TOWN OF
SAN ANSELMO
EST. 1907

Town Council Agenda

Councilmember Burke: 10 South Street, New York, NY 10004

Town Hall Council Chambers via Zoom and at 525 San Anselmo Avenue, San Anselmo, CA 94960

Town Council
Agenda

Tuesday, March 24, 2026 **6:00 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/84699725793

Or Telephone: +1 669 900 6833 | Webinar ID: 846 9972 5793

How to Submit Comments Before the Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@sananselmo.gov or eComments on the Agendas and Meeting webpage 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 the Raise Hand function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your electronic device.

For landline phones, Raise Hand to be recognized with *9

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk.

The Town Council's regular meeting will not be cancelled if any technical problems occur during the meeting.

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

I. 6:00 PM - Closed Session

Mayor Burdo announces that item A.1 will be discussed in Closed Session

A.1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to California Government Code Sections 54956.9(d)(2) and (e)(1): (1 or more cases)

PUBLIC COMMENT on Closed Session Items (3 Minutes Each)

Council adjourns to Closed Session

7:00 PM - Call to Order. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

Open time for public expression.

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

Written Public Comment
Public Comment- Schumacher (PDF)

Council requests for future agenda items.

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

Special Presentation. There are no Special Presentations.

1. Consent Agenda:

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

1.1 Approve the Draft Minutes of the Regular Meeting of March 10, 2026
Staff Report (DOC)
Attachment 1- Draft Minutes of the March 10, 2026 Regula Town Council Meeting (DOC)

1.2 Receive and File Revenue and Expenditure Reports, February 2026
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by Subcategory, February 2026 (PDF)
Attachment 2 Budget Comparison Report by Department, February 2026 (PDF)
Attachment 3 Budget Comparison Report by Subcategory Measure J, February 2026 (PDF)

Attachment 4 Budget Comparison Report by Department Measure J, February 2026 (PDF)

1.3 Receive and File the 2025 Central Marin Police Authority Traffic and Crime Statistics Report
Staff Report (DOC)
Attachment 1 - 2024 Crime and Traffic Statistics Report (PDF)
Attachment 2 - 2025 Crime and Traffic Statistics Report (PDF)

1.4 Receive and File the Financial Report on Recreation Fund ending February 28, 2026
Staff Report (PDF)
Attachment 1 - February 2026 Budget Report (PDF)
Attachment 2 - February 2026 Recreation Capital Outlay (PDF)

1.5 Adopt a Resolution Proclaiming April 2026 as Fair Housing Month. This item is not subject to CEQA pursuant to Section 15060(c)(3) of the CEQA Guidelines because it does not constitute a "project"

Staff Report (PDF)
Attachment 1- Resolution (PDF)

1.6 Adopt an Ordinance to Repeal Title 9, Chapter 23, Sales of Residential Property: Reports of Residential Building Records. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3)
Staff Report (DOC)
Attachment 1- Ordinance (DOC)

1.7 Approve a Special Event Application – 4th Annual San Anselmo Chanukah Festival
Staff Report (PDF)
Attachment 1 - Event Application (PDF)

1.8 Adopt a Proclamation Declaring National Library Week, April 19-15, 2026
Staff Report (DOC)
Attachment 1- National Library Week 2026 Proclamation (DOC)

2. Council Business Items:

In general, the following procedural order applies to items of business:
•Presentation
•Town Council questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.1 Receive Presentation of the Results of the Memorial Park Master Plan Amendment – Capital Campaign Feasibility Study. The Council's discussion and approval of this report is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)
Attachment 1- Fundraising Feasibility Assessment- Memorial Park (PDF)

Attachment 2- Case for Support - Memorial Park (PDF)

2.2 Accept Update on the 2025 General Plan Annual Progress Report and the 2025 Housing Element Annual Progress Report and Authorize Staff to Send the Report to the State Governor's Office of Land Use and Climate Innovation (LCI) and State Housing and Community Development Department (HCD) and provide feedback to staff on future Housing Element implementation actions. This report is categorically exempt from environmental review under California Environmental Quality Act Guidelines Section 15306, which states that information collection activities are exempt from the provisions of the act.
Staff Report (PDF)
Attachment 1 - General Plan Annual Progress Report 2025 (PDF)
Attachment 2 - Housing Element Annual Progress Report 2025 (PDF)
Public Comment- Call Marin Home- Silva

Public Hearing:

In general, the following procedural order applies to public hearing items:
•Staff Presentation
•Town Council Questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.3 Introduction and First Reading of an Ordinance Amendment to Title 10 "Planning and Zoning", Section 10-3.302, Land Use Regulations Table 3A and Section 10-6.103, ADU and JADU Approvals. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3)
Staff Report (DOC)
Attachment 1- Draft Ordinance (DOC)
Attachment 2- Planning Commission Resolution No. 2026-05 (PDF)

Council Business Items:

In general, the following procedural order applies to items of business:
•Presentation
•Town Council questions
•PUBLIC COMMENT – limited to 3 minutes/person
•Town Council discussion/action

2.4 Transportation Authority of Marin (TAM) Crossing Guard Program 2026/2027 School Year Updates
Staff Report (DOC)
Public Comment- Litwack (PDF)

2.5
1) Accept Roadway, Sidewalk and Utility Easement for Sequoia Park Safe Route to Schools Project Area #3 ("Project"); 2) Approve Plans for the Project; 3) Authorize Staff to Advertise for Construction Bids Based on Approved Plans; 4) Authorize the Town Manager to Award the Construction Contract to the Lowest Responsible Bidder; 5) Adopt Resolution of Intent

to Abandon a Portion of Right-of-Way Adjacent to 79 Sequoia Avenue; Find These Actions Exempt from the California Environmental Quality Act (14 Cal. Code Regs. § 15301).

Staff Report. (DOC)
Attachment 1 - Council Reso Accepting Easment 100 Sequoia Ave (PDF)
Attachment 2 - Plans (PDF)
Attachment 3 - Reso Intent to Abandon Sequoia ROW (PDF)
Attachment 4 - Easement and Abandonment Exhibit (PDF)

Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is April 14, 2026.

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

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

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

DECLARATION OF POSTING

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

Public Comment 7
3/24/26

San Anselmo Town Council Decision to Maintain Floribel Ave.

The alleged agreement between San Anselmo and the Floribel property owners appears to be inconsistent with both general contract and property law and also with the Statute of Frauds that requires real property contracts to be in writing (California Code, Civil Code Section 1624).

To Summarize:

The California Statute of Frauds requirements have not been met between and among San Anselmo and the Floribel property owners.

1. No Floribel home owner appears to have a copy of the original contract.

2. The town of San Anselmo does not appear to have copy of, or the original contract signed by all parties involved.

3. Only 25% of Floribel home owners have found even a reference in their purchase disclosures that the city alleges they are liable for road repaving and have no copy of the original agreement.

4. No original or copy of such an agreement has been found in Marin County files or property records. This violates Marin County and California state requirements that property deeds and property encumbrances be recorded.

5. Such a contract does not appear to have been recorded.

Summary of Key Issues Recap:

1. **No notice in 75% of the disclosures received by property owners from the Town of San Anselmo** that owners are responsible for the road.

2. **The town repaved Floribel September 1989** (and during the October Loma Prieta quake) despite disclosures. (This is a **SIGNIFICANT PARTIAL PERFORMANCE THAT negates the alleged contract and SUPPORTS THE TOWN'S CONTINUING RESPONSIBILITY FOR** Floribel Avenue.

3. **Basic real property law** requires certain documents and agreements involving real property to be recorded with the real property deed. But San Anselmo appears not to have followed contract and real property laws.

4. No original document (or copy) has been found in the County Real Property files.

5. When the city repaved all of Floribel in 1989 at no cost to the Floribel residents, the city cancelled any alleged agreement by repaving Floribel without notice of any exception or reinstating the alleged agreement.

Conclusion: Therefore, there is no contract or agreement between and among the town of San Anselmo and the Floribel home owners. Therefore, Floribel is a City Road, and the town of San Anselmo is responsible and liable for repaving Floribel Avenue.

FINALLY: CAN WE COMPROMISE? OF COURSE.

The Town Public Works Department has already made a generous offer, to have crews patch Floribel while this matter is being settled. That buys all parties time.

If the town of San Anselmo takes on what we on Floribel believe is its legal responsibility, a further compromise can be found in additional time. Assuming the San Anselmo officials accept that Floribel is, in fact, a city street, and will so document, patching extends the usability of the roadway for up to several years. This gives San Anselmo important time to budget for a later repaving, which the Floribel residents are likely to accept. We strongly suggest such a compromise, such as, for example, a two year delay.

Thank you.

Respectfully submitted this 24th day of March, 2026.

Andrew J. Schumacher, Attorney at Law

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: March 24, 2026

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of March 10, 2026

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Regular Town Council meeting of March 10, 2026.

ATTACHMENT:

Attachment 1- March 10, 2026 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, March 10, 2026

Interviews for the Bicycle and Pedestrian Advisory Committee - 6:41 PM
Council interviewed Adam Smith and Jamie Mackie.

Call to Order: Optional Pledge of Allegiance – 7:00 PM

COUNCILMEMBERS PRESENT: Steve Burdo (Mayor)
Chantel Walker (Vice Mayor)
Eileen Burke
Yoav Schlesinger
Tarrell Kullaway

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Linda Kenton, Assistant Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Sean Condry, Public Works Director
Will Messinger, Assistant Engineer
Marc Matundan, Assistant Engineer

Open Time for Public Expression

There was no Public Comment.

Mayor Burdo closed public comment.

Special Presentation

Mayor Steve Burdo read a proclamation recognizing Georgia Stahl-Ricco and Griff Roberts on achieving the rank of Eagle Scout.

Council requests for future agenda items

Councilmember Schlesinger reported on the Joint Exercise of Powers Agreement Committee meeting and the Transportation Authority of Marin meetings, giving updates.

Councilmember Walker reported on the Marin County Mayor and City Councilmembers meeting.

Councilmembers Burke and Kullaway reported that they had no updates for committee meetings.

Mayor Burke reported on the San Anselmo softball opening ceremony.

Assistant Town Manager Kenton mentioned the library will be closed March 16-21, with a soft opening for the library on March 23.

1. Consent Agenda

1.1 Approved the Draft Minutes of the Regular Meeting of February 24, 2026

1.2 Received and Filed Report of Checks Issued, February 2026

1.3 Approved the Bidding Process for Isabel Cook Community Center (ICC) Exterior Paint

1.4 Adopted Resolution No. 2026-4610 to Define the Membership for the San Anselmo Arts Commission

1.5 Approved the Town of San Anselmo Downtown Hanging Flower Basket Funding Request

1.6 Considered and Approved a Special Event Application – Sip n' Stroll Fundraiser 2026

1.7 Received and Accepted the Results of the Alternative Compliance Examination Engagement

Mayor Burdo opened the consent agenda for public comment.

There was no Public Comment

Mayor Burdo closed the consent agenda for public comment.

Councilmember Schlesinger requested to pull item 1.5.

M/s, Walker/Schlesinger, Motion to approve items 1.1, 1.2, 1.3, 1.4, 1.6, and 1.7 from the Consent Calendar.
AYES: Kullaway, Burke, Schlesinger, Vice Mayor Walker, Mayor Burdo
NOES: None

Councilmember Schlesinger expressed concerns about the Flower Basket program and it's sustainability.

M/s, Burke/Walker, Motion to approve item 1.5 from the Consent Calendar.
AYES: Kullaway, Burke, Schlesinger, Vice Mayor Walker, Mayor Burdo

Council Business Items

2.1 Receive Report on Sorich Park Goat Grazing Monitoring Results. The Town filed a Notice of Exemption for the Sorich Park and Hawthorne Canyon Prescribed Grazing Project under California Environmental Quality Act (CEQA) Guidelines Section 15304, Class 4, for minor alterations to land, and Section 15301, Class 1, for Existing Facilities.

Public Works Director Condry and Assistant Engineer Will Messinger presented the staff report. Jacob Dadman from Marin Wildfire Prevention Authority also gave a presentation via PowerPoint highlighting the effectiveness of goat grazing for fire prevention measures. Rachel Cardona from Sequoia Ecological Consulting also gave a PowerPoint presentation on the monitoring of the goat grazing program.

Mayor Burdo asked about how trees are protected during the grazing and affected riparian areas, as well as the timing of the program.

Councilmember Burke asked about the need to monitor the grazing each year.

Councilmember Schlesinger noted how expensive the monitoring program is versus the actual goat grazing program.

Vice Mayor Walker asked about the transit areas for the goats.

Mayor Burke opened the item for public comment.

Renee Voss made public comment and had a PowerPoint slide regarding the grazing program, highlighting concerns with erosion and tree protection.

Johnathan Braun made a comment to highlight the progress of the goat grazing program.

Mayor Burke closed Public Comment.

Councilmember Burke noted that Mr. Voss' suggestions were well-received and asked about the timing of the program. She also expressed concerns about the cost of the monitoring.

Mayor Burke expressed gratitude to town staff for their work. He also mentioned that he hoped that this would be brought to the Open Space Committee as well.

The Council provided the following suggestions for staff:

Mayor Burdo closed the item.

2.2 Introduction of the Draft General Plan 2045 and Request for Town Council Review and Direction. Review and discussion of the Draft General Plan is not a "project" under CEQA

Community Development Director Scoble and Bob Brown, a consultant with the Town, gave a presentation of the draft General Plan a PowerPoint was used. Staff answered questions about cost, the relevance of the DEIB audit, incorporating new comments and suggestions, and the circulation plan.

Mayor Burdo opened the item for public comment.

Robin from the Racial Equity Committee and the General Plan Committee came and spoke in support of the audit of the DEIB portion of the general plan.

Johnathan Braun spoke about the Land Use element.

Renee Voss spoke in support of the DEIB audit within the General Plan. He also spoke to the importance of conservation efforts.

Mayor Burke closed Public Comment.

Councilmember Kullaway expressed concern about some discrepancies within the circulation plan.

Councilmember Schlesinger highlighted the number of action items, and expressed support of the DEIB audit.

Councilmember Burke expressed some reservations about proceeding with the DEIB audit, noting that she did not feel it was necessary at this time.

Councilmember Walker expressed gratitude for the work towards the general plan.

Mayor Burdo expressed gratitude for the work done on the general plan.

The Council provided feedback on the implementation matrices and directed staff to proceed with a Diversity, Equity, Inclusion and Belonging (DEIB) audit to evaluate the General Plan 2045 polices, programs, and implementation actions address equity considerations prior to adoption.

The Town Council took a break at 9:24 PM.

The Town Council reconvened in the Council Chambers at 9:35 PM.

Public Hearing

2.3 Public Hearing to Adopt an Ordinance to Repeal Title 9, Chapter 23, Sales of Residential Property: Reports of Residential Building Records. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3).

Community Development Director Scoble outlined the previous discussions with Town Council, fiscal impacts, and impact on policy regarding the resale program. She also answered questions about potential options moving forward for the resale program.

Mayor Burdo opened the item for public comment.

A citizen on Floribel Ave. expressed interest in having a program where people can obtain accurate and identifying information about homes.

Johnathan Braun spoke out against repealing the resale program to maintain continuity within the community.

A realtor expressed his gratitude for staff's efforts to improve efficiency within the Permit Department.

A realtor spoke out in support of removing the resale program.

Mayor Burdo closed the item for public comment.

M/s, Schlesinger/Kullaway, Motion to Read the proposed Ordinance by Title only to Repeal Title 9, Chapter 23, Sales of Residential Property: Reports of Residential Building Records. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3).
AYES: Kullaway, Burke, Schlesinger, Vice Mayor Walker, Mayor Burdo
NOES: None

M/s, Schlesinger/Kullaway, Motion to Adopt an Ordinance of the Town Council of the Town of San Anselmo by Title only and to Waive Future Readings in Its Entirety Repealing Title 9, Chapter 23, Sales of Residential Property: Reports of Residential Building Records. The proposed Ordinance is exempt from review under the California

Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3).
AYES: Kullaway, Burke, Schlesinger, Vice Mayor Walker, Mayor Burdo
NOES: None

Council Business Items

2.4 Receive an Update on an Easement for Sorich Park Pedestrian Trail Alternative. Find the project categorically exempt from the California Environmental Quality Act (CEQA) (14 CCR § 15301).

Assistant Engineer Matundan gave a presentation on the progress of the conversion of Sorich Trail to Multi-Modal. He also answered questions about floating easements, locations of property lines, fiscal impacts, CEQA qualifications, and access.

Mayor Burdo opened the item for Public Comment.

Renee Voss spoke about access and questioned the scope of the project.

Mayor Burdo closed Public Comment.

Councilmember Burke noted that accommodations should be made for easier access.

Vice Mayor Walker supported the efforts to convert the trail.

Mayor Burdo expressed his support for the project and agreed with previous comments made.

2.5 Appoint One Voting Member to the Bicycle and Pedestrian Advisory Committee. Appointing volunteers to serve on a committee is not a "project" under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

Town Clerk Avila gave a report on making one appointment to the Bicycle and Pedestrian Advisory Committee.

There was no questions from the Town Council.

Mayor Burdo opened the item Public Comment.

There was no Public Comment.

Mayor Burdo closed Public Comment.

Vice Mayor Walker offered her endorsement for Mr. Smith.

Councilmember Schlesinger offered her endorsement for Mr. Smith.

Councilmember Kullaway offered her endorsement for Mr. Smith.

Mayor Burke also offered his endorsement to Mr. Smith.

M/s, Walker/Burke, Motion to appoint Adam Smith to the Bicycle and Pedestrian Advisory

Committee.
AYES: Kullaway, Burke, Schlesinger, Vice Mayor Walker, Mayor Burdo
NOES: None

Being no further business to discuss, Mayor Burdo adjourned the meeting at 10:23 PM.

Respectfully submitted,

Serge Avila
Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #1.2

MEETING DATE: March 24, 2026

AGENDA TITLE: Revenue and Expenditure Reports, February 2026

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That Town Council consider approving the monthly year-to-date Revenue and Expenditure Reports and corresponding activity for the period ending through February 28, 2026.

SUMMARY

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

BACKGROUND

The Revenue and Expenditure reports are year-to-date summaries of revenues and expenditures from the Town's financial system (Tyler Incode) for both the current as well as the prior corresponding fiscal year. These reports include the General Fund's operations given that most of the Town-level operational activities are processed through the General Fund either directly or indirectly. The Town Council approves these reports monthly throughout the fiscal year.

DISCUSSION/ANALYSIS

The revenue and expenditure data through February 28, 2026, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been carried out by identifying the key trends the Town Council should take note of.

Revenues
Overall, through the February 2026 reporting period, the Town's general fund revenue increased its base relative to the prior year by $0.675M. A majority of the Town's revenue is collected at specific times.

Category	FEB YTD FY26	FEB YTD FY25	$ Change	% Change
Property Tax	9,763,947.08	9,347,177.70	416,769.38	4.46%
Sales Tax	818,966.33	749,238.20	69,728.13	9.31%
Property Transfer Tax	48,692.58	67,579.59	(18,887.01)	-27.95%
Franchise Taxes	383,080.12	422,947.25	(39,867.13)	-9.43%
Licenses & Permits	1,067,386.06	908,667.38	158,718.68	17.47%
Fines	7,610.65	45,131.49	(37,520.84)	-83.14%
Cash & Investment Interest	-	-	-	-
Intergovernmental	105,522.30	195,975.52	(90,453.22)	-46.16%
Other Fees	450,174.57	231,601.69	218,572.88	94.37%
Transfers In	199,170.69	201,577.57	(2,406.88)	-1.19%
Total	**12,844,550.38**	**12,169,896.39**	**674,653.99**	**5.54%**

As shown above, the Town's overall revenue base increased by $0.675M due to the following:

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by $0.417M. The Town budgeted a 3.78% increase in property taxes in fiscal year 2025-2026 and is right on track.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been comparable to the prior year and remain on track with the budgeted amount.
- Revenue from Licenses & Permits increased by $0.158M compared to the previous period, due to construction activity in the Town and a small increase in business license collections year to date for fiscal year 2025-2026 compared to FY2024-2025.
- Intergovernmental revenues decreased by $0.090M compared to the previous period due to receiving $0.065M Leap grant for the Housing Element from the State in FY24-25 and no similar grant in FY25-26.
- Other Fees have increased by $0.218M compared to the previous period due to an increase in resale inspections, planning fees, and Friends of the Library donation towards the library refresh project.

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

Expenditures
Overall, through the February 2026 reporting period end, the Town's General Fund expenditures have increased by $1.559M compared to the prior year. This is primarily from increases in compensation, retirement, outside services, and debt service. All other activity is either flat year-over-year or nets to an immaterial change, all of which are within management's expectations.

Category	FEB YTD FY26	FEB YTD FY25	$ Change	% Change
Compensation	3,321,550.74	2,953,354.58	368,196.16	12.47%
Retirement	439,404.72	299,594.12	139,810.60	46.67%
Training	31,915.02	41,418.99	(9,503.97)	-22.95%
Outside Services	1,445,243.48	1,587,429.57	(142,186.09)	-8.96%
Outside Services - Public Safety	7,813,403.56	7,314,336.08	499,067.48	6.82%
Maintenance	169,796.87	80,792.20	89,004.67	110.16%
Utilities	19,503.69	13,727.21	5,776.48	42.08%
Supplies	82,806.08	134,592.57	(51,786.49)	-38.48%
Debt Service - Pension Bond	680,096.16	638,811.71	41,284.45	6.46%
Other Expenditure	144,874.19	162,119.46	(17,245.27)	-10.64%
Internal Service Charge	1,104,729.28	1,208,541.20	(103,811.92)	-8.59%
Transfers Out	1,380,000.00	640,000.00	740,000.00	0.00%
Total	**16,633,323.79**	**15,074,717.69**	**1,558,606.10**	**10.34%**

As shown above, the Town's expenditures base overall increased by $1.559M, which is driven by compensation, retirement, outside services – public safety, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by $0.368M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Retirement increased by $0.139M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services decreased by $0.142M compared to the previous period due to lower allocated costs for Animal Control Services with the County and Library Marinet Membership, no contracted building inspector, and fewer plan check fees for third party consultants.
- Outside Services – Public Safety increased by $0.499M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department. These increases are in line with the budgeted amounts set by the Police Council and Fire Board.
- Debt Service increased by $0.041M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Internal Service Fund Charge decreased by $0.104M compared to the previous period due to decreased payment to the Internal Service Funds for Insurance and vehicle replacement, offset by increases for Building Maintenance and Information Technology.
- Transfers Out increased by $0.740M compared to the previous period due to the Council approved 2025-2026 mid-year budget transfers (Resolution 2026-4609) of a portion of General Fund surplus reserves to the following funds, $500,000 to Park Capital Improvement, $200,000 to Building Maintenance, $75,000 to Information Technology, and $50,000 to Special Events offset by no original budgeted transfers to the Parks Capital Improvement Fund in fiscal year 2025-2026 because of budget constraints.

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

Overall, the General Fund is in good financial standing for 8 months through fiscal year 2025-2026. We remain on track with our projections.

MEASURE J

Revenues

Overall, through the February reporting period, the Town's Measure J Fund's revenue increased its base relative to the prior year by $0.076M.

Category	FEB YTD FY26	FEB YTD FY25	$ Change	% Change
Sales Tax	1,350,845.27	1,277,054.56	73,790.71	5.78%
Cash & Investment Interest	-	-	-	-
Reimbursement	2,390.87	-	2,390.87	
Total	**1,353,236.14**	**1,277,054.56**	**76,181.58**	**5.97%**

- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2025-26 have been comparable to the prior year and remain on track with the budgeted amount.

Expenditures

Overall, through the February 2026 reporting period end, the Town's Measure J expenditures have increased by $1.139M compared to the prior year. This is primarily from increases in compensation, outside services, and construction. All other activity is either flat year-over-year or nets correspondingly to an immaterial change.

Category	FEB YTD FY26	FEB YTD FY25	$ Change	% Change
Compensation	161,674.89	142,350.13	19,324.76	13.58%
Retirement	12,396.83	11,170.13	1,226.70	10.98%
Training	-	-	-	-
Outside Services	197,297.86	181,519.03	15,778.83	8.69%
Construction	2,305,337.78	1,202,733.89	1,102,603.89	91.67%
Transfers Out	-	-	-	-
Total	**2,676,707.36**	**1,537,773.18**	**1,138,934.18**	**74.06%**

- Compensation (Salaries & Wages and Benefits) increased by $0.019M compared to the prior fiscal year, primarily due to the 6.0% cost of living adjustment effective July 1, 2025, step adjustments, one-time payment upon the signing of the Memorandum of Understanding (MOU) 2025-2028, vacation cashout and sick time roll overs per the MOU and health insurance premiums.
- Outside Services increased by $0.016M compared to the prior period due to Ross Valley Fire Department staffing costs, including a 3% COLA, 3% equity adjustment, and continued step increases for Firefighter/Paramedic personnel.

- Construction increased by $1.103M compared to the previous period due to the Fire Station 20 Project and Isabel Cook Community Center Roof Project. In the prior period through September, the Town had completed some bridge design work, repairs on concrete roads, wrapped up of Town Hall roof & HVAC project, minor work at Memorial Park, and slurry seal project. There is no slurry seal project scheduled for FY25 due to major ongoing projects at Fire Station 20 and the Resilience Hub. The Town anticipates a slurry seal project in fiscal year 2026-2027.
- The Fire Station 20 project is still on target to be completed on time. The project has had about 16.6% change orders on the original contract amount of $3,449,000. The Town Council approved a mid-year budget adjustment of $650,000 for the Measure J budget to account for the Fire Station 20 project change orders.

FISCAL IMPACT
None

GENERAL PLAN CONSISTENCY
Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS
Attachment #1: Budget Comparison Report by Subcategory, February 2026
Attachment #2: Budget Comparison Report by Department, February 2026
Attachment #3: Budget Comparison Report by Subcategory Measure J, February 2026
Attachment #4: Budget Comparison Report by Department Measure J, February 2026

Town of San Anselmo 2025-2026 Rev & Exp Report as of 02/28/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Revenue								
400 - PROPERTY TAX GENERAL	10,030,351.00	10,050,213.98	5,621,489.88	55.93%	10,487,401.00	10,487,401.00	5,880,001.25	56.07%
401 - PENSION	3,020,000.00	3,171,137.39	1,736,439.29	54.76%	3,097,000.00	3,222,000.00	1,829,548.54	56.78%
402 - PROPERTY TAX OTHER	3,998,058.00	4,062,920.53	2,056,828.12	50.62%	4,109,847.00	4,109,847.00	2,103,089.87	51.17%
410 - OTHER TAXES	1,530,000.00	1,454,484.46	749,238.20	51.51%	1,471,120.00	1,471,120.00	818,966.33	55.67%
411 - FRANCHISE TAXES	936,500.00	939,820.99	422,947.25	45.00%	976,000.00	976,000.00	383,080.12	39.25%
420 - BUSINESS LICENSE	290,000.00	325,689.18	206,157.45	63.30%	298,000.00	298,000.00	210,335.07	70.58%
421 - PARKING	0.00	192.54	0.00	0.00%	0.00	15,000.00	14,975.56	99.84%
422 - CONSTRUCTION	1,091,000.00	1,167,221.10	702,509.93	60.19%	1,105,000.00	1,230,000.00	842,075.43	68.46%
430 - VEHICLE CODE	15,000.00	13,101.62	6,321.65	48.25%	0.00	0.00	5,791.25	0.00%
431 - LIBRARY	1,500.00	2,351.93	1,646.08	69.99%	2,500.00	2,500.00	1,819.40	72.78%
432 - PARKING	117,990.00	82,449.77	37,163.76	45.07%	10,000.00	10,000.00	0.00	0.00%
440 - USE OF MONEY AND PROPERTY	100,000.00	420,448.71	0.00	0.00%	135,000.00	185,000.00	32.73	0.02%
450 - STATE REVENUE	235,500.00	256,356.88	195,975.52	76.45%	171,000.00	171,000.00	105,522.30	61.71%
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
480 - FEES FOR SERVICES	198,500.00	214,551.93	131,954.77	61.50%	215,500.00	215,500.00	205,360.14	95.29%
490 - MISCELLANEOUS REVENUE	115,555.00	279,866.05	99,646.92	35.61%	157,500.00	257,500.00	244,814.43	95.07%
519 - TRANSFERS IN	403,318.00	398,987.58	201,577.57	50.52%	413,185.00	413,185.00	199,170.69	48.20%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	**22,083,272.00**	**22,839,794.64**	**12,169,896.39**	**53.28%**	**22,649,053.00**	**23,064,053.00**	**12,844,583.11**	**55.69%**
Expense								
600 - SALARIES AND WAGES	3,552,174.00	3,493,701.89	2,325,509.72	66.56%	3,922,641.00	4,025,158.20	2,648,959.95	65.81%
601 - RETIREMENT	428,706.00	407,334.57	299,594.12	73.55%	568,476.00	570,412.97	439,404.72	77.03%
602 - EMPLOYEE BENEFITS	872,566.00	832,705.82	570,531.39	68.52%	953,970.00	960,854.70	616,145.67	64.12%
604 - RETIREE BENEFITS	180,796.00	180,796.00	57,313.47	31.70%	190,028.00	190,028.00	56,445.12	29.70%
610 - TRAINING	68,750.00	51,805.43	41,418.99	79.95%	69,750.00	69,750.00	31,915.02	45.76%
611 - OUTSIDE SERVICES	2,734,465.00	2,525,643.13	1,587,429.57	62.85%	2,112,045.00	2,507,045.00	1,445,243.48	57.65%
612 - OUTSIDE SERVICES - POLICE (CMPA) & FIRE (RVFD)	10,974,172.00	10,971,504.08	7,314,336.08	66.67%	11,732,115.00	11,732,115.00	7,813,403.56	66.60%
613 - PUBLICATION / DUES	27,522.00	19,719.73	13,250.85	67.20%	28,645.00	28,645.00	12,551.46	43.82%
614 - MAINTENANCE	123,485.00	80,460.09	52,729.26	65.53%	104,250.00	104,250.00	50,798.12	48.73%
615 - BUILDING MAINTENANCE	60,000.00	48,951.16	14,812.09	30.26%	42,500.00	242,500.00	106,447.29	43.90%
616 - VEHICLE MAINTENANCE	16,050.00	19,072.48	13,727.21	71.97%	16,050.00	16,050.00	19,503.69	121.52%
617 - UTILITIES	0.00	119,494.51	76,437.87	63.97%	0.00	0.00	37,105.40	0.00%
618 - HIRING	1,000.00	13,318.46	12,687.10	95.26%	0.00	0.00	985.43	0.00%
619 - MISCELLANEOUS	25,000.00	4,562.64	3,287.64	72.06%	15,500.00	15,500.00	0.00	0.00%
620 - OFFICE SUPPLIES	32,754.00	33,760.59	26,794.29	79.37%	1,800.00	1,800.00	8,418.56	467.70%
622 - DEPARTMENT SUPPLIES	133,197.00	192,875.10	104,510.64	54.19%	134,450.00	134,450.00	74,387.52	55.33%
623 - BOOKS / MAGAZINES / VIDEOS	29,000.00	32,201.33	17,422.37	54.10%	30,750.00	30,750.00	10,651.59	34.64%
628 - Internal Service Charge	1,437,812.00	1,437,811.80	1,208,541.20	84.05%	1,307,094.00	1,307,094.00	1,104,729.28	84.52%
629 - MISCELLANEOUS	105,500.00	67,845.10	42,831.38	63.13%	183,800.00	183,800.00	96,131.77	52.30%
630 - EQUIPMENT	500.00	12,740.74	12,740.74	100.00%	0.00	0.00	0.00	0.00%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	465,000.00	465,000.00	465,000.00	100.00%	510,000.00	510,000.00	510,000.00	100.00%
641 - INTEREST	173,929.00	173,811.71	173,811.71	100.00%	170,189.00	170,189.00	170,096.16	99.95%
670 - TRANSFERS OUT	640,000.00	640,000.00	640,000.00	100.00%	555,000.00	1,380,000.00	1,380,000.00	40.22%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**15,074,717.69**	**69.07%**	**22,649,053.00**	**24,180,391.87**	**16,633,323.79**	**68.79%**
Total Fund: 01 - GENERAL FUND:	**894.00**	**1,014,678.28**	**-2,904,821.30**		**0.00**	**-1,116,338.87**	**-3,788,740.68**	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 02/28/2026 Fund: 01 - GENERAL FUND Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	640,000.00	640,000.00	640,000.00	100.00%	555,000.00	1,380,000.00	1,380,000.00	100.00%
11 - TOWN COUNCIL	71,446.00	72,327.28	56,661.45	78.34%	64,260.00	64,260.00	28,932.55	45.02%
12 - ADMINISTRATION	1,669,529.00	1,671,278.59	1,088,764.93	65.15%	1,712,209.00	1,748,945.87	1,163,249.23	66.51%
16 - LEGAL SERVICES	330,000.00	220,398.50	100,987.50	45.82%	280,000.00	280,000.00	115,327.50	41.19%
18 - PLANNING	1,169,800.00	1,050,424.51	591,923.28	56.35%	916,720.00	1,226,409.00	613,451.32	50.02%
19 - Building & Inspections	0.00	0.00	0.00	0.00%	1,134,173.00	1,198,550.00	790,300.61	65.94%
21 - NON-DEPARTMENTAL	1,488,431.00	1,472,164.52	1,287,727.16	87.47%	1,494,217.00	1,544,217.00	1,309,154.62	84.78%
30 - POLICE	5,474,469.00	5,476,919.00	3,652,096.00	66.68%	5,814,695.00	5,814,695.00	3,876,463.30	66.67%
32 - ROSS VALLEY FIRE SERVICE	5,559,703.00	5,531,890.03	3,672,300.03	66.38%	5,959,920.00	5,959,920.00	3,944,887.55	66.19%
40 - DEBT SERVICE	640,429.00	640,111.71	640,111.71	100.00%	681,689.00	681,689.00	681,696.16	100.00%
41 - ENGINEERING AND INSPECTION	1,774,695.00	1,760,842.33	1,161,566.57	65.97%	669,661.00	674,990.00	440,455.64	65.25%
42 - STREETS	1,278,642.00	1,251,926.33	842,459.69	67.29%	1,302,235.00	1,317,252.00	827,124.68	62.79%
71 - LIBRARY	899,716.00	958,206.51	628,763.32	65.62%	952,892.00	1,165,164.00	753,038.84	64.63%
81 - PARKS	768,688.00	763,422.31	489,925.83	64.17%	752,314.00	759,419.00	484,042.66	63.74%
82 - RECREATION/GENERAL FUND	316,830.00	315,204.74	221,430.22	70.25%	359,068.00	364,881.00	225,199.13	61.72%
Total Expense:	**22,082,378.00**	**21,825,116.36**	**15,074,717.69**	**69.07%**	**22,649,053.00**	**24,180,391.87**	**16,633,323.79**	**68.79%**
Total Fund: 01 - GENERAL FUND:	**22,082,378.00**	**21,825,116.36**	**15,074,717.69**	**69.07%**	**22,649,053.00**	**24,180,391.87**	**16,633,323.79**	**68.79%**
Report Total:	**22,082,378.00**	**21,825,116.36**	**15,074,717.69**	**69.07%**	**22,649,053.00**	**24,180,391.87**	**16,633,323.79**	**68.79%**

Town of San Anselmo 2025-2026 Rev & Exp Report as of 02/28/2026	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
Fund: 15 - SALES TAX - MEASURE J								
Revenue								
410 - OTHER TAXES	2,539,700.00	2,479,818.93	1,277,054.56	51.50%	2,493,023.00	2,493,023.00	1,350,845.27	54.19%
440 - USE OF MONEY AND PROPERTY	0.00	43,562.13	0.00	0.00%	20,000.00	20,000.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
490 - MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	363,005.00	363,005.00	2,390.87	0.66%
Total Revenue:	**2,539,700.00**	**2,523,381.06**	**1,277,054.56**	**50.61%**	**2,876,028.00**	**2,876,028.00**	**1,353,236.14**	**47.05%**
Expense								
600 - SALARIES AND WAGES	184,552.82	178,688.70	118,382.40	66.25%	194,877.00	199,152.00	134,190.41	67.38%
601 - RETIREMENT	17,403.96	16,871.90	11,170.13	66.21%	18,606.00	18,606.00	12,396.83	66.63%
602 - EMPLOYEE BENEFITS	43,971.10	37,283.51	23,967.73	64.29%	41,874.00	42,201.03	27,484.48	65.13%
611 - OUTSIDE SERVICES	261,716.00	268,757.71	181,519.03	67.54%	332,653.00	332,653.00	197,297.86	59.31%
631 - CAPITAL OUTLAY - CONSTRUCTION	2,807,857.00	1,859,183.28	824,985.19	44.37%	2,245,912.00	2,895,912.00	2,305,337.78	79.61%
632 - SLURRY	200,000.00	377,748.70	377,748.70	100.00%	0.00	0.00	0.00	0.00%
670 - TRANSFERS OUT	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**1,537,773.18**	**56.15%**	**2,958,573.00**	**3,613,175.03**	**2,676,707.36**	**74.08%**
Total Fund: 15 - SALES TAX - MEASURE J:	**-975,800.88**	**-215,152.74**	**-260,718.62**		**-82,545.00**	**-737,147.03**	**-1,323,471.22**	
Report Total:	**-975,800.88**	**-215,152.74**	**-260,718.62**		**-82,545.00**	**-737,147.03**	**-1,323,471.22**	

Town of San Anselmo 2025-2026 Rev & Exp Report as of 02/28/2026 Fund: 15 - SALES TAX - MEASURE J Expense	2024-2025 Revised Budget	2024-2025 Audited Actuals	2024-2025 YTD Actuals	% of Audited Actuals	2025-2026 Adopted Budget	2025-2026 Revised Budget	2025-2026 YTD Actuals	% of Actual / Budget
00 - UNDESIGNATED	0.00	0.00	0.00	0.00%	124,651.00	124,651.00	0.00	0.00%
32 - ROSS VALLEY FIRE SERVICE	261,716.00	565,658.44	174,477.36	30.85%	1,282,653.00	1,932,653.00	1,581,268.69	81.82%
41 - ENGINEERING AND INSPECTION	2,725,427.88	1,544,573.13	1,145,278.77	74.15%	1,395,269.00	1,399,871.03	759,249.20	54.24%
71 - LIBRARY	0.00	0.00	0.00	0.00%	100,000.00	100,000.00	100,000.00	100.00%
81 - PARKS	175,000.00	66,735.47	66,735.47	100.00%	0.00	0.00	180.26	0.00%
90 - Climate Action	353,357.00	561,566.76	151,281.58	26.94%	56,000.00	56,000.00	236,009.21	421.45%
Total Expense:	**3,515,500.88**	**2,738,533.80**	**1,537,773.18**	**56.15%**	**2,958,573.00**	**3,613,175.03**	**2,676,707.36**	**74.08%**
Total Fund: 15 - SALES TAX - MEASURE J:	**3,515,500.88**	**2,738,533.80**	**1,537,773.18**	**56.15%**	**2,958,573.00**	**3,613,175.03**	**2,676,707.36**	**74.08%**
Report Total:	**3,515,500.88**	**2,738,533.80**	**1,537,773.18**	**56.15%**	**2,958,573.00**	**3,613,175.03**	**2,676,707.36**	**74.08%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.3

MEETING DATE: March 24, 2026

AGENDA TITLE: 2025 Traffic and Crime Statistics Report

FROM: Michael A. Norton, Chie of Police
Central Marin Police Authority

RECOMMENDATION: Receive Report.

SUMMARY

2025 Traffic and Crime Statistics Report

BACKGROUND

Each year the Central Marin Police Authority prepares and presents an Annual Crime and Traffic Statistics Report. This staff report will summarize pertinent areas of the 2025 Annual Crime and Traffic Statistics report (Attachment #2) as it compares to the 2024 Annual Crime and Traffic Statistics Report (Attachment #1).

DISCUSSION/ANALYSIS

2025 Annual Crime and Traffic Statistics Report (Attachment #2)

1. Calls for Service Analysis (page 2)
    a. The number of calls for service in San Anselmo increased from 9,353 (2024) to 10,244 (2025).

2. Reports Taken Analysis (page 3)
    a. The number of reports taken in San Anselmo increased from 634 (2024) to 635 (2025).

3. Traffic Stops (page 8)
    a. The number of traffic stops occurring in San Anselmo increased from 978 (2024) to 1,397 (2025).

4. Traffic Citations (page 9)
    a. Moving citations issued in San Anselmo increased from 259 (2024) to 454 (2025).

5. Parking Citations (page 10)
    a. Parking Citations in San Anselmo increased from 2,497 (2024) to 3,962 (2025).

6. Traffic Collisions (pages 11-12)
    a. Traffic Collisions in San Anselmo decreased from 209 (2024) to 160 (2025).

ALTERNATIVES
N/A

FISCAL IMPACT
None.

GENERAL PLAN CONSISTENCY
None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY
This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS
Attachment 1- 2024 Crime and Traffic Statistics Report
Attachment 2- 2025 Crime and Traffic Statistics Report

Central Marin Police Authority

2024 Crime & Traffic Statistics Report

Calls for Service
Traffic Stops
Reports Taken
Moving & Parking Citations
Traffic Collisions

January 1, 2024 – December 31, 2024

Calls for Service

	2022	2023	2024
Corte Madera	8,561	8,091	7,365
Larkspur	13,702	13,461	12,910
San Anselmo	10,487	10,093	9,353
Assist Other Agencies	583	530	777
TOTAL	33,333	32,175	30,405

Reports Taken

	2022	2023	2024
Corte Madera	769	730	721
Larkspur	1,005	1,009	926
San Anselmo	685	715	634
TOTAL	2,463	2,470	2,284

Group A Offenses

Offense	Reported in 2024	Reported in 2023
Murder	0	0
Negligent Manslaughter	0	0
Justifiable Homicide	0	0
Non-consensual Sex Offenses:		
Rape	8	13
Sodomy	0	1
Sexual Assault with Object	1	1
Fondling	9	18
Aggravated Assault	23	43

Group A Offenses (cont.)

Offense	Reported in 2024	Reported in 2023
Simple Assault	95	94
Intimidation	27	24
Kidnapping/Abduction	7	9
Consensual Sex Offenses		
Incest	0	0
Statutory Rape	2	0
Human Trafficking, Commercial Sex Acts	0	0
Human Trafficking, Involuntary Servitude	0	0
Robbery	12	10

Group A Offenses (cont.)

Offense	Reported in 2024	Reported in 2023
Burglary/Breaking and Entering	50	57
Larceny/Theft Offenses	546	536
Motor Vehicle Theft	42	49
Arson	6	4
Destruction of Property	76	107
Counterfeiting/Forgery	30	17
Fraud Offense	139	116
Embezzlement	12	8
Extortion/Blackmail	1	4

Group A Offenses (cont.)

Offense	Reported in 2024	Reported in 2023
Bribery	0	0
Stolen Property Offenses	17	19
Drug/Narcotic Offenses	47	58
Drug Equipment Violations	51	32
Gambling Offenses	0	0
Pornography/Obscene Material	1	6
Prostitution	0	0
Weapons Law Violations	19	15
Animal Cruelty	0	1

Traffic Stops

	2022	2023	2024
Corte Madera	1,253	1,233	854
Larkspur	1,980	1,923	1,162
San Anselmo	1,922	1,274	978
Outside Jurisdiction	270	207	430
TOTAL	5,425	4,637	3,424

Traffic Citations

	2022	2023	2024
Corte Madera	496	316	209
Larkspur	607	350	384
San Anselmo	772	366	259
TOTAL	1,875	1,032	852

Parking Citations

	2022	2023	2024
Corte Madera	397	438	410
Larkspur	499	1,328	1,371
San Anselmo	2,394	3,021	2,497
TOTAL	3,290	4,787	4,287

Traffic Collisions

	2022	2023	2024
Corte Madera	194	177	206
Larkspur	196	226	220
San Anselmo	194	206	209
Assist Other Agencies	7	8	10
TOTAL	591	617	645

Traffic Collisions (cont.)

	2022	2023	2024
Injury	94	91	117
Non-Injury	319	367	358
Hit and Run	178	159	170
TOTAL	591	617	645

Threshold Analysis: 2022-2024

	2022	2023	2024	% Change from Previous Year	2-Year Average (2022-2023)	2024: % Change from Average
Calls for Service	33,333	32,175	30,405	-5.50%	32,754	-7.17%
Reports Taken	2,463	2,470	2,284	-8.14%	2,467	-8.01%
Traffic Stops	5,425	4,637	3,424	-35.43%	5,031	-46.93%
Traffic Citations	1,875	1,032	852	-21.13%	1,454	-70.66%
Parking Citations	3,290	4,787	4,287	-11.66%	4,039	6.14%
Traffic Collisions	591	617	645	4.54%	604	6.79%

Central Marin Police Authority

2025 Crime & Traffic Statistics Report

Calls for Service
Traffic Stops
Reports Taken
Moving & Parking Citations
Traffic Collisions

January 1, 2025 – December 31, 2025

Calls for Service

	2023	2024	2025
Corte Madera	8,091	7,365	7,871
Larkspur	13,461	12,910	13,249
San Anselmo	10,093	9,353	10,244
Assist Other Agencies	530	777	1,010
TOTAL	32,175	30,405	32,374

Reports Taken

	2023	2024	2025
Corte Madera	730	721	647
Larkspur	1,009	926	880
San Anselmo	715	634	635
TOTAL	2,470	2,284	2,162

Group A Offenses

Offense	Reported in 2025	Reported in 2024
Murder	0	0
Negligent Manslaughter	0	0
Justifiable Homicide	0	0
Non-consensual Sex Offenses:		
Rape	3	8
Sodomy	1	1
Sexual Assault with Object	2	1
Fondling	6	9
Aggravated Assault	25	22

Group A Offenses (cont.)

Offense	Reported in 2025	Reported in 2024
Simple Assault	83	95
Intimidation	22	27
Kidnapping/Abduction	5	7
Consensual Sex Offenses		
Incest	0	0
Statutory Rape	0	2
Human Trafficking, Commercial Sex Acts	0	0
Human Trafficking, Involuntary Servitude	0	0
Robbery	3	12

Group A Offenses (cont.)

Offense	Reported in 2025	Reported in 2024
Burglary/Breaking and Entering	42	50
Larceny/Theft Offenses	410	546
Motor Vehicle Theft	26	42
Arson	2	6
Destruction of Property	72	76
Counterfeiting/Forgery	15	30
Fraud Offense	148	145
Embezzlement	4	12
Extortion/Blackmail	4	1

Group A Offenses (cont.)

Offense	Reported in 2025	Reported in 2024
Bribery	0	0
Stolen Property Offenses	18	16
Drug/Narcotic Offenses	49	46
Drug Equipment Violations	55	50
Gambling Offenses	0	0
Pornography/Obscene Material	2	1
Prostitution	0	0
Weapons Law Violations	13	19
Animal Cruelty	0	0

Traffic Stops

	2023	2024	2025
Corte Madera	1,233	854	1,022
Larkspur	1,923	1,162	1,382
San Anselmo	1,274	978	1,397
Outside Jurisdiction	207	430	596
TOTAL	4,637	3,424	4,397

Traffic Citations

	2023	2024	2025
Corte Madera	316	209	373
Larkspur	350	384	461
San Anselmo	366	259	454
TOTAL	1,032	852	1,288

Parking Citations

	2023	2024	2025
Corte Madera	438	410	401
Larkspur	1,328	1,371	1,808
San Anselmo	3,021	2,497	3,962
TOTAL	4,787	4,287	6,171

Traffic Collisions

	2023	2024	2025
Corte Madera	177	206	132
Larkspur	226	220	144
San Anselmo	206	209	160
Assist Other Agencies	8	10	10
TOTAL	617	645	446

Traffic Collisions (cont.)

	2023	2024	2025
Injury	91	117	93
Non-Injury	367	358	297
Hit and Run	159	170	56
TOTAL	617	645	445

Threshold Analysis: 2022-2024

	2023	2024	2025	% Change from Previous Year	2-Year Average (2023-2024)	2025: % Change from Average
Calls for Service	32,175	30,405	32,374	6.48%	31,290	3.46%
Reports Taken	2,470	2,284	2,162	5.64%	2,377	9.94%
Traffic Stops	4,637	3,424	4,397	28.42%	4,031	9.08%
Traffic Citations	1,032	852	1,288	51.17%	942	36.73%
Parking Citations	4,787	4,287	6,171	43.95%	4,537	36.01%
Traffic Collisions	617	645	445	44.94%	631	41.80%

STAFF REPORT

TOWN OF SAN ANSELMO Item 1.4

MEETING DATE: 3/24/26

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That the Parks and Recreation Commission review the Recreation Fund revenue and expenditure report for the period ending February 28, 2026.

BACKGROUND

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

DISCUSSION/ANALYSIS

As of February 28, 2026, 67% of the fiscal year has elapsed and the Recreation Fund is listed at 73% of projected revenues and 64% of projected expenditures.

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

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2025-26		**2,362,320**	**1,722,614**	**73%**		**2,362,320**	**1,520,503**	**64%**		**202,110**	**8.5%**
2024-25		2,210,355	1,759,483	80%		2,210,355	1,335,629	60%		423,854	19%
2023-24		1,984,971	1,574,195	79%		1,984,971	1,315,895	66%		258,299	13%
2022-23		1,875,414	1,906,138	102%		1,848,926	1,309,682	71%		596,457	32%
2021-22		1,348,625	1,908,595	142%		1,507,369	1,211,017	80%		697,578	52%
2020-21		1,408,125	957,660	68%		1,550,947	857,385	55%		100,274	7%
2019-20		1,627,269	1,603,491	99%		1,676,763	1,270,916	76%		332,575	20%
2018-19		1,510,604	1,586,775	105%		1,591,144	1,047,174	66%		539,601	36%
2017-18		1,514,000	1,402,029	93%		1,644,385	1,037,903	63%		364,126	24%

Attachment 1 - Revenue & Expenditure Report FY 2025-26: Recreation Fund as of 2/28/2026
Attachment 2 – Capital Outlay Report FY 2025-26 as of 2/28/2026

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	38,815.00	38,815.00	0.00	38,815.00	0.00	0.00%
Department: 00 - UNDESIGNATED Total:	**38,815.00**	**38,815.00**	**0.00**	**38,815.00**	**0.00**	**0.00%**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	669,000.00	669,000.00	87,387.60	596,427.08	-72,572.92	10.85%
600 - SALARIES AND WAGES	30,120.00	30,120.00	840.00	26,098.50	4,021.50	13.35%
602 - EMPLOYEE BENEFITS	2,304.00	2,304.00	64.26	1,996.61	307.39	13.34%
611 - OUTSIDE SERVICES	305,000.00	305,000.00	16,800.00	137,720.95	167,279.05	54.85%
629 - MISCELLANEOUS	44,990.00	44,990.00	3,154.38	39,317.78	5,672.22	12.61%
Department: 61 - SPORTS Surplus (Deficit):	**286,586.00**	**286,586.00**	**66,528.96**	**391,293.24**	**104,707.24**	**-36.54%**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	181,000.00	181,000.00	12,134.00	129,077.16	-51,922.84	28.69%
611 - OUTSIDE SERVICES	110,800.00	110,800.00	21,671.33	72,687.64	38,112.36	34.40%
629 - MISCELLANEOUS	1,500.00	1,500.00	0.00	505.89	994.11	66.27%
Department: 62 - CULTURE Surplus (Deficit):	**68,700.00**	**68,700.00**	**-9,537.33**	**55,883.63**	**-12,816.37**	**18.66%**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,461,000.00	1,461,000.00	50,110.40	961,899.61	-499,100.39	34.16%
600 - SALARIES AND WAGES	615,904.00	627,904.00	51,957.58	478,456.45	149,447.55	23.80%
601 - RETIREMENT	33,755.00	33,755.00	3,132.58	24,144.45	9,610.55	28.47%
602 - EMPLOYEE BENEFITS	127,125.00	128,043.00	9,512.63	83,073.20	44,969.80	35.12%
611 - OUTSIDE SERVICES	336,200.00	336,200.00	11,241.34	211,958.98	124,241.02	36.95%
622 - DEPARTMENT SUPPLIES	7,000.00	7,000.00	0.00	2,389.58	4,610.42	65.86%
629 - MISCELLANEOUS	42,600.00	42,600.00	2,384.31	21,626.67	20,973.33	49.23%
Department: 63 - CHILD CARE Surplus (Deficit):	**298,416.00**	**285,498.00**	**-28,118.04**	**140,250.28**	**-145,247.72**	**50.88%**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	31,020.00	31,020.00	261.00	22,321.00	-8,699.00	28.04%
611 - OUTSIDE SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**11,020.00**	**11,020.00**	**261.00**	**22,321.00**	**11,301.00**	**-102.55%**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	20,300.00	20,300.00	1,489.00	12,889.45	-7,410.55	36.51%
600 - SALARIES AND WAGES	313,039.00	322,039.00	18,584.96	205,674.14	116,364.86	36.13%
601 - RETIREMENT	29,741.00	29,741.00	1,922.41	19,010.42	10,730.58	36.08%
602 - EMPLOYEE BENEFITS	104,879.00	105,567.50	4,437.38	60,667.94	44,899.56	42.53%
610 - TRAINING	7,500.00	7,500.00	117.45	3,459.02	4,040.98	53.88%
611 - OUTSIDE SERVICES	114,748.00	114,748.00	92.50	48,013.25	66,734.75	58.16%
613 - PUBLICATION / DUES	1,000.00	1,000.00	0.00	172.65	827.35	82.74%
614 - MAINTENANCE	850.00	850.00	0.00	0.00	850.00	100.00%
615 - BUILDING MAINTENANCE	11,000.00	11,000.00	277.00	2,245.99	8,754.01	79.58%
617 - UTILITIES	14,450.00	14,450.00	1,702.35	9,089.09	5,360.91	37.10%
618 - HIRING	4,000.00	4,000.00	0.00	834.87	3,165.13	79.13%
620 - OFFICE SUPPLIES	33,500.00	33,500.00	26.59	28,604.51	4,895.49	14.61%
622 - DEPARTMENT SUPPLIES	11,500.00	11,500.00	318.04	3,940.21	7,559.79	65.74%
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-625,907.00**	**-635,595.50**	**-25,989.68**	**-368,822.64**	**266,772.86**	**41.97%**
Report Surplus (Deficit):	**0.00**	**-22,606.50**	**3,144.91**	**202,110.51**	**224,717.01**	**994.04%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	0.00	-22,606.50	3,144.91	202,110.51	224,717.01
Report Surplus (Deficit):	**0.00**	**-22,606.50**	**3,144.91**	**202,110.51**	**224,717.01**

Town of San Anselmo

Budget Report
Account Summary
For Fiscal: 2025-2026 Period Ending: 02/28/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION							
Expense							
SubCategory: 619 - MISCELLANEOUS							
21.64.61185	SPECIAL EVENT EXPENSE	10,000.00	10,000.00	485.81	3,248.84	6,751.16	67.51 %
21.64.61200	OLDER ADUILT PROGRAMMING	15,000.00	15,000.00	0.00	2,921.46	12,078.54	80.52 %
	SubCategory: 619 - MISCELLANEOUS Total:	**25,000.00**	**25,000.00**	**485.81**	**6,170.30**	**18,829.70**	**75.32%**
SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION							
21.65.63100	CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	37,540.00	106,627.79	193,372.21	64.46 %
	SubCategory: 631 - CAPITAL OUTLAY - CONSTRUCTION Total:	**300,000.00**	**300,000.00**	**37,540.00**	**106,627.79**	**193,372.21**	**64.46%**
	Expense Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**
	Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**
	Report Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**

Group Summary

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Expense						
619 - MISCELLANEOUS	25,000.00	25,000.00	485.81	6,170.30	18,829.70	75.32%
631 - CAPITAL OUTLAY - CONSTRUCTION	300,000.00	300,000.00	37,540.00	106,627.79	193,372.21	64.46%
Expense Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**
Fund: 21 - RECREATION Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**
Report Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**

Fund Summary

Fund		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
21 - RECREATION		325,000.00	325,000.00	38,025.81	112,798.09	212,201.91	65.29%
	Report Total:	**325,000.00**	**325,000.00**	**38,025.81**	**112,798.09**	**212,201.91**	**65.29%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.5

MEETING DATE: March 24, 2026

AGENDA TITLE: Adopt a Resolution Proclaiming April 2026 as Fair Housing Month. This item is not subject to CEQA pursuant to Section 15060(c)(3) of the CEQA Guidelines because it does not constitute a "project"

FROM: Community Development Department

RECOMMENDATION: That the Town Council adopt a Resolution proclaiming April 2026 as Fair Housing Month.

BACKGROUND/DISCUSSION

April is recognized as National Fair Housing Month, reaffirming the nation's commitment to ending housing discrimination. This observance commemorates April 11, 1968, when President Lyndon B. Johnson signed the Civil Rights Act of 1968, which includes the Fair Housing Act under Title VIII. The Act prohibits discrimination in housing based on race, color, religion, or national origin and establishes the responsibility to affirmatively further fair housing (AFFH). In April 2026, we mark the 58th anniversary of this landmark legislation.

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

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

- **Action 9.1a: Support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.**
- **Action 9.1b: Assemble and promote the distribution of information to landlords regarding fair housing.**
- **Action 9.1c: Involve Marin County Mediation Services to aid in housing-related**

problem resolution.

- **Action 9.1d: Designate the Town Attorney as the appropriate Town official to receive and administer complaints related to housing discrimination.**

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

FISCAL IMPACT

There is no fiscal impact to adopt the proclamation.

GENERAL PLAN CONSISTENCY

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The adoption of the attached Resolution proclaiming the month of April 2026 as Fair Housing Month is not a "project" pursuant to Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is therefore not subject to review pursuant to Section 15060(c)(3) of the CEQA Guidelines. The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENT

Attachment 1-Resolution

RESOLUTION NO. XXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO PROCLAMING APRIL 2026 AS FAIR HOUSING MONTH

WHEREAS, April 2026 marks the 58th Anniversary of Title VIII of the Civil Rights Act of 1968, known as the Civil Rights Fair Housing Act; and

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

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

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

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

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

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

NOW THEREFORE the Town Council of San Anselmo does hereby proclaim the month of April, 2026 to be Fair Housing Month and urges all residents of our community to personally adopt the spirit of equal housing opportunity and adhere to the letter and character of the Fair Housing Laws.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo held on March 24, 2026, by the following vote.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Steve Burdo, Mayor

Attest:

_____
Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.6

MEETING DATE: March 24, 2026

AGENDA TITLE: Adopt an Ordinance to Repeal Title 9, Chapter 23, Sales of Residential Property: Reports of Residential Building Records. The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3)

FROM: Community Development Department

RECOMMENDATION: Adopt the attached Ordinance entitled, "An Ordinance of the Town Council of the Town of San Anselmo Repealing in Its Entirety Title 9 "Building Regulations", Chapter 23 "Sales of Residential Property: Reports of Residential Building Records" (**Attachment 1**); and making associated CEQA Exemption Findings."

BACKGROUND/DISCUSSION

On February 24, 2026, the Town Council conducted a public meeting to review the Town's Report of Residential Building Records program and consider potential changes to the existing regulations. The staff presentation provided an overview of the program's history, current procedures, and a comparison with similar programs in other jurisdictions, along with options for Council consideration.

Following the presentation and public discussion, the Town Council voted 3–2 to direct staff to prepare an ordinance repealing Title 9, Chapter 23, which governs the Report of Residential Building Records program. In providing this direction, a majority of the Council expressed concerns regarding the cost, complexity, and time required to administer the program, as well as potential redundancy with disclosures and inspections commonly conducted as part of private real estate transactions.

On March 10, 2026, the Town Council conducted a duly noticed public hearing to consider repeal of Chapter 23. Following the hearing, the Town Council unanimously: (1) approved a motion to read the Ordinance by title only, with the Town Manager reading the full title; and (2) approved the first reading of the Ordinance repealing Chapter 23 and waived further reading of the Ordinance in its entirety.

The purpose of this agenda item is to conduct the second reading and adopt the attached Ordinance repealing Title 9, Chapter 23 in its entirety. The proposed repeal would eliminate the Town's requirement for inspections and preparation of residential building record reports at the time of sale.

FISCAL IMPACT

Repeal of the Report of Residential Building Records program will result in the elimination of associated fee revenue previously collected to support staff time and administrative costs related to inspections and report preparation. While the program was intended to recover costs, its repeal will reduce departmental revenue accordingly.

If the Council elects to consider establishing the report as an optional service, staff would seek policy direction regarding whether the program should be structured for full cost recovery or whether the Council wishes to subsidize a portion of the service through the General Fund.

GENERAL PLAN CONSISTENCY

The proposed repeal of the Report of Residential Building Records regulation is an administrative action related to local procedures and does not directly affect land use designations, development standards, or the intensity of land use permitted under the General Plan. As such, the action does not result in physical changes to the environment or alter the Town's adopted land use policies. The repeal is therefore considered consistent with the General Plan, as it does not conflict with any specific goals, policies, or programs.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The proposed Ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendment will have a significant effect on the environment; there will be no changes to land uses, development intensities, or the rate at which development is expected to occur, and will therefore have no significant environmental effect.

The repeal of the regulations would have no impact on the Climate Action Plan.

ATTACHMENT

Attachment 1 – Ordinance

TOWN OF SAN ANSELMO
ORDINANCE NO. 2026-XX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REPEALING IN ITS ENTIRETY TITLE 9 "BUILDING REGULATIONS", CHAPTER 23 "SALES OF RESIDENTIAL PROPERTY: REPORTS OF RESIDENTIAL BUILDING RECORDS"; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, at a duly noticed public meeting on February 24, 2026, the Town Council discussed San Anselmo Municipal Code Title 9, Chapter 23, which requires the owner or his authorized agent to obtain from the Town a report of the residential building record showing the regularly authorized and legal use, occupancy, and zoning classifications of such property and all other pertinent information relating thereto; and

WHEREAS, the Town Council directed staff to return with an Ordinance repealing San Anselmo Municipal Code Title 9, Chapter 23 ("Ordinance Amendment"); and

WHEREAS, the Town Clerk caused notice of this public hearing on the proposed Ordinance Amendment to be published in the Marin Independent Journal on February 27, 2026; and

WHEREAS, the Town Council held a duly noticed public hearing on March 10, 2026, to introduce and consider adoption of the Ordinance Amendment; and

WHEREAS, the Ordinance Amendment is consistent with the Town's General Plan and is adopted under the Town Council's police power in the interest of promoting the public's general welfare; and

WHEREAS, the Ordinance Amendment does not affect the Town's Climate Action Plan.

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

SECTION 1: Environmental Review. The Ordinance Amendment is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the "common sense" exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance Amendment will have a significant effect on the environment as there will be no changes to land uses, development intensities, or the rate at which development is expected to occur.

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

SECTION 3: Ordinance Amendment Repealing San Anselmo Municipal Code Title 9, Chapter 23. The Town Council of the Town of San Anselmo hereby repeals San Anselmo Municipal Code Title 9 "Building Regulations", Chapter 23 "Sales of Residential Property: Reports of Residential Building Records".

SECTION 4: 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 Amendment for any reason is 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.

S**ECTION 5**: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on March 10, 2026, and was adopted at a regular meeting of the San Anselmo Council on March 24, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Steve Burdo, Mayor

ATTEST:_____
Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.7

MEETING DATE: 03.24.26

AGENDA TITLE: Consideration of Special Event Application – 4th Annual San Anselmo Chanukah Festival

FROM: Veronica Hillard – Senior Recreation Supervisor

RECOMMENDATION: That Town Council approve the Chabad of West Marin's application for the 4th Annual San Anselmo Chanukah Festival event scheduled for Sunday, December 6th, 2026, from 3:00 – 5:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Magnolia on Sunday, December 6th, 2026, from 2:30pm-5:30pm.

That Council approve installing a large Menorah in front of Town Hall prior to Friday, December 4, 2026, until Tuesday, December 15, 2026 when it is disassembled.

BACKGROUND

This family-oriented event is sponsored by the Chabad of West Marin.

This is a two-part event that includes both a multi-day Menorah lighting and a one-day celebration filled with crafts, food, music, and games. The Chabad of West Marin is expecting around 350 people in attendance.

The organizer is proposing that the Menorah be assembled on either December 1st, 2nd, or 3rd, depending on staff schedules. That way it will be ready to be lit on Sunday, December 6th in conjunction with the third day of Chanukah. One additional light will be lit the following five evenings until the eighth and final evening of Sunday, December 12, 2026. On December 6th, the celebratory event and ceremonial lighting will take place from 3:00-5:00pm. At the event there will be activities, food, and a ceremony for lighting the Menorah. The Chabad of West Marin is requesting the closure of San Anselmo Avenue on December 14th from Tunstead to Magnolia from 2:30pm-5:30pm (with a hard closure beginning at 3:00pm). The Menorah will be disassembled and removed on either December 14th or December 15th depending on staff schedules.

DISCUSSION/ANALYSIS

The Menorah measures 9' tall by 7.5' wide and will be secured by 2-4 sandbags which total will be between 100-200 lbs. The assembly will be completed by Chabad of West Marin with oversight from town staff and will be located on the decomposed granite area in front of Town Hall (due to proximity to electrical). The Menorah is equipped with a dual fire/incandescent system which means it can accommodate both fire and lightbulbs. The menorah will be lit with incandescent lightbulbs. There is a timer that makes it add a light each night on its own - so long as it stays connected to power.

Good and Clean will assist with the street closure. Due to staffing issues an officer may or may not be present for the duration of the event. The Chabad may elect to hire additional private security should they feel a need to do so. The event is the day after San Anselmo's Tree Lighting event, therefore the Recreation Department will work with Public Works to create a cohesive plan for street closure signage for both events.

The Chabad of West Marin has decided to not have a fire element during the celebration this year.

The Town will provide event infrastructure such as tables, chairs, barricades and road closure signage. Town staff will also coordinate janitorial services and street closure attendants.

In the event of inclement weather, the Chabad of West Marin may have to provide outdoor tents for coverage.

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

FISCAL IMPACT

The fiscal impact to the town for providing street closure attendants and a janitorial team is $235.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment 1 – Event Application

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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: 4th annual san anselmo chanukah festival
Organization(s) presenting the event: chabad of west marin
Other event sponsor(s), if any: san anselmo chamber of commerce
Contact Person: moshe Berkowitz **Phone Number:** 415-910-8176
Address: 293 Butterfield rd san anselmo, CA **Email:** moshe@jewishwestmarin.org
Event Date(s): 12/06/26
Start and end times: 3-5 PM **Number of attendees (estimate):** 350
Location: lawn at town hall
Will alcohol be served or sold?

Yes ☐ No ☒

Brief Event Description:

festival adding to the diverse holiday season celebrations chanuka food, latkes, on spot fried donuts. crafts for kids and adults - 3:00 - 4:15. gather around menorah and talk about being a light, light menorah 4:30, some songs and an acrobat show. street closure requested 2:30-5:30

Public space requested:

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

- [ ] **San Anselmo Avenue: from (cross streets)** Tunstead to city hall / Magnolia
- [ ] **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:

Police Presence Requested

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

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

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

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

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

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

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

E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.

F. **Toilet facilities**: Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.

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

H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.

I. **Sales tax**: Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.

J. **Alcoholic beverages**: A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if alcohol is served or sold.

K. **Fire inspection**: A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.

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

M. **Signs and barricades**: Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.

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

O. **Cables**: Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

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

Name: Moshe Berkowitz Date: 01/11/26

NAME OF EVENT: Chabad of West Marin DATE OF EVENT: December 6.2026

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	Off duty police officers may be required for the event as determined by the Chief of Police	M. Norton
FIRE	If the applicants would like to request the presence of an fire truck, please have them send their request directly to our Battalion Chiefs at info@rossvalleyfire.org.	D. Mahoney
RECREATION	Applicant must deliver notices to merchants affected by the street closure (and include notification of live music) Applicant must abide by Ordinance 1136 stating that all food vendors must provide items in reusable food ware or compostable disposable food ware. Applicant must sign an agreement for the temporary display and event insurance.	M. O'Grady
PUBLIC WORKS	Post street closure signage and no parking signage . Installation and removal depend on staff schedules. Requires compliance with all ADA regulations, including providing ADA-approved cord covers on all cords located on public right of way.	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.8

MEETING DATE: March 24, 2026

AGENDA TITLE: Proclaim National Library Week in San Anselmo, April 19-25, 2026

FROM: Linda M. Kenton

RECOMMENDATION: That Town Council proclaim National Library Week in San Anselmo, April 19-25, 2026

BACKGROUND

First sponsored in 1958, National Library Week, is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support.

DISCUSSION/ANALYSIS

Each year the San Anselmo Town Council shows support for its library by proclaiming National Library Week. This year's Proclamation is found in Attachment 1 and follows here:

National Library Week 2026 Proclamation
San Anselmo Public Library

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and cultural enrichment;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

WHEREAS, libraries partner with schools, businesses, and organizations to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;
WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;
WHEREAS, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;
WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;
WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all;
WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **"Find Your Joy"**;

NOW, THEREFORE, be it resolved that I, Steve Burdo, Mayor of the Town of San Anselmo, proclaim April 19–25, 2026, as **National Library Week**. During this week, I encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library helps our community find joy.

CONCLUSION
To proclaim National Library Week unites the San Anselmo Town Council with jurisdictions across the nation to show support not only for the San Anselmo Public Library but for all libraries and the work they do.

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY
The adoption of the attached Proclamation declaring April 6-12, 2025 as National Library Week is not a "project" pursuant to Section 15378 of the California Environmental Quality Act (CEQA) Guidelines and is therefore not subject to review pursuant to Section 15060(c)(3) of the CEQA Guidelines. The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENT

Attachment 1 – Proclamation

National Library Week 2026 Proclamation
San Anselmo Public Library

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and cultural enrichment;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

WHEREAS, libraries partner with schools, businesses, and organizations to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

WHEREAS, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all;

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **“Find Your Joy”**;

NOW, THEREFORE, be it resolved that I, Steve Burdo, Mayor of the Town of San Anselmo, proclaim April 19–25, 2026, as **National Library Week**. During this week, I encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library helps our community find joy.

STAFF REPORT

TOWN OF SAN ANSELMO **Item # 2.1**

MEETING DATE: March 24, 2026

AGENDA TITLE: Memorial Park Master Plan Amendment – Capital Campaign Feasibility Study

FROM: Mattie O'Grady, Director of Community Services
David P. Donery, Town Manager

RECOMMENDATION: That the Town Council receive the results of the Memorial Park Capital Campaign Feasibility Study and Implementation Plan and provide direction to staff on next steps

BACKGROUND

Memorial Park is the Town's largest and most heavily used park, serving as a central community gathering place for organized sports, informal recreation, and special events. The Town Council approved the Memorial Park Master Plan in 2018, establishing a long-term vision to address aging park infrastructure, improve drainage, modernize recreation facilities, and enhance community amenities. Since adoption, the Town has pursued phased implementation of the Master Plan consistent with available funding, including allocations of Measure A and Proposition 68 park funds. To date, several projects have been completed, including the restoration of Millennium Playground, the renovation of the playing fields and infields, pathway improvements and the full renovation of the Veteran's Place parking lot.

In 2024 staff initiated an amendment to the Memorial Park Master Plan, which focused on improvements to the southern portion of the park, including potential reconfiguration and replacement of tennis courts, parking and drop-off areas, snack shack, basketball court, the skate park, bathrooms, and picnic facilities. The amendment process included significant public outreach which included a series of community meetings along with community surveys to gather feedback on preferred park improvements and priorities.

Recognizing that full buildout of the Master Plan and proposed amendments will require a mix of public and private funding, the Town engaged Lotus Consulting to conduct a Capital Campaign Feasibility Assessment and Plan for Memorial Park. The assessment evaluated whether a $4 million philanthropic campaign is feasible to close the funding gap for the final phase of the Memorial Park Master Plan, complementing approximately

$5 million in existing and committed public funding. The study relied on 21 confidential interviews with residents, business and civic leaders, and individuals with major gift capacity, and examined five core elements of a major gifts campaign: strength of the case, leadership, donor prospects, timing, and organizational readiness.

DISCUSSION/ANALYSIS

The feasibility study provides a high-level assessment of community readiness, leadership capacity, donor potential, and organizational infrastructure to support a first time, multimillion dollar capital campaign for Memorial Park. The findings show strong community support for Memorial Park and its proposed improvements, but also significant constraints that prevent the Town from successfully pursuing a $4 million capital campaign at this time.

Key Findings

- A $4 million Memorial Park capital campaign is not currently feasible, given limited major-gift capacity, modest projected giving from interview participants, and insufficient volunteer leadership depth for a first-time effort at this scale.
- Memorial Park is broadly valued as a community asset, and the proposed improvements (courts, restrooms, shaded gathering areas, improved courts) have strong appeal, but the perceived urgency of the project is low to moderate, and concerns remain about parking, noise, and alignment with community priorities.
- The Town's current fundraising infrastructure (Friends of San Anselmo Parks) successfully supports small, event-based fundraising but lacks dedicated development staff, systems, and governance needed to manage a multimillion-dollar capital campaign.
- The study notes that private fundraising should be positioned as one component of a diversified funding strategy that continues to include public sources such as Measure A allocations, state and federal grants, and future capital budgeting. This blended approach reduces risk, allows the Town to match philanthropic dollars with public funds, and strengthens the case for donor investment.
- There is clear willingness to support park and civic improvements at more modest levels, and a reliable base of community donors and business sponsors provides a platform to grow a broader culture of local philanthropy.
- The study recommends a phased strategy that includes expanding and professionalizing the Friends of San Anselmo Parks Board of Directors, pursuing smaller "quick win" projects with reachable goals, and deliberately cultivating donor segments and leadership to prepare for larger campaigns.

On Tuesday, March 18, 2025, the Parks and Recreation Commission received the report of the findings from the study.

Recommendations

The report makes a series of recommendations that are designed to build the Town's fundraising infrastructure and capacity. To date, the Town has conducted limited fundraising which has been primarily program-based. Although these efforts have been generally successful, they provide only limited benefit to the development of building a larger fundraising program. The following are categorical summaries of each recommendation along with staff comments regarding feasibility:

Organizational Structure and Vision

Similar to the Leadership recommendation, the report recommends that the town use the structure of the Friends of San Anselmo Parks 501(c)3 and build on it. The recommendation is to "expand the vision and mission of the "Friends of" org to be more inclusive of a wide array of projects that can improve the health and well-being of residents, our facilities and enhance open and green spaces. It should evoke emotion and lead with an inspiring, inclusive vision."

Staff considers this a top priority moving forward and agrees that the development of a leadership team/Board of Directors should be a short-term goal. Although the Friends organization is not technically tied to the Town, it offers the best opportunity from which a fundraising leadership team can be developed.

Staff Capacity

The report recommends that the Town consider hiring a fractional development professional (0.6 - 0.8 FTE) dedicated to fundraising for Town initiatives through the Friends of San Anselmo.

Staff agree that this could be helpful once other steps are taken to develop organizational leadership and identify and prioritize needs. This function could also be developed through a contractual process.

Essential Systems and Infrastructure

The report recommends the implementation of a simple donor database to track contributions, relationships, and engagement history. This could also facilitate establishing protocols for gift processing and recognition, aid in the creation of a donor communication plan along with other benefits.

Staff agree with this recommendation and will begin researching options for a platform to get these functions established.

Leadership

The report recommends that the Town develop a strong volunteer Board of Directors for the Friends of San Anselmo Parks organization. The report recommends that the Town follow the model of school foundations that have separate staff and board and highly personalized and localized leadership that can make personal appeals. This could help in building a more formal volunteer Board of diverse, trusted community members who

want to be involved in the early stages of building this organization for the long-term benefits of our Town.

Staff agree that this is the top-level priority. In supporting the feasibility study, staff and local leaders assembled a task force to assist in shaping the process and accessing suitable residents to be interviewed. During this process, several individuals expressed interest in getting involved in continuing efforts to support community goals including joining a Board of the “Friends of” organization.

Fundraising Strategies
The report recommends that the Town demonstrate momentum with visible “quick wins” using available funds for high-impact improvements that show progress and build community excitement. The report goes on to acknowledge that this could create a proof of concept and demonstrate the Town's commitment before asking residents to invest philanthropically.

The report further recommends that any projects requiring fundraising be “reachable,” for example $50,000 or less to gain momentum and includes a list of potential smaller scale giving opportunities.

Staff agree that creating tangible and achievable goals that would provide visible community benefit is a productive step in developing our fundraising capabilities.

Build Philanthropy Through Action
The report recommends creating visible events and activities that could help raise the profile of efforts and opportunities to get involved in the community. Suggestions include host community events in the improved spaces to create emotional connection, creating volunteer opportunities around the improvements (planting days, maintenance, programming) and developing a strong communications plan showing the vision for what philanthropy could add.

The report recommends positioning early projects as Phase 1 of a multi-phase vision. While being transparent that public funds are getting things started, but community support will complete the vision.

Staff agree that these types of efforts will help build a comprehensive approach to a local culture of philanthropy and that a strong Friends Board will be crucial to the success of this and many of the other efforts. Existing staff capacity is limited but combining in-house expertise with motivated community volunteers could generate the necessary resources.

Project Selection
The report makes recommendations regarding the selection of projects that could include a fundraising component. These recommendations include considering projects that serve as much of the community as possible and that include immediate use and

enjoyment. The report goes on to provide a series of considerations that will be useful as projects are developed.

Donors and Prospects – Identification, Cultivation and Stewardship
The report includes a series of recommendations related to the development, growth and relationship management of donors and prospective donors.

Staff agree that to the extent possible, institutionalizing these suggestions will help develop and maintain robust fundraising capabilities within both the Friends of group and the Town itself. This recommendation overlaps with the Essential Systems and Infrastructure and Leadership recommendations. Having the volunteer Board and donation management software will be key to the success of this recommendation.

CONCLUSION

In summary, the consultants advise the Town to focus first on building a culture of philanthropy and strengthening the Friends organization. Key strategies include establishing core development systems, and building a more formal, diverse volunteer board and campaign leadership structure. They recommend pursuing visible, tangible "quick win" projects with reachable fundraising goals leveraging existing successes such as Live on the Avenue and tribute/naming opportunities and deliberately cultivating donor segments (families with young children, longtime residents, merchants, and seasoned philanthropists). Over time, these steps are intended to expand local philanthropic norms, demonstrate delivery on projects, rebuild trust following Creek Park delays, and position the Town for larger capital fundraising efforts.

Based on the study's findings and the current state of funding and organizational readiness, staff recommends the development of the Friends of San Anselmo Parks volunteer board and leadership structure and focusing project efforts on renovation of the Memorial Park Athletic Courts, advancing a high priority, visible component of the Master Plan and continuing to build long term fundraising capacity.

On Tuesday, March 18, 2025, the Parks and Recreation Commission received the report of the findings from the study. Following the presentation, the Commission recommended that the Town Council consider developing the Friends of San Anselmo Parks Board of Directors along with the development of some "quick wins" projects in concert with the short-term renovations of the area identified in the Memorial Park Master Plan amendment. The Commission further recommended that any short-term renovations considered for the park not limit the future development of the Master Plan amendment.

FISCAL IMPACT

The presentation of this report does not have a fiscal impact on the Town. Subsequent efforts related to the implementation of elements of the plan could require funding and will be brought to the Council for consideration on a case-by-case basis.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENT 1: Fundraising Feasibility Assessment - Memorial Park
ATTACHMENT 2: Case for Support – Memorial Park



FUNDRAISING FEASIBILITY ASSESSMENT: MEMORIAL PARK

Final Report to the San Anselmo Town Council

March 2026

PREPARED BY:
Melissa Irish and Marcella Brawley

LOTUS CONSULTING
Balancing mission with margin
to unleash possibilities

Feasibility Assessment Report Contents

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- $4 Million Gift Chart
- Campaign Leadership Sample Job Definitions
- Sample Campaign Architecture
- Case for Support
- Philanthropic Investment in Municipal Parks & Capital Facilities

A. ACKNOWLEDGEMENTS

The Town of San Anselmo engaged Lotus Consulting in November 2025 to conduct an assessment of feasibility for a $4 million fundraising campaign to enable the completion of the masterplan for Memorial Park. This report will detail the findings, conclusions, and recommendations from the fundraising feasibility study.

Lotus wishes to acknowledge the invaluable efforts of the Feasibility Assessment Task Force appointed by the Town that advised and guided the work of the consultants, Melissa Irish and Marcella Brawley.

The group included:

- Margot Biehle - resident
- Rod Kerr – resident, Parks & Recreation Commission
- Jeanne Lipson - resident
- Nish Nadaraja - resident
- Jeff Ranke – resident, merchant
- Elizabeth Share - resident
- Steve Burdo – Council member
- Eileen Burke – Council member
- Sean Condry - Public Works Director
- Dave Donery – Town Manager
- Mattie O'Grady – Community Services Director
- Kelley Warner – Community Engagement Coordinator
- Jeff Zuba – Finance & Administration Services Director

This team of leaders committed vital time to meetings, knowledge and expertise on San Anselmo's history, strategic priorities and local context. They provided contacts for the study initiative as well as valuable insights to the development of the case statement.

B. OBJECTIVES OF THE STUDY

- Assess the feasibility of a campaign to raise as much as $4 million in capital funds to complete the update and renovation of San Anselmo's Memorial Park.

- Devise a fundraising strategy based on the findings of the feasibility assessment and the availability of philanthropic funds for the initiative.

- Craft a recommended implementation program for this campaign including the sequence of fundraising action, project timeline, table of campaign organization and description of resources required to carry out the campaign.

- Advise on gift opportunities that may arise during the course of the consultation.

The assessment tested for the presence and strength of five measurable elements essential in achieving larger-scale fundraising success:

1. **A compelling and clearly defined case** that reflects the project goals in terms that furthers The Town's mission and impact, can be easily understood, and will motivate donors.

2. **Leadership** that will make significant financial contributions, solicit high-level donations, and lend credibility to the project.

3. **A pool of prospects** sufficient in number and financial capacity from which to draw higher-level donors.

4. **Timing** considerations measured against potential competing projects.

5. **Organizational readiness** at volunteer leadership levels and with evidence of key staffing and fundraising systems.

C. STUDY PROCEDURES AND METHODOLOGY

A Feasibility Assessment is designed to probe for the presence of "Major Gifts" rather than giving at all levels. For the purposes of this study, Major Gifts were defined as single contributions of five, six and seven figures, based on a campaign goal of $4 million. Testing for the presence of Major Gifts is a far more reliable qualitative sampling methodology than exploring the potential for large numbers of smaller contributions.

Data gathering for the assessment is conducted through a series of interviews with select individuals, guidance from the Town of San Anselmo's Task Force members and a review of the Town's approach to fund development.

Lotus developed a written "Case Statement" for the proposed campaign that was reviewed, amended, and approved by staff and the Task Force. Invitations and the Case Statement were then sent to prospective interviewees asking for their participation in the study process through a confidential, one-on-one interview.

An interview questionnaire customized for this assessment was developed by Lotus and was utilized as the discussion framework in each of the interviews. While each interview was uniquely informative, the instrument helped to ensure consistency between the information gathered.

Interview Group Profile:

Interviews took place November 2025 through January 2026. Sessions ran anywhere from 45 to 75 minutes with an average session length of 60 minutes. Lotus completed a total of 21 interviews.

Interview Cohort Summary:

- Current and Former Town Leadership 4
- Local Business Leader 4
- Philanthropy/Major Gift Capacity 5
- Civic Engagement/Community Leader 10
- Capital Campaign Fundraising Experience 10
- Family with Young Children 8
- Empty Nesters 9

D. SUMMARY OF FINDINGS

1. Image, Case and Urgency

Interviewees commented on San Anselmo's image, the Town's vision for Memorial Park, and the importance of community gathering spaces and park improvements. They also shared perspectives on the need for and urgency of a major fundraising initiative and the overall appeal of supporting the project as described in the case for support. The following are the primary findings and themes expressed.

Town and Park Perceptions

- The majority of People appreciate Memorial Park's beauty and natural setting.
- It is predominantly seen as a place for kids and younger families.
- The highest perceived use and relationship to park is sports for kids.
- 2/3 of interviewees stated that the park is an underutilized asset for such a large community and in need of upgrades.
- Only two respondents saw intergenerational elements, although they were minimal.

Case Strengths

Elements with the Strongest Appeal:

- Including more community gathering places and bringing programming and the energy of Live on the Avenue to "Live at Memorial Park" held strong and unanimous appeal (with caveats about noise, size, parking and design. Questions surfaced about whether there is enough space for this.)

- The theme of connection resonated strongly.

- There is strong support for building on what has been done to show momentum and investment.

- The upgrading of the facilities and activity courts is seen as a positive move to make the park intergenerational and relevant for adults.

- Additional bathrooms and a better snack shack are seen as a plus.

- There is general agreement that the renderings show the areas of the park that are most in need of repair and renovation (with exception of one person).

Case Weaknesses

- For 2/3 of the interviewees, $4 million feels unrealistic for Town's first big raise.

- Economic benefits for Town merchants, especially Red Hill, from increased visitors to the park needs to be emphasized more.

- The stalled Creek Park project seems to erode confidence in Town's ability to see through these kinds of projects.

- A quarter of the interviewees expressed concern about the Park plans representing the will of the people.

- Parking was a concern for half of respondents.

Suggestions for Making the Case More Persuasive

- Build up the concept of community gathering spaces and create broader appeal for all ages. The plans need to be more obvious for how they will accommodate this.

- There should be a stronger focus on accommodating older residents. A few examples to enhance include shading, seating areas, and safe pathways. Older residents are also potentially the most affluent donor base.

- Go beyond describing features and talk about who will benefit and how, and why this project is important.

- Specifically appeal to the parents of the kids playing sports; they are the biggest users.

- Offer contingency plans if all the funds can't be raised through philanthropy alone.

- Provide more specifics on the finances and the details of the project.

- Secure 60-70% of the fundraising goal from a few large gifts before going to the public/broader to build confidence.

Sense of Urgency

The study revealed limited urgency for the project among interviewees. Fewer than one-quarter (5 of 21) viewed the work as urgent, citing rising construction costs and safety concerns. Nine respondents saw no urgency, while five characterized it as important but not immediately pressing. This response may reflect that only eight interviewees—roughly one-third of the cohort—actively use Memorial Park.

2. Leadership, Donors and Prospects

Interviewees shared their views on the Town's campaign readiness, suggested potential leaders from the community, and expressed their own interest in serving.

To conduct a multi-million dollar campaign, especially for the first time, it is critical that the leadership team has members who have the trust of the community, the capacity to make major gifts and connections to others who can do the same, possess knowledge about running a successful fundraising campaign, have an affinity for Memorial Park and civic investment in San Anselmo, and the time available to see it through. swaz

Campaign Leadership

When asked about potential leadership for a Memorial Park campaign, interviewees expressed clear views about various groups' capacity to lead a major fundraising effort.

Task Force

The study's Task Force received positive endorsements from interviewees:

- Most members are well-known and respected by a majority of participants.
- They are believed to have access to potential donor networks and credibility in the community.
- Individuals are perceived to possess foundational fundraising skills that can be built upon.

Potential Volunteer Campaign Leadership Mentioned in Interviews

Beyond existing groups, interviewees identified a broader pool of potential volunteer leaders:

- 17 individuals were suggested, representing various community connections.
- There is understood access to all individuals named.
- Suggested networks span several demographics: younger parents, older residents with discretionary funds, local business owners, and newer residents seeking engagement.

Potential Volunteer Leadership from Interview Cohort

Within the study participants themselves, leadership interest proved modest but meaningful:

- 2 agreed to serve on a fundraising committee.
- 4 expressed conditional interest, depending on how the project's vision and scope evolve.

- 8 declined formal leadership roles.
- 7 offered to help in advisory or connector capacities—making introductions and leveraging networks without committee responsibilities.

Projected Giving

Interview participants were asked who they think could make a gift to the Memorial Park campaign at levels ranging from five to seven figures based on known capacity, connection to San Anselmo, and affinity for community investment and civic projects.

Interviewees were also asked hypothetical questions about their own potential giving levels. Lastly, participants were asked, "based on everything they know about the proposed project, whether a $4 million fundraising campaign could be successful." This is the proverbial "gut check"—an important indicator for fundraising outcomes.

Prospective Giving from Interview Cohort

- 12 interviewees indicated they would make a gift to the campaign and shared a financial range. One of these “gifts” is an offer to raise money for the project should their conditions be met, and another is an in-kind offer for construction work.
- Four respondents indicated they would give but declined to state an amount.
- Five respondents do not intend to give.
- Projected contribution levels from the interview cohort ranged from $200 up to $25,000, and the single offer to “raise” money for the project was up to $250,000.

Prospects Suggested: Interest and Capacity to be Qualified

- $1M+: 1 individual suggested, with access.
- 6 figures: 1 institution, 3 individuals suggested, known access to 2.
- 5 figures: 4 individuals, 2 institutions with known access.

Current Donors (based on historical data from Live on the Avenue)

- **Strong donor retention:** Across three years, there is a consistent base of repeat donors to Live on the Avenue who have contributed annually.

- **Overall donor participation is modest.** Each year attracts 40-50 donors and removing the top local business sponsors, the average gift hovers around $250-$500 indicating household-level gifts rather than major individual giving.

- The absence of $5K-$25K individual gifts doesn't mean that capacity doesn't exist—it likely means the right ask hasn't been made for the right project and Memorial Park can offer new, diverse opportunities for larger giving.

- Local business sponsorships are driving the majority of the growth and total donations to Live on the Avenue has increased 41% over three years.

- Several donors indicate “In memory of” designations, indicating the community responds to tribute giving opportunities.

3. Confidence Rating, Timing and Organizational Readiness

Timing in Relation to Socio-economic Climate

Go Now - 100%

Fundraising Landscape: Active Market

The interview cohort was unaware of other significant campaigns; however, Lotus is aware of at least 10 active campaigns at varying stages in Marin County seeking collectively over $200M from philanthropic sources.

Organizational Readiness

- **Organizational Infrastructure:** Friends of San Anselmo Parks is a 501(c)(3) functioning as a pass-through entity for town projects with a minimal administrative board. No dedicated staff, grant writing capacity, or prior foundation/government grant pursuit exists.

- **Fundraising Track Record & Capacity**: Friends raises ~$90,000 ($20K flower baskets, $70K Live on the Avenue) through sponsorships, email outreach, and personal asks. Donor tracking is limited to names and amounts only—no comprehensive history or donor relationship data are recorded.

- **Development Systems & Donor Relations:** The Town lacks formal development infrastructure or a donor database. Stewardship consists primarily of event recognition. While personal relationships have driven fundraising success, no scalable systems exist for sustained campaign efforts.

E. CONCLUSIONS

Image, Case and Urgency

The unanimous admiration for the sense of community found in San Anselmo and feelings of town pride, and the sincere desire to build on and retain it, is a pathway to raise more money for a variety of town projects and initiatives including Memorial Park and beyond. However, a culture of philanthropy needs to be fostered in San Anselmo to pave the way to raise significant funds to support Town improvements. The benefits of giving to local civic projects and a sense of ownership could be fostered over time. Residents would benefit from seeing direct benefits of their giving towards things that matter most to them - Creek Park, Live on the Avenue and the priorities expressed in this report about Memorial Park.

Fundraising leadership can leverage and highlight the findings from this study to position future fundraising for the park:

- Memorial Park is perceived as a town gem that has brought joy and fond memories for all the respondents as they reflected on the sports their kids played there, family birthday parties and gatherings, the time spent with young children and grandchildren at the playground, and the use of the large fields for general play and respite.

- It is agreed that the portion of the park that is being described in the Case needs immediate attention and there is general consensus for the plan as stated with pickleball courts, new bathrooms, community gathering spaces with shade and a multi-use sport court leading their interest.

- Interviewees across the board are very enthusiastic about the idea of the town finding a way to extend programming similar to that of Live on the Avenue into Memorial Park and having shaded spaces to sit and be entertained and/or engage with each other. Some ideas were small flea markets or bazaars, poetry reading or speaker series, jazz on Sundays with a food truck or vendors. If planned correctly, this can offer a path for fundraising given its high appeal.

- Building up the intergenerational aspects of the park and project could encourage more support from the majority of the interviewees (and others in their demographics) who have grown children and therefore use the Park quite less. It is also believed that this demographic has more discretionary income to spend on local projects and it would be advised to find a way to make the Park more usable for them.

- The urgency of the project can be enhanced by emphasizing the safety concerns of the existing space and the rising cost of repairs should there be further delay.

- The cost of the project seemed reasonable to nearly all the interviewees but the fundraising goal felt unachievable. Phasing the project and setting lower fundraising goals until there is more enthusiasm for giving is advised and outlined in our recommendations.

Additionally, the need for private sector funds to complete and elevate public facilities needs to be better understood not as a deficiency of the Town of San Anselmo but a reality for towns and municipalities nation-wide. Having more transparency on the Town budget and the cost of projects could possibly help make the case as well as data on how public funds - local, state-wide and federal - are shrinking and towns are increasingly more strapped financially. Further, sharing information about the levels of philanthropic investment in comparable towns and municipalities to go beyond the functional and build exceptional parks, community centers and libraries could likely strengthen the case for giving. See some examples in the appendix and gather further data on local towns in Marin.

Leadership

There was not a sufficient number of volunteers found in this study to create a well-rounded Capital Campaign leadership team, but early interest is evident. The Town Council, staff and well-respected volunteers like those who served on this Task Force will need to build fundraising leadership well beyond its current members to ensure representation of broader target donor markets that use the Park and of people who can make larger gifts and encourage others to do the same. A more diverse team will also help to build trust and increase visibility.

The "Friends of" structure offers an ideal opportunity to build a more formal Board to provide governance and oversight, as well as extend fundraising reach to help with Memorial Park and other projects. There were many interviewees who offered to help with fundraising in various ways such as making direct asks and/or making connections. The Town staff should seek flexible ways to build and support these volunteers.

Additionally, to raise significant funds on an annual basis or for the proposed capital project, professional fundraising staff will need to be hired on a part-time or full-time basis based on the scope of the campaign(s). Suggested roles and responsibilities to support expanded fundraising efforts are outlined in the recommendations under "Organizational Capacity".

Projected Giving, Donors and Prospects

This study did not find a $4 million capital campaign for Memorial Park to be feasible at this time. However, findings indicate a clear willingness to support Park improvements at more modest levels and suggest a viable pathway toward larger-scale fundraising once foundational conditions are in place.

Further, it is assumed that there are high levels of affluence in San Anselmo and it is likely that many residents have discretionary income to support causes they care about. Over half of the interviewees are actively engaged as donors and leaders in other civic-based programs locally or nationally and giving back. The key will be to identify the pockets of wealth and set a course to find out how to get these individuals and the broader community to give to Town projects. This information can be obtained through formal and informal research methods described in our Recommendations.

There is a proven committed base of community supporters to build from. This key group of residents demonstrate reliable giving for a cherished community initiative – Live on the Avenue

- year after year. While the Memorial Park project will need to expand beyond this base, it represents possible early adopters and important community ambassadors that can help build broader support through peer-to-peer outreach.

The Creek Park project serves as a potential impediment to future fundraising. Town residents would benefit from better understanding why that beloved and long-anticipated project stalled out to shift frustration directed towards the Town Council to where it more rightly belongs. A positive step towards future fundraising for Town projects would be to successfully finish most if not all of that project and invite modest support from the community to show impact and build trust.

Local businesses see the benefit in investing in San Anselmo projects. A Memorial Park initiative with naming opportunities and lasting recognition could expand business participation and attract more five and six figure gifts beyond the Live on the Avenue event.

Memorial and tribute messaging resonates with the community. The “In Memory of” gifts to Live on the Avenue suggest that a naming program can also be a powerful individual fundraising vehicle that taps into personal motivations in addition to community improvement appeals.

Confidence Rating and Timing

Interview responses suggest cautious optimism about timing, with important caveats about approach and execution but overall agreed that there is no perfect time.
Factors Supporting Moving Forward:

- Several interviewees noted strong economic conditions and donor capacity in Marin.
- Increased focus on local community investment post-pandemic.
- Community desire for positive, unifying projects that counter current political divisiveness.
- General consensus that there's never a "perfect" time, so moving forward with proper planning. is reasonable.

Organizational Readiness

Organizational readiness for large-scale fundraising is limited. Current capacity suits project-based, grassroots fundraising rather than a sustained $4 million effort.

Critical gaps include donor tracking systems, strategic board engagement in fundraising, and formal donor cultivation, solicitation and stewardship beyond events.

Strong community relationships and proven fundraising success exist. The Town has demonstrated ability to raise modest funds through personal connections and grassroots efforts, providing a solid foundation to build upon.

F. Recommendations

We recommend that the Town of San Anselmo embark on a more modest fundraising effort that focuses on making the Case for investments in the Town on a broader level and encourages high levels of participation (vs larger gifts). This can help residents make that shift in their minds and start making Town projects part of their philanthropic priorities. Below are some specific recommendations on how to start that process over the next two to three years.

Organizational Structure and Vision

Use the structure of the Friends of 501(c)3 and build on it.

Expand the vision and mission of the "Friends of" org to be more inclusive of a wide array of projects that can improve the health and well-being of residents, our facilities and enhance open and green spaces. It should evoke emotion and lead with an inspiring, inclusive vision.

Establish professional fundraising capacity to sustain momentum and build a culture of philanthropy in San Anselmo. The feasibility study confirms community interest in supporting Memorial Park and other civic initiatives but translating that interest into sustained philanthropic investment requires dedicated professional attention and basic infrastructure.

Staff Capacity

Hire a fractional development professional (0.6 - 0.8 FTE) dedicated to fundraising for Town initiatives through the Friends of San Anselmo. This role would:

- Manage donor cultivation, solicitation, and stewardship throughout the year.
- Coordinate fundraising campaigns for Memorial Park and other civic projects.
- Build and maintain relationships with individual donors, businesses, and community groups.
- Support volunteer fundraising committees and the Friends of San Anselmo board.
- Plan and execute community engagement events that blend friend-raising with fundraising.

Essential Systems and Infrastructure

- Implement a simple donor database to track contributions, relationships, and engagement history.
- Gift processing and acknowledgment protocols should be in place.
- Create a stewardship calendar ensuring regular donor communication and recognition.

- Track basic fundraising metrics and establish reporting to monitor progress and inform strategy.

- Devise a donor communications plan (newsletters, impact reports, campaign updates).

With added capacity, create a 3 - year fundraising plan that is achievable and has highly visible and tangible projects that are highly relevant and desirable for Town residents. These projects can be the "icing on the cake" of larger municipal initiatives that build donor confidence and grow a culture of giving to the Town.

Leadership

Follow the model of the school foundations that have separate staff and board and highly personalized and localized leadership that can make personal appeals. Build a more formal volunteer Board of diverse, trusted community members who want to be involved in the early stages of building this organization for the long-term benefits of our Town. A more formal line between this entity and the Town staff and the Town Council could generate more trust to give. Build up the public-private partnerships and ensure sovereignty of the "Friends of" entity.

Continually build up the fundraising leadership teams with short terms that encourage new people every 2 years. Think about affiliation groups that want to be together and can fundraise within their own "groups." This follows a political fundraising model and leverages small events and house parties for distinct projects. Some obvious segmentation of San Anselmo donor markets are:

- Families with Young Children.

- Empty Nesters who are long-time San Anselmo residents.

- Public servants working in our Town (teachers, librarians, firefighters, etc).

- Grandparents who use the facilities when their families come to town.

- Merchants and Local Business Owners.

- Seasoned Philanthropists Not Yet Directing Their Gifts to Town.

Fundraising Strategies

Demonstrate Momentum with visible quick wins using available Town funds for high-impact improvements that show progress and build community excitement. This creates proof of concept and demonstrates the town's commitment before asking residents to invest philanthropically.

Make all fundraising projects "reachable," for example $50,000 or less to gain momentum. Until there is a more robust funding base and a culture of philanthropy developed in San

Anselmo to give back to our Town to go from “good to great,” public funds and institutional giving such as public grants will likely need to be the primary source of funds.

Immediate Fundraising Opportunities:

- Live on the Avenue (position some as “benefit concerts” to improve our Town).
- Extending programming into Memorial Park similar to that of Live on the Avenue.
- Small, tangible and highly attractive elements of Creek Park (accessible dance floor, stage elements, picnic benches).
- Highly desirable Memorial Park features found through the study (sponsor a bench or a tree for the community gathering spaces, pay for murals or tiles for the new bathrooms, sponsor a pickleball court or a program series).
- Named elements that allow families to honor and memorialize loved ones while supporting the project.

Build Philanthropy Through Action

- Host community events in the improved spaces to create emotional connection.
- Create volunteer opportunities around the improvements (planting days, maintenance, programming).
- Develop a strong communications plan showing the vision for what philanthropy could add.
- Use visible progress to engage potential donors: "Look what we've accomplished—imagine what we could do together".

Frame It Strategically: Position early projects as Phase 1 of a multi-phase vision. Be transparent that public funds are getting things started, but community support will complete the vision and add special elements that make Memorial Park truly extraordinary.

Project Selection

- Elements that serve the broadest community (accessible pathways, gathering spaces).
- Improvements that create immediate use and enjoyment.
- Features that are photogenic and shareable—helping tell the story.

Identify and solicit a few anchor gifts for each project that show momentum and can be used as “matching” funds to inspire participation by town residents. People like to be part of something that feels successful.

Additionally, have larger levels of investment, such as “giving tiers” for those that want to be “champions” investing in our town. These can be designed for individuals and local businesses.

Consider a membership model where donors can give monthly at modest levels to advance the mission. Develop giving levels and benefits that focus on impact and bringing people together, and public recognition of support.

Pursue a large “seed” gift to start an endowed fund that can be added to by Town residents advancing the broader mission of the “Friends of” organization.

Making the case to local businesses how improvements to all elements of the Town will further advance their economic well-being is essential to galvanize their support of the “foundation.” A more desirable town to live in benefits their bottom line.

Engage local businesses as community partners by creating collaborative fundraising initiatives that leverage existing consumer behavior while building community spirit. San Anselmo's vibrant restaurant and retail scene presents a natural opportunity for low-barrier participation that benefits both businesses and the Memorial Park project.

Example Initiative: San Anselmo Restaurant Week for Memorial Park. Partner with local restaurants to designate a week (or weekend) where participating establishments contribute a small percentage of proceeds to a specific Memorial Park feature. This approach:

- Makes giving effortless - residents support the project while enjoying activities they already do.
- Provides participating businesses with positive community visibility and goodwill.
- Creates a recurring annual tradition that builds momentum over time.
- Generates media attention and social media engagement for both the project and local businesses.
- Allows focus on discrete, fundable elements (e.g., "This year's Restaurant Week helps fund the snack shack").

Donors and Prospects – Identification, Cultivation and Stewardship

Continually build a donor pipeline: Conduct a wealth screening annually of town residents to reveal where there is the greatest capacity. Combine these efforts with working the networks of the Board members and other fundraising volunteers who can reach further into diverse donor markets.

Stewardship, recognition, and milestone celebration are essential to building philanthropic culture. Focus on collective achievement and broad community participation—this approach both identifies prospects for larger investments and fosters a sense of shared ownership that encourages giving at all levels.

Highly publicize the needs, participation and results of fundraising efforts and make it a community-centric event that makes it fun and social for people to be involved and builds on Town pride and belonging.

In Closing...

San Anselmo's greatest asset has always been its people—neighbors who gather, connect, and build lasting memories together. Memorial Park sits at the heart of this community spirit, a place where generations come together to celebrate, play, and belong.

This feasibility study confirms what we already know: our town is ready to invest in spaces that bring us closer together. While the path forward requires patience and strategic action, the potential is clear. With thoughtful cultivation of philanthropic culture and visible early wins, we can transform Memorial Park into an even more vibrant hub for all residents.
Join us in building the foundation for this vision. Whether through advocacy, volunteer leadership, or early investment in tangible improvements, your partnership will help create a park that truly serves our entire community—today and for generations to come.

Appendices

LOTUS CONSULTING
Balancing mission with margin to unleash possibilities

STANDARD GIFTS TABLE FOR A $4M CAMPAIGN

Giving Level	# of Gifts	# of Prospects	Total by Giving Level	Cumulative $ Total	% of Total Campaign
Leadership Gifts					
$500,000	1	3	$500,000	$500,000	
$ 250,000	3	6	$750,000	$1,250,000	
$ 100,000	7	21	$700,000	$1,950,000	
$50,000	12	30	$600,000	$2,550,000	
Sub Total	**23**	**40**			**64%**
Major Gifts					
$ 25,000	25	60	$625,000	3,175,000	
$ 10,000	50	100	$500,000	3,675,000	
Sub-total	**75**	**160**			**91%**
Community Campaign					
< $ 5,000	Many	Many	$325,000	**$4,000,000**	**100%**
Totals			**$4,000,000**		

LOTUS CONSULTING

Balancing mission with margin
to unleash possibilities

FUNDRAISING CAMPAIGN LEADERSHIP

E. SAMPLE Roles and Responsibilities for Discussion

BOARD OF TRUSTEES

The Board is the responsible for the overall governing of the organization that sets and approves strategy, ensures the financial viability of the organization, oversees the Executive Director or senior staff and allocates resources as needed. Specific to the campaign, they:

- Approve Campaign goals and policies
- Work in partner with Campaign Cabinet and Staff
- Act as a volunteer leader, advocate and spokesperson
- Set an example with 100% giving at leadership levels
- Ensure proper planning and resources
- Identify, steward and solicit donors
- Host and attend events
- Recruit campaign volunteers as needed

CAMPAIGN (CO)CHAIRS

Chairs or Co-chairs are the "public face" of the Campaign. They work closely with the organization's top professional leadership and campaign counsel to set the overall strategy and focus of the campaign. A Campaign Chair is asked to:

- Help recruit the Campaign Cabinet
- Preside over Cabinet meetings and establish the meeting agendas
- Assist Cabinet members with their assignments and rally support to them as needed
- Make a personal gift to the project, ideally at their highest giving levels
- Other duties asked of all Cabinet members described below

THE CAMPAIGN CABINET

The Cabinet (aka "Steering Committee") is the driving force and the ***working*** group of the Campaign. As a group, the Cabinet helps establish campaign strategies and directions, evaluates campaign progress, and works as a team to engage potential donors to make the vision a reality. As individuals, Cabinet members are asked to:

- Attend meetings of the Campaign Cabinet, typically every 4-6 weeks

- Identify potential donors to the project
- Open doors to individuals and funding organizations who may become donors
- Be familiar with the campaign Case for Support
- Engage directly with potential donors to make them aware of the project, the needs of the organization's clients, and the organization's role in addressing those needs
- Ask for gifts, or, accompany other Cabinet members or staff on gift conversations
- Make a personal gift to the project, commensurate with one's highest current giving priorities
- Serve for the duration of the campaign, projected at 12-18 months

HONORARY ADVISORY GROUP

Honorary Advisors bring visibility, prestige and know-how to the project. As a virtual committee the Honorary Advisory group does not meet. Rather, Honorary Advisors are asked to:

- Allow for the use of their name in association with the project
- Identify and open doors to potential donors and other project supporters
- Serve as a resource to the campaign in one's area of expertise or influence
- Consider making a gift to the project

"SHADOW" ADVISORS

Shadow leaders are those who wish to help support the campaign behind the scenes and generally don't attend meetings. They are asked to or offer to make important connections and/or accompany on gift conversations.

Campaign Architecture

Leadership

- Executive Director
- Board Chair
- Board Development Chair
- Development staff and/or Consultant

Case

- Mission and Vision
- Strategic Plan
- Case for Support
- Facilities Plan/Current Initiatives

Volunteer Leadership/Solicitors and Cultivators

- Board
- Volunteers

Prospects

- Board
- Current and past donors
- New contacts

Goals

- Strategic
- Financial

Plan

- Stewardship
  - ✓ Acknowledgement
  - ✓ Recognition
  - ✓ Cultivation
- Solicitation

Infrastructure

- Fundraising database
- Staffing
- Systems
  - ✓ Gift administration
  - ✓ Acknowledgement
  - ✓ Recognition
  - ✓ Cultivation
  - ✓ Solicitation

Evaluation

- Goals met
- Quality and effectiveness of program
- Solicitor's experience



MEMORIAL PARK
—Our Shared Backyard

BUILT IN 1926, SAN ANSELMO'S MEMORIAL PARK HAS LONG BEEN THE HEART OF LOCAL LIFE —A PLACE WHERE FAMILIES, FRIENDS AND NEIGHBORS GATHER TO PLAY, PICNIC, CELEBRATE AND CONNECT. FOR NEARLY A CENTURY, THIS CHERISHED GREEN SPACE HAS SERVED AS OUR SHARED BACKYARD AND THE SETTING FOR COUNTLESS MILESTONES AND EVENTS.

After nearly a decade of planning and steady progress, we now have an exciting opportunity: to complete **the final phase of the Memorial Park Master Plan**. This transformation will elevate Memorial Park from a well-used town park to a vibrant, inclusive destination for all who live, visit and do business in San Anselmo.

From Good to Great: The Power of Public-Private Partnership

Our town has already witnessed the powerful results of collaboration between residents, businesses and public agencies—seen in the creation of Imagination Park on San Anselmo Avenue and the wonderfully successful summer series "Live on the Avenue." These projects demonstrate what's possible when local passion and public investment align.

Across Marin and beyond, thriving towns understand a key truth: **public funding covers the basics, but the addition of private support makes spaces exceptional**.

What's Already Been Achieved

Over the past few years, the Town has invested over $2 million into Memorial Park. Essential upgrades already completed include:

- Renovated athletic fields
- Rehabilitated Millennium Playground
- New walking paths
- Upgraded picnic areas
- Complete parking lot renovation

These improvements ensure safety and usability—but they are just the beginning. Functionality isn't our ceiling; it's our foundation.



"I love that the community comes together at Memorial Park, and I also love the access to tennis, basketball courts and the playground for my kids. It's multiuse, serving many activities and age groups."

—SAN ANSELMO RESIDENT









The Town Listened — Here's What Residents Want

In 2024, through townwide engagement, residents shared a clear and collective vision for Memorial Park's future. Common themes emerged:

A YEAR-ROUND GATHERING SPACE. A desire for infrastructure that supports seasonal and year-round programming—concerts, speaker series, cultural events and celebrations.

A PLACE FOR ALL AGES. Spaces that encourage connection across generations—from toddlers to teens, parents to seniors.

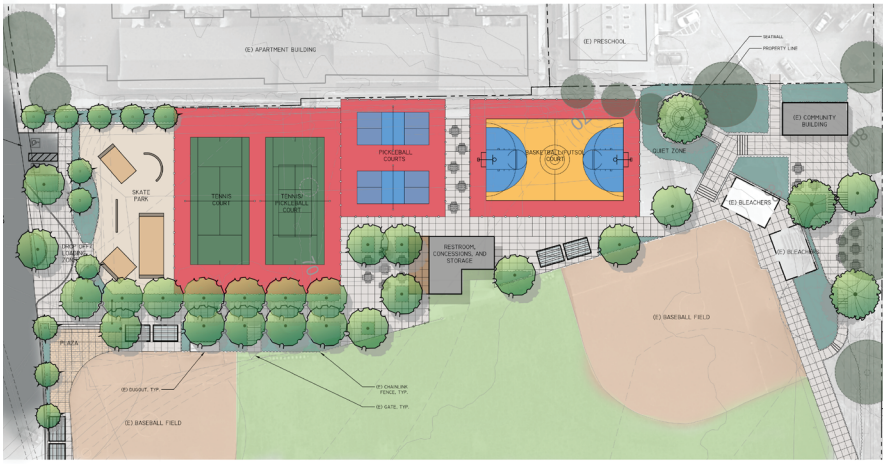
MODERN, INCLUSIVE AMENITIES

The next phase of park improvements will include:

- New pickleball, tennis, and multi-use courts for futsal and basketball
- New centralized, accessible restrooms
- Shaded seating and gathering areas
- ADA-compliant pathways and features
- A modern refresh of the old "snack shack"
- Event-ready spaces for large and small gatherings
- Promenade-style trees and landscaping that enhance beauty, comfort and create a strong sense of place



Current Area Layout



Artist Rendition of the Proposed Design Updates

A Campaign to Complete the Vision

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—SAN ANSELMO RESIDENT, NISH NADARAJA

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MEMORIAL PARK

Memorial Park Feasibility Study Task Force Members:

Margot Biehle - resident
Rod Kerr – resident, Parks & Recreation Commission
Jeanne Lipson - resident
Nish Nadaraja - resident
Jeff Ranke – resident, merchant
Elizabeth Share - resident
Steve Burdo – Council member
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San Anselmo Town Council:

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Chantel Walker



Philanthropic Investment in Municipal Parks & Capital Facilities

Regions Covered

Bay Area • Sacramento Region • North Coast • Santa Cruz • Monterey

Purpose

This report documents **quantifiable evidence** of philanthropic investment from community members, donors, and merchants into **municipal parks and capital facilities** across Northern California. The focus is on identifiable nonprofit vehicles (parks foundations, conservancies, and friends groups) that raise private dollars in support of public assets.

Data sources include publicly available **IRS Form 990 filings**, nonprofit financial summaries (e.g., ProPublica / CauseIQ), and publicly reported annual reports. Annual *"grants and contributions"* are used as the most consistent proxy for philanthropic investment.

BAY AREA

San Francisco

- **San Francisco Parks Alliance** – Fiscal sponsor for dozens of neighborhood park and open-space capital projects
    - Approx. **$9.35M** in total grants & contributions (FY 2023)
- **Francisco Park Conservancy** – Capital redevelopment of Francisco Park
    - Approx. **$1.43M** in grants & contributions (FY 2023)

Oakland

- **Oakland Parks & Recreation Foundation** – Citywide parks and recreation facilities
    - Approx. **$1.55M** in grants & contributions (FY 2024)
- **Lake Merritt Institute** – Stewardship and improvements around Lake Merritt
    - Approx. **$319K** in total revenue (2024)

Berkeley

- **Berkeley Partners for Parks** – Supports city parks and recreation programs
    - Approx. **$129K** in total revenue (2024)

Peninsula / San Mateo County

- **San Mateo County Parks Foundation** – Countywide parks and capital improvements
- **Friends of Huddart & Wunderlich Parks**

    - Approx. **$160K** in grants & contributions
- **Redwood City Parks & Arts Foundation** – City parks, recreation, and cultural facilities

South Bay

- **San Jose Parks Foundation** – City parks, trails, and recreation assets
    - Approx. **$374K** in grants & contributions (FY 2023)
- **Friends of the Palo Alto Parks**
    - Approx. **$26K** in grants & contributions (FY 2023)
- **Moraga Park Foundation**
    - Approx. **$52K** in grants & contributions (FY 2023)

North Bay (Napa / Sonoma)

- **Sonoma County Regional Parks Foundation**
    - Approx. **$1.45M** in grants & contributions (FY 2024)
- **American Canyon Community & Parks Foundation (Napa County)**
    - Approx. **$525K** in grants & contributions (FY 2023)

SACRAMENTO REGION

- **Sacramento Parks Foundation** – Supports regional park improvements
    - Example filing shows **~$10K** in contributions (FY 2020); other years vary
- **Parks California** (statewide but Sacramento-based; frequent municipal park partner)
    - Approx. **$2.47M** in grants & contributions (FY 2024)

NORTH COAST

- **Redwood Parks Conservancy (Crescent City / Del Norte County)**
    - Approx. **$607K** in grants & contributions (FY 2024)
- **Fort Ross Conservancy (Sonoma Coast)** – Historic park capital and visitor facilities
- **Mendocino Area Parks Association** – Local parks and coastal access support

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SANTA CRUZ REGION

- **Mountain Parks Foundation (Santa Cruz County)** – County parks and post-fire recovery
    - Approx. **$434K** in grants & contributions (FY 2024)

MONTEREY REGION

- **Parks Foundation of Monterey County** – Countywide parks and recreation support

- **Point Lobos Foundation** – Capital and visitor facility improvements
    - Approx. **$739K** in grants & contributions (FY 2023)

KEY FINDINGS / BENCHMARKS

- **Large cities and counties** commonly raise **$1–1.5M annually** in philanthropic support for parks.
- **Regional park districts and conservancies** often operate in the **high six to multi-million dollar range** annually.
- **Smaller towns** typically raise **$25K–$150K per year**, often focused on discrete playgrounds, fields, or beautification projects.
- Philanthropy is most commonly structured through **independent nonprofit foundations or fiscal sponsors**, rather than flowing directly into municipal budgets.

NOTES ON INTERPRETATION

- Annual contributions do **not always equal capital-only spending**; many organizations support both capital projects and programming.
- Capital campaign totals are often documented separately in city staff reports, MOUs, or project webpages and can be layered on in a future phase.

Prepared for planning, benchmarking, and policy discussion purposes.

Appendix A: Philanthropic Investment in Public Libraries, Parks, and Community Facilities (Marin County)

Purpose

This appendix provides **recent, verifiable evidence** of philanthropic investment in public libraries, parks, and community facilities in Marin County to inform campaign feasibility and expectations. Data reflect the **most recent five-year period (FY2021–FY2025)** and rely on publicly available **IRS Form 990 filings and foundation financial summaries**, which represent the most consistent proxy for private philanthropic support.

Summary Table (FY2021–FY2025)

Libraries - *Marin County Library Foundation* (countywide): approximately **$165,000** in philanthropic contributions in FY2024; contributions comprise the majority of annual revenue. - *Friends of the Marin County Free Library* (countywide): approximately **$233,000** in FY2024 (FY2023: ~$183,000), reflecting steady annual private support. - *Belvedere–Tiburon Library*

Foundation (local district): approximately **$207,000** in FY2024 and **$585,000** in FY2025, illustrating campaign-driven fluctuation.

Parks and Open Space - *Marin County Parks* accepts and deploys private gifts for park restoration, programming, and capital improvements. While gifts are formally documented, totals are **not aggregated in a single public annual report**. - *Marin Community Foundation – Open Space and Parks Fund* provides a donor-directed vehicle for philanthropic support benefiting Marin County parks; annual totals are not publicly itemized but confirm an established philanthropy channel.

Community Centers and Civic Facilities - In Marin County, philanthropic investment in community centers most often occurs through **time-limited campaigns or public–private initiatives** (e.g., San Rafael library/community center efforts), rather than through permanent foundations with standardized annual reporting.

Key Implications for Feasibility

- **Private philanthropy for public assets is established and active in Marin County**, particularly for libraries, where multiple organizations consistently raise **six-figure annual contributions**.
- **Parks and open space philanthropy is present but decentralized**, typically routed through county gift programs or community foundations rather than a single parks foundation.
- **Campaign-scale gifts and multi-year fluctuations are normal**, especially when capital improvements or facility upgrades are involved.

Conclusion

Recent financial records demonstrate that Marin County residents and donors regularly contribute private philanthropic dollars to improve public libraries, parks, and civic assets. These patterns align with broader Northern California norms and support the **feasibility of incorporating a philanthropic component** alongside public funding for municipal capital projects.



MEMORIAL PARK
—Our Shared Backyard

BUILT IN 1926, SAN ANSELMO'S MEMORIAL PARK HAS LONG BEEN THE HEART OF LOCAL LIFE —A PLACE WHERE FAMILIES, FRIENDS AND NEIGHBORS GATHER TO PLAY, PICNIC, CELEBRATE AND CONNECT. FOR NEARLY A CENTURY, THIS CHERISHED GREEN SPACE HAS SERVED AS OUR SHARED BACKYARD AND THE SETTING FOR COUNTLESS MILESTONES AND EVENTS.

After nearly a decade of planning and steady progress, we now have an exciting opportunity: to complete **the final phase of the Memorial Park Master Plan**. This transformation will elevate Memorial Park from a well-used town park to a vibrant, inclusive destination for all who live, visit and do business in San Anselmo.

From Good to Great: The Power of Public-Private Partnership

Our town has already witnessed the powerful results of collaboration between residents, businesses and public agencies—seen in the creation of Imagination Park on San Anselmo Avenue and the wonderfully successful summer series "Live on the Avenue." These projects demonstrate what's possible when local passion and public investment align.

Across Marin and beyond, thriving towns understand a key truth: **public funding covers the basics, but the addition of private support makes spaces exceptional**.

What's Already Been Achieved

Over the past few years, the Town has invested over $2 million into Memorial Park. Essential upgrades already completed include:

- Renovated athletic fields
- Rehabilitated Millennium Playground
- New walking paths
- Upgraded picnic areas
- Complete parking lot renovation

These improvements ensure safety and usability—but they are just the beginning. Functionality isn't our ceiling; it's our foundation.



"I love that the community comes together at Memorial Park, and I also love the access to tennis, basketball courts and the playground for my kids. It's multiuse, serving many activities and age groups."

—SAN ANSELMO RESIDENT









The Town Listened — Here's What Residents Want

In 2024, through townwide engagement, residents shared a clear and collective vision for Memorial Park's future. Common themes emerged:

A YEAR-ROUND GATHERING SPACE. A desire for infrastructure that supports seasonal and year-round programming—concerts, speaker series, cultural events and celebrations.

A PLACE FOR ALL AGES. Spaces that encourage connection across generations—from toddlers to teens, parents to seniors.

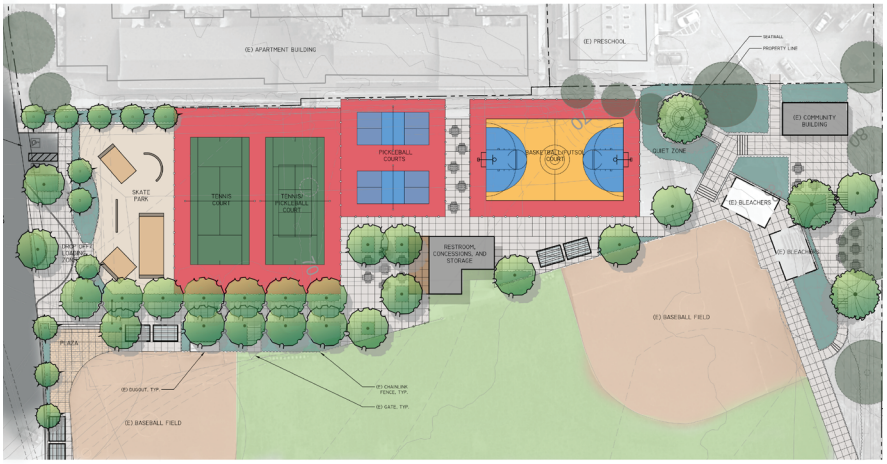
MODERN, INCLUSIVE AMENITIES

The next phase of park improvements will include:

- New pickleball, tennis, and multi-use courts for futsal and basketball
- New centralized, accessible restrooms
- Shaded seating and gathering areas
- ADA-compliant pathways and features
- A modern refresh of the old "snack shack"
- Event-ready spaces for large and small gatherings
- Promenade-style trees and landscaping that enhance beauty, comfort and create a strong sense of place



Current Area Layout



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STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: March 24, 2026

AGENDA TITLE: Accept Update on the 2025 General Plan Annual Progress Report and the 2025 Housing Element Annual Progress Report and Authorize Staff to Send the Report to the State Governor's Office of Land Use and Climate Innovation (LCI) and State Housing and Community Development Department (HCD) and provide feedback to staff on future Housing Element implementation actions. This report is categorically exempt from environmental review under California Environmental Quality Act Guidelines Section 15306, which states that information collection activities are exempt from the provisions of the act.

FROM: Community Development Department

RECOMMENDATION: Receive an update on the 2025 General Plan Annual Progress Report and the 2025 Annual Housing Element Progress Report, authorize staff to send the Report to the State Governor's Office of Land Use and Climate Innovation (LCI) and State Housing and Community Development Department (HCD), and provide feedback on future Housing Element implementation actions.

BACKGROUND

California Government Code Section 65400 requires each local jurisdiction to prepare an annual report on the status of the General Plan and progress toward implementation of the Housing Element. These reports, the General Plan Annual Progress Report (GPAPR) (**Attachment 1**) and the Housing Element Annual Progress Report (HEAPR) (**Attachment 2**), must be submitted to the Governor's Office of Land Use and Climate Innovation (LCI) and the California Department of Housing and Community Development (HCD) by April 1 of each year for the prior calendar year.

State law also requires that the reports be presented to the local governing body (i.e., the Town Council). Following Town Council review, staff will submit the reports to LCI and HCD to meet the April 1, 2026, deadline for the 2025 reporting period. If directed by the Town Council, staff may revise and resubmit the reports to LCI and HCD at any time.

The State uses the GPAPR to understand how local planning activities align with statewide planning goals and policies. The HEAPR describes the Town's progress in implementing the Housing Element programs during the 2025 reporting period.

The report documents local housing production by affordability level, implementation of Housing Element programs, and efforts to remove governmental constraints to housing development. It also includes a summary of the Town's progress toward meeting its eight-year Regional Housing Needs Assessment (RHNA) allocation.

DISCUSSION

Although the GPAPR and HEAPR are State-mandated reports for long-range policy documents, they also serve as useful tools for providing the Town Council and the community with an annual update on implementation of the General Plan's, including the Housing Element's goals and policies.

The attached reports summarize the Town's progress in implementing the General Plan for calendar year 2025 and track progress on Housing Elements programs during the 6th cycle planning period.[1]

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

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

Table 1 – RHNA Allocation	
Income Level	**2023-2031 RHNA**
Acutely, Extremely, and Very Low Income (<15%, <30% and <50% of Area Median Income)	253
Low Income (50-80% Of Area Median Income)	145
Moderate Income (80-120% Of Area Median Income)	121
Above Moderate Income (>120% Of Area Median Income)	314
Total	**833**

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

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

Table 2 – RHNA Progress: Permitted Units Issued From June 30, 2022, to December 15, 2030, by Income Category						
	2022[1]	**2023**	**2024**	**2025**	**6th Cycle RHNA**	**Remaining 6th Cycle RHNA**
Very Low	6	0	2	5 [2]	253	240
Low	7	19	12	5 [2]	145	102
Moderate	1	1	1	5 [2]	121	113
Above Moderate	0	2	5	4	314	303
Total	**14**	**22**	**20**	**19**	**833**	**777**

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

[2] *These units are accessory dwelling units, which have been identified as naturally occurring affordable housing. Staff has used the Association of Bay Area Governments' 30/30/30/10 methodology to estimate the percentage of ADUs affordable to different income categories, in conformance with the State's methodology published in the 2025 Housing Element APR Instructions.*

Review of Housing Element Goals, Objectives, Policies, and Programs Summary
Staff has analyzed the past performance of policies and programs in the 2023-2031 Housing Element (see Table D in **Attachment 2**).

This analysis describes the Town's progress in implementing the programs in the 2023-2031 Housing Element. Key housing accomplishments in 2025 reporting period of the 6th Cycle planning period include:

- The Town continued its General Plan Update process, including drafting the updated land use map (September 2025) and finalizing draft goals, policies, and actions (GPAs), along with supporting narrative, for all General Plan elements except the Housing Element (November and December 2025).
- Adoption of Ordinance No. 2025-1188, amending the Town's ADU/JADU Ordinance to align with amendments made to the State ADU/JADU law.
- Adoption of Ordinance No. 2025-1190 amending the Zoning Code, implementing Housing Element actions by updating the Planned Development framework, reforming parking standards per Assembly Bill (AB) 2097, amending the Affordable Housing Overlay Zone, clarifying allowed housing types, and simplifying approvals for minor accessibility modifications and lot line adjustments.
- Adoption of Ordinance No. 2025-1193, repealing and replacing the Town's Urban Lot Splits and Two-Unit Development in Single-Family Zones Ordinance, to bring the Town's Municipal Code into compliance with SB 450 by repealing outdated SB 9 provisions, accurately renaming the Chapter, and aligning local standards with State law.
- Adoption of Resolution No. 2025-4571 to proclaim April 2025 as Fair Housing Month.

Review of General Plan Progress Reports
The Town has made steady progress in implementing the policies of the General Plan. Of the 59 policies, 11 have yet to be implemented (**Attachment 1**). Examples include establishing a Traffic Mitigation Fee Plan, preparing a Historic Preservation Sites and Structures Inventory, creating a Riparian and Wildlife Conservation Reserve, developing View Protection Zones, adopting a Transfer of Development Rights policy and an Assessment Freeze Policy, preparing an Agricultural/Rural Management Plan, and coordinating with Marin County to establish a countywide noise abatement program.

Ongoing and Future Items for Consideration (2026 Work Program)
As the Town continues implementing the 2023–2031 Housing Element, Planning staff will be working in 2026 to advance programs and policy tools that support housing production, preservation, and affordability. Staff also continue to review the Municipal Code and identify minor code updates that remove barriers to housing development and improve clarity and consistency with State law.

Ongoing Housing Element implementation actions include:

- Affordable Housing Strategy Study. The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has engaged Cascadia Partners to identify affordable housing production and preservation strategies. This study covers adaptive reuse, property tax incentives, right of first refusal, and housing preservation tools. It is ongoing and feeds into multiple programs (Actions 1.2b, 4.1a–c, 4.4a–b, 4.5a).
- Non-Profit Outreach & Infill Builder Partnerships. The Town continues to coordinate with non-profit affordable housing developers and advocates and co-hosted two Infill Builders events with the Council of Infill Builders in 2025 to identify strategies to reduce regulatory barriers and promote infill and missing-middle housing production. (Actions 1.1c, 1.2c)
- ADU Program Expansion. The Town continues to support ADU production in San Anselmo: The County wide ADU Center provides technical assistance countywide, pre-approved ADU program, offering expedited plan review, updated ordinances to comply with current State law (Ordinance 1188), (Actions 5.1a–b, 6.1a–c, 6.2b–f)

Housing Element actions planned for implementation include the following:

- Evaluation of Town-Owned Properties for Housing. Conduct a review of Town-owned properties that may be suitable for housing development, prioritizing affordable and multi-family housing opportunities. Potential incentives could include site prioritization, streamlined approvals, or waivers of certain development standards or permit fees (Actions 1.2b, 4.1a–b, 1.3c).
- Rehabilitation Partnerships. Explore further opportunities to partner with organizations such as Habitat for Humanity to host a community “Rehab Day” focused on improving housing conditions for lower-income residents and seniors (Action 7.2b).
- ADU Home Match Program. Explore establishing a home-match program that connects ADU owners with renters in the community, such as local employees, seniors, or people looking to stay close to family in San Anselmo. Programs like this can help homeowners find reliable tenants while making better use of existing homes and creating more small-scale rental opportunities within established neighborhoods. (Action 5.1a-b)

- Consider participation in the Firewise USA Community, as recognized by the National Fire Protection Association (NFPA) (Action 8.2c).

In addition to the above, staff is seeking Town Council direction on the following:

Accessory Dwelling Unit (ADU) Ownership Opportunities (AB 1033). Assembly Bill 1033 (Ting, 2023) allows cities and towns to adopt a local ordinance that would permit ADUs to be sold separately from the primary home, similar to a condominium. This could create opportunities for smaller, more attainable homeownership options within existing neighborhoods, such as homes for young adults who grew up in the community, local workers, or older residents looking to downsize while staying close to family and community. Adoption of an AB 1033 ordinance is optional and would require local implementation. Staff is seeking Council feedback on whether the Town should explore preparing an ordinance to allow the separate sale of ADUs under AB 1033. (Supports Actions 4.1b, 5.1a-b, 7.1c)

FISCAL IMPACT

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

GENERAL PLAN CONSISTENCY

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1 - General Plan Annual Progress Report
Attachment 2 - Housing Element Annual Progress Report

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
LAND USE ELEMENT					
1. Code Revisions – Zoning Ordinance and Map					Partially implemented.
The top priority for implementation would be the revision of San Anselmo's Zoning Ordinance and Zoning Map to be consistent with the revised general plan. Ordinance amendments would include rewriting the residential and commercial sections of the code to incorporate the density and intensity provisions of the revised general plan.		X			The Zoning Ordinance was updated to be consistent with General Plan in 1991 (Ordinance 917) and has been periodically amended since then for conformance with State law, best practices, and the community vision. The Zoning Map was updated in 1991 and has been periodically updated since then. The digital GIS zoning map was updated in 2016 and again in 2024 and 2025 to align with the 2023-2031 Housing Element. The Town Council adopted an Open Space land use designation and amendments to the General Plan Land Use Element and General Plan Land Use Map for open space parcels via Resolution No. 4297 and an Open Space zoning designation and amendments to the Zoning Map for open space parcels via Ordinance No. 1138 in 2019. The Zoning Ordinance was be updated to incorporate 2015 voter-approved Measure D “Parklands” Memorial Park policies. Additional amendments to the Zoning Ordinance and Zoning Map are anticipated as part of the Town’s comprehensive General Plan Update, which was kicked off at the Town Council meeting on November 14, 2023, and is expected to conclude in Fall 2026.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
Updating the parking requirements of the code	X				The parking requirements were updated in 1991 (Ordinance 917). Accessory dwelling unit (ADU) parking standards were revised in 2017, 2019, 2020, and 2023 to allow more flexibility for ADU parking in conformance with State law. Parking standards were amended in 2023 via Ordinances No. 1179 and 1184, and in 2025 via Ordinance 2025-1190.
Providing a Housing Opportunity section in the code.	X				The 2023-2031 Housing Element identifies housing opportunity areas.
Special provisions could be written into the code to provide that existing uses with a density or intensity of use greater than the revised plan could continue as legal permitted uses.	X				State law permits nonconforming multifamily residential uses to continue. Town nonconforming use regulations permit continuation of legal nonconforming uses.
1-2. Code Revisions – Subdivision Ordinance The subdivision ordinance should be reviewed and updated to conform with the Subdivision Map Act. The ordinance can be modified to require a developer to pay certain impact fees to cover the costs to the community that are directly attributable to the development.	X				The Subdivision Ordinance was updated in 1983. Staff reviews current provisions in Subdivision Map Act when processing applications for subdivision. Town may impose impact fees as conditions of approval for development projects, subject to State Government Code and applicable law.
1. Affordable Housing Overlay Areas Map - The Town will conduct a more detailed study of existing land uses and parcel sizes in the designated High Density Residential, General Commercial, and other areas to determine which sites are most appropriate as affordable housing areas. The objective of the study is to map	X				Housing opportunity areas are identified in 2023-2031 Housing Element.

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

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

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					and fees were presented to the Town Council in October 2023. In February 2025, the Town Council directed staff to move forward with implementation of the baseline improvement recommendations featured in the Downtown San Anselmo Active Transportation Safety and Circulation Study. The parking study did not focus on the Greenfield commercial area and this work is delayed due to focus on Downtown Parking Study implementation.
3. Funding of Roadway, Bikeway, and Pedestrian Improvements					
All new developments which require roadway modifications or improvements will be required to install and finance the entire cost of all these improvements.		X			Considered on a case-by-case basis with development projects.
Long-term improvements expected along Sir Francis Drake Boulevard, Center Boulevard, Butterfield Road, Red Hill Road, and local residential streets may be financed by gas tax funds, transportation grants, and other public monies.		X			Long-term improvements continue to be developed on streets through the Town's Capital Improvement Plan (CIP). The most recent 5-year CIP was adopted in 2024.
However, should the available funding not be adequate to install the necessary improvements, the Town may establish a traffic mitigation fee plan which estimates the cost of all improvements desired and charges each new development or improvement a fee based upon the number of trips it generates to the area during the peak hour. These fees will be used to help finance and pay the debt on improvements. The Town will and must seek the cooperation of the Town of Fairfax and the County of Marin in charging similar fees to finance improvements needed along Sir Francis Drake Boulevard, Center Boulevard, Butterfield Road, and Red Hill Road.			X		Due to inadequate funds to implement major roadway improvements, no comprehensive long term improvement plan has been adopted and no traffic mitigation fee to implement the plan has been adopted. Separately, the Town adopted a Road Impact Fee in 2002 per Resolution No. 3619 to provide for the repair and maintenance of damaged streets and roads caused by construction activity.

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

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					place for continued protection of sites with open space value. The Town Council kicked off the General Plan Update at a regular meeting on November 14, 2023 and is expected to conclude in Fall 2026.
SAFETY ELEMENT					
Town General Plan does not include a safety element.	X				Town Council updated Local Hazard Mitigation Plan in 2019, which triggered requirement for a Safety Element. The Town Council adopted a Safety Element via Resolution No. 2023-4513 on July 25, 2023.
CONSERVATION ELEMENT (from 1976 General Plan)					
1. Regulation					
a. Health and Safety zoning including:					
1. Geologic risk zones (fault and landslide);	X				Town has access to maps that identify general areas of fault and landslides and has not mapped specific zones.
2. Flooding risk zones (floodplain, stream and bank protection; and	X				Federal Emergency Management Agency updated Flood Insurance Rate Maps to identify flooding risk zones in 2014.
3. Fire risk zones (grass, dry brush, dead-end canyons, and inadequate water supply).	X				Ross Valley Fire Department has mapped area of wildfire hazards and the Town has an adopted a Wildland Urban Interface Map. Ross Valley Fire will be updating Wildland Urban Interface zone

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					maps for Town consideration in 2016 in association with a County Wildfire Protection Plan.
b. Noise and flight path safety zones (airport, freeway).	X				Not applicable in Town.
c. Special recreation-visitor zoning (golf courses, hunting preserves, special event areas, etc.)	X				Not applicable in Town.
d. Agricultural and rural zones.	X				Not applicable in Town.
e. Designation of historic preservation sites and structures (including archaeological sites and structures of unusual architectural design).			X		No historic resource study has been adopted. Town staff and decision makers review discretionary projects on a case-by-case basis and consult with San Anselmo History Museum staff. Town Council has directed staff to work on an inventory, but no funding has been allocated to complete project. Mapping archaeological sites is not recommended since it puts resources at risk and may also fail to protect unmapped resources. Discretionary projects are reviewed on a case-by-case basis. Particular care will be given to areas known for Miwok resources, such as areas near existing and former fresh water sources.
f. Riparian and wildlife resource conservation reserves.			X		No riparian conservation reserves have been designated. Information on wildlife resources is available through the California Natural Diversity Database https://www.wildlife.ca.gov/Data/CNDDB which is consulted on a case-by-case basis.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
g. View protection zones.			X		No view protection zones have been established. Public views are considered on a case-by-case basis during environmental review for discretionary projects.
h. Density transfer zones and planned unit (cluster) zones.			X		No zones have been established.
i. Scenic travel corridor and parkway zones.	X				The Town General Plan defines Scenic Highways as Red Hill Avenue, Sir Francis Drake Boulevard from Ross Town limits to the Fairfax Town limits, and Center Boulevard from the Hub to the Fairfax Town limits.
j. Development of contractual land use agreements given in return for assessment freezes.			X		The Town has not entered into any agreements in return for assessment freezes.
k. Review of proposed residential and commercial development.	X				Town reviews environmental impacts of proposed development on a case-by-case basis.
2. Management The following methods of achieving the goals of this element may be attained by management techniques as opposed to regulation.					
a. Countywide management board to administer management programs for public and private open space.		X			Since the 1960s and 1970s organizations have preserved critical natural lands and family farms that resulted in creation of two National Park Service units, the Marin Agricultural Land Trust, and voter approval of the Marin County Regional Park District (now Marin County Parks). In the past four decades, Marin County Parks has acquired hundreds of undeveloped parcels from willing sellers, totaling more than 20,000 acres. Much of this acreage became open space

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					preserves. In 2018, the 16.2-acre Sky Ranch near Fairfax and San Anselmo was preserved. In 2024, the Town Council adopted Resolution No. 2024-4526 to accept a 9.5-acre tract in Upper Hawthorne Canyon in San Anselmo and preserve it as open space.
b. Agricultural/rural management plan.			X		Agriculture is not an allowable use in the Town of San Anselmo and there are no rural areas in Town limits.
c. Multi-use management plan (recreation, marsh, wildlife, flood control, water, sewer, fire, school, etc.)		X			There is no marshland in Town. The Town is responsible for public wildlife areas. The Town manages its own recreation activities. The Ross Valley jurisdictions and County of Marin coordinate flood control efforts and have passed a flood fee to fund projects. Ross Valley Fire Department manages fire safety for the Town and adjacent jurisdictions. The Ross Valley School District and Tamalpais Union High School District manage public schools in Town and adjacent communities. The Marin Municipal Water District is the Town's water supplier and conducts water supply planning. The most recent supply map was adopted in 2023: https://www.marinwater.org/WaterSupplyPlanning The Ross Valley Sanitary District, which serves San Anselmo, plans

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					for sewer management and improvements. https://rvsd.org/9/Our-Projects
3. Acquisition Where public uses, not established by prescriptive rights, require acquisition of part or all of the development rights in the land the following techniques may be used: …					This implementation program does not specify any particular action.
TOWN PARKS, RECREATION, AND PUBLIC FACILITIES ELEMENT (from 1976 General Plan)					
Parks and Recreation					
1. Isabel Cook School multi-purpose building should be refurbished and used as a community center in order to provide a meeting place for many of the local groups who do not have an adequate facility at present.	X				Isabel Cook acts as a community center and was used for gymnastics, Recreation Department offices, artist studios, and recreation classes in 2025. The Community Facilities Master Plan was completed in 2015. The Memorial Park Master Plan, which includes Isabel Cook School and was recently amended in 2024, identifies Isabel Cook as a community center. All improvements identified in the Memorial Park Master Plan are not yet complete.
2. Park and Recreation offices should be located at the Isabel Cook School or moved into quarters vacated by other civic functions, depending on the Town Hall site alternatives finally chosen. Memorial Park would still require an office, but Isabel Cook School's multi-purpose building would provide more space.	X				Recreation offices are currently located at the Isabel Cook School.
3. The community's needs for a swimming pool, tennis courts, and adjacent play fields could be met at Sorich Ranch provided these facilities could be made compatible with the open space amenities of the rest of the area. Other possibilities which should be explored in providing for these needs are the possible acquisition of the entire Isabel Cook School site or acquisition of the Fairfax		X			In 1946, San Anselmo voters turned down a bond to fund a municipal swimming pool. On July 27, 1993, the Town adopted the Master Plan for Sorich Ranch Park. The Master Plan

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
Town and Country Club by the County with maintenance and management jointly provided by the Towns of Fairfax and San Anselmo.					promotes passive recreational activities does not incorporate a pool, tennis court or fields. In April 2009, the Red Hill Community Park was opened to the public and operates under a Joint Use Agreement with the Tamalpais High School District for use of the John Wright Athletic Fields and Red Hill Community Dog Park. A master plan for Memorial Park was approved in 2018 and amended in 2024. The Town seeks funding to implement the plan. A tax to fund the plan was rejected by voters in 2019.
4. Neighborhood mini-parks and playgrounds should be acquired for the Hawthorn Hills, Sequoia Park, and Hilldale areas of the Town.		X			Starting in 2017, residents of the Hilldale area sought Town permission to convert Town land near United Market into a neighborhood pocket park. The park opened in 2023. No other pocket parks are in the development pipeline as of 2025.
5. Public art of a durable kind should be an addition to the Town park system.		X			The Town has incorporated art into public parks including the Millennial Playground. The Town approved a public art project to paint utility boxes in 2020. In 2023, the Town approved a new program to permit murals in San Anselmo. In 2024, the Town approved active transportation improvements at the Hub which included public art components in the project design.
6. The Log Cabin site adjacent to Memorial Park should be incorporated into the park, when surplus to the needs of the present owner.			X		This has not yet been completed.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
7. Resting spaces along trails and street approaches to trails and bikeways should be part of the recreational facilities provided in support of public non-auto use of open spaces. This would be even further facilitated by trailhead and bikeway terminal amenities.			X		The Town approved three benches along the Red Hill Trail in 2021, installed by an Eagle Scout candidate.
Public Facilities					
1. Town administration, public works, and public safety functions are presently conducted in inadequate or rented space. Recommendations for alleviating this condition are:	X				All Town offices are located in the upper level of Town Hall at 525 San Anselmo Avenue. The Public Works corporation yard is located at the end of San Francisco Avenue.
a. Relocate the present Fire Department headquarters and Firehouse No. 1 to the corner of San Rafael Avenue and San Anselmo Avenue. Firehouse No. 2 on Butterfield will remain at its present location.	X				The Town Fire Department headquarters on San Anselmo Avenue was redeveloped and completed in 2010.
b. The present Town Hall site should be expanded by the acquisition of 15 Magnolia Avenue, plus perhaps the five parcels between City Hall Avenue, Library Place, and Tunstead Avenue.		X			15 Magnolia was acquired by the Town in 1975 and is improved as a parking lot for Town staff, Police, and Sheriff. The five other parcels remain in private ownership.
c. A further acquisition of the business properties between the present Town Hall site, Magnolia and San Anselmo avenues should be explored for future acquisition to square off the Town's government center, particularly if other public functions are to be accommodated in the Town.	X				No other property has been acquired by the Town. The property at 535 San Anselmo Avenue was donated to the Town of in 2013 and has been developed into “Imagination Park.”

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
d. City Hall Avenue adjacent to the Civic Center site should be closed and made a part of the Center.	X				The Town vacated City Hall Avenue for street purposes between San Anselmo Avenue and Library place in 1975 by Resolution 1629 and 1976 Resolution 1661 and retained ownership of the area. Area used for Town Hall parking and pedestrian path and landscaping.
e. Library Place should be extended as appropriate to serve the public facilities area.			X		This has not been completed.
f. The present corporation yard and municipal shop should be made visually compatible with the Sorich Ranch Park setting by use of fencing, landscaping, and the demolition of obsolete and visually disturbing buildings. One possibility which should be explored further in capital improvement programming would be to leave the site as a corporation yard only and farm out auto maintenance.		X			The new corporation yard building was constructed, and improvements are made as funding available. The Town approved a Low Impact Development Project to provide a solid surface for collecting green waste and prevent stormwater pollution.
2. Sanitary Service. The present collection system is operating near capacity. Population growth should not exceed the progress made in bringing the sanitary sewer system up to regional standards and expanding its capacity for collection and treatment of wastes.		X			Ross Valley Sanitary District continues to fund improvement of sanitary sewer system. Sanitary District indicates they have adequate capacity for planned development.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
3. Storm Drainage and Flood Control. The natural appearance and runoff capacity of stream channels should be protected, preserved, and enhanced by the development of small improvements (e.g., small earth-fill dams for storm water retention) and landscaping rather than a major flood-control project such as the concrete channel in lower Corte Madera Creek. The channel lines on both sides of San Anselmo Creek should be protected from encroachment by development.		X			The Town addresses stormwater drainage and flood control through the Marin County Stormwater Pollution Prevention Program (MCSTOPPP). The Town, along with each MCSTOPPP member agency, implements a local stormwater pollution prevention program and funds the countywide MCSTOPPP, which provides for the coordination and consistency of approaches between the local stormwater programs.
NOISE ELEMENT (from 1976 General Plan)					
1. Promulgate information to all residents of the need for and methods of obtaining reduced noise levels.		X			Construction and leaf blower regulations are advertised in handouts, Town email, and the web site.
2. Adopt, budget for, and enforce an effective noise ordinance and other ordinances relating to noise reduction.		X			Town Noise Ordinance was adopted in 1975 (Ordinance 685). Restrictions on leaf blowers were added in 1993 and 1994 (Ordinances 951 and 957) Construction day and time limits were added in 1997 and updated in 2007 (Ordinances 983 and 1059) Gas powered leaf blower prohibition and new operating hours were adopted in 2021 (Ordinance 1158) and in effect in 2022; additional landscape equipment regulations (Ordinance 1173) were passed in 2022 and became effective on January 1, 2024.

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
3. The Town shall cooperate in the establishment of a countywide program of noise abatement when it has been developed.			X		No Countywide program of noise abatement has been developed. However, Town staff has been discussing coordinating a noise ordinance update with other jurisdictions under the Central Marin Police Authority or as part of the General Plan Update, which was initiated in late 2023 and expected to conclude in Fall 2026.
4. The Town will work actively with the California Highway Patrol to police noise levels on moving vehicles.		X			California law requires that all vehicles must be equipped with an adequate muffler to prevent excessive noise from the exhaust system. The Vehicle Code has provisions related to vehicle noise that would be enforced by law enforcement.
SCENIC HIGHWAYS (PARKWAY) ELEMENT (from 1976 General Plan)					
1. San Anselmo has three entryways, all of which could be improved by landscaping, improved signing, lighting, and other outdoor design features.		X			In 2000, the Town funded a downtown beautification project that included new trees and landscaping. The 5-year Capital Improvement Plan adopted in 2024 includes funding for improvements for pedestrians along Sir Francis Drake Boulevard and other high-traffic roadways in San Anselmo. The Town Council adopted a Median Master Plan in 2018. The Red Hill Avenue median project has been funded by a donation and completed in 2020. Other median landscaping costs are not yet identified or funded. The Town Economic Development Plan (2018, page 26) includes an
2. Divided highways in the planning area should have their landscaping, lighting, and street furniture upgraded in keeping with a common design theme that will visually signal that one has arrived and is moving through a different community.		X			

Implementation Program	Completed	In Progress or Partially Complete	Not Completed	Timeline in General Plan	Comments on Implementation
					objective to beautify areas of the Town “through improved landscaping, streetscape, and other public amenities.” The Economic Development Committee approved plans for wayfinding signage that staff installed in 2020.

Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	5
Low	Deed Restricted	0
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	5
Above Moderate		4
Total Units		**19**

Units by Structure Type	**Entitled**	**Permitted**	**Completed**
Single-family Attached	0	0	0
Single-family Detached	3	1	2
2 to 4 units per structure	7	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	6	18	8
Mobile/Manufactured Home	0	0	0
Total	**16**	**19**	**10**

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

Housing Applications Summary	
Total Housing Applications Submitted:	44
Number of Proposed Units in All Applications Received:	73
Total Housing Units Approved:	19
Total Housing Units Disapproved:	0

Use of Streamlined Ministerial Approval Process or SMAP (formerly SB 35 / 423) - Applications	
Number of SMAP Applications	0
Number of SMAP Applications Approved	0

Units Constructed - SMAP (formerly SB 35 / 423) - Permits			
Income	**Rental**	**Ownership**	**Total**
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

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

Ministerial and Discretionary Applications	**# of**	**Units**
Ministerial	39	38
Discretionary	5	35

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

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

Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)

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Housing Element Implementation

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

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes											Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bonus L
1					2	3	4	5										6	7	8	9	10	1
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L?	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below								0	0	0	0	0	12	0	12	0	8	41	73	19	0			
	006-082-31	50 MADRONE AVE		PRO2025-0006	ADU	R	1/22/2025										1		1			NONE	No	No
	007-021-18	98 HUMBOLDT AVE		PRO2025-0009	ADU	R	2/4/2025											1	1	1		NONE	No	No
	007-115-32	224 LAUREL AVE		PRO2025-0010	SFD	O	2/13/2025											1	1	1		SB 9 (2021) - Duplex in SF Zone	No	No
	007-115-32	224 LAUREL AVE		PRO2025-0010	ADU	R	2/13/2025											1	1	1		SB 9 (2021) - Duplex in SF Zone	No	No
	007-301-18, 007-301-19, 007-301-20	101, 115, 121 SAN ANSELMO AVE		PRO2025-0057	MH	O	6/24/2025											26	26			NONE	No	No
	007-301-18, 007-301-19, 007-301-20	101, 115, 121 SAN ANSELMO AVE		PRO2025-0057	ADU	R	6/24/2025						3		3				6			NONE	No	No
	006-221-05	160 SPRING GROVE AVE		PRO2025-0091	SFD	O	10/23/2025											1	1	1		SB 9 (2021) - Duplex in SF Zone	No	No
	005-082-35	15 SKYLINE RD		PRO2025-0092	ADU	R	10/28/2025										1		1	1		NONE	No	No
	005-293-08	209 OAK SPRINGS DR		B2025-0073	ADU	R	2/13/2025										1		1	1		NONE	No	No
	007-052-13	1337 SAN ANSELMO AVE		B2025-0144	ADU	R	4/3/2025										1		1	1		NONE	No	No
	005-205-13	11 SANTA BARBARA AVE		B2025-0016	ADU	R	1/8/2025						1						1			NONE	No	No
	005-320-01	1 THE ALAMEDA KNOLLS		B2025-0036	ADU	R	1/22/2025						1						1			NONE	No	No
	006-083-30	144 SYCAMORE AVE		B2025-0042	ADU	R	1/27/2025										1		1	1		NONE	No	No
	006-262-15	52 LONGWOOD DR		B2025-0155	ADU	R	4/10/2025						1						1	1		NONE	No	No
	007-222-35	257 CRESCENT RD		B2025-0157	ADU	R	4/11/2025						1						1			NONE	No	No
	005-093-08	39 BENNIT AVE		B2025-0218	ADU	R	5/19/2025											1	1	1		NONE	No	No
	007-115-32	224 Laurel Ave		B2025-0402	SFD	O	9/3/2025											1	1			NONE	No	No
	007-115-32	224 Laurel Ave		B2025-0402	ADU	R	9/3/2025											1	1			NONE	No	No
007-083-41,007-083-47, 007-083-48, 007-083-49	007-083-50	42 SAVANNAH RD		B2025-0542	SFD	O	11/24/2025											1	1			NONE	No	No
007-083-41,007-083-47, 007-083-48, 007-083-49	007-083-50	42 SAVANNAH RD		B2025-0542	ADU	R	11/24/2025								1		1		2			NONE	No	No
	007-113-05	970 SAN ANSELMO AVE		B2025-0179	ADU	R	4/28/2025										1		1	1		NONE	No	No
	005-022-37	81 ANGELA AVE		B2025-0262	ADU	R	6/9/2025											1	1	1		NONE	No	No
	006-117-03	251 SEQUOIA DR		B2025-0280	ADU	R	6/24/2025						1						1			NONE	No	No
	007-273-15	7 VINE AVE		B2025-0307	ADU	R	7/14/2025											1	1	1		NONE	No	No
	007-033-03	121 HUMBOLDT AVE		B2025-0400	ADU	R	9/3/2025						1						1			NONE	No	No
	006-042-05	1019 SIR FRANCIS DRAKE BLVD		B2025-0535	ADU	R	11/19/2025						1						1			NONE	No	No
	006-143-01	109 JORDAN AVE		B2025-0537	ADU	R	11/20/2025						1						1			NONE	No	No

	007-231-44	176 OAK AVE		B2025-0254	ADU	R	6/4/2025						1						1			NONE	No	No
	007-121-63	95 HILLSIDE AVE		B2025-0427	ADU	R	9/19/2025								1				1			NONE	No	No
	005-204-26	46 SANTA BARBARA AVE		B2025-0473	ADU	R	9/30/2025								1				1			NONE	No	No
	007-015-03	16 FERN LN		B2025-0498	ADU	R	10/24/2025								1				1	1		NONE	No	No
	007-032-08	435 SCENIC AVE		B2025-0509	ADU	R	11/4/2025								1				1	1		NONE	No	No
	007-095-50	360 REDWOOD RD		B2025-0277	ADU	R	6/23/2025								1				1			NONE	No	No

Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	(6/30/2023 - 12/15/2031)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A2

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

Project Identifier				Unit Types		Affordability by Household Incomes - Completed Entitlement											Affordability by Household Incomes - Building Permits												Affordability by Household Incomes - Certificates of Occupancy													Streamlining	Historic Sites	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
1				2	3	4									5	6	7										8	9	10											11	12	13	14	15	16	17	18	19	20			21				22
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+ ADU,MH)	Tenure R=Renter O=Owner	Acutely Low Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Acutely Low Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units issued Building Permits	Acutely Low Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(N) and reported on Table L7	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
Summary Row: Start Data Entry Below						0	0	0	0	0	1	0	1	0	1	13		15	0	0	0	0	0	5	0	5	0	5	4		19	0	0	0	0	0	3	0	2	0	0	5		10								4					
	007-231-44	176 OAK AVE		PRO2024-0021	ADU	R						1						2/3/2025	1													0												0	NONE	No	Y									
007-083-41;007-083-47, 007-083-48, 007-083-49	007-083-50	42 SAVANNAH RD		PRO2024-0039	SFD	O										1		3/3/2025	1													0												0	NONE	No	Y						1		Demolished	O				
007-083-41;007-083-47, 007-083-48, 007-083-49	007-083-50	42 SAVANNAH RD		PRO2024-0039	ADU	R							1			1		3/3/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-251-22	401 SAN ANSELMO AVE		PRO2024-0046	2 to 4	R										3		4/21/2025	3													0												0	NONE	No	Y									
	007-251-22	401 SAN ANSELMO AVE		PRO2024-0046	ADU	R										1		4/21/2025	1													0												0	NONE	No	Y									Applicant has not determined wether project would deed restrictionlate unit, or pay the "in-lieu" fee.
	007-212-43	58 MAGNOLIA AVE		PRO2024-0066	2 to 4	R										4		6/2/2025	4													0												0	NONE	No	Y						1		Demolished	O				Applicant has not determined wether project would deed restrictionlate unit, or pay the "in-lieu" fee. Applicant hasn't determined whether units would be for rent or sale.
	007-021-18	98 HUMBOLDT		PRO2025-0009	ADU	R										1		6/16/2025	1													0												0	NONE	No	Y									
	007-115-32	224 LAUREL AVE		PRO2025-0010	SFD	O										1		4/14/2025	1													0												0	SB 9 (2021) - Duplex in SF Zone	No	Y									SB 450 (2023) ministerial provisions used to approve a single-family dwelling and an attached accessory dwelling unit.
	007-115-32	224 LAUREL AVE		PRO2025-0010	ADU	R										1		4/14/2025	1													0												0	SB 9 (2021) - Duplex in SF Zone	No	Y									SB 450 (2023) ministerial provisions used to approve a single-family dwelling and an attached accessory dwelling unit.
	006-221-05	160 SPRING GROVE AVE		PRO2025-0091	SFD	O										1		12/23/2025	1													0												0	SB 9 (2021) - Duplex in SF Zone	No	Y									SB 450 (2023) ministerial provisions used to approve a single-family dwelling on an R-1 Zoned Lot.
	005-102-32	3 RAY CT		B2021-0647	ADU	R								1				3/3/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	006-191-18	34 SIR FRANCIS DRAKE BLVD		B2023-0172	ADU	R								1				7/10/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-024-08	10 SPRUCE AVE		B2023-0356	ADU	R								1				3/31/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-024-16	324 SCENIC AVE		B2023-0564	ADU	R								1				3/11/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-041-07	32 FERN LANE		B2024-0016	ADU	R								1				10/16/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-252-59	701 REDWOOD RD		B2024-0046	ADU	R									1			4/14/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	005-111-11	14 BERKELEY AVE		B2024-0084	ADU	R									1			5/27/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-011-20	27 FLORENCE AVE		B2024-0256	ADU	R									1			1/7/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-211-09	15 SAN RAFAEL AVE		B2024-0257	ADU	R									1			3/25/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	005-132-19	89 BROADMOOR AVE		B2024-0473	ADU	R									1			3/3/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	005-102-37	150 THE ALAMEDA		B2024-0487	ADU	R											1	2/6/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	006-041-13	41 PARK DR		B2024-0547	SFD	O											1	5/19/2025	1													0												0	NONE	No	Y									
	006-083-30	144 SYCAMORE AVE		B2025-0042	ADU	R											1	4/29/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	005-293-08	339 OAK SPRINGS		B2025-0073	ADU	R											1	9/18/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-052-13	1337 SAN ANSELMO AVE		B2025-0144	ADU	R											1	11/6/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	007-113-05	970 SAN ANSELMO Ave		B2025-0179	ADU	R											1	8/7/2025	1													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	005-093-08	W SEMINARY		B2025-0218	ADU	R											1	8/21/2025	1													0												0	NONE	No	Y									
	005-022-37	91 WIGWAM		B2025-0262	ADU	R											1	9/2/2025	1													0												0	NONE	No	Y									
	007-273-15	7 VINE AVE		B2025-0307	ADU	R											1	11/20/2025	1													0												0	NONE	No	Y									
	007-281-14	88 ROSS AVE		B2024-0040	ADU	R													0					1									0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	005-330-08	20 CARLSON AVE		B2024-0059	ADU	R													0					1									0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	006-241-28	15 PROSPECT AVE		B2024-0153	ADU	R													0					1									0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	006-127-05	121 SEQUOIA		B2022-0415	SFD	O													0													0												0	NONE	No	Y						1		Demolished	O				
	005-204-41	239 SAN FRANCISCO		B2023-0140	ADU	R													0													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
006-164-03, 006-164-04, 006-164-05	006-164-08	5 BUNGALOW AVE		B2022-0555	SFD	O													0													0												0	NONE	No	Y						1		Demolished	O				
	007-081-10	69 SCENIC AVE		B2020-0232	ADU	R													0													0												0	NONE	No	Y		Utilizing the AB/AGMTC 30/30/30/10 method to assign income distribution to ADUs and MFUs.										
	006-052-04	20 KARL AVE		B2021-0873	ADU	R													0													0												0	NONE	No	Y									
	006-022-18	151 LOS ANGELES		B2022-0595	ADU	R													0													0												0	NONE	No	Y									
	007-011-19	37 FLORENCE AVE		B2023-0578	ADU	R													0													0												0	NONE	No	Y									

Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

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

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	Projection Period	2									3	4
Income Level		**RHNA Allocation by Income Level**	**Projection Period - 06/30/2022-01/30/2023**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Very Low	Deed Restricted	253	-	-	-	-	-	-	-	-	-	-	13	240
	Non-Deed Restricted		6	-	2	5	-	-	-	-	-	-		
Low	Deed Restricted	145	-	-	-	-	-	-	-	-	-	-	43	102
	Non-Deed Restricted		7	19	12	5	-	-	-	-	-	-		
Moderate	Deed Restricted	121	-	-	-	-	-	-	-	-	-	-	8	113
	Non-Deed Restricted		1	1	1	5	-	-	-	-	-	-		
Above Moderate		314	-	2	5	4	-	-	-	-	-	-	11	303
Total RHNA		833												
Total Units			14	22	20	19	-	-	-	-	-	-	75	758

*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):
- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
  - If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at apr@hcd.ca.gov.
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

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

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

Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

Jurisdiction	San Anselmo		
Reporting Period	2025	(Jan. 1 - Dec. 31)	
Planning	6th Cycle	01/31/2023 - 01/31/2031	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

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

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

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

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Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)

D_1_Name | *D_2_Objective* | *D_5_Complete* | *D_6_Cycle* | *D_7_ImpStatus* | *D_4_Status* | *D_8_CatOutcomes* | *D_9_CountOutcomes* | *D_10_Documents*

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

1	2	3	4	5	6	7	8	9
Name of Program	**Objective**	**Projected Completion Date in Housing Element**	**Applicable Cycle**	**Status of Program Implementation**	**Program Implementation Details**	**Quantified Outcomes: Category**	**Quantified Outcomes: Count**	**Supporting Documents**
Action 1.1a: Continue to implement the agreements with the Marin Housing Authority (MHA), for for-sale units and with local Bay Area and Marin County housing non-profits and affordable housing developers for for-rent units, to manage deed restricted affordable housing developments in San Anselmo.	Conduct bi-annual coordination calls to ensure continued implementation.	Bi-annually	6th Cycle	Continuous	The Town will continue to coordinate with MHA and the Ecumenical Association for Housing (EAH) as deed-restricted affordable units come online to ensure management of said units in San Anselmo. As of January 2026, no new deed-restricted affordable units have been created in San Anselmo.	Units	0	None
Action 1.1b: Work with MHA, and local Bay Area and Marin County housing non-profits and affordable housing developers to implement resale and rental regulations for extremely low, very low-, low- and moderate-income units, and monitor to ensure that these units remain affordable.	Establish a database of properties subject to resale and rental regulations for monitoring purposes.	7/1/2025	6th Cycle	Continuous	The Town will continue to support and work with MHA, which currently manages all deed-restricted affordable units in San Anselmo, to ensure that the existing deed-restricted affordable units in San Anselmo are rented and resold in accordance with their deed restrictions.	Units	0	None
Action 1.1c: Work with non-profits to assist in achieving the Town's housing goals and implementing programs. Coordination should occur on an ongoing basis and as special opportunities arise through Housing Element implementation. Facilitate the participation of non-profits as an advisory role to assist the Town's affordable housing consultant (see Program 1.2) in identifying funding and opportunities for development.	Conduct quarterly coordination calls to establish open, ongoing communication.	Quarterly; Case-by-case basis	6th Cycle	Continuous	In 2024, the Town created a list of non-profit affordable housing developers and affordable housing advocates (e.g., EAH Housing, BRIDGE, The Pacific Group) and used that list to reach out to the non-profits to advertise housing development opportunities. In 2025, San Anselmo and other Marin County jurisdictions co-hosted two Infill Builders events (April 17 and October 17) with the Council of Infill Builders that brought together local housing developers and public agencies to identify practical strategies to address the region's housing shortage. The discussions emphasized reducing regulatory barriers, improving project feasibility, and promoting infill and missing-middle housing, with a focus on predictable, objective standards and calibrated fees to support housing production. The Council of Infill Builders summarized these strategies in Accelerating Infill in Marin County: Solutions to Increase Housing Opportunities (October 2025). As projects arise, the Town will continue to reach out to the organizations that would benefit from feedback from this stakeholder group.	Meetings	2	https://www.councilofinfillbuilders.org/wp-content/uploads/2025/10/Accelerating-Infill-In-Marin-County.pdf
Action 1.1d: Work with the Marin Municipal Water District (MMWD) and the Ross Valley Sanitary District (RVSD) to ensure the availability and adequate capacity of water and wastewater systems to accommodate the housing needs during the planning period. Priority shall be granted to proposed developments that include housing affordable to lower-income households. In addition, the Town will provide a copy of the Housing Element and any future amendments to MMWD and RVSD immediately after adoption.	Send Housing Element to MMWD and RVSD upon adoption and subsequently as future amendments are adopted.	Send Housing Element upon adoption	6th Cycle	Completed	The Town sent a copy of the adopted 2023-2031 Housing Element to MMWD and RVSD via email on January 23, 2024. The Town will send future Housing Element amendments to these agencies as they are adopted.	Other	0	None
Action 1.2a: Provide a report annually to the Town Council to review progress on Housing Element programs. Annually prioritize programs for implementation and include funding in the Town's budget.	Conduct annual meetings with the Planning Commission and Town Council to report on progress of Housing Element implementation.	Annually	6th Cycle	Continuous	Implemented annually. Town staff bring an update of Housing Element implementation to the Town Council annually as part of the Annual Progress Report (APR).	Meetings	1	Meeting Agenda: https://granicus_production_attachments.s3.amazonaws.com/sananselmo-ca/2ea36a7fe40f228b6867e841bdf4895f0.pdf
Action 1.2b: Hire a consultant with expertise in affordable housing to present options for funding affordable housing projects, identifying affordable housing strategies and opportunities in San Anselmo as the Town budget is developed.	Present affordable housing strategies and opportunities to the Town Council prior to the adoption of each annual budget.	Annually	6th Cycle	Continuous	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation.	Meetings	5	Affordable Housing Policy and Incentives Study Presentation: https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_8#slide=id.g38c82ca137b_0_8
Action 1.2c: Continue ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates to provide advice and comment on proposed zoning amendments and other program implementation.	Assess opportunities for non-profit housing developers and affordable housing advocates to provide advice on proposed zoning and other program implementation on an ongoing basis as items are brought forward. Include non-profit housing developers and affordable housing advocates on the Town's e-newsletter mailing list to ensure they are notified of zoning amendments and other program implementation efforts.	Annually; Case-by-case basis	6th Cycle	Continuous	In 2025, the Town advertised changes to the Municipal Code and General Plan to implement the 2023-2031 Housing Element to non-profit affordable housing developers identified through Action 1.1c. . In 2025, San Anselmo and other Marin County jurisdictions co-hosted two Infill Builders events (April 17 and October 17) with the Council of Infill Builders that brought together local housing developers and public agencies to identify practical strategies to address the region's housing shortage. The discussions emphasized reducing regulatory barriers, improving project feasibility, and promoting infill and missing-middle housing, with a focus on predictable, objective standards and calibrated fees to support housing production. The Council of Infill Builders summarized these strategies in Accelerating Infill in Marin County: Solutions to Increase Housing Opportunities (October 2025). As projects arise, the Town will continue to reach out to the organizations that would benefit from feedback from this stakeholder group.	Meetings	2	https://www.councilofinfillbuilders.org/wp-content/uploads/2025/10/Accelerating-Infill-In-Marin-County.pdf
Action 1.3a: Develop a monitoring mechanism to ensure no net loss of housing occurs during the Housing Element planning period and adjust zoning as needed.	Establish a monitoring mechanism and assign a Planning Department staff person to assess and identify needed zoning adjustments. Report annually to the Town Council recommended zoning adjustments to ensure no net loss of housing occurs.	July 2023; Annually	6th Cycle	Continuous	Within the Town's online permitting software, eTRAKiT, the Town has established a mechanism that categorizes permits that result in the removal of a housing unit. This mechanism allows Planning Department staff to monitor the removal of housing units on an ongoing basis to ensure that no net loss of housing occurs. No net loss of housing has occurred, so the Town has not needed to recommend zoning adjustments to the Town Council to ensure no net loss of housing.	Other	1	None
Action 1.3b: Develop an online dashboard that includes a mechanism that monitors "no net loss", ADU production, potential sites, production of affordable and market rate housing, and preserved housing supply.	Establish an online dashboard and assign a Planning Department staff person to update it regularly for improved transparency on Housing Element implementation and streamlined annual reporting.	7/1/2023	6th Cycle	Completed	The Planning Department has created a Housing Implementation webpage on the Town's website. The Town's APRs are posted on this webpage to report on housing metrics. In addition, the Housing Opportunity Sites Inventory is posted on this webpage to provide developers with a list of developable sites. In addition, the Town's Housing Assistance webpage provides links to MHA's HCV waitlist and the Doorway Housing Portal for affordable housing opportunities and lists loan programs offered from MHA/PG&E/MCE to eligible property owners: https://www.townofsananselmo.org/1721/Housing-Assistance. The Town also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.	Other	1	https://www.townofsananselmo.org/1720/Housing-Element-Implementation

Action 1.3c: Develop and maintain an up-to-date residential sites inventory and provide interested developers with information on available housing development opportunities and incentives.	Establish a residential sites inventory as a component of the online dashboard (Action 1.3b). Assign a Planning Department staff person to update the inventory and notify interested developers.	July 2023; Quarterly	6th Cycle	Completed	The Planning Department has created a Housing Implementation webpage on the Town's website. The Town's APRs are posted on this webpage to report on housing metrics. In addition, the Housing Opportunity Sites Inventory is posted on this webpage to provide developers with a list of developable sites. In addition, the Town's Housing Assistance webpage provides links to MHA's HCV waitlist and the Doorway Housing Portal for affordable housing opportunities and lists loan programs offered from MHA/PG&E/MCE to eligible property owners: https://www.townofsananselmo.org/1721/Housing-Assistance. The Town also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.	Other	1	https://www.townofsananselmo.org/1720/Housing-Element-Implementation
Action 1.3d: Complete an evaluation and report of housing development on a regular basis to ensure that adequate services and facilities, including water, wastewater, and neighborhood infrastructure are available.	Provide a status report on housing development and infrastructure to the Town Council annually.	Annually	6th Cycle	Completed	Implemented. Town staff brings an update of housing development to the Town Council annually as part of the Annual Progress Report (APR).	Meetings	1	Meeting Agenda: https://granicus_production_attachments.s3.amazonaws.com/sananselmo-ca/2ea36a7fe40f228b6867e841bdf4895f0.pdf
Action 2.1a: Maintain the Housing Element mailing list and send public hearing notices to all interested public, non-profit agencies and affected property owners.	Send public notices related to Housing Element implementation to the Housing Element mailing list.	Annually and on an as-needed basis	6th Cycle	Continuous	Implemented. The Town sent notices regarding the Housing Element to all affected parties. Pursuant to State law, the Town noticed all affected parties of actions related to implementation of the Housing Element and will continue to notice all affected parties for ongoing Housing Element implementation in accordance with State law.	Persons	218	https://www.sananselmo.gov/1720/Housing-Element-Implementation
Action 2.1b: Continue to use online tools such as maps. social and Balancing Act to better understand community preferences and collect feedback about specific housing opportunity sites.	Conduct annual campaigns to promote the use of tools such as map.social and Balancing Act to engage the community on Housing Element implementation.	Annually	6th Cycle	Continuous	As part of the General Plan Update (GPU), the Town engaged the community in three online surveys in 2025 to determine community preferences on economic development and community design, circulation and noise, and community programming for parks and open space. The online tools were posted on the GPU project website here: https://sananselmogp2045.org/. In addition, the Town website also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.	Other	3	https://sananselmogp2045.org
Action 2.1c: Continue to provide housing related surveys to gather a consensus on housing preferences in San Anselmo.	Conduct online questionnaires bi-annually to determine whether the Town's housing preferences have evolved.	Bi-Annually	6th Cycle	Continuous	As part of the General Plan Update (GPU), the Town engaged the community in three online surveys in 2025 to determine community preferences on economic development and community design, circulation and noise, and community programming for parks and open space. The online tools were posted on the GPU project website here: https://sananselmogp2045.org/. In addition, the Town website also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.	Other	3	https://sananselmogp2045.org
Action 2.1d: Work with local schools to share information with the families of students regarding the formulation and review of housing and land use policy issues.	Coordinate with local schools to send notification to families of students at least once per year regarding new housing and land use policies under consideration and to solicit feedback.	Annually and on an as-needed basis	6th Cycle	Continuous	Implemented. The Town sent notices on projects to all affected property owners and the school districts pursuant to State law. The Town also coordinates with the local schools annually to identify students to serve as youth commissioners on multiple Town boards, committees, and commissions for one-year terms. These students learn about current Town policy and programs, which range from land use to fair housing access to public infrastructure to recreation programs, and provide meaningful feedback to guide local projects and priorities. The Town currently has youth commissioners on the following local volunteer bodies: General Plan Advisory Committee, Racial Equity Committee, Arts Commission, Bike and Pedestrian Advocacy Committee, Climate Action Commission, Historical Commission, Library Advisory Board, Open Space Committee, and Parks and Recreation Commission.	Persons	15	https://www.sananselmo.gov/557/Youth-Commissioner-Opportunities
Action 2.2a: Require developers to have neighborhood meetings with residents early in the discretionary land use permit process as part of the application submittal to undertake problem solving and facilitate more informed, faster, and constructive development planning and review.	Make mailing addresses for properties in close proximity to potential development sites available to developers in order to facilitate developer outreach and successful neighborhood meetings.	Ongoing as project applications are received	6th Cycle	Continuous	Implemented. The Town requires that developers meet with adjacent neighbors early in the land use permit process. This requirement is listed in the Town's Application Submittal Checklist posted on the Town's website: https://www.townofsananselmo.org/1180/Planning-Forms. Additionally, all neighbors within a 300 ft radius are notice via Mail by the Town, prior to discretionary meetings.	Meetings	0	None
Action 2.2b: Coordinate with local businesses, housing advocacy groups, neighborhood groups, and the Chamber of Commerce to build public understanding and support for workforce, special needs housing and other issues related to housing, including the community benefits of affordable housing, mixed-use and pedestrian-oriented development.	In partnership with local businesses, housing advocacy groups, neighborhood groups, and the Chamber of Commerce develop an annual article for the Town's e-newsletter about the community benefits of recent affordable housing, mixed-use, and pedestrian-oriented development.	Annually	6th Cycle	Continuous	The Town adopted Resolution No. 2025-4571 proclaiming April 2025 as Fair Housing Month: https://www.sananselmo.gov/DocumentCenter/View/33056/2025-4571-Fair-Housing-Month-2025?bidId=. As such, the Town included articles in the weekly Town Manager's eNewsletter about fair housing each week during Fair Housing Month. In addition, the Town includes an article about various housing topics quarterly in the Town Manager's eNewsletter to build public understanding and support for workforce, special needs housing and other issues related to housing.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33056/2025-4571-Fair-Housing-Month-2025?bidId=.
Action 2.2c: Regularly reach out to community groups and residents representing a broad range of socio-economic groups in the community to solicit ideas for housing strategies when they are discussed at Planning Commission or Town Council meetings.	Coordinate with local community groups and schools (to send notification to families of students in an effort to reach out to residents representing a broad range of socio-economic groups) at least once per year regarding new housing and land use policies under consideration and to solicit feedback.	Annually and on an as-needed basis	6th Cycle	Continuous	As part of the General Plan Update (GPU), the Town engaged the community through multiple channels in 2025 to determine community preferences on the community's vision, housing, sustainability, and economic development. In 2025, the Town hosted GPU 26 events, ranging from individual stakeholder meetings to Town Council meetings to workshops to pop-up events, that touched on housing and land use topics. The Town also conducted three online surveys for the GPU to gather community input on the future of the town, particularly related to economic development and community design, circulation and noise, and community programming for parks and open space (all of which included interrelated housing concepts). In addition, the Town website also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts. The Town also coordinates with the local schools annually to identify students to serve as youth commissioners on multiple Town boards, committees, and commissions for one-year terms. These students learn about current Town policy and programs, which range from land use to fair housing access to public infrastructure to recreation programs, and provide meaningful feedback to guide local projects and priorities. The Town currently has youth commissioners on the following local volunteer bodies: General Plan Advisory Committee, Racial Equity Committee, Arts Commission, Bike and Pedestrian Advocacy Committee, Climate Action Commission, Historical Commission, Library Advisory Board, Open Space Committee, and Parks and Recreation Commission. The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation. The study is intended to include engagement with affordable housing developers, property owners, and other community representatives to solicit ideas for housing strategies.	Meetings	26	https://sananselmogp2045.org/outreach-dashboard/

Action 3.1a: Amend the Zoning Code to allow missing middle housing types such as duplexes, triplexes, and quadplexes in the R-1 and R-2 districts.	Adopt Zoning Code amendments to allow missing middle housing types such as duplexes, triplexes, and quadplexes in the R-1 and R-2 districts. The Town estimates that 20 missing middle housing units will be constructed during the planning period, as missing middle housing types were not explicitly permitted by right in these districts previously.	7/1/2023	6th Cycle	Completed	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.
Action 3.1b: Adopt objective design standards that ensure that the design of new missing middle housing types are sensitive to the established character of San Anselmo's neighborhoods.	Adopt objective design standards for all housing types, including missing middle housing types.	7/1/2023	6th Cycle	Completed	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.
Action 3.1c: Adopt pre-approved infill missing middle housing plans to reduce development costs and streamline the approval of missing middle housing.	Adopt pre-approved infill missing middle housing plans.	7/1/2024	6th Cycle	Completed	The passage of Senate Bill (SB) 450 has effectively eliminated the Town's ability to require Design Review for new single-family and missing middle housing projects in San Anselmo. Given this change, the Town expects that most new housing of this type will seek ministerial approval under SB 9 and SB 450. Rather than rushing to adopt pre-approved infill missing middle housing plans without fully understanding how these new State regulations will shape local development patterns, the Town is taking a deliberate approach. In 2025, the Town evaluated the impacts of SB 9 and SB 450 on actual development proposals in San Anselmo to ensure that any pre-approved plans align with real-world needs. The Town adopted Ordinance No. 2025-1193 in October 2025 to align with the adopted Senate Bill 450, and implement the updated provisions of California Government Code sections 65852.21 and 66411.7. At the same time, the Town is actively implementing a pre-approved ADU plan process. This effort is providing valuable insights into the logistics, administration, and effectiveness of pre-approved housing plans. Once the Town has assessed both the development impacts of recent State laws and refined its approach to pre-approved ADU plans, it will be well-positioned to develop pre-approved infill missing middle housing plans in a way that is efficient, effective, and responsive to local conditions.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33777/Ordinance-No-2025-1193?bidId=.
Action 3.2a: Adopt objective design standards for all housing types to clearly communicate San Anselmo's development design standards and streamline development approval processes. Within the objective design standards, include specific written procedures for evaluation of ministerial housing projects, including the Senate Bill 35 Streamlined Ministerial Approval Process.	Adopt objective design standards for all housing types including specific written procedures for evaluation of ministerial housing projects, including the Senate Bill 35 Streamlined Ministerial Approval Process. The Town estimates that 40 units will be created during the planning period through the objective design standards, as streamlined, ministerial housing projects were not previously permitted by right.	7/1/2023	6th Cycle	Completed	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1180 on August 22, 2023:	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30551/Ordinance-No-1180?bidId=.
Action 3.3a: Amend the Town's Planned Unit Development process to clarify standards for review and streamline processes to better accommodate innovative housing opportunities.	Adopt amended Planned Unit Development (PUD) standards and procedures. The Town estimates that 25 units will be constructed through the PUD process during the planning period due, in part, to the change in regulations.	7/1/2024	6th Cycle	Completed	In 2024, Town staff conducted background research to identify best practices for Planned Unit Development (PUD) standards and drafted Ordinance Amendments to update the Town's existing PUD process, including the regulations for Preliminary Planned Developments (PPD) and Specific Planned Developments (SPD) in Title 10, Chapter 3, Article 9 of the Municipal Code. The Town Council adopted Ordinance 2025-1190 in May 2025 to amend the Town's Planned Development (PD) process, to streamline the review process and reduce redundancy in the project review process while maintaining protections for public health, safety, and welfare.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=
Action 3.3b: Conduct a feasibility analysis to evaluate the Town's ability to provide affordable housing through an inclusionary housing program that is consistent with the Town's Regional Housing Needs Allocation.	Present the results of the feasibility analysis and associated Planning Department staff recommendations to the Town Council for consideration.	Completed May 2023 (Presented to the Town Council and Inclusionary Ordinance adopted via Reso- 4497 and Reso-4498)	6th Cycle	Completed	The Town Council adopted Resolution No. 4497 adopting affordable housing requirements and program regulations (Link: https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497) and Resolution No. 4498 adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule (Link: https://www.townofsananselmo.org/DocumentCenter/View/29958/Reso-4498) on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497
Action 3.3c: Amend the Zoning Code to allow residential buildings containing single-room occupancy (SRO) units as a permitted use in the R-3 zoning district.	Adopt a Zoning Code amendment allowing SRO units as a permitted use in the R-3 zoning district. The Town estimates that 20 SROs will be constructed during the planning period, as SROs were not previously a by-right use in the R-3 zoning district.	7/1/2023	6th Cycle	Completed	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.
Action 4.1a: Support initiatives that provide tools and funding mechanisms to preserve "at-risk" affordable housing units.	As a part of annual budget development, assess opportunities to support initiatives that provide tools and funding mechanisms to preserve "at-risk" affordable housing units.	Annually	6th Cycle	Continuous	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation.	Meetings	5	Affordable Housing Policy and Incentives Study Presentation: https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_8#slide=id.g38c82ca137b_0_8
Action 4.1b: Assess the feasibility of adopting strategies to preserve affordable housing stock, such as Right of First Refusal (to give qualified entities priority to purchase a property with an expiring rental subsidy contract), property tax incentives, a one-to-one replacement ordinance, and housing preservation funds.	Present the results of the feasibility analysis and associated Planning Department staff recommendations to the Town Council for consideration.	7/1/2025	6th Cycle	Continuous	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation.	Meetings	5	Affordable Housing Policy and Incentives Study Presentation: https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_8#slide=id.g38c82ca137b_0_8

Action 4.1c: When housing developments are identified as “at-risk” of converting from affordable to market- rate, work with MHA to reduce the potential of conversion and preserve or replace units, as needed, through the following strategies: •Monitor the status of “at risk” units pursuant to Action 4.1d. If property owners indicate the desire to convert the units, consider providing technical assistance, when possible, to support preservation of the “at risk” units at an affordable price. •Work with Marin Housing Authority and other agencies and non-profits to seek funding to subsidize the long-term affordability of the “at risk” units. To reduce displacement risk and in accordance with California Government Code Section 65583.2(g), require replacement housing units subject to the requirements of California Government Code Section 65915(c)(3) on sites identified in the sites inventory when any new development (residential, mixed-use, or nonresidential) occurs on a site that has been occupied by or restricted for the use of lower-income households at any time during the previous five years. This requirement applies to non-vacant sites and vacant sites with previous residential uses that have been vacated or demolished.	Regularly monitor the no net loss monitoring mechanism (Action 1.3a) and work with MHA to convert, preserve, or replace units, as needed, utilizing funding from the Affordable Housing Impact Fee program (Program 5.5).	Ongoing as developments are identified as “at-risk”	6th Cycle	Continuous	The Town, in collaboration with other Marin County jurisdictions and MHA and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation. There are no housing developments in San Anselmo that are currently at risk of converting from affordable to market-rate housing. The Town continues to monitor and track units that may be "at risk" of conversion pursuant to Action 4.1d and will work with MHA as needed to seek funding to subsidize the long-term affordability of "at-risk" units as needed. The Town implements State law as referenced in the language of Action 4.1c.	Meetings	5	Affordable Housing Policy and Incentives Study Presentation: https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_8#slide=id.g38c82ca137b_0_8
Action 4.1d: Pursuant to AB 1521, designate a staff person responsible for tracking “at risk” units in order to preserve their affordability.	Establish a no net loss monitoring mechanism. Assign a Planning Department staff person to update the monitoring mechanism and track “at risk” units.	July 2023; Annually	6th Cycle	Completed	The Town has assigned a staff member to monitor and track “at risk” units. This action is in progress. There are no housing developments in San Anselmo that are currently at risk of converting from affordable to market-rate housing	Units	0	None
Action 4.2a: Prohibit conversions of rental developments to condominium ownership unless the proportion of multifamily rental units exceeds 25 percent of the total number of housing units in the Town, or, if the proportion of multifamily units exceeds 20 percent but is less than 25 percent, the tenant is granted a right to continued tenancy for five years at the same rental rate, adjusted for inflation.	Establish a mechanism to prohibit conversions of rental developments to condominium ownership except under the identified conditions.	7/1/2024	6th Cycle	Completed	Complete. Sections 10-7.06 and 10-7.07 of the San Anselmo Municipal Code implement this regulation: https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH7COCO_10-7.06USPEAPCO.	Other	1	https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH7COCO_10-7.06USPEAPCO.
Action 4.3a: Coordinate with the MHA, PG&E, Marin Clean Energy, and other organizations to publicize available loan programs to eligible property owners on the Town e-newsletters and on the Town’s website.	Include information regarding MHA, PG&E, or Marin Clean Energy loan programs in the Town’s e-newsletters and website on a quarterly basis.	Quarterly	6th Cycle	Completed	The Planning Department has created a Housing Implementation webpage on the Town's website: https://www.townofsananselmo.org/1720/Housing-Element-Implementation. The Town's APRs are posted on this webpage to report on housing metrics. In addition, the Housing Opportunity Sites Inventory is posted on this webpage to provide developers with a list of developable sites. In addition, the Town's Housing Assistance webpage provides links to MHA's HCV waitlist and the Doorway Housing Portal for affordable housing opportunities and lists loan programs offered from MHA/PG&E/MCE to eligible property owners: https://www.townofsananselmo.org/1721/Housing-Assistance. The Town also has a Share Your Thoughts webpage with a comment box for people to submit their comments regarding housing preferences and opportunities: https://www.townofsananselmo.org/1722/Share-Your-Thoughts.	Other	0	https://www.townofsananselmo.org/1720/Housing-Element-Implementation.
Action 4.3b: Perform an analysis to compare the Town’s zoning regulations with housing development on the ground to determine whether amendments are needed to ensure that infill single-family detached housing is consistent in bulk and mass with other single-family detached housing in the neighborhood to help preserve smaller, naturally affordable housing in the community.	As a part of a full Zoning Code update, conduct an analysis to compare the Town’s zoning regulations with housing development on the ground to determine whether amendments are needed to ensure that infill single-family detached housing is consistent in bulk and mass with other single-family detached housing in the neighborhood.	7/1/2025	6th Cycle	In Progress	This action is currently being completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. As part of the Land Use and Community Design Element Draft Goals, Policies, and Actions presented at the November 10, 2025 Town Council meeting, policies related to neighborhood livability, design excellence, and context-sensitive development encourage new single-family housing to maintain building scale and massing consistent with surrounding neighborhoods. These policies support evaluation of zoning standards and provide a framework for potential amendments to ensure infill development remains compatible with existing neighborhood patterns and helps preserve smaller, naturally affordable homes.	Meetings	1	https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/3705847/Attachment_1_-_GPAs_for_Land_Use_and_Community_Design.pdf
Action 4.4a: Allow for modified development standards where multifamily projects include the preservation of an existing building.	As a part of a full Zoning Code update, establish an Administrative Exceptions process to allow for ministerial approval of minor variances to development standards under certain circumstances.	7/1/2025	6th Cycle	In Progress	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation. Relaxed development standards for adaptive reuse projects will be evaluated in this study.	Meetings	5	https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_713#slide=id.g38c82ca137b_0_713
Action 4.4b: Assess the feasibility of providing property tax incentives for maintaining existing residences.	As a part of the nexus study conducted to support the establishment and structure of an Affordable Housing Impact Fee program (Action 5.5a) assess the feasibility of utilizing related funds to provide property tax incentives for maintaining existing residences.	10/1/2024	6th Cycle	In Progress	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation. Property tax incentives for housing maintenance will be evaluated in this study.	Meetings	5	https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_713#slide=id.g38c82ca137b_0_713
Action 4.5a: Evaluate, and if appropriate, amend the Zoning Code and other portions of the Municipal Code to remove potential constraints for adaptive reuse, such as the review/approval process, design requirements, and parking standards.	As a part of a full Zoning Code update, evaluate whether barriers to adaptive reuse exist and eliminate identified barriers as appropriate. Assist 40 units with rehabilitation opportunities during the planning period.	7/1/2025	6th Cycle	In Progress	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation. Relaxed development standards for adaptive reuse projects will be evaluated in this study.	Meetings	5	https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_713#slide=id.g38c82ca137b_0_713
Action 5.1a: Work with Marin County and neighboring jurisdictions to explore the feasibility of establishing a renter match program for ADU owners and prospective tenants.	Conduct a feasibility analysis with Marin County and neighboring jurisdictions regarding the establishment of a renter match program.	10/1/2025	6th Cycle	Continuous	The Town has identified Home Match as the primary provider for renter matching services in Marin County and is actively exploring the feasibility of partnering with them to implement a similar program in San Anselmo. However, this program is costly and would require funding from the Town’s Affordable Housing Fund (AHF) to be viable. At this time, the Town has not yet collected funds in the AHF because no development applications have triggered the affordable housing requirements outlined in Title 10, Chapter 21 – Affordable Housing. Once the Town receives an application that requires a contribution to the AHF and sufficient funds are collected, the Town can move forward with launching a renter match program for ADU owners and prospective tenants. This phased approach ensures financial sustainability for the Town.	Other	0	None
Action 5.1b: Work with Marin County and neighboring jurisdictions to explore the feasibility of establishing a home share program.	Conduct a feasibility analysis with Marin County and neighboring jurisdictions regarding the establishment of a home share program.	10/1/2025	6th Cycle	Continuous	The Town has identified Home Match as the primary provider for renter matching services in Marin County and is actively exploring the feasibility of partnering with them to implement a similar program in San Anselmo. However, this program is costly and would require funding from the Town’s Affordable Housing Fund (AHF) to be viable. At this time, the Town has not yet collected funds in the AHF because no development applications have triggered the affordable housing requirements outlined in Title 10, Chapter 21 – Affordable Housing. Once the Town receives an application that requires a contribution to the AHF and sufficient funds are collected, the Town can move forward with launching a renter match program for ADU owners and prospective tenants. This phased approach ensures financial sustainability for the Town.	Other	0	None

Action 5.1c: Work with Marin County and neighboring jurisdiction to explore the feasibility of establishing a multi- lingual flier and/or email blast regarding housing opportunities.	Conduct a feasibility analysis with Marin County and neighboring jurisdictions regarding the establishment of a multi-lingual flyer and/or email blast regarding housing opportunities.	10/1/2025	6th Cycle	Completed	The Town directs residents to the Doorway Housing Portal, a regional resource supported by ABAG/MTC that advertises affordable housing opportunities across the Bay Area in multiple languages. This portal provides up-to-date listings and application information, ensuring residents have access to the most comprehensive and current housing opportunities available. The Town's Housing Assistance webpage prominently links to the Doorway Housing Portal (Town Housing Assistance Page): https://www.townofsananselmo.org/1721/Housing-Assistance. By leveraging this established platform, the Town effectively fulfills the intent of providing multilingual housing information without expending limited local resources on efforts duplicated by ABAG/MTC.	Other	1	Town Housing Assistance Page: https://www.townofsananselmo.org/1721/Housing-Assistance.
Action 5.2a: Amend the Zoning Code to require all new development and redevelopment in the C-L and C-3 districts to include residential units by right at a minimum density of 20 dwelling units per acre and a maximum density of up to 30 dwelling units per acre in accordance with California Government Code section 65583.2, subdivisions (h) and (i). In addition, establish minimum densities in the R-2, R-3, P, C-1, and C-2.	Adopt Zoning Code amendments to require all new development and redevelopment in the C-L and C-3 districts to include residential units by right at a density minimum density of 20 and maximum density of up to 30 dwelling units per acre. In addition, establish minimum densities in the R-2, R-3, P, C-1, and C-2. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units to meet the Town's Regional Housing Needs Allocation.	7/1/2023	6th Cycle	Completed	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=; https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.2b: Amend the zoning standards, including maximum density, maximum building height, and other requirements, in the C-L and C-3 districts and maximum FAR in the C-1, C-L, and C-3 districts to accommodate mixed-use development by right and require the residential use to occupy at least 50 percent of the total floor area of a mixed use project in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt Zoning Code amendments to accommodate mixed-use development by right and require the residential use to occupy at least 50 percent of the total floor area of a mixed use project in the C-L and C-3 districts. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units to meet the Town's Regional Housing Needs Allocation.	7/1/2023	6th Cycle	Completed	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=; https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.2c: Amend the Zoning Code to eliminate minimum parking requirements for new development and redevelopment within a half-mile of public transit in accordance with AB 2097.	Adopt Zoning Code amendments to eliminate minimum parking requirements for new development and redevelopment within a half- mile of public transit. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units within a half-mile of public transit to meet the Town's Regional Housing Needs Allocation.	7/1/2023	6th Cycle	Completed	The adoption of AB 2553, which took effect in 2025, changed the definition of a major transit stop, making one transit stop in San Anselmo eligible for AB 2097. The Town adopted Ordinance 2025-1190 in May 2025, updating the Town's Parking Regulations to note that "In the event of any conflict between the parking standards established in this Chapter and applicable provisions of the California Government Code, the provisions of the California Government Code shall prevail."	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=.
Action 5.2d: Amend the Zoning Code to include flexible parking requirements in areas not located within a half-mile of public transit such as joint use parking, off-site parking (currently allowed), allowances for reduced standards if developers do not bundle the cost of parking with the cost of rent, reducing parking stall dimensions, allowing public overnight parking on Town streets, and "grandfathering" non- compliant buildings and uses.	Adopt Zoning Code amendments to establish minimum parking requirements reductions.	7/1/2023	6th Cycle	Completed	Complete. These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023:	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=).
Action 5.2e: Promote parcel consolidation for the assembly of new housing sites to ensure minimum densities are achieved and integrated site planning occurs by (1) identifying priority sites for lot consolidation where common ownership occurs, (2) contacting property owners of contiguous vacant and underutilized sites, (3) conducting outreach to affordable housing developers, (4) offering expedited permit processing for lot consolidations, and (5) offering fee waivers for the consolidation of housing opportunity sites.	Conduct an annual assessment to identify priority sites for lot consolidation where common ownership occurs, contact property owners of contiguous vacant and underutilized sites, and conduct outreach to affordable housing developers when property owners are interested in redevelopment. Support 10 lot consolidations during the planning period to improve housing mobility and increase the supply of affordable housing in higher opportunity areas.	Annually	6th Cycle	Continuous	The Town included an article in the weekly Town Manager's eNewsletter about parcel consolidation in 2024 to build public understanding and support for the topic and alert property owners to parcel consolidation opportunities. The Town also informs developers of parcel consolidation opportunities on an ongoing basis as opportunities arise each year. The Town continues to inform applicants and developers about Lot consolidation as projects arise	Other	0	None
Action 5.2f: Conduct an analysis of fees collected for recent multifamily housing projects and compare to the actual time it took for plan check and inspections by staff and outside consultants to provide expedited review of desired housing developments and waivers or reductions of development fees where feasible and necessary.	As a part of annual budget development, conduct an analysis of fees collected for recent multifamily housing projects and compare it to the actual time it took for plan check and inspections by staff and outside consultants.	Annually	6th Cycle	Continuous	This action is implemented on an annual basis as part of the Town's budgeting process at the end of the fiscal year.	Other	1	None
Action 5.3a: Establish an Affordable Housing Overlay District in the Zoning Code for properties zoned SPD, C-3, and R-3 to incentivize the development of affordable housing by allowing greater building height, density, and floor area ratio and by reducing parking requirements for multifamily and mixed-use developments that provide a specified percent of units as affordable to low, very low-income, or extremely low-income households. In addition, the Town will waive the rezoning fees and expedite the permitting process for property owners' requests to be rezoned within the Affordable Housing Overlay District to incentivize affordable housing creation. The nondiscretionary, administrative approval process will utilize objective design standards, as detailed in Actions 3.1b and 3.2a.	As a part of a full Zoning Code update, adopt an Affordable Housing Overlay District. Facilitate development opportunities for 150 affordable units.	7/1/2025	6th Cycle	Completed	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the Genearl Plan Update, the Town will apply the Affordable Housing Overlay (AHO) District to parcels as identified in Action 5.3a. The Town adopted Ordinance 2025-1190 in May 2025 to amend the Zoning Map to identify the AHO District.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=

Action 5.3b: Conduct a study to determine the appropriate amount of incentive and percent requirement of units affordable to low-, very low-, and extremely low-income households for the Affordable Housing Overlay District to accommodate private development of affordable housing that does not require subsidy. Consider increasing incentives for affordable units with three or more bedrooms.	Prior to the commencement of a full Zoning Code update, conduct a study to determine the appropriate amount of incentive and percent requirement of units affordable to low-, very low-, and extremely low-income households for the Affordable Housing Overlay District, especially affordable units with three or more bedrooms.	7/1/2024	6th Cycle	Completed	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the Genearl Plan Update, the Town will apply the Affordable Housing Overlay (AHO) District to parcels as identified in Action 5.3a. The Town adopted Ordinance 2025-1190 in May 2025 to amend the Zoning Map to identify the AHO District.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=
Action 5.3c: Apply resale controls and rent and income restrictions to ensure that affordable housing provided through incentives and as a condition of development approval remains affordable over time to the income group for which it is intended. Inclusionary units shall be deed-restricted to maintain affordability on resale to the maximum extent possible (at least 55 years).	As a part Affordable Housing Overlay District standards adopted as a part of a full Zoning Code update, establish requirements for affordable units to be deed restricted to the income group for which it is intended.	7/1/2025	6th Cycle	Completed	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the Genearl Plan Update, the Town will apply the Affordable Housing Overlay (AHO) District to parcels as identified in Action 5.3a. The Town adopted Ordinance 2025-1190 in May 2025 to amend the Zoning Map to identify the AHO District.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=
Action 5.3d: Encourage cooperative and joint ventures between owners, developers, and non-profit groups in the provision of below market rate housing and senior housing. Work with non-profits and property owners to seek opportunities for affordable housing development on key housing opportunity sites that are close to services, transit, and jobs. Undertake the following actions to encourage development of multi-family, affordable, and senior housing: •Meet with non-profit housing developers and property owners of housing opportunity sites to identify housing development opportunities, issues, and needs during 2023. •Select the most viable sites during 2023 and 2024. •Undertake community outreach in coordination with potential developers and property owners during 2023 and 2024. •Complete site planning studies, continued community outreach, and regulatory approvals in coordination with the development application. •Facilitate development through regulatory incentives, reducing or waiving fees, fast track processing, lot consolidation, and assistance in development review. •Apply for and/or allocate state and local affordable housing funds to the project. •Require affordable units to be affirmatively marketed to communities of color and protected classes. Utilize publications, venues, and community groups, such as Canal Alliance, that serve Black and Hispanic/Latinx communities, including outside of Marin County.	Develop 150 very low and low income housing units.	Actions as identified in the action and development of housing sites by 2030	6th Cycle	Continuous	The Town has taken significant steps to implement Action 5.3d, actively fostering partnerships between property owners, developers, and non-profit organizations to facilitate below-market-rate and senior housing development. The Town has identified viable Housing Element Opportunity Sites and continues to advertise these opportunities to developers and builders through direct outreach and online resources. Engagement with non-profit housing developers is ongoing, with initial outreach conducted in October 2024 and continuing through 2025. In 2025, San Anselmo and other Marin County jurisdictions co-hosted two Infill Builders events (April 17 and October 17) with the Council of Infill Builders that brought together local housing developers and public agencies to identify practical strategies to address the region's housing shortage. The discussions emphasized reducing regulatory barriers, improving project feasibility, and promoting infill and missing-middle housing, with a focus on predictable, objective standards and calibrated fees to support housing production. The Council of Infill Builders summarized these strategies in Accelerating Infill in Marin County: Solutions to Increase Housing Opportunities (October 2025). As projects arise, the Town will continue to reach out to the organizations that would benefit from feedback from this stakeholder group. The Town remains committed to supporting affordable housing projects by offering regulatory incentives, expedited processing, and fee reductions where applicable. The Town is actively working with developers to complete this action. As development proposals are received, the Town will continue to collaborate with these interested parties to conduct site planning studies, facilitate community outreach, and navigate regulatory approvals in compliance with State law. Additionally, the Town continues to pursue funding sources to support affordable housing and will ensure that future affordable units are affirmatively marketed to communities of color and other protected classes.	Meetings	2	https://www.councilofinfillbuilders.org/wp-content/uploads/2025/10/Accelerating-Infill-In-Marin-County.pdf
Action 5.4a: Develop a policy to waive a percentage of project review, permit, and impact fees based on the project's level of affordability, up to a maximum of 50 percent for 100 percent affordable housing development projects.	As a part of annual budget development, assess the impact of waiving a percentage of project review, permit, and impact fees based on the project's level of affordability and pass waiver allowances, as appropriate.	Annually	6th Cycle	Continuous	This action is implemented on an annual basis as part of the Town's budgeting process at the end of the fiscal year.	Other	1	None
Action 5.4b: Evaluate requirements for on or offsite improvements to determine which are feasible to minimize or eliminate in order to reduce construction financing costs for affordable housing development projects.	As a part of a full Zoning Code update, evaluate requirements for on or offsite improvements to determine which are feasible to minimize or eliminate in order to reduce construction financing costs for affordable housing development projects.	7/1/2025	6th Cycle	Continuous	The Town, in collaboration with other Marin County jurisdictions and using 2025 REAP funding, has hired Cascadia Partners to conduct a study identifying affordable housing production and preservation strategies and opportunities for local implementation.	Meetings	5	https://docs.google.com/presentation/d/18Cb2ATswnxZG9KvRqc-BS9ToSlPcw1v64sff9aE5NL8/edit?slide=id.g38c82ca137b_0_713#slide=id.g38c82ca137b_0_713
Action 5.5a: Conduct a nexus study to support the establishment and structure of an Affordable Housing Impact Fee to be levied upon new, above moderate- income housing development and to research and identify funding mechanisms to subsize underground utilities for affordable housing development.	Hire a consultant to conduct a nexus study to support the establishment and structure of an Affordable Housing Impact Fee and identify funding mechanisms for undergrounding utilities for affordable housing developments.	10/1/2024	6th Cycle	Completed	The Inclusionary Program and In-Lieu Fee Study and Commercial Linkage Study were prepared by Strategic Economics and Vernazza Wolfe Associates in February 2023. The Town Council adopted Resolution No. 4497, adopting affordable housing requirements and program regulation, and Resolution No. 4498, adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178), amending the Municipal Code, which involved the establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.sananselmo.gov/DocumentCenter/View/29958/Reso-4498
Action 5.5b: Review best practices and sample ordinance language for similar Affordable Housing Impact Fee programs in jurisdictions of similar size and economic and environmental constraints in Marin County and California and funding mechanisms to subsidize undergrounding utilities for affordable housing development.	Direct the hired consultant (Action 5.5a) to review best practices and sample ordinance language for similar Affordable Housing Impact Fee programs in jurisdictions of similar size and economic and environmental constraints in Marin County and California and funding mechanisms to subsidize undergrounding utilities for affordable housing development.	10/1/2024	6th Cycle	Completed	This research was prepared as part of the Inclusionary Program and In-Lieu Fee Study and Commercial Linkage Study, which were prepared by Strategic Economics and Vernazza Wolfe Associates in February 2023. The Town Council adopted Resolution No. 4497,adopting affordable housing requirements and program regulation, and Resolution No. 4498,adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178) amending the Municipal Code, which involved establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.sananselmo.gov/DocumentCenter/View/29958/Reso-4498
Action 5.5c: Draft potential revised ordinance language and conduct community outreach for feedback.	Direct the hired consultant (Action 5.5a) to draft ordinance language and facilitate public outreach.	1/1/2024	6th Cycle	Completed	The Town Council adopted Resolution No. 4497, adopting affordable housing requirements and program regulation, and Resolution No. 4498, adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178), amending the Municipal Code, which involved the establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.sananselmo.gov/DocumentCenter/View/29958/Reso-4498
Action 5.5d: Based on the outcomes of Actions 5.5a through 5.5c, present to Town Council for consideration and adoption, language establishing an Affordable Housing Impact Fee Ordinance.	Direct the hired consultant to revise the draft ordinance language per public feedback received and present the revised language to Town Council for consideration and adoption.	4/1/2025	6th Cycle	Completed	The Town Council adopted Resolution No. 4497, adopting affordable housing requirements and program regulation, and Resolution No. 4498, adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178), amending the Municipal Code, which involved the establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.sananselmo.gov/DocumentCenter/View/29958/Reso-4498
Action 5.5e: Upon Town Council approval, establish a general ledger account for the collection and deposit of Affordable Housing Impact Fee funds.	Establish a general ledger account for the collection and deposit of Affordable Housing Impact Fee funds.	4/1/2025	6th Cycle	Completed	The Town Council adopted Resolution No. 4497, adopting affordable housing requirements and program regulation, and Resolution No. 4498, adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178), amending the Municipal Code, which involved the establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.sananselmo.gov/DocumentCenter/View/29958/Reso-4498

Action 5.6a: After the adoption of zoning amendments proposed herein, fund and conduct a Town-owned property study to identify properties which may be suitable for future redevelopment with housing utilizing the revised standards. Make the findings available to the public and interested developers via the Town's website.	Conduct a Town-owned property study to identify properties which may be suitable for future redevelopment with housing utilizing the revised standards. Make the findings of the study available on the online dashboard (Action 1.3b).	1/1/2023	6th Cycle	In Progress	This action will be completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. The draft Land Use Policies presented at the November 10, 25 Town Council Meeting, including Policy B.4: Redevelopment with Housing. Support the reuse of Town-identified properties for housing, prioritizing affordable and multi-family development through incentives such as site prioritization, streamlined approvals, or waivers to development standards and permit fees." The Town anticipates the Land Use Alternatives phase of the General Plan Update to occur in 2026, and such study to identify these sites at such time.	Other	0	https://sananselmogp2045.org/
Action 5.6b: Using the findings of the study referenced in Action 5.6a, develop a comprehensive program to support reuse of identified sites for housing purposes.	Establish a program to support reuse of identified sites for housing purposes utilizing the online dashboard (Action 1.3b) and housing related outreach efforts (Policy 2).	7/1/2024	6th Cycle	In Progress	This action will be completed as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023. The draft Land Use Policies presented at the November 10, 25 Town Council Meeting, including Policy B.4: Redevelopment with Housing. Support the reuse of Town-identified properties for housing, prioritizing affordable and multi-family development through incentives such as site prioritization, streamlined approvals, or waivers to development standards and permit fees." The Town anticipates the Land Use Alternatives phase of the General Plan Update to occur in 2026, and such study to identify these sites at such time.	Other	0	https://sananselmogp2045.org/
Action 5.7a: Rezone the Opportunity Sites to R-2, R-3, C-L, C-3, or SPD as shown in Appendix B to accommodate the Regional Housing Needs Allocation in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Amend the Zoning Map and the General Plan Land Use Designation Map. Facilitate development opportunities for 398 lower-income units, 121 moderate-income units, and 314 above moderate-income units to meet the Town's Regional Housing Needs Allocation.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=, https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.7b: Amend the standards for the R-3 district to allow up to 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Amended standards for the R-3 district to allow up to 30 dwelling units per acre by right.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=, https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.7c: Amend the standards for the C-L district to require 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt amended standards for the C-L district to allow up to 30 dwelling units per acre by right.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=, https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.7d: Amend the standards for the C-3 district to require 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt amended standards for the C-3 district require 30 dwelling units per acre by right.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=, https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.7e: Amend the standards for the SPD district to allow up to 30 dwelling units per acre by right. The zoning amendment will include updating other development standards to accommodate additional density in accordance with California Government Code section 65583.2, subdivisions (h) and (i).	Adopt amended standards for the SPD district to allow up to 30 dwelling units per acre by right.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023 and Town Council Ordinance No. 1184 on January 23, 2024	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=, https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=
Action 5.7f: Establish an inclusionary housing ordinance to require affordable housing be provided as a part of all new multifamily and mixed-use development.	Adopt an inclusionary housing ordinance. The Town estimates that 60 units will be constructed during the planning period, as inclusionary housing units were not previously required by the Town.	Completed May 2023 (Presented to the Town Council and adopted via Reso-4497 and Reso-4498)	6th Cycle	Completed	The Town Council adopted Resolution No. 4497, adopting affordable housing requirements and program regulation, and Resolution No. 4498, adopting affordable housing in-lieu fees and commercial/non-residential linkage fees in the master fee schedule on May 23, 2023. On June 21, 2023, the Town Council adopted Ordinance No. 1178 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30040/Ordinance-1178), amending the Municipal Code, which involved the establishment of a Town-maintained Affordable Housing Fund.	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/29957/Reso-4497; https://www.sananselmo.gov/DocumentCenter/View/29958/Reso-4498
Action 5.7g: Permit low-barrier navigation centers for residents who need housing as a by-right use in areas that the Town has zoned for mixed uses as well as nonresidential zones that permit multifamily land uses pursuant to AB 101.	Adopt amendments to the Zoning Code as needed to comply with AB 101. Reach out to non-profits and affordable housing developers to provide low-barrier navigation centers in Town.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=
Action 5.8a: Amend the Zoning Code to comply with the Lanterman Disabilities Services Act.	Adopt amendments to the Zoning Code as needed to comply with the Lanterman Disabilities Services Act.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=
Action 5.8b: Amend the Density Bonus section of the Zoning Code to comply with AB 1763, SB 1227, AB 2345, AB 682, AB 1551, and AB 2334.	Adopt amendments to the Zoning Code as needed to comply with AB 1763, SB 1227, AB 2345, AB 682, AB 1551, and AB 2334.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=
Action 5.8c: Amend the Zoning Code to comply with the Employee Housing Act.	Adopt amendments to the Zoning Code as needed to comply with the Employee Housing Act.	7/1/2023	6th Cycle	Completed	The Town complies with the Employee Housing Act but will continue to amend local regulations as necessary to accommodate future changes to State law.	Other	0	None
Action 5.8d: Amend the Town's definition of transitional and supportive housing in the Zoning Code to ensure compliance with State law and allow them in all zoning districts that allow residential uses in accordance with AB 2162.	Adopt amendments to the Zoning Code as needed to comply with AB 2162 and other State law pertaining to transitional and supportive housing.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=
Action 5.8e: Amend the Town's definition and standards pertaining to emergency shelters to ensure compliance with SB 2, AB 2339, and AB 139.	Adopt amendments to the Zoning Code as needed to comply with SB 2 and AB 139.	7/1/2023	6th Cycle	Completed	These amendments to the Zoning Code were adopted in Town Council Ordinance No. 1179 on August 22, 2023	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=
Action 5.9a: Continue to utilize permit tracking software that is streamlined, user-friendly, web-based, and accessible to applicants 24-hours/day, 365 days/year.	Conduct an annual assessment of the Town's permit tracking software to ensure it continues to be streamlined and user-friendly.	Annually	6th Cycle	Continuous	The Town utilizes eTRAKiT, a web-based permit-tracking software, that meets the requirements listed in this action.	Other	1	https://sanan-trk.aspgov.com/eTRAKiT/

Action 5.9b: Update all housing development-related application forms to ensure accuracy, clarity, and compliance with all State statutes, including the California Housing Accountability Act and Housing Crisis Act of 2019 (SB 330).	Adopt updated housing development-related application forms to ensure accuracy, clarity, and compliance with all State statutes, including the California Housing Accountability Act and Housing Crisis Act of 2019 (SB 330).	7/1/2023	6th Cycle	Continuous	The Town continues to amend housing development-related application forms and make them available on the Town website here:	Other	0	https://www.townofsananselmo.org/1180/Apply-Online-and-Application-Forms.
Action 5.9c: Continue to evaluate and improve the streamlined processing system to facilitate residential development.	Conduct an annual assessment of the Town's permit tracking software to ensure it continues to be streamlined and user-friendly.	Annually	6th Cycle	Continuous	In 2023, the Town conducted rezonings, adopted the Objective Design and Development Standards, created a new administrative path (i.e., Minor Exception) for redevelopment/upgrades on properties requiring foundation repairs and in flood zone, and adopted new actions in the Housing Element to streamline residential development. In 2024, the Town adopted several key regulations and amendments to streamline residential development and align local policies with state requirements. These included amendments to the Objective Design and Development Standards (July 15) to better clarify the review process and enhance transparency for developers and updates to the Safety Element of the General Plan to incorporate the 2024 Marin Multi-Jurisdictional Hazard Mitigation Plan and address minor corrections (August 19). Additionally, the Town adopted a policy clarifying when story poles and shadow studies are required in discretionary applications to reduce ambiguity and enhance transparency (September 16). Finally, the Planning Commission recommended to the Town Council amendments to the Town's Accessory Dwelling Units Ordinance to comply with recent changes to State housing law (December 16), demonstrating a comprehensive effort to encourage housing production. The Town will continue to assess opportunities to streamline residential development annually. In 2025 these included Adoption of Ordinance No. 1188 (March 11), amending the Town's ADU/JADU Ordinance to align with amendments made to the State ADU/JADU law; Adoption of Ordinance No. 2025-1190 (May 27) amending the Zoning Code, implementing Housing Element actions by updating the Planned Development framework, reforming parking standards per Assembly Bill (AB) 2097, establishing an Affordable Housing Overlay Zone, clarifying allowed housing types, and simplifying approvals for minor accessibility modifications and lot line adjustments; and Adoption of Ordinance No. 2025-1193 (October 28), repealing and replacing the Town's Urban Lot Splits and Two-Unit Development in Single-Family Zones Ordinance, to bring the Town's Municipal Code into compliance with SB 450 by repealing outdated SB 9 provisions, accurately renaming the Chapter, and aligning local standards with State law.	Other	3	https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=; https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=, https://www.sananselmo.gov/DocumentCenter/View/33777/Ordinance-No-2025-1193?bidId=
Action 5.9d: Utilize CEQA exemptions for infill development sites to shorten the entitlement review time.	As a part of initial application review, assess whether CEQA exemptions can be utilized.	Ongoing as applications are received	6th Cycle	Continuous	The Town continues to utilize appropriate CEQA exemptions for infill development projects as applications are received.	Other	0	none
Action 5.9e: Evaluate and update the design review findings in the Zoning Code to be objective in order to remove barriers to housing development. Remove and replace the following findings with objective findings: •Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area. •Provides for protection against noise, odors, and other factors which may make the environment less desirable. •Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area. •Will not unreasonably impair access to light and air of structures on neighboring properties. •Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks. •Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood. •Adequacy of screening. •Selection of architectural features and colors that enable the structure to blend with its environment and which results in a low visual profile. •Will not be materially visible offsite. •Is of a scale, intensity, and design that integrates with the existing character of the surrounding neighborhood. •Internal efficiency and/or space utilization problems exist. Amend the following findings to be objective: •Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.	Update the Zoning Code to remove subjective design review findings.	7/1/2024	6th Cycle	Continuous	This action is in progress. The recent enactment of California Senate Bill 450 (SB 450) significantly impacts the Town of San Anselmo's design review process, particularly concerning Housing Element Action 5.9e. SB 450, effective January 1, 2025, amends SB 9 by restricting local agencies from imposing objective zoning, subdivision, and design standards on two-unit developments that do not apply uniformly within the underlying zone, unless such standards are more permissive. These provisions effectively limit the Town's ability to apply its current design review process, which includes subjective criteria such as compatibility with existing improvements and neighborhood character. Consequently, SB 450's requirements supersede these subjective design review findings, as outlined in Action 5.9e. The Town adopted Ordinance No. 2025-1193 in October 2025 to align with the adopted Senate Bill 450, and implement the updated provisions of California Government Code sections 65852.21 and 66411.7. To ensure a prudent approach, the Town continues to monitor development trends to assess whether the design review process remains relevant under the new framework imposed by SB 450.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33777/Ordinance-No-2025-1193?bidId=.
Action 6.1a: Conduct community outreach to determine the preferred ADU design style of San Anselmo residents.	Facilitate at least one in-person event and conduct web-based community outreach to determine the preferred ADU design style of San Anselmo residents. The in-person and online engagement will be scheduled, formatted, and located to be accessible and convenient for community members, both in person and online. The online outreach will use communication techniques to assist those without time to ability to attend in person meetings.	7/1/2024	6th Cycle	Completed	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In consultation with the ADU Center, the Town helped prepare an online platform with pre-approved ADU plans for San Anselmo in accordance with AB 1332. Applicants may submit designs for ADUs to be on the preapproved list though etrakit.	Meetings	8	ADU Fair: https://adumarin.org/events/marin-adu-fair-open-house/
Action 6.1b: Adopt sample ADU plans for the construction of ADUs throughout San Anselmo, based on the feedback received from Action 6.1a.	Based on the feedback received during outreach (Action 6.1a) develop ADU plans.	10/1/2024	6th Cycle	Completed	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In consultation with the ADU Center, the Town helped prepare an online platform with pre-approved ADU plans for San Anselmo in accordance with AB 1332. Applicants may submit designs for ADUs to be on the preapproved list though etrakit.	Meetings	8	ADU Fair: https://adumarin.org/events/marin-adu-fair-open-house/

Action 6.1c: Work with the various Town departments to pre-approve the ADU plans.	Pre-approve the ADU plans developed as a part of Action 6.1b. Facilitate the creation of 20 ADUs annually throughout the town, with particular emphasis on geographic areas identified as racially concentrated areas of affluence to increase housing opportunities for minority and lower and moderate-income households in these neighborhoods.	10/1/2024	6th Cycle	Completed	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In consultation with the ADU Center, the Town helped prepare an online platform with pre-approved ADU plans for San Anselmo in accordance with AB 1332. Applicants may submit designs for ADUs to be on the preapproved list though etrakit.	Meetings	8	ADU Fair: https://adumarin.org/events/marin-adu-fair-open-house/
Action 6.2a: Assess the feasibility of waiving all fees associated with ADU permitting when the property owner deed restricts their ADU to be rented at rates affordable to extremely low- and very low-income households.	As a part of annual budget development, assess the impact of waiving fees associated with the development of deed restricted affordable ADUs and pass waiver allowances, as appropriate.	Annually	6th Cycle	Continuous	This action is implemented on an annual basis as part of the Town's budgeting process at the end of the fiscal year.	Other	0	None
Action 6.2b: Establish an ADU Review Team comprised of representatives from the Town's various departments including Planning, Fire, and Public Works and conduct regular weekly meetings to ensure efficient review of ADU applications.	Establish the ADU review team. Conduct weekly meetings to review ADU applications, prioritizing review of permits for ADUs proposed in geographic areas identified as racially concentrated areas of affluence to increase housing opportunities for minority and lower and moderate-income households in these neighborhoods.	July 2023; Weekly	6th Cycle	Completed	Implemented. The Town's various departments including Planning, Building, Fire, and Public Works have weekly scheduled meetings to discuss ongoing projects, including ADU applications.	Units	18	See Sheet A2, for ADUs Issued
Action 6.2c: Continue to incentivize ADUs and JADUs to be constructed along with new single-family detached housing by allowing concurrent permit review and approval.	Inform property owners of ADU allowances and streamline permitting when applications for new home construction and rehabilitation are received.	Ongoing as applications are received	6th Cycle	Completed	Complete. The Town allows applicants to apply for building permits for ADUs and JADUs concurrently with permits for new single-family homes.	Units	3	42 Savannah Ave & 224 Laurel Ave Projects
Action 6.2d: Consider allowing objective, administrative exceptions for specified zoning standards, such as maximum lot coverage, to accommodate ADUs and JADUs. In addition, amend the Zoning Code as needed to comply with State law.	As a part of a full Zoning Code update, establish an Administrative Exceptions process to allow for ministerial approval of minor variances for specified zoning standards, such as maximum lot coverage, to accommodate ADUs and JADUs.	July 2025; Ongoing as State ADU law is adopted	6th Cycle	Completed	The Town adopted Ordinance No. 1172 on December 13, 2022, which provides objective, administrative exceptions to maximum lot coverage and maximum floor area ratio requirements in conformance with current State law. In addition, Ordinance No. 1172 provides a path for deviations from the Town's adopted ADU development standards through adherence to objective design standards. Link to The Town will continue to seek opportunities to establish additional administrative exceptions to ADU standards. Further More, In March 2025, the Town Council adopted Ordinance 1188, to align with current State laws on ADUs and JDUs.	Other	2	Ordinance: https://www.townofsananselmo.org/DocumentCenter/View/29452/Ordinance-1172. Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=
Action 6.2e: Enhance the Town's Summary Guide to ADUs to include diagrams, calculators, and other tools to help walk residents through the ADU/JADU permitting process.	Hire a consultant to develop an interactive web-based tool to guide residents through the ADU construction process in a streamlined and user-friendly manner. Once established, the web-based tool will facilitate the creation of 10 additional ADUs annually throughout the town, with particular emphasis on geographic areas identified as racially concentrated areas of affluence to increase housing opportunities for minority and lower and moderate-income households in these neighborhoods	4/1/2024	6th Cycle	Completed	In 2024, the Town of San Anselmo, along with other Marin County jurisdictions, merged with the Napa-Sonoma ADU Center to create the ADU Center, which provides technical assistance to local residents, developers, and property owners regarding ADU creation in San Anselmo. In November 2025, the Town updated its informational handout to reflect updated regulations, specifically regarding ADUs on multi-family lots, height limits, and deed restrictions.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/29466/ADU-and-JADU-Information-Sheet?bidId=
Action 6.2f: Establish an ADU/JADU Information and Resources webpage on the Town's website.	Update the Town's website to include an ADU/JADU Information and Resources webpage and update it on an as-needed basis.	4/1/2023	6th Cycle	Completed	Complete. The Town maintains a webpage on the Town's website dedicated to ADUs here:	Other	1	https://www.townofsananselmo.org/1596/Accessory-Dwelling-Units-ADUs.
Action 6.3a: Review best practices and sample ordinance language for similar multiple attached or detached ADU programs in jurisdictions of similar size and economic and environmental constraints in Marin County and throughout the state.	As a part of a full ordinance update, review best practices and sample ordinance language for similar multiple attached or detached ADU programs.	7/1/2025	6th Cycle	Completed	HCD recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot per California Government Code Section 66323. Therefore, the Town allows ADUs in accordance with State law and HCD's direction. In March 2025, the Town Council adopted Ordinance 1188, to align with current State laws on ADUs and JADUs. This action is therefore implemented and complete	Other	1	Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=
Action 6.3b: Based on the findings of Action 6.3a, draft potential ordinance language facilitating allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1, R-1-H, and R-1-C districts and conduct community outreach for feedback.	As a part of a full ordinance update, draft potential ordinance language facilitating allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1, R-1-H, and R-1-C districts and conduct community outreach for feedback.	7/1/2025	6th Cycle	Completed	HCD recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot per California Government Code Section 66323. Therefore, the Town allows ADUs in accordance with State law and HCD's direction. In March 2025, the Town Council adopted Ordinance 1188, to align with current State laws on ADUs and JADUs. This action is therefore implemented and complete.	Other	1	Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=
Action 6.3c: Present to Town Council for consideration and adoption, language allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1 district.	As a part of a full ordinance update, present to Town Council for consideration and adoption, language allowing a maximum of two ADUs (attached or detached) and one JADU on lots one acre and larger within the R-1 district.	7/1/2025	6th Cycle	Completed	HCD recently opined that State law requires allowing up to two ADUs and one JADU on a single-family lot per California Government Code Section 66323. Therefore, the Town allows ADUs in accordance with State law and HCD's direction. In March 2025, the Town Council adopted Ordinance 1188, to align with current State laws on ADUs and JADUs. This action is therefore implemented and complete.	Other	1	Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=

Action 6.3d: Amend the Zoning Code to allow ADUs and JADUs on parcels that use both the authority contained in Government Code Section 65852.21 and the authority contained in Government Code Section 66411.7.	As a part of a full ordinance update, amend the Zoning Code to allow ADUs and JADUs on parcels that use both the authority contained in Government Code Section 65852.21 and the authority contained in Government Code Section 66411.7.	7/1/2025	6th Cycle	Completed	The passage of Senate Bill (SB) 450 has significantly altered how SB 9 is implemented at the local level, effectively eliminating the Town's ability to require Design Review for new single-family and missing middle housing projects. As a result, the Town anticipates that most new housing of this type will proceed through ministerial approval under SB 9 and SB 450, potentially reducing the need for additional local incentives, such as those envisioned in Action 6.3d. Rather than amending the Zoning Code as originally contemplated in Action 6.3d, the Town is actively monitoring how SB 9 and SB 450 projects materialize in San Anselmo and is working to facilitate SB 9 housing production through other means, such as clear ministerial review processes and public information resources. If SB 9 housing production stagnates, the Town will proceed with implementation of Action 6.3d as originally planned. Additionally, The Town adopted Ordinance No. 2025-1193 in October 2025 to align with the adopted Senate Bill 450, and implement the updated provisions of California Government Code sections 65852.21 and 66411.7, allowing the ministerial creation of a single family dwelling with an ADU on a Single family lot.	Units	1	https://www.sananselmo.gov/DocumentCenter/View/33777/Ordinance-No-2025-1193?bidId=. Example: 224 Laurel Ave
Action 6.3e: Conduct a study of jurisdictions of similar size and economic and environmental constraints in Marin County and throughout the state to evaluate the feasibility of deed restrictions for ADUs. Based on this study, consider modifying requirements to implement these changes as appropriate.	After the completion of the full Zoning Code update, assess the feasibility of deed restrictions for ADUs. Present to the Town Council the feasibility study and options for implementation.	October 2025; January 2025	6th Cycle	Completed	State law no longer allows local jurisdictions to levy deed restrictions on ADUs. Therefore, the Town has updated its internal permitting practices to no longer levy deed restrictions on ADUs. In March 2025, the Town Council adopted Ordinance 1188, eliminating the requirement of deed restrictions on ADUs. Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=	Other	1	Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33011/Ordinance_No_1188_Final?bidId=
Action 7.1a: Identify, evaluate, and implement strategies to reduce the number of individuals experiencing homelessness both Town and Countywide in partnership with the Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non- profit organizations.	Partner with Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non-profit organizations to develop a regional plan to prevent and end homelessness.	1/1/2024	6th Cycle	In Progress	This action is in progress. The Town works collaboratively with Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non- profit organizations to prevent and end homelessness. Marin HHS implements a Housing First approach, prioritizing stable housing as the foundation for long-term support. Key initiatives include the transformation of the Mill Street Emergency Shelter into a housing-focused facility, the High Utilizer Case Management Program leveraging $2 million in American Rescue Plan funds to expand housing-focused case management, and the provision of rapid rehousing assistance. The Homeless Policy Steering Committee (HPSC) plays a critical role in coordinating countywide efforts, setting priorities, and overseeing Marin's 10-Year Plan to reduce homelessness. Additionally, Marin HHS tracks progress through a public data dashboard and biennial Point-in-Time Counts, with a goal of increasing Permanent Supportive Housing (PSH) by 10% annually. These efforts demonstrate a comprehensive and data-driven approach to addressing homelessness both locally and countywide.	Other	0	None
Action 7.1b: Work with and promote the Marin County Health and Human Services Crisis Stabilization Unit which provides 24-hour service to Marin County residents and visitors experiencing a mental health crisis.	Update the Town's website to include information about the Marin County Health and Human Services Crisis Stabilization Unit.	7/1/2023	6th Cycle	Completed	The Town website points people to resources for those experiencing homelessness. The Town collaborates with Marin County as needed to provide support to people experiencing homelessness in San Anselmo.	Other	1	https://www.townofsananselmo.org/1467/Homelessness
Action 7.1c: Work with housing providers to ensure that housing needs for special needs groups are addressed for seniors, persons with disabilities and developmental disabilities, single parent-headed households with children, large households, and extremely low-income households. The Town will seek to meet special housing needs through a combination of regulatory incentives and zoning standards. Actions 5.7a through 5.7 g, 5.3a, and 6.2c contain additional incentives the Town plans to implement.	Seek funding opportunities beginning in 2024 and annually each year that follows. Incentivize and support the creation of 20 units for those with special needs to reduce displacement risk and expand mobility options.	January 2024; Annually thereafter	6th Cycle	Continuous	The Town adopted amendments to the Zoning Code via Town Council Ordinance No. 1179 on August 22, 2023 (Link: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=) and Town Council Ordinance No. 1184 on January 23, 2024 (Link: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=). These ordinances provide incentives that support the creation of housing units for people with special needs. Additionally, the Town Council adopted Ordinance 2025-1190 in May 2025, to simplify approvals for minor accessibility-related modifications through the Minor Exception permitting process (Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=). The Town will seek out additional incentives that support the creation of units for people with special housing needs as part of the General Plan Update, whichin 2025 included drafing a variety of Goals, Policies and actions related to policies and housing needs for special needs groups are addressed for seniors, persons with disabilities and developmental disabilities, single parent-headed households with children, large households, and extremely low-income households.	Other	1	Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId= GPU: https://sananselmogp2045.org/
Action 7.2a: Amend the Town's Zoning Code to allow all residential care facilities, for the elderly and for persons with a chronic life-threatening illness, both small and large, to be permitted in all zoning districts that allow single family units.	Adopt Zoning Code amendments to allow residential care facilities in all multifamily and commercial districts. The Town estimates that one residential care facility will be constructed during the planning period due, in part, to the change in regulations.	7/1/2023	6th Cycle	Completed	Complete. This amendment to the Zoning Code was adopted in Town Council Ordinance No. 1179 on August 22, 2023: https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.	Other	1	https://www.townofsananselmo.org/DocumentCenter/View/30550/Ordinace-No-1179?bidId=.
Action 7.2b: Work with local non-profits to create a day where volunteers provide free services such as home repairs and renovations for low-income elderly and disabled homeowners.	Establish an annual day where volunteers provide free services such as home repairs and renovations for low-income elderly and disabled homeowners in partnership with local non-profits. The Town estimates that 5 homes will be repaired or renovated annually to combat displacement during the planning period.	Annually	6th Cycle	Continuous	This action is in process. The Town continues to work collaboratively with Habitat for Humanity to identify eligible properties and willing owners, suitable for repairs and renovations for low-income elderly and disabled homeowners. In 2025, the Town partnered with Habitat to advertise their Home Preservation Program in the Town Manager's newsletter. No identified owners were interested in participating in the program.	Households	0	https://www.sananselmo.gov/CivicSend/ViewMessage/message/257823
Action 7.3a: Continue to support the use of Marin Community Foundation funds for affordable housing and continue to participate in the Housing Stability program administered through MHA.	Provide letters of support, as needed, for the use of Marin Community Foundation funds for affordable housing. Reaffirm annually the Town's participation in MHA's Housing Stability program.	Ongoing as needed; Annually	6th Cycle	Continuous	The Town supports the Marin Community Foundation and continues to participate in housing stability programs administered through MHA by virtue of MHA administering the Town's low income housing units.	Other	0	https://www.marincf.org/our-initiatives/affordable-housing-and-homelessness
Action 7.3b: Work with the MHA to promote the Housing Choice Voucher program regularly through public outreach.	Update the Town's website to include information regarding Housing Choice Vouchers and to promote their acceptance by landlords and use by residents. A total of 20 lower- and moderate-income households access rental opportunities with Section 8 housing assistance to facilitate housing mobility.	7/1/2023	6th Cycle	Completed	Implemented. The Town promotes the Housing Choice Voucher program on its website here: https://www.townofsananselmo.org/1261/Fair-Housing.	Other	1	https://www.marinhousing.org/housing-choice-voucher-participants
Action 7.4a: Allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related support services.	As a part of annual budget development, consider allocating funds for County and non-profit programs providing emergency shelter and related support services.	Annually	6th Cycle	Continuous	Implemented. The Town allocates funds to the County annually to support homelessness services.	Other	$14,576	https://www.sananselmo.gov/ArchiveCenter/ViewFile/Item/6561

Action 7.4b: Continue to provide resources that support local and regional solutions that meet the needs of individuals experiencing homelessness. Continue to collaborate with other agencies to support shelters and programs, such as Housing First and Rapid Rehousing, and provide housing resources and opportunities for individuals experiencing homelessness and displacement.	As a part of annual budget development, consider allocating funds to support local and regional solutions that meet the needs of individuals experiencing homelessness.	Annually	6th Cycle	Continuous	Implemented. The Town allocates funds to the County annually to support local and regional solutions that meet the needs of individuals experiencing homelessness.	Other	$14,576	https://www.sananselmo.gov/ArchiveCenter/ViewFile/Item/6561
Action 7.5a: Encourage a dispersion of facilities to avoid an over-concentration of shelters for people experiencing homelessness in any given area. An over-concentration of such facilities may negatively impact the neighborhood in which they are located and interfere with the "normalization process" for clients residing in such facilities.	As needed, advocate for the dispersion of facilities to avoid an over-concentration of shelters for people experiencing homelessness in any given area.	Ongoing as siting a facility is discussed or considered by the Town, Marin County Health and Human Services, the Marin Homeless Continuum of Care (CoC), social service providers, and non-profit organizations	6th Cycle	Continuous	The Town does not have an over-concentration of shelters for people experiencing homelessness in any given area as the Town does not currently have a shelter. In the future, the Town will site any and all homelessness shelters and services strategically throughout the community to prevent an over-concentration.	Other	0	None
Action 7.5b: Encourage positive relations between neighborhoods and providers of permanent or temporary emergency shelters. Providers or sponsors of emergency shelters, transitional housing programs and community care facilities shall be encouraged to establish outreach programs within their neighborhoods and, when necessary, work with the Town or a designated agency to resolve disputes.	As a part of housing related community outreach (Policy 2), provide emergency shelters, transitional housing programs and community care facilities with the opportunity to engage with and build positive relations with San Anselmo residents.	Annually	6th Cycle	Continuous	The Town does not currently have permanent or temporary emergency shelters. The Town actively encourages positive relations between neighbors, requiring community members to meet with adjacent neighbors early in their land use permit process as demonstrated in the Town's Application Submittal Checklist posted on the Town's website: https://www.townofsananselmo.org/1180/Planning-Forms. In addition, the Town will provide opportunities for neighbors to engage and build positive relations as part of the General Plan Update, which was initiated by the Town Council on November 14, 2023.	Other	0	None
Action 7.5c: As the opportunity arises, the Town will participate in the funding of multi-jurisdictional emergency shelter projects such as the Project Homekey project at 1251 South Eliseo Drive and the Homeward Bound of Marin Workforce and veteran Housing project in Novato.	As a part of annual budget development, consider allocating funds for multi-jurisdictional emergency shelter projects.	Annually	6th Cycle	Continuous	The Town allocates funds to the County annually to support local and regional solutions that meet the needs of individuals experiencing homelessness, such as the development of a multi-jurisdictional emergency shelter or a veteran housing project.	Other	$14,576	https://www.sananselmo.gov/ArchiveCenter/ViewFile/Item/6561
Action 7.5d: Conduct a study to identify appropriate sites in the C-L, C-3, and PF zones with adequate capacity for emergency shelters in accordance with AB 2339.	Engage a consultant to conduct a study to identify appropriate locations in residential areas of the community for emergency shelters.	7/1/2024	6th Cycle	Completed	Complete. The Town included the analysis required for conformance with AB 2339 in the adopted 2023-2031 Housing Element.	Other	0	Draft Safety Element: https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/2809022/Attachment_8_-_Draft_Safety_Element.pdf
Action 8.1a: Enhance communications to residents regarding the required RVFD plan review.	Update the Town's website to provide clarified information regarding required RVFD plan review.	7/1/2023	6th Cycle	Continuous	The Town actively communicates the RVFD requirements in communications to residents at the public counter, over the phone, and via email. In addition, the Town's Application Submittal Checklist (posted on the Town's website: https://www.townofsananselmo.org/1180/Planning-Forms) clearly states that project applicants should contact RVFD for fire-related project requirements.	Other	0	https://www.townofsananselmo.org/1180/Planning-Forms
Action 8.1b: Continue to require all new proposed landscape plans on properties in designated WUI areas to submit a vegetation management plan and receive approval by RVFD.	Update application requirements to ensure that properties in designated WUI areas submit a vegetation management plan and receive approval by RVFD.	Ongoing as applications are received	6th Cycle	Continuous	Complete. The Town currently requires all new proposed landscape plans on properties in designated WUI areas to submit a vegetation management plan for approval by RVFD. In addition, the Town's Application Submittal Checklist (posted on the Town's website: https://www.townofsananselmo.org/1180/Apply-Online-and-Application-Forms) clearly states that project applicants should contact RVFD for defensible space requirements.	Other	0	https://www.townofsananselmo.org/1180/Planning-Forms
Action 8.2a: Establish a "Firewise San Anselmo" webpage to provide residents with valuable information about how to stay wildfire ready.	Update the Town's website to include a "Firewise San Anselmo" webpage.	1/1/2023	6th Cycle	Completed	The Town has established a Firewise San Anselmo webpage here: https://www.townofsananselmo.org/1706/Firewise-USA-Sites	Other	1	https://www.townofsananselmo.org/1706/Firewise-USA-Sites
Action 8.2b: Provide a link on the "Firewise San Anselmo" webpage to access information on which residential property insurance companies may be currently offering discounts for fire hardened homes.	Establish, post on the "Firewise San Anselmo" webpage, and regularly update a list of insurance companies that offer discounts for fire hardened homes.	1/1/2023	6th Cycle	Completed	The Town has established a Firewise San Anselmo webpage here: https://www.townofsananselmo.org/1706/Firewise-USA-Sites	Other	1	https://www.townofsananselmo.org/1706/Firewise-USA-Sites
Action 8.2c: Consider participation in the Firewise USA Community, as recognized by the National Fire Protection Association (NFPA).	Assess and present to the Town Council the advantages and disadvantages of participation in the Firewise USA Community program.	1/1/2023	6th Cycle	Not Yet Started	The Town has established a Firewise San Anselmo webpage here: https://www.townofsananselmo.org/1706/Firewise-USA-Sites and, through the Ross Valley Fire Department, continues to consider participation in the Firewise USA Community based on available funding and resources on an annual basis.	Other	1	https://www.townofsananselmo.org/1706/Firewise-USA-Sites
Action 8.3a: Continue to ensure that RVFD reviews proposed plans for all new buildings and major additions to ensure the construction complies with fire access requirements and makes recommendations for modifications to reduce fire hazards.	Update application requirements to ensure that properties in designated WUI areas submit proposed plans for all new buildings and major additions and receive approval by RVFD.	Ongoing as project applications are received	6th Cycle	Completed	Implemented. The Town currently requires that properties in designated WUI areas submit proposed plans for all new buildings and major additions and receive approval by RVFD. This is an application requirement in the Town's published application requirements: https://www.townofsananselmo.org/1180/Planning-Forms.	Other	1	https://www.townofsananselmo.org/1180/Planning-Forms.
Action 9.1a: Support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.	Annually adopt a resolution to support fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry.	Annually	6th Cycle	Continuous	The Town adopted Resolution No. 2025-4571 proclaiming April 2025 as Fair Housing Month. As such, the Town included articles in the weekly Town Manager's eNewsletter about fair housing each week during Fair Housing Month. In addition, the Town includes an article about various housing topics quarterly in the Town Manager's eNewsletter to build public understanding and support for workforce, special needs housing and other issues related to housing. Additionally, the Town maintains the Fair Housing webpage on the Town website here: https://www.townofsananselmo.org/1719/Fair-Housing.	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33056/2025-4571-Fair-Housing-Month-2025?bidId=.
Action 9.1b: Assemble and promote the distribution of information to landlords regarding fair housing.	Update the Town's website to include information regarding fair housing for landlords. Provide information on a quarterly basis in the Town Manager's newsletter.	July 2023; Quarterly	6th Cycle	Completed	Implemented. The Town maintains the Fair Housing webpage on the Town website here: https://www.townofsananselmo.org/1719/Fair-Housing. As such, the Town included articles in the weekly Town Manager's eNewsletter about fair housing each week during Fair Housing Month. In addition, the Town includes an article about various housing topics quarterly in the Town Manager's eNewsletter to build public understanding and support for workforce, special needs housing and other issues related to housing.	Other	1	https://www.townofsananselmo.org/1719/Fair-Housing.
Action 9.1c: Involve Marin County Mediation Services to aid in housing-related problem resolution.	As needed, involve Marin County Mediation Services to aid in housing-related problem resolution.	Ongoing as requested	6th Cycle	Continuous	Implemented. As the Town receives housing-related problems, they refer the parties to the Town's fair housing resources, which are posted on the Town's Fair Housing webpage here: https://www.townofsananselmo.org/1719/Fair-Housing.	Other	1	https://www.townofsananselmo.org/1719/Fair-Housing.
Action 9.1d: Designate the Town Attorney as the appropriate Town official to receive and administer complaints related to housing discrimination.	As needed, direct all complaints related to housing discrimination to the Town Attorney.	Ongoing as requested	6th Cycle	Completed	The Town did not received complaints related to housing discrimination in 2025.	Other	0	None
Action 9.1e: Amend the Zoning Code to remove barriers for the approval of requests for reasonable accommodation to comply with the Americans with Disabilities Act. In particular, the Town will revise the reasonable accommodation procedures to comply with State law and remove Finding 5 required for reasonable accommodation approval to be consistent with State law.	Amend Chapter 13 (Reasonable Accommodation) of the Zoning Code to include objective findings and procedures to facilitate adequate housing conditions for persons with disabilities.	7/1/2025	6th Cycle	Completed	Complete. The Town amended Title 10 Chapter 13, Reasonable Accommodations, of the Municipal Code via Ordinance No. 1184 on January 23, 2024. A copy of the ordinance is available for review here: https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId=. Additionally, the Town Council adopted Ordinance 2025-1190 in May 2025, to simplify approvals for minor accessibility-related modifications through the Minor Exception permitting process (Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=)	Other	2	https://www.townofsananselmo.org/DocumentCenter/View/31090/Ordinance-No-1184?bidId= https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=

Action 9.1f: Provide maximum flexibility in the development of housing for persons with physical disabilities and developmental disabilities. Establish an Administrative Exceptions process to allow for expedited permitting and ministerial approval of minor variances for the development of housing for persons with disabilities and developmental disabilities.	As a part of a full Zoning Code update, establish an Administrative Exceptions process to allow for ministerial approval of minor variances for the development of housing for persons with disabilities and developmental disabilities. Assist with the creation of 20 units for those with special needs, including those persons with developmental disabilities, to reduce displacement risk and expand mobility options.	7/1/2025	6th Cycle	Completed	Complete. The Town Council adopted Ordinance 2025-1190 in May 2025 to simplify approvals for minor accessibility-related modifications through the administrative Minor Exception permitting process (Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=).	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=
Action 9.1g: Ensure that information related to fair housing laws is easily available on the Town's website and at key Town facilities, including Town Hall and the library.	Update the Town's website to include information regarding fair housing law. Annually work with Marin County Mediation Services to make flyers and literature regarding fair housing law available at key Town facilities.	July 2023; Annually	6th Cycle	Completed	Implemented. The Town maintains the Fair Housing webpage on the Town website here: https://www.townofsananselmo.org/1719/Fair-Housing.	Other	1	https://www.townofsananselmo.org/1719/Fair-Housing.
Action 9.1h: Ensure that information related to reasonable accommodations for zoning regulations is easily accessible on the Town's website.	Update the Town's website to include information regarding reasonable accommodation.	7/1/2023	6th Cycle	Completed	Implemented. The Town maintains the application materials for reasonable accommodations on the Town's website here: https://www.townofsananselmo.org/1180/Planning-Forms.	Other	1	https://www.townofsananselmo.org/1180/Planning-Forms
Action 9.1i: Work with the County of Marin and other Marin jurisdictions to develop strategies that protect tenants from rapidly rising rents and displacement. These may include: •Rent stabilization: Currently, the State imposes rent caps on some residential rental properties (AB 1482) through 2030. Evaluate a permanent policy and/or expansion to units not covered by AB 1482, as permitted by law. •Just cause for eviction: AB 1482 also establishes a specific set of reasons that a tenancy can be terminated. These include: 1) default in rent payment; 2) breach of lease term; 3) nuisance activity or waste; 4) criminal activity; 5) subletting without permission; 6) refusal to provide access; 7) failure to vacate; 8) refusal to sign lease; and 9) unlawful purpose. Evaluate expansion of these protections or extension if State protections expire. •Local relocation assistance: Evaluate a countywide relocation assistance program that provides greater relocation assistance to special needs groups (e.g., seniors, disabled, female-headed households) and reasonable accommodation for persons with disabilities. •Right to Purchase: When tenants are being evicted due to condominium conversion or redevelopment, offer first right to purchase to displaced tenants to purchase the units. •Right to Return: When tenants are being evicted due to rehabilitation/renovation of the property, offer first right to displaced tenants to return to the improved property. •Tenant Bill of Rights: Adopt a tenant's bill of rights that considers extending protections for subletters and family members and addresses severe habitability issues and market pressures. This provision could also provide anti-retaliation protection for tenants that assert their rights and a right to legal representation in the case of evictions.	Adopt ordinance for tenant protection strategies.	12/1/2024	6th Cycle	Completed	The Town Council adopted a rent-control ordinance in April 2024. In November 2024, the voters were asked to make the call on two related rent-control measures. Measure N would have enacted a rent-control ordinance approved by the Town Council, and Measure O would have penalized landlords of properties with three or more dwellings who terminate a tenancy due to no fault of the tenant. Both measures failed. Moving forward, the Town is participating in Rooted in Marin, a community-centered engagement and education process to understand displacement in our community. The goals of this work include outreach and engagement to all members of the Marin community, education about anti-displacement measures, and finally a feasibility report that will include best practices. The report can be used by jurisdictions to craft next steps for anti-displacement measures. Rooted in Marin has convened an Advisory Committee to help identify shared community needs and shape anti-displacement education and outreach tools. Made up of renters, landlords, service providers, developers, realtors, and businesses across all areas of Marin, the Committee is providing critical guidance on the outreach plan and materials. The Committee will meet again to advise on the final report. In order to reach a broad swath of community members, the project team has also created a Community Survey to learn more about the experience of Marin residents and workers. We received 895 responses, 811 in English and 84 in Spanish, a sufficient number to render the results statistically significant. 28 community members attended the Virtual Community Workshop in September 2024 (118 RSVPs). The workshop included presentations on displacement in Marin and the engagement effort, as well as discussions about anti-displacement policies. The project team will build upon this conversation at future community workshops. In order to reach some of the groups most impacted by housing costs, the project team also conducted a series of Focus Groups to hear from community members who are most at risk of displacement. These groups included unhoused residents, families with children, seniors and people with disabilities, youth, and displaced employees, among others. The team also conducted focus groups with landlords, realtors and businesses to better understand their concerns and experiences. The project team is currently researching and analyzing anti-displacement policies identified during the community engagement process. Refer to the website for more information and updates: https://www.rootedinmarin.org/.	Other	0	None
Action 9.1i (continued): The Town will take the following actions: 1.Participate in countywide meetings with planning staff from all Marin jurisdictions to review best practices and develop model ordinances for the tenant protection strategies identified above in 2024. Work with Fair Housing of Northern California and Legal Aid of Marin to develop strategies and prepare model ordinances. 2.Conduct study sessions with the Planning Commission and Town Council to understand needs and best practices for the tenant protection strategies identified above in 2025. Invite Fair Housing of Northern California and Legal Aid of Marin to present at and participate in the study sessions. 3.Prepare ordinances at Town Council direction and bring forward for Planning Commission recommendation and Town Council adoption in 2025.	Continued from row above. See answer there.	Continued from row above. See answer there.	6th Cycle	Completed	Continued from row above. See answer there.	Other	0	None
Action 9.2a: Require that any development within the Affordable Housing Overlay District be marketed to the disability community and non-English speakers, including new-immigrant and refugee communities.	As part of the Affordable Housing Overlay District standards adopted as a part of a full Zoning Code update, establish requirements for affordable units to be marketed to the disability community and non- English speakers.	7/1/2025	6th Cycle	Continuous	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the Genearl Plan Update, the Town will apply the Affordable Housing Overlay (AHO) District to parcels as identified in Action 5.3a. The Town adopted Ordinance 2025-1190 in May 2025 to amend the Zoning Map to identify the AHO District. Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=. When an development application is received within the AHO District, applicants are informed of this requirement	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=.
Action 9.2b: Require that any development within the Affordable Housing Overlay District prepares and publicizes paper and digital versions of multi-lingual applications, and that all websites containing application information be accessible.	As a part of the Affordable Housing Overlay District standards adopted as a part of a full Zoning Code update, establish requirements for paper and digital versions of multilingual applications be made available and accessible.	7/1/2025	6th Cycle	Continuous	The Town is undergoing a General Plan Update, which was initiated by the Town Council on November 14, 2023. As an Amendment to the Zoning Code following adoption of the Genearl Plan Update, the Town will apply the Affordable Housing Overlay (AHO) District to parcels as identified in Action 5.3a. The Town adopted Ordinance 2025-1190 in May 2025 to amend the Zoning Map to identify the AHO District. Ordinance: https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=. When an development application is received within the AHO District, applicants are informed of this requirement	Other	1	https://www.sananselmo.gov/DocumentCenter/View/33251/Ordinance-No-2025-1190?bidId=.

Jurisdiction	San Anselmo	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	**Units that Do Not Count Towards RHNA+** Listed for Informational Purposes Only				**Units that Count Towards RHNA +** Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				**The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:**
	Extremely Low-Income+	**Very Low-Income+**	**Low-Income+**	**TOTAL UNITS+**	**Extremely Low-Income+**	**Very Low-Income+**	**Low-Income+**	**TOTAL UNITS+**	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	San Anselmo	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

Jurisdiction	San Anselmo	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Period	6th Cycle	01/31/2023 - 01/31/2031

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	San Anselmo	**NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns**	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2025 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table H
Locally Owned Surplus Sites

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

Jurisdiction	San Anselmo	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note:

Cells in gre

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Se

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**
Summary Row: Start Data Entry Below												

Jurisdiction	San Anselmo	
Reporting Period	2025	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

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

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

Jurisdiction	San Anselmo	
Reporting Period	2025	(Jan. 1 - Dec. 31)

NOTE: This table needs to be completed with any sites within your jurisdiction that were newly added to a National, State, or Local register of historic places within the reporting year. If none, leave blank.

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table L
Historical Resources

Parcel Identifier		Designation				Size	Notes
1		2				3	4
APN	**Street Address/Intersection**	**Date of Designation**	**Designation Level**	**Historic Site Period**	**Areas of Significance**	**Parcel Size (in acres)**	**Notes**
Summary Row:							

Jurisdiction	San Anselmo	
Reporting Year	2025	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ -	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		13
Total Units		**16**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	5
Low	Deed Restricted	0
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	5

Above Moderate		4
Total Units		**19**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	0
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	0
Very Low	Deed Restricted	0
	Non-Deed Restricted	3
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		5
Total Units		**10**

March 23, 2026

San Anselmo Town Council
Sent via email: towncouncil@sananselmo.gov

RE: Business Item 2.2 - Receive the 2025 Annual Progress Report

Dear Town Councilmembers,

I am writing to you today on behalf of Call Marin Home (formerly Marin Environmental Housing Collaborative). Call Marin Home is a coalition of organizations in Marin dedicated to improving housing affordability in Marin. We would like to share comments on the 2025 Housing Element Annual Progress Report (APR).

This 2025 Annual Progress Report shows that San Anselmo has permitted 19 units, bringing the total to 56 for this housing cycle. There are 777 units remaining that are needed to meet RHNA requirements. We would like to see the Town of San Anselmo work more aggressively to achieve its RHNA goals.

It is clear at this point that San Anselmo's Housing Element is inadequate to meet its housing goals. We are dismayed to note that no new major projects have been proposed since the inception of this housing element. All but 4 permitted units in 2025 were ADUs.

Although all of San Anselmo's rezonings were completed on time, they have not generated any proposals. This is despite having highly attractive areas for development - the San Anselmo Housing Element outlines several areas downtown for multi-family housing. San Anselmo's nearby towns (Corte Madera and San Rafael) have both attracted proposals. San Anselmo can as well.

There are many tactics that San Anselmo can undertake to generate more housing proposals, such as extending ministerial housing approvals, upzoning more land and/or increasing allowable densities or working directly with developers and land owners to learn what obstacles are preventing additional proposals. None of these actions cost money. We urge San Anselmo to take action. This is necessary not only to meet its state housing targets, but also to address the existing housing crisis and to bring more economic activity to San Anselmo's downtown.

Sincerely,



Jennifer Silva
Executive Director
Call Marin Home

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.3

MEETING DATE: March 24, 2026

AGENDA TITLE: Introduction and First Reading of an Ordinance Amendment to Title 10 “Planning and Zoning”, Section 10-3.302, Land Use Regulations Table 3A and Section 10-6.103, ADU and JADU Approvals.

FROM: Community Development Department

RECOMMENDATION Town Staff recommends the Town Council take the following actions:

1. Hold a public hearing on the Ordinance Amendments.
2. Make a motion to read the Ordinance Amendments by title only. Staff shall read the full title of the Ordinance Amendments.
3. Make a motion to pass the first reading of the Ordinance Amendments and waive the second reading. If passed, the Ordinance Amendments will return for a second reading and adoption at the next regular Town Council meeting. (**Attachment 1**.)

BACKGROUND AND DISCUSSION

The Community Development Department brings forward the following cleanup and consistency Ordinance Amendments to the Land Use Regulations Table 3A and the ADU and JADU approval section of the code as explained below. The Planning Commission recommended Town Council approval of the Amendments at their March 16, 2026, meeting (**Attachment 2**).

A. Land Use Regulations Table 3A

Last Spring, the Town Council adopted Ordinance Amendments to various sections of the Zoning Code to implement the 2023-2031 San Anselmo Housing Element and ensure compliance with State housing law. The overall intent of the Amendments was to modify certain Zoning Code sections to reduce constraints on the development of housing, as set forth in the Housing Element and required by Housing Element law.

Specifically here, the Council approved amendments to the Land Use Regulations Table, Table 3A and accompanying “Notes” that provide more information and

requirements related to the allowable land uses set forth in the Table. The Land Use Regulations Table, Table 3A, lists land uses and indicates whether the use is permitted, conditionally permitted, or not permitted in each Zoning District.

Under State housing law, a municipality cannot impose unnecessary barriers to the development of housing. State Housing Element law requires local governments to identify potential and actual constraints on the development of all housing and take steps to remove any constraints that would inhibit the locality from meeting its share of Regional Housing Need Allocation (RHNA). (Gov. Code, § 65583(a)(5).)

Additionally, per Housing Element law, a municipality must provide housing sites for its RHNA share of lower-income housing by zoning land to allow for multifamily housing "by right" for projects where at least 20% of the units are affordable to lower-income households. (Gov. Code, § 65583.2(h).) "By right" means the project must be approved without any discretionary permits, such as a conditional use permit, or environmental review. (Gov. Code, § 65583.2(i).)

Recently it has come to staff's attention that some of the Notes could unintentionally be interpreted to prohibit certain multi-family, by-right developments. Additionally, staff proposes certain clean-up language to correct previous inadvertent errors. Below please find an explanation and proposed changes. For the full text of the Notes, please refer to the attached Ordinance Amendment.

1. Notes 14 and 18. Both Notes 14 and 18 involve certain opportunity sites that were identified in the Housing Element. Both Notes currently provide that if the use is an "owner-occupied *and* rental multifamily development" with 20% reserved for lower-income households, then it shall be allowed by-right. This language mistakenly requires a project to be both owner-occupied *and* a rental multifamily development in order to qualify for by-right approval; however, State law does not require owner occupation, but rather a project shall be approved by-right if it is multifamily and reserves 20% of units for lower-income households. The Ordinance Amendment removes this potentially confusing language and consolidates both notes into one (Note 14).

2. Note 16. Note 16 provides that certain residential uses associated with a mixed-use development shall occupy at least 50% of the total floor area. Staff proposes providing clarity to ensure consistency with State Housing law and the Housing Element that at least 50% of the total floor area must be residential, *unless otherwise required or permitted by State law or an applicable by-right approval*. Please note that this would have been required by law in any instance (irrespective of the Amendment), and the additional language provides that State law controls.

3. Ministerial Correction Regarding Attached Residential in Commercial Zones.

In May of last year, the Town Council adopted certain Zoning Code Amendments to implement the Housing Element. Among those, attached single-family residential uses

were allowed in the following Zones: P, C-1, C-2, C-L, and C-3. In a subsequent Amendment, this was inadvertently removed from the Land Use Regulations Table. The proposed Amendment rectifies this inadvertent error, and adds back single-family attached residential as an allowed use in the previously mentioned Zoning Districts.

B. ADU and JADU Approvals; Round Fractional Unit up in Existing Multifamily Buildings.

Last March, the Town Council approved amendments to the Town's Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) to comply with new State law. Consistent with these requirements, the Town allows for the development of multiple ADUs within existing multifamily structures in areas not used as livable space. At least one ADU must be permitted, and up to 25 percent of the existing multifamily units may be approved, provided all applicable requirements are met.

Currently, when the 25 percent calculation results in a fractional unit, the Town rounds down. For example, if 25 percent of the units in an existing multifamily dwelling equals 2.7 units, the Town permits 2 ADUs. The relevant State law does not specify how fractional units should be rounded.

In contrast, other housing State law and Town Code sections round fractional units up. State density bonus law requires municipalities to ministerially approve increases above base density if a project includes a specified percentage of affordable units. In calculating the increase of units granted, calculations that result in a fractional unit are rounded up.[1] For example, if a project is entitled to 3.2 additional units, it would receive 4 units.

Additionally, the Town rounds up fractional units under its Inclusionary Housing Ordinance.[2] Under the inclusionary housing code sections, a new development must contribute to the provision of affordable housing by either including affordable units or paying an in-lieu fee. If the inclusionary housing unit calculation results in a fractional unit, the Town rounds this requirement up.

Staff recommends rounding up the number of permitted ADUs within an existing multifamily structure, as this approach aligns with State law and current Town practices and supports State policy encouraging housing development. Additionally, ADUs contribute toward the Town's Regional Housing Needs Allocation (RHNA) and are consistent with the goals of the Town's Housing Element.

C. Conclusion.

In conclusion, staff recommends that the Town Council approval of the above-described Ordinance Amendments to ensure consistency with State Housing law, the

[1] Gov. Code, § 65915.
[2] San Anselmo Municipal Code Chapter 21.

Town's Housing Element, correct inadvertent errors to the Land Use Table, and bring the Town's ADU law in alignment with other State laws and encourage the development of housing.

FISCAL IMPACT

No new fiscal impacts.

GENERAL PLAN AND CLIMATE ACTION PLAN CONSISTENCY

The proposed Ordinance Amendments are consistent with the General Plan Housing Element because they make Zoning Code changes to align with the Housing Element and encourage the development of housing at all income levels. The Ordinance Amendments are consistent with the Town's Climate Action Plan Policy T-9 (Smart Growth Development).

CEQA AND CLIMATE ACTION PLAN

The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guideline section 15061(b)(3) (the "common sense" exemption) because it can be seen with certainty that there is no possibility that the Ordinance Amendments may have a significant effect on the environment, as they do not authorize new development, significantly expand existing uses, or significantly increase the intensity of activity; CEQA Guidelines section 15301 involving minor alteration to existing facilities involving negligible or no expansion of use beyond that already in existence and CEQA Guidelines section 15303 involving new construction or conversion of small structures, since they make no or minimal changes to land use, development intensities, and the rate at which development is expected to occur. The Ordinance Amendments are also exempt from CEQA pursuant to Public Resources Code section 21080.17, which exempts the adoption of local ordinances regarding second units in a single or multi-family residential zone. The Climate Action Plan is not implicated.

ATTACHMENTS

Attachment 1: Draft Ordinance
Attachment 2: Planning Commission Resolution No. 2026-05

ORDINANCE NO.
AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AMENDING TITLE 10 "PLANNING AND ZONING", SECTION 10-3.302 LAND USE REGULATIONS TABLE 3A FOR CONSISTENCY WITH STATE LAW AND HOUSING ELEMENT AND FOR MINISTERIAL ERROR CORRECTION; SECTION 10-6.103, ADU AND JADU APPROVALS; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, the Town Council adopted the 2023-2031 Housing Element in 2023 pursuant to State Housing Element Law (Government Code section 65580 *et seq.*), which Housing Element was subsequently approved by the California Department of Housing and Community Development; and

WHEREAS, Housing Element law requires that a municipality's Housing Element accommodate the Town's regional housing need allocation ("RHNA") and ensures the provision of housing at all income levels; and

WHEREAS, to encourage the development of housing, State Housing law requires ministerial or "by-right" approvals for certain development projects if objective requirements are satisfied; and

WHEREAS, in the Spring of 2025, the Town Council amended various sections of the Zoning Code to implement the Housing Element and ensure compliance with State housing law, including amendments to the Land Use Regulations Table, Table 3A and accompanying "Notes" that provide more information and requirements related to the allowable land uses set forth in the Table; and

WHEREAS, Government Code sections 65583.2(i) and (h) require ministerial, "by-right" approval of multi-family projects that comply with objective standards and reserve at least 20% of the units for lower-income households; and

WHEREAS, certain Notes in the Land Use Regulations Table, Table 3A, can mistakenly be interpreted to be inconsistent with the above-mentioned State law and the proposed Ordinance Amendments corrects this inconsistency; and

WHEREAS, the Ordinance Amendments also correct an inadvertent ministerial error in Table 3A and allow attached residential uses in commercial districts; and

WHEREAS, State law, Government Code section 66323(a)(3)(B), and Town Municipal Code section 10-6.103, requires that in an existing multifamily dwelling structure, at least one Accessory Dwelling Unit (ADU), and up to 25% of the existing multifamily dwelling units, must be approved if requirements are satisfied, and when the 25% calculation results in a fractional unit, the Town rounds number of allowable ADUs down; and

WHEREAS, the Town seeks to round the number of allowable ADUs up when the 25% calculation for an existing multifamily structure results in fractional unit, thereby increasing the potential number of ADUs in the Town consistent with other State housing laws and the policy of encouraging housing; and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 involving the minor alteration of existing

facilities involving negligible or no expansion of use beyond that already in existence; CEQA Guidelines Section 15303 involving new construction or conversion of small structures; CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and Public Resources Code section 21080.17, which exempts the adoption of local ordinances regarding second units in a single or multi-family residential zone; and

WHEREAS, the Ordinance Amendments are consistent with the Climate Action Plan 2030 Action T-9 (Smart Growth Development); and

WHEREAS, the proposed Ordinance Amendments are consistent with the General Plan Housing Element because they make Zoning Code changes to align with the Housing Element and encourage the development of housing at all income levels; and

WHEREAS, on March 16, 2026, the Planning Commission held a duly noticed public hearing and voted to recommend that the Town Council approve the proposed Ordinance Amendments;

WHEREAS, the Town Clerk caused notice of a public hearing regarding the Town Council's consideration of the Ordinance Amendments as required by State law; and

WHEREAS, the Town Council held a duly noticed public hearing on March 24, 2026, and voted to introduce the Ordinance Amendments.

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

SECTION 1: The above recitals are true and correct and are incorporated as findings herein.

SECTION 2: The Ordinance Amendments are exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 involving the minor alteration of existing facilities involving negligible or no expansion of use beyond that already in existence; CEQA Guidelines Section 15303 involving new construction or conversion of small structures; CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; and Public Resources Code section 21080.17, which exempts the adoption of local ordinances regarding second units in a single or multi-family residential zone.

SECTION 3: The Ordinance Amendment is consistent with the General Plan Housing Element because it makes Zoning Code changes to align with the Housing Element and encourage the development of housing at all income levels, and ensures consistency with State Housing law.

SECTION 4: Ordinance Amendment. Town of San Anselmo Municipal Code Section 10-3.302, Land Use Regulations Table 3A, is hereby amended as follows with deletions in ~~strikeout~~ and additions in underline:

The Land Use Regulations Table, referred to as Table 3A, lists uses of the land and indicates whether or not each use is permitted (P), conditionally permitted (C), or not permitted (-) in each Zoning District. Uses not specifically listed in the Land Use Regulations Table are specifically prohibited unless a Use Determination by the Community Development Director or designee is made which finds the use not specifically listed is similar to another use permitted or conditionally permitted within the District.

The Residential Housing Opportunities (R-HO), Public Facilities (PF), and Open Space (OS) are not included on the Land Use Regulations Matrix. The R-HO District is an overlay District and generally allows for higher residential densities. The R-HO District is not yet designated on the zoning map and, therefore, is not currently regulated. The PF District does not include any lands not currently developed with major public facilities. Any expansion of the PF District would be preceded by the Town's acquisition of the land for a specific use or purpose, a General Plan Amendment, and a zone change. The OS District is limited to passive recreation uses. See also Title 11, Chapter 1 "Regulations for Parks and Playgrounds."

LAND USE REGULATIONS TABLE TABLE 3A										
"P" = Permitted Use "C" = Conditionally Permitted Use 3 "-" = Not Permitted										
	DISTRICT									
LAND USES:	R-1- H	R-1- C	R-1	R-2	R-3	P	C-1	C-2	C-L	C-3
Recreation, Education, and Public Assembly										
Day Care Centers	C [2]	C [2]	C [2]	C	C	C	C	C	-	C
Day Care Homes, Large Family	C	C	C	C	C	C	C	C	-	C
Day Care Homes, Small Family	P	P	P	P	P	P [4]	C	C	-	C
Elementary and Secondary Schools	-	-	P [2]	P	P	P	C	C	-	C
Fitness Centers	-	-	-	-	-	-	C	C	C	P
Fitness Centers, Classes as Primary Use	-	-	-	-	-	-	C	C [13]	-	P
Indoor Entertainment Facilities	-	-	-	-	-	-	-	C	-	C
Libraries and Museums	-	-	-	-	-	-	P	P	-	P
Religious Institutions	-	-	C [2]	C	C	-	C	C	C	C
Schools, Specialized Education and Training	-	-	C [2]	C	C	C	C	C	-	C
Service Organizations and Clubs	-	-	-	-	-	P/C [15]	P/C [15]	P/C [15]	P/C [15]	P/C [15]
Theaters and Meeting Halls	-	-	-	-	-	-	-	C	-	C
Parks and Playgrounds, Public	P [2]	P [2]	P [2]	P	P	P	P	P	-	C
Residential										
Emergency Shelters	-	-	-	-	-	P	-	-	P	P
Live-Work/Mixed-Use - Ground Floor Commercial	-	-	-	-	-	-	P [16]	P	P [16]	P [14,16]
Low Barrier Navigation Centers	-	-	-	-	-	P	P	P	P	P
Other Residential Care Facilities	P	P	P	P	P	P	P	P	-	P
Residential Care Facilities, Large	P [2]	P [2]	P [2]	P	P	C	C	C	C	C
Residential Care Facilities, Small	P	P	P	P	P	C	C	C	C	C
Residential, Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P

Residential, Multi-Family (2 to 4 units)	P/C (6,17)	P/C (6,17)	P (6)	P	P (14 ~~18~~)	C	P	P (10)	P	P (14)
Residential, Multi-Family (5+ units)	P/C (6,17)	P/C (6,17)	P	P	P (14 ~~18~~)	C	P (14 ~~18~~)	P(10, 14 ~~18~~)	P/C (17)	P (14, ~~18~~)
Residential, Single Family Attached	P (6)	P (6)	P (6)			P/C (3, 16)	P/C (3, 16)	P/C (3, 16)	P/C (3, 16)	P/C (3, 16)
Residential, Single Family Detached	P	P	P	P	P	C	C	-	C	C
Residential, Single-Room Occupancy Units (7)	P	P	P	P	P	-	P	P (10)	P	P (14)
Supportive Housing	P	P	P	P	P	C	P	P	P	P
Transitional Housing	P	P	P	P	P	C	C	C	C	C
Co-Housing (1)	-		C	C	C	C	C	C	C	C
Retail										
Food and Beverage Stores										
Farmers Markets	-	-	-	-	-	-	C	C	-	C
Grocery Stores	-	-	-	-	-	-	P/C	P/C	-	P/C
Food Services										
Alcoholic Beverage Sales, Off-Premises	-	-	-	-	-	-	C	C	C	P/C (1)
Caterers	-	-	-	-	-	-	-	P	P	P
Drinking Establishments	-	-	-	-	-	-	-	C	-	C
Restaurants	-	-	-	-	-	-	P	P	C	P
Restaurants, Fast Food	-	-	-	-	-	-	-	-	-	C
Restaurants, With Alcohol and/or Entertainment	-	-	-	-	-	-	C	P	C	P
Retail Sales										
Auto, Vehicle, and Parts Sales and Rentals	-	-	-	-	-	-	-	-	-	C
Banks and Financial Services, Retail	-	-	-	-	-	-	-	P	-	C
Building Material Stores	-	-	-	-	-	-	-	-	-	C
Cell Phone & Wireless Stores	-	-	-	-	-	-	-	P	C	P
Department Stores	-	-	-	-	-	-	-	P	-	P

Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Non-Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Nurseries	-	-	-	-	-	-	-	C	C	P
Retail Stores, General Merchandise	-	-	-	-	-	-	P	P	P	P
Services										
Consumer Services										
Mini-Storage	-	-	-	-	-	-	-	-	C	C
Personal Services	-	-	-	-	-	-	P	P	P	P
Repair and Maintenance, Consumer Products	-	-	-	-	-	-	P	P	P	P
Pet Care (except Veterinary) Services	-	-	-	-	-	-	-	C	C	C
Laundry, Dry-Cleaning, and Laundromats	-	-	-	-	-	-	P	-	C	C
Auto-Oriented Services										
Service Stations	-	-	-	-	-	-	-	-	C [8,9]	C [8,9]
Vehicle Repair and Maintenance	-	-	-	-	-	-	-	-	C	C
Professional, Business, and Administrative Services										
Business Support Services	-	-	-	-	-	-	P	P	C	P
Light Manufacturing	-	-	-	-	-	-	-	-	-	C
Offices	-	-	-	-	-	-	P	P/C [15]	P/C [15]	P
Wholesale and Distribution	-	-	-	-	-	-	-	-	-	C
Research and Development	-	-	-	-	-	-	-	-	C	C
Health Services										
Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Medical Services, Clinics, Urgent Care	-	-	-	-	-	-	-	-	-	C
Medical Services, Doctor Offices	-	-	-	-	-	P [4]	P	P	C	P
Medical Services, Extended Care	P/C [1,2]	P/C [1,2]	P/C [1,2]	P/C [1,2]	P/C [1,2]	C	C	C	-	C
Medical Services, Hospitals	-	-	-	-	-	P	P	P	-	P

Medical Services, Veterinary Clinics and Hospitals	-	-	-	-	-	P [4]	P	P	C	P
Temporary Uses and Events										
Temporary Uses and Events	-	-	-	-	-	C [13]	C [13]	C [13]	C [13]	C [13]
Transportation, Communications, and Infrastructure										
Communications Equipment Buildings	C [2]	C [2]	C [2]	C	C	C	C	C	C	C
Electric Transmission Line Routes of 12 Kv or greater prior to ROW Acquisition	-	C [2]	C [2]	C	C	C	C	C	C	C
Institutional, Public	-	-	P [2]	P	P	P	P	P	P	P
Institutional, Non-Profit	-	-	C [2]	C	C	C	C	C	C	C
Mail Services	-	-	-	-	-	-	-	P	C	P
Parking Garages, Commercial	-	-	-	-	-	-	C	C	-	P
Parking Lots, Commercial	-	-	-	-	-	-	C	C	-	P
Transportation Services, Transit Stops	-	-	-	-	-	-	-	P	-	P
Utility Substations	C [2]	C [2]	C [2]	C	C	C	C	C	C	C
Water Tanks	C [2]	C [2]	C [2]	C	C	C	C	C	C	C
Windmills	-	C [2]	C [2]	C	C	C	C	C	-	C
Wireless Telecommunications Facilities	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]
Visitor-Serving Accommodations										
Bed and Breakfast Inns	-	-	-	-	-	-	C	C	-	C
Hotels	-	-	-	-	C	-	-	C	-	C
Ancillary Uses										
Accessory Uses	P	P	P	P	P	P [4]	P	P	P	P
ATMs	-	-	-	-	-	-	C	P	C	P
Conversion of Residential Use to Professional or Commercial Use	-	-	-	-	-	C	C	C	C	C

Drive-Through Services	-	-	-	-	-	-	-	-	-	C
Home Occupations	P (2)	P (2)	P (2)	P	P	P	P	P (4)	-	P
Office, Ancillary	-	-	-	-	-	-	P (12)	P (12,15)	P (12)	P (12)
Outdoor Sales and Rental, Ancillary	-	-	-	-	-	-	C	C	C	C
Personal Cannabis Cultivation (5)	P	P	P	P	P	P	P	P	P	P

LAND USE REGULATIONS TABLE
TABLE 3A

Notes:

(1) See definition for more information about the permitting requirements based on the type of use.

(2) Use is prohibited on lots created by California Government Code Sections 65852.21 and 66411.7.

(3) Reference Section 10-1305 of Article 13 of this Chapter.

(4) Reference Article 5 of this Title.

(5) Reference Section 10-3.1801 of Article 18 of this Chapter.

(6) Two units permitted pursuant to Chapter 10-4.101, implementing California Government Code Sections 65852.21 and 66411.7.

(7) Reference Section 10-3.1901 of Article 19 of this Chapter.

(8) Reference Chapter 6 of this Title.

(9) Upon change of occupancy, buildings or leasable space having a minimum of one thousand two hundred (1,200) square feet of gross floor area shall be subject to the granting of a conditional use permit and design review as set forth in Articles 13 and 15 of this Title.

(10) Residential uses are allowed only on upper floors unless the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

(11) A Conditional Use Permit is required unless the project meets the qualifications for Town review under Section 6409(a) of the Middle Class Tax Relief and Job Creation Action of 2012 (47 U.S.C. § 1455(a)).

(12) Up to 30% of the use may be permitted when it is ancillary to the primary permitted commercial use.

(13) Reference Section 10-3.1304 of Article 13 of this Chapter.

(14) For properties south of Ross Avenue, development shall be mixed-use, with residential uses permitted ~~are allowed~~ only on upper floors

or located behind the ground floor commercial or office uses. ~~unless the use is an owner-occupied and rental~~ Notwithstanding the above, a multifamily residential development ~~with~~ that reserves at least 20 percent of the units ~~reserved~~ for lower-income households shall be approved ministerially (by-right) pursuant to Government Code section 65583.2(h) and (i), as may be amended from time to time, provided said development complies with applicable objective standards. ~~in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i).~~ This by-right approval ~~provision~~ applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

(15) Required to obtain a Conditional Use Permit for occupation at the ground floor level.

(16) Residential uses associated with mixed-use development shall comprise at least 50 percent of the total floor area, unless otherwise required or permitted by State housing law (including applicable by-right approval provisions) and/or the Town's Housing Element. ~~A residential use(s) associated with a mixed-use development(s) shall occupy at least 50% of the total floor area.~~

(17) Dependent upon the maximum density permitted for the site, up to six residential units are permitted. More than six units per site requires a Conditional Use Permit unless a) project seeks approval through the Title 10 Chapter 20, Objective Design Standards for Residential Development or b) the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

~~(18) If the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).~~

SECTION 5: Ordinance Amendment. Town of San Anselmo Municipal Code Section 10-3.103(b)(3), ADU and JADU Approvals, Exemptions from ADU Permit, is hereby amended as follows with deletions in ~~strikeout~~ and additions in underline:

Existing multifamily lot. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. At least one (1) ADU within an existing multifamily dwelling and up to twenty-five (25%) percent of the number of existing permitted multifamily dwelling units rounded ~~down~~ up to the nearest whole number shall be allowed.

SECTION 6: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the San Anselmo Town Council on March 24, 2026, and was adopted at a regular meeting of the San Anselmo Council on _____ by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Steve Burdo, Mayor

ATTEST:_____
Serge Avila, Town Clerk

SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2026-05

A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN ANSELMO RECOMMENDING THE TOWN COUNCIL ADOPT AN ORDINANCE AMENDMENT TO TITLE 10 "PLANNING AND ZONING", SECTION 10-3.302 LAND USE REGULATIONS TABLE 3A FOR CONSISTENCY WITH STATE LAW AND HOUSING ELEMENT AND FOR MINISTERIAL ERROR CORRECTION; SECTION 10-6.103, ADU AND JADU APPROVALS; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, the Town Council adopted the 2023-2031 Housing Element in 2023 pursuant to State Housing Element Law (Government Code section 65580 *et seq.*), which Housing Element was subsequently approved by the California Department of Housing and Community Development; and

WHEREAS, Housing Element law requires that a municipality's Housing Element accommodate the Town's regional housing need allocation ("RHNA") and ensures the provision of housing at all income levels; and

WHEREAS, to encourage the development of housing, State Housing law requires ministerial or "by-right" approvals for certain development projects if objective requirements are satisfied; and

WHEREAS, in the Spring of 2025, the Town Council amended various sections of the Zoning Code to implement the Housing Element and ensure compliance with State Housing law, including amendments to the Land Use Regulations Table, Table 3A and accompanying "Notes" that provide more information and requirements related to the allowable land uses set forth in the Table; and

WHEREAS, Government Code sections 65583.2(i) and (h) require ministerial, "by-right" approval of multi-family projects that comply with objective standards and reserve at least 20% of the units for lower-income households; and

WHEREAS, certain Notes in the Land Use Regulations Table, Table 3A, can mistakenly be interpreted to be inconsistent with the above-mentioned State law and the proposed Ordinance Amendments herein correct this inconsistency; and

WHEREAS, the Ordinance Amendments also correct an inadvertent ministerial error in Table 3A and allow attached residential uses in commercial districts; and

WHEREAS, State law, Government Code section 66323(a)(3)(B), and Town Municipal Code section 10-6.103, requires that in an existing multifamily dwelling structure, at least one Accessory Dwelling Unit (ADU), and up to 25% of the existing multifamily dwelling units, must be approved if requirements are satisfied, and when the 25% calculation results in a fractional unit, the Town rounds number of allowable ADUs down; and

WHEREAS, the Town seeks to round the number of allowable ADUs up when the 25% calculation for an existing multifamily structure results in fractional unit, thereby increasing the potential number of ADUs in the Town consistent with other State housing laws and the policy of encouraging housing; and

WHEREAS, the Planning Commission, in accordance with Government Code Section 65853, is responsible for recommending proposed amendments to the Town's Zoning Code to the Town Council; and

WHEREAS, the Ordinance Amendments are exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 involving the minor alteration of existing facilities involving negligible or no expansion of use beyond that already in existence; CEQA Guidelines Section 15303 involving new construction or conversion of small structures; CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility they would have a significant effect on the environment; the amendments make no or minimal changes to land uses, development intensities, or the rate at which development is expected to occur; to Public Resources Code section 21080.17, which exempts the adoption of local ordinances regarding second units in a single or multi-family residential zone; and

WHEREAS, the Ordinance Amendments are consistent with the Climate Action Plan 2030 Action T-9 (Smart Growth Development); and

WHEREAS, the proposed Ordinance Amendments are consistent with the General Plan Housing Element because they make Zoning Code changes to align with the Housing Element and encourage the development of housing at all income levels; and

WHEREAS, on March 16, 2026, the Planning Commission held a duly noticed public hearing and voted to recommend that the Town Council approve the proposed Ordinance Amendments.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Planning Commission of the Town of San Anselmo does hereby recommend that the Town Council adopt the Ordinance Amendments as set forth in **Exhibit "A"**.

RESOLUTION PASSED AND ADOPTED at the regular meeting of the San Anselmo Planning Commission on the 16th day of March 2026 by the following vote:

AYES: Shemano, Pipkin, Thomas, Asselstine, Heiman, Strauss
NOES: None
ABSTAIN: None
ABSENT: Ticknor
RECUSED: None

Heidi Scoble, AICP-MPA
Secretary to the Planning Commission

EXHIBIT "A"

SECTION 1: Findings. The above recitals are true and correct and are incorporated as findings herein.

SECTION 2: CEQA. The Ordinance Amendment is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guideline section 15061(b)(3) (the "common sense" exemption) because it can be seen with certainty that there is no possibility that the Ordinance Amendments may have a significant effect on the environment, as they do not authorize new development, significantly expand existing uses, or significantly increase the intensity of activity; CEQA Guidelines section 15301 involving minor alteration to existing facilities involving negligible or no expansion of use beyond that already in existence and CEQA Guidelines section 15303 involving new construction or conversion of small structures, since they make no or minimal changes to land use, development intensities, and the rate at which development is expected to occur.

SECTION 3: Consistency with General Plan. The Ordinance Amendment is consistent with the General Plan Housing Element because it makes Zoning Code changes to align with the Housing Element and encourage the development of housing at all income levels, and ensures consistency with State Housing law.

SECTION 4: Ordinance Amendment. Town of San Anselmo Municipal Code Section 10-3.302, Land Use Regulations Table 3A, is hereby amended as follows with deletions in ~~strikeout~~ and additions in underline:

The Land Use Regulations Table, referred to as Table 3A, lists uses of the land and indicates whether or not each use is permitted (P), conditionally permitted (C), or not permitted (-) in each Zoning District. Uses not specifically listed in the Land Use Regulations Table are specifically prohibited unless a Use Determination by the Community Development Director or designee is made which finds the use not specifically listed is similar to another use permitted or conditionally permitted within the District.

The Residential Housing Opportunities (R-HO), Public Facilities (PF), and Open Space (OS) are not included on the Land Use Regulations Matrix. The R-HO District is an overlay District and generally allows for higher residential densities. The R-HO District is not yet designated on the zoning map and, therefore, is not currently regulated. The PF District does not include any lands not currently developed with major public facilities. Any expansion of the PF District would be preceded by the Town's acquisition of the land for a specific use or purpose, a General Plan Amendment, and a zone change. The OS District is limited to passive recreation uses. See also Title 11, Chapter 1 "Regulations for Parks and Playgrounds."

LAND USE REGULATIONS TABLE TABLE 3A										
"P" = Permitted Use "C" = Conditionally Permitted Use 3 "-" = Not Permitted										
	DISTRICT									
LAND USES:	R-1- H	R-1- C	R-1	R-2	R-3	P	C-1	C-2	C-L	C-3
Recreation, Education, and Public Assembly										
Day Care Centers	C (2)	C (2)	C (2)	C	C	C	C	C	-	C
Day Care Homes, Large Family	C	C	C	C	C	C	C	C	-	C
Day Care Homes, Small Family	P	P	P	P	P	P (4)	C	C	-	C
Elementary and Secondary Schools	-	-	P (2)	P	P	P	C	C	-	C
Fitness Centers	-	-	-	-	-	-	C	C	C	P
Fitness Centers, Classes as Primary Use	-	-	-	-	-	-	C	C (13)	-	P
Indoor Entertainment Facilities	-	-	-	-	-	-	-	C	-	C
Libraries and Museums	-	-	-	-	-	-	P	P	-	P
Religious Institutions	-	-	C (2)	C	C	-	C	C	C	C
Schools, Specialized Education and Training	-	-	C (2)	C	C	C	C	C	-	C
Service Organizations and Clubs	-	-	-	-	-	P/C (15)	P/C (15)	P/C (15)	P/C (15)	P/C (15)
Theaters and Meeting Halls	-	-	-	-	-	-	-	C	-	C
Parks and Playgrounds, Public	P (2)	P (2)	P (2)	P	P	P	P	P	-	C
Residential										
Emergency Shelters	-	-	-	-	-	P	-	-	P	P
Live-Work/Mixed-Use - Ground Floor Commercial	-	-	-	-	-	-	P (16)	P	P (16)	P (14,16)
Low Barrier Navigation Centers	-	-	-	-	-	P	P	P	P	P
Other Residential Care Facilities	P	P	P	P	P	P	P	P	-	P
Residential Care Facilities, Large	P (2)	P (2)	P (2)	P	P	C	C	C	C	C
Residential Care Facilities, Small	P	P	P	P	P	C	C	C	C	C
Residential, Accessory Dwelling Units	P	P	P	P	P	P	P	P	P	P

Residential, Multi-Family (2 to 4 units)	P/C (6,17)	P/C (6,17)	P (6)	P	P (14 ~~18~~)	C	P	P (10)	P	P (14)
Residential, Multi-Family (5+ units)	P/C (6,17)	P/C (6,17)	P	P	P (14 ~~18~~)	C	P (14 ~~18~~)	P(10, 14 ~~18~~)	P/C (17)	P (14, ~~18~~)
Residential, Single Family Attached	P (6)	P (6)	P (6)			P/C (3, 16)	P/C (3, 16)	P/C (3, 16)	P/C (3, 16)	P/C (3, 16)
Residential, Single Family Detached	P	P	P	P	P	C	C	-	C	C
Residential, Single-Room Occupancy Units (7)	P	P	P	P	P	-	P	P (10)	P	P (14)
Supportive Housing	P	P	P	P	P	C	P	P	P	P
Transitional Housing	P	P	P	P	P	C	C	C	C	C
Co-Housing (1)	-		C	C	C	C	C	C	C	C
Retail										
Food and Beverage Stores										
Farmers Markets	-	-	-	-	-	-	C	C	-	C
Grocery Stores	-	-	-	-	-	-	P/C	P/C	-	P/C
Food Services										
Alcoholic Beverage Sales, Off-Premises	-	-	-	-	-	-	C	C	C	P/C (1)
Caterers	-	-	-	-	-	-	-	P	P	P
Drinking Establishments	-	-	-	-	-	-	-	C	-	C
Restaurants	-	-	-	-	-	-	P	P	C	P
Restaurants, Fast Food	-	-	-	-	-	-	-	-	-	C
Restaurants, With Alcohol and/or Entertainment	-	-	-	-	-	-	C	P	C	P
Retail Sales										
Auto, Vehicle, and Parts Sales and Rentals	-	-	-	-	-	-	-	-	-	C
Banks and Financial Services, Retail	-	-	-	-	-	-	-	P	-	C
Building Material Stores	-	-	-	-	-	-	-	-	-	C
Cell Phone & Wireless Stores	-	-	-	-	-	-	-	P	C	P
Department Stores	-	-	-	-	-	-	-	P	-	P

Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Non-Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Nurseries	-	-	-	-	-	-	-	C	C	P
Retail Stores, General Merchandise	-	-	-	-	-	-	P	P	P	P
Services										
Consumer Services										
Mini-Storage	-	-	-	-	-	-	-	-	C	C
Personal Services	-	-	-	-	-	-	P	P	P	P
Repair and Maintenance, Consumer Products	-	-	-	-	-	-	P	P	P	P
Pet Care (except Veterinary) Services	-	-	-	-	-	-	-	C	C	C
Laundry, Dry-Cleaning, and Laundromats	-	-	-	-	-	-	P	-	C	C
Auto-Oriented Services										
Service Stations	-	-	-	-	-	-	-	-	C (8,9)	C (8,9)
Vehicle Repair and Maintenance	-	-	-	-	-	-	-	-	C	C
Professional, Business, and Administrative Services										
Business Support Services	-	-	-	-	-	-	P	P	C	P
Light Manufacturing	-	-	-	-	-	-	-	-	-	C
Offices	-	-	-	-	-	-	P	P/C (15)	P/C (15)	P
Wholesale and Distribution	-	-	-	-	-	-	-	-	-	C
Research and Development	-	-	-	-	-	-	-	-	C	C
Health Services										
Medicinal Cannabis Facilities	-	-	-	-	-	-	-	-	-	-
Medical Services, Clinics, Urgent Care	-	-	-	-	-	-	-	-	-	C
Medical Services, Doctor Offices	-	-	-	-	-	P (4)	P	P	C	P
Medical Services, Extended Care	P/C (1,2)	P/C (1,2)	P/C (1,2)	P/C (1,2)	P/C (1,2)	C	C	C	-	C
Medical Services, Hospitals	-	-	-	-	-	P	P	P	-	P

Medical Services, Veterinary Clinics and Hospitals	-	-	-	-	-	P [4]	P	P	C	P
Temporary Uses and Events										
Temporary Uses and Events	-	-	-	-	-	C [13]	C [13]	C [13]	C [13]	C [13]
Transportation, Communications, and Infrastructure										
Communications Equipment Buildings	C [2]	C [2]	C [2]	C	C	C	C	C	C	C
Electric Transmission Line Routes of 12 Kv or greater prior to ROW Acquisition	-	C [2]	C [2]	C	C	C	C	C	C	C
Institutional, Public	-	-	P [2]	P	P	P	P	P	P	P
Institutional, Non-Profit	-	-	C [2]	C	C	C	C	C	C	C
Mail Services	-	-	-	-	-	-	-	P	C	P
Parking Garages, Commercial	-	-	-	-	-	-	C	C	-	P
Parking Lots, Commercial	-	-	-	-	-	-	C	C	-	P
Transportation Services, Transit Stops	-	-	-	-	-	-	-	P	-	P
Utility Substations	C [2]	C [2]	C [2]	C	C	C	C	C	C	C
Water Tanks	C [2]	C [2]	C [2]	C	C	C	C	C	C	C
Windmills	-	C [2]	C [2]	C	C	C	C	C	-	C
Wireless Telecommunications Facilities	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]	C [11]
Visitor-Serving Accommodations										
Bed and Breakfast Inns	-	-	-	-	-	-	C	C	-	C
Hotels	-	-	-	-	C	-	-	C	-	C
Ancillary Uses										
Accessory Uses	P	P	P	P	P	P [4]	P	P	P	P
ATMs	-	-	-	-	-	-	C	P	C	P
Conversion of Residential Use to Professional or Commercial Use	-	-	-	-	-	C	C	C	C	C

Drive-Through Services	-	-	-	-	-	-	-	-	-	C
Home Occupations	P (2)	P (2)	P (2)	P	P	P	P	P (4)	-	P
Office, Ancillary	-	-	-	-	-	-	P (12)	P (12,15)	P (12)	P (12)
Outdoor Sales and Rental, Ancillary	-	-	-	-	-	-	C	C	C	C
Personal Cannabis Cultivation (5)	P	P	P	P	P	P	P	P	P	P

LAND USE REGULATIONS TABLE
TABLE 3A

Notes:

(1) See definition for more information about the permitting requirements based on the type of use.

(2) Use is prohibited on lots created by California Government Code Sections 65852.21 and 66411.7.

(3) Reference Section 10-1305 of Article 13 of this Chapter.

(4) Reference Article 5 of this Title.

(5) Reference Section 10-3.1801 of Article 18 of this Chapter.

(6) Two units permitted pursuant to Chapter 10-4.101, implementing California Government Code Sections 65852.21 and 66411.7.

(7) Reference Section 10-3.1901 of Article 19 of this Chapter.

(8) Reference Chapter 6 of this Title.

(9) Upon change of occupancy, buildings or leasable space having a minimum of one thousand two hundred (1,200) square feet of gross floor area shall be subject to the granting of a conditional use permit and design review as set forth in Articles 13 and 15 of this Title.

(10) Residential uses are allowed only on upper floors unless the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

(11) A Conditional Use Permit is required unless the project meets the qualifications for Town review under Section 6409(a) of the Middle Class Tax Relief and Job Creation Action of 2012 (47 U.S.C. § 1455(a)).

(12) Up to 30% of the use may be permitted when it is ancillary to the primary permitted commercial use.

(13) Reference Section 10-3.1304 of Article 13 of this Chapter.

(14) For properties south of Ross Avenue, development shall be mixed-use, with residential uses permitted ~~are allowed~~ only on upper floors

or located behind the ground floor commercial or office uses. ~~unless the use is an owner-occupied and rental~~ Notwithstanding the above, a multifamily residential development ~~with~~ that reserves at least 20 percent of the units ~~reserved~~ for lower-income households shall be approved ministerially (by-right) pursuant to Government Code section 65583.2(h) and (i), as may be amended from time to time, provided said development complies with applicable objective standards. ~~in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i).~~ This by-right approval ~~provision~~ applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

(15) Required to obtain a Conditional Use Permit for occupation at the ground floor level.

(16) Residential uses associated with mixed-use development shall comprise at least 50 percent of the total floor area, unless otherwise required or permitted by State housing law (including applicable by-right approval provisions) and/or the Town's Housing Element. ~~A residential use(s) associated with a mixed-use development(s) shall occupy at least 50% of the total floor area.~~

(17) Dependent upon the maximum density permitted for the site, up to six residential units are permitted. More than six units per site requires a Conditional Use Permit unless a) project seeks approval through the Title 10 Chapter 20, Objective Design Standards for Residential Development or b) the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; in which case it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).

~~(18) If the use is an owner-occupied and rental multifamily residential development with 20 percent of the units reserved for lower-income households; it shall be allowed by-right pursuant to California Government Code Section 65583.2, subdivisions (h) and (i). This by-right provision applies to the following properties identified in the Housing Element: Site 2 (300 Sunny Hills Dr), Site 14 (100 Center Blvd), Site 19 (330 Red Hill Ave), Site 21 (100 Red Hill Ave and APN 006-167-06), Site 22 (6 Red Hill Ave), Site 24 (208 Greenfield Ave, 222 Greenfield Ave, 224 Greenfield Ave, 270 Greenfield Ave), Site 25 (5 W Hillside Ave), Site 26 (6 W Hillside Ave, 130 Greenfield Ave), Site 40 (120 Sir Francis Drake Blvd, 130 Sir Francis Drake Blvd), Site 50 (121 San Anselmo Ave), and Site 61 (305 San Anselmo Ave).~~

SECTION 5: Ordinance Amendment. Town of San Anselmo Municipal Code Section 10-3.103(b)(3), ADU and JADU Approvals, Exemptions from ADU Permit, is hereby amended as follows with deletions in ~~strikeout~~ and additions in underline:

Existing multifamily lot. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. At least one (1) ADU within an existing multifamily dwelling and up to twenty-five (25%) percent of the number of existing permitted multifamily dwelling units rounded ~~down~~ up to the nearest whole number shall be allowed.

SECTION 6: Severability. The Town Council hereby declares every section, paragraph, sentence, clause, and phrase is severable. If any section, paragraph, sentence, clause or phrase of these ordinance amendments are for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Effective Date. This Ordinance Amendment shall go into effect thirty (30) days from its adoption. Prior to the expiration of fifteen (15) days of adoption, this Ordinance Amendment or a summary thereof pursuant to Government Code section 36933, shall be published at least once in a newspaper of general circulation, along with the names of the members of the Town Council voting for and against its adoption.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.4

MEETING DATE: March 24, 2026

AGENDA TITLE: Transportation Authority of Marin (TAM) Crossing Guard Program 2026/2027 School Year Updates

FROM: Sean Condry, Public Works Director

RECOMMENDATION: That the Town Council receives the update on the TAM Crossing Guard Program.

SUMMARY

Under their Safe Routes to Schools Program, the Transportation Authority of Marin (TAM) provides a limited number of crossing guards to elementary and middle schools throughout Marin County using local Measure AA sales tax revenues under spending Category 3.2.

According to the TAM website:

Funding for the program was included in Measure A, the original 1/2-Cent Transportation Sales Tax, approved by Marin voters in 2004. Funding was expanded with the passage of Measure B, the $10 Vehicle Registration Fee, approved by Marin voters in 2010. Funding was again expanded with Measure AA, the 1/2-Cent Transportation Sales Tax Renewal approved by Marin voters in 2018. Measure AA increased the percentage of funding dedicated to the Crossing Guard Program from 4.2% to 7%, increasing the amount of crossing guards funded by the program to 96.

The Crossing Guard Program provides trained crossing guards at key intersections to make it safer for more students throughout Marin County to walk or bike to school. To manage the program, TAM contracts with a professional company that specializes in crossing guard programs ensures that there are well-trained crossing guards with back-ups for every critical intersection, who can be counted on every day, regardless of the weather.

The process TAM uses to rank the potential crossing guard locations considers seven criteria per the Manual of Uniform Traffic Control Devices (MUTCD) as well as a category for 'other factors'. These criteria include: vehicle and pedestrian volumes, skew angle of the intersection, sight distance, curves, speed limit, accident history, and 'other factors' that can include site specific conditions outside of the main seven criteria.

San Anselmo has 13 potential locations that are rated/ranked in the program.

In school year 2025/2026, the TAM provided 5 crossing guards at the following locations. The scoring for the 2026/2027 school year is shown below. The cutoff to qualify for a guard in the recertification process was 59 points out of a possible 220 points.

Location	School	Type of Control	Score	Funded in 2026/2027?
Butterfield Rd/Rosemont Ave	Brookside Elementary	Stop Sign	95	Yes
Sir Francis Drake/Tamal Ave/San Francisco Blvd	Brookside Elementary	Traffic Signal	49	No
Sir Francis Drake/Saunders Ave	Brookside Elementary	HAWK Beacon	45	No
Ross Ave/Kensington Ave	Wade Thomas Elementary	Stop Sign	39	No
Sir Francis Drake/Butterfield Road	Brookside Elementary	Traffic Signal	32	No

DISCUSSION/ANALYSIS

Over the years, San Anselmo has had a varying number of crossing guards, see table below. As can be seen below, the Town is going from 5 crossing guards last year to only 1 this year.

Years	Number of Crossing Guards
2006-2007	0
2008-2019	5
2010-2013	4
2014-2017	3
2018-2022	2
2023-2025	5
2026-2027	1

TAM recertifies the list every two years, and re-rates the locations below the 59th guard. The total list contains 168 locations, with 96 guards being funded in FY 2026/2027 and 2027/2028.

School districts or cities/towns/county can elect to fund crossing guard locations that are not funded by TAM. The approximate cost for a guard for the 2026/2027 school year is $25,600 per guard per year.

FISCAL IMPACT

The cost for the crossing guard at Butterfield Road/Rosemont Avenue is fully paid for by TAM.

CLIMATE ACTION PLAN CONSISTENCY

The Crossing Guard Program is consistent with Climate Action Plan 2030 Transportation Measures T-2 Bicycling and T-3 Walking.

Outlook

Crossing Guard Positions Agenda item 2.4

From Rachel Litwack <trustee.litwack@rossvalleyschools.org>
Date Tue 3/24/2026 4:29 PM
To Town Council <towncouncil@sananselmo.gov>

Some people who received this message don't often get email from trustee.litwack@rossvalleyschools.org. Learn why this is important

CAUTION: This email may be coming from a Spoofed Sender! Please verify with the original sender that this is legitimate.

CAUTION: External Sender

Dear Town Council Members,

First of all, thank you all for your public service to our town-as a school board member in your jurisdiction I especially appreciate your individual support of our schools.

I am reaching out today because I was recently made aware that there are going to be school crossing guard positions eliminated from our San Anselmo boundaries through the Transportation Authority of Marin (TAM).

As a former member of the Safe Routes To School organization I know that every four years TAM goes through a rigorous analysis process that includes pedestrian traffic, vehicle traffic, accidents, and the type of intersection to decide which locations are assigned a crossing guard. Their most recent analysis shows that they will be eliminating four of our guards.

They are proposing to eliminate the crossing guard in front of Wade Thomas at the Ross and Kensington (site 066) and another one at the intersection of Butterfield and Sir Francis Drake (site 067). By their analysis, this elimination doesn't seem to present a student safety issue, but as a school board member, I know that we now have very young children on our campuses (Transitional Kindergarten students begin at age 4) and I am concerned about safety particularly near Butterfield.

Unfortunately Ross Valley School District is not a financial position to consider staffing these sites. I see that this topic is on your agenda for tonight (Item 2.4) and I would ask that the Town Council consider the possibility of staffing these 2 locations.

Thank you for your time and consideration.

Warmly,
Rachel Litwack
Board President
Ross Valley School District

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.5

MEETING DATE: March 24, 2026

AGENDA TITLE: 1) Accept Roadway, Sidewalk and Utility Easement for Sequoia Park Safe Route to Schools Project Area #3 ("Project");
2) Approve Plans for the Project;
3) Authorize Staff to Advertise for Construction Bids Based on Approved Plans,
4) Authorize the Town Manager to Award the Construction Contract to the Lowest Responsible Bidder;
5) Adopt Resolution of Intent to Abandon a Portion of Right-of-Way Adjacent to 79 Sequoia Avenue; and
6) Find These Actions Exempt from the California Environmental Quality Act (14 Cal. Code Regs. § 15301).

FROM: Scott Schneider, P.E., Assistant Public Works Director

RECOMMENDATION: Staff recommends that the Town Council take the following actions associated with Area #3 of the Sequoia Park Safe Routes to School Project ("Project"):

A. Adopt the attached Resolution accepting an easement on a portion of 100 Sequoia Avenue for roadway, sidewalk, and utility purposes (Attachment 1).
B. Approve the Plans for construction of the Project. (Attachment 2).
C. Authorize Staff to Advertise for Construction Bids for the Project based on the approved Plans and authorize the Town Manager to award the construction contract to the lowest responsible bidder.
D. Approve the Resolution of Intent to Abandon a portion of the right-of-way adjacent to 79 Sequoia Avenue and setting the date for the public hearing to consider the proposed abandonment. (Attachment 3).
E. Find these actions exempt for the California Environmental Quality Act (14 Cal. Code Regs. § 15301).

BACKGROUND

On June 24, 2025, the Town Council accepted a donation to design and construct the Sequoia Park Safe Routes to School Project Areas #1 and #3. The projects were scoped following a robust public process including three community workshops, a neighborhood meeting, and a Council meeting.

Staff has focused primarily on Project Area #3, which involves relocating the road alignment at Sequioa Drive and Ancho Vista Avenue to enhance visibility and safety (the “Project”). Relocating the roadway required the removal of the uninhabitable structure at 100 Sequoia Drive following Planning Commission review and approval. The structure was located in both the front- and side-yard setbacks, as well as in the 30-foot view corridor of the intersection, and would not be allowed to be constructed in that location today.

To take advantage of economies of scale, the project includes road repaving of Sequoia Drive from the east side of 100 Sequioa to Hilldale Drive. This portion of the project is estimated to cost about $100,000 and will be funded from the Road Maintenance Fund based on the bid prices.

DISCUSSION

To complete construction of the Project, Town staff seeks Town Council consideration and approvals associated with the following steps:

First, staff requests that the Council accept a Roadway, Drainage and Utility easement being granted to the Town by the property owner of 100 Sequoia Drive. With the easement, the Town will be able to realign the roadway as provided in the Project plans that are also being presented to the Council (see below). The attached resolution accepts the easement and authorizes the Town Manger to execute the grant of easement agreement and certificate of acceptance for the easement. (Attachment 1).

Second, Town staff seeks the Council’s approval of the Plans for the Project, which provide for the relocation of a portion of Sequoia Drive at Ancho Vista Avenue to improve roadway sightlines along with installation of sidewalks, curb ramps, crosswalks, and traffic calming speed humps. (Attachment 2). Staff will provide a brief presentation about the Plans at the meeting.

Third, staff is requesting the Council’s authorization to advertise for construction bids for the Project based on the approved Plans and for the Town Manager to award the construction contract to the lowest responsible bidder, as required by state law.

Finally, due to the Project, the roadway alignment will shift toward 100 Sequoia Avenue and will leave a section of the existing right-of-way adjacent to 79 Sequoia Drive unnecessary for public use. Accordingly, Town staff asks that the Town Council adopt the attached Resolution of Intent to Abandon a Portion of Right-of-Way Adjacent to 79 Sequoia Avenue. (Attachment 3). The Resolution is the first step toward abandoning the unneeded portion of the right-of-way and it sets a hearing date for all interested parties to consider the proposed abandonment. The Resolution includes a hearing date of September 22, 2026, which will allow for completion of the Project prior to the hearing.

Following approval of the Resolution of Intent to Abandon, Town staff will contact the utility companies to determine if they require a utility easement in the portion of right-of-way to be abandoned.

At a future date, staff will return to the Council for approval of the plans for Sequoia Park Safe Routes to School Project Area #1 (the Red Hill Avenue/Sequoia Drive intersection improvements).

FISCAL IMPACT

The Engineer's Estimate for the construction project is approximately $735,000. The estimated project management and construction management costs are $50,000. Funding is available in the project budget provided by the donor, and from the Road Maintenance Fund for the additional paving (approximately $100,000). The acceptance of an easement for the relocated roadway and the abandonment of existing right-of-way have a negligible fiscal impact.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this Project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets, will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

This Project is consistent with the Town's Climate Action Plan, in that it makes this neighborhood safer for pedestrians and cyclists, and it supports Safe Routes to School (See CAP T-2, T-3, and T-4).

ATTACHMENTS

Attachment 1- Resolution of Accepting Roadway, Drainage and Utility Easement on 100 Sequoia Avenue
Attachment 2- Project Plans for Sequoia Parks Safe Routes to School Project Area #3
Attachment 3- Resolution of Intent to Abandon a Portion of Right-of-Way Adjacent to 79 Sequoia Avenue
Attachment 4 - Diagram showing easement and abandoned areas

TOWN OF SAN ANSELMO
RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ACCEPTING AN EASEMENT FOR ROADWAY, SIDEWALK AND UTILITY PURPOSES ON CERTAIN REAL PROPERTY LOCATED AT 100 SEQUOIA DRIVE, SAN ANSELMO, CALIFORNIA; AUTHORIZING EXECUTION OF THE GRANT OF EASEMENT AGREEMENT AND CERTIFICATE OF ACCEPTANCE FOR THE EASEMENT; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, (the "Owner") is the owner of that certain real property identified as Assessor's Parcel Number (APN) 006-164-06 located at 100 Sequoia Drive in San Anselmo, California (the "Property"); and

WHEREAS, on June 24, 2025, the Town Council approved a memorandum of understanding and donation agreement to fund the Sequoia Park Safe Routes to School project, which includes relocating the road alignment at Sequioa Drive and Ancho Vista Avenue to enhance visibility and safety (the "Project"); and

WHEREAS, to complete the Project, the Owner of the Property has agreed to grant an easement to the Town of San Anselmo for current and future roadway, sidewalk and utility purposes as described in the Grant of Easement Agreement attached hereto as Exhibit "A" and incorporated herein by reference (the "Easement"); and

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

WHEREAS, the Town Council desires to accept the Easement as set forth in Exhibit "A" for the purposes of current and future roadway, sidewalk and utility purposes, as more particularly described in the Easement.

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

Section 1. Acceptance of Easement

1. The above findings are true and correct, and incorporated herein by reference.
2. The Town hereby accepts the Easement as set forth in Exhibit "A" attached hereto and incorporated herein, for purposes of current and future roadway, sidewalk and utility purposes as more particularly described in the Easement; and
3. The Town Manager is hereby authorized and directed to execute the Grant of Easement Agreement and a Certificate of Acceptance for the Easement pursuant to Government Code section 27281; and
4. The Town Clerk shall cause this Resolution, the Certificate of Acceptance, and the Easement to be recorded with the Marin County Recorder's Office.

Section 2. Environmental Review.

The Town Council finds the acceptance of the Easement to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves maintenance of existing streets, will not create additional automobile lanes and involves negligible or no expansion of use. (14 Cal. Code Regs. § 15301). None of the exceptions to this Class 1 categorical exemption apply in this instance (14 Cal. Code Regs. § 15300.2). Specifically, successive projects of the same type in the same location will not cause significant cumulative impacts, as there are no successive projects planned at this time. There are no unusual circumstances presented by this Project and the project will not result in damage to scenic resources within a designated state scenic highway. Finally, the Project will not cause a substantial adverse change in the significance of a historical resource, as no historical resources will be impacted.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on March 24, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

Exhibit A
Grant of Easement Agreement
(including Certificate of Acceptance)

Exempt From Recording Fees Per California Government Code §§ 27383 and 6103
Exempt From Documentary Transfer Tax Per California Revenue and Taxation Code § 11922

RECORDED AT THE REQUEST OF AND WHEN RECORDED RETURN TO:
Town of San Anselmo
525 San Anselmo Ave.
San Anselmo, CA 94960
Attn: Town Clerk

APN: _____

Space above for Recorder's Use

GRANT OF EASEMENT AGREEMENT
(Roadway, Sidewalk, and Utility Purposes)

THIS GRANT OF EASEMENT AGREEMENT ("Agreement") is made and entered into as of this _____ day of _____, 20_____ ("Effective Date"), by and between:

GRANTOR: ("Grantor"), a California limited liability company, whose mailing address is

GRANTEE: The Town of San Anselmo (the "Grantee"), a municipal corporation duly organized and existing under the laws of the State of California, whose mailing address is: 525 San Anselmo Avenue, San Anselmo, CA 94960

ARTICLE I — CONSIDERATION

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby grants, conveys, and warrants to Grantee, its successors and assigns, a perpetual, non-exclusive easement over, under, upon, and across the Easement Area described herein.

ARTICLE II — BURDENED PROPERTY

Grantor is the owner of that certain real property situated in the County of Marin, State of California ("Burdened Property") Assessor's Parcel Number (APN): 006-164-06.

ARTICLE III — EASEMENT AREA

The easement granted herein shall be located within a portion of the Burdened Property described in Exhibit A ("Easement Area"). A map and survey plat depicting the Easement Area is attached hereto as Exhibit B and incorporated herein by reference.

ARTICLE IV — GRANT OF EASEMENT

Grantor hereby grants to Grantee, and its successors, authorized agents, contractors, employees, officers, and permittees acting within the scope of their municipal duties, a perpetual, non-exclusive easement for the following purposes:

4.1 Roadway Purposes. The right to construct, install, use, operate, maintain, repair, replace, reconstruct, relocate, and improve a public road, street, alley, driveway, access lane, curb, gutter, drainage swale, and all appurtenant facilities within the Easement Area, together with the right of ingress and egress for vehicular and pedestrian travel by Grantee, its agents and contractors, and members of the general public.

4.2 Sidewalk Purposes. The right to construct, install, use, operate, maintain, repair, replace, reconstruct, and improve a sidewalk, pedestrian path, trail, bicycle lane, ramp, curb cut, and related accessibility features within the Easement Area, together with the right of pedestrian ingress and egress and public access thereto.

4.3 Utility Purposes. The right to construct, install, lay, use, operate, maintain, repair, replace, relocate, upgrade, and remove underground utility lines, pipes, mains, conduits, cables, wires, and related equipment and appurtenances, including but not limited to those used for: (a) water supply and distribution; (b) sanitary sewer and wastewater; (c) storm drainage and stormwater management; (d) electric power transmission and distribution; (e) natural gas distribution; (f) telecommunications, fiber optic, and data communications; and (g) any other utility service now existing or hereafter developed, within or under the Easement Area.

4.4 Future Uses. The rights granted herein shall extend to all present and future uses reasonably incidental or related to the roadway, sidewalk, and utility purposes described above, including technological improvements and expansions of utility infrastructure, provided such improvements and infrastructure are located underground and such uses do not expand the physical footprint beyond the Easement Area without Grantor's prior written consent.

4.5 Public Access. The easement granted herein for roadway and sidewalk purposes is hereby dedicated for use by the general public. Members of the public shall have the right to use the roadway and sidewalk improvements constructed within the Easement Area for vehicular travel, pedestrian travel, and related lawful purposes, subject to such reasonable regulations, traffic controls, and restrictions as Grantee may from time to time impose. Grantor acknowledges and agrees that such public use is a material purpose of this easement and that Grantor shall not take any action to restrict, obstruct, or interfere with the public's use of the Easement Area for such purposes. Nothing herein shall be construed to vest in the public any right to use the Easement Area other than for roadway and sidewalk purposes or any right to use the remainder of the Burdened Property outside the Easement Area.

ARTICLE V — RIGHTS OF GRANTEE

5.1 Access. Grantee and its authorized representatives shall have the right of access to the Easement Area at all times.

5.2 Clearing and Grading. Grantee shall have the right to clear trees, brush, vegetation, and other obstructions from the Easement Area and to grade, excavate, fill, and otherwise alter the surface and subsurface of the Easement Area as reasonably necessary to accomplish the permitted purposes.

5.3 Assignment. As a municipal corporation, Grantee may not assign or transfer its rights under this Agreement to a private party without the prior written consent of Grantor. Grantee may, however, without such consent: (a) authorize other governmental entities, public agencies, special districts, or regulated utility companies to exercise rights within the Easement Area pursuant to intergovernmental agreements, permits, licenses or franchise agreements consistent with the purposes of this Agreement; and (b) permit contractors and agents to perform work within the Easement Area on Grantee's behalf.

ARTICLE VI — GRANTOR'S RESERVED RIGHTS

Grantor reserves all rights in and to the Burdened Property not expressly granted to Grantee herein, subject to the following limitations:

6.1 No Obstruction. Grantor shall not erect, place, or permit any structure, fence, wall, building, landscaping, or other improvement within the Easement Area that would interfere with or obstruct Grantee's exercise of the rights granted herein.

6.2 No Interference. Grantor shall not take any action, or knowingly and willingly permit any action by third parties under the control of Grantor, that would damage, obstruct, or interfere with any roadway, sidewalk, or utility infrastructure located within the Easement Area.

6.3 Surface Use. Grantor may use the surface of the Easement Area for uses consistent with the rights granted herein, including landscaping and parking, only with the prior written consent of Grantee and at Grantor's sole risk.

ARTICLE VII — MAINTENANCE AND REPAIR

7.1 Grantee's Obligations. Grantee shall be responsible, at its sole cost and expense, for the maintenance, repair, and restoration of the roadway, utility equipment, and all appurtenant improvements installed in the Easement Area in a good, safe, and serviceable condition, in compliance with applicable laws, ordinances, and regulations.

7.2 Grantor Obligations. The Grantor shall be responsible, at its sole cost and expense, for the maintenance in good repair of sidewalk improvements in the Easement Area for public use, consistent with the Town's Municipal Code and State Law. Grantor shall bear no responsibility or cost for maintenance, repair, or restoration of any roadway, utility equipment, and appurtenant improvements constructed or installed by Grantee within the Easement Area.

ARTICLE VIII — INDEMNIFICATION

Grantee shall, to the extent permitted by applicable law and without waiving any defense of governmental or sovereign immunity available to it as a municipal corporation, indemnify, defend, and hold harmless Grantor and Grantor's heirs, successors, assigns, agents, and representatives from and against claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of Grantee's exercise of rights, or Grantee's failure to perform its obligations and covenants, under this Agreement, except to the extent caused by the gross negligence or willful misconduct of Grantor. Nothing in this Agreement shall be construed to waive any immunity, defense, or limitation on liability available to Grantee under applicable state or federal law.

ARTICLE IX — COVENANT RUNNING WITH THE LAND

This Agreement, and the easement rights and obligations created herein, shall run with the Burdened Property and shall be binding upon Grantor and Grantor's heirs, devisees, personal representatives, successors, and assigns, and shall inure to the benefit of Grantee in its capacity as a municipal corporation. This easement is granted to Grantee as an easement in gross for public municipal purposes and is not appurtenant to any dominant estate. The rights granted herein shall vest in and be exercisable by Grantee's successor municipal entity in the event of reorganization, annexation, consolidation, or other lawful succession.

ARTICLE X — DURATION

This easement is perpetual and shall remain in full force and effect in perpetuity. The easement may only be vacated in accordance with the Public Streets, Highways, and Service Easements Vacation Law (Cal. Streets & Highways Code §§8300 *et seq*.).

ARTICLE XI — GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California, including applicable statutes governing municipal corporations, public easements, and dedications, without regard to conflict-of-laws principles. Any disputes arising hereunder shall be resolved in the courts of Marin County, California, and the parties consent to jurisdiction and venue therein.

ARTICLE XII — MISCELLANEOUS

12.1 Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, and agreements relating thereto.

12.2 Amendments. This Agreement may not be amended or modified except by a written instrument signed by both parties (or their successors and assigns) and recorded in the real property records of Marin County.

12.3 Severability. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

12.4 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Grant of Easement Agreement as of the Effective Date first written above.

GRANTOR:

By: _____

Name: _____

Title: _____

_____

Date

GRANTEE:

By:

_____

Signature

_____

Steve Burdo, San Anselmo Mayor

_____

Date

ACKNOWLEDGMENT — GRANTOR

STATE OF California

COUNTY OF Marin

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of California, personally appeared _____, known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____

Notary Public

My Commission Expires: _____

ACKNOWLEDGMENT — GRANTEE

STATE OF California)

COUNTY OF Marin)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of California, personally appeared _____, known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____

Notary Public

My Commission Expires: _____

CERTIFICATE OF ACCEPTANCE - GRANTEE

The undersigned hereby certifies that the acceptance of this Grant of Easement Agreement was duly authorized by Resolution No. _____ of the Town Council of the Town of San Anselmo adopted on March 24, 2026, a copy of which is on file with the San Anselmo Town Clerk and that the officer executing this Agreement on behalf of the Town of San Anselmo is duly authorized to do so.

_____

Town Clerk

_____

Date

EXHIBIT A

LEGAL DESCRIPTION OF EASEMENT AREA

EXHIBIT "A"

All that certain real property being a portion of Block 7, as shown upon that certain map entitled " Amended Map of Sequoia Park Section No. 1, Marin County, Cal.", filed for record September 17, 1912 in Volume 4 of Maps, at Page 31, Marin County Records, described in Document Number 2025-0019734, Marin County Records, further shown on the record of survey filed for record March 23, 2018 in Volume 2018 of Maps, at page 49, Marin County Records, situated in the City of San Anselmo, County of Marin, State of California, being more particularly described as follows:

ROADWAY, DRAINAGE, & UTILITY EASEMENT

Commencing at the found rod in standard city monument well shown on said map (2018 Maps 49); thence South 67°27'37" East, 274.62 feet, to a found rod in standard city monument well shown on said map (2018 Maps 49); Thence North 59°38'59" West, 132.34 feet to the Southeasterly corner of Lot 4 of said map (2018 Maps 49), said point being the true point of beginning; thence running along the Northerly right of way line of Sequoia Drive, North 65°35'00" West, 101.51 feet to the Southwesterly corner of Lot 4 of said map (2018 Maps 49); thence leaving said Northerly right of way line, running along the easterly right of way line of Sequoia Drive North 10°50'19" West, 57.06 feet, to the Northwesterly corner of Lot 4 of said map (2018 Maps 49); thence leaving said Easterly right of way line of Sequoia Drive and running through said Lot 4 the following two courses: along a curve, concave to the left, with a radial bearing of North 76°10'56" East, having a radius of 35.00 feet, through a central angle of 35°14'03", with an arc length of 21.52 feet; thence South 49°03'06" East, 121.95 feet, to the true point of beginning, containing an area of approximately 1,951 square feet.

SEE ATTACHED PLAT EXHIBIT "B"

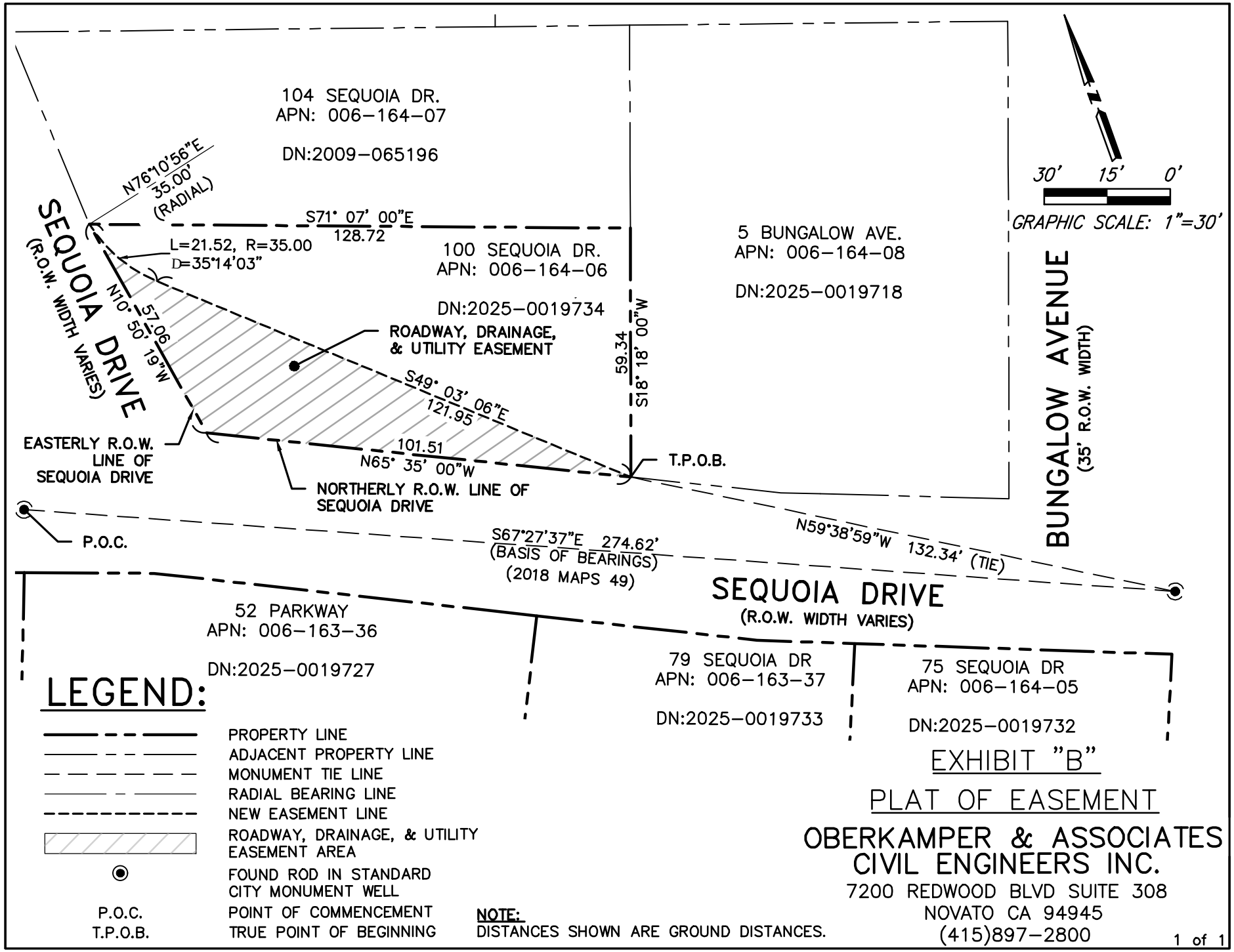


Shane W. Rauch P.L.S 49471

03/20/26

Date

EXHIBIT B
MAP AND SURVEY PLAT DEPICTING THE EASEMENT AREA



LEGEND:

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- MONUMENT TIE LINE
- RADIAL BEARING LINE
- NEW EASEMENT LINE
- ROADWAY, DRAINAGE, & UTILITY EASEMENT AREA
- FOUND ROD IN STANDARD CITY MONUMENT WELL
- P.O.C. POINT OF COMMENCEMENT
- T.P.O.B. TRUE POINT OF BEGINNING

NOTE:
DISTANCES SHOWN ARE GROUND DISTANCES.

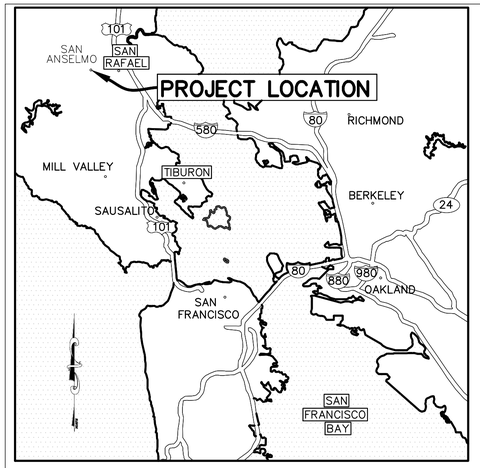
EXHIBIT "B"

PLAT OF EASEMENT

OBERKAMPER & ASSOCIATES
CIVIL ENGINEERS INC.
7200 REDWOOD BLVD SUITE 308
NOVATO CA 94945
(415)897-2800

SEQUOIA PARK SAFE ROUTES TO SCHOOL

TOWN OF SAN ANSELMO, SAN ANSELMO, CA



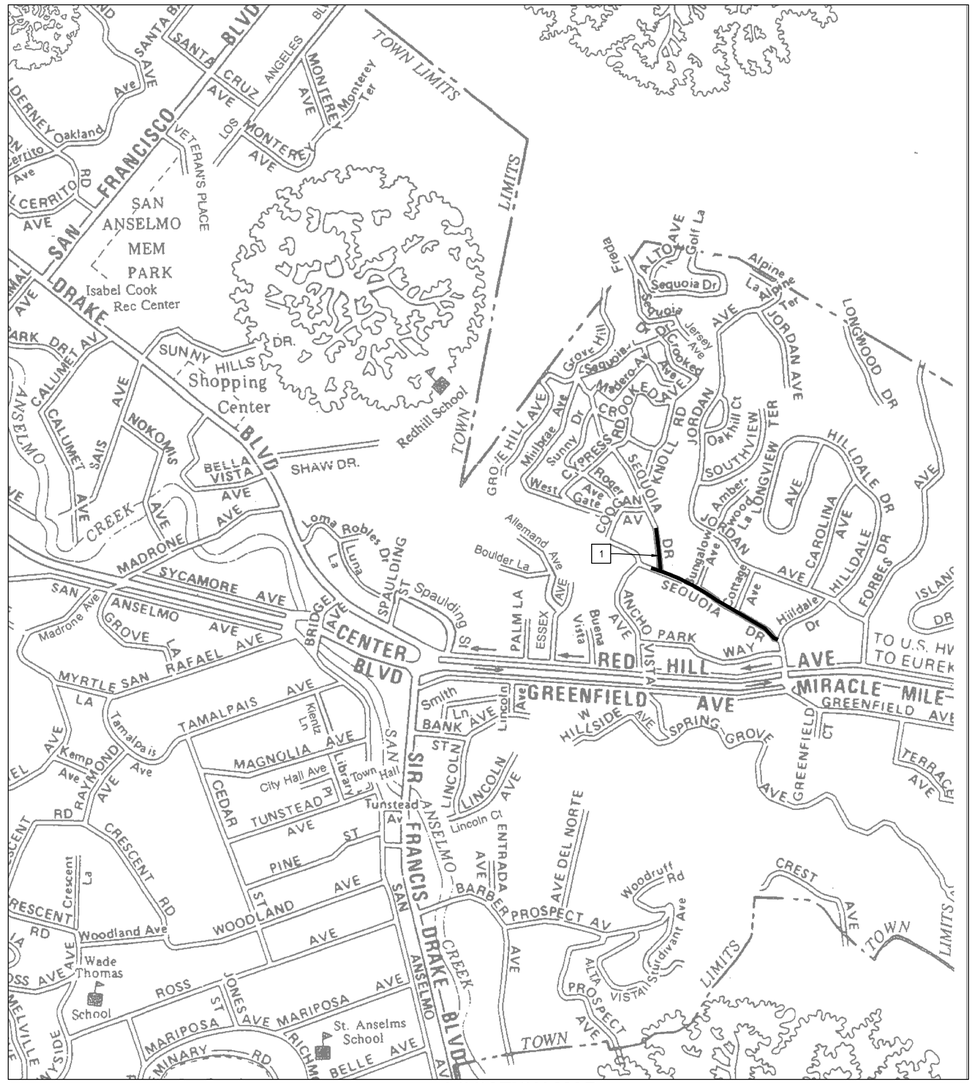
VICINITY MAP
NOT TO SCALE

ABBREVIATIONS

ABBREVIATION	DESCRIPTION
AC	ASPHALT CONCRETE
ADJ	ADJUST
APPROX	APPROXIMATE
℄	CENTERLINE
EX	EXISTING
FDR	FULL DEPTH RECLAMATION
FOC	FACE OF CURB
FG	FINISHED GRADE
FSG	FINISHED SUBGRADE
FT	FEET
HMA	HOT MIX ASPHALT
LC	LEVELING COURSE
LF	LINEAR FEET
LIP	LIP OF GUTTER
MH	MAINTENANCE HOLE
N.I.C.	NOT IN CONTRACT
NTS	NOT TO SCALE
OG	ORIGINAL GRADE
OSG	ORIGINAL SUBGRADE
PCC	PORTLAND CEMENT CONCRETE
PM	PAVING MAT
ROW	RIGHT-OF-WAY
SD	STORM DRAIN
SS	SANITARY SEWER
SSCO	SANITARY SEWER CLEAN OUT
TYP	TYPICAL
VG	VALLEY GUTTER
WV	WATER VALVE
±	PLUS OR MINUS

LEGEND

CURB AND GUTTER
CLEAN OUT
CATCH BASIN
MAINTENANCE HOLE
WATER VALVE
GAS VALVE
UTILITY VAULT/BOX
POWER POLE
GUY ANCHOR
FIRE HYDRANT
SURVEY MONUMENT WELL
SIGN
PICKET FENCE LINE
EDGE OF PAVEMENT
WALL
ROAD CROWN
SEWER LINE
STORM DRAIN LINE
OVERHEAD LINE



LOCATION MAP
NOT TO SCALE

BASE BID

1	SEQUOIA DR

SHEET INDEX

SHEET NO.	SHEET TITLE
C1.0	COVER SHEET
C1.1	GENERAL NOTES
C2.0	EXISTING CONDITIONS & DEMOLITION PLAN I
C2.1	EXISTING CONDITIONS & DEMOLITION PLAN II
C2.2	EXISTING CONDITIONS & DEMOLITION PLAN III
C2.3	EXISTING CONDITIONS & DEMOLITION PLAN IV
C3.0	PAVING & DIMENSIONING PLAN PLAN I
C3.1	PAVING & DIMENSIONING PLAN PLAN II
C3.2	PAVING & DIMENSIONING PLAN PLAN III
C3.3	PAVING & DIMENSIONING PLAN PLAN IV
C4.0	GRADING PLAN
C5.0	UTILITY PLAN
C6.0	EROSION CONTROL PLAN
C7.0	DETAILS I

SIEGFRIED
CIVIL
STRUCTURAL
LANDSCAPE ARCHITECTURE
SURVEYING
PLANNING
ATHLETIC FACILITY DESIGN
GEOTECHNICAL
1164 National Drive, Suite 20 Sacramento, California 95834
916-520-2777 www.siegfriedeng.com Fx: 209-942-0214

TOWN OF SAN ANSELMO
EST. 1907
525 San Anselmo Avenue
San Anselmo, CA 94960

REGISTERED PROFESSIONAL ENGINEER
ADAM K. MERRILL
No. 76826
Exp. 12/31/26
CIVIL
STATE OF CALIFORNIA

ACCEPTED 3/18/2026

TOWN ENGINEER

TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

COVER SHEET — C1.0

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
DRAWN: ARM
CHECKED: AKM
DRAWING DATE: 03/18/26
SCALE: AS SHOWN
SHEET: 1 OF 14

F:\2Sprojects\25190 san anselmo sequoia park safe routes to school\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C1.0 COVER SHEET.dwg -- 03/18/26

STATEMENT OF RESPONSIBILITY

CONSTRUCTION CONTRACTOR IS RESPONSIBLE FOR JOB SITE CONDITIONS, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY, DURING CONSTRUCTION OF THE PROJECT UNTIL COMPLETION AND FINAL ACCEPTANCE. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND SHALL NOT BE LIMITED TO WORKING. CONTRACTOR UNDERSTANDS AND SPECIFICALLY AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE TOWN OF SAN ANSELMO, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, FROM ALL LIABILITY OF ANY KIND, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING ONLY THE SOLE NEGLIGENCE OF THE TOWN OF SAN ANSELMO OR ITS EMPLOYEES. THIS STATEMENT AND AGREEMENT OF CONTRACTOR'S RESPONSIBILITY, IS IN ADDITION TO, AND NOT IN SUBSTITUTION OF, THE INDEMNIFICATION PROVISIONS, THE BOND REQUIREMENTS AND THE INSURANCE REQUIREMENTS CONTAINED IN THE CONTRACT DOCUMENTS AND SPECIFICATIONS. CONTRACTOR SPECIFICALLY AGREES TO COMPLY WITH BOTH THIS STATEMENT AND THE CONTRACT DOCUMENTS.

GENERAL NOTES

1. ALL WORK SHOWN HEREON SHALL BE DONE IN ACCORDANCE WITH THE TOWN AND COUNTY OF MARIN STANDARD SPECIFICATIONS AND CALIFORNIA "STANDARD SPECIFICATIONS", MAY 2022 AND SUPPLEMENTS, AND THE TOWN OF SAN ANSELMO LOCAL ORDINANCES AS APPLICABLE.

2. PRIOR TO COMMENCING CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL SITE CONDITIONS FOR GRADING, DRAINAGE AND UNDERGROUND FACILITIES INCLUDING LOCATION AND ELEVATION OF EXISTING UNDERGROUND FACILITIES. IF CONDITIONS DIFFER FROM THOSE SHOWN ON THESE PLANS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND SHALL NOT BEGIN CONSTRUCTION UNTIL THE CHANGED CONDITIONS HAVE BEEN EVALUATED.

3. THESE DRAWINGS ARE CONSIDERED TO BE A PART OF THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REVIEW AND COORDINATION OF ALL DRAWINGS AND SPECIFICATIONS PRIOR TO THE BEGINNING OF CONSTRUCTION. ANY DISCREPANCIES THAT OCCUR SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO START OF CONSTRUCTION, SO THAT A CLARIFICATION CAN BE ISSUED. ANY WORK PERFORMED IN CONFLICT WITH THE CONTRACT DOCUMENTS OR ANY CODE REQUIREMENTS SHALL BE CORRECTED BY THE CONTRACTOR AT THE CONTRACTOR'S OWN EXPENSE AND AT NO EXPENSE TO THE TOWN OF SAN ANSELMO.

4. THE EXISTENCE, LOCATIONS, SIZES AND/OR DEPTHS OF THE EXISTING UNDERGROUND UTILITIES AS SHOWN ON THESE PLANS WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. NO REPRESENTATION IS MADE AS TO THE ACCURACY OR COMPLETENESS OF SAID UTILITY INFORMATION. THE CONTRACTOR IS CAUTIONED THAT ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATIONS AND DEPTHS OF EXISTING UTILITIES PRIOR TO ANY EXCAVATION OR IMPROVEMENT. THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS.

5. IF AT ANY TIME DURING GRADING OPERATIONS, ANY UNFAVORABLE GEOLOGICAL CONDITIONS ARE ENCOUNTERED, GRADING IN THAT AREA SHALL STOP AND THE CONTRACTOR SHALL NOTIFY THE TOWN. WORK SHALL NOT RESUME UNTIL APPROVED CORRECTIVE MEASURES ARE OBTAINED.

6. THE CONTRACTOR SHALL REPLACE, WITHOUT ANY COST TO THE TOWN, AND TO THE SATISFACTION OF THE ENGINEER ANY EXISTING FACILITIES DAMAGED BY THE CONTRACTOR NOT IDENTIFIED ON THE PLANS FOR REMOVAL. CONTRACTOR SHALL RESTORE ANY AND ALL PAVEMENT AND OTHER FACILITIES OUTSIDE LIMITS OF WORK AFFECTED BY THE CONSTRUCTION OPERATIONS AT NO ADDITIONAL COST TO THE TOWN OF SAN ANSELMO.

7. ALL DEBRIS AND FOREIGN MATERIAL SHALL BE REMOVED FROM THE SITE AND DISPOSED OF AT APPROVED DISPOSAL SITES. THE CONTRACTOR SHALL OBTAIN NECESSARY PERMITS FOR THE TRANSPORTATION OF MATERIAL TO AND FROM THE SITE.

8. CONTRACTOR TO CONTACT UNDERGROUND SERVICE ALERT (800-227-2600) AT LEAST THREE WORKING DAYS PRIOR TO EXCAVATION.

811 Know what's **below.** **Call** before you dig.

NOTES:

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2. THE CONTRACTOR SHALL USE EXTREME CAUTION WHEN EXPOSING EXISTING UTILITY CROSSINGS AND SERVICES.
3. ANY DAMAGE TO EXISTING UTILITIES WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

9. ALL DIMENSIONS ARE IN FEET OR DECIMALS THEREOF.

10. THE PROPOSED GRADE IS THE FINAL GRADE AND NOT THE ROUGH GRADE.

11. STRAIGHT GRADE SHALL BE MAINTAINED BETWEEN CONTOUR LINES AND SPOT ELEVATIONS UNLESS OTHERWISE SHOWN ON THESE PLANS.

12. THE CONTRACTOR SHALL PROVIDE WATER ON SITE TO CONTROL DUST. SEE SPECIFICATIONS FOR DETAILS ON STORM WATER POLLUTION PREVENTION PLAN REQUIREMENTS.

13. NO FILL OR RECOMPACTION SHALL BE PLACED UNTIL THE TOWN INSPECTOR HAS APPROVED THE SUB-GRADE.

14. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING EXISTING DISABLED ACCESS AT ALL TIMES INCLUDING, BUT NOT LIMITED TO ALTERNATIVE WHEELCHAIR ACCESSIBLE ROUTES AND CANE-DETECTABLE ELEMENTS TO WARN AND GUIDE PEDESTRIANS WITH VISION IMPAIRMENTS. ACCESSIBILITY PROVISIONS MUST CONFORM TO AND BE PROVIDED IN ACCORDANCE WITH THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) SECTIONS 6D.OI, 6D.02, 6D.I0I, AND 6F.68; SECTIONS R205 AND R302 OF THE US ACCESS BOARD'S "REVISED DRAFT GUIDELINES FOR ACCESSIBLE PUBLIC RIGHTS-OF-WAY"; TOWN OF SAN ANSELMO TRAFFIC CONTROL SPECIFICATIONS; AND GENERAL PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS AND CHAPTER IIB OF THE CALIFORNIA BUILDING CODE (CBC).

15. WEBSITES FOR ADA STDS AND CBC ACCESS PROVISIONS:

    HTTP://WWW.USDOJ.GOV/CRT/ADA/
    REG3A.HTML#ANCHOR-17383

    HTTP://WWW.DOCUMENTS.DGS.CA.GOV /DSA/PUBS/
    ACCESS-MANUAL_06-16-06.PDF

16. CONTRACTOR SHALL PRESERVE AND PROTECT EX. TREES AND ROOTS IN PLACE EXCEPT WHERE TREE TRIMMING MAY BE REQUIRED TO MAINTAIN 7' CLEARANCE BETWEEN FINISHED GRADE OF SIDEWALK AND NEAREST TREE BRANCHES. CONTRACTOR SHALL EXCAVATE USING HAND METHODS WITHIN THE DRIP LINE OF EX. TREES. TREE TRIMMING OR ROOT PRUNING SHALL BE COMPLETED UNDER THE SUPERVISION OF A CERTIFIED ARBORIST FURNISHED BY THE TOWN. CONTRACTOR SHALL COORDINATE WORK WITH THE TOWN ARBORIST, AND THE ENGINEER.

17. UNLESS SHOWN OTHERWISE ON THE PROJECT PLANS, ALL EXISTING SIGNS AND POSTS WITHIN THE PROJECT LIMITS SHALL BE PROTECTED IN PLACE.

SITE MAINTENANCE DURING CONSTRUCTION

1. CONTRACTOR SHALL GATHER CONSTRUCTION DEBRIS ON A DAILY BASIS AND DISPOSE OF MATERIAL AT AN APPROVED DUMP SITE.

2. CONTRACTOR SHALL ENSURE THAT THE CONCRETE TRUCKS AND/OR THE STRIPING CONTRACTORS DO NOT DISCHARGE WASH WATER FROM EQUIPMENT, TOOLS OR RINSE CONTAINERS INTO GUTTERS, DRAINS, OR ANY OTHER WATERWAYS.

3. CONTRACTOR SHALL PROTECT STORM DRAIN INLETS FROM CONTAMINATED OR SEDIMENT LADEN RUN-OFF DURING CONSTRUCTION. CONTRACTOR SHALL SUBMIT A STORMWATER POLLUTION PREVENTION PLAN TO THE TOWN PRIOR TO STARTING ANY CONSTRUCTION ACTIVITY.

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ADAM K. MERRILL
No. 76826
Exp. 12/31/26
CIVIL
STATE OF CALIFORNIA

ACCEPTED 3/18/2026

TOWN ENGINEER

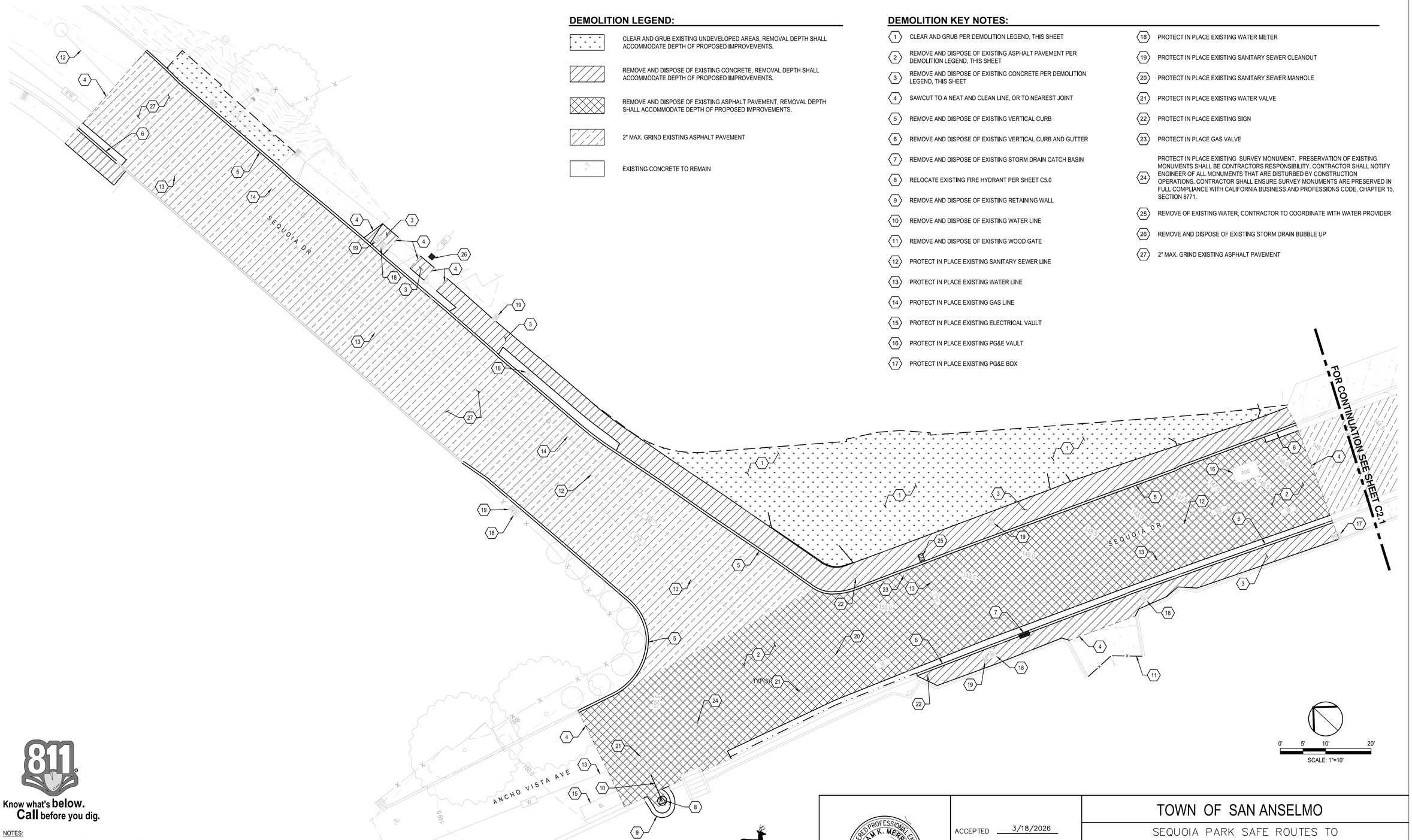
TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

GENERAL NOTES — C1.1

REVISIONS					
NO.	DESCRIPTION	DATE	BY	DESIGNED: ARM	SCALE: AS SHOWN
				DRAWN: ARM	
				CHECKED: AKM	SHEET: 2 OF 14
				DRAWING DATE: 03/18/26	

F:\2Sprojects\25190 san anselmo sequoia park safe routes to schools\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C1.1 GENERAL NOTES.dwg — 03/18/26



DEMOLITION LEGEND:

- CLEAR AND GRUB EXISTING UNDEVELOPED AREAS, REMOVAL DEPTH SHALL ACCOMMODATE DEPTH OF PROPOSED IMPROVEMENTS.
- REMOVE AND DISPOSE OF EXISTING CONCRETE, REMOVAL DEPTH SHALL ACCOMMODATE DEPTH OF PROPOSED IMPROVEMENTS.
- REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT, REMOVAL DEPTH SHALL ACCOMMODATE DEPTH OF PROPOSED IMPROVEMENTS.
- 2" MAX. GRIND EXISTING ASPHALT PAVEMENT
- EXISTING CONCRETE TO REMAIN

DEMOLITION KEY NOTES:

1. CLEAR AND GRUB PER DEMOLITION LEGEND, THIS SHEET
2. REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT PER DEMOLITION LEGEND, THIS SHEET
3. REMOVE AND DISPOSE OF EXISTING CONCRETE PER DEMOLITION LEGEND, THIS SHEET
4. SAWCUT TO A NEAT AND CLEAN LINE, OR TO NEAREST JOINT
5. REMOVE AND DISPOSE OF EXISTING VERTICAL CURB
6. REMOVE AND DISPOSE OF EXISTING VERTICAL CURB AND GUTTER
7. REMOVE AND DISPOSE OF EXISTING STORM DRAIN CATCH BASIN
8. RELOCATE EXISTING FIRE HYDRANT PER SHEET C5.0
9. REMOVE AND DISPOSE OF EXISTING RETAINING WALL
10. REMOVE AND DISPOSE OF EXISTING WATER LINE
11. REMOVE AND DISPOSE OF EXISTING WOOD GATE
12. PROTECT IN PLACE EXISTING SANITARY SEWER LINE
13. PROTECT IN PLACE EXISTING WATER LINE
14. PROTECT IN PLACE EXISTING GAS LINE
15. PROTECT IN PLACE EXISTING ELECTRICAL VAULT
16. PROTECT IN PLACE EXISTING PG&E VAULT
17. PROTECT IN PLACE EXISTING PG&E BOX
18. PROTECT IN PLACE EXISTING WATER METER
19. PROTECT IN PLACE EXISTING SANITARY SEWER CLEANOUT
20. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE
21. PROTECT IN PLACE EXISTING WATER VALVE
22. PROTECT IN PLACE EXISTING SIGN
23. PROTECT IN PLACE GAS VALVE
24. PROTECT IN PLACE EXISTING SURVEY MONUMENT. PRESERVATION OF EXISTING MONUMENTS SHALL BE CONTRACTORS RESPONSIBILITY. CONTRACTOR SHALL NOTIFY ENGINEER OF ALL MONUMENTS THAT ARE DISTURBED BY CONSTRUCTION OPERATIONS. CONTRACTOR SHALL ENSURE SURVEY MONUMENTS ARE PRESERVED IN FULL COMPLIANCE WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE, CHAPTER 15, SECTION 8771.
25. REMOVE OF EXISTING WATER, CONTRACTOR TO COORDINATE WITH WATER PROVIDER
26. REMOVE AND DISPOSE OF EXISTING STORM DRAIN BUBBLE UP
27. 2" MAX. GRIND EXISTING ASPHALT PAVEMENT

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NOTES:

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2. THE CONTRACTOR SHALL USE EXTREME CAUTION WHEN EXPOSING EXISTING UTILITY CROSSINGS AND SERVICES.
3. ANY DAMAGE TO EXISTING UTILITIES WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

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Exp. 12/31/26
CIVIL
STATE OF CALIFORNIA

ACCEPTED 3/18/2026

TOWN ENGINEER

TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

EXISTING CONDITIONS & DEMOLITION PLAN I — C2.0

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
DRAWN: ARM
CHECKED: AKM
DRAWING DATE: 03/18/26

SCALE: AS SHOWN

SHEET: 3 OF 14

F:\2projects\25190 san anselmo sequoia park safe routes to schools\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C2.0 EXISTING CONDITIONS & DEMOLITION PLAN i.dwg --- 03/18/26

DEMOLITION LEGEND:

2" MAX. GRIND EXISTING ASPHALT PAVEMENT

EXISTING CONCRETE TO REMAIN

DEMOLITION KEY NOTES:

1. REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT PER DEMOLITION LEGEND, THIS SHEET
2. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE
3. PROTECT IN PLACE EXISTING WATER VALVE
4. PROTECT IN PLACE EXISTING SURVEY MONUMENT. PRESERVATION OF EXISTING MONUMENTS SHALL BE CONTRACTORS RESPONSIBILITY. CONTRACTOR SHALL NOTIFY ENGINEER OF ALL MONUMENTS THAT ARE DISTURBED BY CONSTRUCTION OPERATIONS. CONTRACTOR SHALL ENSURE SURVEY MONUMENTS ARE PRESERVED IN FULL COMPLIANCE WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE, CHAPTER 15, SECTION 8771.



0' 5' 10' 20'
SCALE: 1"=10'

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SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

EXISTING CONDITIONS & DEMOLITION PLAN I — C2.1

REVISIONS NO.	DESCRIPTION	DATE	BY

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SCALE: AS SHOWN

SHEET: 4 OF 14

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DEMOLITION LEGEND:

- 2" MAX. GRIND EXISTING ASPHALT PAVEMENT
- EXISTING CONCRETE TO REMAIN

DEMOLITION KEY NOTES:

1. REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT PER DEMOLITION LEGEND, THIS SHEET
2. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE



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NOTES:

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SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

EXISTING CONDITIONS & DEMOLITION PLAN III — C2.2

REVISIONS					
NO.	DESCRIPTION	DATE	BY		
				DESIGNED:	ARM
				DRAWN:	ARM
				CHECKED:	AKM
				DRAWING DATE:	03/18/26

SCALE: AS SHOWN

SHEET: 5 OF 14

F:\2projects\25190 san anselmo sequoia park safe routes to schools\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C2.2 EXISTING CONDITIONS & DEMOLITION PLAN III.dwg --- 03/19/26

DEMOLITION LEGEND:

- 2" MAX. GRIND EXISTING ASPHALT PAVEMENT
- EXISTING CONCRETE TO REMAIN

DEMOLITION KEY NOTES:

1. REMOVE AND DISPOSE OF EXISTING ASPHALT PAVEMENT PER DEMOLITION LEGEND, THIS SHEET
2. REMOVE EXISTING STRIPE MARKINGS AND STOP BAR
3. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE



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NOTES:

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SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

EXISTING CONDITIONS & DEMOLITION PLAN IV — C2.3

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
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CHECKED: AKM
DRAWING DATE: 03/18/26

SCALE: AS SHOWN

SHEET: 6 OF 14

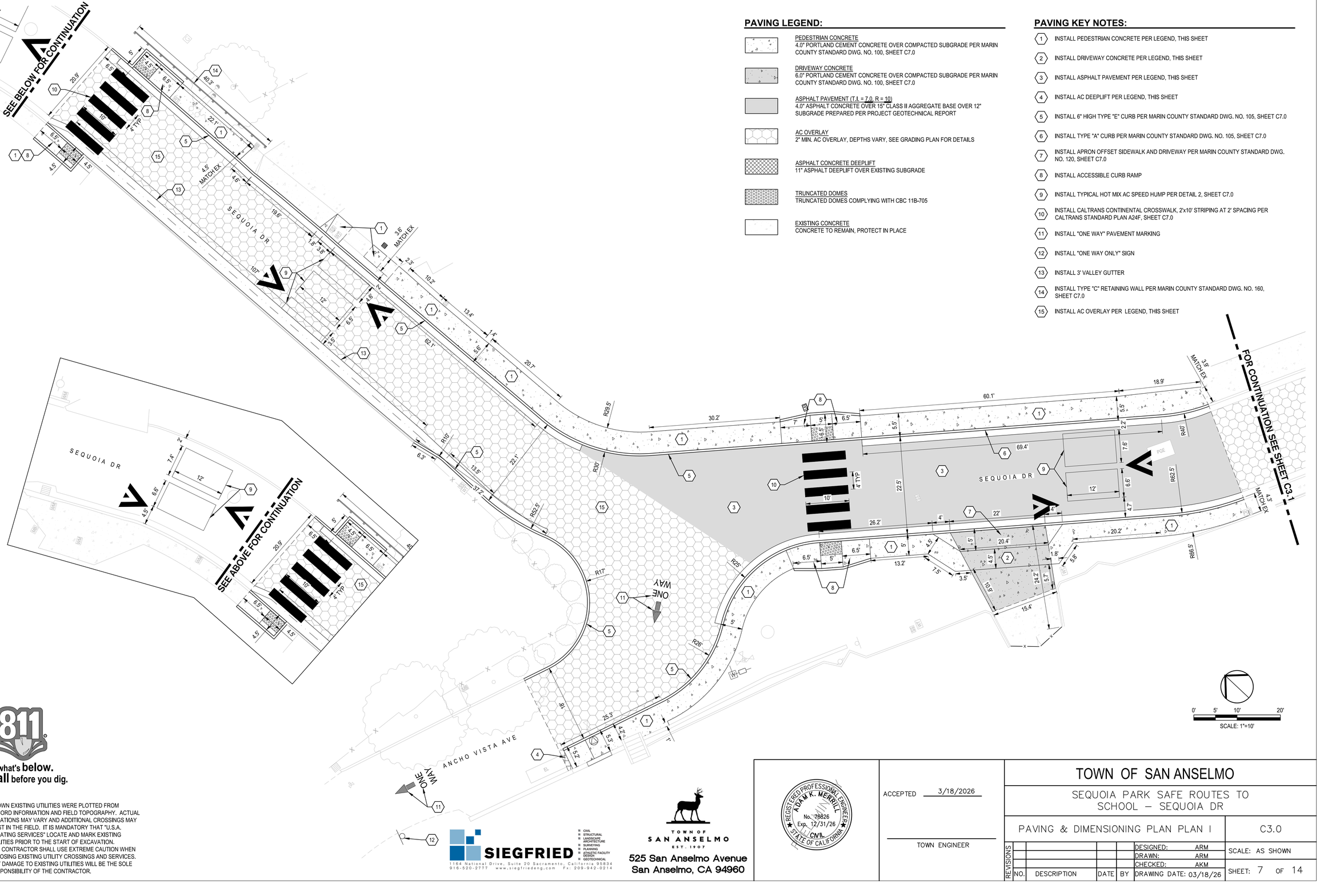
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PAVING LEGEND:

- PEDESTRIAN CONCRETE
  4.0" PORTLAND CEMENT CONCRETE OVER COMPACTED SUBGRADE PER MARIN COUNTY STANDARD DWG. NO. 100, SHEET C7.0
- DRIVEWAY CONCRETE
  6.0" PORTLAND CEMENT CONCRETE OVER COMPACTED SUBGRADE PER MARIN COUNTY STANDARD DWG. NO. 100, SHEET C7.0
- ASPHALT PAVEMENT (T.I. = 7.0, R = 10)
  4.0" ASPHALT CONCRETE OVER 15" CLASS II AGGREGATE BASE OVER 12" SUBGRADE PREPARED PER PROJECT GEOTECHNICAL REPORT
- AC OVERLAY
  2" MIN. AC OVERLAY, DEPTHS VARY, SEE GRADING PLAN FOR DETAILS
- ASPHALT CONCRETE DEEPLIFT
  11" ASPHALT DEEPLIFT OVER EXISTING SUBGRADE
- TRUNCATED DOMES
  TRUNCATED DOMES COMPLYING WITH CBC 11B-705
- EXISTING CONCRETE
  CONCRETE TO REMAIN, PROTECT IN PLACE

PAVING KEY NOTES:

1. INSTALL PEDESTRIAN CONCRETE PER LEGEND, THIS SHEET
2. INSTALL DRIVEWAY CONCRETE PER LEGEND, THIS SHEET
3. INSTALL ASPHALT PAVEMENT PER LEGEND, THIS SHEET
4. INSTALL AC DEEPLIFT PER LEGEND, THIS SHEET
5. INSTALL 6" HIGH TYPE "E" CURB PER MARIN COUNTY STANDARD DWG. NO. 105, SHEET C7.0
6. INSTALL TYPE "A" CURB PER MARIN COUNTY STANDARD DWG. NO. 105, SHEET C7.0
7. INSTALL APRON OFFSET SIDEWALK AND DRIVEWAY PER MARIN COUNTY STANDARD DWG. NO. 120, SHEET C7.0
8. INSTALL ACCESSIBLE CURB RAMP
9. INSTALL TYPICAL HOT MIX AC SPEED HUMP PER DETAIL 2, SHEET C7.0
10. INSTALL CALTRANS CONTINENTAL CROSSWALK, 2'x10' STRIPING AT 2' SPACING PER CALTRANS STANDARD PLAN A24F, SHEET C7.0
11. INSTALL "ONE WAY" PAVEMENT MARKING
12. INSTALL "ONE WAY ONLY" SIGN
13. INSTALL 3' VALLEY GUTTER
14. INSTALL TYPE "C" RETAINING WALL PER MARIN COUNTY STANDARD DWG. NO. 160, SHEET C7.0
15. INSTALL AC OVERLAY PER LEGEND, THIS SHEET



Know what's **below.** **Call** before you dig.

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TOWN ENGINEER

TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

PAVING & DIMENSIONING PLAN PLAN I — C3.0

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
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CHECKED: AKM
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SCALE: AS SHOWN

SHEET: 7 OF 14

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PAVING LEGEND:

AC OVERLAY
2" MIN. AC OVERLAY

EXISTING CONCRETE
CONCRETE TO REMAIN, PROTECT IN PLACE

PAVING KEY NOTES:

1. INSTALL ASPHALT PAVEMENT PER LEGEND, THIS SHEET
2. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE
3. PROTECT IN PLACE EXISTING WATER VALVE
4. PROTECT IN PLACE EXISTING SURVEY MONUMENT. PRESERVATION OF EXISTING MONUMENTS SHALL BE CONTRACTORS RESPONSIBILITY. CONTRACTOR SHALL NOTIFY ENGINEER OF ALL MONUMENTS THAT ARE DISTURBED BY CONSTRUCTION OPERATIONS. CONTRACTOR SHALL ENSURE SURVEY MONUMENTS ARE PRESERVED IN FULL COMPLIANCE WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE, CHAPTER 15, SECTION 8771.



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TOWN ENGINEER

TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

PAVING & DIMENSIONING PLAN PLAN II — C3.1

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
DRAWN: ARM
CHECKED: AKM
DRAWING DATE: 03/18/26

SCALE: AS SHOWN

SHEET: 8 OF 14

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PAVING LEGEND:

AC OVERLAY
2" MIN. AC OVERLAY

EXISTING CONCRETE
CONCRETE TO REMAIN, PROTECT IN PLACE

PAVING KEY NOTES:

1. INSTALL ASPHALT PAVEMENT PER LEGEND, THIS SHEET
2. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE



811
Know what's **below.**
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NOTES:

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TOWN OF SAN ANSELMO
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525 San Anselmo Avenue
San Anselmo, CA 94960

REGISTERED PROFESSIONAL ENGINEER
ADAM K. MERRILL
No. 76826
Exp. 12/31/26
CIVIL
STATE OF CALIFORNIA

ACCEPTED 3/18/2026

TOWN ENGINEER

TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

PAVING & DIMENSIONING PLAN PLAN III — C3.2

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
DRAWN: ARM
CHECKED: AKM
DRAWING DATE: 03/18/26
SCALE: AS SHOWN
SHEET: 9 OF 14

F:\2projects\25190 san anselmo sequoia park safe routes to schools\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C3.2 PAVING & DIMENSIONING PLAN PLAN III.dwg -- 03/18/26

PAVING LEGEND:

AC OVERLAY
2" MIN. AC OVERLAY

EXISTING CONCRETE
CONCRETE TO REMAIN, PROTECT IN PLACE

PAVING KEY NOTES:

1. INSTALL ASPHALT PAVEMENT PER LEGEND, THIS SHEET
2. INSTALL STRIPE MARKINGS AND STOP BAR
3. PROTECT IN PLACE EXISTING SANITARY SEWER MANHOLE



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TOWN ENGINEER

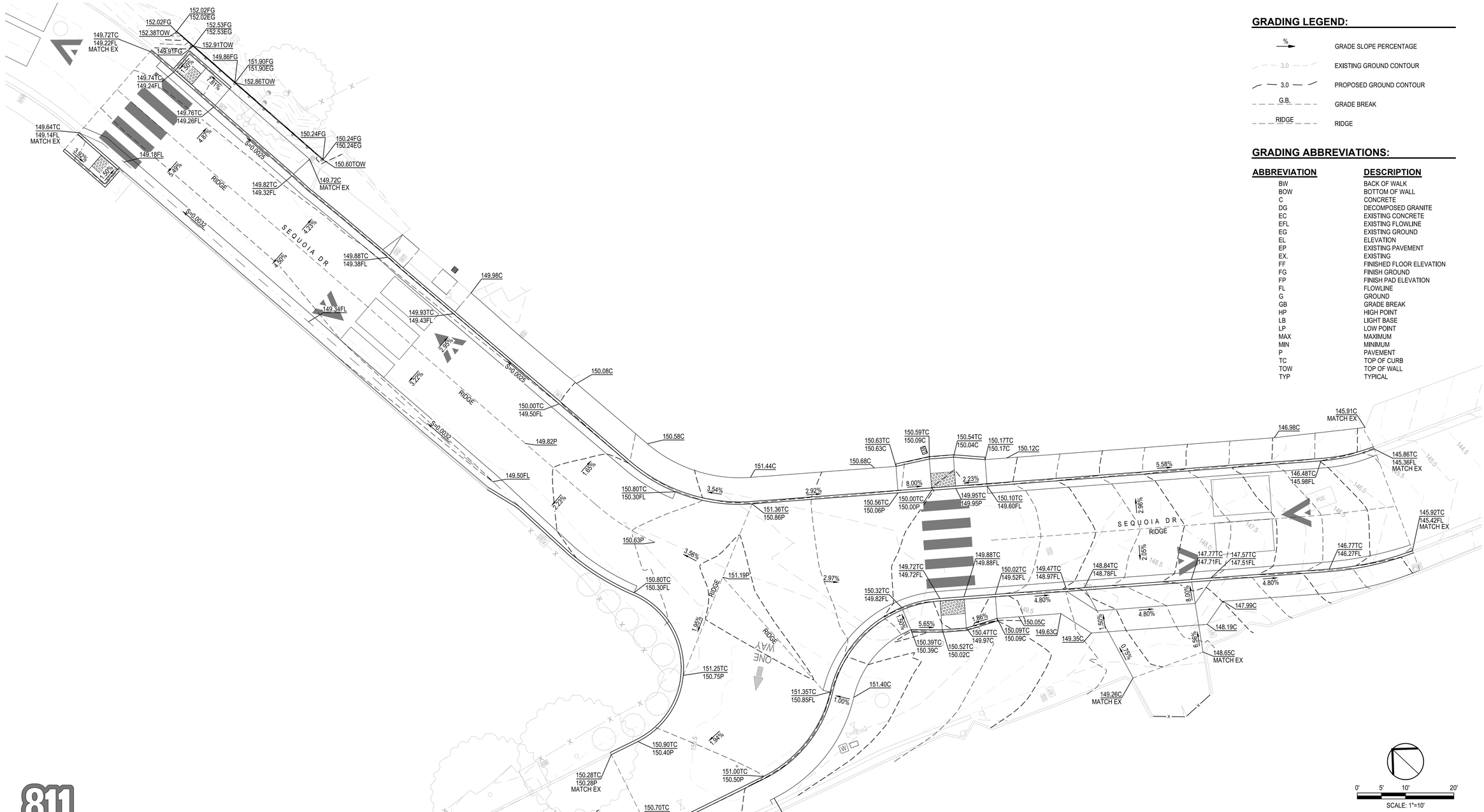
TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

PAVING & DIMENSIONING PLAN PLAN IV — C3.3

REVISIONS					
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				CHECKED: AKM	SHEET: 10 OF 14
				DRAWING DATE: 03/18/26	

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GRADING LEGEND:

% →	GRADE SLOPE PERCENTAGE
3.0	EXISTING GROUND CONTOUR
3.0	PROPOSED GROUND CONTOUR
G.B.	GRADE BREAK
RIDGE	RIDGE

GRADING ABBREVIATIONS:

ABBREVIATION	DESCRIPTION
BW	BACK OF WALK
BOW	BOTTOM OF WALL
C	CONCRETE
DG	DECOMPOSED GRANITE
EC	EXISTING CONCRETE
EFL	EXISTING FLOWLINE
EG	EXISTING GROUND
EL	ELEVATION
EP	EXISTING PAVEMENT
EX.	EXISTING
FF	FINISHED FLOOR ELEVATION
FG	FINISH GROUND
FP	FINISH PAD ELEVATION
FL	FLOWLINE
G	GROUND
GB	GRADE BREAK
HP	HIGH POINT
LB	LIGHT BASE
LP	LOW POINT
MAX	MAXIMUM
MIN	MINIMUM
P	PAVEMENT
TC	TOP OF CURB
TOW	TOP OF WALL
TYP	TYPICAL

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ACCEPTED 3/18/2026

TOWN ENGINEER

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SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

GRADING PLAN — C4.0

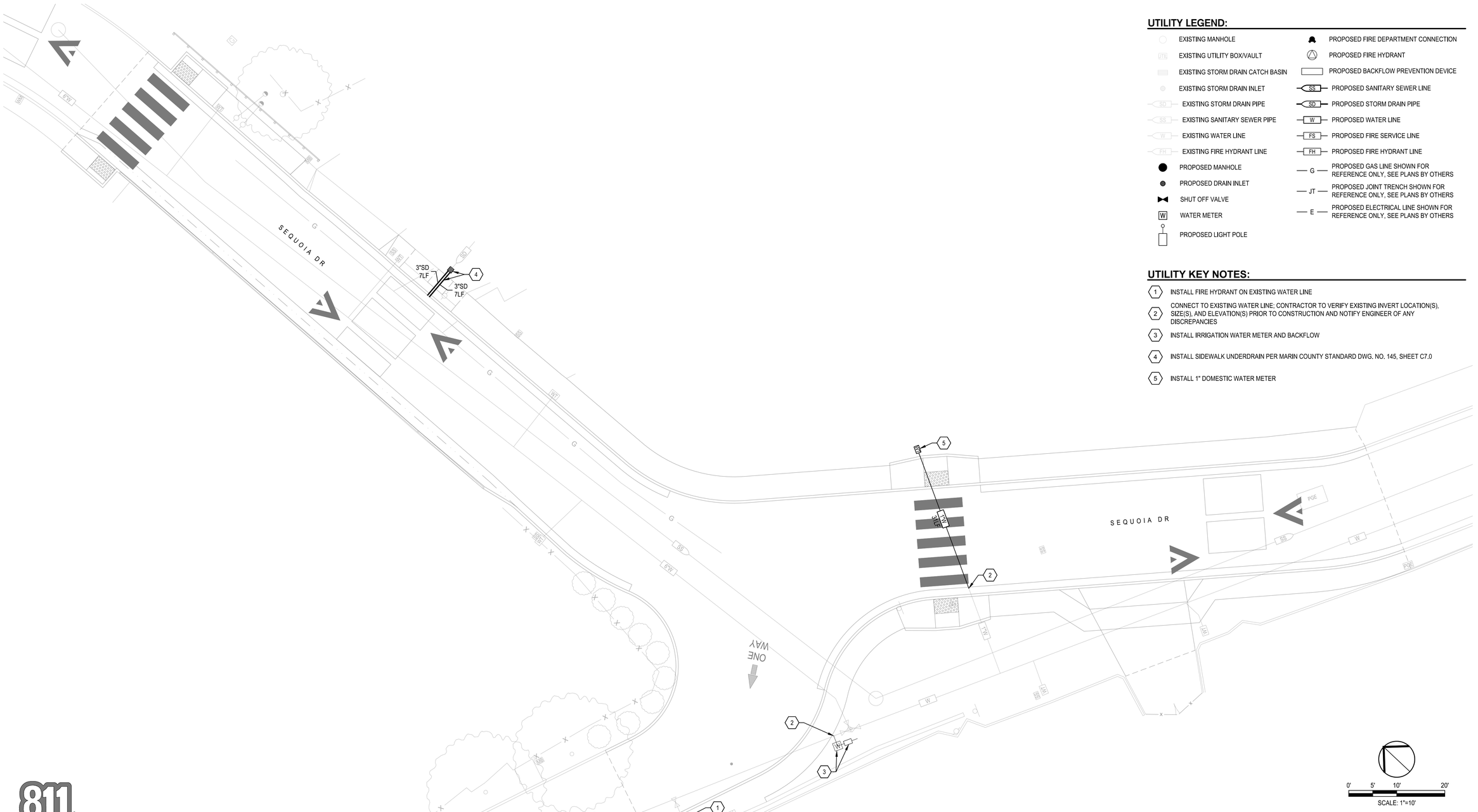
REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
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SHEET: 11 OF 14

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UTILITY LEGEND:

- EXISTING MANHOLE
- EXISTING UTILITY BOX/VAULT
- EXISTING STORM DRAIN CATCH BASIN
- EXISTING STORM DRAIN INLET
- EXISTING STORM DRAIN PIPE
- EXISTING SANITARY SEWER PIPE
- EXISTING WATER LINE
- EXISTING FIRE HYDRANT LINE
- PROPOSED MANHOLE
- PROPOSED DRAIN INLET
- SHUT OFF VALVE
- WATER METER
- PROPOSED LIGHT POLE
- PROPOSED FIRE DEPARTMENT CONNECTION
- PROPOSED FIRE HYDRANT
- PROPOSED BACKFLOW PREVENTION DEVICE
- PROPOSED SANITARY SEWER LINE
- PROPOSED STORM DRAIN PIPE
- PROPOSED WATER LINE
- PROPOSED FIRE SERVICE LINE
- PROPOSED FIRE HYDRANT LINE
- PROPOSED GAS LINE SHOWN FOR REFERENCE ONLY, SEE PLANS BY OTHERS
- PROPOSED JOINT TRENCH SHOWN FOR REFERENCE ONLY, SEE PLANS BY OTHERS
- PROPOSED ELECTRICAL LINE SHOWN FOR REFERENCE ONLY, SEE PLANS BY OTHERS

UTILITY KEY NOTES:

1. INSTALL FIRE HYDRANT ON EXISTING WATER LINE
2. CONNECT TO EXISTING WATER LINE; CONTRACTOR TO VERIFY EXISTING INVERT LOCATION(S), SIZE(S), AND ELEVATION(S) PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES
3. INSTALL IRRIGATION WATER METER AND BACKFLOW
4. INSTALL SIDEWALK UNDERDRAIN PER MARIN COUNTY STANDARD DWG. NO. 145, SHEET C7.0
5. INSTALL 1" DOMESTIC WATER METER

0' 5' 10' 20'
SCALE: 1"=10'

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SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

UTILITY PLAN — C5.0

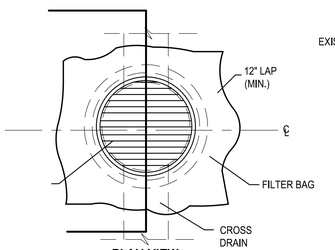
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NO.	DESCRIPTION	DATE	BY	DESIGNED: ARM	SCALE: AS SHOWN
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				CHECKED: AKM	SHEET: 12 OF 14
				DRAWING DATE: 03/18/26	

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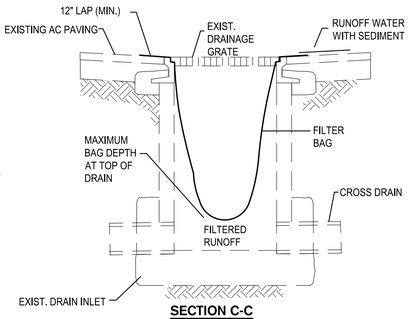
THE FOLLOWING DETAILS AND NOTES SHALL BE USED THROUGHOUT THE PROJECT IN ORDER TO COMPLY WITH STATE AND LOCAL CONSTRUCTION BEST MANAGEMENT PRACTICES (BMP'S) AND THE STATE GENERAL PERMIT. CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING AND SUBMITTING FOR APPROVAL A WATER POLLUTION CONTROL PLAN (WPCP), AS WELL AS IMPLEMENTING AND MAINTAINING THE SWPPP.

EROSION CONTROL GENERAL NOTES

1. INSPECT AND REPAIR FILTERS AFTER EACH STORM EVENT. REMOVE SEDIMENT WHEN 1/2 OF THE FILTER DEPTH HAS BEEN FILLED. REMOVED SEDIMENT SHALL BE DEPOSITED IN AN AREA TRIBUTARY TO A SEDIMENT BASIN OR OTHER FILTERING MEASURE. SEDIMENT AND GRAVEL SHALL BE IMMEDIATELY REMOVED FROM PAVEMENT OF ROAD.
2. ALTERNATE INLET PROTECTION SHALL BE USED ON ROADS OPEN TO THE PUBLIC IF ANY HAZARDOUS MATERIALS OR WASTES WHICH HAVE BEEN TREATED, STORED, DISPOSED, SPILLED, OR LEAKED IN SIGNIFICANT QUANTITIES ONTO THE CONSTRUCTION SITE, THE CONTRACTOR SHALL BE RESPONSIBLE TO REMOVE THEM FROM THE SITE AND DISPOSE OF PROPERLY.
3. THE CONTRACTOR SHALL KEEP MAINTENANCE, INSPECTION, AND REPAIR PROCEDURES TO ENSURE THAT ALL GRADED SURFACES, WALLS, BERMS, DRAINAGE STRUCTURES, VEGETATION, EROSION AND SEDIMENT CONTROL MEASURES, AND OTHER CONTROLS ARE MAINTAINED IN GOOD AND EFFECTIVE CONDITION AND ARE PROMPTLY REPAIRED OR RESTORED WHEN NECESSARY. ANY DEWATERING WATER SHALL NOT BE DISCHARGED DIRECTLY INTO THE STORM WATER SYSTEM, AND SHALL NOT BE DISCHARGED INTO THE SEWER SYSTEM.
4. PAVEMENT CLEANING- FLUSHING OF STREETS/ PARKING LOTS TO REMOVE DIRT AND CONSTRUCTION DEBRIS IS PROHIBITED. AREAS REQUIRING CLEANING SHOULD BE SWEPT.
5. CONCRETE TRUCKS SHALL BE WASHED AT AN OFFSITE LOCATION.



PLAN VIEW



SECTION C-C

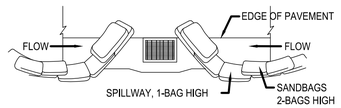
TEMPORARY GRAVEL BAG FILTER AT DROP INLET

① DROP INLET SEDIMENT PROTECTION

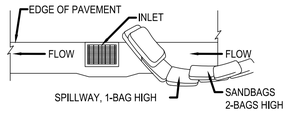
NTS

TYPICAL APPLICATION:

- STORM INLET FILTER BAG DEVICES SHALL BE PROVIDED, INSTALLED, AND MAINTAINED FOR ALL INLETS THAT COULD POTENTIALLY RECEIVE SEDIMENT LADEN RUNOFF OR CONSTRUCTION WASH WATER.



TYPICAL PROTECTION FOR INLET ON SUMP



TYPICAL PROTECTION FOR INLET ON GRADE

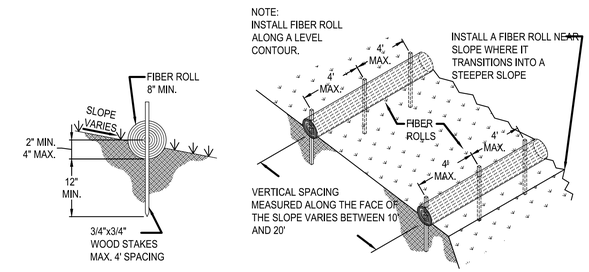
NOTES:
1. INTENDED FOR SHORT-TERM USE.
2. USE TO INHIBIT NON-STORM WATER FLOW.
3. ALLOW FOR PROPER MAINTENANCE AND CLEANUP.
4. BAGS MUST BE REMOVED AFTER ADJACENT OPERATION IS COMPLETED.
5. NOT APPLICABLE IN AREAS WITH HIGH SILTS AND CLAYS WITHOUT FILTER FABRIC.

② DI PROTECTION-TYPE 3

NTS

TYPICAL APPLICATION:

- THIS METHOD CAN BE USED AS AN ALTERNATE TO DETAIL 1



ENTRENCHMENT DETAIL

③ FIBER ROLLS

NTS

TYPICAL APPLICATION:

- FIBER ROLLS SHALL BE INSTALLED AND MAINTAINED IN LOCATIONS SUCH AS THE BACK OF WALK IN ORDER TO PREVENT SEDIMENT FROM WASHING ONTO CONCRETE OR ASPHALT.

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SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

EROSION CONTROL PLAN — C6.0

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
DRAWN: ARM
CHECKED: AKM
DRAWING DATE: 03/18/26

SCALE: AS SHOWN

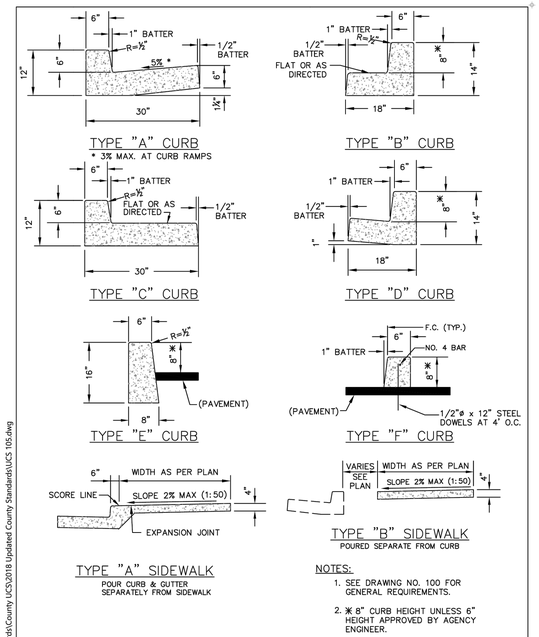
SHEET: 13 OF 14

F:\2projects\25190 san anselmo sequoia park safe routes to schools\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C6.0 EROSION CONTROL PLAN.dwg --- 03/18/26

1. EXISTING CONCRETE SHALL BE REMOVED AT EXPANSION OR WEAKENED PLANE JOINTS OR AT SAWCUTS AS FIELD MARKED BY AGENCY ENGINEER. SAWCUTS MUST GO ENTIRELY THROUGH CONCRETE.
2. FOR NEW DEVELOPMENT, NO UTILITY BOXES OR POLES WILL BE PERMITTED IN THE SIDEWALK AREA WITHOUT THE PRIOR WRITTEN APPROVAL OF THE AGENCY ENGINEER.
3. WHERE UNDERCUT SUBGRADE OR UNSUITABLE SUBGRADE MATERIAL IS ENCOUNTERED, THE AGENCY ENGINEER MAY REQUIRE REMEDIAL WORK TO BE DONE, INCLUDING OVER EXCAVATION AND BACKFILLING WITH CRUSHED ROCK AND, WHEN DIRECTED BY THE ENGINEER, PLACING GEOTEXTILE FABRIC BENEATH THE NEW CONCRETE SECTION.
4. SUBGRADE SHALL BE COMPACTED TO AT LEAST 95% RELATIVE COMPACTION IN THE TOP SIX INCHES.
5. NEW WORK SHALL MATCH EXISTING AS CLOSELY AS POSSIBLE IN FINISH, SCORING AND COLOR. FOR NEW INSTALLATIONS PLACED ADJACENT TO EXISTING, 2LB. DAVIS BLACK #8084 (OR EQUIVALENT) PER CU. YD. CONCRETE SHALL BE ADDED TO MIX.
6. EXCEPT WHERE SPECIFIED OTHERWISE HEREIN, NO ADMIXTURES SHALL BE USED WITHOUT THE PERMISSION OF THE AGENCY ENGINEER.
7. FORMS SHALL MEET GRADE AND FORM FACES SHALL NOT VARY FROM THE DIMENSIONS SHOWN BY MORE THAN 1/2 INCH.
8. NO CONCRETE SHALL BE PLACED UNTIL THE AGENCY ENGINEER HAS INSPECTED AND APPROVED FORMS AND SUBGRADE/BASE.
9. SUBGRADE/BASE SHALL BE THOROUGHLY WETTED IMMEDIATELY PRIOR TO PLACING CONCRETE.
10. CONCRETE SHALL BE A MINIMUM CLASS B (5 SACK MIX) WITH 1 INCH MAXIMUM AGGREGATE FROM AN APPROVED MIXING PLANT. NO BAGGED MIX IS PERMITTED.
11. CONCRETE SHALL HAVE A SLUMP OF NOT MORE THAN FOUR INCHES.
12. FOR SIDEWALKS AND DRIVEWAY APPROACHES, 1/4 INCH DEEP SCORE LINES SHALL BE PLACED AT FOUR FEET ON CENTER OR AS DIRECTED BY THE AGENCY ENGINEER.
13. WEAKENED PLANE JOINTS AT LEAST 3/4" DEEP SHALL BE PLACED AT A MINIMUM 16 FEET ON CENTER EXCEPT FOR SIDEWALKS AND DRIVEWAY APPROACHES WHICH SHALL BE A MINIMUM 5 FEET ON CENTER.
14. 3/8 INCH THICK EXPANSION JOINTS SHALL BE PLACED ON BOTH SIDES OF DRIVEWAY APPROACHES, AT CURB AND SIDEWALK RETURN POINTS, DRAINAGE STRUCTURES AND OTHER LOCATIONS AS SHOWN ON THE PLANS.
15. ALL EXPOSED EDGES SHALL BE ROUNDED WITH 1/2 INCH RADIUS TOOL.
16. ALL FLAT SURFACES SHALL BE LIGHT BROOM FINISHED UNLESS OTHERWISE SPECIFIED BY AGENCY ENGINEER.
17. CURBS, SIDEWALKS AND DRIVEWAY APPROACHES SHALL HAVE FORMS REMOVED AND BE BACKFILLED WITHIN SEVEN DAYS AFTER POURING.
18. THE DESIGNATED DIMENSIONS AND SLOPES MAYBE MODIFIED TO ACCOMMODATE EXISTING ADJACENT FACILITIES SUBJECT TO THE APPROVAL OF THE AGENCY ENGINEER.

UNIFORM STANDARDS ALL CITIES AND COUNTY OF MARIN	REQUIREMENTS FOR CONCRETE CURB, GUTTER, SIDEWALK, DRIVEWAY AND OTHER "FLATWORK"	REV.	DATE	BY	MARCH 2018 DWG. NO. 100

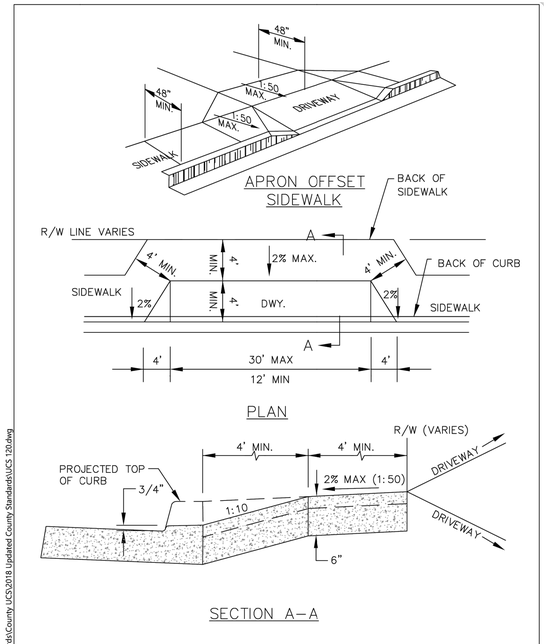
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NOTES:
1. SEE DRAWING NO. 100 FOR GENERAL REQUIREMENTS.
2. ✻ 8" CURB HEIGHT UNLESS 6" HEIGHT APPROVED BY AGENCY ENGINEER.

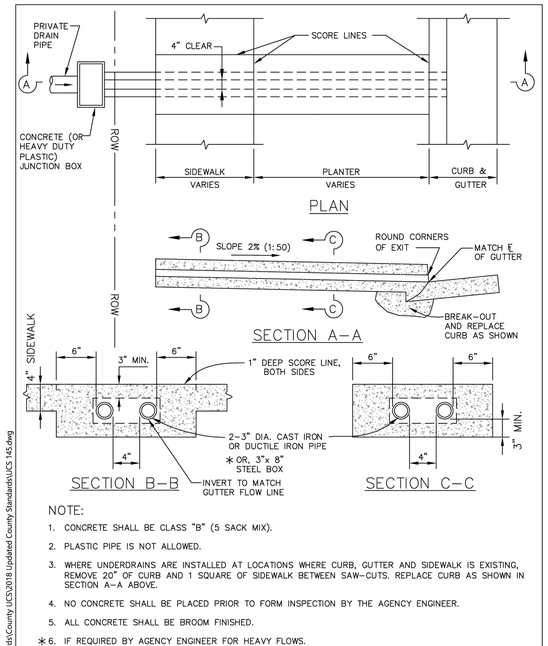
UNIFORM STANDARDS ALL CITIES AND COUNTY OF MARIN	CURB, GUTTER AND SIDEWALK DETAILS	REV.	DATE	BY	MARCH 2018 DWG. NO. 105

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UNIFORM STANDARDS ALL CITIES AND COUNTY OF MARIN	OFFSET SIDEWALK AT DRIVEWAY	REV.	DATE	BY	MARCH 2018 DWG. NO. 120

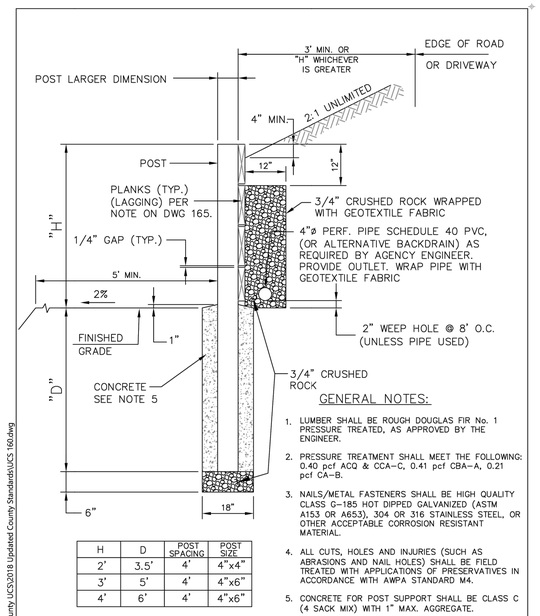
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NOTE:
1. CONCRETE SHALL BE CLASS "B" (5 SACK MIX).
2. PLASTIC PIPE IS NOT ALLOWED.
3. WHERE UNDERDRAINS ARE INSTALLED AT LOCATIONS WHERE CURB, GUTTER AND SIDEWALK IS EXISTING, REMOVE 20" OF CURB AND 1 SQUARE OF SIDEWALK BETWEEN SAW–CUTS. REPLACE CURB AS SHOWN IN SECTION A–A ABOVE.
4. NO CONCRETE SHALL BE PLACED PRIOR TO FORM INSPECTION BY THE AGENCY ENGINEER.
5. ALL CONCRETE SHALL BE BROOM FINISHED.
✻6. IF REQUIRED BY AGENCY ENGINEER FOR HEAVY FLOWS.

UNIFORM STANDARDS ALL CITIES AND COUNTY OF MARIN	SIDEWALK UNDERDRAIN	REV.	DATE	BY	MARCH 2018 DWG. NO. 145

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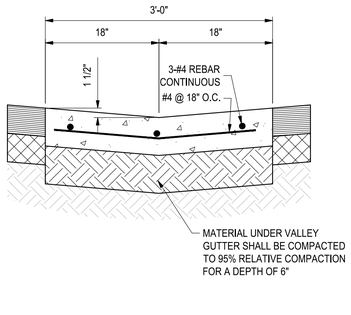


H	D	POST SPACING	POST SIZE
2'	3.5'	4'	4"x4"
3'	5'	4'	4"x6"
4'	6'	4'	4"x6"

GENERAL NOTES:
1. LUMBER SHALL BE ROUGH DOUGLAS FIR No. 1 PRESSURE TREATED, AS APPROVED BY THE ENGINEER.
2. PRESSURE TREATMENT SHALL MEET THE FOLLOWING: 0.40 pcf ACQ & CCA–C, 0.41 pcf CBA–A, 0.21 pcf CA–B.
3. NAILS/METAL FASTENERS SHALL BE HIGH QUALITY CLASS G–185 HOT DIPPED GALVANIZED (ASTM A153 OR A653), 304 OR 316 STAINLESS STEEL, OR OTHER ACCEPTABLE CORROSION RESISTANT MATERIAL.
4. ALL CUTS, HOLES AND INJURIES (SUCH AS ABRASIONS AND NAIL HOLES) SHALL BE FIELD TREATED WITH APPLICATIONS OF PRESERVATIVES IN ACCORDANCE WITH AWPA STANDARD M4.
5. CONCRETE FOR POST SUPPORT SHALL BE CLASS C (4 SACK MIX) WITH 1" MAX. AGGREGATE.
6. ALL SIZES AND DEPTHS ARE MINIMUM.

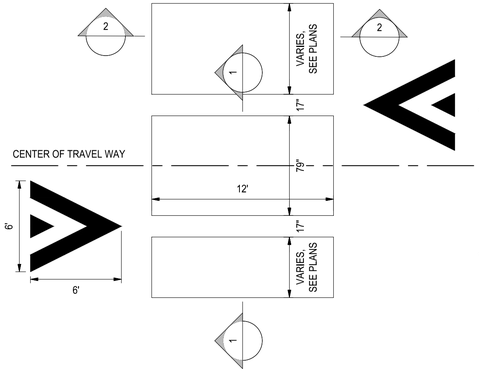
UNIFORM STANDARDS ALL CITIES AND COUNTY OF MARIN	RETAINING WALL TYPE "C"	REV.	DATE	BY	JULY 2018 DWG. NO. 160

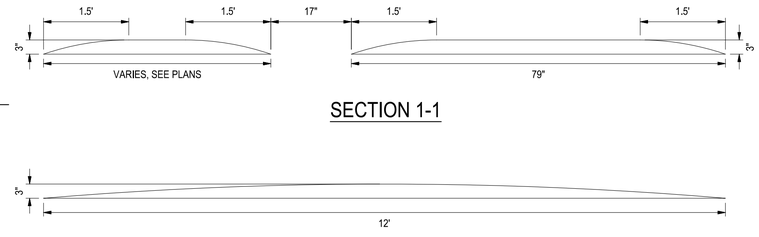
M:\County Standards\County UCS\2018 Updated County Standards\UCS 160.dwg



NOTES:
1. CONSTRUCT EXPANSION JOINTS @ 150' C.C. MAXIMUM SPACING.
2. PROVIDE CONTROL JOINTS @ 40' O.C. MAXIMUM SPACING.

1 3' CONCRETE VALLEY GUTTER
NOT TO SCALE





2 TYPICAL HOT MIX AC SPEED CUSHION
NOT TO SCALE

SIEGFRIED
CIVIL
STRUCTURAL
LANDSCAPE ARCHITECTURE
SURVEYING
PLANNING
ATHLETIC FACILITY DESIGN
GEOTECHNICAL
1164 National Drive, Suite 20 Sacramento, California 95834
916-520-2777 www.siegfriedeng.com Fx: 209-942-0214

TOWN OF SAN ANSELMO
EST. 1907
525 San Anselmo Avenue
San Anselmo, CA 94960

REGISTERED PROFESSIONAL ENGINEER
ADAM K. MERRILL
No. 76826
Exp. 12/31/26
CIVIL
STATE OF CALIFORNIA

ACCEPTED 3/18/2026

TOWN ENGINEER

TOWN OF SAN ANSELMO

SEQUOIA PARK SAFE ROUTES TO SCHOOL – SEQUOIA DR

DETAILS I — C7.0

REVISIONS NO.	DESCRIPTION	DATE	BY

DESIGNED: ARM
DRAWN: ARM
CHECKED: AKM
DRAWING DATE: 03/18/26
SCALE: AS SHOWN
SHEET: 14 OF 14

F:\2projects\25190 san anselmo sequoia park safe routes to school\plans and graphics\improvement plans\sequoia drive improvement plans\25190-C7.0 DETAILS I.dwg --- 03/18/26

TOWN OF SAN ANSELMO
RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO DECLARING ITS INTENT TO ABANDON A PORTION OF THE RIGHT-OF-WAY ADJACENT TO 79 SEQUOIA AVENUE, SAN ANSELMO, CALIFORNIA; AND MAKING ASSOCIATED CEQA EXEMPTION FINDINGS

WHEREAS, the portion of the public right-of-way adjacent to 79 Sequoia Avenue (APN 006-163-37) in the Town of San Anselmo and described in Exhibit 1 ("Subject Right-of-Way") was dedicated to the Town in 1921; and

WHEREAS, the Town Council of the Town of San Anselmo finds that following completion of a roadway realignment project currently being undertaken by the Town, the Subject Right-of-Way will no longer be needed for any public use and no public use will be required in the future; and

WHEREAS, the Town desires to abandon the Subject Right-of-Way pursuant to Streets and Highways Code section 8300, *et seq*.

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

Section 1: Intent to Abandon. Pursuant to the provisions of Section 8300 *et seq*. of the California Streets and Highways Code, the Town Council declares its intention to abandon and vacate the Subject Right-of-Way described in Exhibit 1, which is attached and hereby incorporated by reference.

a. The Town will reserve easements for existing utilities satisfactory to the owners thereof.
b. A public hearing for all persons interested in the proposed vacation will take place at the Town Council meeting on Tuesday, September 22, 2026, at 7:00 p.m. in the Town Council Chambers located at 525 San Anselmo Avenue, San Anselmo.
c. Notice of the hearing on the proposed vacation will be published in the manner prescribed by law (Cal. Sts. & Hy. Code § 8322).
d. Notice of the proposed vacation stating the time and place set for the public hearing, will be posted in the manner prescribed by law (Cal. Sts. & Hy. Code § 8323).

Section 2. Environmental Review. The Town Council finds this proposed project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15305, as the proposed right-of-way abandonment consists of the minor alteration in land use limitations, which does not result in any changes in land use or density.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on March 24, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Steve Burdo, Mayor

ATTEST:

_____
Serge Avila, Town Clerk

Exhibit 1
Description of Subject Right-of-Way

104 SEQUOIA DR.
APN: 006-164-07

DN:2009-065196

100 SEQUOIA DR.
APN: 006-164-06

DN:2025-0019734

5 BUNGALOW AVE.
APN: 006-164-08

DN:2025-0019718

SEQUOIA DRIVE
(R.O.W. WIDTH VARIES)

ROADWAY, DRAINAGE,
& UTILITY EASEMENT

BUNGALOW AVENUE
(35' R.O.W. WIDTH)

20' 10' 0'
GRAPHIC SCALE: 1"=20'

ANCHO VISTA AVENUE
(30' R.O.W. WIDTH)

ABANDONMENT
AREA

SEQUOIA DRIVE
(R.O.W. WIDTH VARIES)

52 PARKWAY
APN: 006-163-36

DN:2025-0019727

79 SEQUOIA DR
APN: 006-163-37

DN:2025-0019733

LEGEND:

- EXISTING PROPERTY LINE
- EXISTING ADJACENT PROPERTY LINE
- W — EXISTING WATER MAIN
- SS — EXISTING SANITARY MAIN
- NEW EASEMENT LINE
- NEW ROADWAY, DRAINAGE, & UTILITY EASEMENT AREA
- TOWN OF SAN ANSELMO RIGHT OF WAY ABANDONMENT AREA

COMBINED PLAT OF EASEMENT AND PROPOSED RIGHT OF WAY ABANDONMENT

OBERKAMPER & ASSOCIATES
CIVIL ENGINEERS INC.
7200 REDWOOD BLVD SUITE 308 NOVATO, CA 94945
PHONE: (415) 897-2800
WWW.OBERKAMPER.COM

03/18/2026

JOB #: 23-135 SHEET 1 OF 1

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