other Agency Fees	84,000	84,000	0	N/A	0.00%
Recycling Property Insurance	14,070	10,263	(3,807)	-27.06%	-0.08%
SB 1383 Negotiations and Implementation Support	0	4,212	4,212	N/A	0.09%
Total Annual Rate Revenue Requirement	**4,556,407**	**4,687,708**	**131,302**	**2.88%**	**2.88%**

2022 Rate Adjustment Details

Collector Operations

Collector Operations compensates MSS for labor, benefits, general and administrative, depreciation and lease, maintenance, fuel and oil. Per Exhibit B, compensation for Collector Operations is adjusted using the CPI index for Water and Sewer and Trash Collection. R3 used publicly available Bureau of Labor Statistics data to verify the calculated increase of 3.57% to Collector Operations.

The result is $2,902,207 in Collector Operations for the Town in 2022, which is an increase of $99,912 compared to 2021.

Garbage and Organics Tipping Fees

Garbage Landfilling and Organics Processing tipping fee projections are calculated using actual tonnages collected from January 1 through June 30, 2021, which are then annualized to project total 2021 tonnages. Those tonnages are then multiplied by the projected 2022 tipping fees calculated in accordance with Exhibit B. This is based on the actual per ton tipping fees for each waste stream category, or if unavailable, projected tipping fees are calculated using the current year per ton tipping fees escalated by the change in WST— subject to a minimum increase of 2.5% and a maximum increase of 5.0%.

R3 reviewed MSS's projected 2021 tons and the 2022 per ton tipping fees for residential garbage, residential green waste/organics, commercial garbage, commercial mixed waste for processing, commercial food scraps, and MSS-served Agencies' waste delivered to MSS. Per Exhibit B, R3 confirmed that MSS correctly projected tons by category using annualized actual tons for the first six months of the current rate year and, as actual tipping fees are unavailable, applied the 3.57% WST adjustment to project 2022 per ton tip fees.

The result is $587,194 in Garbage and Organics Tipping fees for the Town in 2022, which is an increase of $11,345 compared to 2021. This increase is the result of increased tonnages projected in 2021 compared to 2020.

The reasons for this increase are currently under review, as the Town is the only MSS Agency for whom projected tonnages are increasing. Whereas other MSS agencies are projected to have tonnage decreases of 3.74% to 6.00%, the annualized 2021 tonnage trend for San Anselmo yields projected increases of 1.97%. Further analysis will be done regarding the specific root causes of this projected tonnage increase for the Town.

Database Subscription for Compliance with State Law

The rate setting methodology allows for the recovery of additional revenues associated with costs for changes in law and/or new State mandates.

For increased operating expenses due to State Laws, including AB 1826 and SB 1383, MSS has included in its rate application a line item for a compliance database. This item was added and approved in MSS's 2020 and 2021 Rate Adjustment applications for MSS's subscription to Recyclist, which is a valuable reporting tool related to compliance with State Law. MSS expects this line item will continue to be present in future rate applications.

The result is $1,342 in Database Subscription for the Town in 2022, which is an increase of $7,468 compared to 2021.

The reason for this increase is that the Town's Data Subscription amount in 2021 was a negative $6,126 credit to the rate revenue requirement; this was the result of an accidental over-allocation for Data Subscription in 2020 that was corrected in 2021, thus resulting in the negative value in that year. The 2022 values represent the Town's accurate share for Data Subscription, and further swings in this item are not anticipated.

Compliance with SB 1383

Similar to the above, MSS is requesting adjustment for anticipated increases in operating expenses associated with new State Law, SB 1383. SB 1383 takes effect January 1, 2022 and will result in increased subscriptions to organics services throughout MSS's service area. Throughout its seven franchises in Marin County in 2022, MSS will add one new organics recycling collection route (comprised of a truck and driver), one new outreach and education specialist, and additional equipment to process and clean collected organic waste.

Subject to approval of an amendment to the Franchise Agreement with MSS, the company will also be providing compliance monitoring and inspection services, contamination monitoring, outreach and education, and reporting functions on behalf of the Town. The total 2022 revenue recovery for these new SB 1383 compliance measures for MSS is $387,765.

The result is $36,451 in new SB 1383 Compliance rate revenues for the Town in 2022; this item was not present in the rate revenue requirement in prior rate years.

Profit Calculation

R3 reviewed the calculation of MSS's profit, which is a function of total allowable operating expenses ($3,527,194 for the Town) divided by the contractually set operating ratio of 90.5% and subtracting the same sum, rounded to the nearest dollar. MSS's actual profit achievement will vary depending on the company's real revenues and expenses; as such, profit is not guaranteed.

The result is $370,258 in Calculated Profit for the Town in 2022, which is an increase of $16,289 compared to 2021. The increase is due to a net increase in allowable operating expenses, which were described in the previous sections of this report.

Recyclable Materials Processing

A net recyclable materials processing cost is calculated each year to share the risks and rewards of changing recycling markets between rate payers and MSS.

Per Exhibit B, the Recyclable Materials Processing cost is escalated by the annual change in the WST and that amount is then divided by the number of all tons of recyclable materials processed at Marin Recycling Center from July 1 of the prior rate year through June 30 of the current rate year.

The recyclable materials revenue amount is calculated based on 90% of the total revenue received by the Marin Recycling Center for recyclable materials, which is then divided by the number recyclable material tons processed at Marin Recycling Center. The calculation does not include income or tons from recyclable materials processed for third parties or agencies that were not customers of MSS or the Marin Recycling Center as of December 31, 2018.

For Rate Year 2022, the resulting Net Recyclable Materials Processing Cost Per Ton is $29.59, a decrease of $24,19 from the 2021 value of $53.78. This reduction is due to increases in the value of recyclable commodities sold by MSS in the prior year.

The result is $66,015 in Recyclable Materials Processing for the Town in 2022, which is a decrease of $55,635 compared to 2021.

Interest

Interest is based on MSS's actual interest from its loan amortization schedules for actual and projected capital expenditures for services under the Agreement as of the last base year review in 2019. This is increased in the same manner as Collector Operations, as described above, via WST annually.

The result is $40,545 in Interest for the Town in 2022, which is an increase of $1,396 compared to 2021.

Zero Waste Marin Fees

Zero Waste Marin Fees are set as a pass through as government fees and, per Exhibit B to the agreements, changes in such fees result in appropriate adjustments to rates to compensate MSS for increases or decreases in such fees.

JPA fees included in the annual indexed rate applications for the MSS service area are set to be equal to the current Zero Waste Marin Fee assessments for the current fiscal year, with 100% of the MSS hauler fees passed through to the MSS Agencies, and with none of the MSS Transfer Station fees passed through to the MSS Agencies. For 2022, the total amount passed through to the MSS Agencies is $699,372.

The result is $69,573 in Zero Waste Marin Fees for the Town in 2022, which is a decrease of $772 compared to 2021. The decrease is due to the fact that the 2021 fees included a true-up for under collection of fees in 2019 and 2020, which is no longer included in the rate application.

Franchise Fees

Franchise Fees are calculated by multiplying the applicable franchise fee percentage by each agency served by MSS by the revenues projected for each that Rate Year. The Town's Franchise Fee is 11% of gross revenues.

The result is $515,648 in Franchise Fees for the Town in 2022, which is an increase of $14,443 compared to 2021, and is due to an overall increase in the rate revenue requirement.

Other Agency Fees

Other Agency Fees are calculated and applied to each of the Agencies based on the specific fees set by those Agencies. MSS pays the Town $84,000 annually in fixed Vehicle Impact Fees (to cover the cost of road impacts from MSS's solid waste collection vehicles). MSS correctly included in the rate application. This amount does not change year-to-year.

Annual Rate Revenue Reconciliation

The Rate Revenue Reconciliation item is to reconcile the projected rate revenue from the 2020 rate adjustment to the actual revenue collected through rates charged during the 2020 rate year.

Due to the impacts of the COVID-19 pandemic, MSS experienced an overall shortfall of $1,497,138 in 2020 billed revenues compared to the annual revenue requirement. However, because MSS also received a Paycheck Protection Program (PPP) loan in 2020 – and expects that loan to be forgiven – MSS is waiving the Rate Revenue Reconciliation for 2020, contingent on final determination of the PPP loan forgiveness. MSS is still awaiting news regarding PPP loan forgiveness; if, in the unlikely event the PPP loan is not forgiven, MSS requests the ability to revisit the 2020 Rate Revenue Reconciliation.

The Town did not have an annual Revenue Reconciliation item in past years (2020 would have been the first such year of this reconciliation for the Town) so the effect of this is $0 to the Town in 2022.

Extraordinary Items

Items that are outside of the categories as defined in the Exhibit B Adjustment methodology may be proposed by MSS as extraordinary items. Two such items are proposed by MSS for 2022 and are described below.

Recycling Property Insurance

Property insurance for recycling processing facilities have gone up across the country for circumstances outside of MSS's control. MSS has previously and separately briefed the Agencies on this item, and R3 is aware of the market circumstances surrounding it. R3 finds that this extraordinary item is supported and reasonable. The 2021 recycling property insurance extraordinary item proposed by MSS was $124,662, and for 2022 it is $90,726.

The result is $10,263 in Recycling Property Insurance for the Town in 2022, which is a decrease of $3,807 compared to 2021.

Funding for SB 1383 Contract Negotiations and Implementation

The MSS served Agencies have contracted with R3 to provide support for negotiation of an amendment to the MSS franchise agreements with the Agencies, effectuating the new services, terms and conditions for SB 1383 compliance. That contract also includes a contingency for support to the Agencies in implementing SB 1383 in 2022. R3's expenses for that work are not to exceed $44,380 and are recoverable via the solid waste rates so as not to be direct expenses to the Agencies.

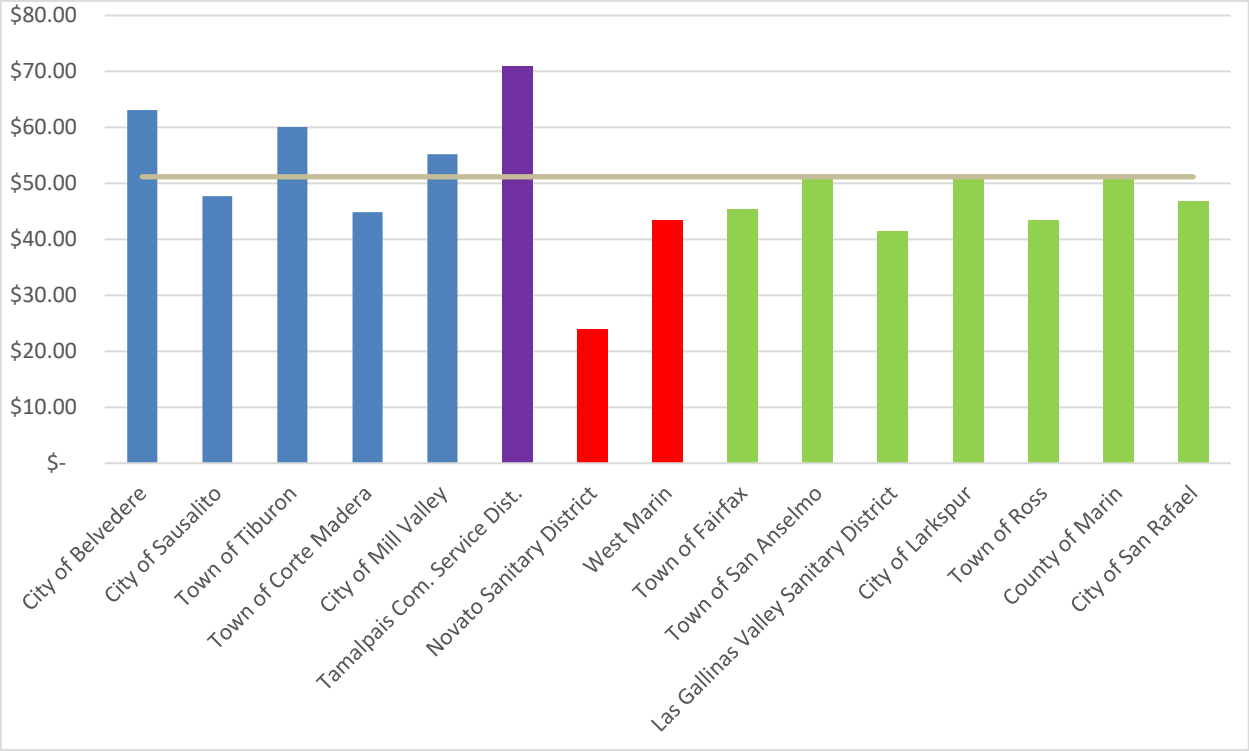
The result is $4,212 in SB 1383 Contract Negotiations and Implementation support for the Town in 2022.

Survey of Comparable Rates

Attachment 1 shows the results of R3's survey of solid waste rates as of October 2021 for agencies located throughout the Bay Area. For the purpose of comparing the MSS Agencies' rates to other agencies we have applied the 2022 rate increases for MSS served Agencies and compared those anticipated 2022 rates to the current rates for all other agencies. It is anticipated that rates for other agencies will also increase in 2022, and since this comparison uses 2022 rates for the MSS Agencies, the rate comparison will become more favorable as other entities adopt 2022 rates.

Figure 1, on the following page, shows a summary of Marin rates for residential customers with 30-35 gallon garbage service. Bars shown in blue are 2021/22 rates for Mill Valley Refuse Service; purple is the 2021/22 rate for Tamalpais Community Services District; red are 2021/22 rates for Recology Marin, and; green are proposed 2022 MSS rates. The grey bar is the average for all of Marin County, excluding the MSS Agencies. Overall, 2022 rates for the Agencies served by MSS are less than or equal to the Marin County average.

Figure 1
Marin County Rates: MSS 2022 Proposed Residential 32-gal Can compared to Current 30-35-gal Can Rates and Marin County Average of $51.18 (Excluding MSS Rates)



If approved, 2022 monthly residential rates for a 32-gallon container (the most frequent residential service level) for the Town will be $51.28. The Town's commercial rates for a 3-cubic yard bin serviced 1 time per week will be $841.58.

These survey results are presented as an indication of the reasonableness of the resulting rates for 2022. Conclusions should not be immediately drawn from this information because rate comparisons are intrinsically difficult and often misleading. This results from differences in issues such as those listed below:

- The types and ranges of services provided;
- The level of subscription to solid waste services by residential, commercial, and industrial customers;
- The ratio of residential to commercial and industrial customers;
- The terrain in which the service is performed;
- Disposal, transfer and process costs, and amounts per capita;
- Rate structures; and
- Governmental fees (e.g., franchise fees, vehicle impact fees, etc.).

* * * * * * *

R3 appreciates the opportunity to be of service to the Town. Should you have any questions regarding this report or need any additional information, please contact me by phone at (510) 292-0853 or by email at gschultz@r3cgi.com.

Sincerely,

R3 CONSULTING GROUP



Mr. Garth Schultz | Principal

Bay Area Rate Survey

Jurisdiction	County	Effective Dates	Residential Single Family				Commercial			
							1 YD Bin	1 YD Bin	3 YD Bin	3 YD Bin
			20 Gal.	30-35 Gal.	60-64 Gal.	90-96 Gal.	1x/Week	3x/Week	1x/Week	3x/Week
City of Alameda	Alameda	7/1/2021	$ 35.99	$ 45.43	$ 74.64	$ 104.25	$ 173.05	$ 349.57	$ 519.16	$ 104.67
City of Albany	Alameda	5/1/2021	$ 40.89	$ 45.78	$ 79.13	$ 112.45	$ 182.40	$ 547.20	$ 547.20	$ 1,641.60
City of Berkeley	Alameda	7/1/2021	$ 27.30	$ 43.66	$ 87.28	$ 130.87	$ 173.77	$ 489.63	$ 480.92	$ 1,428.48
City of Dublin	Alameda	7/1/2019	N / A	$ 28.82	$ 52.95	$ 77.07	$ 139.86	$ 489.18	$ 419.58	$ 1,328.34
City of Emeryville	Alameda	1/1/2021	$ 13.43	$ 22.23	$ 44.46	$ 66.67	$ 132.39	$ 397.17	$ 397.17	$ 1,191.51
City of Fremont	Alameda	1/1/2020	$ 38.94	$ 39.72	$ 43.33	$ 62.64	$ 108.92	N / A	$ 244.85	N / A
City of Livermore	Alameda	7/1/2021	$ 29.94	$ 39.63	$ 59.36	$ 59.93	$ 119.07	$ 371.48	$ 357.20	$ 1,138.04
City of Newark	Alameda	1/1/2021	$ 32.08	$ 35.65	$ 63.15	$ 90.63	$ 144.48	$ 450.78	$ 382.24	$ 1,042.40
City of Oakland	Alameda	7/1/2021	$ 46.13	$ 52.36	$ 92.29	$ 138.62	$ 255.26	$ 765.71	$ 607.89	$ 1,823.59
City of Piedmont	Alameda	7/1/2021	$ 87.98	$ 93.23	$ 128.43	$ 143.82	N / A	N / A	N / A	N / A
City of Pleasanton	Alameda	7/1/2021	N /A	$ 27.58	N / A	$ 48.12	$ 123.49	$ 392.01	$ 370.45	$ 1,154.44
City of San Leandro	Alameda	7/1/2021	$ 27.29	$ 34.00	$ 56.59	$ 79.16	$ 149.07	$ 450.70	$ 450.70	$ 1,352.09
City of Union City	Alameda	7/1/2021	$ 31.95	$ 39.95	$ 79.96	$ 119.90	$ 165.98	$ 458.43	$ 434.94	$ 1,185.35
Castro Valley Sanitary District	Alameda	7/1/2021	$ 32.42	$ 51.26	$ 87.29	$ 124.30	$ 213.68	$ 641.18	$ 519.67	$ 1,371.06
Oro Loma Sanitary District (L1)	Alameda	9/1/2021	N /A	$ 23.15	$ 46.65	$ 69.95	$ 130.61	$ 339.49	$ 347.89	$ 974.53
Oro Loma Sanitary District (L2)	Alameda	9/1/2020	N /A	$ 23.15	$ 46.65	$ 69.95	$ 130.61	$ 339.49	$ 347.89	$ 974.53
Oro Loma Sanitary District (L3)	Alameda	9/1/2021	N /A	$ 26.98	$ 53.97	$ 80.69	$ 151.12	$ 392.82	$ 402.55	$ 1,127.65
City of Richmond	Contra Costa	1/1/2021	$ 35.23	$ 43.02	$ 81.41	$ 120.93	$ 286.41	$ 729.43	$ 657.93	$ 1,806.87
City of San Pablo	Contra Costa	1/1/2021	$ 28.37	$ 35.06	$ 67.87	$ 101.73	$ 267.92	$ 681.68	$ 624.96	$ 1,717.79
City of El Cerrito	Contra Costa	1/1/2021	$ 45.60	$ 59.77	$ 118.70	N / A	$ 402.70	$ 1,143.87	N / A	N / A
City of Hercules	Contra Costa	1/1/2021	$ 35.10	$ 41.67	$ 73.61	$ 106.56	$ 299.79	$ 756.87	$ 690.14	$ 1,887.27
City of Pinole	Contra Costa	1/1/2020	$ 31.11	$ 37.21	$ 66.28	$ 96.29	$ 285.04	$ 727.45	$ 668.00	$ 1,839.38
Unincorporated West Contra Costa	Contra Costa	1/1/2020	$ 29.83	$ 36.60	$ 70.06	$ 104.37	$ 254.38	$ 645.29	$ 579.12	$ 1,585.36
City of Belvedere	Marin	7/1/2021	$ 51.06	$ 63.10	$ 107.06	$ 151.03	$ 270.81	$ 748.15	N / A	N / A
Novato Sanitary District	Marin	7/1/2021	$ 14.94	$ 23.90	$ 47.76	$ 71.67	N / A	N / A	$ 311.34	$ 772.52
West Marin [1]	Marin	7/1/2021	$ 28.66	$ 43.47	$ 81.52	$ 130.31	$ 330.74	$ 645.37	$ 496.12	$ 1,125.39
City of Sausalito	Marin	7/1/2021	N / A	$ 47.75	$ 95.50	$ 143.25	$ 220.78	N / A	$ 662.35	N / A
Tamalpais Com. Service Dist. [1]	Marin	7/1/2021	N / A	$ 71.02	$ 107.22	$ 145.47	$ 470.49	$ 1,411.48	N / A	N / A
Town of Tiburon	Marin	7/1/2021	$ 52.97	$ 60.09	$ 101.26	$ 152.43	$ 248.32	$ 677.47	N / A	N / A
Town of Corte Madera	Marin	7/1/2021	$ 38.15	$ 44.88	$ 82.04	$ 119.20	$ 179.81	$ 485.29	N / A	N / A
City of Mill Valley	Marin	7/1/2021	$ 50.09	$ 55.24	$ 92.24	$ 129.16	$ 232.94	$ 626.82	N / A	N / A
Town of Fairfax	Marin	1/1/2022	$ 37.81	$ 45.32	$ 90.67	$ 135.99	$ 266.52	$ 631.27	$ 624.82	$ 1,635.54
Town of San Anselmo	Marin	1/1/2022	$ 39.24	$ 51.28	$ 102.64	$ 153.96	$ 292.16	$ 876.43	$ 841.58	$ 2,524.91
City of San Rafael	Marin	1/1/2022	$ 39.77	$ 46.79	$ 93.58	$ 140.37	$ 302.00	$ 923.41	$ 577.97	$ 1,640.58
Las Gallinas Valley Sanitary District	Marin	1/1/2022	$ 35.18	$ 41.38	$ 82.77	$ 124.15	$ 296.25	$ 889.49	$ 599.44	$ 1,673.07
City of Larkspur	Marin	1/1/2022	$ 43.59	$ 51.25	$ 102.50	$ 153.75	$ 325.43	$ 975.94	$ 653.53	$ 1,713.64
Town of Ross	Marin	1/1/2022	$ 36.90	$ 43.43	$ 86.86	$ 130.29	$ 217.54	$ 376.80	$ 557.57	$ 1,672.55
County of Marin	Marin	1/1/2022	$ 31.54	$ 51.53	$ 105.56	$ 163.47	$ 372.26	$ 1,116.93	$ 595.89	$ 1,787.68
City of Campbell [1]	Santa Clara	7/1/2021	$ 30.25	$ 37.41	$ 67.72	$ 98.04	$ 172.62	$ 522.81	$ 345.24	$ 1,045.62
City of Cupertino [1]	Santa Clara	2/1/2021	$ 28.50	$ 30.50	$ 58.71	$ 86.91	$ 180.23	$ 540.74	$ 288.39	$ 865.15
City of Los Altos	Santa Clara	7/1/2021	$ 39.13	$ 42.15	$ 84.28	$ 126.45	$ 165.35	$ 496.08	$ 196.07	$ 1,488.27
City of Milpitas	Santa Clara	1/1/2021	$ 34.08	$ 37.04	$ 43.56	$ 50.05	$ 122.91	$ 302.68	$ 279.14	$ 790.21
City of Monte Sereno [1]	Santa Clara	7/1/2021	$ 33.76	$ 41.92	$ 76.48	$ 111.03	$ 229.53	$ 695.28	$ 459.06	$ 1,390.55
City of Mountain View	Santa Clara	7/1/2021	$ 25.45	$ 37.10	$ 74.20	$ 111.30	$ 113.50	$ 385.35	$ 339.80	$ 1,064.90
City of Palo Alto	Santa Clara	7/1/2017	$ 27.81	$ 50.07	$ 100.15	$ 150.22	$ 219.49	$ 590.31	$ 504.40	$ 1,455.48
City of San Jose	Santa Clara	7/1/2021	N / A	$ 54.77	$ 91.54	$ 137.31	$ 166.51	$ 476.84	$ 232.57	$ 665.12
City of Santa Clara	Santa Clara	7/1/2021	$ 38.85	$ 38.85	$ 48.54	N / A	$ 149.93	$ 442.56	$ 389.02	$ 1,137.97
City of Sunnyvale	Santa Clara	7/1/2020	N / A	$ 37.36	$ 41.47	$ 46.67	$ 179.73	$ 504.63	$ 446.54	$ 1,301.57
City of Saratoga[1]	Santa Clara	7/1/2021	$ 32.48	$ 40.26	$ 73.20	$ 106.14	$ 245.22	$ 743.12	$ 490.44	$ 1,486.23
Town of Los Altos Hills	Santa Clara	7/1/2020	$ 34.33	$ 47.85	$ 95.74	$ 143.57	$ 117.61	$ 184.05	$ 247.70	$ 430.39
Town of Los Gatos[1]	Santa Clara	7/1/2021	$ 32.23	$ 40.11	$ 73.07	$ 106.03	$ 214.01	$ 648.33	$ 428.02	$ 1,296.66

Marin Sanitary Service Agencies Average	$ 37.72	$ 47.28	$ 94.94	$ 143.14	$ 296.02	$ 827.18	$ 635.83	$ 1,806.85
Marin County Average without MSS	$ 39.31	$ 51.18	$ 89.33	$ 130.32	$ 279.13	$ 765.76	$ 489.94	$ 948.96
Marin County - All	$ 38.45	$ 49.36	$ 91.95	$ 136.30	$ 287.58	$ 798.83	$ 592.06	$ 1,616.21
All City Average	$ 35.87	$ 43.17	$ 77.64	$ 110.76	$ 216.18	$ 605.89	$ 468.58	$ 1,324.74

[1] 1 CY not available, reflected here for 1.5 CY

To:	Dave Donery, Town Manager, San Anselmo
From:	Garth Schultz, Principal, R3 Consulting Group
Date:	**January 5, 2022**
Subject:	Background and Analysis of MSS PPP Loan Forgiveness

PPP Loan Program

The Paycheck Protection Program (PPP) is a federal loan program backed by the US Small Business Administration that helped businesses keep their workforces employed during the COVID-19 crisis. Recipients of PPP loans were eligible for forgiveness after all proceeds were expended. Once forgiven, PPP loan proceeds effectively became "grants" that were used for the purposes of continuing to employ workers during the early and extremely uncertain financial times of the COVID-19 pandemic.

MSS's PPP Loan

Marin Sanitary Service (MSS) applied for and received a $4.575 million PPP loan in 2020 which was spent in continuing to employ 265 workers in 2020. MSS is one of many solid waste companies to receive a PPP loan. MSS has applied for loan forgiveness, which would effectively render proceeds as a "grant" for keeping workers employed during the pandemic. MSS's PPP proceeds were spent employing workers in 2020, meeting the requirements of the program. Of the $4.575 million in proceeds, $2.5 million was used to employ workers in collection operations for the seven solid waste collection franchise agreements MSS holds with public agencies; the remainder was used to employ workers in other MSS divisions (such as the debris box division, maintenance division, Marin Resource Recovery Center, and others.

PPP Proceeds Benefit MSS Ratepayers

Continuity of Service Delivery

As was the case for many other solid waste collection operations, MSS saw immediate declines in ratepayer revenues in the early months of the COVID-19 pandemic. Without the $2.5 million in PPP proceeds used to continue to employ collection workers, and because of unprecedented reductions in rate revenues (primarily due to subscription downsizing and/or service cessation in the commercial sector) MSS would likely have had to layoff collection workers in order to cover its other fixed cost capital and fee obligations. Doing so would have negatively affected MSS's ability to provide contracted collection services, resulting in service disruptions, routing changes, and lack of continuity in service delivery (which was the case in some other California communities).

Moreover, service disruptions would likely have been long-lasting even after anticipated recovery in rate revenue collections, due to an extremely challenging driver labor market. Had MSS needed to layoff collection workers, the likelihood that MSS would have been able to re-employ those same collection workers upon revenue recovery is highly unlikely. Instead, MSS would have had to compete with other solid waste companies and other driver focused companies (e.g., Amazon, UPS, trucking, etc.) to recruit, train, and retain new collection workers, which would likely have resulted in a decline in service quality, and may have resulted in an increase in overall labor cost. These impacts were avoided because of continuing to

employ workers which was made possible by the PPP proceeds, enabling MSS to retain existing employees and avoid the need to layoff and then re-hire employees including hard-to-hire drivers.

Voluntary Waiver of 2020 Rate Revenue Reconciliation

Per the Franchise Agreements that the Town of San Anselmo (Town) and the other six public agencies have with MSS, MSS's annual compensation is adjusted in accordance with a "balancing account" of ratepayer revenues owed vs. received. This was established for two reasons:

1) To shield MSS from the revenue reduction impacts of customer "downsizing" to smaller and less costly solid waste collection services, which solidifies MSS's partnership in continuing waste diversion and reduction; and

2) To return surplus rate revenue to ratepayers in the event that MSS collected more ratepayer revenues than needed to achieve a reasonable profit.

Annually, and in accordance with its rights in the Franchise Agreements, MSS may calculate the magnitude of the "balancing account" for the prior rate year and apply that amount to the rate adjustment for the following rate year as a "rate revenue reconciliation" adjustment. Prior to the pandemic, it was expected that the magnitude of such adjustments would be relatively minimal and vary over time. However, as a result of the steep declines in ratepayer revenue in 2020 due to the COVID-19 pandemic, the 2020 rate revenue reconciliation adjustment across the seven MSS public agencies was $1.5 million.

This $1.5 million adjustment would have amounted to an additional 3.56% increase in 2022 rate revenues for the Town, had MSS not voluntarily waived its right to request such an adjustment. MSS was able to waive this contractually allowed adjustment to its compensation, again, because of its relatively secure financial position resulting from PPP monies. The result is a 2022 adjustment to solid waste rates that is less than half of what it would have been had MSS not participated in the PPP program.

Avoidance of Extraordinary Compensation Adjustments

MSS incurred new expenses in adjusting its operations to continue to provide services during the COVID-19 pandemic, as was the case for essential service businesses (such as PPE and increased cleaning of offices and trucks). MSS could have requested an extraordinary adjustment to its ratepayer compensation to fund the cost of these new expenses. MSS has not made such a request, which is attributable to MSS being in a relatively secure financial position, largely due to the PPP proceeds.

MSS also saw immediate and steep reductions in ratepayer revenues in mid-2020 during the height of the pandemic. Some solid waste collection providers in other communities made requests for extraordinary adjustments to their ratepayer compensation in response to revenue declines. Had MSS not received PPP proceeds, MSS may have needed to request an extraordinary adjustment to its compensation to continue to maintain operations.

Finally, it should be noted that ongoing and significant reductions in rate revenues are continuing in 2021, and anticipated to continue through 2022, and may continue in 2023 and beyond. Although the "balancing account" mechanism and the associated annual rate revenue reconciliations provide an avenue for MSS to recover from these revenue drops, there is a two-year timing difference between when MSS experiences the shortfall in revenues, and when they are recovered from ratepayers. As a result, MSS is experiencing negative impacts to its income cashflow, which we estimate will be as much as -$1.75 million in 2022, and with negative cashflows (and consequential reductions in income) persisting through 2024. MSS will be eligible for a base year "cost-based" rate review for the 2025 rate year, which will set 2025 rate revenues based on the actual cost of operations (if MSS requests the base year review in lieu of the normal indexed adjustment).

Table 1 provides a summary of the estimated income and cash flow impacts to MSS from 2020 through 2024, including the PPP proceeds, estimated new expenses related to COVID-19 protocols, and waiver of the 2020 rate revenue reconciliation adjustment. It should be noted that this projection indicates that MSS will, cumulatively over these five years, experience an overall income loss of $750,000, inclusive of the PPP proceeds. Though the rate revenue reconciliation will make up the loss in subsequent rate years, the fact remains that MSS's near term cash flows are – and will remain – negatively impacted by the COVID-19 pandemic despite the PPP proceeds.

Table 1: Estimate of MSS's Cash Flow Impacts Through 2024

	Actual 2020	Projected 2021	Estimated 2022	Estimated 2023	Estimated 2024
Rate Revenue Shortfall	$ (1,500,000)	$ (1,300,000)	$ (1,000,000)	$ (700,000)	$ (500,000)
Rate Revenue Reconciliation	$ -	$ -	***Waived***	$ 1,300,000	$ 1,000,000
PPP Proceeds	$ 2,500,000	$ -	$ -	$ -	$ -
New Expenses (PPE and Cleaning)	$ (200,000)	$ (150,000)	$ (100,000)	$ (50,000)	$ (50,000)
Impact to Annual Income/Cashflow	$ 800,000	$ (1,450,000)	$ (1,100,000)	$ 550,000	$ 450,000
Cumulative Impact to Income/Cashflow	**$ 800,000**	**$ (650,000)**	**$ (1,750,000)**	**$ (1,200,000)**	**$ (750,000)**

It should be noted that the $2,500,000 in PPP Proceeds noted in Table 1 is still subject to forgiveness by the SBA and will not be booked as revenue in MSS's accounting records until forgiveness occurs. This means that the apparent $800,000 positive impact to income/cashflows in 2020 is only indicative of available cashflows for business operations.

PPP Proceeds are Not Rate Revenues

Collection services provided under the MSS agreements are funded by solid waste rates paid by ratepayers, which are heard and approved annually by the franchising public agencies. Annual adjustments to rates considered by the agencies take into account either a) projections of compensation due to MSS via an "indexed rate adjustment" methodology, or b) projections of MSS's forecasted cost of operations via a "base year rate adjustment" methodology. In both cases, determination of the contractually established annual rate adjustments are predicated only on rate revenues paid to MSS by ratepayers, as those are the sole recurring form of compensation that MSS receives for provision of collection services.

The MSS rate adjustment methodology (and other similar rate adjustment methodologies for most other solid waste agreements in California) does not include one-times grants in the determination of contractually allowed adjustments to rate revenues. Contractually speaking, the Town and its ratepayers have no claim on the PPP proceeds, and MSS is under no obligation to report or include the proceeds in determining annual rate revenue adjustments.

However, and despite having no obligation to do so, MSS notified its franchising agencies about the PPP proceeds, and voluntarily waived a portion of its contractually allowed rate adjustment for 2022, which was to the benefit of ratepayers. Moreover, ratepayers have and will continue to benefit from MSS's receipt of PPP proceeds, while MSS has and will continue to incur near-term revenue shortfalls and cash flow impacts, as described in the following pages.

TO: Town Council **Meeting of** 1/11/2022

FROM:
Elise Semonian, Planning Director

SUBJECT:
75 Jones Street, APN 007-283-12, Appeal of Planning Commission decision to approve amendment to Specific Planned Development at 75 Jones for conversion of a preschool into single family residence and a second story addition. The amendment allows the lower walls of the structure to be demolished.

RECOMMENDATION

That the Town Council conduct a public hearing, consider testimony from all parties, and deny the appeal and approve the project subject the findings in the staff report and subject to the Conditions of Approval in Attachment 6, with one additional condition to require a revised landscape plan that will provide for year-round screening between 75 Jones and 101 Ross by trees or other plants, to be approved by the Planning Director after considering input by the Ross Valley Fire Department, the applicant and any neighbors.

The following alternative actions are available:

1. Grant the appeal and overturn the Planning Commission decision with direction to staff to prepare a resolution with appropriate findings for consideration at a future Town Council meeting; or

2. Request additional information from any of the parties and/or staff and continue this matter to a future date for consideration of the requested information.

BACKGROUND

See November 15, 2021, Planning Commission staff report attached (Attachment 3). All materials considered by the Planning Commission, which are made part of the public record, may be found with the November 15, 2021, meeting materials here (Item 5C):
<https://sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=685>

In February 2020, the Planning Commission approved an application for a Specific Development Plan to subdivide a former San Francisco Theological Seminary site, now owned by Erin Heath and Jim Rivera ("Applicants") into two parcels. One parcel included the single-family residence at 101 Ross Avenue and the other included the preschool structure at 75 Jones Street. The applicants received approval to remodel the preschool into a single-family residence with the entire roof removed, all exterior walls modified, and second story addition over the existing slab foundation.

During construction, the project demolition exceeded what was shown on the approved Planning Commission plans and all lower walls were demolished. Staff stopped work at the site and required the Applicants to

request a modification to the specific plan to allow for demolition of all the lower walls of the residence. Staff believed that a revision to the specific plan was necessary as, based on the comments by the Planning Commission, the approval was for a remodel and the Commission may not have approved the setbacks, floor area and parking if the structure was new. The Applicants paid double planning application fees to request the revision to the demolition plan after-the-fact.

The Planning Commission held a public hearing on the specific plan amendment on November 15, 2021. Attorney Elizabeth Brekhus represents Kaliel Roberts and Michael Greer ("Appellants"), owners and residents of 101 Ross. Ms. Brekhus submitted comments and spoke during the hearing to voice her clients' objections to the project. They requested the Commission to eliminate the upper floor volume over the living room and eliminate the 20-foot-tall windows facing their site to reduce the mass and scale of the home and increase privacy. They argued that, as new construction with new neighbors that object to the design, de novo review is warranted. They believed the project should be required to comply with regulations for a new single-family residence, which would require reduction in the floor area and compliance with the setbacks.

Appellants believed the Planning Commission could not make required findings that: 1) the project does not unreasonably impair access to light and air of structures on neighboring properties, 2.) will not unreasonably affect privacy, and 3) is of a bulk mass and design that complements the existing character of the surrounding neighborhood.

At the conclusion of the hearing, the Planning Commission approved the additional demolition and design by a 4-0-3 vote (Commissioners Swaim, Heiman and Hilmi abstaining due to conflict of interests and not present at the meeting). The Commissioners stated that the project design had not changed with the modifications, so they were not material. They found the approved building location improved light and air for neighboring properties and the two-story living room windows did not unreasonably affect privacy as there is no floor at the second story. The project was approved based on the findings and conditions in the original approval and one new condition to require a landscape plan that would provide for year-round screening by trees or other plants, to be approved by the Planning Director after considering input by both the applicant and any neighbors.

Following the Planning Commission's November 15, 2021, decision to approve the amended project, the Appellants submitted an appeal to the Town Council to reconsider the decision.

DISCUSSION

As provided in the Municipal Code, "the Town Council shall determine the appeal or the review based upon the testimony and documents produced before it and any site visits. The Town Council may sustain, modify, reject, or overrule any recommendations or rulings of the Planning Commission and may make such findings and determinations as are consistent with State law, this Code and other applicable rules and regulations." (SAMC § 10-1.06(h) <https://www.municode.com/library/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH1PLCO_10-1.06APREPLCODE>) Thus, the Town Council hearing is a de novo hearing in which the Council may consider the project in its entirety.

See November 15, 2021, Planning Commission staff report (Attachment 3). Staff recommends upholding the Planning Commission decision based on the reasoning expressed by the Planning Commission at their

November 15, 2021 meeting (see draft Minutes, attachment 2 and video <https://sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=685>) and the Findings and Conditions below, and subject to the Conditions of Approval in Attachment 6, with one additional condition to require a revised landscape plan that will provide for year-round screening between 75 Jones and 101 Ross by trees or other plants, to be approved by the Planning Director after considering input by the Ross Valley Fire Department, the applicant and any neighbors.

ANALYSIS

Since the site is in a Special Planning District the Town Council has much discretion to consider the request to amend the project to demolish the walls of the preschool and construct a residence and landscaping in conformance with approved plans. The Town Council may use the adjacent zoning development standards for guidance but is not bound by those limits. The proposed project would meet most standards for the multifamily district. The proposed structure will be compatible with the mix of architectural styles in the neighborhood.

Design Review Findings

1. *Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area;*

The former building was used as a preschool and required renovation to make it compatible with the surroundings. The scale and structure proposed is in keeping with the adjacent buildings, which are primarily two story, flat elevation dwellings. The current structure on the site is a 12-sided commercial structure from 1979 that is being used as a preschool. The proposed project will convert this structure into a 2-story 2,358 sq ft residence. The renovation will make the existing structure and property more compatible with the surrounding properties which are primarily high-density residential buildings. The scale and massing of the proposed structure will complement the 2-story flat facades of the adjacent structures but will break it up with smaller proportions for a slightly more residential feel. The proposed structure will also be lower in height than those surrounding it. See renderings showing context and elevations showing the adjacent typology (Attachment 7).

2. *Provides for protection against noise, odors, and other factors which may make the environment less desirable;*

The renovation of a preschool to a new single-family home will result in a reduction of noise as there will be far fewer occupants as well as less traffic since there will no longer be student drop-offs and pick-ups or multiple children and staff in outdoor areas. A new, solid fence and landscaping have been installed at the property line which helps to reduce noise transmission to the surrounding neighbors. All doors and windows will be double pane with a higher insulative value which will also help reduce sound transmission in and out.

3. *Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area;*

The appearance and function of the proposed project should increase the value of the surrounding areas as it will replace a 1979 era structure and parking lot that is used for a preschool/commercial use with a single-family residential use in a primarily residential neighborhood. The project adds one housing unit, reduces noise and traffic, and provide a contemporary structure that fits in with the context while meeting current energy performance and building codes.

4. Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel;

The change in use from a preschool to a single-family home decreases traffic. The preschool had vehicle trips to and from the site for staff and for multiple preschool students to be dropped off and picked up. Residential vehicle trips will be significantly lower than the prior use. The structure is set back from the street so will not be a distraction for passing motorists.

5. Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area; and

The renovation will improve the overall structure and all mechanical equipment will be upgraded, which will improve function and efficiency. The structure will have sprinklers and other fire-safe construction.

6. Is consistent with the Town General Plan.

The project is consistent with the Town General Plan which recommends addition of new housing units, including new market rate housing units. The project design will complement the surrounding area by being within the scale of the adjacent single family and multi family structures. The structure is set back from the street at a greater distance than is typically required for residential structures. The building mass is broken up with smaller proportions that make it compatible with residential development. The two-story wall of glass in the proposed living room does not impair privacy of adjacent development as the upper-level floor is 17-18 feet from the face of the window so occupants cannot look out the window as they would with a window adjacent to a floor. 30-foot-tall landscape hedge material exists at the site and additional trees are proposed to provide screening of the residence and privacy between the sites. The project decreases traffic in a residential neighborhood.

7. Will not unreasonably impair access to light and air of structures on neighboring properties;

The immediate neighbors to the west are currently shaded by five large redwood trees and the proposed structure will remain shorter in overall height which will greatly minimize any additional shading (see shade studies on A0.1). The western neighbors have no windows that face the project. The project is sited towards the rear of the site which sets it apart from 101 Ross, which is close to Jones Street, allowing light to enter windows on each residence. A structure built closer to 101 Ross could cast shadows on 101 Ross Avenue.

8. Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks;

The window, door and deck placement and size have been designed to maximize privacy for the proposed property and those surrounding it. The residence and proposed windows and decks are set back at the rear of the site, so they are not situated adjacent to 101 Ross Avenue. New, water smart, efficient landscaping will be added to aid with privacy and include fencing for each individual yard and perimeter screening plantings. The structure is set back from the street at a greater distance than is typically required for residential structures. The two-story wall of glass in the proposed living room does not impair privacy of adjacent development as the upper-level floor is 17-18 feet from the face of the window so occupants cannot look out the window as they would with a window adjacent to a floor. 30-foot-tall landscape hedge material exists at the site and additional trees are proposed to provide screening of the residence and privacy between the sites, including upper-level decks.

9. Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood; and

The proposed renovation will create a property that better complements the existing character of the surrounding area and structures than the existing preschool structure. The project maintains the existing building footprint. The structure will be shorter in height but similar in style and scale to the existing buildings. Setbacks and parking will be in keeping with the properties in the immediate vicinity, which are unique for the town. The structure is set back from the street at a greater distance than is typically required for residential structures. The building mass is broken up with smaller proportions that make it compatible with residential development. 30-foot-tall landscape hedge material exists at the site and additional trees are proposed to provide screening of the residence and privacy between the sites.

10. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

The renovation will entail an upgrade to the current building and improve the immediate surroundings. All San Anselmo construction codes and regulations will be followed to ensure the health and safety of neighbors living nearby. The renovation will involve updating the mechanical systems, appliances and fixtures so they are code- compliant and high-efficiency. Materials selected will be in keeping with the look and style of the surrounding properties, but incorporate modern, innovative and eco-friendly materials.

Use Permit Findings

San Anselmo Municipal Code 10-3.1305 requires the following finding to be made:

The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town.

The conversion of a preschool structure to a single-family residence will not be injurious to the neighborhood or Town. The proposed use is in keeping with the zoning in the area. The proposed addition is setback from the street, has an attractive design that is compatible with the existing structure, and will not negatively impact the neighborhood or Town. The proposed use is less intense than the preschool use and will reduce impacts on the neighborhood. The proposed 20-foot-tall windows do not allow views from the second story as the second story floor is set back approximately 17 feet from the window. Significant vegetation has been installed and is proposed to screen between the site and the adjacent single family residential development.

FISCAL IMPACT

None.

GENERAL PLAN CONSISTENCY

See Design Review finding 6 above.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The project is consistent with the Climate Action Plan by allowing construction of one new residence within walking

distance of schools and services and by preserving an existing foundation and construction that has been partially completed at the site. Preservation of the foundation eliminates the need for significant off haul of demolition materials and import of concrete, and associated emissions. The project includes new vegetation and trees to replace trees removed for construction. The site will be energy efficient and built to modern energy codes, unlike the former structure.

Categorically exempt from environmental review under CEQA Guidelines Section 15303 - new construction or conversion of small structures, because it involves converting an existing commercial building to one single family residence. No exception set forth in Section 15300.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to location of the project related to impacts on environmental resources (no undisturbed land area or heritage trees to be disturbed); (b), which relates to cumulative impacts (residential scale project with no significant construction in the area); Subsection (c), which relates to unusual circumstances (typical residential scale project); or Subsection (f), which relates to historical resources.

The existing building at 75 Jones Street and the adjacent multifamily residences were designed by local architect Roger Hooper in 1978. Information on Mr. Hooper is attached to the February 2020 staff report as Attachment 4. The structure would not qualify for listing on a state or historic register. To be eligible for listing on the California Register of Historic Resources a resource must be historically significant at the local, state, or national level, under one or more of the following four criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States.
2. It is associated with the lives of persons important to local, California, or national history.
3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values.
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

The only criteria that could apply to this structure is the 3rd criteria. Roger Hooper's architectural work has not been fully surveyed and assessed and he was not as notable as other Bay Area architects of the time.

ATTACHMENTS

1. Appeal
2. Minutes of 11/15/21 Planning Commission hearing
3. Planning Commission 11/15/21 Staff Report
4. Planning Commission 2/3/21 Staff Report
5. Correspondence to Town Council
6. Standard Conditions of Planning Approval
7. Project Plans and revised demolition plan

ELIZABETH BREKHUS
elizabethb@brekhus.com
www.brekhus.com

Brekhus
Law
Partners

ATTORNEYS AT LAW

1000 DRAKES LANDING ROAD
GREENBRAE, CA 94904-3027
FACSIMILE: (415) 461-7356
(415) 461-1001

January 3, 2022

Mayor Fineman and Members of the Town Council
Town of San Anselmo
525 San Anselmo Ave.
San Anselmo, CA 94960

RE: 75 Jones Street, Assessor's Parcel No. 007-283-12, Erin Heath and Jim Rivera
Project Owners ("Applicants")

Dear Mayor Fineman and Councilmembers:

I represent Kaliel Roberts and Michael Greer (referred to herein as "Appellants"), who live at 101 Ross Avenue in San Anselmo. My clients are appealing the November 15, 2021 decision by the Planning Commission regarding 75 Jones. That meeting was held as a result of a stop-work order at 75 Jones caused by a lack of disclosure to the Town by the owners of 75 Jones regarding the extent of demolition at the project site. Despite the pattern of lack of communication and disclosure displayed by the owners of 75 Jones, the Planning Commission decided to allow the owners of 75 Jones to "amend" the February 3, 2020 grant of a Conditional Use Permit and Design Review approval to "remodel" a two-story home on a non-conforming lot in an SPD district, despite the fact that the project in front of them was actually for "new construction" of a home with a too-large FAR, that violated setbacks, and entailed disposable architectural flourishes that disturbed the neighbors' privacy and are not compatible with the neighborhood. This was error and should be reversed.

Owners in SPD districts have few binding zoning rules when developing their property. However, an SPD is not a blank check for owners to do whatever they want with their properties. Development in SPD districts must go through meaningful de novo Design Review for each application, in order to make sure that the flexibility of the SPD is not abused. Unfortunately, this did not happen at the November 15, 2021 Planning Commission review of development of 75 Jones.

It is extremely clear that when the project at 75 Jones appeared before the Planning Commission on November 15, 2021, it was a "new construction" project, not the "remodel" approved on February 3, 2020. Moreover, at the November 15, 2021 meeting, there were new neighbors who bought their home *from the Applicants* without notice that the Applicants were planning two-story construction at 75 Jones. Yet instead of conducting a de novo review of a new construction project, taking into account that neighbors were upset regarding the intrusive design of a home that violates FAR restrictions and setbacks, the Planning Commission decided to continue to treat the project as a remodel that happened to entail complete demolition of the exterior walls, and approved the project based on findings it made when the project was presented as a remodel on February 3, 2020.

This reliance on the findings of the February 3, 2020 meeting, without regard for the privacy concerns raised by a new neighbor, or a true re-evaluation of the project as new construction, not a remodel, was wrong. It rewards the lack of disclosure and communication by Applicants and punishes the neighbors who were victims of this behavior. Kaliel Roberts and Michael Greer ask the City Council to reverse the decision of the Planning Commission.

SPD Districts Give Owners Flexibility but Neighbors Are Protected by De Novo Design Review

Zoning rules exist to restrain the use of private property for the protection of neighbors, the neighborhood, and the town as a whole. In San Anselmo, SPD districts have essentially no binding zoning rules. In the place of rules there are guidelines that the property should basically conform to the zoning standards of adjoining lots,[1] and also the requirement to undergo Design Review and obtain a Change in Use Permit anew every time an SPD is being redeveloped.[2] Therefore, in place of strict zoning guidelines, careful review by government officials with the input from neighbors becomes the safeguard of the neighborhood.

The owners of 75 Jones ("Applicants") complained at the November 15, 2021 Planning Commission meeting that the requirement to undergo de novo design review was too onerous. The Planning Commission seemed to agree, and simply relied on its previous findings and allowed an amendment to the previous approved plan for a remodel, instead of requiring the Applicants to submit a new plan for a new construction project. (*See, e.g.,* November 15, 2021 Planning Commission at 1:42:00, Commissioner Gary Smith: "I see elements that would make the original design problematic, however, at this stage, that is a project that was approved.") However, the Applicants have received a tremendous benefit from the flexibility of the SPD, including the ability to unevenly subdivide their lot into non-conforming sizes and sell the larger lot for $3.5 million the Appellants. They must live with the downside of the SPD, and the Planning Commission should have performed a new design review for a new build project, not allowing the Applicants to re-submit their project as a remodel that had undergone extensive and foreseeable demolition.

The De Novo Design Review Hearing on November 15, 2021 Should Have Treated the Project as New Construction, Not as a Remodel

The Town of San Anselmo stopped construction on 75 Jones in August 2021 because the demolition on the project exceeded the amount approved under the submitted plan. (*See* November 15, 2021 Planning Commission meeting at 1:31:50). The structure at 75 Jones was a "non-conforming structure, and by exceeding the demolition, our town rules would require it to be brought into compliance with current standards." (*Id.* at 1:35:45). Most importantly, this would mean that the structure should conform to the 20-foot rear setback (a requirement in any relevant zoning district), which it currently violates, allowing it to loom over 101 Ross's back yard.

The owners of 75 Jones knew early on in the process that this was going to be new construction, not a remodel, and yet they carried on without amending their permit at their own risk. At the November 15, 2021 meeting, the Applicants' General Contractor made clear that he understood the extent of the demolition to be near-total from the very beginning. (See *id.* at 57:00, noting that structural engineering plans called for removal of 107 linear feet of walls, out of 163 linear feet total). Moreover, in January 2021, eight months before construction was ultimately stopped for demolition, the architect reached out and

[1] Sausalito Municipal Code section 10-3.909.
[2] Sausalito Municipal Code section 10-3.908.

confirmed with the Town staff that if they did a more extensive demolition (as the contractor was urging) that they would have to go back to the Town and seek permission. (*Id.* at 1:01:00). The architect openly stated that their contractors were telling him the building should be demolished and the slab rebuilt, he needed to keep the existing structure as a remodel in order to preserve the "odd existing setbacks." See exhibit A, emails between the realtors for the Applicants and the Appellants. Ultimately, the extremely foreseeable complete demolition of the exterior walls took place without Applicants disclosing such, resulting in the stop work order eight months later in August 2021.

The Applicants then filed an application to allow demolition of the structure to the slab foundation and requested permission to build the previously approved design. Despite the admission that their demolition was complete to the slab, and the building would be new construction, the Planning Commission did not review the project de novo as new construction. Instead, they took into account how much time and money Applicants had already spent while relying on the approval from the February 3, 2020 meeting, and essentially forgave the fiction that Applicants had been passing a project that was new construction as a remodel. (*See* November 15, 2021 Planning Commission at 1:38:00, Commissioner Jennifer Asselstine, considering "what's been purchased, what the investment is, what the structural design is, what the architectural design is, it would be not at all be an insignificant request to . . . change the design"; Commissioner Krebs at 1:44:20: "after-the-fact type of situation is difficult where the homeowner has invested lots of time and money".) This generous interpretation is not merited. It is apparent that the Applicants took a calculated risk characterizing their project as a "remodel" so that they could grandfather in the non-conforming characteristics of the existing building while preserving almost nothing of the original structure. This was not a good-faith error in characterizing the home as a remodel that was prevented by the discovery of dry rot. It was known by Applicants long before the discovery of dry rot that building a two-story house where a one-story house had stood, with all new window and door openings, was impossible without complete demolition, at least by the time they spoke to contractors in January 2021. Yet Applicants failed to disclose this and seek a new, accurate permit. This is not the type of behavior the Town should reward by sweeping it under the rug and pretending they are evaluating a remodel instead of new construction.

The November 15, 2021 Planning Commission Was the First Opportunity for the Appellants To Object; Their Concerns Were Not Given the Weight They Should Have Been Given Had the Project Been Considered De Novo

The final reason that the City Council should review the plan for 75 Jones de novo is that there is a new neighbor at 101 Ross who bought their home from the Applicants without notice of the new two-story home Applicants intended to build. This lack of notice is important because usually a new buyer who claims ignorance of a previous public decision is considered to have been on record notice of the decision and has no right to complain; however, in this case, the actions of the Applicants and their representative make that not the case, and the Town should treat the complaints of the new neighbors as seriously as they would have had these concerns been raised at the February 3, 2020 initial hearing on the design review application for a two story home at 75 Jones.

Kaliel Roberts and Michael Greer bought 101 Ross from the Applicants after the February 3, 2020 approval of the Applicants' plan for subdividing 101 Ross and 75 Jones and building a new two-story home at 75 Jones. The Appellants thought that they were paying $3.5 million for a beautiful home in a central but private location. They knew that the preschool next door would likely be converted to a single-family home, but when they asked the Applicants' real estate agent about it, instead of being given the approved plans, which would have been easy enough, the real estate agent told the Appellants that the plans for 75

Jones were "conceptual." See **Exhibit A**, emails between the realtors for the Applicants and the Appellants. By this, the Appellants understood that there were no approved plans in place, and they would have a chance to receive notice and comment on any plans submitted. The surprise and betrayal felt by the Appellants when they saw the framing go up for two-story windows overlooking their backyard and rear of their house could have been entirely avoided had these plans been disclosed by the Applicants prior to accepting $3.5 million from Appellants.

At the November 15, 2021 Planning Commission meeting, their first opportunity to be heard, the Appellants voiced the position that they would prefer a home on 75 Jones located in the conforming location closer to the street; their concern regarding light and privacy to the side of their home being much less than that of the light and privacy of their primary living areas at the back of their home and back yard. Instead of taking the Appellants' concerns regarding the design of the proposed home at 75 Jones seriously, some of the Planning Commissioners stated that the placement of the home next to 101 Ross's backyard was actually a benefit to 101 Ross, patronizingly ignoring the Appellants' stated position on the issue.

The Design of 75 Jones Should Not Pass Design Review

When the proposed two-story structure underwent de novo design review on February 3, 2020, the Applicants still owned 101 Ross, and therefore the interests of an independent owner of 101 Ross were not represented. It is clear that had the Planning Commission performed a true de novo design review of a new construction building on November 15, 2021, as they should have, the design would not have passed muster. (*See* November 15, 2021 meeting: Planning Director Semonian at 46:55: If the Planning Commission changed the designation from remodel to new build, it could require them to meet the 20 foot rear setback for R2 or R3; Semonian at 1:35:45: "It would be a non-conforming structure, and by exceeding the demolition, our town rules would require it to be brought into compliance with current standards"; Commissioner Gary Smith at 1:42:00: "I see elements that would make the original design problematic"; Commissioner Daniel Krebs at 1:46:00: "I did oppose the project previously . . . it was too close to the property line, it exceeded the FAR".)

The design of the proposed structure at 75 Jones is not only placed in the wrong spot on the property, it is also designed in such a way that it is maximally visually intrusive to the main living areas at the back of the home at 101 Ross, and the outdoor dining and back yard. (See **Exhibit B**, photos of the project.) The reasons why the proposed plan should not pass design review are outlined in the attachment to the Appellants' Appeal, submitted on November 24, 2021, but they are also summarized below:

A. The development of 75 Jones is not functionally and aesthetically compatible with existing improvements and the natural elements in the surrounding area (Finding 1)

The design of 75 Jones has created the effect of a large, second story indoor/outdoor observation deck peering into 101 Ross's backyard, outdoor dining, family room, and kitchen (which is entirely visible through a wall of accordion glass doors installed by the owners of 75 Jones, who renovated and sold 101 Ross to the appellants). The neighborhood is dense yet charming because the homes, whether single family or multi-family, are appropriately scaled to the urban village setting, which allows neighboring properties to maintain privacy for themselves and each other wherever possible. A two-story wall of windows is wholly out of place in the middle of a dense village setting where the two-story wall of windows faces not an expansive view, but the neighbor's property.

B. The development of 75 Jones will cause the surrounding area to depreciate materially in appearance and value (Finding 3)

The Appellants purchased the property from the owners of 75 Jones in September 2020, believing that they were paying a premium for a large, private lot in the heart of downtown San Anselmo. The owners of 75 Jones were able to sell 101 Ross to appellants for a premium price that reflected the privacy of the site as it appeared when 75 Jones only held a 1 story structure. Appellants would not have purchased 101 Ross for the price they paid had they known of the approved plans for the proposed home at 75 Jones.

The development of 75 Jones in the manner proposed will devalue 101 Ross significantly, as the property no longer feels private. The 20-foot windows and second floor deck proposed for 75 Ross create the feeling that the inhabitants of 101 Ross are being watched, destroying the magical, private feel of the home for which appellants paid the owners of 75 Jones $3.5 million.

C. The development of 75 Jones will unreasonably impair access to light and air (Finding 7)

The second story at 75 Jones will not only block ambient light during the day, it will also create light pollution at night. The two-story windows line the double-height living area, which will be lit into the evenings without any type of screening. These windows will glow like a lantern at night right into 101 Ross's property.

D. The development of 75 Jones will unreasonably affect the privacy of neighboring properties, including by the placement of windows and decks (Finding 8)

75 Jones's proposed second story deck and 20-foot windows facing 101 Ross unreasonably affect the privacy of 101 Ross. The Planning Commission discounted the invasiveness of the 20-foot story windows because there is no second story living area directly adjoining the window. However, the second story "library" looks out through the large windows directly into the backyard, family room, kitchen, and outdoor dining space of 101 Ross. Whoever is sitting or standing in the library will be able to look out through movie screen-sized windows to see a young family playing in their backyard.

In addition, the Planning Commission ignored how invasive the second story deck facing 101 Ross is, given privacy concerns. This deck does nothing but provide the occupants of 75 Jones with a view into the home at 101 Ross and its backyard.

The Planning Commission implicitly acknowledged the privacy impacts, but suggested mitigating them through the use of vegetative screening. In an atmosphere of drought and hardening homes against fires, there is no guarantee that subsequent owners of 75 Jones will be willing or able to maintain vegetation large enough to effectively eliminate the privacy intrusion created by the 20-foot windows and second story deck. The only effective solution is to prevent this privacy intrusion in the first place by requiring a modification to the design of the house.

E. The development of 75 Jones will be of a bulk, mass and design that does not complement the existing character of the surrounding neighborhood (Finding 9)

The 46% FAR for the proposed home at 75 Jones is an indicator that the bulk of the home is excessive. The design of the home, when viewed from 101 Ross, is extremely bulky. The way the second-floor projects towards 101 Ross creates an aggressive architectural effect that does not complement the existing neighborhood, including the graceful lines of the existing Victorian at 101 Ross.

Elimination of the 2nd story bulk created by the two-story living room, which does not create usable living space for 75 Jones but does significantly affect the use and enjoyment of 101 Ross by appellants, would improve the design and reduce the bulk and mass of the proposed home. Eliminating this architectural flourish will bring 75 Jones back within the FAR that would be allowed for a single-family home on this size lot, and improve the relationship of the home with its neighbors, without significantly impacting the usability of the home at 75 Jones.

Conclusion

The proposed project at 75 Jones as it is – a new construction project, with a too-large FAR, in violation of setbacks, and designed with dispensable architectural flourishes that upset the neighbors, should not be approved. Reversal of the Planning Commission's decision will undeniably be a hardship to Applicants, but one caused entirely by their lack of communication and full disclosure, both to the Town and to the Appellants. Applicants' lack of communication and disclosure should not reward the Applicants and punish Appellants. The Town should fully and fairly apply the zoning rules to 75 Jones, and reverse the Planning Commission's approval of the project at 75 Jones.

We appreciation your consideration of these concerns.

Very truly yours,



Elizabeth Brekhus

EXHIBIT A

EXHIBIT A

Gmail

Michael Greer <michael.greer@gmail.com>

FW: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

2 messages

Alisa Wynd <a.wynd@ggsir.com> Sun, Sep 27, 2020 at 11:25 AM
To: Kaliel Roberts <kalielroberts@gmail.com>, Mike Greer <michael.greer@gmail.com>

See email chain below re the former preschool lot…

Alisa Knobbe Wynd, JD

Broker Associate

Golden Gate Sotheby's International Realty

500 Drakes Landing Road | Greenbrae CA 94904

415.298.4037 | a.wynd@ggsir.com| alisawynd.com

Top Agent Network | Marin Platinum Group | Lic #01342726

See My Market Report

From: Kira Swaim <kira@tamrealty.com>
Date: Sunday, September 27, 2020 at 10:50 AM
To: Alisa Wynd <a.wynd@ggsir.com>
Cc: David Swaim <david@tamrealty.com>
Subject: Re: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

That's definitely their plan. They have already started conceptualizing it and such.

Chat soon.

Kira

Kira Swaim II Owner, Tam Realty II Leading San Anselmo Team II 415.209.4750 II kira@tamrealty.comII tamrealty.com

On Sep 27, 2020, at 10:18 AM, Alisa Wynd <a.wynd@ggsir.com> wrote:

I thought the seller's plan was to convert the preschool into a single-family home. Is that not correct?

Alisa

Alisa Knobbe Wynd, JD

Broker Associate

Golden Gate Sotheby's International Realty

500 Drakes Landing Road | Greenbrae CA 94904

415.298.4037 I a.wynd@ggsir.coml alisawynd.com

Top Agent Network I Marin Platinum Group I Lic #01342726

See My Market Report

From: Kira Swaim <kira@tamrealty.com>
Date: Sunday, September 27, 2020 at 10:15 AM
To: Alisa Wynd <a.wynd@ggsir.com>, David Swaim <david@tamrealty.com>
Subject: Fwd: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

Please see note below from Sarah and share with buyers.

Thanks much.

Kira

Kira Swaim II Owner, Tam Realty II Leading San Anselmo Team II 415.209.4750 II kira@tamrealty.comII tamrealty.com

Begin forwarded message:

From: Ana Sarah Miranda <SMiranda@FirstAmNapa.com>

Subject: FW: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

Date: September 27, 2020 at 9:54:07 AM PDT

To: David Swaim <david@tamrealty.com>, Kira Swaim <kira@tamrealty.com>

Good morning David & Kira,

Please see Alisa's e-mail below. Can you please let her know that yes, the adjacent Parcel will remain zoned commercial per the Assessor.

Please let me know if you have any questions.

All the best!

Sarah Miranda

Special Projects Administrator



First American Title Company of Napa

497 Walnut Street / PO Box 388

Napa CA 94559

Phone (707) 254-4500

Fax (707) 226-9346

We are proud to announce that we are now servicing Napa, Sonoma, Marin, Solano and Mendocino Counties. Please contact us for all of your title and escrow needs.

From: Alisa Wynd [mailto:a.wynd@ggsir.com]
Sent: Saturday, September 26, 2020 9:38 AM
To: Ana Sarah Miranda
Cc: Larson, Courtney
Subject: Re: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

Hi Sarah,

The buyers are asking me if Parcel 2 (former day care center parcel that is being kept by the sellers as part of the lot split) is going to be classified as a “residential” lot. Do you know the answer to that question?

Alisa

Alisa Knobbe Wynd, JD

Broker Associate

Golden Gate Sotheby’s International Realty

500 Drakes Landing Road | Greenbrae CA 94904

415.298.4037 | a.wynd@ggsir.com| alisawynd.com

Top Agent Network | Marin Platinum Group | Lic #01342726

See My Market Report

Kaliel Roberts <kalielroberts@gmail.com> Mon, Jan 3, 2022 at 12:49 PM
To: Mike Greer <michael.greer@gmail.com>

Can you find this thread in your email and download it as a pdf? Elizabeth needs it.
[Quoted text hidden]

EXHIBIT B

EXHIBIT B






HILLTOP
8WND807
RICHMOND
8LPX629





Received

NOV 24 2021

Town of San Anselmo

TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org
(415) 258-4600 | Fax (415) 459-2477

Appeal Fee for Non-Applicant: $837.00 **Appeal Fee for Applicant:** $2,614.00

APPEAL OF ADMINISTRATIVE OR PLANNING COMMISSION ACTION

Appellant's Name and Address: Daytime Phone and Email:

Kaliel Roberts and Michael Greer, 101 Ross Ave. elizabethb@brekhus.com

San Anselmo, CA 94960, represented by Elizabeth Brekhus (415) 461-1001

Address of Subject Property (if applicable): 75 Jones

Date of Planning Commission action or date of written notice of administrative action: 11/15/2021

Action being appealed: Amendment to Specific Planned Development District, including design review findings made when approving the amendment

Reason(s) why the action should not be sustained. (San Anselmo Municipal Code Sec. 1-4.03)

See attached.

Elizabeth Brekhus Attorney for Appellants — 11/23/21

Signature of Appellant(s) Date

A written appeal shall be filed with the Town Clerk within 10 calendar days after receipt of written notice of the administrative decision which is being appealed or within 10 calendar days after the Planning Commission decision. (San Anselmo Municipal Code Section 1-4.02)

Grounds for Appeal of the Planning Commission's Approval of an Amendment to the SPD for 75 Jones on November 15, 2021

1. **The Planning Commission erred by treating the new home at 75 Jones as a remodel, despite overwhelming evidence that it is new construction, and should therefore comply with the 20 foot rear setback requirement**

When the applicants came before the Planning Commission on 11/15/21, it was clear that their application to develop 75 Jones should be treated as a new build, not a remodel, and the Planning Commission erred in failing to do so.

At the 2/3/20 meeting, the Planning Commission treated the plans for 75 Jones as a remodel, based on the plans that stated "exterior walls to remain." However, by the 11/15/21 meeting, the evidence was overwhelming that the plans for 75 Jones actually called for a new build:

- The design of the house required new openings on most of the exterior walls, plus a need for taller exterior walls, which applicants knew or should have known would make the current exterior walls unusable.
- The structural engineer's drawing called for elimination of at least 107 of 163 linear feet of exterior walls, just for new openings and footings.
- Finally, by the time of the 11/15/21 Planning Commission meeting, the evidence showed that the house had, in fact, been effectively knocked to the ground.

City staff has stated that for a new build, the rules are radically different than a remodel. A new build no longer allows applicants to claim a larger FAR allowance, or eliminate the 20 foot rear yard setback. The Planning Commission erred in failing to require a 20 foot rear yard setback, and a reduction in FAR to the allowable 40 percent for a single family home on a 5,900 square foot lot, since at the time of the de novo hearing on 11/15/21, the task before them was to perform design review for a new construction home.

2. **The planning commission failed to conduct a de novo review of the development of 75 Jones, as required by SAMC § 10-3.908.**

Though the Planning Commission purported to make design review findings at the 11/15/21 meeting based on the findings made at the 2/3/20 meeting, this does not satisfy their burden to perform a de novo review of the plans submitted for the 11/15/21 meeting. This is particularly the case here, as there was a material change in the plans submitted. At the 2/3/20 meeting, the owners of 75 Jones submitted an application framing the development of 75 Jones as a remodel. However, at the 11/15/21 meeting, it was apparent that 75 Jones was not a remodel, but a tear down and new construction, and that different standards of development applied. Rather than focus on the fact that a tear-down had taken place and apply the relevant development standards, the Commissioners focused on whether, at the 2/3/20 meeting, the owners of 75 Jones could have foreseen that a tear-down would be required and the project would not qualify as a remodel. This was an inappropriate inquiry, as the SAMC required the Planning Commission to perform a de novo review of development within an SPD district as it stood at the 11/15/21 meeting, not cast its mind back on what was proposed at a previous meeting.

In addition, the Planning Commission focused on the hardship to the applicants if they had to modify their plans given that the applicants had likely spent money and invested in materials for the redevelopment of their second home. Such an inquiry was not appropriate and certainly did not rise to the level of a hardship that should have been given weight over the adverse impact to the appellants.

The owners of 75 Jones complained that it was unfair that they should have to undergo a de novo review because of a "small" change in the development of 75 Jones. While the conversion of the project from a remodel to new build is not a small change, the owners of 75 Jones must also acknowledge that the SPD zoning designation has tradeoffs. While undergoing de novo review for a change in plan is onerous to the owners, the owners have benefited greatly from the SPD designation. In San Anselmo, the SPD designation creates a zone with flexible development standards, which has seemingly allowed the owners of 75 Jones to subdivide its property into a non-conforming lot size, develop this small lot without regard to the FAR limitation for single family homes, and ignore a 20 foot rear setback.

The staff report makes it clear that, had the owners of 75 Jones proposed a new construction home that violated rear setbacks and exceeded FAR at the original review meeting on 2/3/20, and neighbors objected to such non-conforming plans, the plans would not have been approved as submitted. The 11/15/21 Planning Commission should have treated the new construction, non-conforming proposed home at 75 Jones with fresh eyes, and denied the change in plan, but they did not. Therefore, the Planning Commission failed to meet its obligation to perform a de novo review of the change of plan at the 11/15/21 meeting.

3. **The Planning Commission erred in making Design Review Finding 1, that the development of 75 Jones is functionally and aesthetically compatible with existing improvements and the natural elements in the surrounding area.**

The design of 75 Jones has created the effect of a large, second story peering into 101 Ross's backyard, outdoor dining, family room, kitchen (which is entirely visible through a wall of accordion glass doors installed by the owners of 75 Jones, who renovated and sold 101 Ross to the appellants) upstairs bedroom and bathroom. The neighborhood is dense yet charming because the homes, whether single family or multi-family, are appropriately scaled to the urban village setting, which allows neighboring properties to maintain privacy for themselves and each other wherever possible. A two-story wall of windows is possibly appropriate for a hillside view home, where topography and lot sizes mean that privacy is not a major concern, but it is wholly out of place in the middle of a dense village setting where the two story wall of windows faces not an expansive view, but a shallow side yard, that is the neighbor's property.

4. **The Planning Commission erred in making Design Review Finding 3, that the development of 75 Jones will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area.**

The appellants, the owners of 101 Ross, purchased the property from the owners of 75 Jones in September 2020, believing that they were paying a premium for a large, private lot in the heart of downtown San Anselmo. The owners of 75 Jones, through their representative, actively misled the appellants by telling them that any conversion of the existing preschool to a single family home was "conceptual." This had the effect of reassuring the appellants that no further due diligence was necessary, as no plans had yet been approved, and they would have notice and a chance to comment on any proposed home next door. Therefore, appellants bought 101 Ross without notice of the Planning Commission's 2/3/20 approval of a

2 story home. The owners of 75 Jones were able to sell 101 Ross to appellants for a premium price that reflected the privacy of the site as it appeared when 75 Jones only held a 1 story structure. Appellants would not have purchased 101 Ross for the price they paid had they known of the approved plans for the proposed home at 75 Jones.

The development of 75 Jones in the manner proposed will devalue 101 Ross significantly, as the property no longer feels private. The 20 foot windows and second floor deck proposed for 75 Ross create the feeling that the inhabitants of 101 Ross are being watched, destroying the magical, private feel of the home for which appellants paid the owners of 75 Jones for $3.5 million.

5. **The Planning Commission erred in making Design Review Finding 7, that the development of 75 Jones will not unreasonably impair access to light and air of structures on neighboring property.**

75 Jones's proposed adjacent second story wing with its 20 foot tall windows facing 101 Ross does unreasonably affect the access to light and air at 101 Ross. The Planning Commission did not consider the impact of the bulky design of the second story at 75 Jones projecting toward 101 Ross, or consider whether a modification of that design was appropriate given the adverse impact and that the second story wing is not useable living space for 75 Jones. Instead, the Planning Commission focused on the fact that that the applicants were far along in the planning process, relied on the already issued permits, and should be allowed to proceed irrespective of the impacts. In addition, the 20-foot tall windows will appear like a brightly lit lantern at night and shine light on the yard and into the home of 101 Ross. The light pollution from 75 Jones into the downstairs kitchen and family room and the upstairs bedroom and bathroom and the backyard of 101 Ross will dramatically change the nighttime environment.

6. **The Planning Commission erred in making Design Review Finding 8, that the development of 75 Jones will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights, and decks.**

75 Jones's proposed second story deck and 20 foot windows facing 101 Ross unreasonably affect the privacy of 101 Ross. The Planning Commission did not consider 101 Ross's privacy at the 2/3/20 meeting, as the owners of 75 Jones still owned 101 Ross at the time, therefore did not speak up to defend 101 Ross's privacy. However, any owner of 101 Ross not invested in 75 Jones would be appalled at the design of 75 Jones. The Planning Commission, at the 11/15/21 meeting, pretended that it was a benefit to 101 Ross that 75 Jones looms over their backyard, instead of being built closer to the street, in line with the home at 101 Ross. This ignores the fact that every zoning code lines up large rear setbacks next to each other, because yards, unlike homes, are difficult to privatize, and if a home looms right next to a yard, it disrupts a family's primary living and recreation area, the back of the home and the backyard.

The Planning Commission discounted the invasiveness of the 20 story windows because there is no second story living area directly adjoining the window. However, the second story wall of windows looks out through the large windows directly into the backyard, family room, kitchen, and outdoor dining space of 101 Ross. Whoever is sitting or standing in the second story of 75 Jones facing 101 Ross will be able to look out through movie screen-sized windows to see a young family playing in their backyard.

In addition, the Planning Commission ignored how invasive the second story deck facing 101 Ross is, given privacy concerns. This deck does nothing but provide the occupants of 75 Jones with a view into the home at 101 Ross and its backyard.

The Planning Commission implicitly acknowledged the privacy impacts, but suggested mitigating them through the use of vegetative screening. In an atmosphere of drought and hardening homes against fires, there is no guarantee that subsequent owners of 75 Jones will be willing or able to maintain vegetation large enough to effectively eliminate the privacy intrusion created by the 20 foot windows and second story deck. The only effective solution is to prevent this privacy intrusion in the first place by requiring a modification to the design of the house.

7. **The Planning Commission erred in making design review finding 9, that the development of 75 Jones will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood.**

The 46% FAR for the proposed home at 75 Jones is an indicator that the bulk of the home is excessive. The design of the home, when viewed from 101 Ross, is extremely bulky. The way the second floor projects towards 101 Ross creates an aggressive architectural effect that does not complement the existing neighborhood, including the graceful lines of the existing Victorian at 101 Ross.

Elimination of the 2nd story bulk created by the two-story living room, which does not create usable living space for 75 Jones but does significantly affect the use and enjoyment of 101 Ross by appellants, would improve the design and reduce the bulk and mass of the proposed home. Eliminating this architectural flourish will bring 75 Jones back within the FAR that would be allowed for a single family home on this size lot, and improve the relationship of the home with its neighbors, without significantly impacting the usability of the home at 75 Jones.

DRAFT MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, November 15, 2021
This meeting was conducted via Zoom.

COMMISSIONERS PRESENT: Chair David Swaim, Vice Chair Thomas Tunny, Tim Heiman, Leyla Hilmi, Daniel Krebs, Gary Smith, Jennifer Asselstine.

COMMISSIONERS ABSENT: Commissioners Swaim, Hilmi and Heiman left after item 5B.

1. CALL TO ORDER
Chair Swaim called the meeting to order at 7:00 p.m. and announced how the public may participate in the meeting.

2. OPEN TIME FOR PUBLIC EXPRESSION
No one wished to speak during open time.

3. PLANNING DIRECTORS REPORT
Planning Director Elise Semonian had nothing to report.

4. APPROVAL OF MINUTES
The Planning Commission unanimously approved the July 19, 2021, minutes with a correction to the spelling of Commissioner Heiman's name.

5. PUBLIC HEARINGS

A. ORDINANCE TO IMPLEMENT SB 478 AND AB 970 - Consider "An Ordinance of the Town Council of the Town of San Anselmo Amending Title 10 of the Town of San Anselmo Municipal Code to Comply with 2021 Senate Bill 478 and AB 970" and make a recommendation to the Town Council. The ordinance increases floor area in the commercial zoning districts for housing development projects and allows required parking to be reduced for an electric vehicle charging station and any associated equipment.

Elise Semonian presented the staff report and recommended that the Planning Commission recommend the Town Council adopt the draft ordinance. In response to a question, she confirmed there is currently no floor area limit in the multifamily zoning districts.

Chair Swaim opened the public hearing. No one from the public wished to comment.

The Consensus of the Commission was that the changes are appropriate to comply with the State law and recommended the Town Council adopt the ordinances.

It was moved/seconded Krebs/Asselstine to approve the staff report recommendation to recommend that the Town Council adopt the ordinance. The motion carried unanimously.

B. ORDINANCE TO IMPLEMENT AB 345 - Consider "An Ordinance of the Town Council of the Town of San Anselmo Amending Title 10 of the Town of San Anselmo Municipal Code (Planning and Zoning), Chapter 6 (Accessory Dwelling Units), adding new Section 10-6.209 Sale of Accessory Dwelling Units for Low and Moderate Income Housing" to comply with AB-345, which requires local agencies to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

Elise Semonian presented the staff report and recommended that the Planning Commission recommend the Town Council adopt the draft ordinance. She answered commissioner questions.

Swaim questioned if the ownership would be like a condominium where the owner does not own the land and just the structure. Staff and the town attorney indicated that the sale may be set up like a condominium, but ownership could take other forms. Semonian noted that since SB 9 passed it is unlikely that anyone will use this provision, since SB 9 it is more lenient. However, it may be useful in a multifamily or commercial zone where SB 9 does not apply.

Staff clarified that the buyer must be lower income.

Chair Swaim opened the public hearing. No one wished to comment.

Commissioner Hilmi asked what the concerns were regarding the ordinance the first time it was heard by the Commission. She had no objections to the ordinance.

Swaim indicated he had been concerned with ownership and if there would be any requirements for maintenance. Krebs believed there may have been concern regarding the general impact on the Town with more lots and neighbors and the inability to impose conditions, but they would like to promote affordable housing. Staff believed the Planning Commissioners had been concerned that anyone could form a nonprofit and had questions about enforcement.

The Commission asked how value would be calculated and who would calculate value and price. Staff indicated the State defines affordable income levels and the Town will be adopting the State definitions with adoption of the SB 9 ordinance. Marin Housing is typically retained to value units for the Town based on the income level and size of the household that is purchasing the unit. The unit is restricted at resale and could not be resold for market rate, but some appreciation is allowed. For sale units are typically for moderate income households, as lower income households may not qualify for a loan. But there could be a special loan program. Purchasers must obtain their own financing. Regarding enforcement, currently San Anselmo contracts with Marin Housing to do enforcement. A nonprofit like Habitat for Humanity may do their own enforcement. Staff would need to ensure there is some provisions for enforcement of the conditions in the agreement.

Commissioner Krebs could not see anything in the ordinance about controlling the pricing on the sale of the unit. Town Attorney Acevedo indicated details would have to be worked out and the Town would need to review the agreements and ensure there are provisions in the transaction agreement. She did not have any other recommendations for giving the town greater control or enforcement, or incentives. A conditional use permit would be required from the Planning Director and conditions may be imposed.

Chair Swaim suggested the town could allow owners to partner with nonprofits to build the unit itself, and then sell it to someone, to encourage more ADUs to be built.

Commissioner Hilmi questioned how often it would be used for affordable housing by nonprofits, given the cost of construction in Marin. Semonian responded that Habitat for Humanity has been doing these projects in other places and the addition of the ADU is what helps the project financially, where a single unit is not feasible.

Commissioner Asselstine suggested the Town consider having an ordinance in line with SB 9, as that may be used more frequently, to make investment by nonprofits more palatable and more attractive.

It was moved/seconded Heiman/Krebs to approve the staff report recommendation and recommend the Town Council adopt the ordinance. The motion carried unanimously.

C. 75 Jones – Demolition Permit/Amendment to Specific Planned Development. Consider an amendment to a Specific Planned Development at 75 Jones that allowed conversion of a preschool into single family residence and a second story addition. The amendment is requested for a demolition permit to exceed 50% wall demolition and to construct the approved structure.

Commissioner Hilmi recused as she lives within five hundred feet of the site. Commissioner Heiman recused as he owns property within five hundred feet of the site. Chair Swaim recused, as he did with the initial application, as the applicants were clients and his wife represented the sale of 101 Ross. The three Commissioners left the meeting.

Elise Semonian presented the staff report and a history of the project. She indicated that she stopped work at the site in August since the project exceeded the demolition that was approved by the Planning Commission. She noted that the demolition that was approved did show that there would be new openings on every wall on the lower level, that all interior walls would be demolished, and that the slab foundation would remain. Wall area was removed for new footings. The Town Director of Building and Public Works and the Building Official supported the proposed demolition as necessary based on the site conditions and they recommended not preserving the remaining small areas of wall. The site is in an SPD zoning district, which gives the Planning Commission much discretion as to what to approve, subject to design review and a conditional use permit. The Planning Commission can make the finding that what has taken place is consistent with the approved plan and allow the project to continue as

designed and approved before. The other extreme is to find the project is no longer a remodel but a full demolition and require the project to meet the 20-foot rear setback required for the adjacent zoning districts and require parking to meet the 20-foot front and 8-foot side setbacks. Or, the Planning Commission has discretion to apply different standards to the site, including more restrictive standards such as those for single family residences. She noted that a lot of time and funds have been invested into the project and there is some value in the foundation that is retained. The Planning Commission may also find that this is a new residence but allow the proposed setbacks based on the unusual situation at the site and how existing buildings are situated. Or, the Planning Commission may approve the project with modifications, such as reduction in window area or massing. Staff did not make a recommendation since there are so many options for the Planning Commission to consider. Staff recommended that the Planning Commission hold a public hearing, give staff direction, and continue the item to December 6, assuming there is a quorum for the hearing, so staff may return with written findings in support of the Planning Commission direction.

Building Official Erica Freeman and Town Attorney Megan Acevedo were present.

In response to a question by Commissioner Smith staff indicated that the wall placement and design matches the approved project and there has been no material changes beyond removal of walls.

Commissioner Smith questioned why the contractor removed the walls. Building Official Freeman indicated that she looked at the foundation plans and structural drawings and she believed they tried their best to keep what was there and existing and that nothing has changed other than removing framing. She believed the contractor removed the framing because it was rotten.

Commissioner Smith asked if she would have called in the structural engineer to validate that the building materials that were in existence could not be retained because they no longer had ductility. He asked if her opinion that they could not support the structure was just an on-site evaluation based upon apparent rot and other deterioration. Freeman indicated there were only a few walls remaining. Director Condry looked at the framing and agreed that it needed to be removed. It is not ductility and wood but, it would be a concern to keep moist material, pests, and dry rot in a new wall that could erode over time. The inspector did ask an engineer to come out when they changed some of the strong wall placements. So, the strong walls were added in addition to the existing foundation, and there were variations from what they were building compared to the approved plans.

Ronan O Dea, project general contractor for 75 Jones, indicated that by June 30 the majority of the demolition had been completed. He indicated that on July 15 Town inspector DeWayne Starnes conducted a foundation inspection, reviewed the plans with him and identified no issues with the demolition or construction. On July 26 they had another foundation inspection and Starnes requested some additional information on the foundations, but again did not raise issues with the demolition. On August 20, Inspector Lisa Sarto called the job site and informed him that she had been instructed to red tag the job and cease construction immediately. She

indicated that they were in conformance with the approved plans and the discovered site conditions. The discovered site conditions included severe areas of dry rot and substandard framing that had been removed. Pictures of these conditions were submitted to the Town on September 2. Freeman and Condry reviewed the as built conditions, and both agreed that the building was in conformance with the approved plans and that any demolition that was performed was necessary. Mr. Condry advised them to amend the demolition permit to include the removal of all the remaining exterior walls. The project has approximately 163 linear feet of exterior wall. The approved structural drawings call for new framing and sheathing for approximately 107 linear feet of the walls, or more than 50%, prior to discovering additional dry rot. As the general contractor for the project, he is responsible to construct a building that is in conformance with state and local jurisdiction codes, approved structural plans and calculations, and approved architectural drawings. He believed the demolition facilitated this and was not illegal demolition.

Luke Clark Tyler, project architect, believed the issue under consideration was the extent of the demolition and not real estate disclosures or design review, and the design was approved in February 2020. In February he demonstrated that creating a single-family home would be a benefit to all surrounding properties as opposed to a commercial or multifamily unit. It would reduce the amount of traffic on the street from when it was a preschool and be the best development type for surrounding property values. The additional square footage would best be accommodated as a second story above the existing building footprint, since the current location provided the most light and air for all the surrounding properties. The structure is located at the corners of all the surrounding structures, which means that everyone has the opportunity for lighting on all sides of their home. The change of use also provided more privacy, which was augmented by new trees along the north edge that borders 101 Ross. Adding the second story above the existing footprint was intended to be a quicker build and a shorter period of disruption for the neighborhood. The style of the home was attempting to transform the oddly shaped conical structure into a more residential structure that can bridge the numerous two-story box duplexes in the surrounding neighborhood with the single-family vibe that also exists in that area. The project is in a unique SPD zone which meant it had no specific zoning code. Because they took the single-family route, they kept closely in line with the standard residential requirements just to ensure that it would fit in. The structural plans submitted to the building department showed new footings and strong walls required for the new openings, which meant an increase in demolition. The demolition plan he submitted for the building permit application was the same as the Design Review demolition plan with the addition of some notes, the first of which said, “see the structural plans for more info and demo.” That note was added because the structural plans show the information about the required footings and strong walls. When they talked with contractors they suggested they replace the entire structure for the sake of cost. He reached out to the planning department in January and found out they would have to return for Design Revie if they rebuilt and replaced the slab. They decided on extra construction costs to retain the design of the project, all the engineering that had been done. It would generate less waste and save on concrete, which has a significant carbon footprint. They encountered additional issues with raw and insufficient sheathing, which did require replacement for health and safety of the final product. There are always unknowns in construction, and extensive remodels are especially prone to this as things

are uncovered. He noted that he had prior Planning Commission approved projects with similar conditions that were not returned to the Planning Commission. As the general contractor noted, there were two building inspections on site after demolition that did not raise any flags. The general contractor reviewed the rotten sheathing issues with the building department. The project was put on hold once the building was almost entirely framed. The Building Official and Director of Public Works recommended replacing the remaining portions of wall. The design is the same, the old slab is the same, the footprint is the same, the finished product and landscaping will be the same. The owner has offered to add more trees to address the complaints of 101 Ross. He requested approval of the project at this meeting so construction can resume, or at least provide direction to resolve the issues administratively.

Erin Heath, with Jim Rivera, owners of 75 Jones, indicated they felt extremely vulnerable going through the process at a distance from London. She indicated it was stressful and financially destabilizing to have the project stopped several months into building just after their family made a difficult and hurried move. They were confused that they had to return to the Planning Commission due to their contractor demolishing a wall and a quarter to address health and safety issues that the building department deemed necessary. They paid significant fines, fees for new architectural plans and are worried their project is in jeopardy. They had support from their neighbors for the original project, who welcomed the aesthetic improvement and decrease in traffic and noise. They were determined to salvage and reuse what they could and work with existing conditions to minimize the environmental impact, as well as the impact of construction on the neighbors. Using the existing structure meant that there would be more light, air and privacy for 101 Ross and 75 Jones. They are building the approved design within the existing footprint on the original slab. The structure has already been framed, and the windows and doors have already been purchased. Nothing about the project has materially changed. If a missed procedural technicality were to result in the demolition of the structure, the financial impact would be devastating and the environmental impact would be significant. It would also mean a longer overall project time frame creating further disruption for their neighbors and it would set a potentially perilous precedent for development in the Town going forward. They asked the Planning Commission to approve the demolition plan at the meeting so as not to further delay the project or compromise the integrity of the work that has been completed to date.

Vice Chair Tunny opened the public hearing.

Elizabeth Brekhus, attorney for Kaliel Roberts and Michael Greer, submitted a letter to the Planning Commission. The Commission confirmed receipt of the letter. Her clients asked the seller's realtor about the plan for the property before the close of escrow and were told the project was conceptual. They bought the property with no knowledge the design was approved. She reviewed a PowerPoint presentation that illustrated the views from 101 Ross Avenue towards the project under construction. They were concerned with a 20-foot-tall window opening for a wing that extends very close to their backyard, outside deck, upper deck, kitchen, a bedroom and family room and dominates the view from the backyard. She pointed out second story windows and decks at 75 Jones. She requested the upper floor area that is not living area to be removed and elimination of the 20-foot-tall windows to reduce the huge mass

and scale of the home. This would not eliminate any usable floor area for the applicants and just eliminates a grand living room with two story ceilings. They requested this because it is so close to her client's residence and was approved with no objection since the applicants owned 101 Ross Avenue at the time. She acknowledged that an after-the-fact approval is difficult, and it is hard to know what to believe about whether it could be foreseen or not. Here, the applicants did foresee that it was going to be a lot easier and that there could be problems. The circumstances are now different. Now neighbors are objecting and it is new construction. The site received a square footage bonus because it was a remodel. She contended the construction is for a single family and should meet single family regulations. She believed the Commission would not have approved 20-foot-tall windows overlooking the backyard of a neighbor if the applicants did not own 101 Ross. She believed they would have scaled it back and approached a compromise position to eliminate the second story wing that extends close to 101 Ross, scaled back the windows, and required trees. She did not believe they could make findings seven, eight and nine as stated in their letter.

Annelise Bauer, resident, struggled to understand how a project that was approved by the Planning Commission over a year ago can be subject to a de novo review when the only change of plans was immaterial and was necessitated by rot and the need for health and safety and was met with the building departments approval. People may not invest in the town if latent defects after plan approval can subjected homeowners to the possibility of completely uprooting their plans and investment. The applicants relied to their detriment on the planning commission approval based on the approved findings, none of which is impacted by the minor change and demolition. She believed findings seven, eight and nine clearly indicate that impact on the neighborhood was considered and decided. In addition to stifling development, it will enable neighbor discord and discredit a process intended to support a homeowner right to develop their own property in accordance with the planning commission approval. She urged the Planning Commission to uphold the past approval of the project.

Chris Nelson spoke in support of the application. He believed it would add beauty to the street and is in keeping with the surrounding development and reduces noise, traffic and parking issues and makes the area safer for children walking or biking to and from school. He indicated at least three children have been hit on bikes over the last few years by cars hurrying to and from school, and one of them was his own son. The applicants are conservation minded and have restored other projects in the town. She recalled her similar experience with a Planning Commission approval where they were forced to hire a lawyer because the neighbors wanted to stop their project. She did not believe the project is about a small section of rotted wall demolished but over a disgruntled neighbor disputing a project that was approved after thorough review and approval by the Planning Commission. Rather than supporting the homeowners who have a long track record of careful thoughtful development, the Planning Department has reopened consideration of the already approved project after the homeowners have spent incredible sums of money. She recommended approval of the project.

Applicant Erin Heath indicated they are trying to resolve the concerns with the neighbors. The trees planted on the fence line will grow up to 30-feet tall and will help obscure the window. The window does not overlook anything and is a design element. There is no privacy concern.

She offered to do whatever they can to address any issues of impact that might happen because of the window. They responded to the neighbor through their lawyer and had never heard back. They offered to plant additional evergreen trees to address privacy and view concerns. She felt that this was an issue between homeowners and a private real estate issue. The landscaping plan has not been implemented due to construction. There will still be several trees installed.

Vice Chair Tunny closed the public hearing.

Commissioner Tunny asked about the town's obligation and rights with respect to changes in circumstances where it leads to additional demolition, and the level of assessment.

Semonian indicated that everything in the SPD district requires design review and a use permit, unlike most single-family districts. The town did not have a specific demolition permit process at the time this project was approved. The issue here was that they just strayed from the plan that the Planning Commission approved and exceeded the demolition. The project's status as a remodel was important to the Planning Commission when they considered the project. But the Planning Commission can make the determination that the demolition is in conformance with the approved plan.

He questioned if they have to reconsider the design review approval since the design is the same, other than having additional footings and shear walls and other things to strengthen the project.

Town Attorney Acevedo indicated that the Planning Commission may rely on the original findings if they believe that all the findings that were made with the original approval still stand. The SPD approval would just be amended to reflect the change in the demolition. The original conditions limited demolition to what was in the approved drawings. They can consider if it has been exceeded to an extent that they should revisit the project as a new project. The SPD zoning allows much discretion.

Commissioner Krebs indicated that the Planning Commission sometimes requires a project to comply with setbacks when a house is demolished. He voted against the project initially, but he was the only one. He wondered what kind of review was required at this stage.

Semonian indicated this project was unique in that the existing residence would not be considered nonconforming due to the SPD zoning district status. It is unlike a typical single-family residence in a setback, which would be required to be brought into conformance with current standards if demolished. Here the Planning Commission is not required to do that and can just amend the development plan.

Commissioner Asselstine indicated she was not on the Commission for the initial review. She read the minutes, looked at the plans and visited the site. She indicated the house is an anomaly because of the previous position of the preschool. The applicant described their commitment to keeping as much as they could. She noted the architect described that the

location had a benefit to 75 Jones and 101 Ross by bringing light into both structures. She imagined if the rear setback had been required the two houses would have been much closer together and there would have been exterior walls facing exterior walls. The Victorian house has a lot of glass on the side and a lot of light comes in from the south side. So, she believed the current placement of the structure was a benefit to 101 Ross. She said it would not be insignificant to request a change to the approved design at this point as there has been an investment, materials have been purchased, and there is a structural and architectural design. The actual design has not changed. The living space on the second floor is about 17 or 18 feet back from the 20-foot glass wall. No one will be standing at the window like if there was a floor adjacent to the window. She believed there are still some issues that could be ameliorated by additional trees that keep their leaves throughout the year. She did not believe it mattered if she liked the design, but she believed it is in keeping with the height of the multi-unit structures on either side of it and is shorter than 101 Ross. Both sites will benefit from additional screening as they have balconies facing each other. They could put coatings on the windows to create translucency until the vegetation grows taller.

Commissioner Smith agreed with Commissioner Asselstine's assessment of the current site conditions. He would not review the previous decision that was made by the Planning Commission. He believed elements of the original design were problematic. However, at this stage, this is a project that was approved. He believed many of the circumstances that had occurred during demolition were unforeseen and often happen with older structures. Since they have not deviated from the design that was approved, he would not request any significant changes to the structure. He noted the timeline is complex and it may not be an issue for the Planning Commission. The approval was on February 3, 2020, they do not know the actual dates for the closing and sale of 101 Ross or when construction started at 75 Jones. He questioned the window of time between the approval and the actual work and when the new occupants took possession of 101 Ross.

Commissioner Krebs acknowledged that projects are difficult when they come in after the fact. He felt they should take into consideration that the homeowners have invested a lot of time and money into building and the approval by the Planning Commission. He considers unforeseen circumstances versus something that was under the control of the applicant. He believes these were unforeseen circumstances, acknowledging that in hindsight one could say an old house will have dry rot they should investigate. He would give them the benefit of the doubt and believed that they acted in good faith and it was not done with the intention of trying to avoid greater scrutiny at the initial project approval process. He would not comment on the disclosures related to the purchase of 101 Ross. Commissioner Krebs was concerned with health and safety and the quality of construction. Nothing has changed that would have a material impact to the neighbors. He opposed the project previously because it was too close to the property line, and he did not believe findings could be made for a special exception to exceed the floor area ratio. But he believes there is no significant impact on privacy since, even though there is a 20-foot window, there is not a floor that would allow views out. So, he does not see the window as a material impact. The structure is close to the property line, but the setback has not changed. He leaned towards approving the project.

Acting Chair Tunny agreed that the real estate transaction is irrelevant. He believed 101 Ross benefits from the design of the project, which minimizes impacts on privacy, light and air. There would be different issues raised with moving the house forward. He is inclined to approve the project. He questioned what screening is in the landscape plan.

Semonian reviewed the approve landscaping. The Commission could require major trees if they do not believe the plan is adequate. She noted that Marin Water will not allow trees to be planted during the drought and Ross Valley Fire must review the plan and will not allow planting within five feet of the house. They may allow additional landscaping at the border if it is not pyrophytic. She noted all the existing landscaping is likely on the 75 Jones site, because it appears the fence is not located on the property line. A new tree is proposed.

The Commissioners supported additional trees to increase year-round screening at the site, subject to fire department approval.

Town Attorney Acevedo clarified that they are making an amendment to the original plan. They are acknowledging that there has been additional demolition beyond what was originally approved. The original findings can still be made, despite the changes.

Commissioner Krebs moved to approve the amendments for additional demolition based on the findings that were articulated originally for both the Conditional Use Permit and the Design Review and based on the prior conditions of approval since the Commission has determined that there has been no material changes to the project and the same findings and conditions of approval can be made today as made for the first approval with an additional condition of approval that the applicant develop a landscape plan that would be approved by the Planning Director that would provide for year-round screening by trees or other plants approved by the Planning Director and with input by both the applicant and any neighbors. Commissioner Asselstine seconded the motion and it carried 4-0-3 (Commissioners Swaim, Heiman and Hilmi abstaining due to conflict of interests and not present at the meeting).

Elise Semonian announced that the approval is subject to appeal if the appeal is filed within ten calendar days and filed with the town clerk with the appeal fee.

6. ITEMS FROM PLANNING COMMISSION

None.

7. ADJOURN

Vice Chair Tunny adjourned the meeting at 9:04 p.m.

TOWN OF SAN ANSELMO
PLANNING COMMISSION STAFF REPORT

For the meeting of November 15, 2020

Agenda Item 5C

Owners:	Erin Heath and Jim Rivera
Design Professional:	Field Issue Design
Project Address:	75 Jones Street
Assessor's Parcel No.:	007-283-12 (formerly 007-283-11)
Zoning:	SPD – Specific Planned Development
General Plan:	Downtown Mixed Residential
FIRM Flood Zone:	X (outside special flood hazard area)

Request
Amendment to a Specific Planned Development at 75 Jones that allowed conversion of a preschool into single family residence and a second story addition. The amendment is requested to allow the lower walls of the structure to be demolished and to construct the approved structure.

Recommendation
That the Planning Commission provide direction to the applicants and staff and continue the item to the December 6, 2021, Planning Commission meeting.

I. PROJECT SUMMARY

Timing
Pursuant to the Permit Streamlining Act (California Government Code Section 65950 et. seq.) the Planning Commission must approve or disapprove within 60 days of the project being deemed complete and exempt from CEQA.

Public Notice
A notice was mailed to all residents and property owners within 300 feet of the project and posted. Staff has attached emails received to date, all in support of the project. Staff has spoke with the new owners of 101 Ross Avenue who claim that the second story addition project was not disclosed to them prior to purchase, and they are concerned with the bulk and mass of the structure and privacy impacts from the second story deck and large windows that face their site.

II. STAFF ANALYSIS

Existing and Proposed Conditions

	Development Standards **R-2**	Development Standards **R-3**	**75 Jones - *After Subdivision*** **Before**	**Approved/Proposed**
Min. lot area for subdivision	7,500 sq. ft.	7,500 sq. ft.	5,900 sq. ft.	5,900 sq. ft.
Density units/acre	12	20	0	7
Rear setback	20'	20'	4' 1.5"	4' 1.5"
Front setback	20'	20'	50' 8"	46' 3"
Side setback (South)	8'	8'	8' 3"	8' 3"
Side setback (North)	8'	8'	12' 6"	12' 6"
Floor area ratio	n/a	n/a	1,594 sq. ft./27%	2,722 sq. ft./46.1%
Lot coverage	2,065 sq. ft./35%	2,950 sq. ft./50%	1,594 sq. ft./27%	1,676 sq. ft./28%
Parking	2 spaces, must comply with setbacks	2 spaces, must comply with setbacks	2+ spaces within setbacks, 3 spaces comply with setbacks	2 spaces in front/side setback

Previous Actions

1971	Use permit approved for Open End study group to hold classes at 101 Ross Avenue.
1973	Use Permit approved for Shasta School private boarding and day high school at 101 Ross Avenue.
1975	Use Permit approved to allow World College West private school use at 101 Ross Avenue.
1978	Request by Seminary to rezone site from R-1 Single Family Residential to R-3 High Density Residential to build three units at 110 Mariposa, two units at 100 Mariposa and with a multi-purpose room/childcare center (75 Jones) denied.
1978	Request by Seminary to rezone site from R-1 Single Family Residential to SPD Special Planning District to build three units at 110 Mariposa, two units at 100 Mariposa, and a multipurpose room/childcare center (75 Jones) approved by Ordinance 752.
2012	Design Review for a 286 sq. ft. addition on the first story and a 90 sq. ft. deck on the second story at 101 Ross Avenue.
7/18/2016	Design review/use permit/subdivision approved to split lot into two and allow the two units at 100 Mariposa to be condominiums.
2/2/2020	Design review/use permit/subdivision to split lot into two and approve second story for 75 Jones Street.

Background

On February 3, 2020, the property owner received Planning Commission approval (Pederson, Brasler, Cronk and Engelhardt voting in favor, Krebs voting against, Swaim and Heiman absent) to subdivide a site into two lots and a conditional use permit and design review for a Specific Planned Development to convert an existing preschool into a single-family residence and to construct a second story

addition at 75 Jones Street, one of the new lots. The approved plan was for 2,358 square feet of living space (39.9% of the lot area) and 364 square feet of second story volume. Total adjusted floor area was 2,722 square feet, or 46.1% of the lot area. The project was approved for the extent of demolition shown on the plans. The approved plans included removal of the trees at the site, which were not considered "heritage trees" due to their size (See Sheet Note 1 Sheet A1.1 11/26/19 design review plans/2/3/20 approved plans). The meeting may be viewed here: http://sananselmo-ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=399 (Item 6B). Minutes of the meeting are attached.

The project was proposed as a remodel. "The applicants seek to maintain as much of the existing structure as possible for the ground floor." (Staff report, Page 2) The demolition plan on page A2.0 provided, "Demo all interior walls (exterior walls to remain, slab on grade foundation to remain)" and indicated only new openings would be created in existing walls and not total wall demolition. The Planning Commission approved the project subject to the Standard Conditions of Planning Approval which state, "demolition … that does not conform to the Planning Commission/Planning Director approval is not valid and shall be subject to stop work orders and may require removal."

The floor area proposed was over the maximum allowable floor area for a single-family residence in an R-1 District. The applicant submitted facts to support the findings that would be required for a 325 square foot floor area exception for an R-1 site, including that the design employed mass reducing techniques such that the additional square footage over the maximum Adjusted Floor Area permitted for an R-1 site would be reasonably mitigated and would not result in overbuilding of the lot. "The proposed design remains within the footprint of the existing building and replaces a large conical roof with a 2nd story that will be lower in height than the peak of the current roof. The new structure will employ 2-story flat facades to mimic the adjacent structures but unlike most of the neighboring structures, the project will break up the facades a bit so the complementary massing will be more residential in feel. The livable space is within the allowable square footage, but the project seeks an FAR exception to allow for the vaulted areas that will end up counting twice under the current San Anselmo method of calculating FAR." (Page 7 of 2/3/20 Attachment 8, material submitted by applicant). The floor area exception findings were not required for approval of a Specific Development Plan, as the Town can set the development regulations, including floor area, for an SPD-zoned site.

At the February 3, 2020, hearing, several Planning Commissioners expressed concern that the 75 Jones lot was smaller than the minimum lot size required for subdivision. The lot was proposed to be smaller since the applicant was seeking to provide a lot area for 101 Magnolia Avenue that would keep it within the floor area ratio allowed for an R-1 site. Commissioner Krebs was concerned that the rear setback for 75 Jones did not comply with adjacent R-1 and R-3 standards (4 feet proposed where 20 feet required), parking was not in conformance with R-1 or R-3 standards (parking was proposed in the setbacks, which would be allowed for an addition in an R-1 or R-3 site) and the floor are was over what would be permitted for an R-1 site. The applicant noted that 75 Jones was only over the floor area permitted for new construction for an R-1 lot due to the 364 square feet of double ceiling height area.

On August 21, 2020, the Town received an application for a building permit for a "remodel existing wood framed, single story, commercial structure with slab on grade foundation. Remove existing vaulted roof and add 2nd story above existing first floor" (Sheet A0.0 8/21/20 permit submittal). The

architectural plans, including proposed demolition, were identical to the plans approved by the Planning Commission.

On January 4, 2021, the project architect asked Associate Planner Sarah Price if it was necessary to retain the existing structure since they had been speaking with contractors that indicated it would be "so much easier if they cold demo and rebuild the slab." (January 4, 2021, emails between Luke Clark Tyler and Sarah Price, Attachment 2). She informed him that the structure could not be demolished without returning to the Planning Commission for a demolition permit.

On May 14, 2021, the Building Department issued the building permit. Building permit plans may be viewed here: https://www.townofsananselmo.org/DocumentCenter/Index/717.

The Town has a record of only two inspections for the project:

> July 7, 2021, the project passed a foundation inspection by Dewayne Starnes, "Need engineers letter of conformance and for change to strong walls at rear of structure which had less than approved dimension to property line."
>
> July 26, 2021, the project partially passed a footing inspection by Dewayne Starnes, "There has been a modification to the footing at Gridline A. I have instructed them to provide me with a conformance letter from the engineer and a stamped and signed revised detail for this footing. I have indicated they can proceed at their own risk until I receive said documentation. I have attached copies of photographs and correction notice to the file."

On August 20, 2021, planning department staff contacted the building department to stop work on the project since the demolition appeared to exceed what was shown on the approved plans as only three small areas of wall were left. On August 23, 2021, the project architect indicated "the structural plan for the building permit application showed new footings and shear walls were required" and "We had issues with rot in a few locations and existing sheathing that was too thin and oriented incorrectly for a few of the required structural shear walls."

On September 2, 2021, Sean Condry, Director of Public Works and Building, and Erica Freeman, Building Official, inspected the site and reviewed the drawings. Condry indicated, "while he did go beyond the drawings, he has a good case that it was unavoidable given the amount of structural work. Walls that needed strong walls had to be removed, a wall with two large windows had no framing left when the windows were removed and so on." They allowed the applicants to "finish the shear, hold downs etc. for seismic/safety reasons."

Staff has verified that the structure is constructed over the original building slab foundation and the location of the structure has not changed. It appears the fences at the site are not located on the property lines.

The applicants submitted this application to allow demolition of the structure to the slab foundation and request permission to build the approved design.

III. DISCUSSION AND REQUIRED FINDINGS FOR APPROVAL

The parcel is zoned SPD Specific Planned Development (San Anselmo Municipal Code, Title 10, Chapter 3, Article 9) with a "presumptive use" of R-2 (See 1979 minutes, Attachment 14 and Ordinance 752). The stated purposes and intent of the SPD district:

> The Town contains numerous lots which, because of size, hillside location, unusual topography, natural resources, or aesthetic appeal, cannot appropriately be developed through adherence to rigid zoning designations and restrictions. The special characteristics of these lots necessitate a flexible approach to the development of these lots which will provide for logical and orderly development, and at the same time, promote the health, safety, and general welfare of the Town.
>
> Planned development contemplates flexibility and variety in the location of buildings and the diversity of lot sizes and building designs. The Planned Development District is intended to accommodate various types of development such as neighborhood and district shopping centers, single family residential developments, professional, multiple housing developments, commercial centers, and any other use, or combination of uses which can be made a part of a planned development. (SAMC Sec. 10-3.901)

The presumptive use designation R-2 is a guideline in considering and evaluating the specific planned development, but the town is not bound by the presumptive use designation (SAMC Sec. 10-3.906). The project lot is adjoined by parcels zoned SPD and R-3 High Density Residential.[1] All development in the SPD zoning district requires the approval of a Use Permit and Design Review from the Planning Commission (SAMC Sec. 10-3.908). Since the site is in an SPD district, the Planning Commission has much discretion to consider the request.

As an addition, the proposed project met most standards for the R-3 zoning district except the 20-foot rear setback. As a new residence, the project does not meet the R-3 standard for rear setback (20 feet required) or parking (two spaces that meet 20-foot front and 8-foot side setbacks required). Staff believes that if the applicant requested permission to construct a new residence, staff and the Planning Commission would have recommended compliance with the R-2 or R-3 standards unless there was some reason to deviate from the standards.

It is possible to provide parking that complies with the 20-foot front and 8-foot side setbacks. If the structure was required to be brought 16 feet further forward, the residence would need to be entirely redesigned to comply with the required 8-foot side setbacks. The new owners of 101 Ross indicate they would prefer a structure further forward on the site.

[1] The Town's adopted zoning map shows one adjacent site zoned R-1. However, this site APN 007-283-07 was rezoned from R-1 to SPD in 1978 for a 3 unit multifamily development (Ordinance 752), the same time the project site was zoned SPD. There is no evidence the site was ever rezoned back to R-1, which would have required notice to the property owner. Therefore, the 75 Jones site is not adjacent to any sites zoned R-1.

Since the proposed development is a single-family residence and not multifamily development, it may be appropriate to apply the single-family standards to the site. This could require the floor area to be limited to 40% of lot area.

The Planning Commission could also find that they would have approved the project on this SPD zoned site even if full demolition was proposed.

Staff recommends that the Planning Commission discuss the application and make a recommendation to the applicant and staff and continue the item to the next Planning Commission meeting.

Required Findings for Design Review

1. *Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area;*
2. *Provides for protection against noise, odors, and other factors which may make the environment less desirable;*
3. *Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area;*
4. *Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel;*
5. *Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area; and*
6. *Is consistent with the Town General Plan.*
7. *Will not unreasonably impair access to light and air of structures on neighboring properties;*
8. *Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks;*
9. *Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood; and*
10. *Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.*

Required Use Permit Findings

San Anselmo Municipal Code 10-3.1305 requires the following finding to be made

1. *The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town.*

Prepared By:
Elise Semonian
Planning Director

Attachments:

1. Correspondence from Applicant
2. 1/4/21 Email from architect to Price

3. Correspondence received
4. Proposed demolition plan
5. Proposed structural plan
6. 2/3/2020 Minutes of Planning Commission Hearing
7. 2/3/2020 Staff Report
8. 2/3/2020 Application and Supplemental Questionnaires
9. 2/3/2020 Approved Plans
10. 2/3/2020 Approved subdivision plan
11. 2/3/2020 Correspondence received
12. 2/3/2020 Standard Conditions of Approval
13. 2/3/2020 Information on architect Roger Hooper
14. 1979 Rezoning minutes

TOWN OF SAN ANSELMO
PLANNING COMMISSION STAFF REPORT

For the meeting of February 3, 2020

Agenda Item 6B

Owners:	Erin Heath and Jim Rivera
Design Professional:	Field Issue Design
Project Address:	75 Jones Street and 101 Ross Avenue
Assessor's Parcel No.:	007-283-11
Zoning:	SPD – Specific Planned Development
General Plan:	Downtown Mixed Residential
FIRM Flood Zone:	AE and X (partially within special flood hazard area)

Request

Subdivision of site into two lots and Use Permit and Design Review to convert existing preschool into single family residence and construct a second story addition. Proposed materials include dark wood exterior, dark framed windows and doors, metal framed glass rails, and tile at roof decks. The proposal would convert the existing commercial use to residential use. The proposed ground floor would include two bedrooms, a kitchen, dining room, and laundry. The proposed second story would include the master bedroom, master bathroom, and library. Two upper story decks are proposed on the east of the parcel. The proposed height is approximately 20 feet. Development standards are based upon, but not contingent upon, the established development standards for adjoining lots that are zoned R-3 and R-1.

	Lot Area	Floor Area	Lot Coverage
Existing (combined)	14,806 sq. ft.	4,354 sq. ft. (29%)	3,582 sq. ft. (24.2%)
Existing 101 Ross (single family house)		2,760 sq. ft. (18.6%)	
Existing 75 Jones (preschool)		1,594 sq. ft. (10.7%)	
Proposed 101 Ross	8,906 sq. ft.	2,760 sq. ft. (31%)	1,988 sq. ft. (22%)
Proposed 75 Jones Street	5,900 sq. ft.	2,722 sq. ft. (46%)	1,676 sq. t. (28.4%)

Recommendation

That the Planning Commission approve the project subject to findings and conditions in the staff report.

I. PROJECT SUMMARY

Timing

Pursuant to the Permit Streamlining Act (California Government Code Section 65950 et. seq.) the Planning Commission must approve or disapprove within 60 days of the project being deemed complete and exempt from CEQA.

Public Notice

A notice was mailed to all residents and property owners within 300 feet of the project and posted near the site. Staff has attached emails received to date, all in support of the project.

II. STAFF ANALYSIS

Previous Actions

1971	Use permit approved for Open End study group to hold classes at 101 Ross Avenue.
1973	Use Permit approved for Shasta School private boarding and day high school at 101 Ross Avenue.
1975	Use Permit approved to allow World College West private school use at 101 Ross Avenue.
1978	Request by Seminary to rezone site from R-1 Single Family Residential to R-3 High Density Residential to build three units at 110 Mariposa, two units at 100 Mariposa and with a multi-purpose room/childcare center (75 Jones) denied.
1978	Request by Seminary to rezone site from R-1 Single Family Residential to SPD Special Planning District to build three units at 110 Mariposa, two units at 100 Mariposa, and a multipurpose room/childcare center (75 Jones) approved by Ordinance 752.
2012	Design Review for a 286 sq. ft. addition on the first story and a 90 sq. ft. deck on the second story at 101 Ross Avenue.
7/18/2016	Design review/use permit/subdivision approved to split lot into two and allow the two units at 100 Mariposa to be condominiums.

Project Description

The existing site is one parcel that includes a single-family dwelling at 100 Ross Avenue and a building that is used as a preschool at 75 Jones Street. The applicants request approval to subdivide the parcel and convert the preschool building into a single-family residence. No construction is proposed for the existing Victorian.

The proposed residence at 75 Jones Avenue would maintain two parking places accessed off Jones Street. The applicants seek to maintain as much of the existing structure as possible for the ground floor. The ground floor includes two bedrooms, kitchen, living, and dining rooms. The new second story would include the master bedroom and bathroom. Proposed materials include dark charred wood, tile roof at decks, dark framed windows and doors, and dark exterior accents.

The parcel is zoned SPD – Specific Planned Development. According to the San Anselmo Municipal Code, Development standards for parcels designated as SPD shall be based upon, but not contingent upon, the established development standards for adjoining lots. The project lot is adjoined by parcels zoned SPD, R-3 High Density Residential, and R-1 Single Family Residential. All

development in SPD zoning requires the approval of a Use Permit from the Planning Commission. The proposed second story requires approval of design review.

Existing and Proposed Conditions

	Existing	Proposed		Code	
Zoning	SPD – Specific Planned Development	Same			
General Plan	Mixed Use Residential	Same			
Development Standards		**75 Jones**	**101 Ross**	**Development standards for adjoining lots: R-1**	**R-3**
Density (units/acre)	3	7	5	1	20
Lot Size (sq. ft.)	14,806 sq. ft.	5,900 sq. ft.	8,906 sq. ft.	7,500 sq. ft.	7,500 sq. ft.
Minimum Street Frontage	105’	47.23’	88’	40’	50’
Minimum Average Lot Width	105’ ±	Between 47 and 65	Over 75’	60’	75’
Flood Zone	X and AE	Zone X	Zone X and AE		
Lot Coverage (sq. ft.)	3,582 sq. ft.	1,676 sq. ft.	1,988 sq. ft.		
Lot Coverage (%)	24.2%	28.4%	22%	35%	35%
Floor Area (sq. ft.)	4,354 sq. ft.	2,722 sq. ft.	2,760 sq. ft.		
Floor Area Ratio sq. ft. (%)	29%	46%	31%	40% 75 Jones/ 35% 101 Ross	none
Setbacks	Front 20’+ Rear 8.25’ Side 4.09’ Street side 10’	Front 20’+ Rear 4.09’ S. Side 8.25’ N. Side 12.5’	Front 10’ Rear 20’+ S. side 7.1’ Street Side 20’+	Front 20’ Rear 20’ Side 8’ Street Side 12’	

III. DISCUSSION AND REQUIRED FINDINGS FOR APPROVAL

Since the site is in a Special Planning District the Planning Commission has much discretion to consider the request. The Planning Commission may use the adjacent zoning development standards for guidance but is not bound by those limits. The proposed project would meet most standards for the multifamily district. Staff finds the proposed lot lines and floor area ratio to be reasonable and the resulting structures not out of character for the proposed site and neighborhood. Alternatively, the Planning Commission could require the lots or resulting development to comply with standards for one of the adjacent districts.

Preschools are a conditionally permitted use in residential districts. Here, the use was allowed with the SPD zoning. There is a high demand for preschools in Marin County and the loss of the preschool will be an issue for the many families that attend the school. However, there is also a great need for housing. The Town's general plan supports development of housing and does not have policies related to maintaining or developing preschools. The proposed use of the site furthers the Town's housing goals.

The proposed design of the remodel and second story addition will result in an attractive structure that will be compatible with the mix of architectural styles in the neighborhood.

Environmental Determination

Categorically Exempt: Section 15303 – conversion of small structures, and 15315 – Minor Land Divisions, because it involves subdividing a small residential property and converting an existing commercial building with no potential for impacts as proposed. No exception set forth in Section 15300.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to location of the project related to impacts on environmental resources (no new land or trees to be disturbed); (b), which relates to cumulative impacts (residential scale project with no significant construction in the area); Subsection (c), which relates to unusual circumstances (typical residential scale project); or Subsection (f), which relates to historical resources.

The existing building at 75 Jones Street and the adjacent multifamily residences were designed by local architect Roger Hooper in 1978. Information on Mr. Hooper is attached (Attachment 4). Staff does not believe the structure would qualify for listing on a state or historic register. To be eligible for listing on the California Register of Historic Resources a resource must be historically significant at the local, state, or national level, under one or more of the following four criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States.
2. It is associated with the lives of persons important to local, California, or national history.
3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values.
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

The only criteria that could apply to this structure is the 3rd criteria. Roger Hooper's architectural work has not been fully surveyed and assessed. The article notes that he was not as notable as other

Bay Area architects of the time and staff would agree with that assessment. If the Planning Commission believes further study is warranted they may continue the application to request preparation of a historical resource evaluation for the structure.

Subdivision Findings

The Planning Commission shall make the decision for approving the proposed subdivision on the finding that the proposed Tentative Map and single lot subdivision (with remainder parcel) is consistent with the General Plan of the Town. The subdivision would increase the amount of housing in town, which is consistent with the Housing Element. The project will not cause substantial environmental damage and does not substantially (and avoidably) injure fish or wildlife or their habitat. That subdivision will not cause serious health problems. The project as proposed has no conflict with existing easements, acquired by the public at large, for access through or the use of property within the proposed subdivision. The Specific Planned Development District zoning does not have development standards such as minimum lot size or width. "The PPD and SPD Districts are overlay districts and allow for the establishment of development standards suitable to a specific use or project site." (San Anselmo Municipal Code Section 10-3.402)

Design Review Findings

1. *Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area;*
2. *Provides for protection against noise, odors, and other factors which may make the environment less desirable;*
3. *Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area;*
4. *Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel;*
5. *Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area; and*
6. *Is consistent with the Town General Plan.*
7. *Will not unreasonably impair access to light and air of structures on neighboring properties;*
8. *Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks;*
9. *Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood; and*
10. *Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.*

Please see applicant's findings in Attachment 2 – Application Materials.

Use Permit Findings

San Anselmo Municipal Code 10-3.1305 requires the following finding to be made

1. *The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use, or be*

detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town.

The conversion of a preschool structure to a single-family residence will not be injurious to the neighborhood or Town. The proposed use is in keeping with the zoning in the area. The proposed addition is setback from the street, has an attractive design that is compatible with the existing structure, and will not negatively impact the neighborhood or Town. The proposed use is less intense than the preschool use and will reduce impacts on the neighborhood.

IV. CONDITIONS OF APPROVAL

Staff recommends that the Commission approve the application based on the findings above and subject to the following conditions:

1. Planning Commission approval is for the plans for 75 Jones Street, prepared Field Issue Design and considered by the Planning Commission on February 3, 2020. The subdivision of the site into two lots is approved as shown on A1.0.
2. The subdivision map shall be recorded prior to issuance of any occupancy permit for the 75 Jones Street proposed residence. The 75 Jones Street addition shall be subject to the Town's standard conditions of approval, Attachment 3 to the staff report.
3. The final parcel map shall be prepared by a registered civil engineer or licensed land surveyor, and it shall substantially conform to the approved tentative map and any conditions attached thereto. Such parcel map shall show:
    a. The title of the map and the name and legal designation of the tract or grant in which the survey is located and ties to adjoining tracts;
    b. All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating thereto. Permanent monuments shall be set for all new lines created by the parcel split. This requirement may not be waived;
    c. The bearing or witness monuments, the basis of bearing, the bearing and length of the lines, and the scale of the map;
    d. The area of each lot in acres, and hundredths thereof, or in square feet;
    e. Any required easements or dedications in the manner set forth in subsection (c) of Section 10-2.706 of this article;
    f. All easements of record; and
    g. Certificates as follows:
        i. A certificate signed and attested by all parties having any record title interest in the land consenting to the preparation and recordation of the final map;
        ii. A certificate for execution, attested as set forth in subsection (i) of this subsection, offering for dedication for public use those parcels of land which such parties desire or are required to dedicate;
        iii. A certificate by the civil engineer or the licensed surveyor responsible for the survey and final map. The signature of such civil engineer or surveyor shall be attested, unless accompanied by his seal;
        iv. The Town Engineer;
        v. The Planning Director; and
        vi. The County Recorder.
4. At the time of acting upon a tentative parcel map or at any time prior to the filing of the

final parcel map, the Town Engineer may waive, modify, or amplify any of the requirements of this section for a final parcel map if he finds that such action is necessary to avoid practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of this article and that such waiver or modification will not be contrary to the objectives of this article.

Prepared By:
Sarah Price
Assistant Planner
&
Elise Semonian
Planning Director

Attachments:

1. Application and Supplemental Questionnaires
2. Project Plans
3. Standard Conditions of Approval
4. Information on architect Roger Hooper

From: Carla Kacmar
To: Elise Semonian
Subject: FW: 75 Jones
Date: Monday, January 3, 2022 2:36:53 PM

FYI
Sincerely,
Carla Kacmar
Town Clerk

-----Original Message-----
From: Corinne Geramoni <artista700@gmail.com>
Sent: Monday, January 3, 2022 11:00 AM
To: Town Council <towncouncil@townofsananselmo.org>
Subject: 75 Jones

CAUTION: External Sender

Dear Town Council,
I live at 71 Ross Avenue and want to express my support for the project at 75 Jones. Erin and Jim have consistently and tastefully renovated and improved dwellings on Tunstead, Ross, Mariposa and now Jones. Our neighborhood has been enhanced by their vision and years of improvements. The current project retains the historical and unusual shape of the former nursery school. I look forward to another thoughtfully designed building and appreciate the expense and time they have put into preserving and enhancing San Anselmo.
Thank you,
Corinne Geramoni
71 Ross Avenue

From: Kendra Gilberd
To: Planning
Cc: Peter Gilberd
Subject: Support for the Heath-Rivera project, 75 Jones
Date: Monday, January 3, 2022 9:15:38 PM

CAUTION: External Sender

To whom it may concern,

We are writing to provide our full support of Jim Rivera's and Erin Heath's project at 75 Jones.

We have known the Heath-Rivera's since moving to San Anselmo in 2012. They have continued to preserve and upgrade their property over 10 plus years with intention and deep consideration for aesthetic and functionality.

We believe their project is a vast improvement. The previous building was a commercial daycare and it created much more traffic, noise and congestion in the neighborhood than a single-family home. The previous building was not in good shape and the Heath-Rivera's took great care to consult all town departments before beginning their conceptual work. Once they had plans, they consulted and reviewed with their neighbors. The neighbors welcomed the project for its design and appreciated that it reduced the noise and traffic. The Heath-Rivera's went through the review process with the Planning Commission and once they received their approval, they proceeded with the building.

Given that they completed the planning and review process and there was just an unanimous vote to proceed with the project, we are concerned at the precedent overturning this decision would establish.

The Heath-Rivera's have always been conscientious and engaged community members. They have developed their property slowly, with all the proper review and approval processes and with meticulous care to restore and improve the neighborhood.

We hope that you will allow this project to be completed without further costly delays and disruption.

Sincerely,
Kendra and Peter Gilberd
San Anselmo residents

From: Carla Kacmar
To: Elise Semonian
Subject: Fwd: 75 Jones Street
Date: Tuesday, January 4, 2022 8:38:00 PM

FYI

Sent from my iPhone

Begin forwarded message:

> **From:** Susan Lund <susan.lund@mac.com>
> **Date:** January 4, 2022 at 8:12:54 PM PST
> **To:** Town Council <towncouncil@townofsananselmo.org>
> **Subject: 75 Jones Street**
>
> CAUTION: External Sender
>
> Hello,
>
> Its come to my attention that a stop-work order was issued for the project located at 75 Jones Street.
>
> I am writing back to express my continued support of the homeowner's improvements to their property. As a design professional in our community (for over 23 years), I can say that Erin Heath is a genuine professional looking to add value and preserve the spaces she designs.
>
> I've carefully watched the work they have done to develop not only this property, but also 101 Ross. The Jones Street project is a tremendous improvement over the dilapidated preschool that once existed at that site.
>
> We are in unprecedented times in our world, so I sincerely hope that the planning commission will allow this project to move forward.
>
> Warmly,

Susan

Susan Lund

From: Carla Kacmar
To: Elise Semonian
Subject: Fwd: Support for 101 Ross + 75 Jones improvement projects
Date: Tuesday, January 4, 2022 9:55:56 PM

Sent from my iPhone

Begin forwarded message:

> **From:** Gretchen Richardson <gretchen@richardsonclark.com>
> **Date:** January 4, 2022 at 9:06:27 PM PST
> **To:** Town Council <towncouncil@townofsananselmo.org>
> **Subject: Fwd: Support for 101 Ross + 75 Jones improvement projects**
>
> **CAUTION:** External Sender
>
> Hello Town Council,
>
> I'm writing in support of the 75 Jones Street project that has been put on hold and kindly ask that you let it continue as desired by the owners.
>
> Please see my previous note to the Planning Commission (below) where I share that the owners have previously developed lovely, conscientious & appropriate local properties while keeping neighbors considerately involved and informed about their remodels that have been built to code.
>
> Having a single family home at 75 Jones Street rather than a school will have far less of an impact on the neighborhood, especially where we already have a preschool, elementary school and seminary. We believe that the owners of this property have taken everyone in the neighborhood into consideration with their new project, as they have always done. We were dismayed to hear that the project has been stalled and hope to see it reinstated soon. Please consider the above when reviewing this project, and allow this new single family home build to resume. It will surely be a wonderful addition to the neighborhood. Thanks for your time and attention to this matter.
>
> Cheers,
> Gretchen Richardson
> San Anselmo, CA
> C: 415-595-3915
> E: gretchen@richardsonclark.com
>
> Begin forwarded message:
>
> > **From:** Elise Semonian <esemonian@townofsananselmo.org>

Date: November 12, 2021 at 11:34:30 AM PST
To: Gretchen Richardson <gretchen@richardsonclark.com>
Subject: RE: Support for 101 Ross + 75 Jones improvement projects

Thank you. I'll provide your comments to the Planning Commission.
-Elise

<!--[if !vml]-->
<image003.png>
<!--[endif]-->Elise Semonian, Planning Director

525 San Anselmo Avenue
San Anselmo, CA 94960
Lands of the Coast Miwok
(415) 258-4617
www.townofsananselmo.org

The Building, Public Works and Planning Department counter is open Mondays and Wednesdays 8:30 a.m. to 11:55 p.m.
We are still available to contact by email and phone outside of those hours.

From: Gretchen Richardson <gretchen@richardsonclark.com>
Sent: Friday, November 12, 2021 11:08 AM
To: Elise Semonian <esemonian@townofsananselmo.org>
Cc: Planning <planning@townofsananselmo.org>
Subject: Fwd: Support for 101 Ross + 75 Jones improvement projects

CAUTION: External Sender

Good morning, Elise—

I would like to share a note of continued support for the project at 75 Jones. Erin Heath designs beautiful, respectful, family homes and I've always found her to be a very conscientious communicator and planner, keeping her neighbors informed and aware of construction impact. When I volunteered at San Anselmo Preschool and Wade Thomas Elementary (spanning 10 years), she consistently reached out to the schools to share her plans to mitigate noise and traffic, working around school timing. I found this to be extremely conscientious of her as she recognized the potential impact on her neighbors. The properties she's restored and preserved tend to be some of the most loved in town and I look forward to the development of this residential property as well.

I'm writing in support of her being able to continue the project at 75

Jones. It's replacing an old, decrepit preschool building that was an eyesore—and not structurally sound—with a lovely home that will certainly be a welcomed site in San Anselmo. Please consider enabling this project to move forward and to result in a safe, thoughtfully built home in the neighborhood.

Cheers,
Gretchen Richardson

Gretchen Richardson
Principal, Richardson Clark Design
San Francisco, CA
C: 415-595-3915
E: gretchen@richardsonclark.com

Begin forwarded message:

From: Gretchen Richardson <gretchen@richardsonclark.com>
Subject: Support for 101 Ross + 75 Jones improvement projects
Date: January 29, 2020 at 11:54:12 AM PST
To: Elise Semonian <esemonian@townofsananselmo.org>

Dear Elise and Town of San Anselmo,

My husband and I are writing in support of projects at 101 Ross and 75 Jones, owned by Erin Heath and Jim Rivera. We are big fans of theirs and their ability to improve properties within our community in a responsible and trustworthy way. We have loved what they have done at 205 Tunstead as well as the Victorian on Ross Ave. We ask that you grant their request to move forward with the proposed improvement project for 101 Ross and 75 Jones.

Many thanks,
Gretchen + Clark Richardson

Gretchen Richardson
415-595-3915
gretchen@richardsonclark.com

From: Carla Kacmar
To: Elise Semonian
Subject: FW: Support of 75 Jones Development
Date: Wednesday, January 5, 2022 4:51:33 PM

Sincerely,
Carla Kacmar
Town Clerk

From: Kimberly Hawks <kimberly.e.hawks@gmail.com>
Sent: Wednesday, January 5, 2022 4:44 PM
To: Town Council <towncouncil@townofsananselmo.org>
Cc: Kurt Hawks <hawks.kurt@gmail.com>
Subject: Support of 75 Jones Development

CAUTION: External Sender

Dear San Anselmo Town Council Members,

We are writing this letter to show our support of the property development at 75 Jones in San Anselmo.

We have known Erin Heath and Jim Rivera professionally and personally for nearly a decade, and hold them in the highest regard. We have watched as they have conscientiously improved their property over the last 10+ years and have been impressed by this and their other San Anselmo property and home renovation projects; they have beautifully preserved and upgraded their properties, which has benefitted the entire neighborhood. Erin and Jim are of the utmost integrity--communicating with neighbors and consulting with all town departments before and throughout their projects, researching and following building codes, maintaining the architectural integrity of their properties in San Anselmo, and being mindful of the environment.

These are the kind of people that we love having in our community, and we appreciate their investment in our town. They are a local couple personally invested in our community, and are not developers. We trust wholeheartedly that Erin and Jim are thoughtfully following any town guidelines and being respectful of neighbors in their development. Erin is a designer who considers the aesthetic of the neighborhood and minimizes any inconveniences to neighbors in all of her designs. Their previous and current projects are a vast improvement over the rundown structures that were there previously, and the property at 75 Jones will be less of an impact on the neighborhood than the rundown preschool that caused traffic and noise, or a multi-family dwelling.

We encourage you to consider their amazing track record, commitment to this community, meticulous development, and maintenance of their past projects within San Anselmo, and to please support continuing their project at 75 Jones. Please feel free to reach out to us with any questions.

Thank you,
Kimberly & Kurt Hawks
14 Agatha Ct

San Anselmo

Sent from my iPhone

EXHIBIT A

Town of San Anselmo

Standard Conditions of Planning Approval

1. All conditions of approval shall be included on the first sheet after the cover sheet of the construction drawings submitted for a building permit.

2. Except as otherwise noted in these conditions of approval, the plans submitted to the Building Department for plan check shall be identical to those approved by the Planning Commission or Planning Director. If any changes are made to the approved plans the applicant is responsible for clearly identifying all such changes and reviewing them with the Planning Department prior to submitting for a Building Permit or a revision to the Building and/or Grading Permit. All changes made to the Design Review Plans approved by the Planning Commission/Planning Director and the Building Permit construction document submittal must be clearly highlighted with a "bubble" or "cloud" on plans and marked with a "Delta 'P'" at the time of initial Building Permit submittal. A list describing in detail all such changes shall be submitted and attached to the plans. Any changes that have not been clouded on the plans and noted in a transmittal memo and explicitly approved by staff are not approved. Construction, demolition or grading that does not conform to the Planning Commission/Planning Director approval is not valid and shall be subject to stop work orders and may require removal.

3. Site landscaping shall be generally consistent with any approved landscape plan. Plans for any irrigation of the site shall be incorporated into the landscape plan. All planting shown on the approved plan shall be installed prior to occupancy. Upon the request of an applicant to receive a Temporary Certificate of Occupancy and at the discretion of the Planning Director, landscape installation may be guaranteed by posting a cash bond equal to 100% of the cost and installation of any landscape improvements. As required by San Anselmo Municipal Code Section 10-3.604 "Landscape Maintenance," all landscaping shall be maintained in a healthy condition in accordance with approved landscaping plans.

4. Acceptance of the construction drawings and specifications does not release the applicant and owner from correction of mistakes, errors, or omissions contained therein. If, during the course of construction, the public interest requires a modification or a departure from these accepted plans, the Town shall have the authority to require such modifications or departure and specify the manner in which the same is to be made.

5. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly

notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with attorneys of the Town's choice, with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

Planning Department Standard Conditions of Approval:

6. This approval shall be final either 10 calendar days following the date of action by the Planning Director, Planning Commission, or Town Council, whichever is last. This approval is effective from the date of approval until the building permit is issued and shall expire one year after approval should a building permit not be issued. If building permits are issued during the effective life of the approval, the expiration date of the approval shall be automatically extended to concur with the expiration date of the building permit. The approval may be renewed once by the Planning Director for one year if the applicant submits a written statement to the Planning Director showing good cause prior to expiration of the application.

7. Prior to issuance of a building permit, the applicants shall reimburse the Town for any known unpaid costs associated with the project, including work done by consultants and the Town Attorney. Prior to project final the applicants shall reimburse the Town for any other unpaid costs associated with the project, including work done by consultants and the Town Attorney.

8. The light source for all exterior lighting fixtures shall be shielded from adjacent properties. Cut sheets for all exterior lighting shall be submitted as part of the building permit. Lighting shall be designed to focus the light onto only the areas necessary to be illuminated and minimize overflow of lighting off-site. Exterior lighting shall not include unnecessary illumination of building or site walls. Town staff will review compliance with this condition after installation of the lighting and reserves the right to require adjustment or elimination of lighting that violates this condition.

Department of Public Works Standard Conditions of Approval:

9. For all improvements within the public right of way, the applicant shall submit plans to adequately describe the work. Plans shall include but not be limited to drainage details, cross-sections, driveway/roadway grades and utility locations as necessary.

10. The project shall comply with the Town of San Anselmo Urban Runoff Pollution Prevention Ordinance. If the project paves or otherwise creates more than 150 square feet of impervious surface, a Flatwork Permit is required from the Public Works Department. In addition to the site design measures and Flatwork Permit required for small projects, new and redeveloped projects that create or replace more than 500 square feet of impervious surface may require bioretention or permanent stormwater controls designed to remove sediment and other pollutants and to mimic the pre-project site hydrology by controlling the flow rates and/or the volume of stormwater runoff from the project's added and/or replaced impervious surfaces and a Stormwater Control Plan (SCP) (San Anselmo Municipal Code Section 5-8.11).

11. Appropriate Best Management Practices (BMPs) shall be implemented to prevent the discharge of construction wastes or contaminants from construction materials, tools, and equipment from entering storm drains or watercourses. Plans for adequate BMPs to be installed, implemented, and maintained during construction and after final stabilization shall be submitted with the building permit application. The combination of BMPs used, and their execution in the field, must be customized to each site using up-to-date standards and practices. The Town will provide references to current guidance manuals and BMP information on request. (San Anselmo Municipal Code Section 5-8.10)

12. The Director of Public Works may require dedication of street rights-of-way or improvements. No permit for the development of any parcel of land abutting a public street shall be issued until the Director certifies that frontage improvements in accordance with the current Town specifications in use by the Department of Public Works and at the location prescribed by the Town Engineer in accordance with the Streets and Highways Plan of the Town: 1.) have been installed at no cost to the Town; or 2.) will be installed as a part of the development and prior to occupancy; or 3.) that in lieu of the improvements the applicant has deposited the estimated cost of the improvements with the Town. (San Anselmo Municipal Code Section 7-10.101)

13. Any improvements, public or private, damaged during construction shall be replaced, by the applicant, in-kind or with new improvements. All cracked, broken, or uplifted sidewalk, driveway and/or curb and gutter fronting the property shall be replaced. Applicant shall coordinate with the Department of Public Works prior to the start of the project improvements to identify the extents and limits of replacement.

14. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way. A minimum of 12' passable auto traffic clearance (paved travel way) shall be maintained at all times along the roadway. The placing of portable restroom facilities in the Town right-of-way will not be permitted unless there is not an appropriate location on the subject property and Public Works approves placement in the right of way.

15. If a permeable paving system is to be used as a part of the site development strategy, the analysis shall include but not be limited to the following:

    a. For drainage purposes, the underlying intent, either retention or detention, shall be fully quantified. If retention is to be used, a soils report, including percolation of the soils shall be submitted as a part of the plans. If detention is to be used, peak runoff quantities, storage capacity of the system, discharge rates, discharge points, impacts to existing facilities etc. shall be included. For small to medium projects, the Town and County prescriptive method outlined in the Homeowner's Guide to Stormwater Management may be used if approved by Public Works.
    b. The structural adequacy of the system that accommodates vehicle loading including emergency response vehicles (i.e. fire trucks) if the access to be designated for that

purpose.

c. Provisions for ongoing maintenance of the pavers shall be included in the submittal package.

16. Drainage improvements shall implement Low Impact Development standards, including but not limited to:

    a. No increase in stormwater runoff as compared to existing conditions
    b. Maintain natural drainage patterns
    c. No concentration of flows, allowing drainage to flow naturally and to percolate and mimic existing and sheet flow conditions.
    d. Rock rip-rap outfalls shall be located as far from property lines as possible and shall be designed to mimic existing drainage conditions (i.e. sheet flow, velocity dissipater, etc.)
    e. All stormwater runoff lines (such as building downspout lines, landscape drain lines, etc.) must be discharged in a manner that conforms to the current stormwater discharge practices in Marin County and as outlined in the Town's Homeowner's Guide to Stormwater Management on the Town website.

17. A Construction Management Plan (CMP) shall be submitted to the Town as part of the Building Permit and/or Grading Permit and shall be incorporated into the plans. This plan shall be a binding document. Failure to adhere to the plan may result in a "Stop Work Notice" being placed on the project. An electronic copy of the APPROVED CMP shall be submitted to the Town and may be posted to the Town's website. This plan shall be updated as project conditions warrant. Updates to the plan shall be provided to the Town for review and approval. The CMP shall include but not be limited to:

    a. Work schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates).
    b. A video of the right of way in front of and adjacent to the property and the haul route as required by Public Works before any work commences.
    c. Construction Hours-Construction hours may be changed before or during construction as needed and determined by Public Works.
    d. Construction Waste Management Plan
    e. Staging/storage type and location
    f. Travel routes and turn-around locations
    g. Road and/or lane closures (Applicant to provide information on how many anticipated road closures, and the reasons for each road closure).
    h. Worker auto parking space locations/construction parking
    i. Phasing (if applicable)
    j. If construction improvements are in areas of steep slopes, the Contractor shall provide safe temporary hard surface stair access to the improvements. This access shall be shown on the CMP.

    The CMP may be more stringent if the project is located close to schools or in impacted neighborhoods. A CMP may be required to be modified if a neighborhood becomes

"impacted" during the construction. Impacted neighborhoods are defined as areas in geographic proximity (i.e. using the same streets for access) with a significant number of simultaneous construction projects.

Delivery times shall be determined at the time of Building Permit review and included on the Construction Management Plan sign.

A **24 inch by 36-inch** weatherproof copy of the approved Construction Management Plan shall be posted on the site as part of a job site sign and located so as to be clearly readable from the public right-of-way. In addition to the approved Construction Management Plan, the sign shall include the following information:

a. Address of the project site.
b. Permitted hours of construction and of deliveries/off-haul.
c. Name, e-mail address and direct phone number of the General Contractor.
d. Name, e-mail address and direct phone number of the person responsible for managing the project.
e. Name and direct phone number of the party to call in case of an emergency.
f. Town of San Anselmo Building Department.

Building Department – Standard Conditions of Approval:

18. All construction shall comply with the California Building Code, Plumbing Code, Electrical Code, and Mechanical Code, and other applicable Title 24 Codes in effect at the time of building permit submittal.

19. It is the responsibility of the designer(s) to ensure that all of the above Title 24 codes, as well as any applicable San Anselmo Municipal Codes are incorporated into the design.

20. The hours of construction activity shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturdays and 12:00 p.m. to 5:00 p.m. on Sundays. These hours may be changed as required by Public Works or Building.

21. A mechanical permit is required for any exterior mechanical equipment. Prior to the issuance of a mechanical or building permit for mechanical equipment, the applicant shall provide adequate information, reports and data to the Building Department demonstrating that the noise level from any exterior mechanical equipment or exterior vents, when measured at the property line boundary, complies with Town Noise Ordinance decibel limits.

22. All portions of the job site shall be maintained in an organized and professional condition. All trash, debris, construction scraps and broken/deteriorated machinery shall be removed from the site by the end of each week. If off loaded construction materials are not used within 2 weeks, they shall be screened from public view. All sidewalks, driveways and public/private roadways fronting the subject site shall be broom cleaned at the end of each business day.

23. Prior to issuance of a building permit, a Construction Sign shall be posted in a location where

the sign is clearly readable from the public right-of-way. The sign shall be 9 to 12 square feet in size (for example, 3' by 3' or 3' by 4'). Information on the sign shall include:

a. Address of site.
b. Permitted hours of construction.
c. Name, address, and phone number of the contractor.
d. Name and phone number of the person responsible for the project.
e. Name and phone number of the private party to call in case of an emergency.
f. Requirement that workers carpool to the site.
g. The phone number of the Town of San Anselmo Building Department.

24. **A Pre-Construction Meeting is required.** Prior to initiation of any work on the proposed project, the applicant shall arrange a pre-construction meeting that shall be attended by Town of San Anselmo staff, the owner, general contractor, and sub-contractors responsible for demolition, foundation and excavations, framing, roofing and major deliveries to review these conditions of approval, permitted hours of operation, etc. Staff may require additional subcontractors depending on project scope. The general contractor is responsible for ensuring that all contractors adhere to the Construction Management Plan and all Conditions of Project Approval and Conditions of all permits (Building, Grading, Encroachment, etc.).

25. All required construction signage and any required tree-protection shall be posted and available for Town inspection at the time of the Pre-construction meeting. If these measures are not in place at the time of the pre-construction meeting, a re-inspection fee will be required and issuance of building permit will be delayed.

26. Any project within a Special Flood Hazard Area shall comply with the standards of construction and standards for utilities in San Anselmo Municipal Code Title 7, Chapter 11.

27. All electrical and communication service laterals, including those for cable television service, to any new building or structure or building or structure undergoing a substantial improvement as defined by California Building Code Chapter 2 shall be placed underground from the main service equipment within the building or structure to a location designated by the supplying utility in accordance with the supplying utility's applicable rules, regulations and tariffs on file with the Public Utilities Commission of the State or other competent jurisdiction. The Building Official may grant an exception to this condition when it is found that the undergrounding of the utility service laterals will cause an unnecessary hardship or results inconsistent with the intent of San Anselmo Municipal Code Title 9, Chapter 4. (SAMC Sec. 9-4.01-9.4.03)

28. Every building shall be numbered by placing the appropriate number on or adjacent to the main entrance to the building so as to be readily seen from the street. Address numbers must be Arabic numerals or alphabetical letters with a minimum stroke width of one-half inch. Numbers on residential buildings shall be self-illuminated, internally-illuminated or placed adjacent to a light which is controlled by a photocell and switched only by a breaker so it will

remain illuminated all night. Building numbers shall be a color that clearly contrasts with the color of the background upon which they are placed. Residential building numbers shall be not less than four inches in height and non-residential /commercial building numbers shall be not less than six inches in height. All numbers shall be of proportionate width to the height, shall be made of permanent material, and shall be placed in a manner as to not be easily defaced or removed. (San Anselmo Municipal Code Sections 9-5.03 and 9-5.06).

29. Building plans shall include a green building program description and completed checklist that demonstrate the project shall comply with the applicable Green Building Standards adopted by the Town Council including the green building rating system(s); minimum compliance thresholds; and methods for verification of compliance with the adopted standards. The checklist shall be incorporated onto a separate full-sized plan sheet included with the building plans. A qualified green building rater, if required, shall provide evidence that the project, as indicated by the project plans and green building program description, will achieve the applicable Green Building Standards prior to issuance of a building permit. The green building rating system in effect at the time of building permit submittal shall be that which is applicable to the development project throughout the project construction. During the construction process, alternate green building measures may be substituted, provided that the qualified green building rater or applicable individual provides documentation of the proposed change and the project's continued ability to achieve the Green Building Standards to the Chief Building Official. Prior to final building inspection and occupancy, a qualified green building rater, if required, shall provide evidence that project construction has achieved the required compliance. Where certification through GreenPoint Rated or Leadership in Energy and Environmental Design (LEED) is required and such certification is only available subsequent to occupancy of the completed building, the applicant shall provide documentation of such certification within one (1) year of the date of the final building inspection for the project. (San Anselmo Municipal Code Section 9-19.040)

30. The applicant shall submit a Construction and Demolition Diversion Report to the Building Department prior to final inspection of the project and granting of occupancy. Prior to obtaining any final inspection and grant of occupancy from the Building Department, the person who has obtained a building permit shall pay an Avoided Disposal Regulatory Fee if the Building Official determines that the applicant has not satisfied the diversion requirements. (San Anselmo Municipal Code Section 9-20.02)

31. All permits and/or inspection fees required shall be paid in full prior to final occupancy being granted.

Fire Dept. Standard Conditions of Approval:

32. The project shall comply with the Ross Valley Fire Department Plan Review memorandum for the project. The memo details items required for compliance and required inspections.

33. Final occupancy approval shall not be granted by the Fire Department unless all conditions have been met.

34. Fire Department and Town personnel shall be granted access to private driveways and private roadways in order to enforce applicable ordinances related to fire codes, municipal and penal codes pertaining to maintaining road access for emergency vehicles.

Ross Valley Sanitary District – Standard Conditions of Approval:

35. The project shall comply with all requirements of the Ross Valley Sanitary District prior to project final. Any private sewer lateral may be required to be tested, repaired or replaced prior to project final. Evidence of compliance shall be submitted to the Building Department prior to project final.

Marin Municipal Water District – Standard Conditions of Approval:

36. The applicant shall comply with all requirements of the Marin Municipal Water District (MMWD) for water service prior to project final including compliance with all indoor and outdoor requirements of MMWD District Code Title 13 – Water Conservation.

37. All landscape and irrigation plans must be designed in accordance with the most current Marin Municipal Water District (MMWD) landscape requirements. New construction and rehabilitated (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet. The Code requires a landscape plan, an irrigation plan, and a grading plan. Evidence of compliance (compliance letter or exemption) shall be submitted to the Building Department as part of the building permit review process. Any question regarding the MMWD's current water conservation and landscape Ordinance should be directed to (415) 945-1497 or plancheck@marinwater.org.

38. Indoor plumbing fixtures must meet specific efficiency requirements.

39. Installation of a gray water recycling system is required for all projects that require installation of new water service and existing structures undergoing "substantial remodel" that necessitates an enlarged water service in compliance with MMWD Ordinance No. 429.

40. Backflow protection may be required as a condition of water service.

41. Prior to project final inspection, the applicant shall provide evidence to the Town Building Department that the project has received final approval (or is exempt from review) from the following three MMWD departments: Water Efficient Landscaping, Engineering, and Backflow Prevention.

END OF STANDARD CONDITIONS OF APPROVAL

GENERAL NOTES

1. THE WORK INCLUDED UNDER THIS CONTRACT CONSISTS OF ALL LABOR, MATERIALS, TRANSPORTATION, TOOLS AND EQUIPMENT NECESSARY FOR THE CONSTRUCTION OF THE PROJECT LEAVING ALL WORK READY FOR USE.
2. ALL CONSTRUCTION SHALL CONFORM TO 2016 CALIFORNIA BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, FIRE, AND ENERGY CODES, 2013 ENERGY EFFICIENCY STANDARDS (TITLE 24), AND ANY OTHER LOCAL GOVERNING CODES AND ORDINANCES. IN THE EVENT OF CONFLICT, THE MOST STRINGENT REQUIREMENTS SHALL APPLY.
3. THE PLANS INDICATE THE GENERAL EXTENT OF NEW CONSTRUCTION NECESSARY FOR THE WORK, BUT ARE NOT INTENDED TO BE ALL-INCLUSIVE. ALL DEMOLITION AND ALL NEW WORK NECESSARY TO ALLOW FOR A FINISHED JOB IN ACCORDANCE WITH THE INTENTION OF THE CONSTRUCTION DOCUMENTS ARE INCLUDED REGARDLESS OF WHETHER SHOWN ON THE DRAWINGS OR MENTIONED IN THE NOTES. ALL WORK IS NEW, U.O.N.
4. ANY ERRORS, OMISSIONS OR CONFLICTS FOUND IN THE VARIOUS PARTS OF THE CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER AND THE OWNER FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
5. THE GENERAL CONTRACTOR SHALL MAINTAIN A CURRENT AND COMPLETE SET OF THE CONSTRUCTION DOCUMENTS ON THE JOB SITE DURING ALL PHASES OF CONSTRUCTION FOR USE OF ALL THE TRADES AND SHALL PROVIDE ALL THE SUBCONTRACTORS WITH CURRENT CONSTRUCTION DOCUMENTS AS REQUIRED.
6. THE GENERAL CONTRACTOR SHALL VERIFY AND ASSUME RESPONSIBILITY FOR ALL DIMENSIONS AND SITE CONDITIONS. THE GENERAL CONTRACTOR SHALL INSPECT THE EXISTING PREMISES AND TAKE NOTE OF EXISTING CONDITIONS PRIOR TO SUBMITTING PRICES. NO CLAIM SHALL BE ALLOWED FOR DIFFICULTIES ENCOUNTERED WHICH COULD HAVE REASONABLY BEEN INFERRED FROM SUCH EXAMINATION.
7. WRITTEN DIMENSIONS TAKE PRECEDENCE. DO NOT SCALE DRAWINGS.
8. ALL DIMENSIONS TO AND FROM NEW CONSTRUCTION WHEN SHOWN IN PLAN ARE TO FACE OF STUD, FACE OF CONCRETE, OR CENTERLINE, UNLESS OTHERWISE NOTED.
9. ALL VERTICAL DIMENSIONS ARE TO FACE OF FINISH, OR FINISH FLOOR, UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS NOTED "VERIFY" AND "V.I.F." ARE TO BE CHECKED BY CONTRACTOR PRIOR TO CONSTRUCTION. IMMEDIATELY REPORT ANY VARIANCES TO THE DESIGNER FOR RESOLUTION.
11. INTERIOR WALLS ARE 2X4 WOOD STUDS @ 16" O.C. UNLESS OTHERWISE NOTED AND ALL EXISTING EXTERIOR WALLS ARE 2X4 WOOD STUDS @ 16" O.C. UNLESS OTHERWISE NOTED.
12. CONTRACTOR SHALL PROVIDE ALL SEISMIC BRACING AND HOLD-DOWN CLIPS AS REQUIRED BY CODE FOR ALL SUSPENDED CEILING AND SOFFIT FRAMING CONDITIONS AND FOR ALL MECHANICAL AND ELECTRICAL EQUIPMENT AND FIXTURES.
13. COORDINATE ALL WORK WITH EXISTING CONDITIONS, INCLUDING BUT NOT LIMITED TO: IRRIGATION PIPES, ELECTRICAL CONDUIT, WATER LINES, GAS LINES, DRAINAGE LINES, ETC.
14. PROVIDE ADEQUATE TEMPORARY SUPPORT AS NECESSARY TO ASSURE THE STRUCTURAL VALUE OR INTEGRITY OF THE BUILDING.
15. PROTECT ALL EXISTING BUILDING AND SITE CONDITIONS TO REMAIN INCLUDING WALLS, CABINETS, FINISHES, TREES AND SHRUBS, PAVING, ETC.
16. DETAILS SHOWN ARE TYPICAL. SIMILAR DETAILS APPLY IN SIMILAR CONDITIONS.
17. VERIFY ALL ARCHITECTURAL DETAILS WITH STRUCTURAL, AND DESIGN/BUILD DRAWINGS BEFORE ORDERING OR INSTALLATION OF ANY WORK.
18. WHERE LOCATIONS OF WINDOWS AND DOORS ARE NOT DIMENSIONED, THEY SHALL BE CENTERED IN THE WALL OR PLACED 6" FROM THE ADJACENT WALL AS INDICATED ON THE DRAWINGS.
19. ALL REQUIRED EXITS SHALL BE OPERABLE FROM INSIDE, WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE.
20. ALL CHANGES IN FLOOR MATERIALS OCCUR AT CENTERLINE OF DOOR OR FRAMED OPENING UNLESS OTHERWISE INDICATED ON THE DRAWINGS.
21. INSTALL ALL FIXTURES, EQUIPMENT AND MATERIALS PER MANUFACTURER'S RECOMMENDATIONS.
22. VERIFY CLEARANCES FOR FLUES, VENTS, CHASES, SOFFITS, FIXTURES, ETC. BEFORE ANY CONSTRUCTION, ORDERING OF, OR INSTALLATION OF ANY ITEMS OF WORK.
23. SEALANT, CAULKING AND FLASHING, ETC. LOCATIONS SHOWN ON DRAWINGS ARE NOT INTENDED TO BE INCLUSIVE. FOLLOW MANUFACTURER'S INSTALLATION RECOMMENDATIONS AND STANDARD INDUSTRY AND BUILDING PRACTICES.
24. ALL ROOF DECK PENETRATIONS AND EXTERIOR WALL OPENINGS SHALL BE GUARANTEED BY THE CONTRACTOR TO BE WATER TIGHT FOR A MINIMUM PERIOD OF ONE YEAR AFTER SUBSTANTIAL COMPLETION OF ALL WORK UNDER THIS CONTRACT.
25. THE GENERAL CONTRACTOR SHALL REMOVE ALL RUBBISH AND WASTE MATERIALS OF ALL SUBCONTRACTORS AND TRADES ON A REGULAR BASIS, AND SHALL EXERCISE A STRICT CONTROL OVER JOB CLEANING TO PREVENT ANY DIRECT DEBRIS OR DUST FROM AFFECTING, IN ANY WAY, FINISHED AREAS IN OR OUTSIDE JOB SITE.
26. CONTRACTOR SHALL LEAVE PREMISES AND ALL AFFECTED AREAS CLEAN AND ORDERLY, READY FOR OCCUPANCY. THIS INCLUDES CLEANING OF ALL GLASS (INSIDE AND OUTSIDE) AND FRAMES, BOTH NEW AND EXISTING.
27. INSTALL SMOKE DETECTORS IN ACCORDANCE WITH THE SPECIFICATIONS AND IN CONFORMANCE WITH LOCAL FIRE MARSHAL REQUIREMENTS.
28. ALL EXTERIOR DOORS AND WINDOWS ARE TO BE WEATHER STRIPPED PER ENERGY CODE REQUIREMENTS, UNLESS OTHERWISE NOTED IN DOOR DETAILS.
29. GLASS SUBJECT TO HUMAN IMPACT SHALL BE OF SAFETY GLAZING MATERIAL TO MEET STATE AND FEDERAL REQUIREMENTS.
30. ANY SURVEY MONUMENTS WITHIN THE AREA OF CONSTRUCTION SHALL BE PRESERVED OR RESET BY A REGISTERED CIVIL ENGINEER OR A LICENSED LAND SURVEYOR.
31. PROVIDE SHOP DRAWINGS FOR ALL MILLWORK, METAL WORK AND CUSTOM ITEMS.
32. CONTRACTOR IS RESPONSIBLE FOR REVIEWING AND COMPLYING WITH REQUIREMENTS OF SOIL REPORT AS PREPARED BY GEOTECHNICAL ENGINEER.
33. ALL RECESSED LIGHT FIXTURES INSTALLED IN DIRECT CONTACT WITH INSULATION TO BE IC RATED.
34. DURING CONSTRUCTION, PROVIDE ON SITE A MINIMUM 2A RATED FIRE EXTINGUISHER.

HEATH
RESIDENCE

SAN ANSELMO, CA

PROJECT STATISTICS

PROJECT ADDRESS:
75 JONES ST

A.P.N.:
XXX-XXX-XX (NEW APN WILL BE ESTABLISHED UPON FINAL SUBDIVISION OF LOT 007-238-11)

ZONING:
SPECIAL PLANNING ZONE

OCCUPANCY
R-3 (GARAGE IS "U")

NUMBER OF STORIES:
1 EXISTING, 2 PROPOSED

HEIGHT (ABOVE AVERAGE GRADE AT STRUCTURE FOOTPRINT):
EXISTING 21'-3 3/8"±
PROPOSED 20'-0"±

LOT AREA:
8,900 SQ FT

AVERAGE SLOPE AT BLDG FOOTPRINT:
0%

CONSTRUCTION TYPE:
TYPE V NON-RATED

APPLICABLE CODES:
- 2016 CA BUILDING, RESIDENTIAL, MECHANICAL, ELECTRICAL, PLUMBING, FIRE, ENERGY AND GREEN BUILDING STANDARDS CODES

PROJECT DESCRIPTION:

REMODEL EXISTING WOOD FRAMED, SINGLE STORY COMMERCIAL STRUCTURE WITH SLAB ON GRADE FOUNDATION. REMOVE EXISTING VAULTED ROOF AND ADD 2ND STORY ABOVE EXISTING FIRST FLOOR. BUILD NEW PROPERTY LINE FENCE ALONG NEWLY ESTABLISHED PROPERTY LINE FROM SUBDIVISION (SEE SEPARATE APPLICATION).

SETBACKS:	EXISTING	PROPOSED
FRONT YARD	50'-8"	46'-3"
SIDE YARD (SOUTH)	8'-3"	NO CHANGE
SIDE YARD (NORTH)	12'-6"	NO CHANGE
REAR YARD	4'-1 1/2"	NO CHANGE

GROSS BUILDING AREAS:

LOT COVERAGE

BUILDING FOOTPRINT	1594	1594 + 82 SQ FT PORCH
TOTAL LOT COVERAGE	27%	28.4%

HARDSCAPE / LANDSCAPE AREAS: SEE A1.1 EXISTING SITE PLAN AND A1.2 PROPOSED SITE PLAN

FLOOR AREA RATIO

	EXISTING	PROPOSED	HIGH CEILINGS
1ST FLOOR	1594	1594	
2ND FLOOR	-	764	
AREAS COUNTED 2X DUE TO CEILING HEIGHT			*364*
TOTAL	1594	2358	2722
FAR	27.0%	39.96%	46.13%

DRAWING INDEX

A0.0 COVER SHEET
A0.1 SHADE STUDIES
A0.2 RENDERINGS
A0.3 RENDERINGS
A0.4 MATERIALS
A0.5 SITE PHOTOS AND STORY POLE PLAN

ARCHITECTURAL
A1.0 SITE PLAN W/ ADJACENT PROPERTIES
A1.1 EXISTING SITE PLAN
A1.2 PROPOSED SITE PLAN
A1.3 STREET ELEVATIONS
A2.0 EXISTING AND DEMO PLANS
A2.1 PROPOSED FRAMING PLANS
A2.2 PROPOSED FLOOR PLANS
A2.3 PROPOSED CEILING PLANS
A2.4 PROPOSED ROOF PLANS
A3.0 ELEVATIONS
A3.1 ELEVATIONS
A4.0 SECTIONS
A4.1 SECTIONS
A4.2 SECTIONS

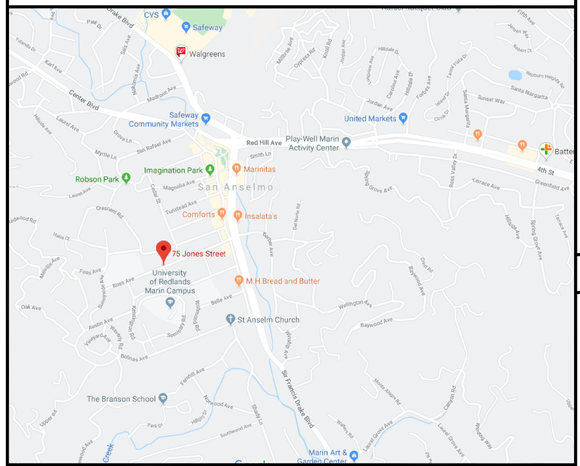
PROJECT DIRECTORY

OWNERS
ERIN HEATH & JIM RIVERA
101 ROSS AVE
SAN ANSELMO, CA 94960
T 510.456.8443

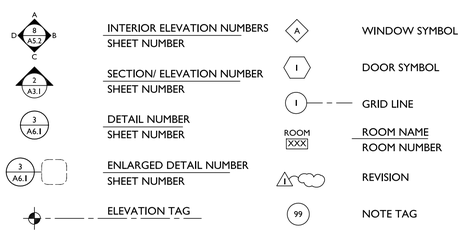
DESIGNER
FIELD ISSUE DESIGN
430 HYDE ST NO 503
SAN FRANCISCO, CA 94109
T 646.599.3218
CONTACT: LUKE CLARK TYLER

SITE SURVEYOR
DMG ENGINEERING
1539 FOURTH ST
SAN RAFAEL, CA 94901
T 415.457.6547
CONTACT: JAY HALLBERG

VICINITY MAP



SYMBOLS



FIELDISSUEDESIGN
+ ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 • SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK TYLER
C-38716
08-31-2023
RENEWAL DATE
STATE OF CALIFORNIA

HEATH RESIDENCE
75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

PROJECT NO: 19101

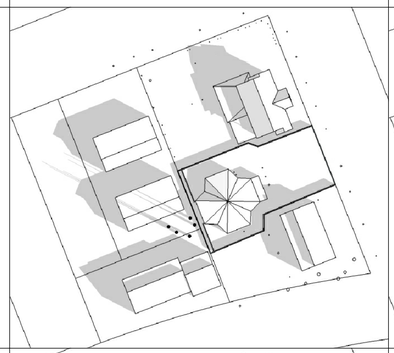
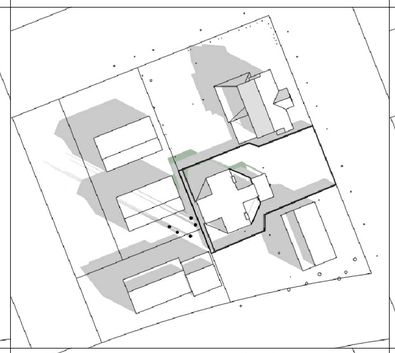
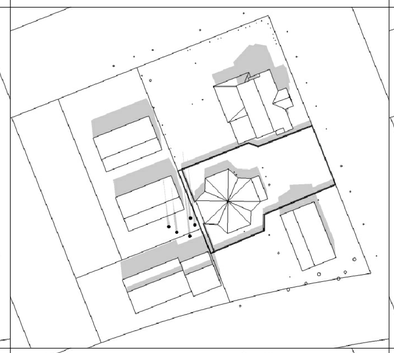
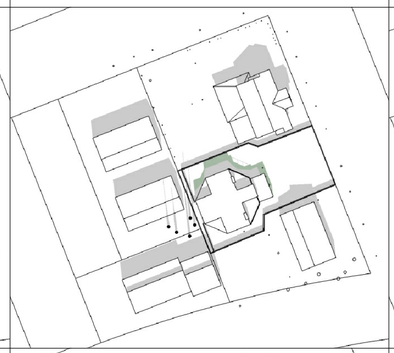
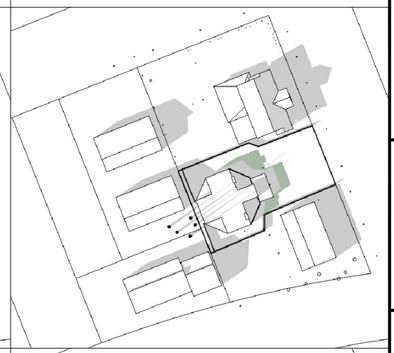
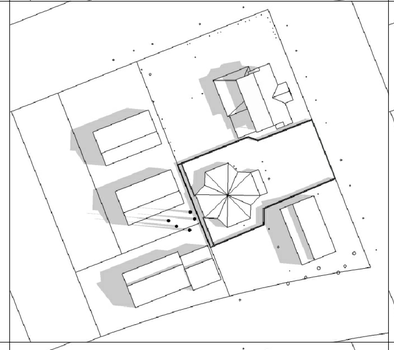
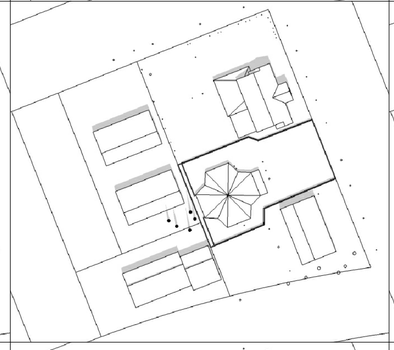
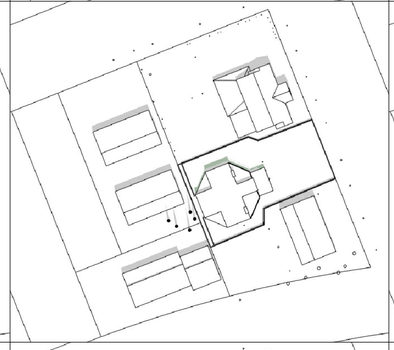
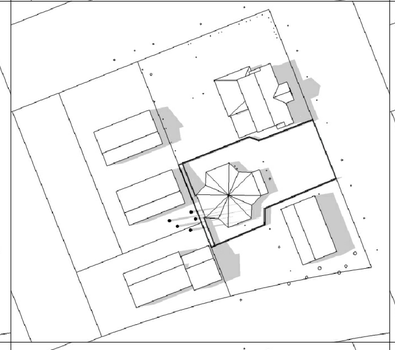
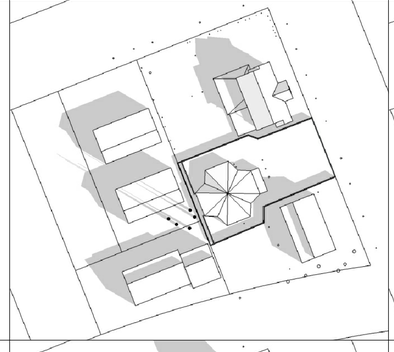
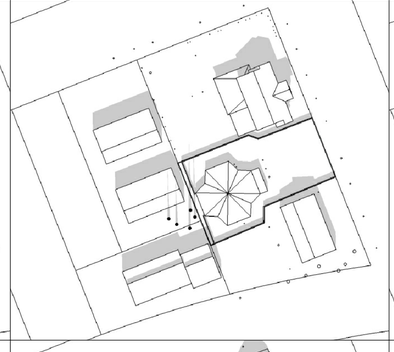
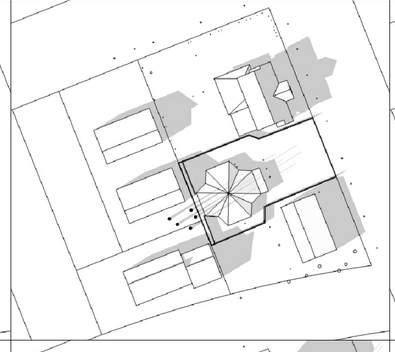
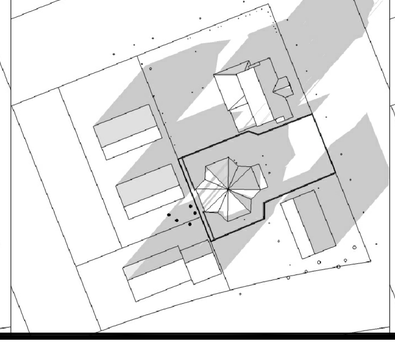
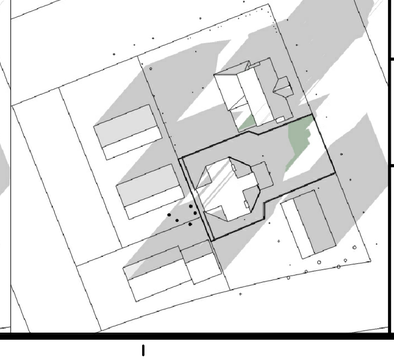
DATE	ISSUE
11/26/2019	DESIGN REVIEW
8/21/2020	PERMIT SUBMITTAL
11/15/2021	PLANNING COMMISSION

COVER PAGE

SCALE : N/A

A0.0

SHADE STUDIES

	9 AM		12 PM		3 PM	
	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED
SPRING						
SUMMER						
FALL						
WINTER						

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

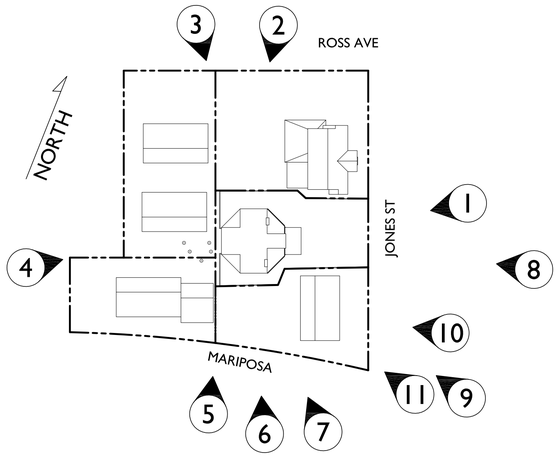
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

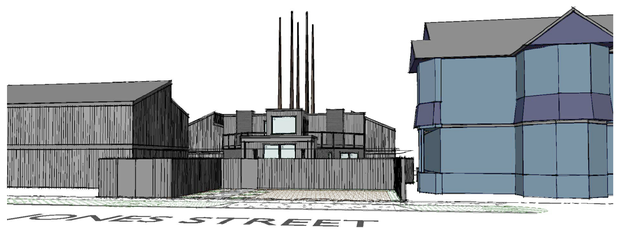
SHADE STUDIES

SCALE : N/A

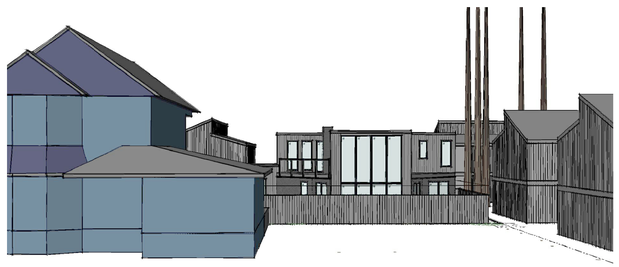
A0.1



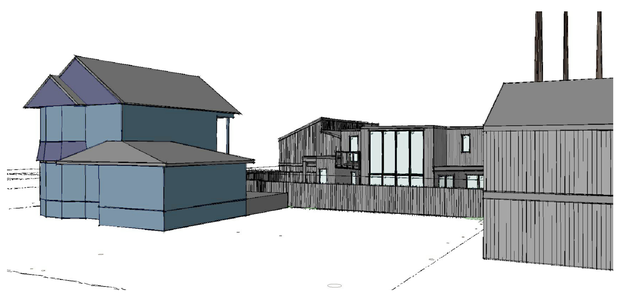
1



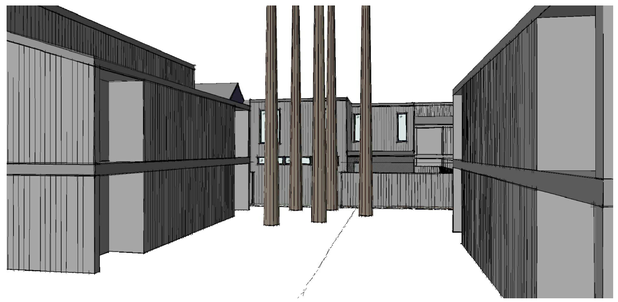
2



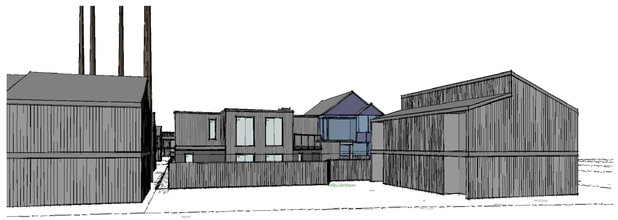
3



4



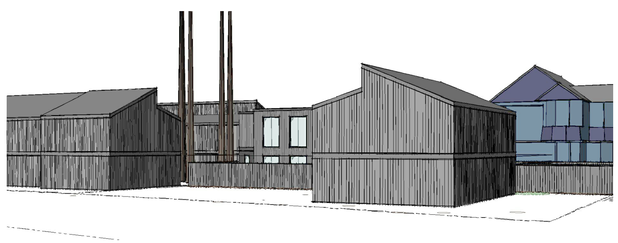
5



6



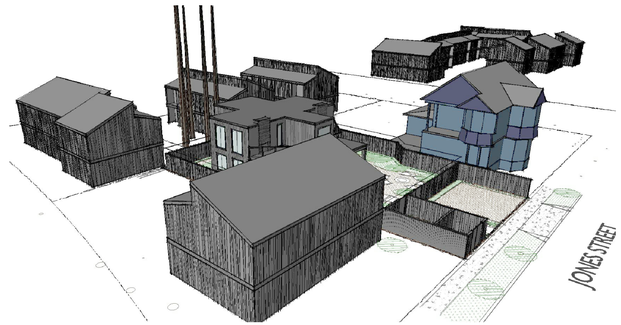
7



8



9



10



11



FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

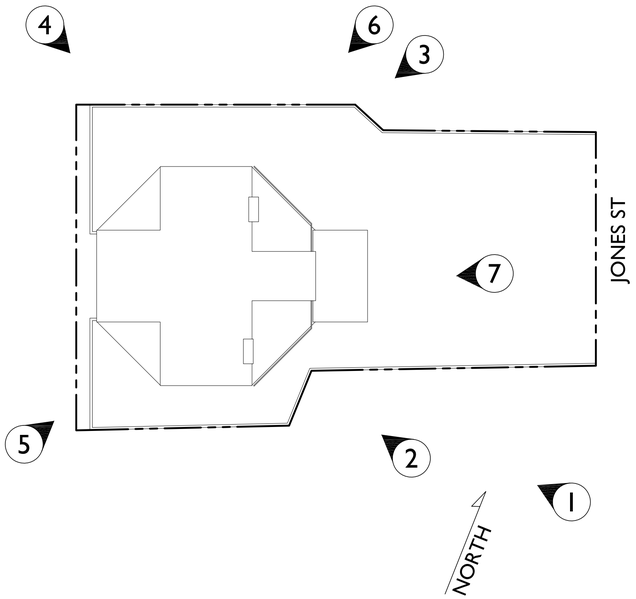
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

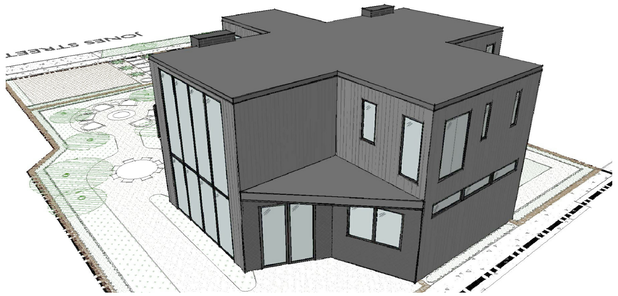
RENDERINGS

SCALE : N/A

A0.2



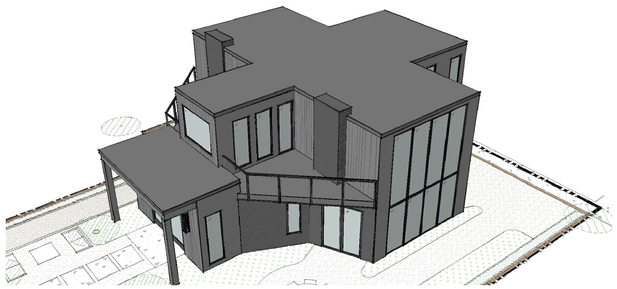
4



7



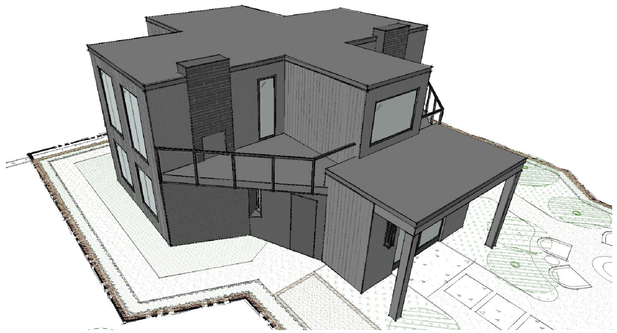
3



6



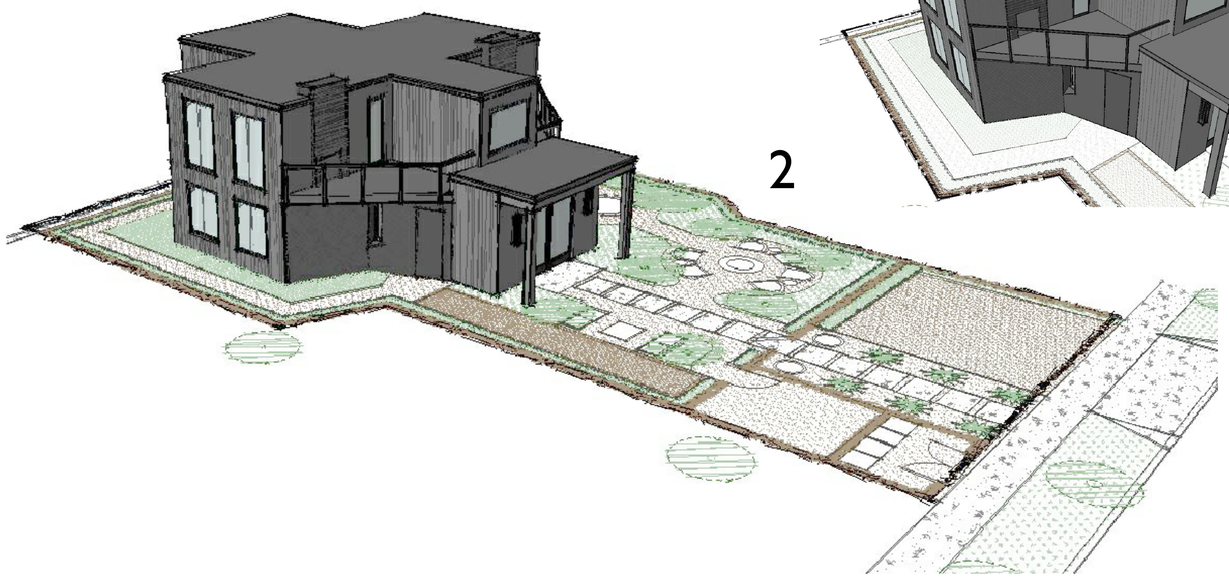
2



5



1



FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

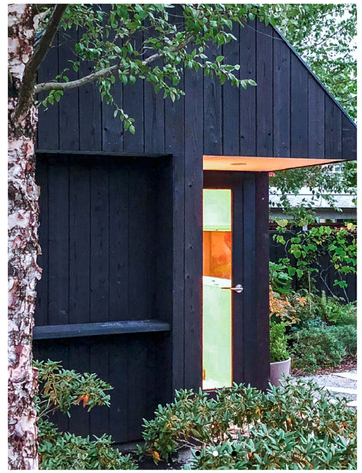
DATE	ISSUE
11/26/2019	DESIGN REVIEW

RENDERINGS

SCALE : N/A

A0.3



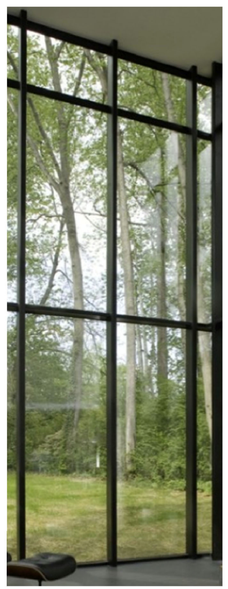


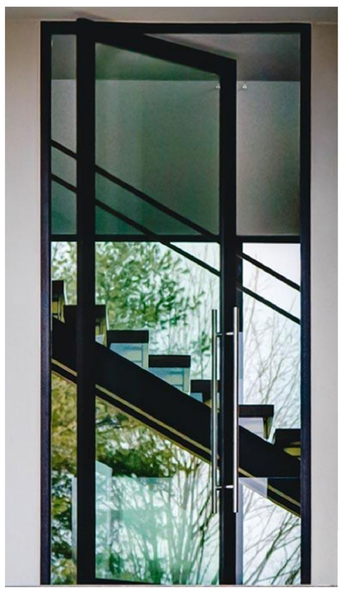
Yakisugi Introduction

Yakisugi (often mispronounced as “shou sugi ban”) is a traditional Japanese wall and ceiling cladding made exclusively from cypress and intensely burned as a preservative heat treatment. The heat treatment improves siding longevity by preventing decay and insect infestation, makes the planks more dimensionally stable, and improves fire retardancy. Yakisugi is a maintenance-optional exterior wood siding, either re-oiled periodically to slow down the weathering process, or simply replaced after it’s lifetime is reached.

By weight wood is mostly structural lignin, with the balance hemi-cellulose carbohydrates that are food for fungi and insects. Heat treatment of yakisugi burns off the cellulose, minimizing rot and infestation. The heat treatment also case hardens the planks, and in combination with air drying, reduces dimensional movement in severe weather exposure. The soot layer increases the temperature threshold needed for combustion, dramatically reducing flame spread. The hydrophobic soot layer and hardened surface slow down weathering, making it maintenance-optional.

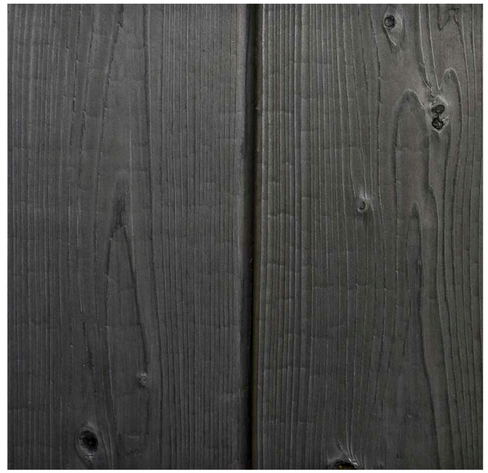






DARK NARROW FRAMED DOORS AND WINDOWS

DARK CHARRED WOOD EXTERIOR



DARK PORCELAIN EXTERIOR ACCENTS



DARK METAL FRAMED GLASS RAILS



CONCRETE PAVERS





TILE AT ROOF DECKS



RESIN BOUND PARKING AREA

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 - SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE
75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

MATERIALS

SCALE : N/A

A0.4















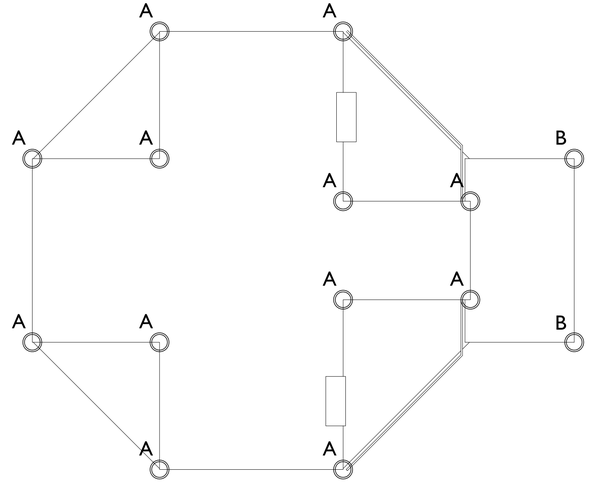


STORY POLE PLAN:

POLE A: 20' ABOVE GRADE

POLE B: 12' ABOVE GRADE

NOTE - REFER TO FRAMING PLAN FOR POLE LOCATION DIMENSIONS



FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 - SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

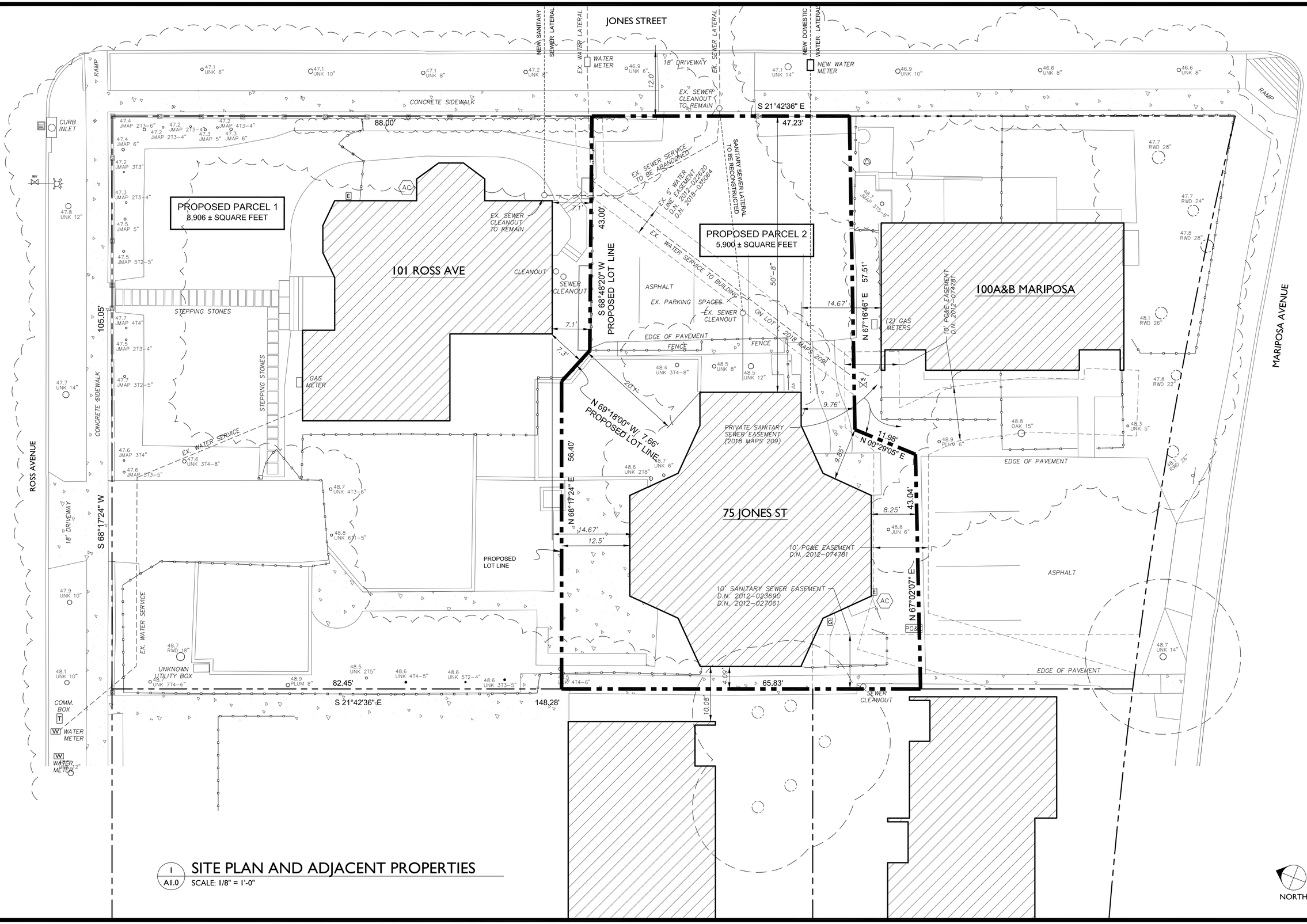
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

SITE PHOTOS & STORY POLE PLAN

SCALE : N/A

A0.5



1 / A1.0 SITE PLAN AND ADJACENT PROPERTIES

SCALE: 1/8" = 1'-0"

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

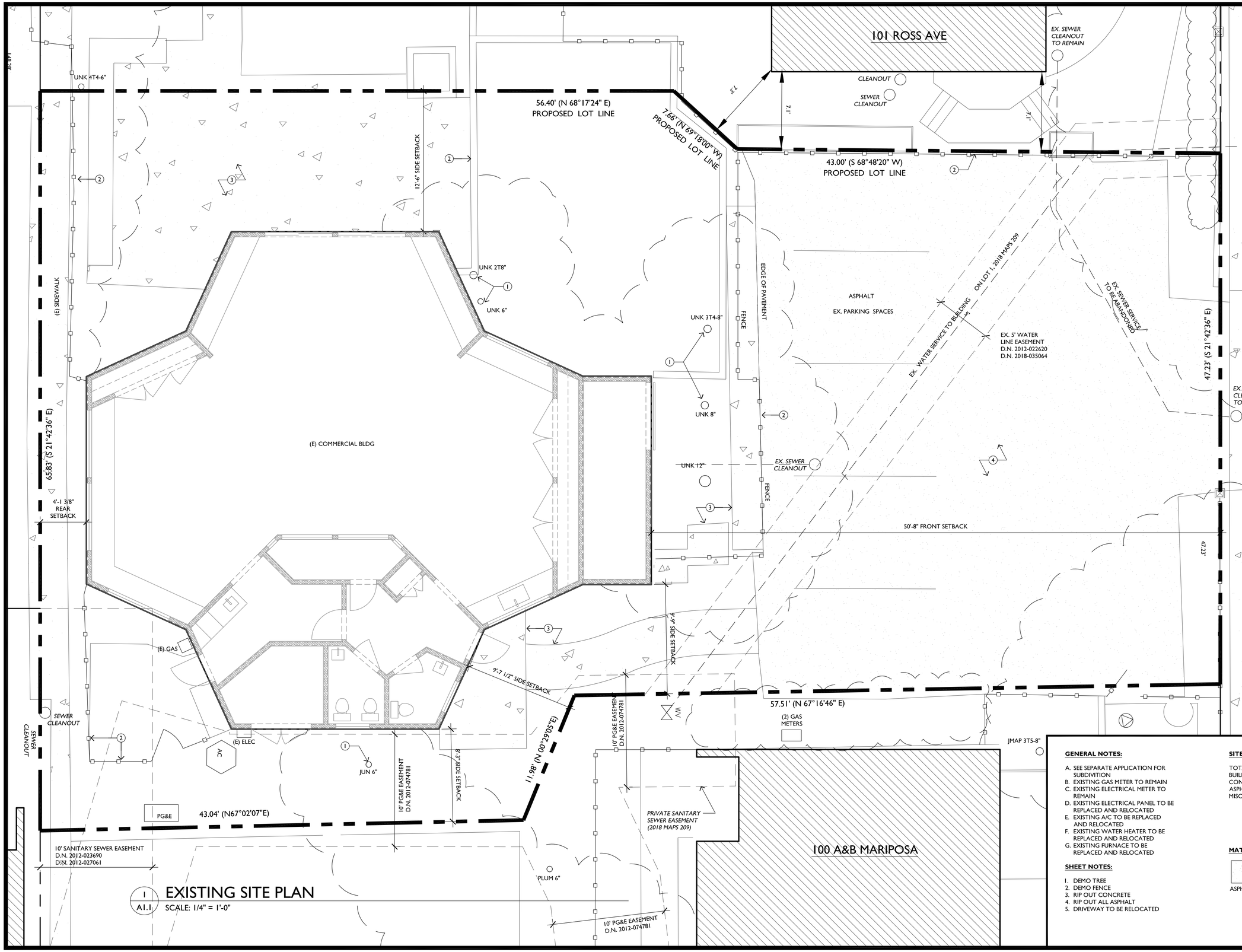
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

SITE PLAN AND ADJACENT PROPERTIES

SCALE : 1/8" = 1'-0"

A1.0



1 A1.1 EXISTING SITE PLAN
SCALE: 1/4" = 1'-0"

GENERAL NOTES:

A. SEE SEPARATE APPLICATION FOR SUBDIVITION
B. EXISTING GAS METER TO REMAIN
C. EXISTING ELECTRICAL METER TO REMAIN
D. EXISTING ELECTRICAL PANEL TO BE REPLACED AND RELOCATED
E. EXISTING A/C TO BE REPLACED AND RELOCATED
F. EXISTING WATER HEATER TO BE REPLACED AND RELOCATED
G. EXISTING FURNACE TO BE REPLACED AND RELOCATED

SHEET NOTES:

1. DEMO TREE
2. DEMO FENCE
3. RIP OUT CONCRETE
4. RIP OUT ALL ASPHALT
5. DRIVEWAY TO BE RELOCATED

SITE AREA CALCS:

TOTAL LOT SIZE:	5,900 SQ FT
BUILDING FOOTPRINT:	1615 SQ FT
CONCRETE PATHWAYS:	866 SQ FT
ASPHALT PARKING AREA:	1842 SQ FT
MISC. PERMEABLE:	1577 SQ FT

MATERIALS:

ASPHALT CONCRETE

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

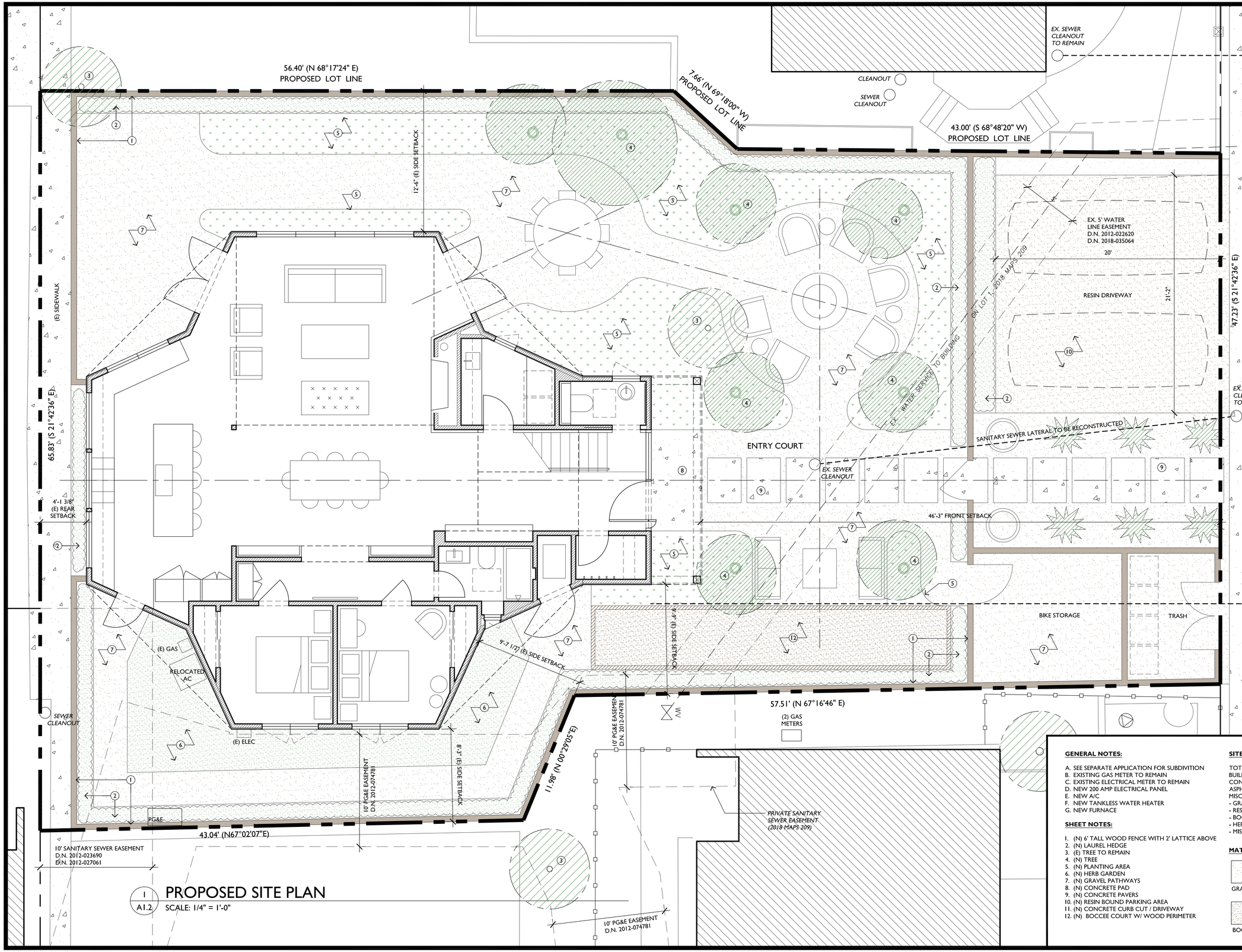
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

EXISTING SITE PLAN

SCALE : 1/4" = 1'-0"

A1.1



1 PROPOSED SITE PLAN
A1.2 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

A. SEE SEPARATE APPLICATION FOR SUBDIVITION
B. EXISTING GAS METER TO REMAIN
C. EXISTING ELECTRICAL METER TO REMAIN
D. NEW 200 AMP ELECTRICAL PANEL
E. NEW A/C
F. NEW TANKLESS WATER HEATER
G. NEW FURNACE

SHEET NOTES:

1. (N) 6' TALL WOOD FENCE WITH 2' LATTICE ABOVE
2. (N) LAUREL HEDGE
3. (E) TREE TO REMAIN
4. (N) TREE
5. (N) PLANTING AREA
6. (N) HERB GARDEN
7. (N) GRAVEL PATHWAYS
8. (N) CONCRETE PAD
9. (N) CONCRETE PAVERS
10. (N) RESIN BOUND PARKING AREA
11. (N) CONCRETE CURB CUT / DRIVEWAY
12. (N) BOCCEE COURT W/ WOOD PERIMETER

SITE AREA CALCS:

TOTAL LOT SIZE:	5,900 SQ FT	
BUILDING FOOTPRINT:	1615 SQ FT	
CONCRETE PATHWAYS:	369 SQ FT	*(WAS 866)*
ASPHALT:	0 SQ FT	*(WAS 1842)*
MISC. PERMEABLE:	3916 SQ FT	*(WAS 1577)*
- GRAVEL	1750 SQ FT	
- RESIN BOUND PARKING	423 SQ FT	
- BOCCE COURT	181 SQ FT	
- HERB GARDEN	224 SQ FT	
- MISC. PLANTING AREA	1338 SQ FT	

MATERIALS:

GRAVEL · CONCRETE · HERB · BOCCE · HEDGE · PLANTING

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

JONES ST

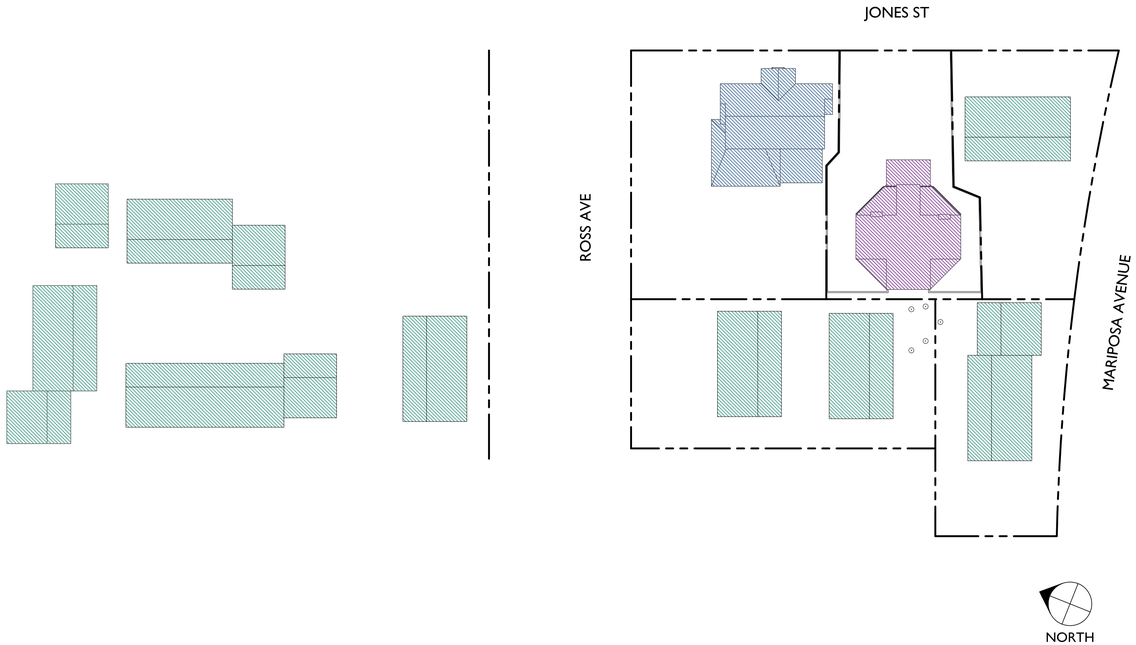
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

PROPOSED SITE PLAN

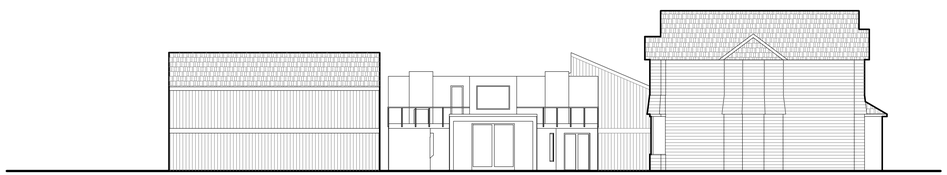
SCALE : 1/4" = 1'-0"

A1.2

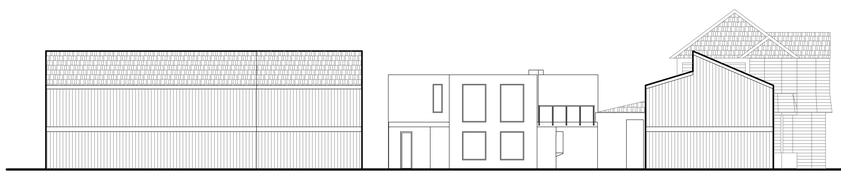




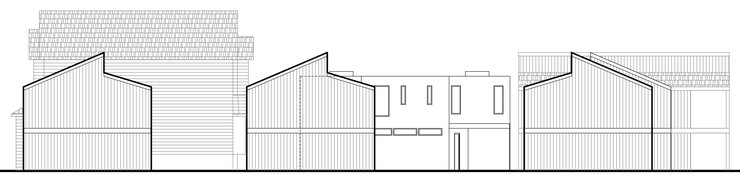
7 A1.3 CONTEXT
SCALE: NTS



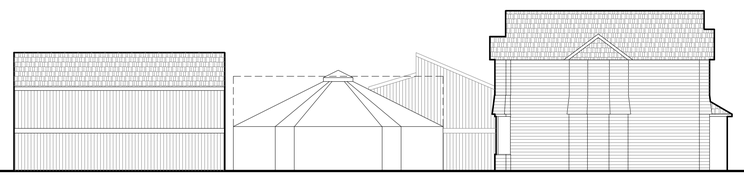
6 A1.3 STREET ELEVATION - PROPOSED
SCALE: 1/16" = 1'-0"



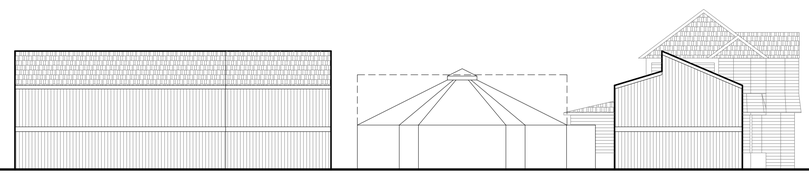
5 A1.3 STREET ELEVATION - PROPOSED
SCALE: 1/16" = 1'-0"



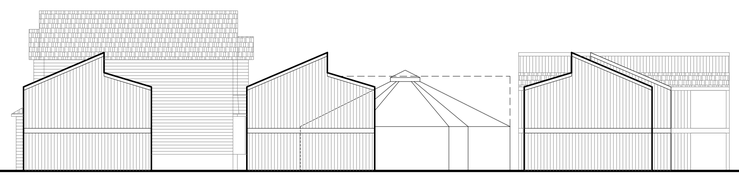
4 A1.3 STREET ELEVATION - PROPOSED
SCALE: 1/16" = 1'-0"



3 A1.3 STREET ELEVATION - EXISTING
SCALE: 1/16" = 1'-0"



2 A1.3 STREET ELEVATION - EXISTING
SCALE: 1/16" = 1'-0"



1 A1.3 STREET ELEVATION - EXISTING
SCALE: 1/16" = 1'-0"

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

HEATH RESIDENCE
75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

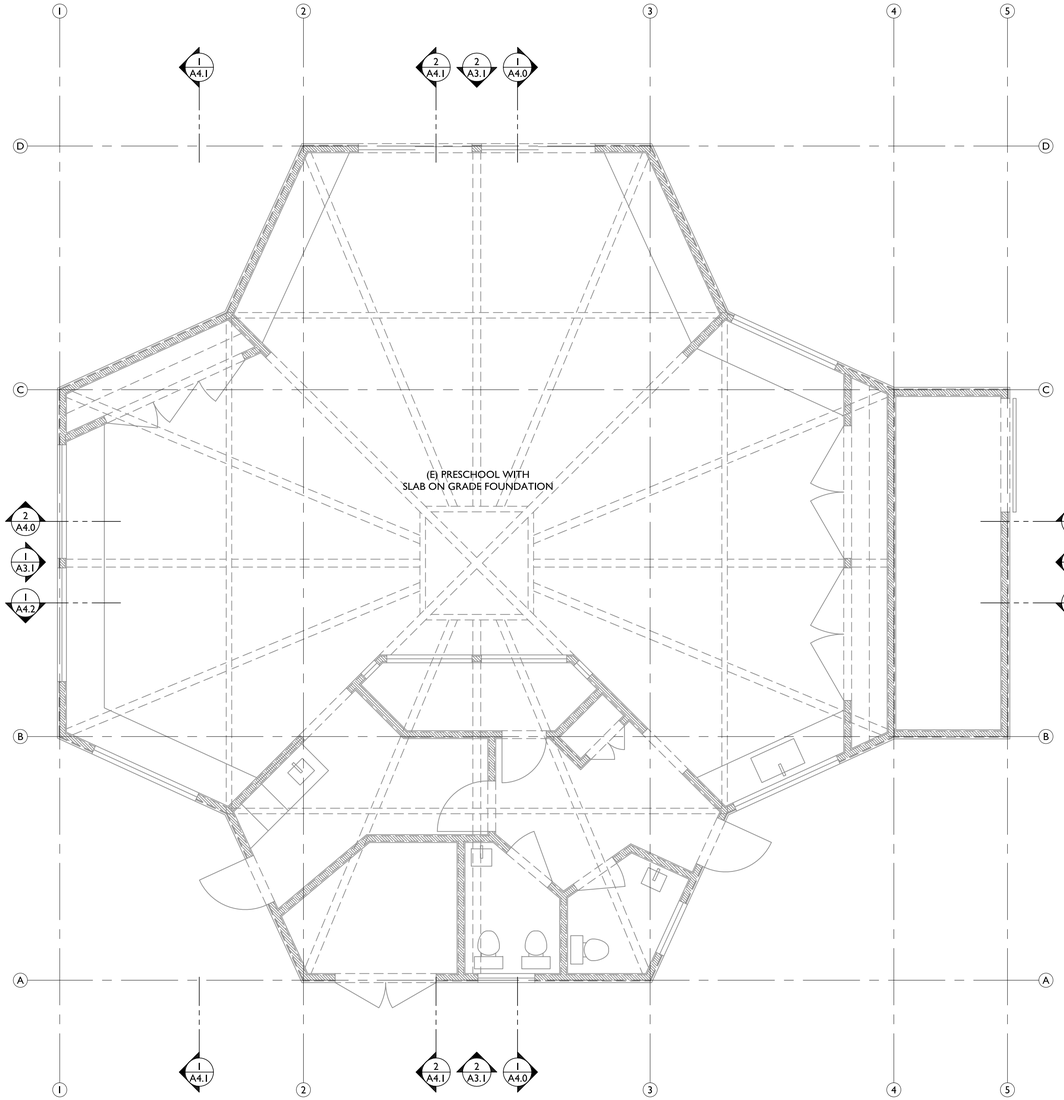
DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

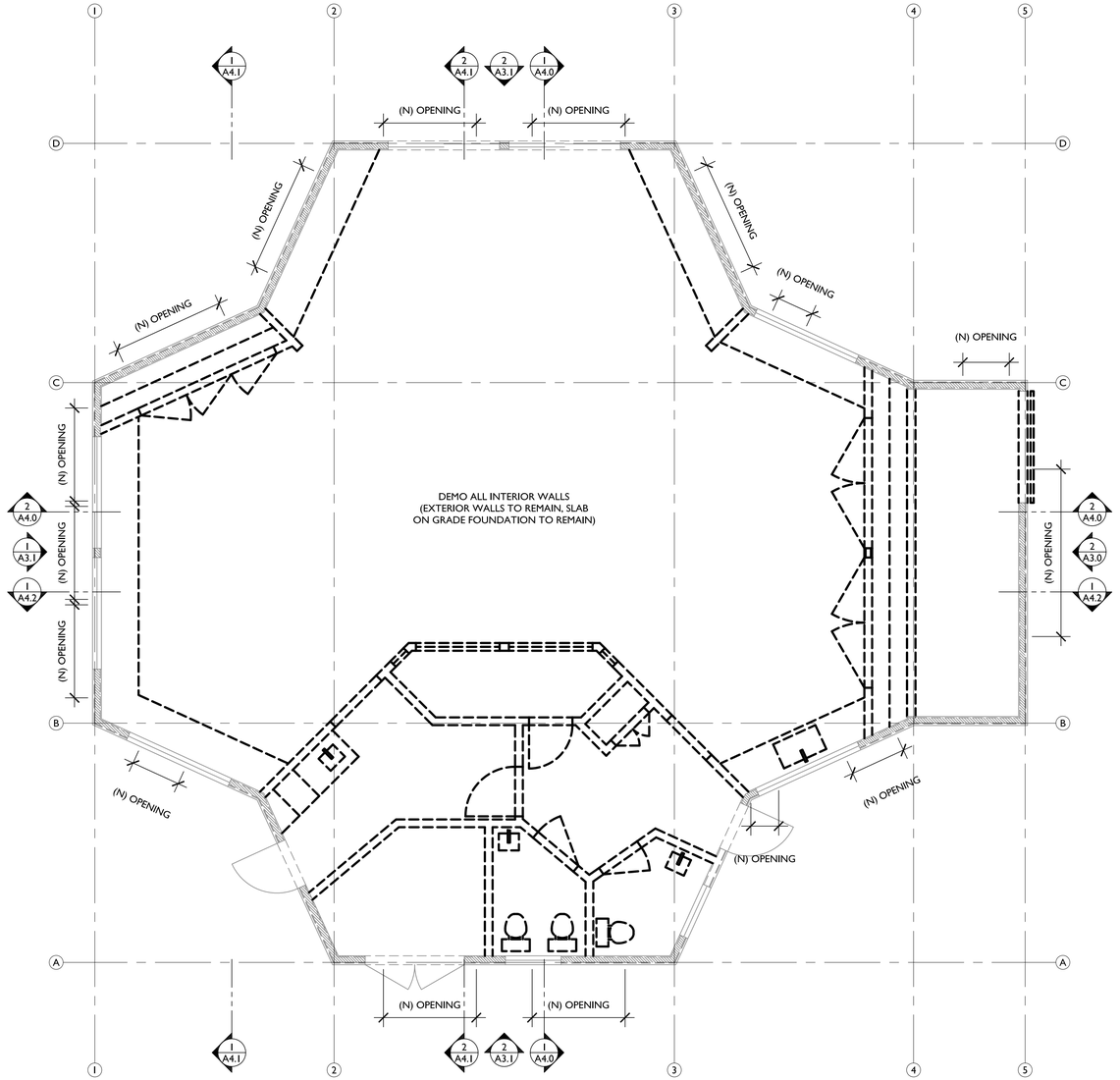
STREET ELEVATIONS

SCALE : AS NOTED

A1.3



1 A2.0 EXISTING FLOOR PLAN
SCALE: 1/4" = 1'-0"



2 A2.0 DEMO FLOOR PLAN
SCALE: 1/4" = 1'-0"

NORTH

ORIGINAL DESIGN REVIEW SUBMITTAL
11/26/2019

LEGEND

- EXISTING WALL TO BE DEMOLISHED
- EXISTING WALL TO REMAIN

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 - SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

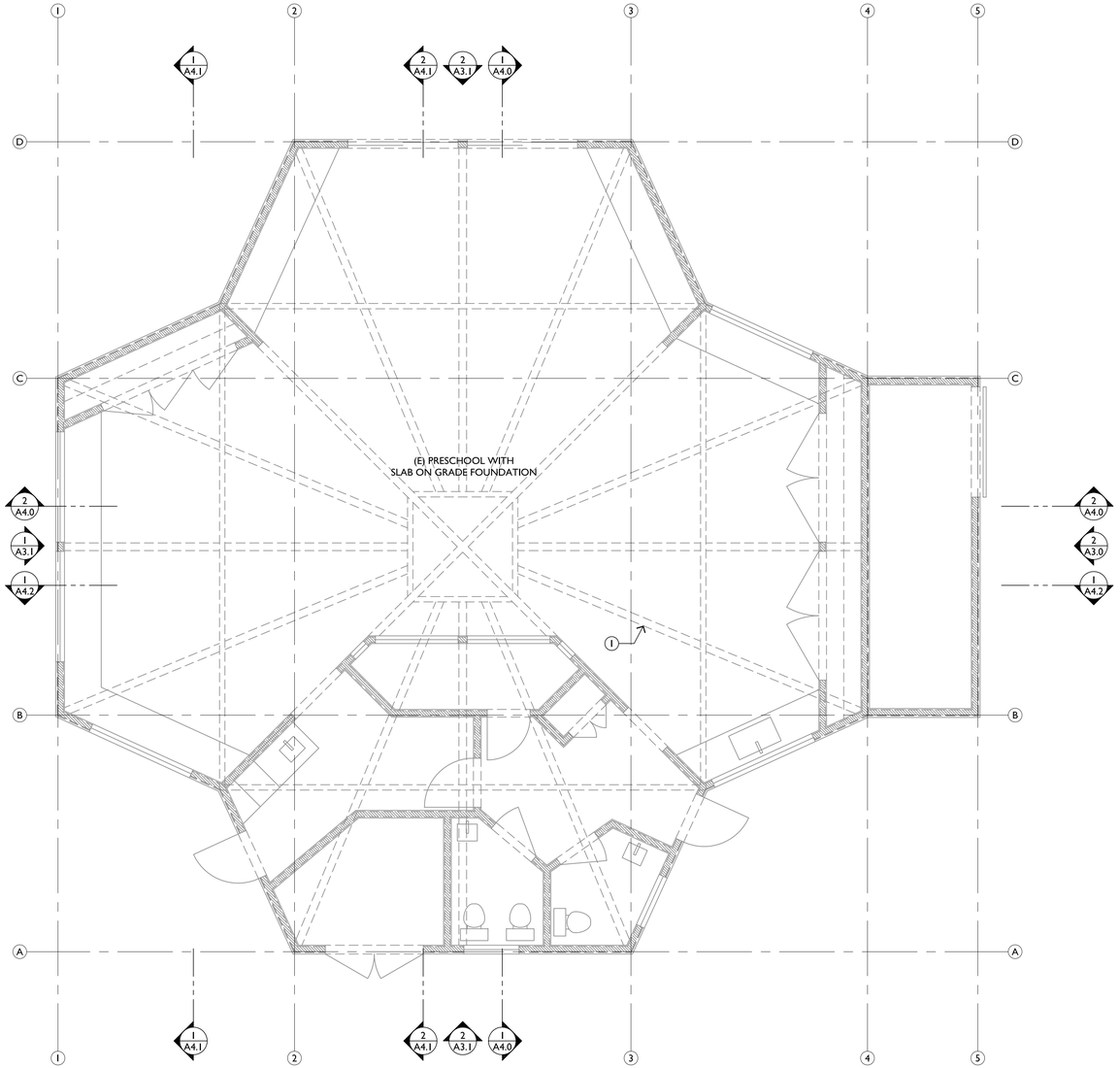
HEATH RESIDENCE
75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

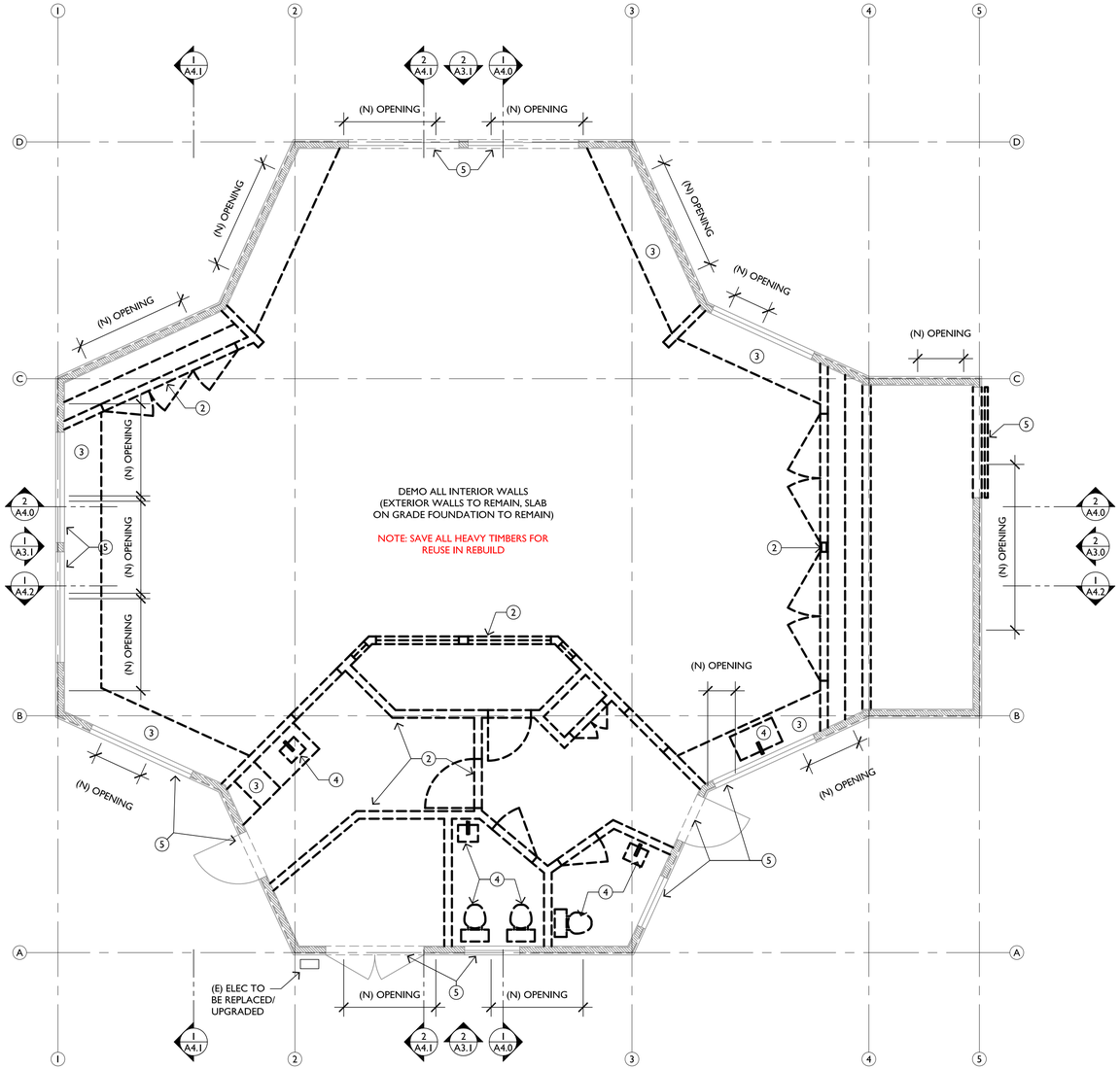
DATE	ISSUE
11/26/2019	DESIGN REVIEW

EXISTING AND DEMO PLANS
SCALE : 1/4" = 1'-0"

A2.0



1 / A2.0 EXISTING FLOOR PLAN
SCALE: 1/4" = 1'-0"



2 / A2.0 DEMO FLOOR PLAN
SCALE: 1/4" = 1'-0"

NORTH

ORIGINAL PERMIT SUBMITTAL
8/21/2020

GENERAL NOTES:

A. SEE STRUCTURAL PLANS FOR MORE INFO ON DEMO
B. (E) GAS METER TO REMAIN
C. (E) WATER METER TO REMAIN
D. (E) ELEC PANEL TO BE REPLACED
E. (E) MECHANICAL SYSTEM TO BE REPLACED
F. (E) CONCRETE SLAB TO REMAIN, PROTECT DURING CONSTRUCTION

SHEET NOTES:

1. SAVE ALL HEAVY TIMBERS
2. REMOVE (E) WALL
3. REMOVE (E) CABINETRY
4. REMOVE (E) PLUMBING (SINK / TOILET)
5. REMOVE (E) DOOR / WINDOW

LEGEND

- EXISTING WALL TO BE DEMOLISHED
- EXISTING WALL TO REMAIN

FIELDISSUED**DESIGN**+ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK KLEIN
C-38716
08 - 31 - 2021
RENEWAL DATE
STATE OF CALIFORNIA

HEATH - RIVERA RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

PROJECT NO: 19101

DATE	ISSUE
08/21/2020	PERMIT SUBMITTAL

EXISTING AND DEMO PLANS

SCALE : 1/4" = 1'-0"

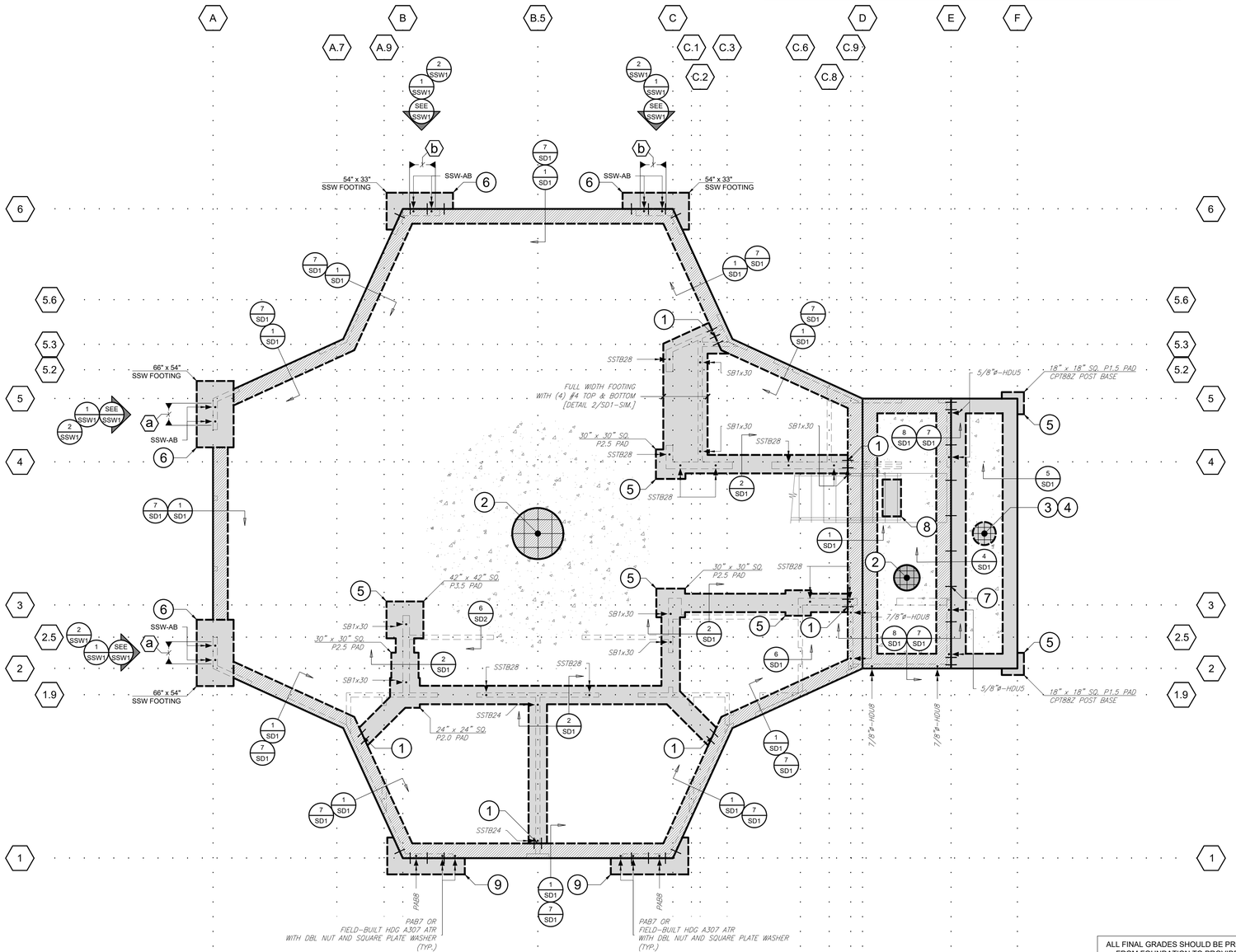
A2.0

Copyright ©2005 Hogan Land Services, Inc. This drawing is in instrument of service and is the sole property of Hogan Land Services, Inc. Any use of this drawing without written consent by Hogan Land Services, Inc. is prohibited.

ALL FASTENERS (i.e. NAILS, SCREWS, BOLTS, LAGS, ETC.), AND HARDWARE (i.e. HANGERS, CONNECTOR, CLIPS, ETC.), USED FOR EXTERIOR ASSEMBLIES EXPOSED TO WEATHER SHALL BE AT A MINIMUM, PROVIDED HOT-DIP GALVANIZED, STAINLESS STEEL, SILICON BRONZE, OR COPPER, AND BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS, RECOMMENDATIONS, AND TOLERANCES.
ALL EXPOSED WOOD FRAMING SHALL BE EXTERIOR GRADE LUMBER, PRESSURE TREATED, OR OF A NATURALLY DURABLE MATERIAL.

ALL WATERPROOFING MEASURES AND FLASHING METHODS SHALL BE DETERMINED AND PROVIDED BY OTHERS.

ALL MECHANICAL & EPOXY ANCHORS ARE SUBJECT TO SPECIAL INSPECTIONS. REFER TO THE APPROVED STATEMENT OF SPECIAL INSPECTIONS AND THE GENERAL NOTES ON SHEET S-CS.



ORIGINAL STRUCTURAL SUBMITTAL 8/21/2020

THE CONFIGURATION OF THE EXISTING FOUNDATION SYSTEM IS ASSUMED BASED UPON INFORMATION PROVIDED TO THIS OFFICE. ALL DIMENSIONS AND FRAMING ELEMENTS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO DEMOLITION WORK, FURNISHMENT, AND INSTALLATION OF NEW STRUCTURAL ELEMENTS, THROUGH UTILIZATION OF A PACHOMETER TEST PERFORMED BY A QUALIFIED FIRM.
IF THE EXISTING FOUNDATION ELEMENTS ARE DISCOVERED TO BE CONTRARY TO WHAT IS SHOWN ON THIS PLAN, THE CONTRACTOR SHALL IMMEDIATELY CALL HOGAN LAND SERVICES TO CONFIRM ADEQUACY OF THE STRUCTURAL SYSTEM.

A FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

FOUNDATION NOTES

1. FOOTINGS SHALL BE SEATED AT 12" BELOW GRADE AND BEAR ON UNDISTURBED IN-SITU SOIL OR CERTIFIED ENGINEERED FILL OR 12" BELOW INTERIOR GRADE WHICHEVER IS DEEPER, PROJECT ENGINEER TO DETERMINE FINAL DEPTH OF FOOTING AT TIME OF EXCAVATION.
2. ALL HOLDOWN ANCHORS SHALL BE TIED IN PLACE PRIOR TO PRE-POUR FOUNDATION REINFORCEMENT INSPECTION. ALL ANCHOR BOLTS SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
3. PRIOR TO CONTRACTOR REQUESTING A BUILDING DEPARTMENT FOUNDATION INSPECTION, THE SOILS ENGINEER, SHALL ADVISE THE BUILDING OFFICIAL IN WRITING THAT:
   3.1. THE BUILDING PAD WAS PREPARED AND COMPACTED IN ACCORDANCE WITH THE SOILS REPORT AND SPECIFICATIONS.
   3.2. THE UTILITY TRENCHES HAVE BEEN PROPERLY BACKFILLED AND COMPACTED.
   3.3. THE FOUNDATION AND PIER EXCAVATION, DEPTH, AND MATERIAL COMPLY WITH THE SOILS REPORT AND APPROVED PLANS.

SHEET KEYNOTES		REF.
1	NEW-TO-EXISTING FOOTING DOWELING INTERFACE: PROVIDE NEW #4 REINFORCING DOWEL AT TOP & BOTTOM OF FOOTING ELEMENTS WITH SIMPSON SET-XP OR 3G EPOXY ADHESIVE WITH MINIMUM EMBEDMENT OF 6 INCHES INTO THE EXISTING AND 12 INCHES MINIMUM OF LAP INTO THE NEW RESPECTIVE FOUNDATION ELEMENTS.	9 / S0.1
2	EXISTING 4" CONCRETE SLAB WITH #3 BARS @ 18" O.C. PER RECORD DRAWINGS, AS VERIFIED IN THE FIELD.	
3	NEW CONCRETE SLAB ELEMENT: 4" THICK SLAB WITH 8" THICKENED EDGE. #4 REINFORCING BARS @ 18" O.C. EACH WAY, SET AT MID-HEIGHT OF SLAB. CAST SLAB OVER 5" CRUSHED, COMPACTED GRAVEL.	
4	PROVIDE CRACK CONTROL PER PLAN DETAIL. PRACTICE METHODS AND MEASURES AS DETERMINED AND PROVIDED BY OTHERS, U.O.N. OR APPROVED.	7 / S0.1
5	ALIGN EXPANDED FOOTING ELEMENT WITH BEARING SUPPORT ABOVE AS VERIFIED IN THE FIELD BY THE CONTRACTOR. REFER TO PAD FOOTING SCHEDULE.	9 / SD1
6	EXPAND EXISTING PERIMETER FOUNDATION TO FACILITATE NEW PAD FOOTING AT SIMPSON SSW STRONG WALL ELEMENT.	1 / SD5
7	INSTALL #4 REINFORCING DOWELS WITH 6" MINIMUM EMBEDMENT @ 48" O.C. AT NEW-TO-EXISTING SLAB INTERFACE. INSTALL WITH SIMPSON SET-XP OR 3G EPOXY CONSTRUCTION ADHESIVE.	9 / S0.1
8	PAD FOOTING AND ANCHORAGE AT PRE-FABRICATED STAIR ASSEMBLY BY OTHERS AS VERIFIED IN THE FIELD. REFER TO THE ARCHITECTURAL DRAWINGS.	3 / SD1
9	PROVIDE RETROFIT FOOTING AT NEW HOLDOWN ANCHORAGE PER PLAN.	2 / SD5

PAD FOOTING SCHEDULE

TYPE	SPECIFICATION
P1.5	18"-SQUARE x 12" THICK W/ (2)-#4 BARS EACH WAY, TOP AND BOTTOM
P2.0	24"-SQUARE x 12" THICK W/ (3)-#4 BARS EACH WAY, TOP AND BOTTOM
P2.5	30"-SQUARE x 18" THICK W/ (3)-#5 BARS EACH WAY, TOP AND BOTTOM
P3.5	42"-SQUARE x 20" THICK W/ (4)-#5 BARS EACH WAY, TOP AND BOTTOM

2 SCALE NTS

SIMPSON STRONG WALL PAD FOOTING SCHEDULE

SYMBOL	MODEL	W	d_e	S	ANCHOR BOLT	STRENGTH
a	SSW18	51	17	12.25	SSW-AB1	HIGH
b	SSW21	33	11	15	SSW-AB1	STANDARD

1. THE UNITS OF THIS TABLE ARE IN INCHES (IN), UNLESS OTHERWISE NOTED.
2. REFER TO THE STANDARD SIMPSON STEEL STRONG WALL DETAIL SHEETS FOR THE MANUFACTURER'S SPECIFICATIONS, INSTALLATION REQUIREMENTS, AND RECOMMENDATIONS.
3. THE CONTRACTOR SHALL VERIFY THE STRONG WALL HEIGHT AND ANCHORAGE PRIOR TO THE PLACING OF CONCRETE.
4. SPECIAL INSPECTIONS OF THE STEEL STRONG WALL ANCHORAGE IS REQUIRED, AND RECOMMENDED BY THE MANUFACTURER.
5. PROVIDE SUPPLEMENTARY PAD REINFORCEMENT AT ALL STRONG WALL FOUNDATION ELEMENTS. THE REINFORCEMENT IN THE PAD FOOTINGS SHALL BE #5 @ 24" O.C. MAX. TOP AND BOTTOM, EACH WAY.
6. REFER TO SHEETS SSW1 FOR ADDITIONAL DETAIL AND SPECIFICATIONS PROVIDED BY THE MANUFACTURER.

1 SCALE NTS

ALL FINAL GRADES SHOULD BE PROVIDED WITH POSITIVE GRADIENTS AWAY FROM FOUNDATION TO PROVIDE RAPID REMOVAL OF SURFACE WATER RUNOFF TO AN ADEQUATE DISCHARGE POINT. NO PONDING OF WATER SHOULD BE ALLOWED IN STRUCTURAL AREAS OR ADJACENT TO FOUNDATION.

ALL GRADING, DRAINAGE AND CIVIL ACTIVITIES ONSITE ARE OUTSIDE THE SCOPE OF THIS STRUCTURAL IMPROVEMENT PLAN AS SPECIFIED HEREIN AND SHALL BE THE RESPONSIBILITY OF OTHERS.

SHEET LEGEND

- NEW FOUNDATION ELEMENT (PER PLAN)
- EXISTING FOUNDATION ELEMENT (V.I.F.)
- TYPICAL STUD WALL
- HD A.B. — HOLDOWN ANCHOR BOLT AT DESIGNATED SHEAR WALL ELEMENT, WHERE OCCURS PER PLAN
- HDU5 — SYMBOL FOR DESIGNATED HOLDOWN ANCHOR BOLT PER PLAN: (SEE SCHEDULE) (3 / S0.3)
- TYPICAL (E) & (N) SLAB ELEMENTS AS DESIGNATED PER PLAN

DATE	
A	
B	
1	

HOGAN LAND SERVICES
A CALIFORNIA CORPORATION
TEL (707) 544-2104
FAX (707) 522-2105
www.hoganls.com
1702 4TH STREET
SANTA ROSA, CA 95404

THE HEATH RESIDENCE
CONVERSION/REMODEL & ADDITION
FOUNDATION PLAN

75 JONES STREET
SAN ANSELMO, CALIFORNIA

APN: - -

REGISTERED PROFESSIONAL ENGINEER
DANIEL P. BY, RENEWAL 08/31/2021
No. 80078
CIVIL
STATE OF CALIFORNIA

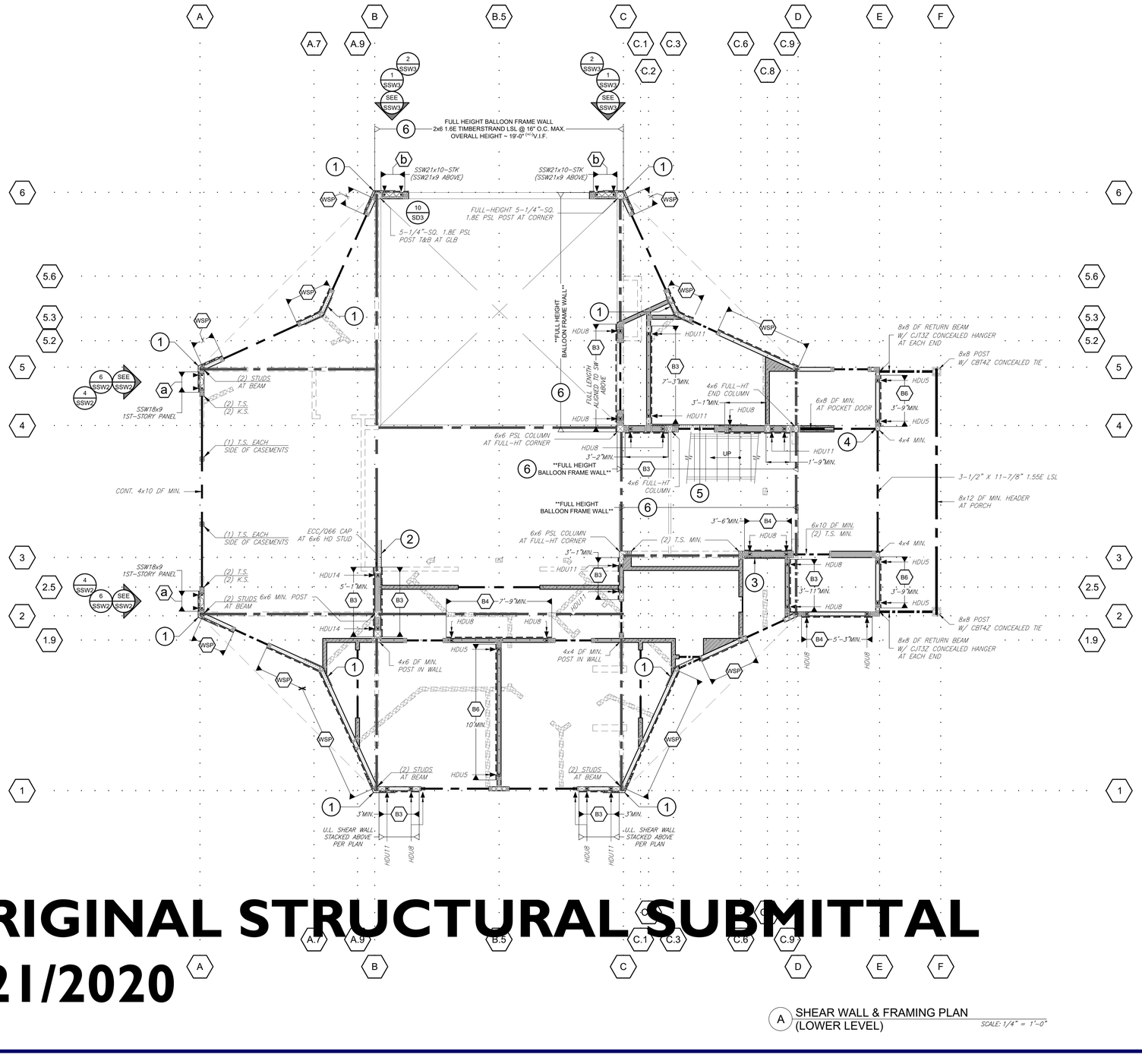
DATE:	8/3/20
SCALE:	1/4"=1'-0" UON
PM:	DB3
DRAWN BY:	MLB
CHK:	HSP
JOB #:	4412.04

S1.0
6 OF 18

Z:\HLS Projects\4412 - Heath (conv.SJ\ARCH\Plot\4412 - SFDA#1.DWG, 8/13/2020 8:23:48 PM, JOMO to PDF.prt

Copyright ©2005 Hogan Land Services, Inc. This drawing is in instrument of service and is the sole property of Hogan Land Services, Inc. Any use of this drawing without written consent by Hogan Land Services, Inc. is prohibited.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, CONDITIONS, ELEVATIONS, AND ASSEMBLIES PRIOR TO THE FURNISHMENT AND INSTALLATION OF THE STRONG WALL SYSTEM. IF ANY DISCREPANCIES ARE FOUND, THEY SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT ENGINEER FOR CLARIFICATION PRIOR TO CONSTRUCTION.
THE DETAILS PROVIDED ON THIS PAGE SHALL BE USED IN CONJUNCTION WITH THE PUBLICATIONS PROVIDED BY THE MANUFACTURER TO ENSURE CONSTRUCTION IS IN ACCORDANCE WITH THE REQUIREMENTS, SPECIFICATIONS, RECOMMENDATIONS, AND TOLERANCES AS SET FORTH BY THE MANUFACTURER.



A SHEAR WALL & FRAMING PLAN (LOWER LEVEL)
SCALE: 1/4" = 1'-0"

FRAMING NOTES

1. PROVIDE STRAP AT AL DISCONTINUOUS PLATES AND BEAM SPLICES PER DETAIL 2/S0.2.
2. PRESSURE TREAT WHERE FRAMING MEMBERS ARE IN DIRECT CONTACT WITH CONCRETE.
3. INSTALL ALL HARDWARE PER MANUFACTURER'S RECOMMENDATIONS.
4. HEADER SPECIFICATION PER PLAN, OR SEE HEADER SCHEDULE 1/S0.2 IF NO SPECIFICATION IS PROVIDED ON PLAN.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ACTUAL PLATE HEIGHTS IN THE FIELD, PRIOR TO ORDERING MANUFACTURED STRONG WALLS. COMMUNICATE WITH THE PROJECT ENGINEER FOR CONFIRMING FOUNDATION ELEMENTS AND REQUIRED STRONG WALL PANEL HEIGHTS, IN ORDER TO ASSURE ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
6. REFER TO SHEAR WALL SCHEDULE & HOLDOWN ANCHOR BOLT SCHEDULES, 2/S0.3 & 3/S0.3, RESPECTIVELY.

ALL EXTERIOR WALLS SHALL BE CONSTRUCTED OF THE FOLLOWING (U.O.N.):
1. 2x4 DF No. 2 GRADE MINIMUM OR BTR STUDS AT 16 INCHES ON-CENTER MAXIMUM.
2. 15/32" WALL SHEATHING WITH 6 INCH EDGE/12 INCH FIELD PLYWOOD SHALL BE PROVIDED ALONG ALL EXTERIOR STUD WALLS, AND ALONG DESIGNATED BRACED WALL LINES.
3. ALL DESIGNATED LATERAL-FORCE-RESISTING SYSTEMS SHALL BE CONSTRUCTED PER PLAN SPECIFICATIONS, DETAILS, AND SCHEDULES.

ALL INTERIOR WALLS SHALL BE CONSTRUCTED OF THE FOLLOWING (U.O.N.):
1. 2xDF No. GRADE MINIMUM STUDS AT 16 INCHES ON-CENTER MAXIMUM.
2. REFER TO ARCHITECTURAL DRAWINGS AND COMMUNICATE WITH THE PROJECT ENGINEER IN THE EVENT OF SIGNIFICANT DISCREPANCIES.

SHEET KEYNOTES

		REF.
1	PROVIDE CS-16 STRAP WRAPPED AROUND CORNER ALONG NEW LOWER LEVEL WALL TOP PLATE-TO-COMMON BLOCKING/FRAMING WITH 24"-MINIMUM END LENGTH.	
2	CS-16 STRAP AT FLOOR BEAM ELEMENT FASTENED TO SHEAR WALL TOP PLATES WITH 36"-MINIMUM END LENGTH. PROVIDE PRIOR TO THE INSTALLATION OF THE ECC/Q66 COLUMN CAP.	
3	PROVIDE SOLID BLOCKING WITH P.E.N. PER SHEAR WALL SCHEDULE AND CONTINUOUS CS-16 STRAP AT TOP AND BOTTOM OF OPENING FACILITATING THE R/A GRILLE (S.A.D.).	
4	PROVIDE HU/C68 FACE-MOUNT HANGER TO SUIT AT POCKET DOOR HEADER, FASTENED INTO ADJACENT ENTRY HEADER ELEMENT (U.O.N. APPROVED OR EQUAL).	
5	PROVIDE CONTINUOUS CS-16 STRAP AT TOP OF OPENING FASTENED INTO SOLID BLOCKING WITH P.E.N. PER SHEAR WALL SCHEDULE.	
6	BALLOON FRAME WALL ELEMENTS SHALL BE COMPRISED OF LSL STUD FRAMING, LSL/PSL COLUMNS, AND LSL/PSL HEADERS. NOMINAL FRAMING SPECIFIED PER PLAN SHALL BE THE MINIMUM EQUIVALENT STRUCTURAL COMPOSITE LUMBER FRAMING. CONSTRUCTION AND ASSEMBLY OF THE TYPICAL WALL ELEMENTS SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS, RECOMMENDATIONS, AND INSTALLATION TOLERANCES.	

SIMPSON STRONG WALL FRAMING SCHEDULE

SYMBOL	MODEL	APPLICATION TYPE	BASE CONNECTION (WOOD/CONCRETE)
a	SSW18x9	TWO-STORY STACKED	CONCRETE SLAB EDGE
b	SSW21x10-STK	BALLOON FRAMING	CONCRETE SLAB EDGE

1. REFER TO THE STANDARD SIMPSON STEEL STRONG WALL DETAIL SHEETS FOR THE MANUFACTURER'S SPECIFICATIONS, INSTALLATION REQUIREMENTS, AND RECOMMENDATIONS.
2. THE CONTRACTOR SHALL VERIFY THE STRONG WALL HEIGHT AND ANCHORAGE PRIOR TO THE PLACING OF CONCRETE.
3. SPECIAL INSPECTIONS OF THE STEEL STRONG WALL ANCHORAGE IS REQUIRED, AND RECOMMENDED BY THE MANUFACTURER.
4. REFER TO SHEETS SSW2 & SSW3 FOR ADDITIONAL DETAIL AND SPECIFICATIONS PROVIDED BY THE MANUFACTURER.
5. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, CONDITIONS, AND ELEVATIONS PRIOR TO THE INSTALLATION OF THE STRONG WALL SYSTEM. IF ANY DISCREPANCIES ARE FOUND, THEY SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT ENGINEER FOR CLARIFICATION PRIOR TO CONSTRUCTION.

1 SCALE NTS

SHEET LEGEND

- NEW STUD WALL
- EXISTING STUD WALL TO REMAIN
- EXISTING STUD WALL TO BE REMOVED
- TYPICAL NON-BEARING STUD WALL
- TYPICAL HEADER ELEMENT
- FLOOR BEAM ABOVE PER PLAN
- DESIGNATED SHEAR WALL ELEMENT: TYPE, MINIMUM LENGTH, NAILING, & HOLDOWN
- SYMBOL FOR DESIGNATED HOLDOWN ANCHOR BOLT PER PLAN: (SEE SCHEDULE)
- UPPER LEVEL WALL PER PLAN

ORIGINAL STRUCTURAL SUBMITTAL
8/21/2020

DATE
A
B
1

HOGAN LAND SERVICES
A CALIFORNIA CORPORATION
1702 4TH STREET
SANTA ROSA, CA 95404
TEL (707) 544-2104
FAX (707) 522-2105
www.hoganls.com

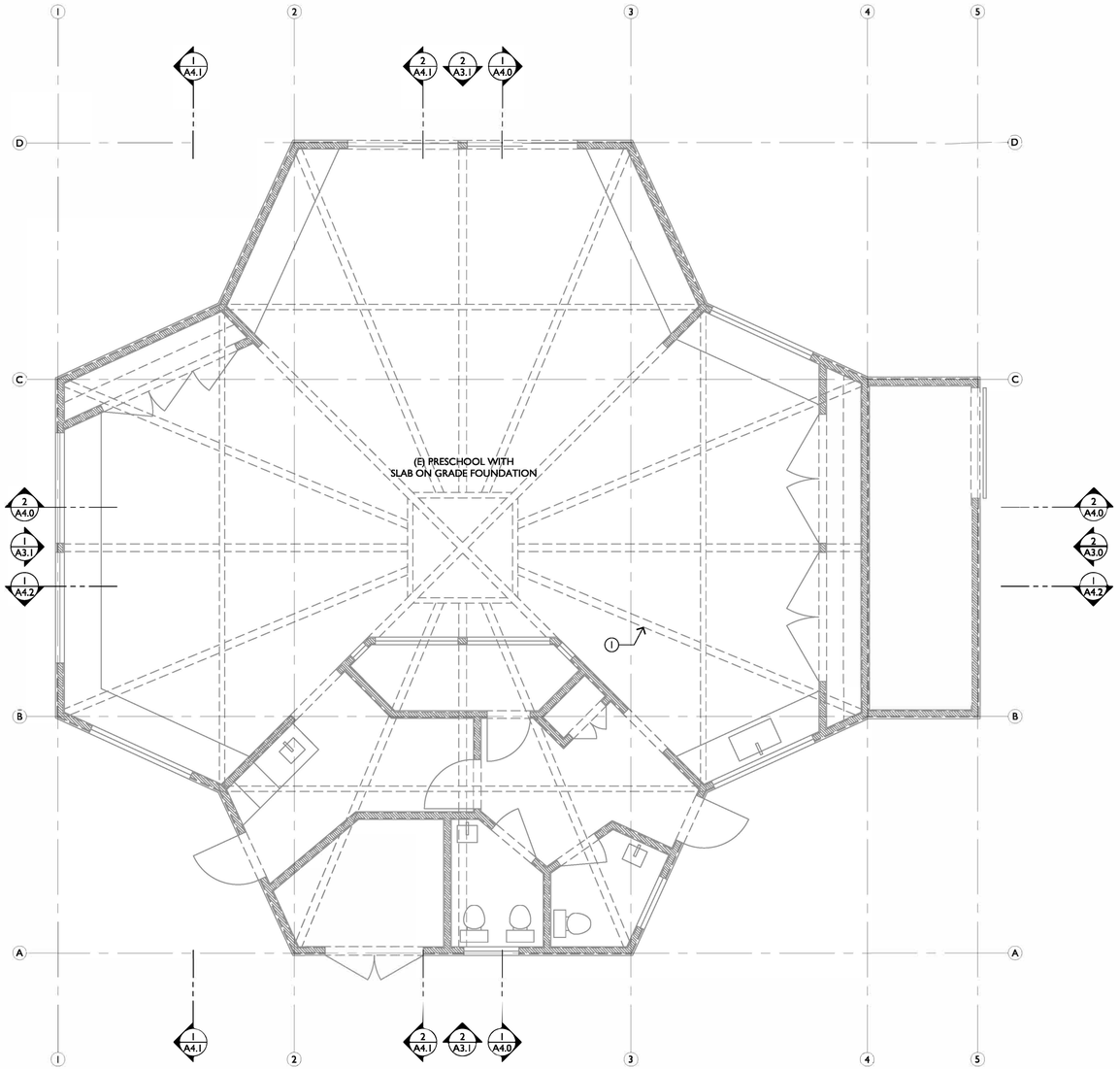
THE HEATH RESIDENCE
CONVERSION/REMODEL & ADDITION
LOWER LEVEL SHEAR WALL AND FRAMING PLAN
APN: - -
75 JONES STREET
SAN ANSELMO, CALIFORNIA

REGISTERED PROFESSIONAL ENGINEER
DANIEL P. BYRNE
No. 80078
CIV
STATE OF CALIFORNIA

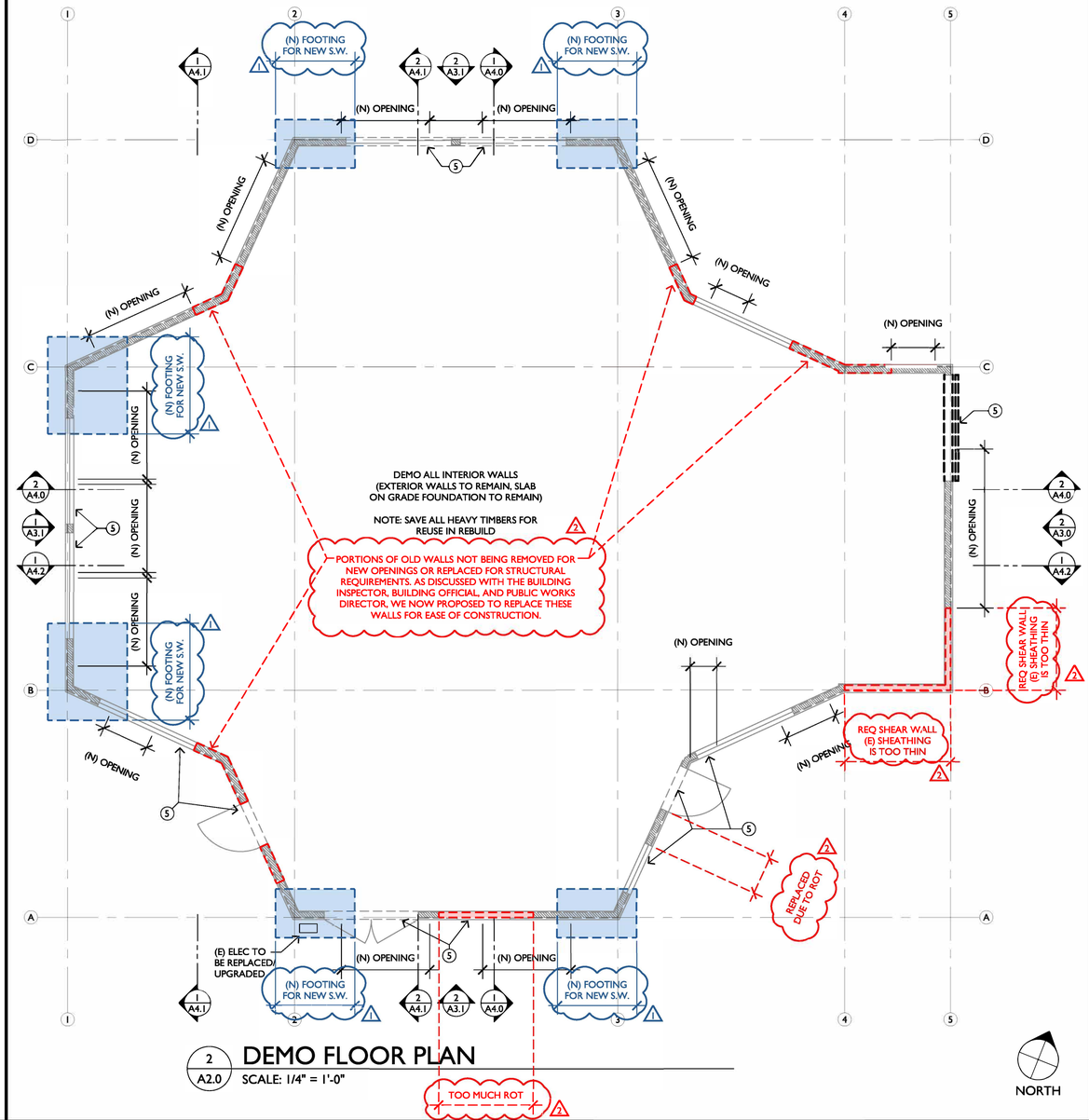
DATE:	8/3/20
SCALE:	1/4"=1'-0" UON
PM:	DB3
DRAWN BY:	MLB
CHK:	HSP
JOB #:	4412.04

S2.0
7 OF 18

Z:\HLS Projects\4412 - Heath Jones SSW\CONSTRUCTION\4412.04 - STRUCT DESIGN.dwg, 8/3/2020 8:29:53 PM, _DWG To PDF.pc3



1 A2.0 EXISTING FLOOR PLAN
SCALE: 1/4" = 1'-0"



2 A2.0 DEMO FLOOR PLAN
SCALE: 1/4" = 1'-0"

NORTH

REVISED DEMO FOR COMMISSION
11/15/2021

GENERAL NOTES:

A. SEE STRUCTURAL PLANS FOR MORE INFO ON DEMO
B. (E) GAS METER TO REMAIN
C. (E) WATER METER TO REMAIN
D. (E) ELEC PANEL TO BE REPLACED
E. (E) MECHANICAL SYSTEM TO BE REPLACED
F. (E) CONCRETE SLAB TO REMAIN, PROTECT DURING CONSTRUCTION

SHEET NOTES:

1. SAVE ALL HEAVY TIMBERS
2. REMOVE (E) WALL
3. REMOVE (E) CABINETRY
4. REMOVE (E) PLUMBING (SINK / TOILET)
5. REMOVE (E) DOOR / WINDOW

LEGEND

- EXISTING WALL TO BE DEMOLISHED
- EXISTING WALL TO REMAIN

FIELDISSUEDESIGN
+ ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 • SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK ALSBURY
C-38716
06 - 31 - 2023
RENEWAL DATE
STATE OF CALIFORNIA

HEATH RESIDENCE
75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

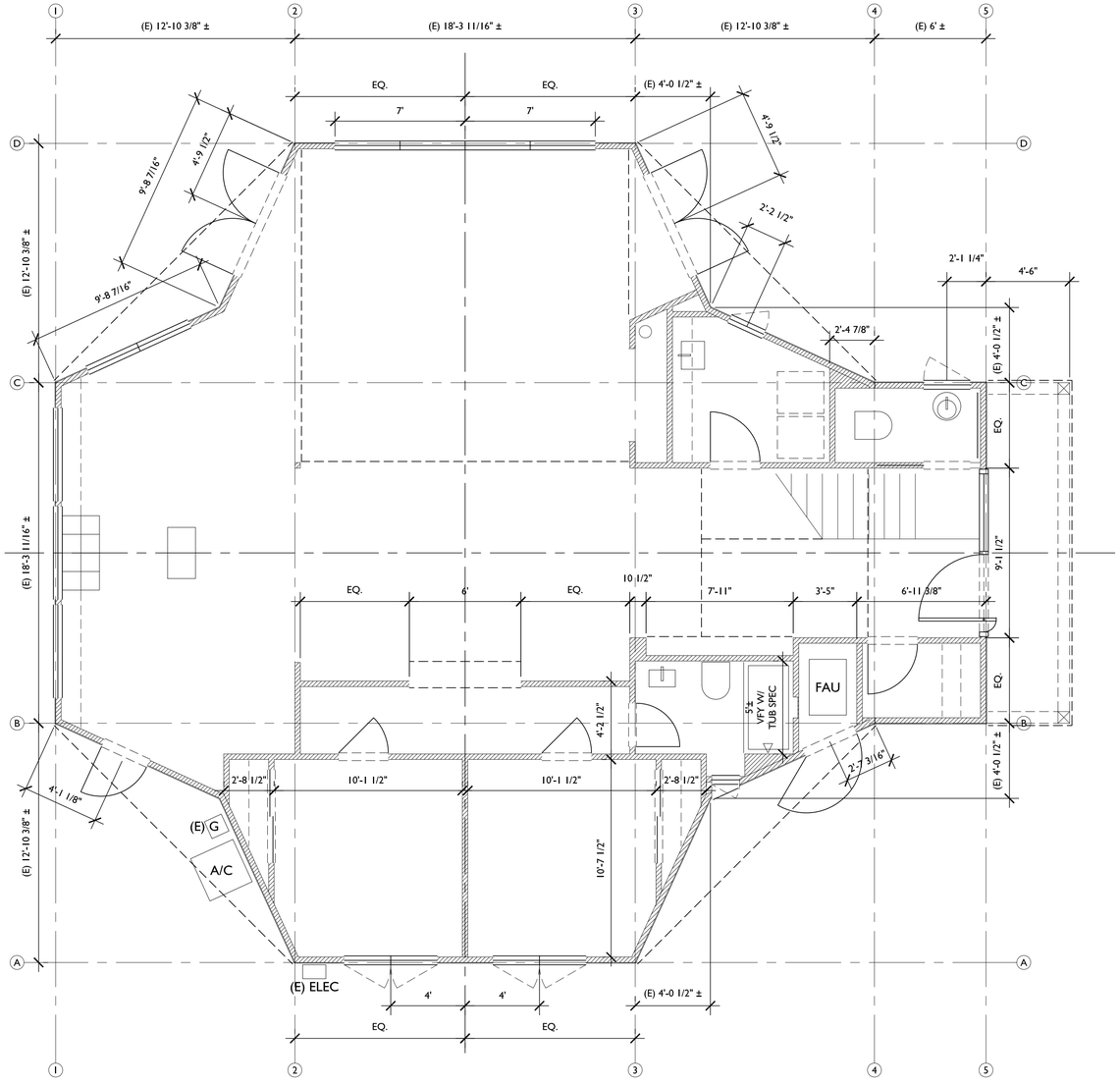
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW
8/21/2020	PERMIT SUBMITTAL 1
11/15/2021	PLANNING COMMISSION 2

EXISTING AND DEMO PLANS

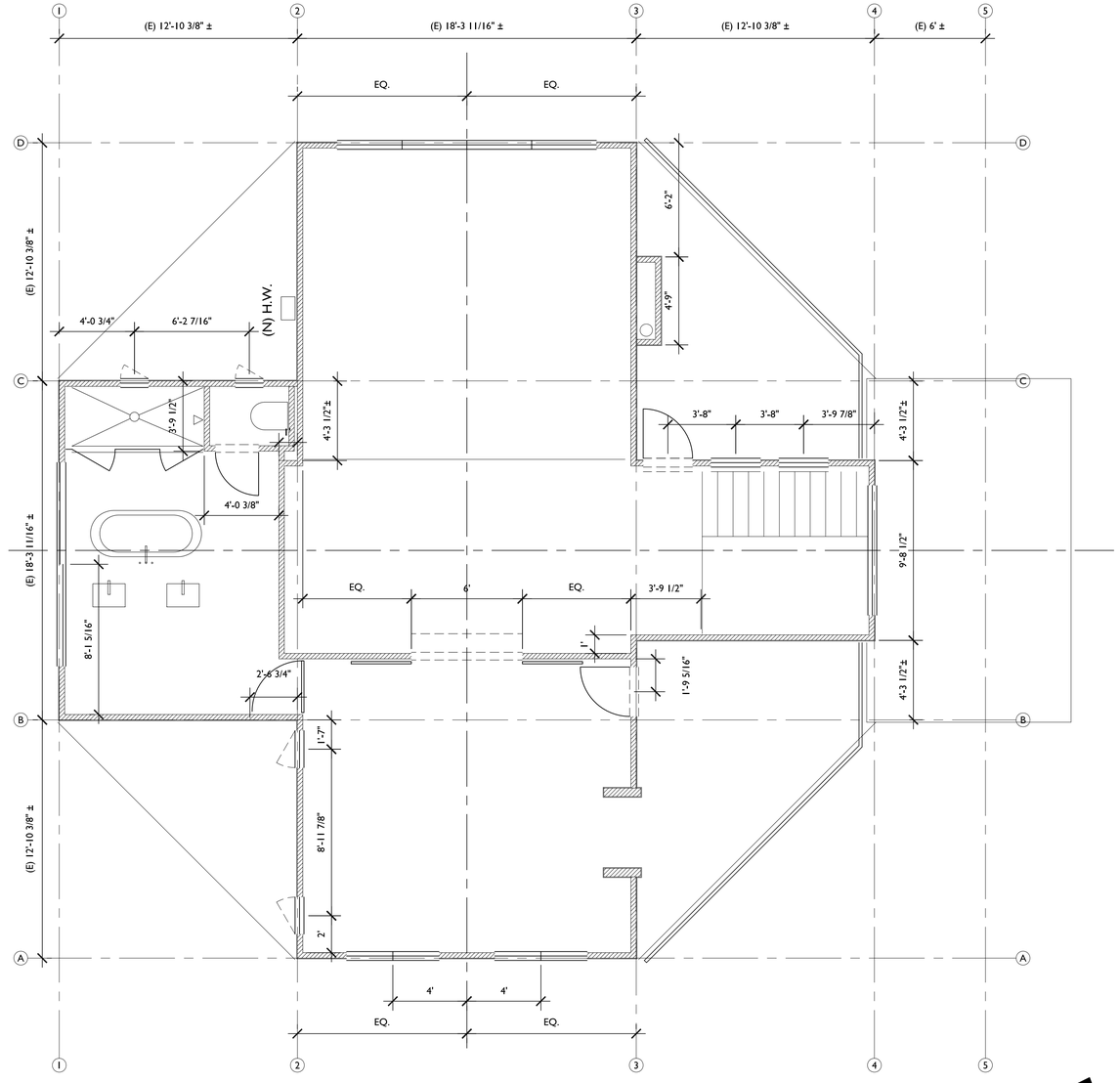
SCALE : 1/4" = 1'-0"

A2.0



1 / A2.1 GROUND FLOOR FRAMING PLAN

SCALE: 1/4" = 1'-0"



2 / A2.1 UPPER FLOOR FRAMING PLAN

SCALE: 1/4" = 1'-0"

NORTH

LEGEND

FIELDISSUEDESIGN
+ ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK KEISER
C-38716
06-31-2023
RENEWAL DATE
STATE OF CALIFORNIA

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

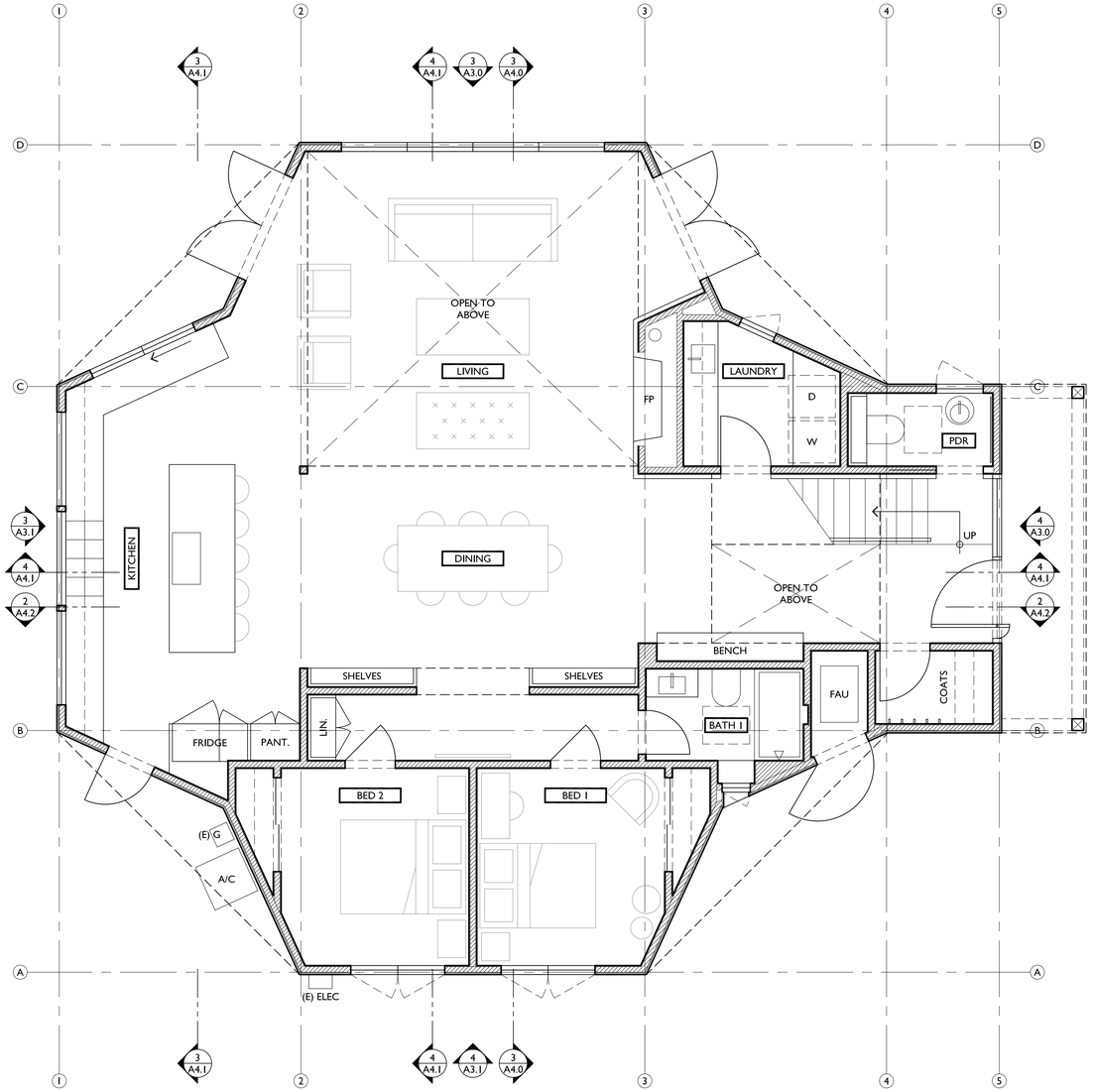
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW
8/21/2020	PERMIT SUBMITTAL 1
11/15/2021	PLANNING COMMISSION 2

PROPOSED FRAMING PLANS

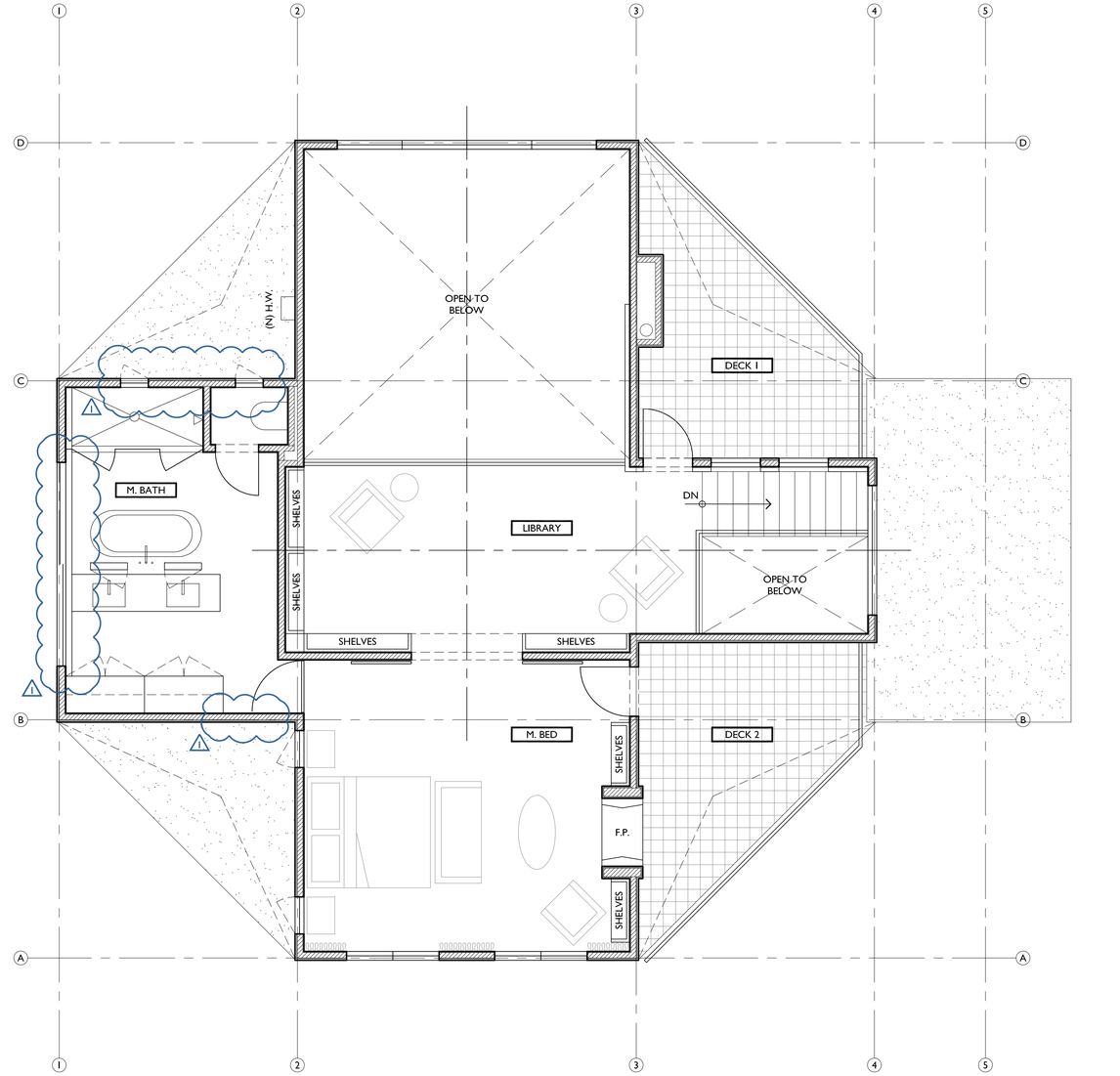
SCALE : 1/4" = 1'-0"

A2.1



1 A2.2 GROUND FLOOR PLAN - PROPOSED

SCALE: 1/4" = 1'-0"



2 A2.2 UPPER FLOOR PLAN - PROPOSED

SCALE: 1/4" = 1'-0"

NORTH

LEGEND

NEW WALL*
*NOTE: ONLY FIRST FLOOR EXTERIOR WALLS ARE EXISTING

FIELDISSUEDESIGN
+ ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK FISHER
C-38716
06 - 31 - 2023
RENEWAL DATE
STATE OF CALIFORNIA

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

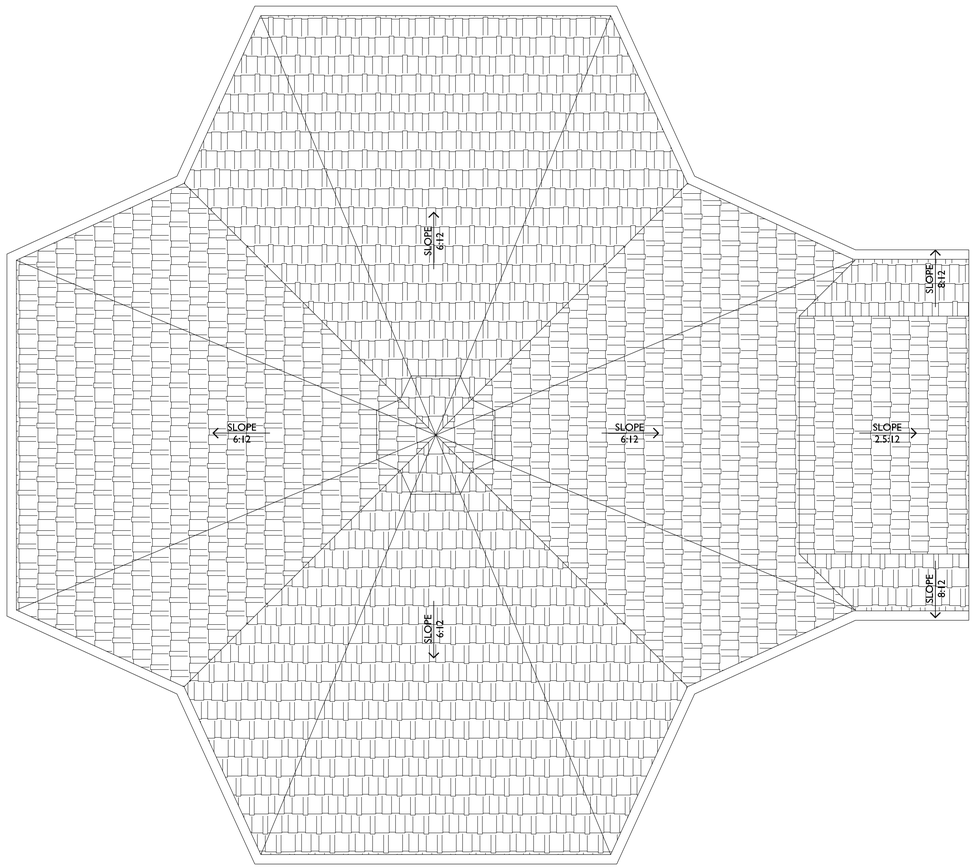
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW
8/21/2020	PERMIT SUBMITTAL 1
11/15/2021	PLANNING COMMISSION 2

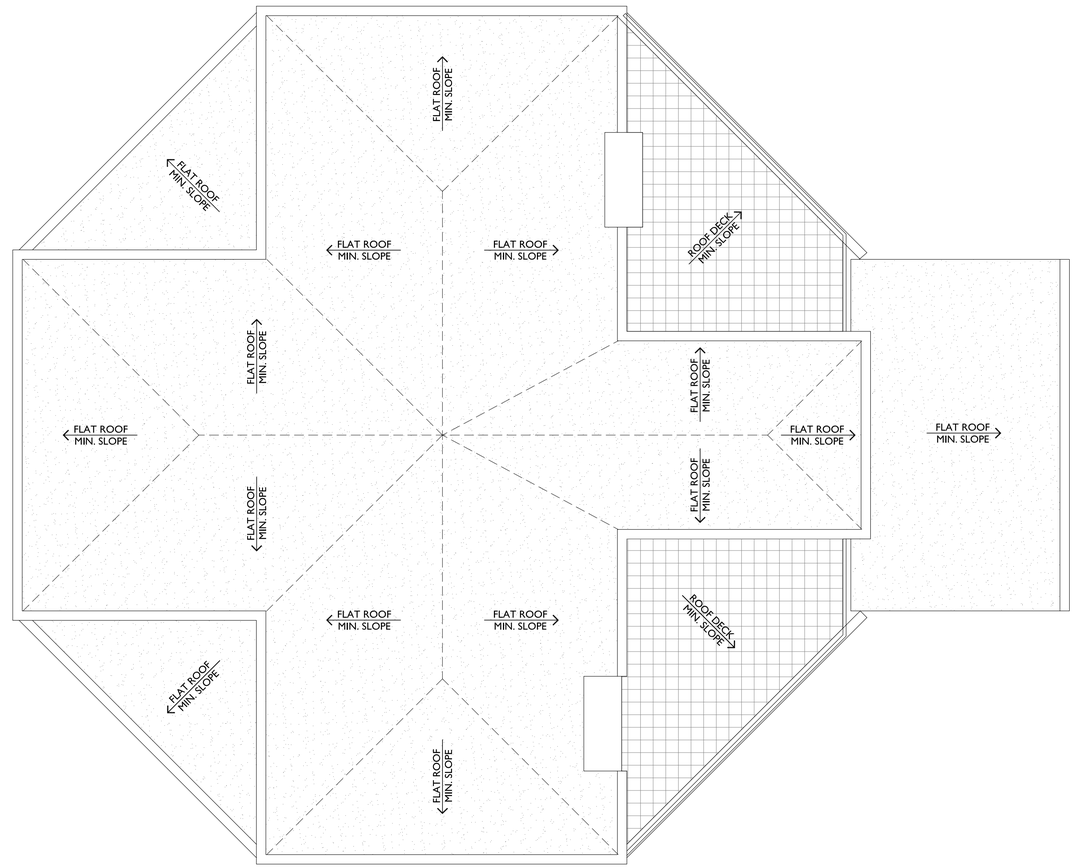
PROPOSED FLOOR PLANS

SCALE : 1/4" = 1'-0"

A2.2



1 A2.4 ROOF PLAN - EXISTING
SCALE: 1/4" = 1'-0"



2 A2.4 ROOF PLAN - PROPOSED
SCALE: 1/4" = 1'-0"

LEGEND

FIELDISSUEDESIGN
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design. Any unauthorized use without written consent is prohibited by law. Field Issue Design disclaims responsibility for the documents if used in whole or in part at any other location.

DESIGN REVIEW

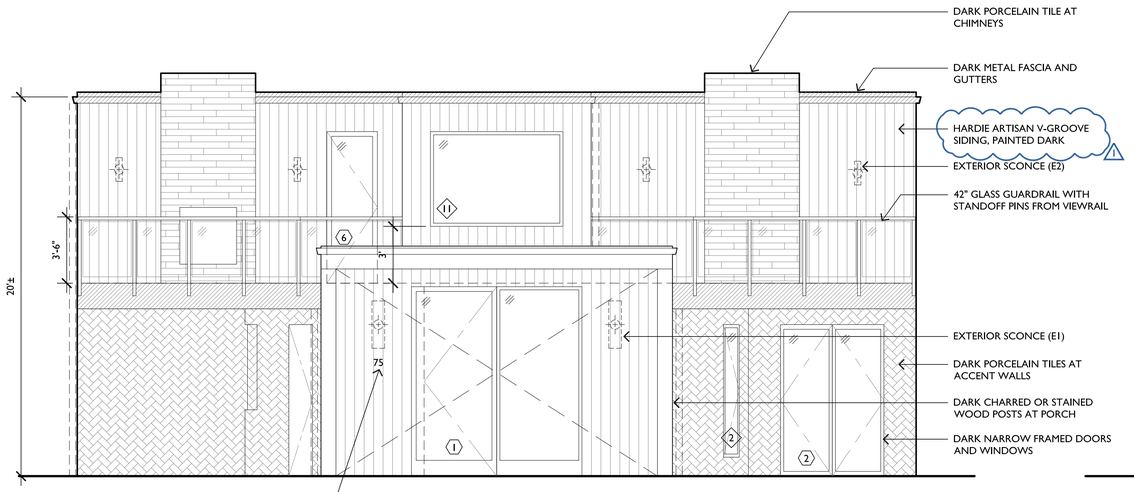
HEATH RESIDENCE
75 JONES ST
SAN ANSELMO, CA 94960
APN: XXX-XXX-XXX

DESIGNER: LUKE CLARK TYLER
SIGNATURE:
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW

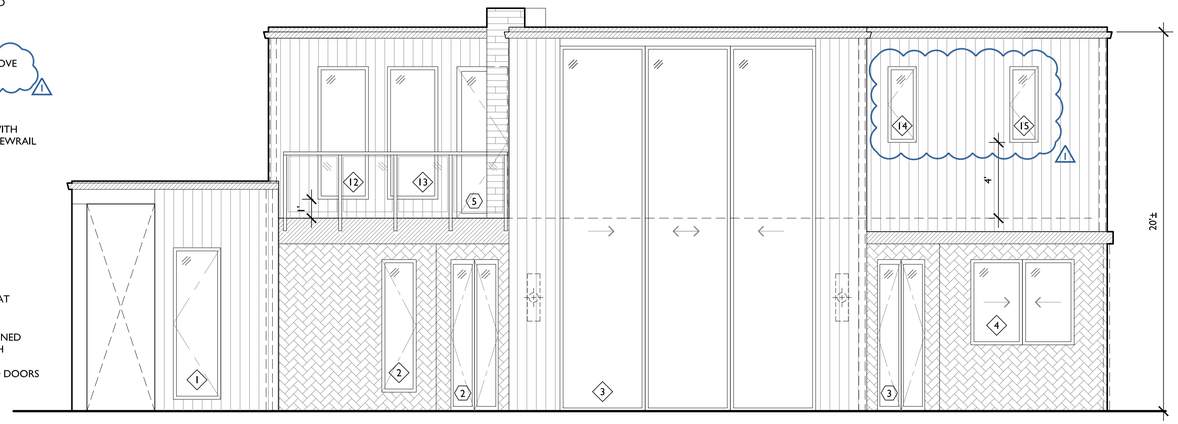
ROOF PLANS
SCALE : 1/4" = 1'-0"

A2.4

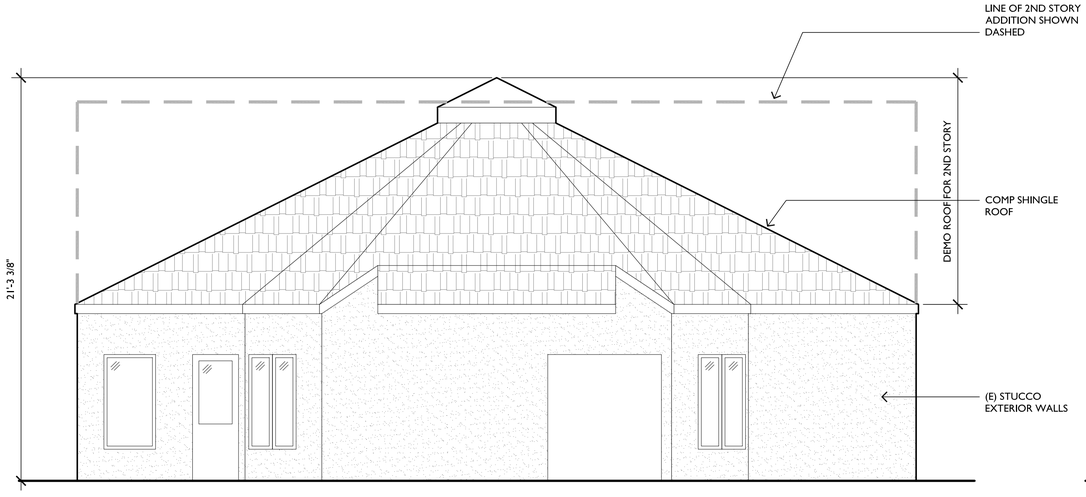


ADDRESS NUMBERS AT LEAST 4" TALL MUST BE IN PLACE ADJACENT TO THE FRONT DOOR. IF NOT CLEARLY VISIBLE FROM THE STREET, ADDITIONAL NUMBERS ARE REQUIRED. RESIDENTIAL NUMBERS MUST BE INTERNALLY ILLUMINATED (BACKLIT), PLACED TO A LIGHT OR BE REFLECTIVE NUMBERS. IF YOUR PROJECT IS A NEW HOUSE OR SUBSTANTIAL REMODEL, THEY MAY ONLY BE INTERNALLY ILLUMINATED OR ILLUMINATED AN ADJACENT LIGHT CONTROLLED BY A PHOTOCELL AND SWITCHED ONLY BY A BREAKER SO IT WILL REMAIN ILLUMINATED ALL NIGHT. IF NOT CURRENTLY AS DESCRIBED, THEY MUST BE INSTALLED AS PART OF THIS PROJECT.

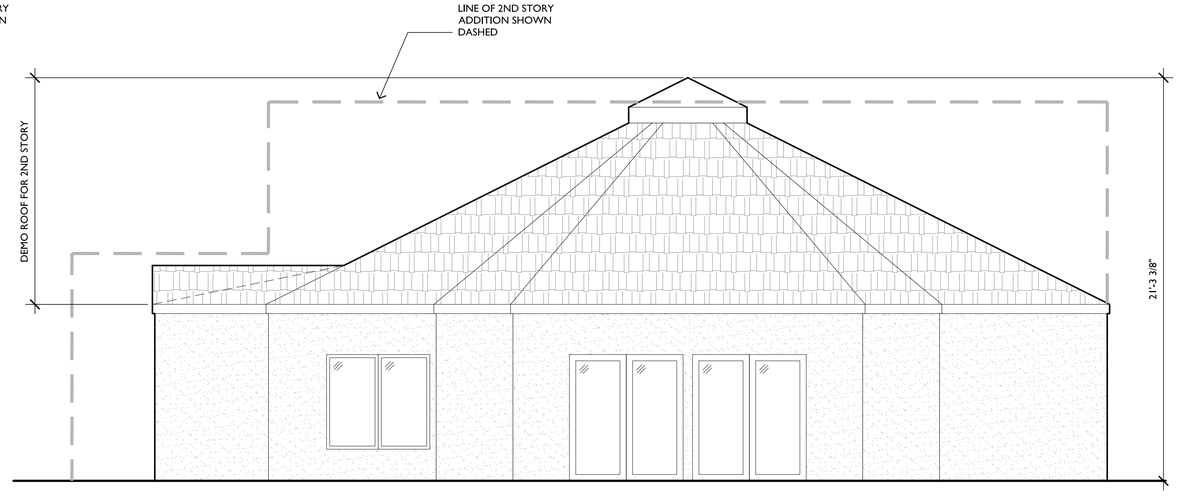
4 / A3.0 **EAST ELEVATION - PROPOSED**
SCALE: 1/4" = 1'-0"



3 / A3.0 **NORTH ELEVATION - PROPOSED**
SCALE: 1/4" = 1'-0"



2 / A3.0 **EAST ELEVATION - EXISTING**
SCALE: 1/4" = 1'-0"



1 / A3.0 **NORTH ELEVATION - EXISTING**
SCALE: 1/4" = 1'-0"

FIELDISSUEDESIGN
+ ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK NELSON
C-38716
08-31-2023
RENEWAL DATE
STATE OF CALIFORNIA

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

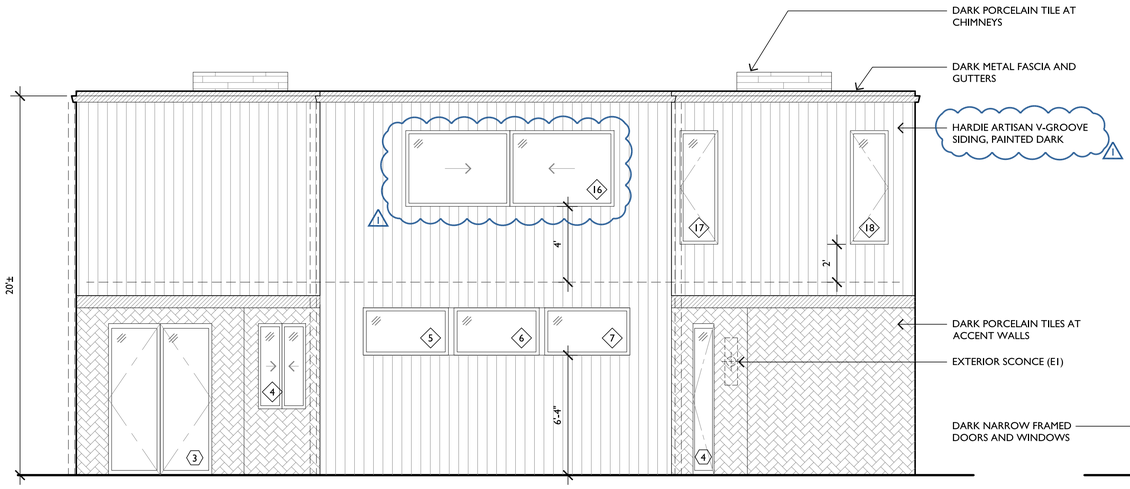
PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW
8/21/2020	PERMIT SUBMITTAL 1
11/15/2021	PLANNING COMMISSION 2

ELEVATIONS

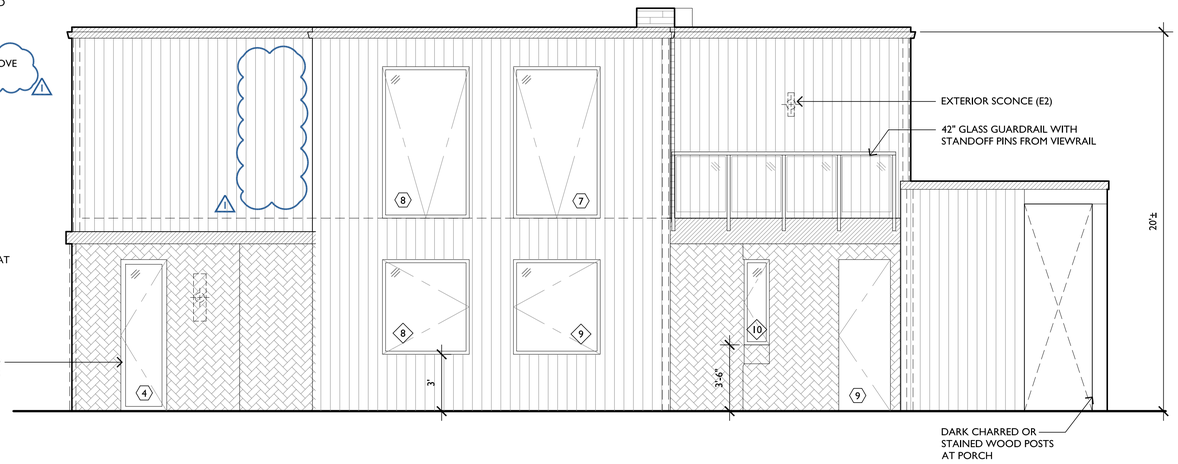
SCALE : 1/4" = 1'-0"

A3.0



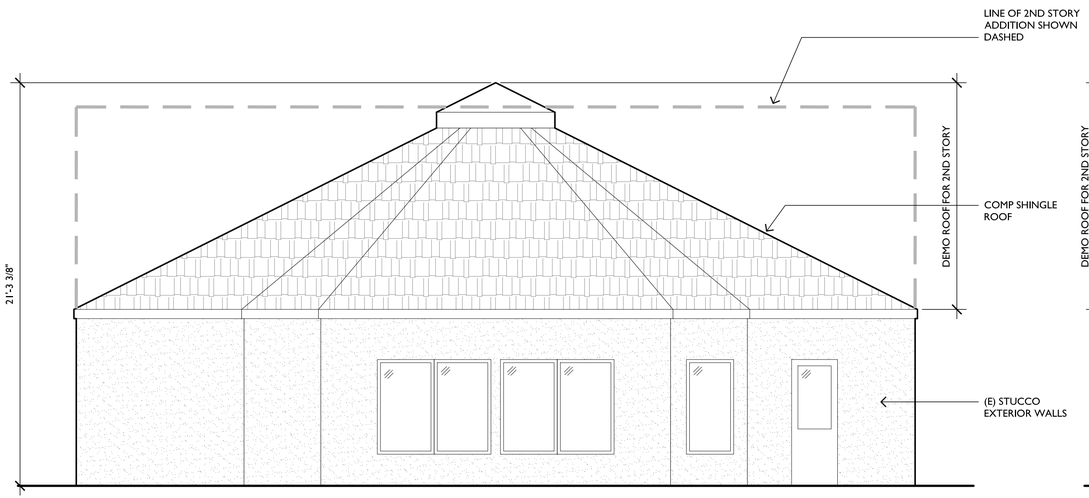
4 / A3.1 WEST ELEVATION - PROPOSED

SCALE: 1/4" = 1'-0"



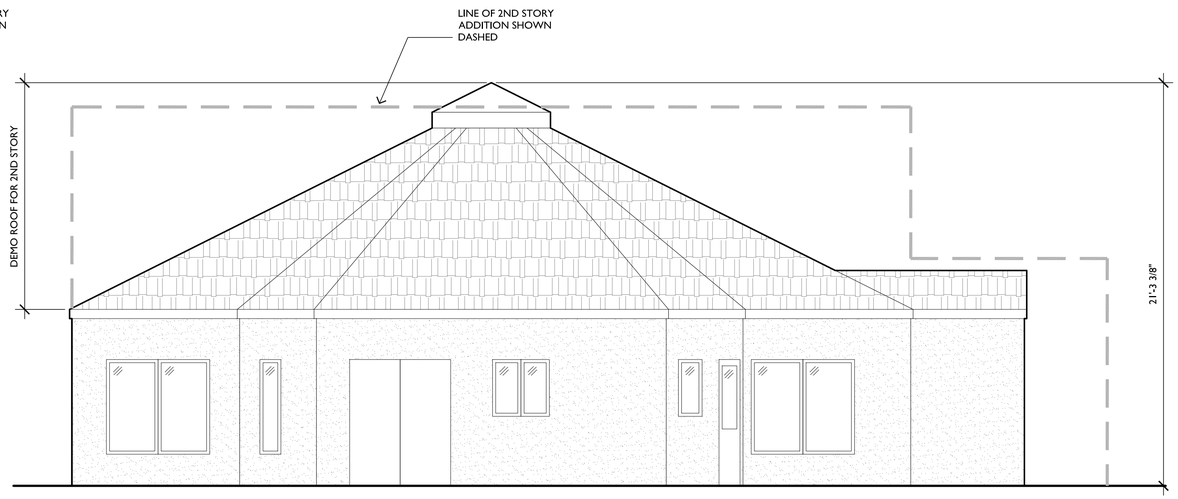
3 / A3.1 SOUTH ELEVATION - PROPOSED

SCALE: 1/4" = 1'-0"



2 / A3.1 WEST ELEVATION - EXISTING

SCALE: 1/4" = 1'-0"



1 / A3.1 SOUTH ELEVATION - EXISTING

SCALE: 1/4" = 1'-0"

FIELDISSUEDESIGN
+ ARCHITECTURE
646.599.3218
430 HYDE ST NO. 503 · SAN FRANCISCO, CA
www.fieldissuedesign.com

These documents are the property of Field Issue Design + Architecture. Any unauthorized use without written consent is prohibited by law. Field Issue Design + Architecture disclaims responsibility for the documents if used in whole or in part at any other location.

LICENSED ARCHITECT
LUKE CLARK NOLEN
C-38716
06 - 31 - 2023
RENEWAL DATE
STATE OF CALIFORNIA

HEATH RESIDENCE

75 JONES ST
SAN ANSELMO, CA 94960
APN: 007-238-11

PROJECT NO: 19101

DATE	ISSUE
11/26/2019	DESIGN REVIEW
8/21/2020	PERMIT SUBMITTAL 1
11/15/2021	PLANNING COMMISSION 2

ELEVATIONS

SCALE : 1/4" = 1'-0"

A3.1

WENDEL ROSEN
1111 Broadway, 24th Floor
Oakland, CA 94607-4036
T: 510.834.6600
F: 510.834.1928
www.wendel.com
tawilliams@wendel.com

January 7, 2022

VIA E-MAIL

Mayor Fineman and Town Councilmembers E-Mail: towncouncil@townofsananselmo.org
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: January 11, 2022 Town Council Meeting
Response to Appeal Regarding 75 Jones Street Conversion Project

Dear Mayor Fineman and Town Councilmembers:

We submit this letter on behalf of the owners of 75 Jones Street, Erin Heath and James Rivera ("Applicants") in advance of the January 11, 2022 Town Council meeting. Erin and Jim have been deeply involved in the San Anselmo community for more than a decade. They lived in San Anselmo, raised their daughter Georgia there, own property in the Town and have worked closely with Town staff on multiple successful projects on the former Seminary property that includes 75 Jones.

On the subject project, as well as all previous projects, Erin and Jim have worked in an open, collaborative and productive way with the Town and neighbors to execute successful improvements that benefit the community. Their commitment, reputation and integrity is well-known.

This letter is in response to the appeal filed by their neighbors Kaliel Roberts and Michael Greer ("Appellants") – who bought a neighboring property (101 Ross) from the Applicants in October 2020. Appellants challenge the Town Planning Commission's action approving an amendment to the Specific Planned Development Use Permit pertaining to the conversion of the former preschool building at 75 Jones Street to a single family residence.

I. Background

The genesis of this action is that on February 2, 2020, the Planning Commission ("Commission") approved the Applicants' design review, use permit and subdivision to divide a lot and to approve a Specific Planned Development to redevelop the preschool into a single-family residence with a second story.[1] This approval was not appealed or challenged.

[1] The February 2020 meeting materials were accessible via the City's website to any member of the public, including Appellants (who purchased 101 Ross in October 2020).

Construction of the residence at 75 Jones commenced in May 2021. Unanticipated dry rot was discovered during demolition – a commonplace occurrence – and required additional wall material to be removed. The Town's building department conducted inspections of the site in July 2021 and did not flag any issues. Framing work commenced and was largely completed by August 2021. On August 23, a city inspector (Lisa Sarto) inspected the plans, spoke with the contractor and concluded the work was in conformance with the approved plans and discovered site conditions which included areas of dry rot and substandard framing of the preschool building and left the site. She returned the same day with a stop work order and the Town indicated that an updated demolition plan was required.

The Applicants' contractor immediately met with Town building and public works officials to review the conditions and – as the staff report acknowledges – the Town's Director of Public Works and Building and the Building Official agreed that the demolition work done was "unavoidable," and that the structure "is constructed over the original building slab foundation and the location of the structure had not changed." (11/15/21 PC Staff report at p. 4.) At that point, Town planning staff required the Applicant to return to the Planning Commission with a revised demo plan to continue and complete the work of the same project approved in February 2020. No changes in the approved project or design were proposed.

At its November 15, 2021 meeting, the Commission unanimously approved the amendment to the Specific Planned Development Use Permit and to allow demolition of the structure to the slab foundation. That approval by the Commission was based on its prior unchallenged approval and design review findings from its February 3, 2020 meeting and the flexibility provided by the Specific Planned Development (SPD) zoning designation of the property.

II. Appeal

Appellants challenge the Commission's November 15th decision, essentially arguing that the Commission should have conducted a de novo review of the entire project because of the additional unanticipated demolition required during the conversion of the preschool building, and that the Commission erred in making several design review findings.

However, because this property is zoned "SPD," and for the further reasons set forth below, de novo review is not required, and the design review findings made at the February 3, 2020 Commission meeting remain valid for what is the exact same project proposed and approved by the Commission nearly two years ago. Additionally, these are the identical design review findings that would have been required had the project been considered as new construction, as opposed to a remodel of an existing structure.

In other words, there is no purpose to be served by the appeal or de novo review: the project is unchanged and the design review findings (and support for them) remain the same as in February 2020. The only things that changed are that (1) more material required demolition than anticipated (not an uncommon occurrence), and (2) a new neighbor moved in who wants to belatedly object to a project approved nearly two years ago and well under construction.

For the Council's information, Appellants have filed a separate civil suit against the Applicants. This appeal is a thinly-veiled attempt to gain leverage in that private civil proceeding. The Council need not be drawn in. Furthermore, the Appellants have made multiple inaccurate and inflammatory statements in a January 3, 2022 comment letter attacking the Applicants' character. The facts tell a different story and do not support Appellants' baseless allegations.

Therefore, the Council should follow the Commission's unanimous decision to approve the project and the amendment to the Use Permit, and dismiss the appeal in its entirety. To address the Appellants' specific contentions, we provide the following.

A. The removal of rotted exterior walls, as reviewed and supported by the Town's Building Department, does not alter this project.

Regardless of the terminology used and the linear feet of exterior walls remaining from the former preschool, the project has not changed in any material way since it was proposed by the Applicants and approved by the Commission in February 2020. As acknowledged by the Commission at its November 2021 meeting, the project remains identical to, and in full conformance with, the plans submitted and approved in February 2020, with the exception of the additional wall demolition. The footprint of the proposed and partially-constructed single family home remains the same as that of the former preschool, with the addition of a small porch on the front of the home facing Jones Street.

The structure, layout, and design of the home remains identical to that which was proposed and approved by the Town in February 2020. The only change was the extent of existing exterior walls that required removal when dry rot was discovered within those walls. Removal of those rotted walls exceeded the extent of the originally-proposed demolition, so the project was brought back to the Commission for review of that solitary issue. The final residence will not look identical to what was considered and approved by the Commission in February 2020. Thus, at its November 15th meeting, the Commission properly approved the amendment to the Use Permit and correctly acknowledged the ongoing applicability of its earlier – unchallenged – design review findings and conditions of approval.

B. San Anselmo Municipal Code section 10-3.908 does not require a de novo review of this previously-approved project application.

SAMC section 10-3.908 states in its entirety: "*Use permits within a PDP or SPD District.* All development within a Planned Development District shall be preceded by the approval of a use permit and design review, as set forth in Articles 13 and 15 of this chapter of the San Anselmo Municipal Code."

At its February 3, 2020 meeting, the Commission properly approved a use permit and made the necessary design review findings to allow for the conversion of the former preschool to a single family residence. That is all that is required by SAMC section 10-3.908. No appeal was filed with regard to the February 2020 project approval. There was no opposition to the design of

the proposed project lodged or voiced by any member of the public for more than 18 months following the Commission's approval of the project.

As detailed below, the Applicants relied on the approval in good faith and obtained a building permit and commenced construction establishing vested rights to complete the project in accordance with those approvals.

At the Commission's November 15, 2021 meeting, the sole issue before the Commission was whether an amendment to the approved development and Use Permit should be approved to allow for the additional demolition of the remaining exterior walls of the former preschool after they were found to be structurally deficient and contained dry rot. This was not a proposed new development, but simply a request for a minor amendment to the previously-approved Use Permit due to unforeseen circumstances occurring during the construction of the approved project. At the meeting, when asked if a de novo design review was required, the Town Attorney confirmed that the Commission had the flexibility under the SPD zoning to determine that the findings from their February 2020 meeting still apply and could rely on those original findings in approving the requested amendment and additional demolition.

After finding that there were "no material changes" to the project that had been approved in February 2020, the Commission unanimously approved the amendment to allow the additional requested demolition and reiterated the applicability of the conditions of approval and design review findings from its February 2020 approval, while adding a single additional condition regarding a landscape plan to increase privacy screening. As discussed by both the Commissioners and the Town Attorney, the Town's municipal code does not require a de novo review to approve such an amendment to a previously-approved and, in this case, under construction, project.

C. The Planning Commission properly adopted and approved the necessary design review findings at its February 2020 meeting.

This appeal should be limited to the scope of the action taken by the Commission on November 15, 2021, specifically the approval of an amendment to the Use Permit to allow for additional demolition. The design review findings made by the Commission in February 2020 were not challenged or appealed. In reaching that decision, the Commission properly adopted those findings based on the flexibility allowed by the SPD zoning district. Moreover, in November 2021, the Commission acknowledged and recognized that those design review findings remain valid when approving the amendment. The Commission properly approved the requested amendment without revisiting those specific design review findings because the Commission correctly found that no material change to the project was proposed as part of the requested amendment to the Use Permit.

With regard to some of the specific contentions in the Appellants' appeal, the Applicants wish to clarify that the living area on the second floor of the addition is set at least 17 feet back from the windows that will be facing the Appellants' property and approximately 30 feet from the property line. Any contention that someone looking from the living area of the second floor

will be able to "peer" into the home at 101 Ross Avenue is absurd. (Several planning commissioners noted this as a nonissue.) Further, the Applicants specifically planted trees that will grow to be at least 30 feet in height along the border of the two properties and have been required by the Commission to develop a landscaping plan, with Appellants' participation and input, to further screen the windows and any vantage points looking toward 101 Ross Avenue from the home at 75 Jones Street, providing even more privacy to Appellants. With regard to the deck on that same side of the Applicants' residence, the direction in which the deck faces corresponds with a deck on Appellants' property that is actually *above* the height of the proposed deck at 75 Jones.

The Appellants' remaining contentions with regard to the design review of this project were again discussed by the Commission at its November 15th meeting. The SPD zoning designation and related Town municipal code sections allow for significant flexibility in approving projects, and do not require any specific design standards to be strictly followed in the SPD district. The Commission found that the proposed amendment made no material change to the previously-approved project and, as such, it was reasonable and appropriate to rely on the findings from its February 2020 meeting to approve the requested Use Permit amendment.

Moreover, at the November 15th meeting, several commissioners acknowledged that the placement and design of the project, utilizing the existing location of the former preschool, will be a benefit to Appellants' property. Commissioner Tunny stated, "I think the neighbor at 101 Ross really benefits from the way this project was done. It minimizes impacts … and [the impacts] don't rise to the level we see from other projects…. This configuration maximizes the light and air to both properties." (11/15/21 PC meeting at 1:48:40.) Commissioner Asselstine explained that it will allow more sunlight onto 101 Ross Avenue, and the two homes will not be in as close proximity as they would have been had the rear setback been imposed and the proposed home at 75 Jones Street was moved to the front of the property. (See 11/15/21 PC meeting at 1:36:50 ["There is a benefit to 101 Ross from the current placement of the new structure… it makes sense not just for one property but for both actually." (1:37:35)])

In summary, with guidance from the Town Attorney (11/15/21 PC meeting at 2:00:00-2:00:36 [outlining the structure of the motion re additional demolition, and reaffirming the conditions and findings]), the Commission took a pragmatic, common-sense and legally-supported approach in reaching its unanimous decision to approve the use permit amendment at its November 15th meeting. (11/15/21 PC meeting at 2:01:00-2:03.15.)[2]

III. Conclusion

To date, the Applicants have spent years of time and hundreds of thousands of dollars beginning the construction of their home at 75 Jones Street in reliance on the Town's approval of their project application in February 2020, as well as the Town's inspections in July 2021, to

[2] We encourage the Council to review the Planning Commissions' comments from the November 15, 2022 meeting (11/15/22 PC meeting starting at 1:30:00.)

proceed in good faith with construction.[3] The Applicants have complied with all inspections by the Town and strictly followed all instructions by the Town's Building and Planning Departments in moving forward with the project, pausing construction, and seeking the amendment to the Use Permit requested by the Town given the necessary additional demolition based on unforeseen dry rot conditions discovered during construction.

The statements by Appellants implying otherwise are unwarranted, disingenuous and disparaging personal attacks on the Applicants. The design of the home was approved nearly two years ago. Framing is nearly complete and the project construction is considerably far along, as acknowledged by one Commissioner at the November 15th meeting. It would be fundamentally unfair to the Applicants to be forced to make any major, costly changes to the project at this stage, after vested rights have been established, and given their responsive and collaborative work with the Town staff. Nor would any purpose be served to require repetitive design review after the Commission properly considered and adopted necessary design review findings at its February 2020 meeting and acknowledged the ongoing applicability of those unchallenged findings on November 15, 2021.

Therefore, for the reasons set forth herein, and in consideration of the Planning Commission's reasoned review and approval of this project application and Use Permit, we respectfully request that the Council follow the Commission's unanimous decision to approve the amendment to the Use Permit, and dismiss the appeal in its entirety so that Ms. Heath and Mr. Rivera may finally complete the construction of their home.

Sincerely,

WENDEL ROSEN LLP



Todd A. Williams

cc: Elise Semonian, Planning Director
James Rivera
Erin Heath

[3] As the California Supreme Court established over 45 years ago, a party acquires a vested right in a building permit if the party "has performed substantial work and incurred substantial liabilities in good faith reliance upon a permit issued by the government." (*Avco Community Developers, Inc. v. South Coast Regional Com.* (1976) 17 Cal.3d 785, 791; *see also Congregation Etz Chaim v. City of Los Angeles* (9th Cir. 2004) 371, F3d 1122, 1125 [city estopped from revoking building permits after reviewed and approved the plans andafter applicant performed substantial work and incurred liabilities in reliance].)

Carla Kacmar

From: allison waugh <allisonrwaugh@gmail.com>
Sent: Friday, January 7, 2022 8:58 AM
To: Town Council
Subject: 75 Jones

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Dear Council Members,

I am writing in support of the home construction project at 75 Jones. I have been in my home on Sunnyside Ave for almost 10 years and have witnessed Erin and Jim carefully and respectfully develop the property they purchased from the Seminary a decade ago. Their work has always been done beautifully and with integrity, preserving and upgrading the property. I have no doubt that the current plan for 75 Jones will be a vast improvement, adding another wonderful single family home to our neighborhood. I am disheartened to read the allegations by my new neighbors that Erin and Jim are anything but good, honest people, and I hope this situation will be remedied quickly so that construction can continue without further delay.

Sincerely,
Allison Waugh
107 Sunnyside Ave

Carla Kacmar

From: Paula Connelly <paulafconnelly@gmail.com>
Sent: Friday, January 7, 2022 8:20 AM
To: Town Council
Subject: Fwd: 75 Jones Project

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

San Anselmo Town Council Members,

I understand there has been an appeal filed on the 75 Jones project that will be reviewed at your Tuesday, Jan 11 meeting. Please see my email below which I shared with the planning commission prior to their unanimous approval of this project. I continue to support this project. As discussed during the planning commission meeting, there is minimal impact to the privacy of the neighbors as the living space is set far back from the new windows. And, there has been no material change to this project since its original permit approval. The small changes were made to address a wood rot issue that was uncovered, but do not impact the neighbors at all. Erin and Jim Rivera are long-time San Anselmo residents who have raised their daughter in our town. They are people of the utmost integrity who have given generously to our community, both financially and in volunteer support. They have invested significant resources to this project, and reversing previous approvals would be devastating to them.

Please back up the decision made by the planning commission.

Thank you,
Paula Connelly

---------- Forwarded message ---------
From: **Paula Connelly** <paulafconnelly@gmail.com>
Date: Fri, Nov 12, 2021 at 4:31 PM
Subject: 75 Jones Project
To: <planning@townofsananselmo.org>

Dear Planning Department,

I am writing to support the proposed amendment to the project at 75 Jones in San Anselmo. As a neighbor, I believe this project will enhance the neighborhood. This new home will be much more visually pleasing than the previous pre-school which was in poor condition, and an odd shape that did not fit with the neighborhood. In addition, a home vs. a pre-school will significantly decrease traffic and noise in the neighborhood. Erin Heath and Jim Rivera purchased this unconventional property from the Seminary several years ago, and have been slowly investing in each piece to improve it. They have a track record of slow, thoughtful, and careful improvements, all of which have enhanced the entire neighborhood.

We are currently living directly next to an extremely large construction project happening at 208 Crescent Road. The design is quite modern, and does not fit with the aesthetic of the neighborhood. And, the construction has had a huge impact on our lives (excessive noise & dust, parking, privacy, etc.). However, my husband and I respect the Brewsters

right to improve their property and create a home that best meets their needs. Erin and Jim deserve this same opportunity.

I believe the project at 75 Jones should be approved to move forward.

Sincerely,
Paula Connelly
200 Crescent Road
415-269-3453

Carla Kacmar

From: Caroline Dowd <carolinedowd@me.com>
Sent: Friday, January 7, 2022 6:46 AM
To: Town Council
Subject: 75 Jones

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

Dear council members,
We are writing today to express our continued support for the project at 75 Jones and for Erin Heath and Jim Rivera as long-time residents of San Anselmo.

We have witnessed the time, care and consideration Erin and Jim have shown with each project they have undertaken. We appreciate how they sympathetically renovated their first home on Tunstead Avenue and then went to great pains to preserve and update their former Victorian home at 101 Ross. The love and respect they felt for that home is apparent to anyone who sees it. In fact, their ongoing work over the years to beautify and improve their property has been a benefit not just to them, but to their neighbors in the downtown area. This is a family who cares deeply about and values our community. These are not developers.

This focus on care and taking the time necessary to get the details right is emblematic of who Erin and Jim are as individuals. Our paths first crossed at Wade Thomas Elementary school when my son and their daughter became fast friends in Kindergarten. Over the course of the next several years we came to know Erin as an advocate for and supporter of our sweet elementary school and the teachers who taught there. She was a regular volunteer in the classroom, a member, with her daughter, of the Children For Change Club, and she helped bring to Wade Thomas, and then coach, the first Odyssey of the Mind program. Erin and Jim regularly opened their home for Halloween gatherings, kid's book clubs and holiday cookie decorating parties. Their home, whether the house at 101 Ross, or the apartment at 100 Mariposa -which is where they lived for much of the time we've know them- has always been a place of warm welcome to the benefit of many families over the years.

We are sharing this with you in the hope that you understand this is a family of the highest integrity, thoughtful community members who operate with consideration for others and a broader perspective, versus selfish intent. In contrast, we hope you will see that it is exactly selfish intent driving the appeal of the renovation of 75 Jones and we ask you to reject it and allow Erin and Jim to finish their project.

With regards,
Caroline Dowd
(415) 755-7428
Sent from my iPhone

Carla Kacmar

From: Erin Heath <heath.erin@yahoo.com>
Sent: Friday, January 7, 2022 4:24 AM
To: Town Council
Cc: jimrivera1@gmail.com
Subject: Regarding upcoming item on 75 Jones

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION: External Sender

Dear Council Members,
We are reaching out about an item related to our building project at 75 Jones which will be reviewed in your upcoming Town Council meeting on January 11th. This is one of several projects we've undertaken over the last 10+ years as we've attempted to update what was a somewhat neglected and strange property we purchased from the Seminary many years ago. In each instance we've worked closely with the town to carefully update and preserve the different structures and to rectify complex mechanical/utility issues. We consulted the planning, building and fire departments as well as public works before we undertook a subdivision of 101 Ross and began architectural plans to convert the structure at 75 Jones from a preschool to a single family home, which we hope to live in ourselves. It's been a slow process as we are not developers and have lived at the property throughout the different projects. You will see detail about our project at 75 Jones in the staff report from Elise and our attorney will be submitting a letter in response to an appeal filed by our neighbors, but we wanted to reach out ourselves, in case you have any questions about the project. We'd also be happy to connect you to our architect if you have specific questions about the design, or if you'd like to walk the site our contractor can meet you there. Alternatively, you are welcome to take a self-guided tour. We'd offer to meet you there, but recently moved to London for family reasons.

Our architect is Luke Clark Tyler:
luke@fieldissuedesign.com
(646) 599-3218

Our contractor is Ronan O'Dea:
(415) 385-4097

Erin's number is +447882643605, Jim's number is +447306129638

We hope you are happy, healthy and well and 2022 is off to a good start!
Erin Heath & Jim Rivera

WENDEL ROSEN
1111 Broadway, 24th Floor
Oakland, CA 94607-4036
T: 510.834.6600
F: 510.834.1928
www.wendel.com
tawilliams@wendel.com

January 7, 2022

VIA E-MAIL

Mayor Fineman and Town Councilmembers E-Mail: towncouncil@townofsananselmo.org
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Re: January 11, 2022 Town Council Meeting
Response to Appeal Regarding 75 Jones Street Conversion Project

Dear Mayor Fineman and Town Councilmembers:

We submit this letter on behalf of the owners of 75 Jones Street, Erin Heath and James Rivera ("Applicants") in advance of the January 11, 2022 Town Council meeting. Erin and Jim have been deeply involved in the San Anselmo community for more than a decade. They lived in San Anselmo, raised their daughter Georgia there, own property in the Town and have worked closely with Town staff on multiple successful projects on the former Seminary property that includes 75 Jones.

On the subject project, as well as all previous projects, Erin and Jim have worked in an open, collaborative and productive way with the Town and neighbors to execute successful improvements that benefit the community. Their commitment, reputation and integrity is well-known.

This letter is in response to the appeal filed by their neighbors Kaliel Roberts and Michael Greer ("Appellants") – who bought a neighboring property (101 Ross) from the Applicants in October 2020. Appellants challenge the Town Planning Commission's action approving an amendment to the Specific Planned Development Use Permit pertaining to the conversion of the former preschool building at 75 Jones Street to a single family residence.

I. Background

The genesis of this action is that on February 2, 2020, the Planning Commission ("Commission") approved the Applicants' design review, use permit and subdivision to divide a lot and to approve a Specific Planned Development to redevelop the preschool into a single-family residence with a second story.[1] This approval was not appealed or challenged.

[1] The February 2020 meeting materials were accessible via the City's website to any member of the public, including Appellants (who purchased 101 Ross in October 2020).

Construction of the residence at 75 Jones commenced in May 2021. Unanticipated dry rot was discovered during demolition – a commonplace occurrence – and required additional wall material to be removed. The Town's building department conducted inspections of the site in July 2021 and did not flag any issues. Framing work commenced and was largely completed by August 2021. On August 23, a city inspector (Lisa Sarto) inspected the plans, spoke with the contractor and concluded the work was in conformance with the approved plans and discovered site conditions which included areas of dry rot and substandard framing of the preschool building and left the site. She returned the same day with a stop work order and the Town indicated that an updated demolition plan was required.

The Applicants' contractor immediately met with Town building and public works officials to review the conditions and – as the staff report acknowledges – the Town's Director of Public Works and Building and the Building Official agreed that the demolition work done was "unavoidable," and that the structure "is constructed over the original building slab foundation and the location of the structure had not changed." (11/15/21 PC Staff report at p. 4.) At that point, Town planning staff required the Applicant to return to the Planning Commission with a revised demo plan to continue and complete the work of the same project approved in February 2020. No changes in the approved project or design were proposed.

At its November 15, 2021 meeting, the Commission unanimously approved the amendment to the Specific Planned Development Use Permit and to allow demolition of the structure to the slab foundation. That approval by the Commission was based on its prior unchallenged approval and design review findings from its February 3, 2020 meeting and the flexibility provided by the Specific Planned Development (SPD) zoning designation of the property.

II. Appeal

Appellants challenge the Commission's November 15th decision, essentially arguing that the Commission should have conducted a de novo review of the entire project because of the additional unanticipated demolition required during the conversion of the preschool building, and that the Commission erred in making several design review findings.

However, because this property is zoned "SPD," and for the further reasons set forth below, de novo review is not required, and the design review findings made at the February 3, 2020 Commission meeting remain valid for what is the exact same project proposed and approved by the Commission nearly two years ago. Additionally, these are the identical design review findings that would have been required had the project been considered as new construction, as opposed to a remodel of an existing structure.

In other words, there is no purpose to be served by the appeal or de novo review: the project is unchanged and the design review findings (and support for them) remain the same as in February 2020. The only things that changed are that (1) more material required demolition than anticipated (not an uncommon occurrence), and (2) a new neighbor moved in who wants to belatedly object to a project approved nearly two years ago and well under construction.

For the Council's information, Appellants have filed a separate civil suit against the Applicants. This appeal is a thinly-veiled attempt to gain leverage in that private civil proceeding. The Council need not be drawn in. Furthermore, the Appellants have made multiple inaccurate and inflammatory statements in a January 3, 2022 comment letter attacking the Applicants' character. The facts tell a different story and do not support Appellants' baseless allegations.

Therefore, the Council should follow the Commission's unanimous decision to approve the project and the amendment to the Use Permit, and dismiss the appeal in its entirety. To address the Appellants' specific contentions, we provide the following.

A. The removal of rotted exterior walls, as reviewed and supported by the Town's Building Department, does not alter this project.

Regardless of the terminology used and the linear feet of exterior walls remaining from the former preschool, the project has not changed in any material way since it was proposed by the Applicants and approved by the Commission in February 2020. As acknowledged by the Commission at its November 2021 meeting, the project remains identical to, and in full conformance with, the plans submitted and approved in February 2020, with the exception of the additional wall demolition. The footprint of the proposed and partially-constructed single family home remains the same as that of the former preschool, with the addition of a small porch on the front of the home facing Jones Street.

The structure, layout, and design of the home remains identical to that which was proposed and approved by the Town in February 2020. The only change was the extent of existing exterior walls that required removal when dry rot was discovered within those walls. Removal of those rotted walls exceeded the extent of the originally-proposed demolition, so the project was brought back to the Commission for review of that solitary issue. The final residence will not look identical to what was considered and approved by the Commission in February 2020. Thus, at its November 15th meeting, the Commission properly approved the amendment to the Use Permit and correctly acknowledged the ongoing applicability of its earlier – unchallenged – design review findings and conditions of approval.

B. San Anselmo Municipal Code section 10-3.908 does not require a de novo review of this previously-approved project application.

SAMC section 10-3.908 states in its entirety: "*Use permits within a PDP or SPD District.* All development within a Planned Development District shall be preceded by the approval of a use permit and design review, as set forth in Articles 13 and 15 of this chapter of the San Anselmo Municipal Code."

At its February 3, 2020 meeting, the Commission properly approved a use permit and made the necessary design review findings to allow for the conversion of the former preschool to a single family residence. That is all that is required by SAMC section 10-3.908. No appeal was filed with regard to the February 2020 project approval. There was no opposition to the design of

the proposed project lodged or voiced by any member of the public for more than 18 months following the Commission's approval of the project.

As detailed below, the Applicants relied on the approval in good faith and obtained a building permit and commenced construction establishing vested rights to complete the project in accordance with those approvals.

At the Commission's November 15, 2021 meeting, the sole issue before the Commission was whether an amendment to the approved development and Use Permit should be approved to allow for the additional demolition of the remaining exterior walls of the former preschool after they were found to be structurally deficient and contained dry rot. This was not a proposed new development, but simply a request for a minor amendment to the previously-approved Use Permit due to unforeseen circumstances occurring during the construction of the approved project. At the meeting, when asked if a de novo design review was required, the Town Attorney confirmed that the Commission had the flexibility under the SPD zoning to determine that the findings from their February 2020 meeting still apply and could rely on those original findings in approving the requested amendment and additional demolition.

After finding that there were "no material changes" to the project that had been approved in February 2020, the Commission unanimously approved the amendment to allow the additional requested demolition and reiterated the applicability of the conditions of approval and design review findings from its February 2020 approval, while adding a single additional condition regarding a landscape plan to increase privacy screening. As discussed by both the Commissioners and the Town Attorney, the Town's municipal code does not require a de novo review to approve such an amendment to a previously-approved and, in this case, under construction, project.

C. The Planning Commission properly adopted and approved the necessary design review findings at its February 2020 meeting.

This appeal should be limited to the scope of the action taken by the Commission on November 15, 2021, specifically the approval of an amendment to the Use Permit to allow for additional demolition. The design review findings made by the Commission in February 2020 were not challenged or appealed. In reaching that decision, the Commission properly adopted those findings based on the flexibility allowed by the SPD zoning district. Moreover, in November 2021, the Commission acknowledged and recognized that those design review findings remain valid when approving the amendment. The Commission properly approved the requested amendment without revisiting those specific design review findings because the Commission correctly found that no material change to the project was proposed as part of the requested amendment to the Use Permit.

With regard to some of the specific contentions in the Appellants' appeal, the Applicants wish to clarify that the living area on the second floor of the addition is set at least 17 feet back from the windows that will be facing the Appellants' property and approximately 30 feet from the property line. Any contention that someone looking from the living area of the second floor

will be able to "peer" into the home at 101 Ross Avenue is absurd. (Several planning commissioners noted this as a nonissue.) Further, the Applicants specifically planted trees that will grow to be at least 30 feet in height along the border of the two properties and have been required by the Commission to develop a landscaping plan, with Appellants' participation and input, to further screen the windows and any vantage points looking toward 101 Ross Avenue from the home at 75 Jones Street, providing even more privacy to Appellants. With regard to the deck on that same side of the Applicants' residence, the direction in which the deck faces corresponds with a deck on Appellants' property that is actually *above* the height of the proposed deck at 75 Jones.

The Appellants' remaining contentions with regard to the design review of this project were again discussed by the Commission at its November 15th meeting. The SPD zoning designation and related Town municipal code sections allow for significant flexibility in approving projects, and do not require any specific design standards to be strictly followed in the SPD district. The Commission found that the proposed amendment made no material change to the previously-approved project and, as such, it was reasonable and appropriate to rely on the findings from its February 2020 meeting to approve the requested Use Permit amendment.

Moreover, at the November 15th meeting, several commissioners acknowledged that the placement and design of the project, utilizing the existing location of the former preschool, will be a benefit to Appellants' property. Commissioner Tunny stated, "I think the neighbor at 101 Ross really benefits from the way this project was done. It minimizes impacts … and [the impacts] don't rise to the level we see from other projects…. This configuration maximizes the light and air to both properties." (11/15/21 PC meeting at 1:48:40.) Commissioner Asselstine explained that it will allow more sunlight onto 101 Ross Avenue, and the two homes will not be in as close proximity as they would have been had the rear setback been imposed and the proposed home at 75 Jones Street was moved to the front of the property. (See 11/15/21 PC meeting at 1:36:50 ["There is a benefit to 101 Ross from the current placement of the new structure… it makes sense not just for one property but for both actually." (1:37:35)])

In summary, with guidance from the Town Attorney (11/15/21 PC meeting at 2:00:00-2:00:36 [outlining the structure of the motion re additional demolition, and reaffirming the conditions and findings]), the Commission took a pragmatic, common-sense and legally-supported approach in reaching its unanimous decision to approve the use permit amendment at its November 15th meeting. (11/15/21 PC meeting at 2:01:00-2:03.15.)[2]

III. Conclusion

To date, the Applicants have spent years of time and hundreds of thousands of dollars beginning the construction of their home at 75 Jones Street in reliance on the Town's approval of their project application in February 2020, as well as the Town's inspections in July 2021, to

[2] We encourage the Council to review the Planning Commissions' comments from the November 15, 2022 meeting (11/15/22 PC meeting starting at 1:30:00.)

proceed in good faith with construction.[3] The Applicants have complied with all inspections by the Town and strictly followed all instructions by the Town's Building and Planning Departments in moving forward with the project, pausing construction, and seeking the amendment to the Use Permit requested by the Town given the necessary additional demolition based on unforeseen dry rot conditions discovered during construction.

The statements by Appellants implying otherwise are unwarranted, disingenuous and disparaging personal attacks on the Applicants. The design of the home was approved nearly two years ago. Framing is nearly complete and the project construction is considerably far along, as acknowledged by one Commissioner at the November 15th meeting. It would be fundamentally unfair to the Applicants to be forced to make any major, costly changes to the project at this stage, after vested rights have been established, and given their responsive and collaborative work with the Town staff. Nor would any purpose be served to require repetitive design review after the Commission properly considered and adopted necessary design review findings at its February 2020 meeting and acknowledged the ongoing applicability of those unchallenged findings on November 15, 2021.

Therefore, for the reasons set forth herein, and in consideration of the Planning Commission's reasoned review and approval of this project application and Use Permit, we respectfully request that the Council follow the Commission's unanimous decision to approve the amendment to the Use Permit, and dismiss the appeal in its entirety so that Ms. Heath and Mr. Rivera may finally complete the construction of their home.

Sincerely,

WENDEL ROSEN LLP

Todd A. Williams

cc: Elise Semonian, Planning Director
James Rivera
Erin Heath

[3] As the California Supreme Court established over 45 years ago, a party acquires a vested right in a building permit if the party "has performed substantial work and incurred substantial liabilities in good faith reliance upon a permit issued by the government." (*Avco Community Developers, Inc. v. South Coast Regional Com.* (1976) 17 Cal.3d 785, 791; *see also Congregation Etz Chaim v. City of Los Angeles* (9th Cir. 2004) 371, F3d 1122, 1125 [city estopped from revoking building permits after reviewed and approved the plans andafter applicant performed substantial work and incurred liabilities in reliance].)

Carla Kacmar

From: sirr less <sirrless@gmail.com>
Sent: Tuesday, January 11, 2022 8:58 AM
To: Town Council; Alexis Fineman; Steve Burdo; Eileen Burke; Ford Greene; Brian Colbert; Elise Semonian
Subject: NOT in support of 75 Ross Ave New Build

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Dear esteemed members of the Town Council,

I am writing a note opposing the current development of 75 Ross Avenue and in support of Kaliel Roberts and Michael Greer, two people I have known for decades and with whom I sympathize. We both moved to San Anselmo for similar reasons, those being a long-won love of the people of this community, and the uniquely beautiful balance it presents between progressive thinking and commitment to community integrity in its evolution. I believe that is the key to wellbeing for my family and for Kaliel and Mike's, and yours too. So I am saddened by their experience.

Please, note, I am not opposed to change. I know the benefits of breaking with convention, even in startling ways, when it can help with new paradigms. However, we have seen the loss of so much balance between people of different cultures, industry and the natural environment, and even between contrasting aesthetic values, all through the blind, immediate, imposition of an individual will - at the expense of good neighbors (both literally and figuratively).
I moved to this community so my family could experience the coherence of a people choosing to live harmoniously, over the discordance of self-centered, isolationism that was the predominant modeof decision in the cities I lived in before.

For these reasons, I believe you can't forgive an instance of reckless development, aimed at maximizing profit for a group not residing here, in a place primarily valued for its considerate community and connection to the surroundings and each other. To endorse that kind of change harms the community at large.

Forgive the lengthy context, but I want you to understand the perspective I'm defending, as I attempt to defend the Greer and Roberts family and their home, because I know you share it. These are four people you want buying homes in San Anselmo. They draw community around them, they are generous with friends and strangers, they attempt to do right by all they can, and they participate. My wife and I watched these friends search for a home here, find it, through great effort and expense, acquire it, and bring their lives to it at last. In that home we saw the balance of an old and revered structure, come to terms with modern living in a beautiful and respectful integration. It was a very elegant meeting, that helped us understand the outrageous cost.

It wasn't just the house itself or its connection to local history, but its place in the center of the community, flanked by the seminary, the mountain, the trees of Ross Ave, and the other homes and buildings around it. So it was a total shock when we came over one day and saw they had totally demolished the building next door. But still, my wife and I encouraged our friends to stay positive. "They'll build something extraordinary, as they have previously, and beautiful, in harmony with your neighborhood", we said, "after all, that's where the money is to be made." But we were mistaken.

Seemingly overnight, the jarring structure that has eclipsed so much of their light, privacy, view, and, most importantly, sense of belonging in balance with the community (not just aesthetically, but spiritually) rose to own every glimpse of their outside world. To be strictly materialistic, the structure is an eyesore, the massive window over their yard has removed the magical intimacy and connection to neighbors that was, and the experience of their house has gone from

one where your eye was perpetually drawn to the play between the inside and out, to one where you can't stop being distracted by the looming presence of the building that now dominates theirs. It seems to look through that window in at you, leaving nowhere to escape the glance.

I suspect this has cost the Greer and Roberts family materially, of course, but the tragedy is the cost to their infectious happiness. They were so proud and happy to be here, and I have seen their heartbreak. I believe that that costs me and everyone else in the community as well. How sad, that we even need the proceedings of this meeting, given the circumstance of how this building was thrown up on the site, with so little regard to that. We shouldn't compound the mistake.

In closing, these are good people who make San Anselmo a better place, that were, at a minimum, ill-considered, if not cruelly deceived. Please be thoughtful about what this moment means to precedent, as you contemplate your actions, and try to return the balance to their lives. Nobody has to lose here. The developers will still make plenty, and if we apply a little creative thought as to how, they may even sell to more good neighbors, not to anyone so tonedeaf and self-interested they'd buy the building now, despite the current contention around it. You have the ability to make everyone come out ahead, please do!

Thank you for your consideration.

Sirr Less

--

Sirr Less

E: sirrless@gmail.com
P: 512.497.8083

Carla Kacmar

From: Alexis Fineman
Sent: Monday, January 10, 2022 2:09 PM
To: Carla Kacmar
Subject: Fw: Regarding 75 Jones

Follow Up Flag: Follow up
Flag Status: Flagged

FYI! thank you!

From: Erin Heath <erin@erinheathinteriors.com>
Sent: Friday, January 7, 2022 3:29 AM
To: Alexis Fineman <afineman@townofsananselmo.org>
Subject: Regarding 75 Jones

CAUTION: External Sender

Hi Alexis,
Our paths last crossed during early discussions about establishing a racial equity and diversity committee in San Anselmo - thank you for championing that and for your ongoing service to our town!

I wanted to reach out to you about an item related to our building project at 75 Jones, which will be reviewed in your upcoming Town Council meeting on January 11th. We've been working collaboratively with the town on this project for over 2 years now and consulted the planning, building and fire departments as well as public works, before we undertook the subdivision of 101 Ross and began the architectural plans to convert the structure at 75 Jones from a preschool to a single family home. You will see much more information about this in the staff report from Elise and our attorney will be submitting a letter on our behalf, but I wanted to reach out myself, in case you have any questions about the project after you've been through all of that information. I'd also be happy to connect you to our architect if you have specific questions about the design, or if you'd like to walk the site, our contractor can meet you there, OR if you are feeling adventurous, you can tour it yourself. I'd offer to meet you there, but we recently moved to London for family reasons - tricky timing with Covid, but it was unavoidable!

Our architect is Luke Clark Tyler:
luke@fieldissuedesign.com
(646) 599-3218

Our contractor is Ronan O'Dea:
(415) 385-4097

My number is +447882643605

Hope you are well and 2022 is off to a good start!
Erin

Carla Kacmar

From: Alexis Fineman
Sent: Tuesday, January 11, 2022 11:51 AM
To: Carla Kacmar
Subject: Fw: Site Visit

Follow Up Flag: Follow up
Flag Status: Flagged

FYI! Thank you!

From: Alexis Fineman <afineman@townofsananselmo.org>
Sent: Tuesday, January 11, 2022 11:49 AM
To: Kaliel Roberts <kalielroberts@gmail.com>
Subject: Re: Site Visit

Hi Kaliel,

Thanks - I can zoom in the 4-4:30 window and will plan to stop by a little bit before (or possibly later, also subject to work schedule. As a heads up I'm forwarding this thread to the Town Clerk as anything substantively related to the appeal does need to be available as part of the public record.

Do you want to send a link or should I?

Best,
Alexis

From: Kaliel Roberts <kalielroberts@gmail.com>
Sent: Monday, January 10, 2022 4:52 PM
To: Alexis Fineman <afineman@townofsananselmo.org>
Subject: Re: Site Visit

CAUTION: External Sender

If you are available tomorrow morning before 9am, we can zoom. I have a work break at 4pm if you want to zoom then, otherwise feel free to just enter our backyard whenever you want -- there is a gate entry where the cars are parked on the ross side of the street. Thank you and fingers crossed you are remaining healthy!

https://photos.app.goo.gl/Sk6SbKsFhf3ARbGv8

On Mon, Jan 10, 2022 at 1:29 PM Kaliel Roberts <kalielroberts@gmail.com> wrote:
Hi Alexis!

We could do outside masked, but the real impact is inside where it's the only view now (and at night a lantern from the massive window, plus the deck that will be built on the second floor which will peer into our main living areas, bedrooms, and bathroom. Or I can do zoom or facetime. I'm around now and don't have a work meeting for 30 minutes

if you are flexible. Or you could come via the backyard entrance on your own and stand on the deck. Inside, the only view we have is of the new construction, including the second floor bedroom and bathroom facing the house.

Can you access this album? The first pics are when we moved in before the building was there and the following show the privacy impact, which is still better experienced in person, but I understand mitigating risk. There are also pics of the construction to show that it is a new build. Maybe this will help with the inside privacy issues?

https://photos.app.goo.gl/Sk6SbKsFhf3ARbGv8

We are also all vaxxed and boosted (except for our kids who aren't eligible yet for the booster but are vaxxed).

Thank You!
Kaliel

On Mon, Jan 10, 2022 at 12:50 PM Alexis Fineman <afineman@townofsananselmo.org> wrote:

Hi Kaliel,

I wanted to touch base about a site visit prior to tomorrow night's council meeting. In full disclosure my partner, whom I live with, had a short, but confirmed exposure to Covid on Thursday. (Both parties were masked, and it was 1-2 minutes of conversation in a somewhat close, indoors work environment. This does not meet the CDC guidelines for a "close contact," but obviously omicron is highly contagious. My partner and I are both fully vaxxed + boosted.)

In light of this, I am wondering what your comfort level is with various options for a site visit. If you are comfortable, I could walk around the outside (masked, distanced) and we could schedule a "zoom tour" of the inside. Feel free to suggest alternatives based on your comfort level and availability.

Best,
Alexis

ELIZABETH BREKHUS
elizabethb@brekhus.com
www.brekhus.com

Brekhus
Law
Partners

ATTORNEYS AT LAW

1000 DRAKES LANDING ROAD
GREENBRAE, CA 94904-3027
FACSIMILE: (415) 461-7356
(415) 461-1001

January 3, 2022

Mayor Fineman and Members of the Town Council
Town of San Anselmo
525 San Anselmo Ave.
San Anselmo, CA 94960

RE: 75 Jones Street, Assessor's Parcel No. 007-283-12, Erin Heath and Jim Rivera
Project Owners ("Applicants")

Dear Mayor Fineman and Councilmembers:

I represent Kaliel Roberts and Michael Greer (referred to herein as "Appellants"), who live at 101 Ross Avenue in San Anselmo. My clients are appealing the November 15, 2021 decision by the Planning Commission regarding 75 Jones. That meeting was held as a result of a stop-work order at 75 Jones caused by a lack of disclosure to the Town by the owners of 75 Jones regarding the extent of demolition at the project site. Despite the pattern of lack of communication and disclosure displayed by the owners of 75 Jones, the Planning Commission decided to allow the owners of 75 Jones to "amend" the February 3, 2020 grant of a Conditional Use Permit and Design Review approval to "remodel" a two-story home on a non-conforming lot in an SPD district, despite the fact that the project in front of them was actually for "new construction" of a home with a too-large FAR, that violated setbacks, and entailed disposable architectural flourishes that disturbed the neighbors' privacy and are not compatible with the neighborhood. This was error and should be reversed.

Owners in SPD districts have few binding zoning rules when developing their property. However, an SPD is not a blank check for owners to do whatever they want with their properties. Development in SPD districts must go through meaningful de novo Design Review for each application, in order to make sure that the flexibility of the SPD is not abused. Unfortunately, this did not happen at the November 15, 2021 Planning Commission review of development of 75 Jones.

It is extremely clear that when the project at 75 Jones appeared before the Planning Commission on November 15, 2021, it was a "new construction" project, not the "remodel" approved on February 3, 2020. Moreover, at the November 15, 2021 meeting, there were new neighbors who bought their home *from the Applicants* without notice that the Applicants were planning two-story construction at 75 Jones. Yet instead of conducting a de novo review of a new construction project, taking into account that neighbors were upset regarding the intrusive design of a home that violates FAR restrictions and setbacks, the Planning Commission decided to continue to treat the project as a remodel that happened to entail complete demolition of the exterior walls, and approved the project based on findings it made when the project was presented as a remodel on February 3, 2020.

This reliance on the findings of the February 3, 2020 meeting, without regard for the privacy concerns raised by a new neighbor, or a true re-evaluation of the project as new construction, not a remodel, was wrong. It rewards the lack of disclosure and communication by Applicants and punishes the neighbors who were victims of this behavior. Kaliel Roberts and Michael Greer ask the City Council to reverse the decision of the Planning Commission.

SPD Districts Give Owners Flexibility but Neighbors Are Protected by De Novo Design Review

Zoning rules exist to restrain the use of private property for the protection of neighbors, the neighborhood, and the town as a whole. In San Anselmo, SPD districts have essentially no binding zoning rules. In the place of rules there are guidelines that the property should basically conform to the zoning standards of adjoining lots,[1] and also the requirement to undergo Design Review and obtain a Change in Use Permit anew every time an SPD is being redeveloped.[2] Therefore, in place of strict zoning guidelines, careful review by government officials with the input from neighbors becomes the safeguard of the neighborhood.

The owners of 75 Jones ("Applicants") complained at the November 15, 2021 Planning Commission meeting that the requirement to undergo de novo design review was too onerous. The Planning Commission seemed to agree, and simply relied on its previous findings and allowed an amendment to the previous approved plan for a remodel, instead of requiring the Applicants to submit a new plan for a new construction project. (*See, e.g.*, November 15, 2021 Planning Commission at 1:42:00, Commissioner Gary Smith: "I see elements that would make the original design problematic, however, at this stage, that is a project that was approved.") However, the Applicants have received a tremendous benefit from the flexibility of the SPD, including the ability to unevenly subdivide their lot into non-conforming sizes and sell the larger lot for $3.5 million the Appellants. They must live with the downside of the SPD, and the Planning Commission should have performed a new design review for a new build project, not allowing the Applicants to re-submit their project as a remodel that had undergone extensive and foreseeable demolition.

The De Novo Design Review Hearing on November 15, 2021 Should Have Treated the Project as New Construction, Not as a Remodel

The Town of San Anselmo stopped construction on 75 Jones in August 2021 because the demolition on the project exceeded the amount approved under the submitted plan. (*See* November 15, 2021 Planning Commission meeting at 1:31:50). The structure at 75 Jones was a "non-conforming structure, and by exceeding the demolition, our town rules would require it to be brought into compliance with current standards." (*Id.* at 1:35:45). Most importantly, this would mean that the structure should conform to the 20-foot rear setback (a requirement in any relevant zoning district), which it currently violates, allowing it to loom over 101 Ross's back yard.

The owners of 75 Jones knew early on in the process that this was going to be new construction, not a remodel, and yet they carried on without amending their permit at their own risk. At the November 15, 2021 meeting, the Applicants' General Contractor made clear that he understood the extent of the demolition to be near-total from the very beginning. (See *id.* at 57:00, noting that structural engineering plans called for removal of 107 linear feet of walls, out of 163 linear feet total). Moreover, in January 2021, eight months before construction was ultimately stopped for demolition, the architect reached out and

[1] Sausalito Municipal Code section 10-3.909.
[2] Sausalito Municipal Code section 10-3.908.

confirmed with the Town staff that if they did a more extensive demolition (as the contractor was urging) that they would have to go back to the Town and seek permission. (*Id.* at 1:01:00). The architect openly stated that their contractors were telling him the building should be demolished and the slab rebuilt, he needed to keep the existing structure as a remodel in order to preserve the "odd existing setbacks." See exhibit A, emails between the realtors for the Applicants and the Appellants. Ultimately, the extremely foreseeable complete demolition of the exterior walls took place without Applicants disclosing such, resulting in the stop work order eight months later in August 2021.

The Applicants then filed an application to allow demolition of the structure to the slab foundation and requested permission to build the previously approved design. Despite the admission that their demolition was complete to the slab, and the building would be new construction, the Planning Commission did not review the project de novo as new construction. Instead, they took into account how much time and money Applicants had already spent while relying on the approval from the February 3, 2020 meeting, and essentially forgave the fiction that Applicants had been passing a project that was new construction as a remodel. (*See* November 15, 2021 Planning Commission at 1:38:00, Commissioner Jennifer Asselstine, considering "what's been purchased, what the investment is, what the structural design is, what the architectural design is, it would be not at all be an insignificant request to . . . change the design"; Commissioner Krebs at 1:44:20: "after-the-fact type of situation is difficult where the homeowner has invested lots of time and money".) This generous interpretation is not merited. It is apparent that the Applicants took a calculated risk characterizing their project as a "remodel" so that they could grandfather in the non-conforming characteristics of the existing building while preserving almost nothing of the original structure. This was not a good-faith error in characterizing the home as a remodel that was prevented by the discovery of dry rot. It was known by Applicants long before the discovery of dry rot that building a two-story house where a one-story house had stood, with all new window and door openings, was impossible without complete demolition, at least by the time they spoke to contractors in January 2021. Yet Applicants failed to disclose this and seek a new, accurate permit. This is not the type of behavior the Town should reward by sweeping it under the rug and pretending they are evaluating a remodel instead of new construction.

The November 15, 2021 Planning Commission Was the First Opportunity for the Appellants To Object; Their Concerns Were Not Given the Weight They Should Have Been Given Had the Project Been Considered De Novo

The final reason that the City Council should review the plan for 75 Jones de novo is that there is a new neighbor at 101 Ross who bought their home from the Applicants without notice of the new two-story home Applicants intended to build. This lack of notice is important because usually a new buyer who claims ignorance of a previous public decision is considered to have been on record notice of the decision and has no right to complain; however, in this case, the actions of the Applicants and their representative make that not the case, and the Town should treat the complaints of the new neighbors as seriously as they would have had these concerns been raised at the February 3, 2020 initial hearing on the design review application for a two story home at 75 Jones.

Kaliel Roberts and Michael Greer bought 101 Ross from the Applicants after the February 3, 2020 approval of the Applicants' plan for subdividing 101 Ross and 75 Jones and building a new two-story home at 75 Jones. The Appellants thought that they were paying $3.5 million for a beautiful home in a central but private location. They knew that the preschool next door would likely be converted to a single-family home, but when they asked the Applicants' real estate agent about it, instead of being given the approved plans, which would have been easy enough, the real estate agent told the Appellants that the plans for 75

Jones were "conceptual." See **Exhibit A**, emails between the realtors for the Applicants and the Appellants. By this, the Appellants understood that there were no approved plans in place, and they would have a chance to receive notice and comment on any plans submitted. The surprise and betrayal felt by the Appellants when they saw the framing go up for two-story windows overlooking their backyard and rear of their house could have been entirely avoided had these plans been disclosed by the Applicants prior to accepting $3.5 million from Appellants.

At the November 15, 2021 Planning Commission meeting, their first opportunity to be heard, the Appellants voiced the position that they would prefer a home on 75 Jones located in the conforming location closer to the street; their concern regarding light and privacy to the side of their home being much less than that of the light and privacy of their primary living areas at the back of their home and back yard. Instead of taking the Appellants' concerns regarding the design of the proposed home at 75 Jones seriously, some of the Planning Commissioners stated that the placement of the home next to 101 Ross's backyard was actually a benefit to 101 Ross, patronizingly ignoring the Appellants' stated position on the issue.

The Design of 75 Jones Should Not Pass Design Review

When the proposed two-story structure underwent de novo design review on February 3, 2020, the Applicants still owned 101 Ross, and therefore the interests of an independent owner of 101 Ross were not represented. It is clear that had the Planning Commission performed a true de novo design review of a new construction building on November 15, 2021, as they should have, the design would not have passed muster. (*See* November 15, 2021 meeting: Planning Director Semonian at 46:55: If the Planning Commission changed the designation from remodel to new build, it could require them to meet the 20 foot rear setback for R2 or R3; Semonian at 1:35:45: "It would be a non-conforming structure, and by exceeding the demolition, our town rules would require it to be brought into compliance with current standards"; Commissioner Gary Smith at 1:42:00: "I see elements that would make the original design problematic"; Commissioner Daniel Krebs at 1:46:00: "I did oppose the project previously . . . it was too close to the property line, it exceeded the FAR".)

The design of the proposed structure at 75 Jones is not only placed in the wrong spot on the property, it is also designed in such a way that it is maximally visually intrusive to the main living areas at the back of the home at 101 Ross, and the outdoor dining and back yard. (See **Exhibit B**, photos of the project.) The reasons why the proposed plan should not pass design review are outlined in the attachment to the Appellants' Appeal, submitted on November 24, 2021, but they are also summarized below:

A. The development of 75 Jones is not functionally and aesthetically compatible with existing improvements and the natural elements in the surrounding area (Finding 1)

The design of 75 Jones has created the effect of a large, second story indoor/outdoor observation deck peering into 101 Ross's backyard, outdoor dining, family room, and kitchen (which is entirely visible through a wall of accordion glass doors installed by the owners of 75 Jones, who renovated and sold 101 Ross to the appellants). The neighborhood is dense yet charming because the homes, whether single family or multi-family, are appropriately scaled to the urban village setting, which allows neighboring properties to maintain privacy for themselves and each other wherever possible. A two-story wall of windows is wholly out of place in the middle of a dense village setting where the two-story wall of windows faces not an expansive view, but the neighbor's property.

B. The development of 75 Jones will cause the surrounding area to depreciate materially in appearance and value (Finding 3)

The Appellants purchased the property from the owners of 75 Jones in September 2020, believing that they were paying a premium for a large, private lot in the heart of downtown San Anselmo. The owners of 75 Jones were able to sell 101 Ross to appellants for a premium price that reflected the privacy of the site as it appeared when 75 Jones only held a 1 story structure. Appellants would not have purchased 101 Ross for the price they paid had they known of the approved plans for the proposed home at 75 Jones.

The development of 75 Jones in the manner proposed will devalue 101 Ross significantly, as the property no longer feels private. The 20-foot windows and second floor deck proposed for 75 Ross create the feeling that the inhabitants of 101 Ross are being watched, destroying the magical, private feel of the home for which appellants paid the owners of 75 Jones $3.5 million.

C. The development of 75 Jones will unreasonably impair access to light and air (Finding 7)

The second story at 75 Jones will not only block ambient light during the day, it will also create light pollution at night. The two-story windows line the double-height living area, which will be lit into the evenings without any type of screening. These windows will glow like a lantern at night right into 101 Ross's property.

D. The development of 75 Jones will unreasonably affect the privacy of neighboring properties, including by the placement of windows and decks (Finding 8)

75 Jones's proposed second story deck and 20-foot windows facing 101 Ross unreasonably affect the privacy of 101 Ross. The Planning Commission discounted the invasiveness of the 20-foot story windows because there is no second story living area directly adjoining the window. However, the second story "library" looks out through the large windows directly into the backyard, family room, kitchen, and outdoor dining space of 101 Ross. Whoever is sitting or standing in the library will be able to look out through movie screen-sized windows to see a young family playing in their backyard.

In addition, the Planning Commission ignored how invasive the second story deck facing 101 Ross is, given privacy concerns. This deck does nothing but provide the occupants of 75 Jones with a view into the home at 101 Ross and its backyard.

The Planning Commission implicitly acknowledged the privacy impacts, but suggested mitigating them through the use of vegetative screening. In an atmosphere of drought and hardening homes against fires, there is no guarantee that subsequent owners of 75 Jones will be willing or able to maintain vegetation large enough to effectively eliminate the privacy intrusion created by the 20-foot windows and second story deck. The only effective solution is to prevent this privacy intrusion in the first place by requiring a modification to the design of the house.

E. The development of 75 Jones will be of a bulk, mass and design that does not complement the existing character of the surrounding neighborhood (Finding 9)

The 46% FAR for the proposed home at 75 Jones is an indicator that the bulk of the home is excessive. The design of the home, when viewed from 101 Ross, is extremely bulky. The way the second-floor projects towards 101 Ross creates an aggressive architectural effect that does not complement the existing neighborhood, including the graceful lines of the existing Victorian at 101 Ross.

Elimination of the 2nd story bulk created by the two-story living room, which does not create usable living space for 75 Jones but does significantly affect the use and enjoyment of 101 Ross by appellants, would improve the design and reduce the bulk and mass of the proposed home. Eliminating this architectural flourish will bring 75 Jones back within the FAR that would be allowed for a single-family home on this size lot, and improve the relationship of the home with its neighbors, without significantly impacting the usability of the home at 75 Jones.

Conclusion

The proposed project at 75 Jones as it is – a new construction project, with a too-large FAR, in violation of setbacks, and designed with dispensable architectural flourishes that upset the neighbors, should not be approved. Reversal of the Planning Commission's decision will undeniably be a hardship to Applicants, but one caused entirely by their lack of communication and full disclosure, both to the Town and to the Appellants. Applicants' lack of communication and disclosure should not reward the Applicants and punish Appellants. The Town should fully and fairly apply the zoning rules to 75 Jones, and reverse the Planning Commission's approval of the project at 75 Jones.

We appreciation your consideration of these concerns.

Very truly yours,

Elizabeth Brekhus

EXHIBIT A

EXHIBIT A

Gmail

Michael Greer <michael.greer@gmail.com>

FW: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

2 messages

Alisa Wynd <a.wynd@ggsir.com> Sun, Sep 27, 2020 at 11:25 AM
To: Kaliel Roberts <kalielroberts@gmail.com>, Mike Greer <michael.greer@gmail.com>

See email chain below re the former preschool lot...

Alisa Knobbe Wynd, JD

Broker Associate

Golden Gate Sotheby's International Realty

500 Drakes Landing Road | Greenbrae CA 94904

415.298.4037 | a.wynd@ggsir.com| alisawynd.com

Top Agent Network | Marin Platinum Group | Lic #01342726

See My Market Report

From: Kira Swaim <kira@tamrealty.com>
Date: Sunday, September 27, 2020 at 10:50 AM
To: Alisa Wynd <a.wynd@ggsir.com>
Cc: David Swaim <david@tamrealty.com>
Subject: Re: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

That's definitely their plan. They have already started conceptualizing it and such.

Chat soon.

Kira

Kira Swaim II Owner, Tam Realty II Leading San Anselmo Team II 415.209.4750 II kira@tamrealty.comII tamrealty.com

On Sep 27, 2020, at 10:18 AM, Alisa Wynd <a.wynd@ggsir.com> wrote:

I thought the seller's plan was to convert the preschool into a single-family home. Is that not correct?

Alisa

Alisa Knobbe Wynd, JD

Broker Associate

Golden Gate Sotheby's International Realty

500 Drakes Landing Road | Greenbrae CA 94904

415.298.4037 I a.wynd@ggsir.comI alisawynd.com

Top Agent Network I Marin Platinum Group I Lic #01342726

See My Market Report

From: Kira Swaim <kira@tamrealty.com>
Date: Sunday, September 27, 2020 at 10:15 AM
To: Alisa Wynd <a.wynd@ggsir.com>, David Swaim <david@tamrealty.com>
Subject: Fwd: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

Please see note below from Sarah and share with buyers.

Thanks much.

Kira

Kira Swaim II Owner, Tam Realty II Leading San Anselmo Team II 415.209.4750 II kira@tamrealty.comII tamrealty.com

Begin forwarded message:

From: Ana Sarah Miranda <SMiranda@FirstAmNapa.com>

Subject: FW: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

Date: September 27, 2020 at 9:54:07 AM PDT

To: David Swaim <david@tamrealty.com>, Kira Swaim <kira@tamrealty.com>

Good morning David & Kira,

Please see Alisa's e-mail below. Can you please let her know that yes, the adjacent Parcel will remain zoned commercial per the Assessor.

Please let me know if you have any questions.

All the best!

Sarah Miranda

Special Projects Administrator



First American Title Company of Napa

497 Walnut Street / PO Box 388

Napa CA 94559

Phone (707) 254-4500

Fax (707) 226-9346

We are proud to announce that we are now servicing Napa, Sonoma, Marin, Solano and Mendocino Counties. Please contact us for all of your title and escrow needs.

From: Alisa Wynd [mailto:a.wynd@ggsir.com]
Sent: Saturday, September 26, 2020 9:38 AM
To: Ana Sarah Miranda
Cc: Larson, Courtney
Subject: Re: Order #: T0060066-101 Ross Avenue, San Anselmo- Lot Split

Hi Sarah,

The buyers are asking me if Parcel 2 (former day care center parcel that is being kept by the sellers as part of the lot split) is going to be classified as a "residential" lot. Do you know the answer to that question?

Alisa

Alisa Knobbe Wynd, JD

Broker Associate

Golden Gate Sotheby's International Realty

500 Drakes Landing Road | Greenbrae CA 94904

415.298.4037 | a.wynd@ggsir.com| alisawynd.com

Top Agent Network | Marin Platinum Group | Lic #01342726

See My Market Report

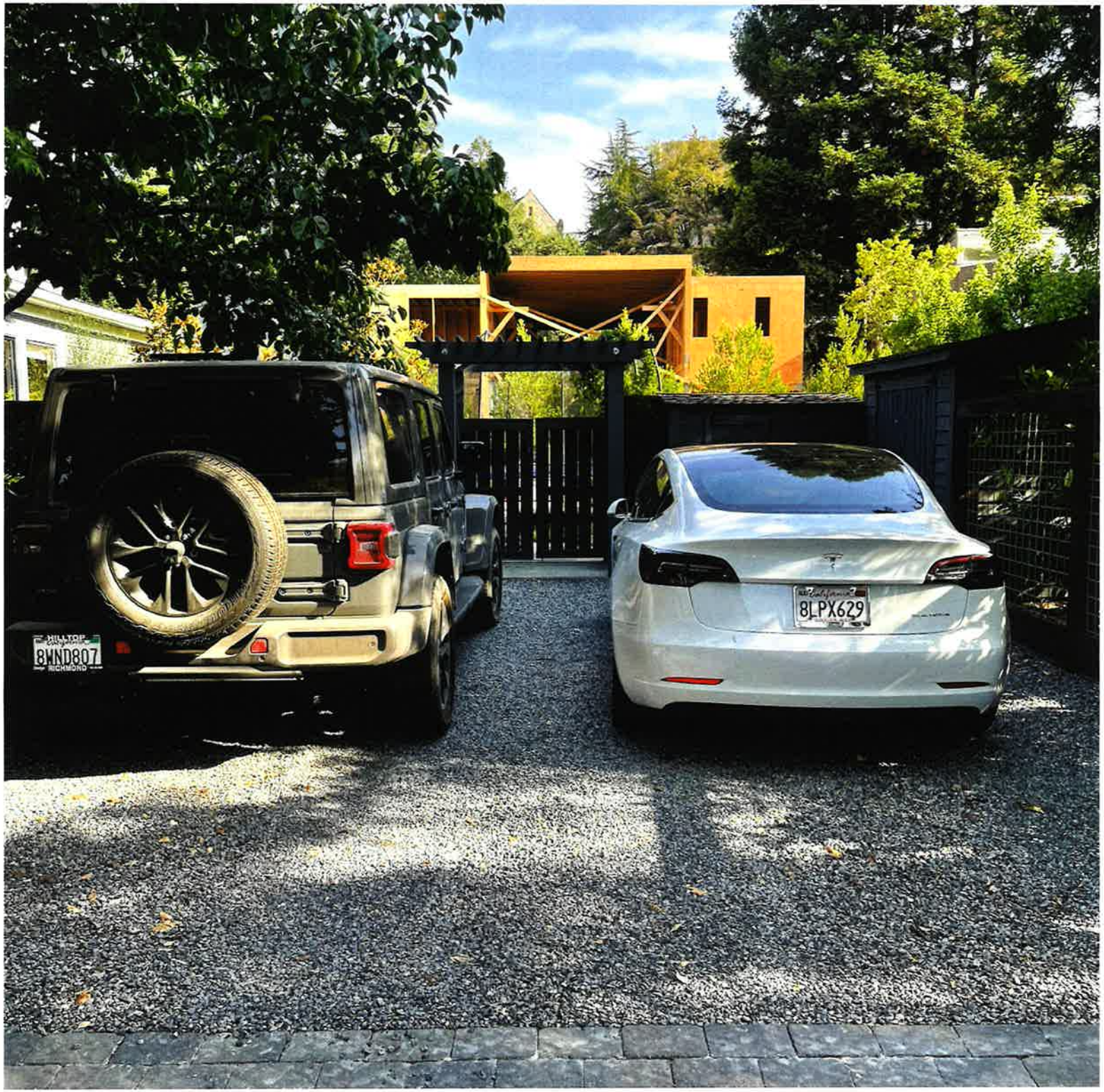
Kaliel Roberts <kalielroberts@gmail.com> Mon, Jan 3, 2022 at 12:49 PM
To: Mike Greer <michael.greer@gmail.com>

Can you find this thread in your email and download it as a pdf? Elizabeth needs it.
[Quoted text hidden]

EXHIBIT B

EXHIBIT B




8WND807
RICHMOND
8LPX629

