TOWN OF
SAN ANSELMO
EST. 1907

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

Town Council
Agenda

Tuesday, July 23, 2024 **6:45 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/82806335003

Or Telephone: +1 669 900 6833 | Webinar ID: 828 0633 5003

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

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

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

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

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

A. 6:45 PM Call to Order in the Council Chambers at Town hall Council Chambers - 525 San Anselmo Avenue, San Anselmo CA 94960

B. Mayor Burke announces that item B.1 will be discussed in Closed Session

B.1. Closed session pursuant to California Government Code § 54956.8 - CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: Parkside Apartments v. Town of San Anselmo *et al*. (Marin County Superior Court No. CV0003300)

C. PUBLIC COMMENT on Closed Session Items

D. Council Adjourns to Closed Session

7:00 PM The Town Council Reconvenes at Town Hall In the Council Chambers at 525 San Anselmo Avenue, San Anselmo CA 94960. Optional Pledge of Allegiance: The Mayor or a designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation.

Open time for public expression.

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

Council requests for future agenda items.

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

Special Presentation. There are No Special Presentations.

1. Consent Agenda:

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

1.1 Approval of the Minutes of the Regular Meeting of Tuesday, June 25, 2024.
Staff Report (DOC)
Attachment 1- Draft Minutes of the June 25, 2024 Regular Town Council Meeting (DOC)

1.2 Receive the Recreation Finance Report for the Month of June 2024.
Staff Report (PDF)
Attachment 1 - June 2024 (PDF)

1.3 Consideration to Approve a Special Event Application- San Anselmo Community Parade 2024.
Staff Report (DOC)
Attachment 1- Event Application (PDF)
Attachment 2- Business Notice (PDF)
Public Comment- Sanders (DOC)
Public Comment- Nazari (DOC)

1.4 Receive the Report of Checks Issued for the month of June 2024.
Staff Report (DOCX)
Attachment 1 Check Report June 2024 (PDF)

1.5 Receive the Revenue and Expenditure Reports for the Month of June 2024.
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by subcategory, June 2024 (PDF)
Attachment 2 Budget Comparison Report by Department, June 2024 (PDF)

1.6 Response to Marin County Civil Grand Jury Report: "Cyber Preparedness: Are We There Yet?"
Staff Report (DOCX)
Attachment 1 Cyber Preparedness: Are We There Yet (PDF)
Attachment 2 Town of San Anselmo IT Upgrades (DOCX)
Attachment 3 Grand Jury Response (PDF)

1.7 Response to 2024 Grand Jury Report Entitled With Power Comes Responsibility – Youths Under Age 16 Operating Class 2 E-Bikes: A Safety Risk
Staff Report (PDF)
Attachment 1 - Grand Jury Response - E-Bikes (PDF)
Attachment 2 - 2024 Grand Jury Report - With Power Comes Responsibility - Ebikes (PDF)
Public Comment- Mittelstaedt (PDF)

1.8 Consideration to Approve a Special Event Application – Goblins' BOOtacular 2024
Staff Report (DOC)
Attachment 1 - Event Application (PDF)
Attachment 2- Business Notice (PDF)
Public Comment- Nazari (DOC)

1.9 Consider adopting a Resolution authorizing a donation of $12,000 to Marin Open Space Trust (MOST) for the acquisition of The Wall property in Fairfax, directly adjacent to San Anselmo.
Staff Report (PDF)
Attachment 1 - Resolution (PDF)

2. Public Hearing:

In general, the following procedural order applies to public hearing items:
•Disclosure of Ex Parte communications (Appeals)
•Staff Presentation
•Town Council Questions
•Applicant/Appellant Presentations – 10 minutes per "team" (Appeals)
•PUBLIC COMMENT – limited to 3 minutes/person
•Appellant/Applicant rebuttals – 5 minutes per "team" (Appeals)
•Town Council discussion/action

2.1 Public Hearing to Consider Amendments to the ODDS to implement State Housing Law, Clarify the Appropriate Review Authority and Procedures, and Correct Typographical Errors. The proposed ordinance is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.
Staff Report
Attachment 1- Draft Ordinance
Attachment 2- Planning Commission Resolution No. 2024-09
Attachment 3- July 15, 2024, Planning Commission Staff Report with Attachments

Attachment 4- List of Amendments to the ODDS
Attachment 5â€“ Redline Version of the Draft Amended ODDS (Amended Pages)
Attachment 6- Draft Amended ODDS
Presentation

2.2 Appeal of Town Staff Determination to Require Undergrounding of Utilities for 76 Longwood Drive (APN 006-262-09). This appeal does not constitute a "project" within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment.
Staff Report (DOCX)
Attachment 1 - 76 Longwood John Sharp Appeal rec 5.13.2024 (PDF)
Attachment 2 - 76 Longwood Council Resolution ebl (DOCX)
Attachment 3 - 76 Longwood comment letter 9 3 21 (PDF)
Attachment 4 - 76 Longwood App Project Estimate 9 23 21 (PDF)
Attachment 5 - 76 Longwood Permit B2021-0525 (PDF)
Attachment 6 - Building Permit B2021-0525 CARD for Posting (DOCX)
Attachment 7 - 76 Longwood Permit B2022-0172 (PDF)
Attachment 8 - 76 Longwood Permit B2022-0283 (PDF)
Attachment 9 - 76 Longwood cost per square foot (PDF)
Attachment 10 - 76 Longwood Final Determination 5 2 24 (PDF)
Attachment 11 - 76 Longwood Property Tax Bill (PDF)

3. 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

3.1
Consider to Designate Councilmember(s) to Draft and Submit an Argument Regarding Just Cause Eviction and Tenant Protection ballot measure.

Submission of a ballot argument not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment. The Climate Action Plan is not implicated.

Staff Report (DOC)

3.2 Designation of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference October 16-18, 2024. Designating voting and alternates delegates to the annual conference 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- League Conference and Voting Delegate Information Packet (PDF)

Adjourn

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

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

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is August 27, 2024.

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

Town Council
Eileen Burke, Mayor
Tarrell Kullaway, Vice Mayor
Brian Colbert, Councilmember
Alexis Fineman, Councilmember
Steve Burdo, Councilmember

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

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

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: July 23, 2024

AGENDA TITLE: Approval of the Draft Minutes of the Regular Town Council Meeting of the June 25, 2024

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of June 25, 2024

ATTACHMENT:

Attachment 1- June 25, 2024 Draft Minutes

San Anselmo Draft Council Minutes
Regular Meeting
Town Council Chambers and via Zoom
Tuesday, June 25, 2024

Interviews for the Climate Action Commission and Tax Equity Board- 6:40 p.m.

The Council interviewed Tom Verkozen for the Tax Equity Board and Katherine Ellison for the Climate Action Commission.

Councilmember Fineman took her seat at the dais at 6:44 p.m.

Call to Order: Optional Pledge of Allegiance- 7:00 p.m.

COUNCILMEMBERS PRESENT: Steve Burdo
Eileen Burke, Mayor
Brian Colbert
Alexis Fineman
Tarrell Kullaway

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Emily Longfellow, Assistant Town Attorney
Serge Avila, Town Clerk
Jeff Zuba, Finance Director
Scott Schneider, Assistant Public Works Director
Matthew Ferrer, Assistant Engineer
Mattie O'Grady, Recreation Program Manager

Open Time for Public Expression

Mr. Todd Greenberg asked if the Council had any rules with respect to political entities that have not done their proper filings with the State of California (Form 990) or policies regarding outside influences.

Mr. Guy Meyer discussed the history and "adventures" of Creek Park and the Reimagine Creek Park Project. He opposed cutting down the trees.

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

Councilmember Burdo reported he attended the Ross Valley Fire Board meeting; a meeting of the Central Marin Police Authority (CMPA) Board of Directors; a Local Agency Formation Commission (LAFCO) meeting; asked that the Council make a reciprocal contribution to the Wall Property efforts in Fairfax. It was the consensus of the Council to put this on an upcoming agenda.

Vice Mayor Kullaway reported she attended the MCCMC Legislative Committee meeting; the County Bicycle and Pedestrian Advisory Committee meeting; the Marin Water District meeting; talked about the construction on Sir Francis Drake Boulevard and urged people to ride a bike.

Councilmember Fineman reported she attended the Marin Wildfire Prevention Authority Board

(MWPA) meeting; the MCE meeting; the Climate Action Commission meeting via Zoom.

Councilmember Colbert reported he attended the Ross Valley Fire Authority Badge Pinning Ceremony; spoke at the San Rafael Juneteenth Celebration; attended the Marin Community Clinics Gala; the opening of the new SMART connect to Larkspur (a mini bus).

Mayor Burke reported she attended the Climate Action Committee meeting; plans to revive the San Anselmo Volunteer Effort (SAVE); advised everyone to check out the Dahlias at Robson !

1. Consent Agenda

1.1 Approved the Draft Minutes of the Town Council Meeting- June 11, 2024

1.2 Received and Filed the Recreation Finance Report

1.3 Adopted Resolution No. 2023-4551 approving the 2024/25 Budget and Workplan

1.4 Considered and Approved the Proposed 5-Year Capital Improvement Program (CIP)

1.5 Received the 2023 Central Marin Police Authority Traffic and Crime Statistics Report

1.6 Received and Filed the Revenue and Expenditure Reports, May 2024

Mayor Burke opened the meeting to public comments

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Burdo/Colbert, Motion to approve the Consent Calendar.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

Council Business Items

2.1 Consideration of Resolution Placing Measure on November 5, 2024, General Election Ballot regarding Just Cause Eviction and Tenant Protection Ordinance.

Town Attorney Longfellow presented the staff report. She answered questions from the Council regarding the language in Section C of the Election Code and the option to repeal or amend the ordinance; Exhibit A, the Five Year Right of Return, and whether the language could include "contact information"; if staff recommends a "sunset date"; what a future Council could do with respect to the ordinance.

Mayor Burke opened the meeting to public comments.

Ms. Sara Chappelle stated the State law is set to expire. Eviction protection is broken and it needs to be fixed. She opposed the possibility of a future repeal.

Mr. Todd Greenberg was concerned that the Town is taking on liability with this out-of-scale legislation. The proposed legislation will not provide housing and will increase rent costs. He suggested some changes to the language.

Wendy was in favor of putting the Just Cause Ordinance on the ballot- it was a good compromise. She was not in favor of the repeal provision.

Mr. Kurt Reese urged the Council to put this issue on the ballot along with Rent Stabilization. This should not be allowed to be repealed or amended in the future.

Anna stated rent control is not needed and would cost taxpayers money.

Mayor Burke closed the meeting to public comments.

Councilmember Burdo stated he supported the policy and did not want to include the language regarding the ability to repeal the ordinance. Voters need to be respected. They should be able to make it stronger in terms of protections and amend it. He did not see any reason to include a "sunset".

Vice Mayor Kullaway referred to the section about giving the landlord an address and wanted to include the language "contact information".

Assistant Town Attorney Longfellow suggested the following language: "…and/or written electronic contact information". She noted a certified letter is the gold standard of proof.

Councilmember Fineman stated she sent staff some language that she was concerned with and read some of the suggestions. She is concerned about the accuracy and communicativeness of the seventy five words.

Mayor Burke supported the ability of future Council's to amend, but not repeal, the ordinance. She discussed some of the reasons. She does not want to reference things that are not in the ordinance (such as exemptions)- she wants to let people know what it would do and not what it will not do. She suggested adding some language including the amount of the relocation benefits and a reference to the Tenant Protection Act.

Vice Mayor Kullaway stated she liked including the ADU, duplex, and single-family housing exemptions.

Councilmember Fineman agreed. She noted the language should parallel the structure written in the Applicability Section. The most critical thing to communicate is that this applies to 800 to 900 properties. She is inclined to take a look at the exemption language. She suggested eliminating the word "duplexes".

Mayor Burke discussed how not all duplexes are exempt since some are contiguous with a rental property. Listing exemptions can cause confusion. She suggested replacing "owners of residential property" with "residential landlords".

Councilmember Burdo stated the resolution, and not the ballot language, was legally binding. He supported the proposed language.

Vice Mayor Kullaway stated she was comfortable with the language submitted by Councilmember Fineman.

Councilmember Burdo suggested the following language: "ADU's, duplexes, and single-family homes exempted".

Mayor Burke reiterated her support or allowing the Council to amend, but not repeal, the ordinance.

Vice Mayor Kullaway stated she supported requiring a vote of the people to weaken or repeal of the ordinance.

Councilmember Fineman stated it is possible that a future Council might want to repeal this ordinance. She favored requiring a 4/5th vote to amend the ordinance.

It was the consensus of the Council to support the ability of the Council to amend the Ordinance.

Councilmember Burdo, Fineman, and Vice Mayor Kullaway supported requiring a 4/5th vote to amend the Ordinance.

Assistant Town Attorney Longfellow read the proposed language (four changes) into the record.

M/s, Kullaway/Burdo, Motion to accept the Resolution No. 2024-4552 with the four amendments discussed tonight.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

The Council took a 5-minute break at 9:15 p.m.

2.2 Approval of Parkside Preschool Playground Project Authorization of Issuance of Request for Proposal (RFP) if require

Recreation Program Manager O'Grady presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding if staff had considered involving residents in the process; when construction would begin; if the playground would be open on the weekends; if there were options for synthetic turf.

Mayor Burke opened the meeting to public comments

There were no comments.

Mayor Burke closed the meeting to public comments.

Councilmember Fineman loved the layout but was concerned about the proposed surface materials.

Vice Mayor Kullaway agreed with Councilmember Fineman.

Councilmember Burdo asked if there were alternatives to the synthetic turf and what the cost would be.

Recreation Program Manager O'Grady stated staff could look into alternatives.

M/s, Burdo/Colbert, Motion to approve the Parkside Preschool Playground Project and Authorize the Issuance of Request for Proposal (RFP) if required.
AYES: Burdo, Colbert, Mayor Burke
NOES: Fineman, Vice Mayor Kullaway

2.3 Award of Construction Contract for the 2024 Slurry Seal Project

Assistant Public Works Director Schneider presented the staff report and a PowerPoint presentation. There were no questions from the Council.

Mayor Burke opened the meeting to public comments

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Burdo/Fineman, Motion to authorize the Town Manager to Award the Construction Contract for the 2024 Slurry Seal Project to the lowest responsible bidder.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

2.4. Award of Construction Contract for the 2024 Street Resurfacing Project

Assistant Public Works Director Schneider presented the staff report and gave a PowerPoint presentation. Staff answered a question regarding when the Hilldale Drive from Sequoia to Carolina, and Carolina from Jordan to Hilldale area will be addressed

Mayor Burke opened the meeting to public comments.

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Burke/Burdo, Motion to authorize the Town Manager to Award the Construction Contract for the 2024 Street Resurfacing Project to the lowest bidder.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

2.5 Consider Making Appointments to the Climate Action Commission, Tax Equity Board and the Library Tax Oversight Committee

Mayor Burke opened the meeting to public comments.

There were no comments.

Mayor Burke closed the meeting to public comments.

M/s, Burdo/Fineman, Motion to appoint Katherine Ellison to the Climate Action Commission, Tom Verkozen to the Tax Equity Board, and reappoint Kathy O'Sullivan to the Library Tax Oversight Committee
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

M/s, Burdo/Fineman, Motion to adjourn the meeting at 9:52 p.m.
AYES: Burdo, Colbert, Fineman, Vice Mayor Kullaway, Mayor Burke

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.2

MEETING DATE: July 23, 2024

AGENDA TITLE: Financial Report on Recreation Fund

FROM: Dannielle Mauk, Director of Community Services

RECOMMENDATION: That the Council review the Recreation Fund revenue and expenditure report for the period ending June 30, 2024.

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, childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION/ANALYSIS

As of June 30, 2024, 100% of the fiscal year has elapsed and the Recreation Fund is listed at 126% of projected revenues and 100% of projected expenditures. We will continue to have additional expenditures in July.

Enrollment for recreation programs is strong. Families are enjoying our programs, and we are working on adding additional programs. Enrollment will be reflected in both the increased revenues and expenditures each month.

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

FY		Revenue				Expenditures				Rev Over/(Under) Exp	
		Budget	Actual	%		Budget	Actual	%		$$	%
2023-24		1,984,971	2,519,984	27%		1,984,971	1,995,564	100%		524,419	26%
2022-23		1,875,414	2,352,508	125%		1,848,926	1,850,179	100%		502,329	27%
2021-22		1,348,625	1,861,024	138%		1,507,369	1,741,116	116%		119,909	9%
2020-21		1,408,125	1,088,781	77%		1,550,947	1,278,123	82%		(189,342)	(13%)
2019-20		1,627,269	1,455,828	89%		1,676,763	1,490,744	88%		(34,916)	(2%)
2018-19		1,510,604	1,713,948	113%		1,591,144	1,529,254	96%		184,694	12%
2017-18		1,514,000	1,547,898	102%		1,644,385	1,488,011	90%		59,887	4%

ATTACHMENT

Attachment 1 - Revenue & Expenditure Report FY 2023-24: Recreation Fund as of 6/30/2024.

Town of San Anselmo

Budget Report
Group Summary
For Fiscal: 2023-2024 Period Ending: 06/30/2024

SubCategory	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 00 - UNDESIGNATED						
670 - TRANSFERS OUT	31,590.00	31,590.00	0.00	31,590.00	0.00	0.00 %
Department: 00 - UNDESIGNATED Total:	**31,590.00**	**31,590.00**	**0.00**	**31,590.00**	**0.00**	**0.00 %**
Department: 61 - SPORTS						
480 - FEES FOR SERVICES	612,600.00	612,600.00	88,365.00	772,251.50	159,651.50	26.06 %
600 - SALARIES AND WAGES	25,000.00	25,000.00	75.00	23,007.00	1,993.00	7.97 %
602 - EMPLOYEE BENEFITS	1,913.00	1,913.00	5.74	1,760.09	152.91	7.99 %
611 - OUTSIDE SERVICES	232,100.00	232,100.00	2,104.25	253,230.77	-21,130.77	-9.10 %
629 - MISCELLANEOUS	58,750.00	58,750.00	374.02	44,337.01	14,412.99	24.53 %
Department: 61 - SPORTS Surplus (Deficit):	**294,837.00**	**294,837.00**	**85,805.99**	**449,916.63**	**155,079.63**	**-52.60 %**
Department: 62 - CULTURE						
480 - FEES FOR SERVICES	112,971.00	112,971.00	2,636.50	193,595.50	80,624.50	71.37 %
611 - OUTSIDE SERVICES	79,066.00	79,066.00	10,040.34	134,564.00	-55,498.00	-70.19 %
629 - MISCELLANEOUS	1,000.00	1,000.00	0.00	263.06	736.94	73.69 %
Department: 62 - CULTURE Surplus (Deficit):	**32,905.00**	**32,905.00**	**-7,403.84**	**58,768.44**	**25,863.44**	**-78.60 %**
Department: 63 - CHILD CARE						
480 - FEES FOR SERVICES	1,224,500.00	1,224,500.00	260,765.00	1,479,887.11	255,387.11	20.86 %
600 - SALARIES AND WAGES	444,674.00	444,674.00	38,577.25	408,708.98	35,965.02	8.09 %
601 - RETIREMENT	21,350.00	21,350.00	2,017.07	22,232.58	-882.58	-4.13 %
602 - EMPLOYEE BENEFITS	88,772.00	88,772.00	3,193.48	90,282.22	-1,510.22	-1.70 %
611 - OUTSIDE SERVICES	374,620.00	374,620.00	26,221.44	392,774.05	-18,154.05	-4.85 %
629 - MISCELLANEOUS	29,000.00	29,000.00	6,529.21	33,595.46	-4,595.46	-15.85 %
Department: 63 - CHILD CARE Surplus (Deficit):	**266,084.00**	**266,084.00**	**184,226.55**	**532,293.82**	**266,209.82**	**-100.05 %**
Department: 64 - EVENTS AND OTHER						
480 - FEES FOR SERVICES	18,900.00	18,900.00	12,586.50	53,572.50	34,672.50	183.45 %
611 - OUTSIDE SERVICES	1,000.00	1,000.00	43.69	574.87	425.13	42.51 %
Department: 64 - EVENTS AND OTHER Surplus (Deficit):	**17,900.00**	**17,900.00**	**12,542.81**	**52,997.63**	**35,097.63**	**-196.08 %**
Department: 65 - PROGRAM ADMINISTRATION						
480 - FEES FOR SERVICES	16,000.00	16,000.00	1,173.60	20,677.28	4,677.28	29.23 %
600 - SALARIES AND WAGES	294,957.00	294,957.00	25,992.28	297,078.47	-2,121.47	-0.72 %
601 - RETIREMENT	29,037.00	29,037.00	2,587.82	32,050.70	-3,013.70	-10.38 %
602 - EMPLOYEE BENEFITS	61,799.00	61,799.00	2,277.41	76,693.35	-14,894.35	-24.10 %
610 - TRAINING	7,000.00	7,000.00	37.00	6,411.79	588.21	8.40 %
611 - OUTSIDE SERVICES	142,026.00	142,026.00	4,223.61	101,594.05	40,431.95	28.47 %
613 - PUBLICATION / DUES	800.00	800.00	5.95	1,150.85	-350.85	-43.86 %
614 - MAINTENANCE	1,000.00	1,000.00	0.00	117.83	882.17	88.22 %
615 - BUILDING MAINTENANCE	500.00	500.00	0.00	235.17	264.83	52.97 %
617 - UTILITIES	16,500.00	16,500.00	1,082.37	13,037.16	3,462.84	20.99 %
618 - HIRING	800.00	800.00	0.00	963.58	-163.58	-20.45 %
619 - MISCELLANEOUS	1,000.00	1,000.00	657.00	1,073.07	-73.07	-7.31 %
620 - OFFICE SUPPLIES	35,717.00	35,717.00	0.00	23,708.59	12,008.41	33.62 %
622 - DEPARTMENT SUPPLIES	5,000.00	5,000.00	622.62	4,529.79	470.21	9.40 %
Department: 65 - PROGRAM ADMINISTRATION Surplus (Deficit):	**-580,136.00**	**-580,136.00**	**-36,312.46**	**-537,967.12**	**42,168.88**	**7.27 %**
Report Surplus (Deficit):	**0.00**	**0.00**	**238,859.05**	**524,419.40**	**524,419.40**	**0.00 %**

Town of San Anselmo

Budget Report
Group Summary
For Fiscal: 2023-2024 Period Ending: 06/30/2024

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 21 - RECREATION						
Revenue	1,984,971.00	1,984,971.00	365,526.60	2,519,983.89	535,012.89	26.95 %
Expense	1,984,971.00	1,984,971.00	126,667.55	1,995,564.49	-10,593.49	-0.53 %
Fund: 21 - RECREATION Surplus (Deficit):	**0.00**	**0.00**	**238,859.05**	**524,419.40**	**524,419.40**	**0.00 %**
Report Surplus (Deficit):	**0.00**	**0.00**	**238,859.05**	**524,419.40**	**524,419.40**	**0.00 %**

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.3

MEETING DATE: 7/23/24

AGENDA TITLE: Consideration of Special Event Application – San Anselmo Community Parade 2024

FROM: Mattie O'Grady – Recreation Manager

RECOMMENDATION: That Council approve the San Anselmo Recreation Department's application for the San Anselmo Community Parade event scheduled for Saturday, September 14, 2024, from 4:15 – 5:30 pm.

That Council approve closing San Anselmo Avenue between Ross Avenue and Tamalpais Avenue on Saturday, September 14th, 2024, beginning with closing the street to incoming traffic at 2:30pm and re-opening at 9:30pm after Live on The Avenue is done. That council also approve closing Tunstead between San Anselmo Avenue and Library Place from 2:30-9:30pm.

BACKGROUND

For the past many years, the Town has hosted an annual parade during Country Fair Day with the last parade occurring in 2019. Staff is proposing bringing the parade back this year as a precursor to the Live on The Avenue event and street closures.

The parade will give local businesses and community-based organizations a chance to showcase local talent, culture, and history, promoting a deeper appreciation for San Anselmo's pride and identity.

DISCUSSION/ANALYSIS

Parade staging will begin at 3:00pm between Little Pine and Ross Avenue. Staff will utilize the Avenue and Pine St parking lot. It will kick off at 4:15pm sharp on San Anselmo Avenue at Ross Avenue and end by 5:30pm on San Anselmo Avenue at Tamalpais Avenue. Live on the Avenue will begin immediately afterwards and extra activities are planned for the evening.

In order to safely execute the event, San Anselmo Avenue will be closed between Ross Avenue and Tamalpais Avenue to vehicles starting at 2:30 pm and we will re-open the Avenue at 9:30pm after Live on the Avenue is done. Tunstead will also be closed

between San Anselmo Avenue & Library Place from 2:30-9:30pm.

The overall coordination of the event will be a joint effort by the Recreation Department and Public Works Department. The event layout will model that of the Country Fair Day Parade, which was considered quite successful. During the parade there will be no booths on the Avenue to ensure a safe experience. Central Marin Police Authority will kick off the parade and assist with traffic control at the end at the Tamalpais and San Anselmo Avenue intersection. An announcer's station will be at the corner of Tunstead and San Anselmo Avenue.

FISCAL IMPACT

Staff time for Recreation and Public Works staff will be required.

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
Attachment 2 – Business Notice

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: San Anselmo Community Parade

Organization(s) presenting the event: Town of San Anselmo

Other event sponsor(s), if any: Live on The Avenue Sponsors

Contact Person: Mattie O'Grady **Phone Number:** 415-258-4670

Address: 1000 SFD Blvd, Suite #14 **Email:** mogrady@townofsananselmo.org

Event Date(s): 9/14/24

Start and end times: 4:15 - 5:30 pm **Number of attendees (estimate):** 500-700

Location: Parade along San Anselmo Avenue

Will alcohol be served or sold?

Yes ☐ No ☑

Brief Event Description:

We are pleased to announce a mini-community parade will be coming back to San Anselmo this year (a nod to good old Country Fair Day)! This will be the first one since Country Fair Day's parade in 2019. The parade will take place along San Anselmo Avenue as a precursor to Live on the Avenue. Parade assembly/staging will begin at 3:00pm on Lower San Anselmo Avenue in between Little Pine and Ross Avenue. Parade will kick off at 4:15pm sharp. The route will go straight down San Anselmo Avenue with a reviewing stand at Town Hall. Parade ends at Tamalpais Avenue, with vehicles wishing to exit continuing straight and those walking exiting to the left down Tamalpais. After the parade Live on the Avenue will kick off with music and fun activities. See attached map for road closures.

Public space requested:

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

☑ **San Anselmo Avenue: from (cross streets)** Ross Ave **to** Tamalpais
☑ **Tunstead Avenue: from (cross streets)** San Anselmo Ave **to** Library Place
☐ **Other street(s): from (cross streets)** _____ **to** _____
☐ **Other space use (e.g. parking spaces)** _____
☐ **Other Facilities:** _____

Additional Comments on the Public Space Requested:

Once the parade is finished the barricades will shift from Ross Avenue to Woodland. The street closure from Woodland to Tamalpais will remain until the street opens up at 9:30pm.

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

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

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

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

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

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

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

E. **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: Mattie O'Grady Date: 6/27/24

NAME OF EVENT: DATE OF EVENT:

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton & H. Khalili
FIRE	Requires compliance in providing proper access for emergency vehicles.	D. Mahoney
RECREATION		D. Mauk & M. O'Grady
PUBLIC WORKS	Requires developing a bike detour program directing bicyclists away from San Anselmo Avenue during event staging and event. Also, make sure to have a safety meeting with all parties 1 month prior to the event.	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

TOWN OF
SAN ANSELMO
EST. 1907

July 11, 2024

Dear San Anselmo Business Owners & Property Owners:

We want to make sure you are aware of two upcoming Town Events that will take place this fall. We have a Community Parade finally returning to the Avenue after a long hiatus and also the annual Goblins' BOOtacular too! Please read below for the dates, times and Avenue closure details.

Here are the proposed details:

San Anselmo Community Parade
Saturday, September 14th, 2024
Parade begins at 4:15pm sharp on San Anselmo Avenue at Ross Avenue and ends by 5:30pm on San Anselmo Avenue at Tamalpais Avenue. Live on the Avenue will begin immediately afterwards.

In order to safely execute the event, San Anselmo Avenue will be closed between Ross Avenue and Tamalpais Avenue to vehicles starting at 2:30 pm and we will re-open the Avenue at 9:30pm after Live on the Avenue is done. Tunstead will also be closed between San Anselmo Avenue & Library Place from 2:30-9:30pm.

Goblins' BOOtacular
Friday, October 25th, 2024 from 5:00-7:00pm
Costumed kids/families stroll down the Avenue and trick or treat along the way - San Anselmo Recreation will stage volunteers/staff with treats along the way.

In order to accommodate the large number of families who attend this event, San Anselmo Avenue will be closed between Tunstead Avenue and Tamalpais Avenue to vehicles starting at 3:00 pm and we will re-open the Avenue at 8:00pm.

If you have any questions or want to submit public comment about these events, please email recreation@townofsananselmo.org by July 17th. This information will be presented to Town Council at their upcoming July 23, 2024 meeting at 7:00pm.

Respectfully,

Mattie O'Grady & Dawn Jones
(from the Recreation Department)

From: kathy sanders <katsanders03@yahoo.com>
Sent: Thursday, July 11, 2024 9:29 PM
To: Recrea?on <recrea?on@townofsananselmo.org>
Subject: Parade

CAUTION: External Sender

I think it's great that the parade is back! It was such a sweet community event. Hopefully, the later time slot will be less hot for the participants and bystanders!!

Thank you for putting in the extra effort, San Anselmo!

Kathy Sanders - Member, San Anselmo Open Space

From: Barbara Nazari <barbarahuntnazari@gmail.com>
Sent: Friday, July 12, 2024 9:42 AM
To: Recreation <recreation@townofsananselmo.org>
Subject: Public comment Fall street closures

CAUTION: External Sender

Hi Mattie,

Please include these comments in the public meeting.

Halloween event: Great event, love it but please, please have crossing guards at the SA Ave/ Tunstead intersection for the entirety of the event. I saw many close calls while I was giving out candy of children running enthusiastically toward the park across the intersection. I asked 4 different people to have someone direct traffic, and towards the end, the cadets reluctantly stood nearby and eventually helped. Please have either volunteers, staff or police control this intersection as a part of the plan.
Thanks,
Barbara Nazari

Community Parade
Fun, except the 2:30 street closure is devastating to our business on one of the first Saturdays that people have finally returned from vacation and after enduring street closures all summer. Please have a clear, controlled system in place for 10 minute parking from 2:30 until the parade begins so that people customers can access businesses.
Thank you,
Barbara Nazari

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.4

MEETING DATE: July 23, 2024

AGENDA TITLE: Report of Checks Issued, June 2024

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council acknowledges, and files warrant numbers 97898 to 98076 issued during the month of June 2024 and bank draft numbers DFT05298, DFT05309-DFT05310, DFT 05343-DFT05344, DFT05346, DFT05365-DFT05373, DFT05405, and DFT05417-DFT05418, in a total amount of $2,382,566.37.

BACKGROUND

This report is an itemization of payments made to vendors during the months of June 2024. It also includes wires to Bank of America for June 2024 payrolls, including payments for retirement and health benefits. The Bank of America account is used for payroll-related items.

The following warrants were voided or cancelled in June 2024: 97913, 97914, 97027, 98028.

ATTACHMENTS

Attachment #1: Check Report June 2024

Check Report

Town of San Anselmo

By Check Number

Date Range: 06/01/2024 - 06/30/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - OPERATING POOL						
02861	H & H PRINTING, INC	06/05/2024	Regular	0.00	2,267.30	97898
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
13705-P	Invoice	06/05/2024	06.05.2024 - GENERAL PLAN SURVEY POS	0.00	2,267.30	
	01.18.61150	OUTSIDE SERVICES-OTHE	06.05.2024 - GENERAL PLAN SU	2,267.30		
02411	23 ELEPHANTS THEATRE COMPANY	06/10/2024	Regular	0.00	5,955.84	97899
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012333	Invoice	05/30/2024	05.30.2024 - SPRING 2024 - PAYMENT 3	0.00	5,955.84	
	21.62.61175	KIDS CULTURE SERVICES	05.30.2024 - SPRING 2024 - PAY	5,955.84		
02411	23 ELEPHANTS THEATRE COMPANY	06/13/2024	Regular	0.00	5,955.84	97900
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012386	Invoice	06/13/2024	5.30.2024 - SPRING 2024 - Payment 3	0.00	5,955.84	
	21.62.61175	KIDS CULTURE SERVICES	5.30.2024 - SPRING 2024 - Paym	5,955.84		
03704	Michael Feldman	06/13/2024	Regular	0.00	355.00	97901
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012385	Invoice	06/07/2024	06.07.2024 - REIMB - MATERIALS COST KI	0.00	355.00	
	01.81.62200	DEPARTMENTAL SUPPLIE	06.07.2024 - REIMB - MATERIAL	355.00		
03684	Ocean Sash and Door, Inc.	06/13/2024	Regular	0.00	10,771.28	97902
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
97945-B	Invoice	06/12/2024	06.12.2024 - TH DOORS - REMAINING BAL	0.00	10,771.28	
	15.81.63100	CONSTRUCTION	06.12.2024 - TH DOORS - REMAI	10,771.28		
00283	1on1 Premier Sports Academy	06/13/2024	Regular	0.00	2,406.95	97903
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
S24-BKS FLAG FO	Invoice	06/03/2024	06.03.2024 - BRKSD FLAG FOOTBALL - ASE	0.00	1,046.50	
	21.63.61180	AFTER SCHOOL ENRICHM	06.03.2024 - BRKSD FLAG FOOT	1,046.50		
S24-WT Flag Foot	Invoice	06/03/2024	06.03.2024 - WT FLAG FOOTBALL - ASE SP	0.00	1,360.45	
	21.63.61180	AFTER SCHOOL ENRICHM	06.03.2024 - WT FLAG FOOTBAL	1,360.45		
03521	Acumen Industrial Hygiene, Inc.	06/13/2024	Regular	0.00	2,564.00	97904
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
TSA2404	Invoice	05/31/2024	05.31.2024 - LIMITED SURVEY FOR ASBES	0.00	2,564.00	
	45.41.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - LIMITED SURVEY F	2,564.00		
03703	Alex Boodrookas	06/13/2024	Regular	0.00	250.00	97905
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012384	Invoice	05/31/2024	05.31.2024 - HONORARIUMS	0.00	250.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	05.31.2024 - HONORARIUMS	250.00		
00048	Alhambra & Sierra Springs	06/13/2024	Regular	0.00	91.93	97906

Check Report **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
12161581 06052	Invoice	06/05/2024	06.05.2024 - CORPYARD - WATER DELIVER	0.00	91.93	
	01.42.61150	OUTSIDE SERVICES-OTHE	06.05.2024 - CORPYARD - WATE	91.93		
02920	Amazon Business	06/13/2024	Regular	0.00	105.51	97907
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
19HM-CM4K-41Q	Invoice	06/05/2024	06.05.2024 - EVERYTHING IN THIS COUNT	0.00	19.25	
	01.71.62310	Library Zip Grant	06.05.2024 - EVERYTHING IN TH	19.25		
1MY6-CNV1-CXN	Invoice	06/06/2024	06.06.2024 - THE BEST OF OUR SPIES	0.00	17.51	
	01.71.62310	Library Zip Grant	06.06.2024 - THE BEST OF OUR	17.51		
1QPF-TGP9-GPTY	Invoice	05/22/2024	05.22.2024 - CRITICAL THINKING, LOGIC &	0.00	48.79	
	01.71.62310	Library Zip Grant	05.22.2024 - CRITICAL THINKIN	48.79		
1VMH-RVRJ-GCJC	Invoice	05/22/2024	05.22.2024 - QUEEN OF CUBA	0.00	19.96	
	01.71.62310	Library Zip Grant	05.22.2024 - QUEEN OF CUBA	19.96		
02806	AQUASCAPE POOL SERVICE	06/13/2024	Regular	0.00	209.00	97908
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
28060	Invoice	05/31/2024	05.31.2024 - MONTHLY POOL SERVICE - M	0.00	209.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - MONTHLY POOL SE	209.00		
00408	Astro Jump of Northbay	06/13/2024	Regular	0.00	419.00	97909
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24281315	Invoice	06/10/2024	06.10.2024 - FRIDAY WATERSLIDE FOR CA	0.00	419.00	
	21.63.61179	PARKSIDE SERVICES	06.10.2024 - FRIDAY WATERSLID	209.50		
	21.63.61184	CAMP KIDMARIN MIGHT	06.10.2024 - FRIDAY WATERSLID	209.50		
00001	AT&T Calnet	06/13/2024	Regular	0.00	1,689.25	97910
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
574-06102024	Invoice	06/10/2024	574 - ALL DEPTS CENTREX - 05.10.24-06.2	0.00	1,488.28	
	41.41.61701	UTILITIES	574 - ALL DEPTS CENTREX - 05.1	1,488.28		
576-05272024	Invoice	05/27/2024	576 - TH CHAMBERS PHONE - 04.27.24-05	0.00	58.24	
	41.41.61701	UTILITIES	576 - TH CHAMBERS PHONE - 0	58.24		
579-06102024	Invoice	06/10/2024	579 - TRAFFIC LIGHT MODEM - 05.10.24-0	0.00	29.12	
	01.42.61705	UTILITIES-TELEPHONE	579 - TRAFFIC LIGHT MODEM -	29.12		
580-06102024	Invoice	06/10/2024	580 - ROBSON HOUSE - 05.10.24-06.09.24	0.00	56.93	
	34.41.61705	UTILITIES-TELEPHONE	580 - ROBSON HOUSE - 05.10.2	56.93		
583-05252024	Invoice	05/25/2024	583 - DPW FAX - 04.25.24-05.24.24	0.00	29.12	
	41.41.61701	UTILITIES	583 - DPW FAX - 04.25.24-05.24	29.12		
586-05252024	Invoice	05/25/2024	586 - REC DEPT FAX - 04.25.24-05.24.24	0.00	27.56	
	21.65.61705	UTILITIES-TELEPHONE	586 - REC DEPT FAX - 04.25.24-0	27.56		
03702	Ayrton B. Sobral	06/13/2024	Regular	0.00	8,904.00	97911
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012383	Invoice	05/30/2024	05.30.2024 - TH DOWNSTAIRS - PREP AND	0.00	8,904.00	
	41.41.61506	PUBLIC WORKS CAPITAL	05.30.2024 - TH DOWNSTAIRS -	8,904.00		
00388	Baker & Taylor	06/13/2024	Regular	0.00	2,041.09	97912
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018903972	Invoice	05/21/2024	05.21.2024 - CHILDREN'S BOOKS	0.00	48.71	
	27.71.62302	CHILDRENS BOOKS	05.21.2024 - CHILDREN'S BOOK	48.71		
5018904116	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	111.96	

Check Report **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		111.96	
5018904117	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	64.76	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		64.76	
5018904118	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	125.60	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		125.60	
5018904119	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	21.14	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		21.14	
5018904120	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	22.44	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		22.44	
5018904121	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	21.15	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		21.15	
5018904122	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	23.90	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		23.90	
5018904123	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	150.98	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		150.98	
5018904124	Invoice	05/22/2024	05.22.2024 - ADULT BOOKS	0.00	54.41	
	27.71.62301 ADULT BOOKS		05.22.2024 - ADULT BOOKS		54.41	
5018905914	Invoice	05/28/2024	05.28.2024 - CHILDREN'S BOOKS	0.00	31.12	
	27.71.62302 CHILDRENS BOOKS		05.28.2024 - CHILDREN'S BOOK		31.12	
5018905915	Invoice	05/28/2024	05.28.2024 - CHILDREN'S BOOKS	0.00	37.34	
	27.71.62302 CHILDRENS BOOKS		05.28.2024 - CHILDREN'S BOOK		37.34	
5018905916	Invoice	05/28/2024	05.28.2024 - CHILDREN'S BOOKS	0.00	15.22	
	27.71.62302 CHILDRENS BOOKS		05.28.2024 - CHILDREN'S BOOK		15.22	
5018927123	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	71.26	
	01.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		71.26	
5018927124	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	165.48	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		165.48	
5018927125	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	12.80	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		12.80	
5018927126	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	23.90	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		23.90	
5018927127	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	26.16	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		26.16	
5018927128	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	2.77	
	01.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		2.77	
5018927129	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	23.43	
	01.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		23.43	
5018927130	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	48.52	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		48.52	
5018927131	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	54.21	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		54.21	
5018927132	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	75.21	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		75.21	
5018927133	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	25.74	
	01.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		25.74	
5018927134	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	13.14	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		13.14	
5018927135	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	25.74	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		25.74	
5018927136	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	43.92	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		43.92	
5018927137	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	22.83	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		22.83	
5018927138	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	38.91	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		38.91	
5018927139	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	89.87	
	27.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		89.87	
5018927140	Invoice	05/29/2024	05.29.2024 - ADULT BOOKS	0.00	22.45	
	01.71.62301 ADULT BOOKS		05.29.2024 - ADULT BOOKS		22.45	
5018927690	Invoice	06/06/2024	06.06.2024 - TEEN BOOKS	0.00	15.90	
	27.71.62302 CHILDRENS BOOKS		06.06.2024 - TEEN BOOKS		15.90	
5018927691	Invoice	06/06/2024	06.06.2024 - TEEN BOOKS	0.00	115.05	
	01.71.62301 ADULT BOOKS		06.06.2024 - TEEN BOOKS		115.05	
5018938027	Invoice	05/30/2024	05.30.2024 - CHILDRENS BOOKS	0.00	90.37	
	01.71.62302 CHILDRENS BOOKS		05.30.2024 - CHILDRENS BOOKS		90.37	
5018938028	Invoice	05/30/2024	05.30.2024 - CHILDREN'S BOOKS	0.00	43.73	
	01.71.62302 CHILDRENS BOOKS		05.30.2024 - CHILDREN'S BOOK		43.73	
5018938029	Invoice	05/30/2024	05.30.2024 - CHILDRENS BOOKS	0.00	186.31	
	27.71.62302 CHILDRENS BOOKS		05.30.2024 - CHILDRENS BOOKS		186.31	
H68623560	Invoice	04/11/2024	04.11.2024 - VIDEOS	0.00	27.34	
	01.71.62307 VIDEOS		04.11.2024 - VIDEOS		27.34	
H69168120	Invoice	05/29/2024	05.29.2024 - VIDEOS	0.00	47.32	
	01.71.62307 VIDEOS		05.29.2024 - VIDEOS		47.32	
	Void	06/13/2024	Regular	0.00	0.00	97913
	Void	06/13/2024	Regular	0.00	0.00	97914
00058	Bay Alarm	06/13/2024	Regular	0.00	600.24	97915
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
21439744	Invoice	06/01/2024	06.01.2024 - 550 SF BLVD - SPRINKLER/IN	0.00	600.24	
	01.41.61410 MAINTENANCE OTHER E		06.01.2024 - 550 SF BLVD - SPRI		600.24	
02823	BOUCHER LAW	06/13/2024	Regular	0.00	2,322.50	97916
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1976	Invoice	06/07/2024	06.07.2024 - LABOR AND EMPLOYMENT L	0.00	210.00	
	01.16.61196 PERSONNEL LEGAL SERVI		06.07.2024 - LABOR AND EMPL		210.00	
2023	Invoice	06/07/2024	06.07.2024 - LABOR AND EMPLOYMENT L	0.00	910.00	
	01.16.61196 PERSONNEL LEGAL SERVI		06.07.2024 - LABOR AND EMPL		910.00	
2039	Invoice	06/07/2024	06.07.2024 - LABOR AND EMPLOYMENT L	0.00	1,202.50	
	01.16.61196 PERSONNEL LEGAL SERVI		06.07.2024 - LABOR AND EMPL		1,202.50	
00032	BRADY INDUSTRIES	06/13/2024	Regular	0.00	332.87	97917
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
8903551	Invoice	05/28/2024	05.28.2024 - REC DEPT - TOWELS WHITE	0.00	143.87	
	31.41.61501 BLDG. MAINT-JANITORIAL		05.28.2024 - REC DEPT - TOWEL		143.87	
8943406	Invoice	06/10/2024	06.10.2024 - CORPYARD - CORELESS TRAS	0.00	189.00	
	01.81.61501 BLDG. MAINT-JANITORIAL		06.10.2024 - CORPYARD - COREL		189.00	
03462	Bullet Liongson	06/13/2024	Regular	0.00	5,025.00	97918
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2451	Invoice	06/03/2024	06.03.2024 - SOCCER SIGN	0.00	150.00	
	21.61.62969 YOUTH SOCCER SUPPLIES		06.03.2024 - SOCCER SIGN		150.00	
2454	Invoice	06/03/2024	06.03.2024 - SAN ANSELMO YOUTH SOCC	0.00	225.00	
	21.65.61905 PROMOTION/MARKETIN		06.03.2024 - SAN ANSELMO YO		225.00	
2455	Invoice	05/31/2024	05.31.2024 - GENERAL PLAN LOGO/COVE	0.00	4,650.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.18.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - GENERAL PLAN LO		4,650.00	
00193	CalMat Company	06/13/2024	Regular	0.00	168.25	97919
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2406-092718	Invoice	06/11/2024	06.11.2024 - TOPSOIL SUPREME MIX	0.00	168.25	
	01.81.62200	DEPARTMENTAL SUPPLIE	06.11.2024 - TOPSOIL SUPREME		168.25	
01534	Christine O'Rourke	06/13/2024	Regular	0.00	29,238.21	97920
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
936	Invoice	05/31/2024	05.31.2024 - GENERAL PLAN UPDATE & E	0.00	29,238.21	
	01.18.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - GENERAL PLAN UP		29,238.21	
02524	Code Source	06/13/2024	Regular	0.00	8,565.50	97921
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11669	Invoice	05/29/2024	05.29.2024 - PLAN REVIEW - 25 WAVERLY	0.00	2,235.00	
	01.41.61157	PLAN CHECKING	05.29.2024 - PLAN REVIEW - 25		2,235.00	
11677	Invoice	06/06/2024	06.06.2024 - PLAN REVIEW - 20 SAVANNA	0.00	2,606.00	
	01.41.61157	PLAN CHECKING	06.06.2024 - PLAN REVIEW - 20		2,606.00	
11682	Invoice	06/12/2024	06.12.2024 - PLAN REVIEW - 15 RAMONA	0.00	3,724.50	
	01.41.61157	PLAN CHECKING	06.12.2024 - PLAN REVIEW - 15		3,724.50	
00072	Comcast	06/13/2024	Regular	0.00	159.92	97922
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
049-05222024	Invoice	05/22/2024	049 - TH CABLE TV - 05.27.24-06.26.24	0.00	159.92	
	42.21.63003	COMPUTER HARDWARE/	049 - TH CABLE TV - 05.27.24-06		159.92	
00932	County of Marin Environmental Health Svcs	06/13/2024	Regular	0.00	749.00	97923
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
40021	Invoice	06/01/2024	06.01.2024 - TECH/SOLID WASTE RENEW	0.00	749.00	
	01.41.61150	OUTSIDE SERVICES-OTHE	06.01.2024 - TECH/SOLID WAST		749.00	
00533	Davis Sign Company	06/13/2024	Regular	0.00	655.50	97924
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
38240	Invoice	06/03/2024	06.03.2024 - PICKLEBALL/CLIMATE ACTIO	0.00	655.50	
	15.81.63100	CONSTRUCTION	06.03.2024 - PICKLEBALL/CLIMA		655.50	
02732	Diesel Direct West	06/13/2024	Regular	0.00	540.67	97925
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85877474	Invoice	06/06/2024	06.06.2024 - GASOLINE UNL - 100.0 GAL	0.00	540.67	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	06.06.2024 - GASOLINE UNL - 1		540.67	
00087	Elite Tree Service	06/13/2024	Regular	0.00	17,480.00	97926
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-05-18	Invoice	05/31/2024	05.31.2024 - FIRE CLEARANCE - TRAXLER	0.00	2,935.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - FIRE CLEARANCE -		2,935.00	
2024-06-1	Invoice	06/07/2024	06.07.2024 - FIRE CLEARANCE - HAWTHO	0.00	2,910.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - FIRE CLEARANCE -		2,910.00	
2024-06-2	Invoice	06/07/2024	06.07.2024 - FIRE CLEARANCE - CORPYAR	0.00	2,905.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - FIRE CLEARANCE -		2,905.00	
2024-06-3	Invoice	06/07/2024	06.07.2024 - FIRE CLEARANCE - FAUDE ST	0.00	2,880.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - FIRE CLEARANCE -		2,880.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2024-06-4	Invoice	06/07/2024	06.07.2024 - FIRE CLEARANCE - FAUDE ST	0.00	2,970.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - FIRE CLEARANCE -		2,970.00	
2024-06-5	Invoice	06/07/2024	06.07.2024 - FIRE CLEARANCE - CORPYAR	0.00	2,880.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - FIRE CLEARANCE -		2,880.00	
03396	Emily B. Stucky	06/13/2024	Regular	0.00	500.00	97927
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0524	Invoice	05/31/2024	05.31.2024 - SING AND STOMP - 5/3 TO 5	0.00	500.00	
	01.71.61132	OUTSIDE SVCS-PROGRAM	05.31.2024 - SING AND STOMP -		500.00	
00092	Ewing Irrigation Products	06/13/2024	Regular	0.00	554.83	97928
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
22477487	Invoice	06/03/2024	06.03.2024 - 6IN ADJ ROTOR W CHECK	0.00	554.83	
	01.81.62200	DEPARTMENTAL SUPPLIE	06.03.2024 - 6IN ADJ ROTOR W		554.83	
00017	Fairfax Building Supply Co. Inc.	06/13/2024	Regular	0.00	565.33	97929
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
282814	Invoice	05/29/2024	05.29.2024 - WALLPLATES	0.00	9.73	
	01.41.61506	BLDG. MAINT-OTHER	05.29.2024 - WALLPLATES		9.73	
282855	Invoice	05/30/2024	05.30.2024 - COMPRESSION INSERT/UNIO	0.00	6.95	
	01.41.61506	BLDG. MAINT-OTHER	05.30.2024 - COMPRESSION INS		6.95	
282905	Invoice	05/30/2024	05.30.2024 - WALLPLATE/CAULKING/ELEC	0.00	10.57	
	41.41.62200	DEPARTMENTAL SUPPLIE	05.30.2024 - WALLPLATE/CAULK		10.57	
283085	Invoice	06/03/2024	06.03.2024 - VELCRO STRIPS	0.00	38.16	
	41.41.62200	DEPARTMENTAL SUPPLIE	06.03.2024 - VELCRO STRIPS		38.16	
283149	Invoice	06/04/2024	06.04.2024 - PAIL/MOVING BLANKETS/LE	0.00	129.58	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.04.2024 - PAIL/MOVING BLA		129.58	
283263	Invoice	06/06/2024	06.06.2024 - SHIMS/BITS/HEX BOLTS	0.00	89.28	
	01.21.61150	OUTSIDE SERVICES-OTHE	06.06.2024 - SHIMS/BITS/HEX B		89.28	
283387	Invoice	06/10/2024	06.10.2024 - CONN WIRE WINGGRD BL C	0.00	5.86	
	01.81.62200	DEPARTMENTAL SUPPLIE	06.10.2024 - CONN WIRE WING		5.86	
283412	Invoice	06/10/2024	06.10.2024 - TAPE/DISPENSER/PADLOCK/	0.00	170.59	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.10.2024 - TAPE/DISPENSER/P		170.59	
283419	Invoice	06/10/2024	06.10.2024 - PEAT MOSS	0.00	104.61	
	01.81.62200	DEPARTMENTAL SUPPLIE	06.10.2024 - PEAT MOSS		104.61	
02278	Gardeners' Guild	06/13/2024	Regular	0.00	5,347.00	97930
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
117114	Invoice	06/01/2024	06.01.2024 - SFD MEDIANS - JUN MAINTE	0.00	1,099.00	
	01.42.61144	Medians	06.01.2024 - SFD MEDIANS - JU		1,099.00	
117154	Invoice	06/01/2024	06.01.2024 - RED HILL MEDIAN - MAINTE	0.00	2,178.00	
	01.42.61144	Medians	06.01.2024 - RED HILL MEDIAN -		2,178.00	
117155	Invoice	06/01/2024	06.01.2024 - MNTNC JUNE- IMGNTN PK.	0.00	2,070.00	
	01.81.61104	OUTSIDE SERVICES-GROU	06.01.2024 - MNTNC JUNE- IMG		1,035.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	06.01.2024 - MNTNC JUNE- IMG		1,035.00	
02917	Global Office	06/13/2024	Regular	0.00	1,384.76	97931
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
AR33752	Invoice	06/05/2024	06.05.2024 - CANON COPIER - LEASE CON	0.00	1,384.76	
	42.21.63003	COMPUTER HARDWARE/	06.05.2024 - CANON COPIER - L		1,384.76	
00021	Good & Clean Company Inc	06/13/2024	Regular	0.00	13,505.00	97932

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
70942	Invoice	05/31/2024	05.31.2024 - GENERAL CLEANING - TOWN	0.00	11,305.00	
	31.41.61501	BLDG. MAINT-JANITORIAL	05.31.2024 - GENERAL CLEANIN	2,825.00		
	34.41.61501	BLDG. MAINT-JANITORIAL	05.31.2024 - GENERAL CLEANIN	1,775.00		
	41.41.61701	UTILITIES	05.31.2024 - GENERAL CLEANIN	3,125.00		
	41.41.61701	UTILITIES	05.31.2024 - GENERAL CLEANIN	3,580.00		
71183	Invoice	05/31/2024	05.31.2024 - LOWER TOWN HALL - PD BA	0.00	2,200.00	
	41.41.61701	UTILITIES	05.31.2024 - LOWER TOWN HAL	2,200.00		
00104	Grier Argall Plumbing Inc	06/13/2024	Regular	0.00	285.00	97933
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
17690	Invoice	06/06/2024	06.06.2024 - BACKFLOW TESTS	0.00	285.00	
	14.41.61150	OUTSIDE SERVICES-OTHE	06.06.2024 - BACKFLOW TESTS	285.00		
02586	HdL Software LLC	06/13/2024	Regular	0.00	703.64	97934
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
SIN038822	Invoice	04/30/2024	04.30.2024 - NEW ACCOUNTS PROCESSED	0.00	703.64	
	01.12.61150	OUTSIDE SERVICES-OTHE	04.30.2024 - NEW ACCOUNTS P	703.64		
02236	HooplaDigital	06/13/2024	Regular	0.00	809.33	97935
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
505559960	Invoice	05/31/2024	05.31.2024 - DIGITAL ACCOUNT - MAY 20	0.00	809.33	
	27.71.62309	E BOOKS	05.31.2024 - DIGITAL ACCOUNT	809.33		
03635	Integra Landscape Architecture	06/13/2024	Regular	0.00	8,681.65	97936
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2328	Invoice	06/07/2024	06.07.2024 - MASTER PLAN ADDENDUM -	0.00	8,681.65	
	70.81.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - MASTER PLAN AD	8,681.65		
00022	Jackson's Hardware Inc.	06/13/2024	Regular	0.00	579.00	97937
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
156095	Invoice	06/04/2024	06.04.2024 - PRIME/VELCRO TAPE	0.00	267.44	
	41.41.62200	DEPARTMENTAL SUPPLIE	06.04.2024 - PRIME/VELCRO TA	267.44		
156146	Invoice	06/04/2024	06.04.2024 - AIR CIRCULATOR/BOX FANS	0.00	205.34	
	41.41.62200	DEPARTMENTAL SUPPLIE	06.04.2024 - AIR CIRCULATOR/B	205.34		
156217	Invoice	06/05/2024	06.05.2024 - CORD/WALL PLATE	0.00	31.22	
	31.41.61506	BLDG. MAINT-OTHER	06.05.2024 - CORD/WALL PLATE	31.22		
A58933	Invoice	05/29/2024	05.29.2024 - ELECTRIC LANDSCAPE REBAT	0.00	75.00	
	90.41.61100	OUTSIDE SERVICES	05.29.2024 - ELECTRIC LANDSCA	75.00		
03701	Jorden Glassberg	06/13/2024	Regular	0.00	3,702.30	97938
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R15295	Invoice	06/06/2024	06.06.2024 - REFUND - BUILDING FEES	0.00	3,702.30	
	01.00.20302	BUILDING: STATE SEISMIC	06.06.2024 - REFUND - BUILDIN	46.02		
	01.00.20310	BUILDING: STATE GREEN	06.06.2024 - REFUND - BUILDIN	15.00		
	19.00.48004	ROAD IMPACT FEE: CONS	06.06.2024 - REFUND - BUILDIN	3,641.28		
00113	Juan Olsen Sanchez	06/13/2024	Regular	0.00	929.25	97939

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SPRING24-FINAL	Invoice	06/10/2024	06.10.2024 - GYMNASTICS SPRING 2024 -	0.00	929.25	
	21.61.61167	TUMBLING SERVICES	06.10.2024 - GYMNASTICS SPRI	929.25		
03412	Juliana M.Kohl	06/13/2024	Regular	0.00	2,992.50	97940
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012331	Invoice	06/05/2024	06.05.2024 - PRIVATE MUSIC LESSONS - M	0.00	2,992.50	
	21.62.61175	KIDS CULTURE SERVICES	06.05.2024 - PRIVATE MUSIC LE	2,992.50		
02558	Kanopy	06/13/2024	Regular	0.00	779.00	97941
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
403530	Invoice	05/31/2024	05.31.2024 - VIDEOS - LIBRARY - MAY 202	0.00	779.00	
	01.71.62307	VIDEOS	05.31.2024 - VIDEOS - LIBRARY -	779.00		
03699	Katherine Gibson	06/13/2024	Regular	0.00	50.00	97942
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
70421874	Invoice	06/03/2024	06.03.2024 - REFUND - TODDLER TUMBLI	0.00	50.00	
	21.61.48103	TUMBLING	06.03.2024 - REFUND - TODDLE	50.00		
03666	Kathryn Johnson	06/13/2024	Regular	0.00	962.50	97943
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012381	Invoice	06/10/2024	06.10.2024 - PHONICS BOOM - SPRING 20	0.00	962.50	
	21.63.62978	TODDLER ENRICHMENT S	06.10.2024 - PHONICS BOOM -	962.50		
03549	Kid's Choice Camps LLC	06/13/2024	Regular	0.00	1,092.00	97944
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
06062024	Invoice	06/06/2024	06.06.2024 - CARPENTRY FOR KIDS - SPRI	0.00	1,092.00	
	21.62.61175	KIDS CULTURE SERVICES	06.06.2024 - CARPENTRY FOR KI	1,092.00		
03417	Lindsey Klein	06/13/2024	Regular	0.00	5.08	97945
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012335	Invoice	06/04/2024	06.04.2024 - REIMB - CERTIFIED MAIL TRI	0.00	5.08	
	01.18.61150	OUTSIDE SERVICES-OTHE	06.04.2024 - REIMB - CERTIFIED	5.08		
03705	LSA Associates, Inc	06/13/2024	Regular	0.00	4,218.64	97946
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
193709	Invoice	04/30/2024	04.30.2024 - MEMORIAL PARK NESTING B	0.00	4,218.64	
	35.41.61150	OUTSIDE SERVICES-OTHE	04.30.2024 - MEMORIAL PARK	4,218.64		
00377	Luis Quezada	06/13/2024	Regular	0.00	13,795.25	97947
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012334	Invoice	05/22/2024	05.22.2024 - SPRING ACADEMY - PAYMEN	0.00	13,795.25	
	21.61.61162	KIDS SPORTS SERVICES	05.22.2024 - SPRING ACADEMY	13,795.25		
03706	M+R Engineering Consultants, Inc.	06/13/2024	Regular	0.00	6,760.00	97948
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-048	Invoice	06/13/2024	06.13.2024 - STN 20 - REMODEL	0.00	6,760.00	
	45.41.61150	OUTSIDE SERVICES-OTHE	06.13.2024 - STN 20 - REMODEL	6,760.00		
00150	Marin Color Service Inc.	06/13/2024	Regular	0.00	110.96	97949

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
S0676851	Invoice	06/11/2024	06.11.2024 - PAIL/STRAINER/LUBE/SHIEL	0.00	110.96	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.11.2024 - PAIL/STRAINER/LU	110.96		
00029	Marin IT	06/13/2024	Regular	0.00	9,598.57	97950
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-123576	Invoice	06/04/2024	06.04.2024 - AGREEMENT MANAGED OFF	0.00	1,303.00	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.04.2024 - AGREEMENT MAN	1,303.00		
2024-123609	Invoice	06/06/2024	06.06.2024 - AGREEMENT ONSITE SUPPO	0.00	5,720.00	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.06.2024 - AGREEMENT ONSI	5,720.00		
2024-123646	Invoice	06/11/2024	06.11.2024 - AGREEMENT AUTOMATE &	0.00	2,502.50	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.11.2024 - AGREEMENT AUTO	2,502.50		
2024-123674	Invoice	06/11/2024	06.11.2024 - TRENDNET GIGBET POE++ IN	0.00	73.07	
	42.21.62200	DEPARTMENTAL SUPPLIE	06.11.2024 - TRENDNET GIGBET	73.07		
01388	NCSI	06/13/2024	Regular	0.00	647.50	97951
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
44189	Invoice	04/01/2024	04.01.2024 - BACKGROUND CHECK - REC	0.00	462.50	
	21.65.61137	FINGERPRINTING	04.01.2024 - BACKGROUND CHE	462.50		
46269	Invoice	06/01/2024	06.01.2024 - BACKGROUND CHECKS - REC	0.00	185.00	
	21.65.61137	FINGERPRINTING	06.01.2024 - BACKGROUND CHE	185.00		
03698	Newton Oldfather	06/13/2024	Regular	0.00	175.38	97952
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R15046	Invoice	05/29/2024	05.29.2024 - REFUND - UNUSED DEPOSIT	0.00	175.38	
	01.00.48012	GENERAL PLAN MAINT FE	05.29.2024 - REFUND - UNUSED	15.25		
	01.00.48057	PLANNING FEES	05.29.2024 - REFUND - UNUSED	152.50		
	01.00.48059	PLANNING TRAINING FEE	05.29.2024 - REFUND - UNUSED	7.63		
03524	Northwest Cascade, Inc.	06/13/2024	Regular	0.00	2,197.17	97953
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0554211687	Invoice	06/04/2024	06.04.2024 - REC DEPT - ADA COMPLIANT	0.00	2,197.17	
	01.81.61156	EQUIPMENT RENTAL	06.04.2024 - REC DEPT - ADA CO	2,197.17		
02554	Parkmobile LLC	06/13/2024	Regular	0.00	370.00	97954
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV38807	Invoice	05/31/2024	05.31.2024 - END USER FEES	0.00	370.00	
	13.42.61114	OUTSIDE SRV: PARKING	05.31.2024 - END USER FEES	370.00		
03397	Patrick O' Neill	06/13/2024	Regular	0.00	13,645.00	97955
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
111	Invoice	06/06/2024	06.06.2024 - BRIDGE DECK REMOVE AND	0.00	13,645.00	
	19.41.61101	OUTSIDE SERVICES-PROF	06.06.2024 - BRIDGE DECK REM	13,645.00		
00893	Perfect Timing Personnel Services, Inc.	06/13/2024	Regular	0.00	2,840.74	97956
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
53456	Invoice	06/03/2024	06.03.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,414.40	
	01.41.60010	TEMPORARY HELP	06.03.2024 - ADMINISTRATIVE S	1,414.40		
53486	Invoice	06/10/2024	06.10.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,426.34	
	01.82.60010	TEMPORARY HELP	06.10.2024 - ADMINISTRATIVE S	1,141.07		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.65.60010 TEMPORARY HELP		06.10.2024 - ADMINISTRATIVE S		285.27	
02956	PUBLIC RISK, INNOVATION, SOLUTIONS AND M/	06/13/2024	Regular	0.00	395.16	97957
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24401079	Invoice	04/01/2024	04.01.2024 - EMPLOYEE ASSISTANCE - AP	0.00	395.16	
	40.21.60202	EMPLOYEE ASST PRG PRE	04.01.2024 - EMPLOYEE ASSISTA		395.16	
00038	Rafael Lumber	06/13/2024	Regular	0.00	162.77	97958
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
50045	Invoice	05/07/2024	05.07.2024 - GREEN DOUG FIR 2X4 QTY 3	0.00	23.82	
	01.21.61150	OUTSIDE SERVICES-OTHE	05.07.2024 - GREEN DOUG FIR 2		23.82	
51448	Invoice	05/16/2024	05.16.2024 - FENCE BRACKET, DOUG FIR L	0.00	138.95	
	01.21.61150	OUTSIDE SERVICES-OTHE	05.16.2024 - FENCE BRACKET, D		138.95	
03574	RASHID KHALIL	06/13/2024	Regular	0.00	800.00	97959
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012387	Invoice	06/03/2024	06.03.2024 - SOFTBALL CLINICS	0.00	800.00	
	21.61.61165	SOFTBALL SERVICES	06.03.2024 - SOFTBALL CLINICS		800.00	
03700	Robert Vogel	06/13/2024	Regular	0.00	600.00	97960
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012336	Invoice	06/04/2024	06.04.2024 - MAGICIAN CAMP - KIDMARI	0.00	600.00	
	21.63.61179	PARKSIDE SERVICES	06.04.2024 - MAGICIAN CAMP -		300.00	
	21.63.61184	CAMP KIDMARIN MIGHT	06.04.2024 - MAGICIAN CAMP -		300.00	
00540	Ross Recreation Equipment Inc	06/13/2024	Regular	0.00	2,004.59	97961
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
I25544	Invoice	06/10/2024	06.10.2024 - 6FT CAST BENCH - RECYCLED	0.00	2,004.59	
	01.21.61150	OUTSIDE SERVICES-OTHE	06.10.2024 - 6FT CAST BENCH -		2,004.59	
00594	Safety-Kleen	06/13/2024	Regular	0.00	899.32	97962
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
94427115	Invoice	05/01/2024	05.01.2024 - BOXES/OPEN HEAD 55G DR	0.00	899.32	
	01.42.61150	OUTSIDE SERVICES-OTHE	05.01.2024 - BOXES/OPEN HEA		899.32	
03346	Sage Energy Consulting - NV5 Inc.	06/13/2024	Regular	0.00	5,372.50	97963
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000000392520	Invoice	06/12/2024	06.12.2024 - MUNICIPAL RESILIENCY CEN	0.00	5,372.50	
	90.41.61100	OUTSIDE SERVICES	06.12.2024 - MUNICIPAL RESILIE		5,372.50	
03673	Saor Eire Stetler	06/13/2024	Regular	0.00	375.00	97964
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012332	Invoice	06/03/2024	06.03.2024 - SOFTBALL CLINICS - PAYMEN	0.00	375.00	
	21.61.61165	SOFTBALL SERVICES	06.03.2024 - SOFTBALL CLINICS		375.00	
01563	SCA	06/13/2024	Regular	0.00	50,420.40	97965
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24000101	Invoice	01/15/2024	01.15.2024 - RSDNTL STREET SWEEPER - V	0.00	14,405.85	
	01.42.61135	STREET SWEEPING	01.15.2024 - RSDNTL STREET S		14,405.85	
24000195	Invoice	02/15/2024	02.15.2024 - RES STREET SWEEPER - FEB T	0.00	7,202.90	
	01.42.61135	STREET SWEEPING	02.15.2024 - RES STREET SWEEP		7,202.90	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
24000276	Invoice	03/15/2024	03.15.2024 - RES STREET SWEEPER - SEP,	0.00	14,405.85	
	01.42.61135	STREET SWEEPING	03.15.2024 - RES STREET SWEEP		14,405.85	
24000369	Invoice	04/15/2024	04.15.2024 - RES STREET SWEEPER - APR-	0.00	7,202.90	
	01.42.61135	STREET SWEEPING	04.15.2024 - RES STREET SWEEP		7,202.90	
24000460	Invoice	05/15/2024	05.15.2024 - RES STREET SWEEPER - NON	0.00	7,202.90	
	01.42.61135	STREET SWEEPING	05.15.2024 - RES STREET SWEEP		7,202.90	
01359	Siegfried Engineering Inc	06/13/2024	Regular	0.00	15,142.25	97966
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
47794	Invoice	06/11/2024	06.11.2024 - ENGINEERING SERVICES - PA	0.00	15,142.25	
	15.41.63108	CAPITAL OUTLAY - DESIG	06.11.2024 - ENGINEERING SER		15,142.25	
02936	SMITH'S PEST MANAGEMENT	06/13/2024	Regular	0.00	450.00	97967
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
296863	Invoice	05/08/2024	05.08.2024 - COMMERCIAL LANDSCAPE P	0.00	150.00	
	01.81.62206	Snack Shack	05.08.2024 - COMMERCIAL LAN		150.00	
299457	Invoice	05/28/2024	05.28.2024 - MISC SERVICE	0.00	300.00	
	14.81.61150	OUTSIDE SERVICES-OTHE	05.28.2024 - MISC SERVICE		300.00	
02087	Telecom Law Firm PC	06/13/2024	Regular	0.00	1,475.35	97968
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
17581	Invoice	05/30/2024	05.30.2024 - TMOBILE - 1509 SFD BLVD	0.00	1,475.35	
	01.00.20371	PLANNING COSTS TO BE	05.30.2024 - TMOBILE - 1509 SF		1,475.35	
03418	Terri Rose	06/13/2024	Regular	0.00	707.42	97969
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012337	Invoice	06/06/2024	06.06.2024 - REIMB - SNACK SHACK	0.00	707.42	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		39.75	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		30.96	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		100.54	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		53.98	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		37.47	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		34.23	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		13.07	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		212.54	
	01.81.62206	Snack Shack	06.06.2024 - REIMB - SNACK SH		184.88	
03207	Toni DeFrancis	06/13/2024	Regular	0.00	460.00	97970
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-PC63	Invoice	06/10/2024	06.10.2024 - TRANSCRIPTION - PC 06/03	0.00	180.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	06.10.2024 - TRANSCRIPTION -		180.00	
2024-TC528	Invoice	06/03/2024	06.03.2024 - TRANSCRIPTION - TC 05/28	0.00	280.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	06.03.2024 - TRANSCRIPTION -		280.00	
03094	TRC Companies	06/13/2024	Regular	0.00	3,762.00	97971
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
44071	Invoice	06/05/2024	06.05.2024 - ON-CALL INSPECTIONS - MA	0.00	3,762.00	
	01.41.61150	OUTSIDE SERVICES-OTHE	06.05.2024 - ON-CALL INSPECTI		3,762.00	
03279	Veronica Hillard	06/13/2024	Regular	0.00	67.44	97972

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012382	Invoice	06/06/2024	06.06.2024 - REIMB - END OF YEAR PARTY	0.00	67.44	
	21.63.61187	ROBSON AFTER SCHOOL	06.06.2024 - REIMB - END OF YE	67.44		
01128	Kristen Gregoriev	06/17/2024	Regular	0.00	1,116.15	97973
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012448	Invoice	06/17/2024	REFUND REDWOOD RD PMT APN 007-13	0.00	1,116.15	
	45.00.49025	REIMBURSEMENT	REFUND REDWOOD RD PMT AP	1,116.15		
03714	Claim #2024-01	06/24/2024	Regular	0.00	467.06	97974
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-01	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	467.06	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	320.66		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03715	Claim #2024-02	06/24/2024	Regular	0.00	543.48	97975
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-02	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	543.48	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	397.08		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03716	Claim #2024-03	06/24/2024	Regular	0.00	416.80	97976
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-03	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	416.80	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	270.40		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03717	Claim #2024-04	06/24/2024	Regular	0.00	197.24	97977
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-04	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	197.24	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	50.84		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03718	Claim #2024-05	06/24/2024	Regular	0.00	662.52	97978
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-05	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	662.52	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	516.12		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03719	Claim #2024-06	06/24/2024	Regular	0.00	852.56	97979
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-06	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	852.56	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	628.16		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	156.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03720	Claim #2024-07	06/24/2024	Regular	0.00	570.34	97980

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-07	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	570.34	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	423.94		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03721	Claim #2024-08	06/24/2024	Regular	0.00	802.80	97981
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-08	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	802.80	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	734.40		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03722	Claim #2024-09	06/24/2024	Regular	0.00	270.48	97982
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-09	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	270.48	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	124.08		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03723	Claim #2024-10	06/24/2024	Regular	0.00	261.96	97983
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-10	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	261.96	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	183.96		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
03724	Claim #2024-11	06/24/2024	Regular	0.00	187.44	97984
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-11	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	187.44	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	41.04		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03725	Claim #2024-12	06/24/2024	Regular	0.00	283.78	97985
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-12	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	283.78	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	137.38		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03727	Claim #2024-13	06/24/2024	Regular	0.00	884.58	97986
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-13	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	884.58	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	738.18		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03728	Claim #2024-14	06/24/2024	Regular	0.00	204.82	97987
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-14	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	204.82	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	58.42		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03729	Claim #2024-15	06/24/2024	Regular	0.00	218.06	97988
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-15	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	218.06	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	71.66		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03730	Claim #2024-16	06/24/2024	Regular	0.00	286.80	97989
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-16	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	286.80	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	140.40		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03731	Claim #2024-17	06/24/2024	Regular	0.00	230.48	97990
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-17	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	230.48	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	84.08		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03732	Claim #2024-18	06/24/2024	Regular	0.00	525.56	97991
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-18	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	525.56	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	379.16		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03733	Claim #2024-19	06/24/2024	Regular	0.00	840.72	97992
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-19	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	840.72	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	616.32		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	156.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03734	Claim #2024-20	06/24/2024	Regular	0.00	259.46	97993
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-20	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	259.46	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	113.06		
	01.00.40201	MUNI SERVICES	MUNICPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03735	Claim #2024-21	06/24/2024	Regular	0.00	195.44	97994
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-21	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	195.44	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	49.04		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03736	Claim #2024-22	06/24/2024	Regular	0.00	455.50	97995

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-22	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	455.50	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	309.10		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03737	Claim #2024-23	06/24/2024	Regular	0.00	232.92	97996
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-23	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	232.92	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	86.52		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03738	Claim #2024-24	06/24/2024	Regular	0.00	277.32	97997
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-24	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	277.32	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	130.92		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03739	Claim #2024-25	06/24/2024	Regular	0.00	428.00	97998
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-25	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	428.00	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	281.60		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03740	Claim #2024-26	06/24/2024	Regular	0.00	320.94	97999
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-26	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	320.94	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	174.54		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03741	Claim #2024-27	06/24/2024	Regular	0.00	398.06	98000
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-27	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	398.06	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	251.66		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03742	Claim #2024-28	06/24/2024	Regular	0.00	596.74	98001
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-28	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	596.74	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	450.34		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03743	Claim #2024-29	06/24/2024	Regular	0.00	420.24	98002

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-29	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	420.24	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	273.84		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03744	Claim #2024-30	06/24/2024	Regular	0.00	428.84	98003
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-30	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	428.84	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	282.44		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03745	Claim #2024-31	06/24/2024	Regular	0.00	639.40	98004
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-31	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	639.40	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	561.40		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
03746	Claim #2024-32	06/24/2024	Regular	0.00	244.44	98005
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-32	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	244.44	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	98.04		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03747	Claim #2024-33	06/24/2024	Regular	0.00	604.74	98006
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-33	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	604.74	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	458.34		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03748	Claim #2024-34	06/24/2024	Regular	0.00	886.80	98007
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-34	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	886.80	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	740.40		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03749	Claim #2024-35	06/24/2024	Regular	0.00	403.60	98008
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-35	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	403.60	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	257.20		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03750	Claim #2024-36	06/24/2024	Regular	0.00	219.38	98009

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-36	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	219.38	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	72.98		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03751	Claim #2024-37	06/24/2024	Regular	0.00	261.86	98010
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-37	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	261.86	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	115.46		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03752	Claim #2024-38	06/24/2024	Regular	0.00	463.16	98011
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-38	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	463.16	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	316.76		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03753	Claim #2024-39	06/24/2024	Regular	0.00	463.42	98012
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-39	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	463.42	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	317.02		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03754	Claim #2024-40	06/24/2024	Regular	0.00	439.80	98013
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-40	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	439.80	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	293.40		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03755	Claim #2024-41	06/24/2024	Regular	0.00	277.68	98014
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-41	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	277.68	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	131.28		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03756	Claim #2024-42	06/24/2024	Regular	0.00	356.82	98015
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-42	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	356.82	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	210.42		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03757	Claim #2024-43	06/24/2024	Regular	0.00	566.98	98016

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-43	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	566.98	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	420.58		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03758	Claim #2024-44	06/24/2024	Regular	0.00	261.88	98017
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-44	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	261.88	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	115.48		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
03759	Claim #2024-45	06/24/2024	Regular	0.00	897.06	98018
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-45	Invoice	06/20/2024	06.20.2024 - TAX REBATE	0.00	897.06	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	750.66		
	01.00.40201	MUNI SERVICES	MUNICPAL SERVICES (GENERAL	78.00		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	68.40		
02411	23 ELEPHANTS THEATRE COMPANY	06/27/2024	Regular	0.00	13,079.50	98019
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
SUMMER2024-W	Invoice	06/24/2024	06.24.2024 - SUMMER 2024 - PAYMENT 1	0.00	5,656.00	
	21.63.61186	SPECIALTY CAMPS SERVIC	06.24.2024 - SUMMER 2024 - PA	5,656.00		
SUMMER2024-W	Invoice	06/24/2024	06.24.2024 - SUMMER 2024 - PAYMENT 2	0.00	7,423.50	
	21.63.61186	SPECIALTY CAMPS SERVIC	06.24.2024 - SUMMER 2024 - PA	7,423.50		
00048	Alhambra & Sierra Springs	06/27/2024	Regular	0.00	157.84	98020
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
23551470 06202	Invoice	06/20/2024	06.20.2024 - REC DEPT - WATER DELIVERY	0.00	157.84	
	21.63.61179	PARKSIDE SERVICES	06.20.2024 - REC DEPT - WATER	90.92		
	21.65.62200	DEPARTMENTAL SUPPLIE	06.20.2024 - REC DEPT - WATER	66.92		
02920	Amazon Business	06/27/2024	Regular	0.00	10.90	98021
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1D14-RDQN-T6G	Invoice	06/17/2024	06.17.2024 - ANKER USB HUB	0.00	10.90	
	01.71.62000	OFFICE SUPPLIES	06.17.2024 - ANKER USB HUB	10.90		
03299	Answer MTI	06/27/2024	Regular	0.00	335.57	98022
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
000032-834-011	Invoice	06/01/2024	06.01.2024 - CALL CENTER SERVICE	0.00	335.57	
	01.41.61150	OUTSIDE SERVICES-OTHE	06.01.2024 - CALL CENTER SERV	335.57		
00408	Astro Jump of Northbay	06/27/2024	Regular	0.00	419.00	98023
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
24280807	Invoice	04/08/2024	04.08.2024 - WATER SLIDE - WEEK 1	0.00	419.00	
	21.63.61179	PARKSIDE SERVICES	04.08.2024 - WATER SLIDE - WE	209.50		
	21.63.61184	CAMP KIDMARIN MIGHT	04.08.2024 - WATER SLIDE - WE	209.50		
00001	AT&T Calnet	06/27/2024	Regular	0.00	419.62	98024

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
634-06202024	Invoice	06/20/2024	634 - TRAFFIC SIGNAL MODEM - 05.20.24	0.00	419.62	
	41.41.61701	UTILITIES	634 - TRAFFIC SIGNAL MODEM -	419.62		
03764	Aura Lopez	06/27/2024	Regular	0.00	400.00	98025
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
001	Invoice	06/24/2024	06.24.2024 - DANCE PERFORMANCE	0.00	400.00	
	21.63.61179	PARKSIDE SERVICES	06.24.2024 - DANCE PERFORMA	100.00		
	21.63.61184	CAMP KIDMARIN MIGHT	06.24.2024 - DANCE PERFORMA	300.00		
00388	Baker & Taylor	06/27/2024	Regular	0.00	1,646.83	98026
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
5018931237	Invoice	06/14/2024	06.14.2024 - CHILDREN'S BOOKS	0.00	81.60	
	01.71.62302	CHILDRENS BOOKS	06.14.2024 - CHILDREN'S BOOK	81.60		
5018937131	Invoice	06/07/2024	06.07.2024 - CHILDREN'S BOOKS	0.00	237.70	
	01.71.62302	CHILDRENS BOOKS	06.07.2024 - CHILDREN'S BOOK	237.70		
5018937132	Invoice	06/07/2024	06.07.2024 - CHILDREN'S BOOKS	0.00	15.22	
	01.71.62302	CHILDRENS BOOKS	06.07.2024 - CHILDREN'S BOOK	15.22		
5018941622	Invoice	06/17/2024	06.17.2024 - CHILDREN'S BOOKS	0.00	15.22	
	01.71.62302	CHILDRENS BOOKS	06.17.2024 - CHILDREN'S BOOK	15.22		
5018941623	Invoice	06/17/2024	06.17.2024 - CHILDREN'S BOOKS	0.00	264.40	
	27.71.62302	CHILDRENS BOOKS	06.17.2024 - CHILDREN'S BOOK	264.40		
5018943888	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	12.81	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	12.81		
5018943889	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	43.62	
	27.71.62302	CHILDRENS BOOKS	06.19.2024 - ADULT BOOKS	43.62		
5018943890	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	65.44	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	65.44		
5018943891	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	23.43	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	23.43		
5018943892	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	24.45	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	24.45		
5018943893	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	67.73	
	27.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	67.73		
5018943894	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	101.78	
	27.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	101.78		
5018943895	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	24.10	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	24.10		
5018943896	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	25.74	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	25.74		
5018943897	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	22.17	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	22.17		
5018943898	Invoice	06/19/2024	06.19.2024 - ADULT BOOKS	0.00	66.02	
	01.71.62301	ADULT BOOKS	06.19.2024 - ADULT BOOKS	66.02		
5018957610	Invoice	06/17/2024	06.17.2024 - CHILDREN'S BOOKS	0.00	15.65	
	27.71.62302	CHILDRENS BOOKS	06.17.2024 - CHILDREN'S BOOK	15.65		
5018957611	Invoice	06/17/2024	06.17.2024 - CHILDREN'S BOOKS	0.00	15.22	
	01.71.62302	CHILDRENS BOOKS	06.17.2024 - CHILDREN'S BOOK	15.22		
5018957612	Invoice	06/17/2024	06.17.2024 - CHILDREN'S BOOKS	0.00	7.46	
	27.71.62302	CHILDRENS BOOKS	06.17.2024 - CHILDREN'S BOOK	7.46		
5018957613	Invoice	06/17/2024	06.17.2024 - CHILDREN'S BOOKS	0.00	19.18	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	27.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		19.18	
5018957614	Invoice 06/17/2024	06.17.2024 - CHILDREN'S BOOKS		0.00	17.55	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		17.55	
5018959589	Invoice 06/17/2024	06.17.2024 - CHILDREN'S BOOKS		0.00	32.25	
	27.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		32.25	
5018964470	Invoice 06/17/2024	06.17.2024 - CHILDREN'S BOOKS		0.00	51.32	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		51.32	
5018964485	Invoice 06/17/2024	06.17.2024 - TEEN BOOKS		0.00	15.90	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - TEEN BOOKS		15.90	
5018964787	Invoice 06/17/2024	06.17.2024 - CHIDLREN'S BOOKS		0.00	11.31	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - CHIDLREN'S BOOK		11.31	
5018964788	Invoice 06/17/2024	06.17.2024 - CHILDREN'S BOOKS		0.00	41.68	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		41.68	
5018964789	Invoice 06/17/2024	06.17.2024 - CHILDREN'S BOOKS		0.00	11.97	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		11.97	
5018964790	Invoice 06/17/2024	06.17.2024 - CHILDREN'S BOOKS		0.00	18.34	
	01.71.62302 CHILDRENS BOOKS		06.17.2024 - CHILDREN'S BOOK		18.34	
5018965044	Invoice 06/18/2024	06.18.2024 - CHILDREN'S BOOKS		0.00	21.49	
	01.71.62302 CHILDRENS BOOKS		06.18.2024 - CHILDREN'S BOOK		21.49	
5018965045	Invoice 06/18/2024	06.18.2024 - CHIDLREN'S BOOKS		0.00	86.26	
	27.71.62302 CHILDRENS BOOKS		06.18.2024 - CHIDLREN'S BOOK		86.26	
H69181840	Invoice 05/29/2024	05.29.2024 - VIDEOS		0.00	68.93	
	01.71.62307 VIDEOS		05.29.2024 - VIDEOS		68.93	
H69196400	Invoice 05/30/2024	05.30.2024 - VIDEOS		0.00	24.07	
	01.71.62307 VIDEOS		05.30.2024 - VIDEOS		24.07	
H69210630	Invoice 05/30/2024	05.30.2024 - VIDEOS		0.00	46.25	
	01.71.62307 VIDEOS		05.30.2024 - VIDEOS		46.25	
H69218660	Invoice 05/30/2024	05.30.2024 - VIDEOS		0.00	31.45	
	01.71.62307 VIDEOS		05.30.2024 - VIDEOS		31.45	
H69299960	Invoice 06/06/2024	06.06.2024 - VIDEOS		0.00	19.12	
	01.71.62307 VIDEOS		06.06.2024 - VIDEOS		19.12	
	Void	06/27/2024	Regular	0.00	0.00	98027
	Void	06/27/2024	Regular	0.00	0.00	98028
03765	Blueprint Express Corporation	06/27/2024	Regular	0.00	734.50	98029
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number **Account Name**	**Item Description**		**Distribution Amount**		
RICH-51921	Invoice 06/25/2024	06.25.2024 - PLAN ROOM		0.00	417.75	
	15.41.63200 SLURRY RESURFACING CO		06.25.2024 - 2024 STREET RESU	417.75		
RICH-51925	Invoice 06/25/2024	06.25.2024 - 2024 SLURRY SEAL - PLAN R		0.00	316.75	
	19.41.63200 SLURRY RESURFACING		06.25.2024 - 2024 SLURRY SEAL	316.75		
02823	BOUCHER LAW	06/27/2024	Regular	0.00	2,457.00	98030
Payable #	**Payable Type** **Post Date**	**Payable Description**		**Discount Amount**	**Payable Amount**	
	Account Number **Account Name**	**Item Description**		**Distribution Amount**		
2116	Invoice 06/10/2024	06.10.2024 - LABOR AND EMPLOYMENT		0.00	2,457.00	
	01.16.61196 PERSONNEL LEGAL SERVI		06.10.2024 - LABOR AND EMPL	2,457.00		
03462	Bullet Liongson	06/27/2024	Regular	0.00	2,850.00	98031

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Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2452	Invoice	05/31/2024	05.31.2024 - SBM/BRANDING/NEWSLETT	0.00	2,850.00	
	01.21.61903	PROMOTION OF COMME	05.31.2024 - SBM/BRANDING/N	1,125.00		
	01.21.61903	PROMOTION OF COMME	05.31.2024 - SBM/BRANDING/N	1,650.00		
	01.21.61903	PROMOTION OF COMME	05.31.2024 - SBM/BRANDING/N	75.00		
03604	BWF Consulting Engineers	06/27/2024	Regular	0.00	13,250.00	98032
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
23015-4	Invoice	04/01/2024	04.01.2024 - SUBMITTAL REVIEW/RFI/SIT	0.00	1,250.00	
	45.41.61150	OUTSIDE SERVICES-OTHE	04.01.2024 - SUBMITTAL REVIE	1,250.00		
23016-2	Invoice	04/01/2024	04.01.2024 - DESIGN DWGS/SPECS - TH H	0.00	12,000.00	
	45.41.61150	OUTSIDE SERVICES-OTHE	04.01.2024 - DESIGN DWGS/SPE	12,000.00		
03760	C&J Painting	06/27/2024	Regular	0.00	15,150.00	98033
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1_NWWalls	Invoice	06/13/2024	06.13.2024 - ICC EXTERIOR - NW WALLS	0.00	7,950.00	
	21.65.63100	CAPITAL OUTLAY - CONST	06.13.2024 - ICC EXTERIOR - N	7,950.00		
1-VistaRoom	Invoice	06/13/2024	06.13.2024 - ICC EXTERIOR - VISTA ROOM	0.00	7,200.00	
	21.65.63100	CAPITAL OUTLAY - CONST	06.13.2024 - ICC EXTERIOR - VIS	7,200.00		
03762	Claim #2024-46	06/27/2024	Regular	0.00	199.18	98034
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-46	Invoice	06/24/2024	06.24.2024 - TAX REBATE	0.00	199.18	
	01.00.40106	PENSION OVERRIDE - SEC	PENSION OVERRIDE	45.28		
	01.00.40201	MUNI SERVICES	MUNICIPAL SERVICES (GENERAL	84.50		
	27.00.40205	LIBRARY TAX	LIBRARY PARCEL TAX	69.40		
03520	DM Brent & Associates, Inc.	06/27/2024	Regular	0.00	19,175.00	98035
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
TOSALIB12	Invoice	05/31/2024	05.31.2024 - CONSTRUCTION MGMT - LIB	0.00	1,867.50	
	45.41.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - CONSTRUCTION M	1,867.50		
TOSAMP12	Invoice	05/31/2024	05.31.2024 - CONSTRUCTION MGMT - ME	0.00	147.50	
	15.81.63100	CONSTRUCTION	05.31.2024 - CONSTRUCTION M	147.50		
TOSASF04	Invoice	05/31/2024	05.31.2024 - CONSTRUCTION MGMT - SF	0.00	572.50	
	15.81.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - CONSTRUCTION M	572.50		
TOSATH15	Invoice	05/31/2024	05.31.2024 - CONSTRUCTION MGMT - TO	0.00	16,587.50	
	45.41.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - CONSTRUCTION M	16,587.50		
03662	DMR Builders	06/27/2024	Regular	0.00	188,416.55	98036
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5	Invoice	05/31/2024	05.31.2024 - TOWN HALL HVAC - PROGRE	0.00	188,416.55	
	45.41.61150	OUTSIDE SERVICES-OTHE	05.31.2024 - TOWN HALL HVAC	188,416.55		
03708	Donald Vita	06/27/2024	Regular	0.00	153.00	98037
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R15055	Invoice	06/13/2024	06.13.2024 - REFUND - INSPECTION FEE	0.00	153.00	
	01.00.42202	CONSTR: BUILDING PERM	06.13.2024 - REFUND - INSPECTI	153.00		
00087	Elite Tree Service	06/27/2024	Regular	0.00	13,127.50	98038

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Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-06-10	Invoice	06/17/2024	06.17.2024 - FIRE CLEARANCE - GREENFIE	0.00	2,880.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.17.2024 - FIRE CLEARANCE -	2,880.00		
2024-06-14	Invoice	06/17/2024	06.17.2024 - FIRE CLEARANCE - WALGREE	0.00	3,977.50	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.17.2024 - FIRE CLEARANCE -	3,977.50		
2024-06-15	Invoice	06/17/2024	06.17.2024 - WIND DAMANGE - TH	0.00	380.00	
	01.42.61105	OUTSIDE SERVICES-TREES	06.17.2024 - WIND DAMANGE -	380.00		
2024-06-7	Invoice	06/17/2024	06.17.2024 - FIRE CLEARANCE - SYCAMOR	0.00	2,945.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.17.2024 - FIRE CLEARANCE -	2,945.00		
2024-06-8	Invoice	06/17/2024	06.17.2024 - FIRE CLEARANCE - ALDERNY	0.00	2,945.00	
	35.41.61150	OUTSIDE SERVICES-OTHE	06.17.2024 - FIRE CLEARANCE -	2,945.00		
02622	Epstein Holtzapple Christo LLP	06/27/2024	Regular	0.00	19,717.50	98039
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
7480	Invoice	06/14/2024	06.14.2024 - GENERAL LEGAL COUNSEL	0.00	19,442.50	
	01.16.61138	GENERAL COUNSEL LEGA	06.14.2024 - GENERAL LEGAL C	19,442.50		
7481	Invoice	06/14/2024	06.14.2024 - PLANNING LEGAL SERVICES	0.00	275.00	
	01.16.61138	GENERAL COUNSEL LEGA	06.14.2024 - PLANNING LEGAL S	275.00		
00017	Fairfax Building Supply Co. Inc.	06/27/2024	Regular	0.00	147.80	98040
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
283505	Invoice	06/12/2024	06.12.2024 - THINNER/PICKS	0.00	55.51	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.12.2024 - THINNER/PICKS	55.51		
283550	Invoice	06/13/2024	06.13.2024 - ELBOW/COMPOUND/STUCC	0.00	59.38	
	31.41.61506	BLDG. MAINT-OTHER	06.13.2024 - ELBOW/COMPOU	59.38		
283553	Invoice	06/13/2024	06.13.2024 - PRIMED PINE LUMBER	0.00	32.91	
	31.41.61506	BLDG. MAINT-OTHER	06.13.2024 - PRIMED PINE LUM	32.91		
03093	Gary Bloom	06/27/2024	Regular	0.00	1,000.00	98041
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R14648	Invoice	06/13/2024	06.13.2024 - ROAD BOND REFUND - 29 BE	0.00	1,000.00	
	01.00.20314	ROAD BOND	06.13.2024 - ROAD BOND REFU	1,000.00		
03712	Gridscape Solutions, Inc.	06/27/2024	Regular	0.00	169,291.65	98042
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
SAL/1/2024	Invoice	06/14/2024	06.14.2024 - BESS MICROGRID - 15% AG	0.00	169,291.65	
	15.90.63100	CONSTRUCTION	06.14.2024 - BESS MICROGRID -	169,291.65		
00104	Grier Argall Plumbing Inc	06/27/2024	Regular	0.00	175.00	98043
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
17711	Invoice	06/13/2024	06.13.2024 - TH HVAC - CAP GAS LINES	0.00	175.00	
	41.41.61506	PUBLIC WORKS CAPITAL	06.13.2024 - TH HVAC - CAP GA	175.00		
00020	Hannibal's Inc Electrical Construction	06/27/2024	Regular	0.00	243.75	98044
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
25217	Invoice	06/12/2024	06.12.2024 - AC CIRCUITS - COUNCIL CHA	0.00	243.75	
	41.41.61506	PUBLIC WORKS CAPITAL	06.12.2024 - AC CIRCUITS - COU	243.75		
02410	Hinderliter de Llamas & Associates	06/27/2024	Regular	0.00	2,445.72	98045

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
SIN039143	Invoice	06/12/2024	06.12.2024 - CONTRACT SVCS APR-JUN 20	0.00	2,445.72	
	01.12.61150	OUTSIDE SERVICES-OTHE	06.12.2024 - CONTRACT SVCS A	2,445.72		
00022	Jackson's Hardware Inc.	06/27/2024	Regular	0.00	75.00	98046
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
A58933-B	Invoice	05/29/2024	05.29.2024 - ELECTRIC LANDSCAPE REBAT	0.00	75.00	
	90.41.61100	OUTSIDE SERVICES	05.29.2024 - ELECTRIC LANDSCA	75.00		
00022	Jackson's Hardware Inc.	06/27/2024	Regular	0.00	548.15	98047
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
156095-B	Invoice	06/04/2024	06.04.2024 - PRIME/VELCRO TAPE	0.00	267.44	
	41.41.62200	DEPARTMENTAL SUPPLIE	06.04.2024 - PRIME/VELCRO TA	267.44		
156146-B	Invoice	06/04/2024	06.04.2024 - AIR CIRCULATOR/BOX FANS	0.00	205.34	
	41.41.62200	DEPARTMENTAL SUPPLIE	06.04.2024 - AIR CIRCULATOR/B	205.34		
156217-B	Invoice	06/05/2024	06.05.2024 - CORD/WALL PLATE	0.00	31.22	
	31.41.61506	BLDG. MAINT-OTHER	06.05.2024 - CORD/WALL PLATE	31.22		
156860	Invoice	06/14/2024	06.14.2024 - SANDSPONGE/DRYWALL/TA	0.00	39.46	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.14.2024 - SANDSPONGE/DRY	39.46		
156875	Invoice	06/14/2024	06.14.2024 - VINYL CUP	0.00	4.69	
	31.41.61506	BLDG. MAINT-OTHER	06.14.2024 - VINYL CUP	4.69		
03008	Jara, Inc,	06/27/2024	Regular	0.00	461.10	98048
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012500	Invoice	06/24/2024	06.24.2024 - SWIRL - MIGHT & MINI	0.00	461.10	
	21.63.61179	PARKSIDE SERVICES	06.24.2024 - SWIRL - MIGHT &	130.50		
	21.63.61184	CAMP KIDMARIN MIGHT	06.24.2024 - SWIRL - MIGHT &	330.60		
02579	LTS of Marin	06/27/2024	Regular	0.00	2,362.50	98049
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
1652	Invoice	05/11/2024	05.11.2024 - VEHICLE MAINTENANCE	0.00	2,362.50	
	01.81.61602	VEHICLE MAINTENANCE/	05.11.2024 - VEHICLE MAINTEN	1,362.50		
	01.81.61602	VEHICLE MAINTENANCE/	05.11.2024 - VEHICLE MAINTEN	400.00		
	01.81.61602	VEHICLE MAINTENANCE/	05.11.2024 - VEHICLE MAINTEN	600.00		
00150	Marin Color Service Inc.	06/27/2024	Regular	0.00	-119.26	98050
00150	Marin Color Service Inc.	06/27/2024	Regular	0.00	119.26	98050
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
S0677104	Invoice	06/11/2024	06.11.2024 - FLOOR AND PATIO LATEX BA	0.00	119.26	
	01.42.62200	DEPARTMENTAL SUPPLIE	06.11.2024 - FLOOR AND PATIO	119.26		
00738	Marin County Registrar of Voters	06/27/2024	Regular	0.00	17,507.88	98051
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012451	Invoice	06/13/2024	06.13.2024 - MEASURE F PRES PRIMARY 0	0.00	17,507.88	
	01.11.61102	OUTSIDE SVCS-ELECTION	06.13.2024 - MEASURE F PRES P	17,507.88		
03154	Marin Fencing, Inc.	06/27/2024	Regular	0.00	6,588.00	98052
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
94593	Invoice	06/14/2024	06.14.2024 - MEMORIAL PARK - CROSS BA	0.00	6,588.00	
	15.81.63100	CONSTRUCTION	06.14.2024 - MEMORIAL PARK -	6,588.00		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00029	Marin IT	06/27/2024	Regular	0.00	6,086.67	98053
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2024-123610	Invoice	06/06/2024	06.06.2024 - IT MGMT SUPPORT AGREEM	0.00	5,026.67	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.06.2024 - IT MGMT SUPPOR	5,026.67		
2024-123611	Invoice	06/06/2024	06.06.2024 - AGREEMENT HOSTED BACK	0.00	1,000.00	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.06.2024 - AGREEMENT HOST	1,000.00		
2024-25797	Invoice	06/06/2024	06.06.2024 - STREAMLINE IT - Q2 2024	0.00	60.00	
	42.21.61150	OUTSIDE SERVICES-OTHE	06.06.2024 - STREAMLINE IT - Q	60.00		
01036	Matrix HG Inc	06/27/2024	Regular	0.00	1,661.01	98054
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
178149	Invoice	06/13/2024	06.13.2024 - AC REPAIR - 150 BUTTERFIEL	0.00	854.93	
	01.32.61506	BLDG. MAINT-OTHER	06.13.2024 - AC REPAIR - 150 B	854.93		
178150	Invoice	06/13/2024	06.13.2024 - AC REPAIR - 150 BUTTERFIEL	0.00	493.08	
	01.32.61506	BLDG. MAINT-OTHER	06.13.2024 - AC REPAIR - 150 B	493.08		
178208	Invoice	06/14/2024	06.14.2024 - REC DEPT - SEMIANNUAL M	0.00	313.00	
	31.41.61506	BLDG. MAINT-OTHER	06.14.2024 - REC DEPT - SEMIA	313.00		
02323	Maze & Associates	06/27/2024	Regular	0.00	13,920.00	98055
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
53353	Invoice	06/14/2024	06.14.2024 - PROFESSIONAL SERVICES - F	0.00	13,920.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	06.14.2024 - PROFESSIONAL SE	13,920.00		
00372	Miller Pacific	06/27/2024	Regular	0.00	9,000.00	98056
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
36146	Invoice	06/07/2024	06.07.2024 - GEOTECHNICAL INVESTIGATI	0.00	9,000.00	
	45.41.61150	OUTSIDE SERVICES-OTHE	06.07.2024 - GEOTECHNICAL IN	9,000.00		
01916	NATIONAL ACADEMY OF ATHLETICS	06/27/2024	Regular	0.00	752.50	98057
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012498	Invoice	06/20/2024	06.20.2024 - ALL SORTS OF SPORTS JUNIO	0.00	752.50	
	21.63.61183	CAMP SPORTS SERVICES	06.20.2024 - ALL SORTS OF SPO	752.50		
03761	Neav Healy	06/27/2024	Regular	0.00	6,426.00	98058
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
06182024	Invoice	06/18/2024	06.18.2024 - COOKING AROUND THE WO	0.00	6,426.00	
	21.63.61186	SPECIALTY CAMPS SERVIC	06.18.2024 - COOKING AROUND	6,426.00		
03709	Nick Svenson	06/27/2024	Regular	0.00	276.80	98059
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
R2024-0073	Invoice	06/13/2024	06.13.2024 - REFUND - INSPECTION CANC	0.00	276.80	
	01.00.48054	RESALE INSPECTIONS	06.13.2024 - REFUND - INSPECTI	276.80		
03211	ODP Business Solutions LLC	06/27/2024	Regular	0.00	174.75	98060
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
373334866001	Invoice	06/20/2024	06.20.2024 - PAPER/SHARPIES	0.00	174.75	
	01.12.62000	OFFICE SUPPLIES	06.20.2024 - PAPER/SHARPIES	174.75		
00992	OverDrive Inc.	06/27/2024	Regular	0.00	4,505.69	98061

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02883CO241797	Invoice	06/12/2024	06.12.2024 - LIBRARY - EBOOKS/AUDIOBO	0.00	4,505.69	
	27.71.62309	E BOOKS	06.12.2024 - LIBRARY - EBOOKS/	4,505.69		
00128	Pacific Gas & Electric	06/27/2024	Regular	0.00	113.20	98062
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
216-06122024	Invoice	06/12/2024	216 - IMAGINATION PARK - 05.07.24-06-0	0.00	113.20	
	14.81.61150	OUTSIDE SERVICES-OTHE	216 - IMAGINATION PARK - 05.0	113.20		
00165	Pacific Telemanagement Services - PTS	06/27/2024	Regular	0.00	93.00	98063
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2123225	Invoice	06/13/2024	06.13.2024 - TH PAYPHONE - JULY 2024	0.00	93.00	
	01.42.61705	UTILITIES-TELEPHONE	06.13.2024 - TH PAYPHONE - JUL	93.00		
03523	Parametrix, Inc	06/27/2024	Regular	0.00	21,578.64	98064
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
53177	Invoice	02/19/2024	02.19.2024 - PROFESSIONAL SERVICES TH	0.00	675.00	
	15.41.63122	BIKE AND PEDESTRIAL CO	02.19.2024 - PROFESSIONAL SE	675.00		
55519	Invoice	05/28/2024	05.28.2024 - PROFESSIONAL SERVICES TH	0.00	20,903.64	
	15.41.63122	BIKE AND PEDESTRIAL CO	05.28.2024 - PROFESSIONAL SE	20,903.64		
00893	Perfect Timing Personnel Services, Inc.	06/27/2024	Regular	0.00	6,448.68	98065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
53457	Invoice	06/03/2024	06.03.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,296.68	
	01.82.60010	TEMPORARY HELP	06.03.2024 - ADMINISTRATIVE S	1,037.34		
	21.65.60010	TEMPORARY HELP	06.03.2024 - ADMINISTRATIVE S	259.34		
53513	Invoice	06/17/2024	06.17.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,818.52	
	01.41.60010	TEMPORARY HELP	06.17.2024 - ADMINISTRATIVE S	1,818.52		
53514	Invoice	06/17/2024	06.17.2024 - ADMINISTRATIVE SERVICES -	0.00	1,348.54	
	01.82.60010	TEMPORARY HELP	06.17.2024 - ADMINISTRATIVE S	1,078.83		
	21.65.60010	TEMPORARY HELP	06.17.2024 - ADMINISTRATIVE S	269.71		
53542	Invoice	06/24/2024	06.24.2024 - ADMINISTRATIVE SUPPORT -	0.00	1,414.40	
	01.41.60010	TEMPORARY HELP	06.24.2024 - ADMINISTRATIVE S	1,414.40		
53543	Invoice	06/24/2024	06.24.2024 - ADMINISTRATIVE SUPPORT -	0.00	570.54	
	01.82.60010	TEMPORARY HELP	06.24.2024 - ADMINISTRATIVE S	456.43		
	21.65.60010	TEMPORARY HELP	06.24.2024 - ADMINISTRATIVE S	114.11		
03639	Quadient Leasing USA, Inc.	06/27/2024	Regular	0.00	576.62	98066
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
Q1372709	Invoice	06/10/2024	06.10.2024 - POSTAGE MACHINE LEASE	0.00	576.62	
	01.12.62003	POSTAGE	06.10.2024 - POSTAGE MACHIN	115.32		
	01.18.62003	POSTAGE	06.10.2024 - POSTAGE MACHIN	115.32		
	01.41.62003	POSTAGE	06.10.2024 - POSTAGE MACHIN	115.32		
	01.71.62003	POSTAGE	06.10.2024 - POSTAGE MACHIN	115.32		
	01.82.62003	POSTAGE	06.10.2024 - POSTAGE MACHIN	115.34		
00181	Ross Valley Fire Department	06/27/2024	Regular	0.00	3,410.96	98067
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0012497	Invoice	06/19/2024	06.19.2024 - RVFD FEES COLLECTED - MA	0.00	3,410.96	
	01.00.20354	DUE TO ROSS VALLEY FIR	06.19.2024 - RVFD FEES COLLEC	3,410.96		
03763	Schaefer Sherrill L /TR/ and Schaefer Everett G /	06/27/2024	Regular	0.00	2,689.80	98068

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
R12833	Invoice	06/24/2024	06.24.2024 - REFUND - ROAD BOND - 74	0.00	2,689.80	
	01.00.20314	ROAD BOND	06.24.2024 - REFUND - ROAD B	2,689.80		
03533	Sterling Johnson	06/27/2024	Regular	0.00	350.00	98069
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012499	Invoice	06/24/2024	06.24.2024 - CAMP BACKWDS FIELDTRIP -	0.00	350.00	
	21.63.61179	PARKSIDE SERVICES	06.24.2024 - CAMP BACKWDS FI	175.00		
	21.63.61184	CAMP KIDMARIN MIGHT	06.24.2024 - CAMP BACKWDS FI	175.00		
03212	Steven Teijeiro	06/27/2024	Regular	0.00	1,071.00	98070
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012501	Invoice	06/20/2024	06.20.2024 - STATE CAMP - SUMMER 202	0.00	1,071.00	
	21.63.61183	CAMP SPORTS SERVICES	06.20.2024 - STATE CAMP - SUM	1,071.00		
00351	The Bank of New York Mellon Trust Company, N	06/27/2024	Regular	0.00	825.00	98071
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
252-2639323	Invoice	06/17/2024	2020 GENERAL OBLIGATION BONDS - ACC	0.00	825.00	
	28.00.61143	OUTSIDE SERVICES: BON	2020 GENERAL OBLIGATION BO	825.00		
03711	Theodore Gilliland	06/27/2024	Regular	0.00	-50,000.00	98072
03711	Theodore Gilliland	06/27/2024	Regular	0.00	50,000.00	98072
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012449	Invoice	06/13/2024	06.13.2024 - REFUND - UNDRGRNDNG UT	0.00	50,000.00	
	01.00.20377	Undergrounding Deposit	06.13.2024 - REFUND - UNDRGR	50,000.00		
03207	Toni DeFrancis	06/27/2024	Regular	0.00	460.00	98073
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
2024-PC617	Invoice	06/17/2024	06.17.2024 - TRANSCRIPTION - PC 06/17	0.00	140.00	
	01.18.61150	OUTSIDE SERVICES-OTHE	06.17.2024 - TRANSCRIPTION -	140.00		
2024-TC611	Invoice	06/17/2024	06.17.2024 - TRANSCRIPTION - TC 06/11	0.00	320.00	
	01.12.61150	OUTSIDE SERVICES-OTHE	06.17.2024 - TRANSCRIPTION -	320.00		
03094	TRC Companies	06/27/2024	Regular	0.00	5,742.00	98074
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
43036	Invoice	02/13/2024	02.13.2024 - ON CALL INSPECTIONS - JAN	0.00	5,742.00	
	01.41.61150	OUTSIDE SERVICES-OTHE	02.13.2024 - ON CALL INSPECTI	5,742.00		
01509	Tyler Business Forms	06/27/2024	Regular	0.00	526.85	98075
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
94176	Invoice	06/13/2024	06.13.2024 - LASER TOP CHECK QTY 500 -	0.00	526.85	
	01.12.62200	DEPARTMENTAL SUPPLIE	06.13.2024 - LASER TOP CHECK	526.85		
02905	Wells Fargo Vendor Financial Services, LLC	06/27/2024	Regular	0.00	925.01	98076
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
5030190826	Invoice	06/11/2024	06.11.2024 - CANON COPIER LEASE	0.00	925.01	
	42.21.63003	COMPUTER HARDWARE/	06.11.2024 - CANON COPIER LE	925.01		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01102	Central Marin Police Authority	06/03/2024	Bank Draft	0.00	433,699.42	DFT05298
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012313	Invoice	06/03/2024	06.03.2024 - CMPA MEMBER CONTRIBUTI	0.00	433,699.42	
	01.30.61199	POLICE SERVICES CONTR	06.03.2024 - CMPA MEMBER C	433,699.42		
00072	Comcast	06/05/2024	Bank Draft	0.00	140.02	DFT05309
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
426-06052024	Invoice	06/05/2024	426 - CREEK CAMERA	0.00	140.02	
	42.21.61150	OUTSIDE SERVICES-OTHE	426 - CREEK CAMERA	140.02		
01281	Payroll Resource Group	06/05/2024	Bank Draft	0.00	190.00	DFT05310
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
18967	Invoice	06/05/2024	06.05.2024 - S125/S132 PROCESSING FEE	0.00	190.00	
	01.12.61107	OUTSIDE SVCS-ACCOUNTI	06.05.2024 - S125/S132 PROCES	190.00		
00362	Town of San Anselmo	06/10/2024	Bank Draft	0.00	283,611.72	DFT05343
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012373	Invoice	06/10/2024	6-15-2024 TSA To Fund Payroll	0.00	283,611.72	
	01.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	204,308.09		
	01.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	3,603.71		
	01.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	-1,420.09		
	15.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	9,995.10		
	15.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	-40.00		
	19.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	6,703.70		
	21.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	46,617.42		
	21.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	1,008.17		
	21.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	-215.00		
	27.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	12,910.67		
	60.00.20299	PAYROLL PAYABLE	6-15-2024 TSA To Fund Payroll	139.95		
00128	Pacific Gas & Electric	06/11/2024	Bank Draft	0.00	31.01	DFT05344
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
717-06112024	Invoice	06/11/2024	717 - CORPYARD NATURAL GAS - 05.04.24	0.00	31.01	
	41.41.61701	UTILITIES	717 - CORPYARD NATURAL GAS	31.01		
00181	Ross Valley Fire Department	06/17/2024	Bank Draft	0.00	419,893.50	DFT05346
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012450	Invoice	06/17/2024	06.17.2024 - RVFD FEES COLLECTED - JUN	0.00	419,893.50	
	01.32.61139	RVFS CONTRACT	06.17.2024 - RVFD FEES COLLEC	419,893.50		
00362	Town of San Anselmo	06/19/2024	Bank Draft	0.00	222,401.37	DFT05365
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012496	Invoice	06/19/2024	6-30-2024 TSA To Fund Payroll	0.00	222,401.37	
	01.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	160,251.95		
	01.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	3,605.34		
	01.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	-1,420.09		
	15.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	7,912.63		
	15.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	-40.00		
	19.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	5,049.77		
	21.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	38,439.31		
	21.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	-215.00		
	27.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	8,677.51		
	60.00.20299	PAYROLL PAYABLE	6-30-2024 TSA To Fund Payroll	139.95		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00128	Pacific Gas & Electric	06/17/2024	Bank Draft	0.00	606.59	DFT05366
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
355-06172024	Invoice	06/17/2024	355 - CORPYARD - 05.05.24-06.04.24	0.00	606.59	
	41.41.61701	UTILITIES	355 - CORPYARD - 05.05.24-06.0	606.59		
00128	Pacific Gas & Electric	06/18/2024	Bank Draft	0.00	1,967.09	DFT05367
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
146-06182024	Invoice	06/18/2024	146 - EV CHARGING - 05.06.24-06.05.24	0.00	1,967.09	
	13.42.61114	OUTSIDE SRV: PARKING	146 - EV CHARGING - 05.06.24-0	1,967.09		
01662	CalPERS	06/24/2024	Bank Draft	0.00	76,457.28	DFT05368
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
10000001757882	Invoice	06/20/2024	06.20.2024 - SKB7-CERBT STRATEGY 2	0.00	76,457.28	
	01.21.60401	RETIREE HEALTH BENEFIT	06.20.2024 - SKB7-CERBT STRAT	76,457.28		
03344	CSG Forte Payments Inc.	06/10/2024	Bank Draft	0.00	1,495.02	DFT05369
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0012113372	Invoice	06/10/2024	06.10.2024 - CREDIT CARD PROCESSING -	0.00	1,495.02	
	21.65.61177	CHG CARDS	06.10.2024 - CREDIT CARD PRO	1,495.02		
03344	CSG Forte Payments Inc.	06/10/2024	Bank Draft	0.00	2,543.59	DFT05370
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
0012113643	Invoice	06/10/2024	06.10.2024 - CREDIT CARD PROCESSING -	0.00	2,543.59	
	21.65.61177	CHG CARDS	06.10.2024 - CREDIT CARD PRO	2,543.59		
03554	Doc Bailey Construction Equipment Inc	06/20/2024	Bank Draft	0.00	4,882.50	DFT05371
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
41319	Invoice	05/29/2024	05.29.2024 - INSULATED BUCKET TRUCK	0.00	4,882.50	
	40.21.61906	LIABILITY INSURANCE CLA	05.29.2024 - INSULATED BUCKE	4,882.50		
00128	Pacific Gas & Electric	06/25/2024	Bank Draft	0.00	14,075.04	DFT05372
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
461-06252024	Invoice	06/25/2024	461 - TH UTILITIES - 05.03.24-06.02.24	0.00	14,075.04	
	21.65.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 05.03.24-06	423.66		
	21.65.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 05.03.24-06	658.71		
	31.41.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 05.03.24-06	1,169.64		
	31.41.61702	UTILITIES-GAS	461 - TH UTILITIES - 05.03.24-06	740.35		
	34.41.61701	UTILITIES-ELECTRICITY	461 - TH UTILITIES - 05.03.24-06	264.61		
	34.41.61702	UTILITIES-GAS	461 - TH UTILITIES - 05.03.24-06	168.90		
	41.41.61701	UTILITIES	461 - TH UTILITIES - 05.03.24-06	10,649.17		
00072	Comcast	06/15/2024	Bank Draft	0.00	166.98	DFT05373
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
758-06152024	Invoice	06/15/2024	758 - TH INTERNET - 04.24.24-05.23.24	0.00	166.98	
	42.21.61150	OUTSIDE SERVICES-OTHE	758 - TH INTERNET - 04.24.24-0	166.98		
00402	US Bank	06/05/2024	Bank Draft	0.00	27,533.38	DFT05405
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
INV0012293	Invoice	06/14/2024	05.07.2024 - DONERY - MARIN COALITIO	0.00	38.00	
	01.11.61000	TRAINING	05.07.2024 - DONERY - MARIN C	38.00		
INV0012294	Invoice	06/14/2024	05.07.2024 - DONERY - INSALATA'S	0.00	75.37	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01.11.61000	TRAINING		05.07.2024 - DONERY - INSALAT		75.37	
INV0012295	Invoice	06/14/2024	05.16.2024 - DONERY - ADOBE	0.00	19.99	
01.12.61150	OUTSIDE SERVICES-OTHE		05.16.2024 - DONERY - ADOBE		19.99	
INV0012296	Invoice	06/14/2024	05.17.2024 - DONERY - MARIN IJ	0.00	18.00	
01.12.61150	OUTSIDE SERVICES-OTHE		05.17.2024 - DONERY - MARIN I		18.00	
INV0012297	Invoice	06/14/2024	04.26.2024 - WASKEY - ANDRONICOS	0.00	9.98	
01.71.61132	OUTSIDE SVCS-PROGRAM		04.26.2024 - WASKEY - ANDRO		9.98	
INV0012298	Invoice	06/14/2024	05.17.2024 - WASKEY - ANDRONICOS	0.00	4.35	
01.71.61132	OUTSIDE SVCS-PROGRAM		05.17.2024 - WASKEY - ANDRO		4.35	
INV0012299	Invoice	06/14/2024	05.20.2024 - WASKEY - STAPLES	0.00	40.41	
01.71.61132	OUTSIDE SVCS-PROGRAM		05.20.2024 - WASKEY - STAPLES		40.41	
INV0012300	Invoice	06/14/2024	05.20.2024 - WASKEY - HOME DEPOT	0.00	54.58	
01.71.61132	OUTSIDE SVCS-PROGRAM		05.20.2024 - WASKEY - HOME D		54.58	
INV0012301	Invoice	06/14/2024	04.23.2024 - KENTON - ZOOM	0.00	159.90	
01.71.61150	OUTSIDE SERVICES-OTHE		04.23.2024 - KENTON - ZOOM		159.90	
INV0012302	Invoice	06/14/2024	04.25.2024 - KENTON - CAFETERIA 15L	0.00	30.25	
01.71.61000	TRAINING		04.25.2024 - KENTON - CAFETER		30.25	
INV0012303	Invoice	06/14/2024	04.26.2024 - KENTON - HYATT REGENCY	0.00	25.00	
01.71.61000	TRAINING		04.26.2024 - KENTON - HYATT R		25.00	
INV0012304	Invoice	06/14/2024	04.24.2024 - AVILA - THE HUB	0.00	206.74	
01.11.62200	DEPARTMENTAL SUPPLIE		04.24.2024 - AVILA - THE HUB		206.74	
INV0012305	Invoice	06/14/2024	04.23.2024 - AVILA - SAFEWAY	0.00	21.07	
01.11.62200	DEPARTMENTAL SUPPLIE		04.23.2024 - AVILA - SAFEWAY		21.07	
INV0012306	Invoice	06/14/2024	05.14.2024 - AVILA - WHOLE FOODS	0.00	21.71	
01.11.62200	DEPARTMENTAL SUPPLIE		05.14.2024 - AVILA - WHOLE FO		21.71	
INV0012307	Invoice	06/14/2024	05.15.2024 - AVILA - WHOLE FOODS	0.00	129.99	
01.11.62200	DEPARTMENTAL SUPPLIE		05.15.2024 - AVILA - WHOLE FO		129.99	
INV0012308	Invoice	06/14/2024	05.17.2024 - AVILA - COSTCO	0.00	17.35	
01.11.62200	DEPARTMENTAL SUPPLIE		05.17.2024 - AVILA - COSTCO		17.35	
INV0012317	Invoice	06/14/2024	04.29.2024 - CLIFFORD - MARIN IJ	0.00	14.00	
01.12.61302	DUES		04.29.2024 - CLIFFORD - MARIN		14.00	
INV0012318	Invoice	06/14/2024	05.06.2024 - CLIFFORD - ADOBE	0.00	726.30	
42.21.63003	COMPUTER HARDWARE/		05.06.2024 - CLIFFORD - ADOBE		726.30	
INV0012319	Invoice	06/14/2024	05.21.2024 - CLIFFORD - LABOR LAW CEN	0.00	35.71	
01.12.62200	DEPARTMENTAL SUPPLIE		05.21.2024 - CLIFFORD - LABOR		35.71	
INV0012327	Invoice	06/14/2024	05.03.2024 - WARNER - STAPLES	0.00	19.10	
01.12.62200	DEPARTMENTAL SUPPLIE		05.03.2024 - WARNER - STAPLES		19.10	
INV0012328	Invoice	06/14/2024	05.06.2024 - WARNER - COPY SHOP	0.00	141.51	
01.12.62200	DEPARTMENTAL SUPPLIE		05.06.2024 - WARNER - COPY S		141.51	
INV0012329	Invoice	06/14/2024	05.23.2024 - WARNER - COPY SHOP	0.00	214.00	
01.12.62200	DEPARTMENTAL SUPPLIE		05.23.2024 - WARNER - COPY S		214.00	
INV0012374	Invoice	06/14/2024	05.03.2024 - SCOBLE - 4IMPRINTS	0.00	1,735.58	
90.41.61100	OUTSIDE SERVICES		05.03.2024 - SCOBLE - 4IMPRIN		1,735.58	
INV0012375	Invoice	06/14/2024	05.03.2024 - SCOBLE - 4IMPRINTS	0.00	121.04	
01.18.61150	OUTSIDE SERVICES-OTHE		05.03.2024 - SCOBLE - 4IMPRIN		121.04	
INV0012376	Invoice	06/14/2024	05.09.2024 - SCOBLE - APA CALIFORNIA	0.00	500.00	
01.18.61000	TRAINING		05.09.2024 - SCOBLE - APA CALI		500.00	
INV0012377	Invoice	06/14/2024	05.09.2024 - SCOBLE - APA CALIFORNIA	0.00	410.00	
01.18.61000	TRAINING		05.09.2024 - SCOBLE - APA CALI		410.00	
INV0012378	Invoice	06/14/2024	05.21.2024 - SCOBLE - ACF	0.00	49.00	
01.18.61150	OUTSIDE SERVICES-OTHE		05.21.2024 - SCOBLE - ACF		49.00	
INV0012379	Invoice	06/14/2024	05.21.2024 - SCOBLE - GODADDY	0.00	162.80	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01.18.61150		OUTSIDE SERVICES-OTHE	05.21.2024 - SCOBLE - GODADD		162.80	
INV0012380	Invoice	06/14/2024	05.22.2024 - SCOBLE - GRAVITY FORMS	0.00	259.00	
01.18.61150		OUTSIDE SERVICES-OTHE	05.22.2024 - SCOBLE - GRAVITY		259.00	
INV0012388	Invoice	06/14/2024	04.22.2024 - O'GRADY - AMAZON	0.00	43.69	
21.64.61185		SPECIAL EVENT EXPENSE	04.22.2024 - O'GRADY - AMAZO		43.69	
INV0012389	Invoice	06/14/2024	04.30.2024 - O'GRADY - COMCAST	0.00	97.03	
21.63.61187		ROBSON AFTER SCHOOL	04.30.2024 - O'GRADY - COMCA		97.03	
INV0012390	Invoice	06/14/2024	05.01.2024 - O'GRADY - RED CROSS	0.00	37.00	
21.65.61000		TRAINING	05.01.2024 - O'GRADY - RED CR		37.00	
INV0012391	Invoice	06/14/2024	05.04.2024 - O'GRADY - AMAZON	0.00	14.19	
21.63.62987		ROBSON AFTER SCHOOL	05.04.2024 - O'GRADY - AMAZO		14.19	
INV0012392	Invoice	06/14/2024	05.06.2024 - O'GRADY - AMAZON	0.00	558.46	
21.63.62984		CAMP KIDMARIN MIGHT	05.06.2024 - O'GRADY - AMAZO		558.46	
INV0012393	Invoice	06/14/2024	05.07.2024 - O'GRADY - TARGET	0.00	633.50	
21.63.62984		CAMP KIDMARIN MIGHT	05.07.2024 - O'GRADY - TARGET		633.50	
INV0012394	Invoice	06/14/2024	05.07.2024 - O'GRADY - TARGET	0.00	5.00	
21.63.62984		CAMP KIDMARIN MIGHT	05.07.2024 - O'GRADY - TARGET		5.00	
INV0012395	Invoice	06/14/2024	05.07.2024 - O'GRADY - AMAZON	0.00	62.26	
21.65.63100		CAPITAL OUTLAY - CONST	05.07.2024 - O'GRADY - AMAZO		62.26	
INV0012396	Invoice	06/14/2024	05.08.2024 - O'GRADY - TARGET	0.00	227.41	
21.63.62984		CAMP KIDMARIN MIGHT	05.08.2024 - O'GRADY - TARGET		227.41	
INV0012397	Invoice	06/14/2024	05.08.2024 - O'GRADY - TARGET	0.00	10.82	
21.63.62987		ROBSON AFTER SCHOOL	05.08.2024 - O'GRADY - TARGET		10.82	
INV0012398	Invoice	06/14/2024	05.08.2024 - O'GRADY - TARGET	0.00	19.99	
21.63.62984		CAMP KIDMARIN MIGHT	05.08.2024 - O'GRADY - TARGET		19.99	
INV0012399	Invoice	06/14/2024	05.08.2024 - O'GRADY - AMAZON	0.00	16.55	
21.63.62984		CAMP KIDMARIN MIGHT	05.08.2024 - O'GRADY - AMAZO		16.55	
INV0012400	Invoice	06/14/2024	05.08.2024 - O'GRADY - AMAZON	0.00	29.20	
21.63.62987		ROBSON AFTER SCHOOL	05.08.2024 - O'GRADY - AMAZO		29.20	
INV0012401	Invoice	06/14/2024	05.08.2024 - O'GRADY - AMAZON	0.00	388.34	
21.65.63100		CAPITAL OUTLAY - CONST	05.08.2024 - O'GRADY - AMAZO		388.34	
INV0012402	Invoice	06/14/2024	05.09.2024 - O'GRADY - AMAZON	0.00	341.72	
21.65.63100		CAPITAL OUTLAY - CONST	05.09.2024 - O'GRADY - AMAZO		341.72	
INV0012403	Invoice	06/14/2024	05.08.2024 - O'GRADY - FUN EXPRESS	0.00	1,442.00	
21.63.62984		CAMP KIDMARIN MIGHT	05.08.2024 - O'GRADY - FUN EX		1,442.00	
INV0012404	Invoice	06/14/2024	05.13.2024 - O'GRADY - AMAZON	0.00	1,125.30	
21.63.62984		CAMP KIDMARIN MIGHT	05.13.2024 - O'GRADY - AMAZO		1,125.30	
INV0012405	Invoice	06/14/2024	05.13.2024 - O'GRADY - AMAZON	0.00	543.73	
21.63.62984		CAMP KIDMARIN MIGHT	05.13.2024 - O'GRADY - AMAZO		543.73	
INV0012406	Invoice	06/14/2024	05.14.2024 - O'GRADY - AMAZON	0.00	242.92	
21.63.62984		CAMP KIDMARIN MIGHT	05.14.2024 - O'GRADY - AMAZO		242.92	
INV0012407	Invoice	06/14/2024	05.19.2024 - O'GRADY - AMAZON	0.00	23.43	
21.63.62984		CAMP KIDMARIN MIGHT	05.19.2024 - O'GRADY - AMAZO		23.43	
INV0012408	Invoice	06/14/2024	04.29.2024 - MAUK - AMAZON	0.00	39.02	
21.65.62200		DEPARTMENTAL SUPPLIE	04.29.2024 - MAUK - AMAZON		39.02	
INV0012409	Invoice	06/14/2024	04.29.2024 - MAUK - MARIN IJ	0.00	5.95	
21.65.61302		DUES	04.29.2024 - MAUK - MARIN IJ		5.95	
INV0012410	Invoice	06/14/2024	04.30.2024 - MAUK - AMAZON	0.00	16.38	
21.65.62200		DEPARTMENTAL SUPPLIE	04.30.2024 - MAUK - AMAZON		16.38	
INV0012411	Invoice	06/14/2024	05.02.2024 - MAUK - AMAZON	0.00	66.32	
21.65.62200		DEPARTMENTAL SUPPLIE	05.02.2024 - MAUK - AMAZON		66.32	
INV0012412	Invoice	06/14/2024	05.02.2024 - MAUK - AMAZON	0.00	92.42	

Check Report **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	21.65.62200	DEPARTMENTAL SUPPLIE	05.02.2024 - MAUK - AMAZON		92.42	
INV0012413	Invoice	06/14/2024	05.02.2024 - MAUK - OFFICE DEPOT	0.00	195.34	
	21.65.62200	DEPARTMENTAL SUPPLIE	05.02.2024 - MAUK - OFFICE DE		195.34	
INV0012414	Invoice	06/14/2024	05.04.2024 - MAUK - WIX	0.00	432.00	
	21.65.61905	PROMOTION/MARKETIN	05.04.2024 - MAUK - WIX		432.00	
INV0012415	Invoice	06/14/2024	05.06.2024 - MAUK - AMAZON	0.00	69.33	
	21.65.62200	DEPARTMENTAL SUPPLIE	05.06.2024 - MAUK - AMAZON		69.33	
INV0012416	Invoice	06/14/2024	05.10.2024 - MAUK - AMAZON	0.00	69.25	
	21.65.62200	DEPARTMENTAL SUPPLIE	05.10.2024 - MAUK - AMAZON		69.25	
INV0012417	Invoice	06/14/2024	05.16.2024 - MAUK - SAFEWAY	0.00	7.64	
	21.65.62200	DEPARTMENTAL SUPPLIE	05.16.2024 - MAUK - SAFEWAY		7.64	
INV0012418	Invoice	06/14/2024	05.20.2024 - MAUK - SMITH AND NOBLE	0.00	8,505.41	
	21.65.63100	CAPITAL OUTLAY - CONST	05.20.2024 - MAUK - SMITH AN		8,505.41	
INV0012419	Invoice	06/14/2024	04.22.2024 - MIHAN - FAIRFAX LUMBER	0.00	185.19	
	21.61.62965	SOFTBALL SUPPLIES	04.22.2024 - MIHAN - FAIRFAX L		185.19	
INV0012420	Invoice	06/14/2024	05.01.2024 - MIHAN - RED HILL CLEANERS	0.00	37.08	
	60.14.62904	EGG HUNT	05.01.2024 - MIHAN - RED HILL		37.08	
INV0012421	Invoice	06/14/2024	05.14.2024 - MIHAN - SAFEWAY	0.00	7.20	
	21.61.62964	SOCCER SUPPLIES	05.14.2024 - MIHAN - SAFEWAY		7.20	
INV0012422	Invoice	06/14/2024	05.17.2024 - MIHAN - SPLIT ROCK	0.00	31.63	
	21.61.62964	SOCCER SUPPLIES	05.17.2024 - MIHAN - SPLIT ROC		31.63	
INV0012423	Invoice	06/14/2024	05.17.2024 - MIHAN - AMAZON	0.00	1,201.76	
	21.65.63100	CAPITAL OUTLAY - CONST	05.17.2024 - MIHAN - AMAZON		1,201.76	
INV0012424	Invoice	06/14/2024	04.29.2024 - JONES - GRADUATE AFFAIRS	0.00	378.77	
	21.63.62979	PARKSIDE SUPPLIES	04.29.2024 - JONES - GRADUATE		378.77	
INV0012425	Invoice	06/14/2024	05.02.2024 - JONES - AMAZON	0.00	82.24	
	21.63.62979	PARKSIDE SUPPLIES	05.02.2024 - JONES - AMAZON		82.24	
INV0012426	Invoice	06/14/2024	05.06.2024 - JONES - TARGET	0.00	24.21	
	21.63.62979	PARKSIDE SUPPLIES	05.06.2024 - JONES - TARGET		24.21	
INV0012427	Invoice	06/14/2024	05.06.2024 - JONES - TARGET	0.00	5.00	
	21.63.62979	PARKSIDE SUPPLIES	05.06.2024 - JONES - TARGET		5.00	
INV0012428	Invoice	06/14/2024	05.06.2024 - JONES - MICHAEL'S	0.00	19.63	
	21.63.62979	PARKSIDE SUPPLIES	05.06.2024 - JONES - MICHAEL'S		19.63	
INV0012429	Invoice	06/14/2024	05.06.2024 - JONES - MICHAEL'S	0.00	5.23	
	21.63.62979	PARKSIDE SUPPLIES	05.06.2024 - JONES - MICHAEL'S		5.23	
INV0012430	Invoice	06/14/2024	05.06.2024 - JONES - AMAZON	0.00	52.36	
	21.63.62979	PARKSIDE SUPPLIES	05.06.2024 - JONES - AMAZON		52.36	
INV0012431	Invoice	06/14/2024	05.09.2024 - JONES - AMAZON	0.00	7.64	
	21.63.62979	PARKSIDE SUPPLIES	05.09.2024 - JONES - AMAZON		7.64	
INV0012432	Invoice	06/14/2024	05.08.2024 - JONES - AMAZON	0.00	22.90	
	21.63.62979	PARKSIDE SUPPLIES	05.08.2024 - JONES - AMAZON		22.90	
INV0012433	Invoice	06/14/2024	05.20.2024 - JONES - AMAZON	0.00	43.56	
	21.63.62979	PARKSIDE SUPPLIES	05.20.2024 - JONES - AMAZON		43.56	
INV0012434	Invoice	06/14/2024	05.20.2024 - JONES - AMAZON	0.00	32.67	
	21.63.62979	PARKSIDE SUPPLIES	05.20.2024 - JONES - AMAZON		32.67	
INV0012435	Invoice	06/14/2024	04.23.2024 - BORTIS - CARDKNOX	0.00	0.01	
	01.41.62200	DEPARTMENTAL SUPPLIE	04.23.2024 - BORTIS - CARDKNO		0.01	
INV0012436	Invoice	06/14/2024	04.24.2024 - BORTIS - NNA SERVICES	0.00	199.00	
	01.41.62200	DEPARTMENTAL SUPPLIE	04.24.2024 - BORTIS - NNA SER		199.00	
INV0012437	Invoice	06/14/2024	04.25.2024 - BORTIS - AMAZON	0.00	16.27	
	01.41.62200	DEPARTMENTAL SUPPLIE	04.25.2024 - BORTIS - AMAZON		16.27	
INV0012438	Invoice	06/14/2024	04.25.2024 - BORTIS - AMAZON	0.00	17.17	

Check Report **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	01.41.62200	DEPARTMENTAL SUPPLIE	04.25.2024 - BORTIS - AMAZON		17.17	
INV0012439	Invoice	06/14/2024	04.26.2024 - BORTIS - AMAZON	0.00	151.50	
	01.41.62200	DEPARTMENTAL SUPPLIE	04.26.2024 - BORTIS - AMAZON		151.50	
INV0012440	Invoice	06/14/2024	05.06.2024 - BORTIS - DROPBOX	0.00	78.03	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.06.2024 - BORTIS - DROPBOX		78.03	
INV0012441	Invoice	06/14/2024	05.06.2024 - BORTIS - DROPBOX	0.00	119.98	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.06.2024 - BORTIS - DROPBOX		119.98	
INV0012442	Invoice	06/14/2024	05.07.2024 - BORTIS - AMAZON	0.00	103.80	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.07.2024 - BORTIS - AMAZON		103.80	
INV0012443	Invoice	06/14/2024	05.13.2024 - BORTIS - AMAZON	0.00	5.23	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.13.2024 - BORTIS - AMAZON		5.23	
INV0012444	Invoice	06/14/2024	05.20.2024 - BORTIS - AMAZON	0.00	44.25	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.20.2024 - BORTIS - AMAZON		44.25	
INV0012445	Invoice	06/14/2024	05.21.2024 - BORTIS - AMAZON	0.00	138.50	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.21.2024 - BORTIS - AMAZON		138.50	
INV0012446	Invoice	06/14/2024	05.14.2024 - CONDRY - ZOOM	0.00	159.90	
	01.41.62200	DEPARTMENTAL SUPPLIE	05.14.2024 - CONDRY - ZOOM		159.90	
INV0012447	Invoice	06/14/2024	05.15.2024 - CONDRY - HOME DEPOT	0.00	654.41	
	45.41.61150	OUTSIDE SERVICES-OTHE	05.15.2024 - CONDRY - HOME D		654.41	
INV0012452	Invoice	06/14/2024	04.24.2024 - SHAW - AMAZON	0.00	140.71	
	01.81.62200	DEPARTMENTAL SUPPLIE	04.24.2024 - SHAW - AMAZON		140.71	
INV0012453	Invoice	06/14/2024	04.24.2024 - SHAW - AMAZON	0.00	186.95	
	01.42.62200	DEPARTMENTAL SUPPLIE	04.24.2024 - SHAW - AMAZON		314.66	
	14.81.61150	OUTSIDE SERVICES-OTHE	04.24.2024 - SHAW - AMAZON		-42.57	
	14.81.61150	OUTSIDE SERVICES-OTHE	04.24.2024 - SHAW - AMAZON		-42.57	
	14.81.61150	OUTSIDE SERVICES-OTHE	04.24.2024 - SHAW - AMAZON		-42.57	
INV0012454	Invoice	06/14/2024	04.26.2024 - SHAW - AMAZON	0.00	126.63	
	14.81.61150	OUTSIDE SERVICES-OTHE	04.26.2024 - SHAW - AMAZON		126.63	
INV0012455	Invoice	06/14/2024	04.27.2024 - SHAW - AMAZON	0.00	32.14	
	01.42.62200	DEPARTMENTAL SUPPLIE	04.27.2024 - SHAW - AMAZON		32.14	
INV0012456	Invoice	06/14/2024	04.29.2024 - SHAW - O'REILLY	0.00	27.30	
	01.42.62200	DEPARTMENTAL SUPPLIE	04.29.2024 - SHAW - O'REILLY		27.30	
INV0012457	Invoice	06/14/2024	05.01.2024 - SHAW - AMAZON	0.00	18.40	
	01.42.62200	DEPARTMENTAL SUPPLIE	05.01.2024 - SHAW - AMAZON		18.40	
INV0012458	Invoice	06/14/2024	05.09.2024 - SHAW - AMAZON	0.00	38.82	
	41.41.62200	DEPARTMENTAL SUPPLIE	05.09.2024 - SHAW - AMAZON		38.82	
INV0012459	Invoice	06/14/2024	05.15.2024 - SHAW - AMAZON	0.00	43.59	
	01.81.62200	DEPARTMENTAL SUPPLIE	05.15.2024 - SHAW - AMAZON		43.59	
INV0012460	Invoice	06/14/2024	05.14.2024 - SHAW - HOME DEPOT	0.00	163.78	
	01.81.62200	DEPARTMENTAL SUPPLIE	05.14.2024 - SHAW - HOME DEP		163.78	
INV0012461	Invoice	06/14/2024	05.17.2024 - SHAW - MATT AND JEFFS	0.00	59.99	
	01.42.62988	VEHICLE-FUEL/OIL/TIRES	05.17.2024 - SHAW - MATT AND		59.99	
INV0012462	Invoice	06/14/2024	04.24.2024 - HEALY - AMAZON	0.00	234.33	
	41.41.62200	DEPARTMENTAL SUPPLIE	04.24.2024 - HEALY - AMAZON		234.33	
INV0012463	Invoice	06/14/2024	04.30.2024 - HEALY - AMAZON	0.00	56.42	
	41.41.62200	DEPARTMENTAL SUPPLIE	04.30.2024 - HEALY - AMAZON		56.42	
INV0012465	Invoice	06/14/2024	05.06.2024 - HEALY - AMAZON	0.00	140.23	
	41.41.62200	DEPARTMENTAL SUPPLIE	05.06.2024 - HEALY - AMAZON		140.23	
INV0012466	Invoice	06/14/2024	05.08.2024 - HEALY - AMAZON	0.00	272.06	
	41.41.62200	DEPARTMENTAL SUPPLIE	05.08.2024 - HEALY - AMAZON		272.06	
INV0012467	Invoice	06/14/2024	05.15.2024 - HEALY - DRINK WELL CO/AM	0.00	903.86	
	41.41.62200	DEPARTMENTAL SUPPLIE	05.15.2024 - HEALY - DRINK WE		978.96	
	41.41.62200	DEPARTMENTAL SUPPLIE	05.15.2024 - HEALY - DRINK WE		-255.45	

Check Report **Date Range: 06/01/2024 - 06/30/2024**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	41.41.62200 DEPARTMENTAL SUPPLIE		05.15.2024 - HEALY - DRINK WE		-255.45	
	41.41.62200 DEPARTMENTAL SUPPLIE		05.15.2024 - HEALY - DRINK WE		435.80	
INV0012468	Invoice	06/14/2024	05.15.2024 - HEALY - AMAZON	0.00	43.68	
	41.41.62200 DEPARTMENTAL SUPPLIE		05.15.2024 - HEALY - AMAZON		43.68	
INV0012469	Invoice	06/14/2024	05.15.2024 - HEALY - AMAZON	0.00	2.00	
	41.41.62200 DEPARTMENTAL SUPPLIE		05.15.2024 - HEALY - AMAZON		2.00	
INV0012470	Invoice	06/14/2024	05.16.2024 - HEALY - AMAZON	0.00	40.62	
	41.41.62200 DEPARTMENTAL SUPPLIE		05.16.2024 - HEALY - AMAZON		40.62	
INV0012471	Invoice	06/14/2024	05.17.2024 - HEALY - SAILRITE	0.00	163.27	
	01.42.62200 DEPARTMENTAL SUPPLIE		05.17.2024 - HEALY - SAILRITE		163.27	
INV0012472	Invoice	06/14/2024	05.17.2024 - HEALY - AMAZON	0.00	26.77	
	41.41.62200 DEPARTMENTAL SUPPLIE		05.17.2024 - HEALY - AMAZON		26.77	
INV0012473	Invoice	06/14/2024	05.21.2024 - SHAW - AMAZON	0.00	151.54	
	01.42.62200 DEPARTMENTAL SUPPLIE		05.21.2024 - SHAW - AMAZON		151.54	
INV0012474	Invoice	06/14/2024	05.21.202 - SHAW - AMAZON	0.00	115.41	
	01.42.62200 DEPARTMENTAL SUPPLIE		05.21.202 - SHAW - AMAZON		115.41	
INV0012475	Invoice	06/14/2024	05.21.2024 - SHAW - AMAZON	0.00	20.55	
	01.41.62200 DEPARTMENTAL SUPPLIE		05.21.2024 - SHAW - AMAZON		20.55	
INV0012476	Invoice	06/14/2024	05.21.2024 - SHAW - AMAZON	0.00	13.22	
	01.42.62200 DEPARTMENTAL SUPPLIE		05.21.2024 - SHAW - AMAZON		13.22	
INV0012477	Invoice	06/14/2024	05.22.2024 - SHAW - AMAZON	0.00	63.66	
	01.42.62920 WORK CLOTHING		05.22.2024 - SHAW - AMAZON		63.66	
00391	Verizon Wireless	06/01/2024	Bank Draft	0.00	923.32	DFT05417
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
9964035394	Invoice	06/01/2024	04.13.2024-05.12.2024 - VERIZON WIREL	0.00	923.32	
	01.12.61705	UTILITIES-TELEPHONE	04.13.2024-05.12.2024 - VERIZ		51.63	
	01.41.61705	UTILITIES-TELEPHONE	04.13.2024-05.12.2024 - VERIZ		503.83	
	01.42.61705	UTILITIES-TELEPHONE	04.13.2024-05.12.2024 - VERIZ		263.30	
	21.63.61179	PARKSIDE SERVICES	04.13.2024-05.12.2024 - VERIZ		52.28	
	21.63.61187	ROBSON AFTER SCHOOL	04.13.2024-05.12.2024 - VERIZ		52.28	
00072	Comcast	06/11/2024	Bank Draft	0.00	258.98	DFT05418
Payable #	**Payable Type**	**Post Date**	**Payable Description**	**Discount Amount**	**Payable Amount**	
	Account Number	**Account Name**	**Item Description**	**Distribution Amount**		
583-05162024	Invoice	06/11/2024	583 - CORP YARD INTERNET- 05.21.2024-0	0.00	258.98	
	42.21.61150	OUTSIDE SERVICES-OTHE	583 - CORP YARD INTERNET- 05.		258.98	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	321	175	0.00	941,808.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-50,119.26
Bank Drafts	131	18	0.00	1,490,876.81
EFT's	0	0	0.00	0.00
	452	**199**	**0.00**	**2,382,566.37**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	321	175	0.00	941,808.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-50,119.26
Bank Drafts	131	18	0.00	1,490,876.81
EFT's	0	0	0.00	0.00
	452	**199**	**0.00**	**2,382,566.37**

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH - OPERATING	6/2024	2,382,566.37
			2,382,566.37

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.5

MEETING DATE: July 23, 2024

AGENDA TITLE: Revenue and Expenditure Reports, June 2024

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 June 30, 2024.

SUMMARY

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

BACKGROUND

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

DISCUSSION/ANALYSIS

The revenue and expenditure data through June 30, 2024, is a compilation of all operating activity that is year-to-date for the current and prior fiscal year. These reports are sourced directly from the Town's financial system, of which a corresponding analysis has been performed identifying the key trends the Town Council should take note of.

Revenues

Overall, through the June 2024 reporting period end, the Town's General Fund revenue has increased its base relative to the prior year by $0.448M. The figures for June 2024 are still preliminary year-end numbers. Some revenue sources, such as property taxes

and sales tax for the fiscal year 2023-2024, will continue to be received in July and August. A majority of the Town's revenue is collected at specific times.

Category	JUN YTD FY24	JUN YTD FY23	$ Change	% Change
Property Tax	16,376,972.15	15,688,853.45	688,118.70	4.39%
Sales Tax	1,262,897.64	1,579,452.60	(316,554.96)	-20.04%
Property Transfer Tax	79,863.54	78,799.00	1,064.54	1.35%
Franchise Taxes	881,713.35	900,545.14	(18,831.79)	-2.09%
Licenses & Permits	1,312,843.98	1,376,142.78	(63,298.80)	-4.60%
Fines	107,704.88	88,033.51	19,671.37	22.35%
Cash & Investment Interest	115,898.21	121,574.14	(5,675.93)	-4.67%
Intergovernmental	303,359.13	251,570.89	51,788.24	20.59%
Other Fees	375,046.28	313,523.08	61,523.20	19.62%
Transfers In	386,731.87	356,096.38	30,635.49	8.60%
Total	21,203,031.03	20,754,590.97	448,440.06	2.16%

As shown above, the Town's overall revenue base increased by $0.448M as its

- The Town receives property tax disbursements from the County of Marin in December, April, and June. A $0.186M increase compared to the previous period is partly due to a delay in receiving the 2022-2023 excess Education Revenue Augmentation Fund (ERAF) payment, which was received in October instead of the usual August. This delay meant it wasn't recorded in the 2022-23 fiscal year. Additionally, there was a $0.502M increase due to a 5.5% growth in assessed and net taxable value in 2023-24.
- Sales Tax decreased by $0.316M compared to the prior period due to outstanding collections for the quarter that the Town collects in July and August. The prior period contains all FY22-23 collections. The Town receives disbursements monthly from the State for Sales Tax.
- Franchise Taxes decreased by $0.018M because not all collections for fiscal year 2022-2023 have been received.
- Revenue from Licenses & Permits decreased by $0.063M compared to the previous period, due to declining construction activity in the Town and the timing of business license collections.
- Intergovernmental revenue increased by $0.051M compared to the previous period due to the timing of collections for Prop 172's 0.5% sales tax and grants related to the Housing Element.
- Other fees increased by $0.061M compared to the previous period, due to the timing of collections from the Ross Valley Fire Department for the financial services contract and increased donations from the Friends of the Library for programming and library remodel.

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 June 2024 reporting period end, the Town's General Fund expenditures have increased by $1.084M compared to the prior year. This is primarily from increases in compensation, outside services, debt service, and other expenditures. All other activity is either flat year-over-year or nets correspondingly to an immaterial

change—all of which are within management's expectations. The figures are still preliminary as the Town begins preparing for the fiscal year 2023-2024 audit.

Category	JUN YTD FY24	JUN YTD FY23	$ Change	% Change
Compensation	4,189,066.94	3,628,243.96	560,822.98	15.46%
Retirement	293,531.19	240,972.70	52,558.49	21.81%
Training	36,790.87	54,360.77	(17,569.90)	-32.32%
Outside Services	12,983,712.06	12,335,510.77	648,201.29	5.25%
Maintenance	252,122.21	93,872.08	158,250.13	168.58%
Utilities	85,665.26	42,957.15	42,708.11	99.42%
Supplies	242,095.98	179,820.41	62,275.57	34.63%
Debt Service	585,985.00	494,248.63	91,736.37	18.56%
Other Expenditure	1,436,022.98	1,237,056.91	198,966.07	16.08%
Transfers Out	789,895.72	1,503,517.00	(713,621.28)	-47.46%
Total	20,894,888.21	19,810,560.38	1,084,327.83	5.47%

As shown above, the Town's expenditures base overall increased by $1.084M of which is driven by compensation, outside services, debt service, and other expenditures:

- Compensation (Salaries & Wages and Benefits) increased by $0.560M compared to the prior fiscal year primarily due to the 4.5% cost of living adjustment effective July 1, 2023, filling of open positions, step adjustments, and an increase in health insurance premiums.
- Outside Services increased by $0.648M compared to the previous fiscal year due to payments for Public Safety JPA's and construction project activity, specifically Memorial Park Parking Lot.
- Maintenance increased by $0.158M compared to the previous fiscal year due to unscheduled repairs/maintenance at the Town's fire stations, Town Hall, and resources needed for upkeep of the medians.
- Supplies increased by $0.062M compared to the previous fiscal due to supplies/materials needed for traffic safety and the care of the Memorial Park field.
- Debt Service increased by $0.092M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds noted above. The bond payments are due in August and February.
- Other Expenditures increased by $0.198M compared to the previous fiscal year due to the increase in insurance premiums for property, liability, and cyber security as well as a slight increase in internal service charges for technology and building maintenance.
- Transfers Out currently do not include the $1,690,000 approved by the Town Council at the June 11, 2024 meeting. This transfer will move the General Fund surplus to the Building Maintenance Fund, Active Transportation Fund, Insurance Fund, Park Capital Improvement Fund, Technology Fund, and Emergency Project Fund.

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

FISCAL IMPACT
None

GENERAL PLAN CONSISTENCY
Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS
Attachment #1: General Fund Revenue and Expenditure Report by subcategory, June 2024
Attachment #2: Expenditure Report by department, June 2024

Town of San Anselmo 2023-2024 Rev & Exp Report as of 06/30/2024 Fund: 01 - GENERAL FUND	2022-2023 Revised Budget	2022-2023 Audited Actuals	2022-2023 YTD Actuals	% of Audited Actuals	2023-2024 Adopted Budget	2023-2024 Revised Budget	2023-2024 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	9,030,734.00	9,316,564.27	9,316,564.27	100.00 %	9,609,527.00	9,609,527.00	9,660,241.94	100.53 %
401 - PENSION	2,592,646.00	2,913,414.27	2,913,414.27	100.00 %	2,756,290.00	2,756,290.00	2,963,545.68	107.52 %
402 - PROPERTY TAX OTHER	3,760,449.00	3,537,673.91	3,537,673.91	100.00 %	3,875,006.00	4,097,971.00	3,833,048.07	93.54 %
410 - OTHER TAXES	1,610,000.00	1,579,452.60	1,579,452.60	100.00 %	1,545,000.00	1,503,000.00	1,262,897.64	84.03 %
411 - FRANCHISE TAXES	775,000.00	900,545.14	900,545.14	100.00 %	848,000.00	848,000.00	881,713.35	103.98 %
420 - BUSINESS LICENSE	260,000.00	299,090.84	299,090.84	100.00 %	290,000.00	290,000.00	277,542.46	95.70 %
421 - PARKING	24,500.00	2,080.10	2,080.10	100.00 %	0.00	0.00	0.00	0.00 %
422 - CONSTRUCTION	1,075,000.00	1,074,971.84	1,074,971.84	100.00 %	1,016,000.00	1,141,000.00	1,035,301.52	90.74 %
430 - VEHICLE CODE	10,000.00	10,268.23	10,268.23	100.00 %	10,000.00	10,000.00	4,354.86	43.55 %
431 - LIBRARY	0.00	4,050.62	4,050.62	100.00 %	1,250.00	1,250.00	2,512.30	200.98 %
432 - PARKING	50,000.00	73,714.66	73,714.66	100.00 %	115,000.00	115,000.00	100,837.72	87.68 %
440 - USE OF MONEY AND PROPERTY	70,000.00	121,574.14	121,574.14	100.00 %	75,000.00	100,000.00	115,898.21	115.90 %
450 - STATE REVENUE	127,500.00	185,570.89	185,570.89	100.00 %	137,500.00	297,500.00	303,359.13	101.97 %
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	66,000.00	66,000.00	100.00 %	0.00	0.00	0.00	0.00 %
480 - FEES FOR SERVICES	171,000.00	151,507.01	151,507.01	100.00 %	178,250.00	178,250.00	191,399.92	107.38 %
490 - MISCELLANEOUS REVENUE	100,070.00	162,016.07	162,016.07	100.00 %	102,772.00	102,772.00	183,646.36	178.69 %
519 - TRANSFERS IN	384,447.00	356,096.38	356,096.38	100.00 %	384,030.00	384,030.00	386,731.87	100.70 %
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
Total Revenue:	**20,041,346.00**	**20,754,590.97**	**20,754,590.97**	**100.00 %**	**20,943,625.00**	**21,434,590.00**	**21,203,031.03**	**98.92 %**
Expense								
600 - SALARIES AND WAGES	3,072,145.00	2,837,609.24	2,837,609.24	100.00 %	3,336,127.00	3,336,127.00	3,286,881.51	98.52 %
601 - RETIREMENT	535,751.00	240,972.70	240,972.70	100.00 %	561,590.00	561,590.00	293,531.19	52.27 %
602 - EMPLOYEE BENEFITS	884,105.50	634,244.72	634,244.72	100.00 %	890,116.00	890,116.00	737,406.43	82.84 %
604 - RETIREE BENEFITS	156,390.00	156,390.00	156,390.00	100.00 %	164,779.00	164,779.00	164,779.00	100.00 %
610 - TRAINING	43,200.00	54,360.77	54,360.77	100.00 %	55,750.00	55,750.00	36,790.87	65.99 %
611 - OUTSIDE SERVICES	12,434,637.00	12,335,510.77	12,335,510.77	100.00 %	12,885,864.00	13,506,864.00	12,983,712.06	96.13 %
613 - PUBLICATION / DUES	15,845.50	9,189.26	9,189.26	100.00 %	25,272.00	25,272.00	17,458.68	69.08 %
614 - MAINTENANCE	10,200.00	19,008.97	19,008.97	100.00 %	79,135.00	119,135.00	102,103.92	85.70 %
615 - BUILDING MAINTENANCE	80,000.00	60,176.49	60,176.49	100.00 %	50,000.00	50,000.00	126,723.25	253.45 %
616 - VEHICLE MAINTENANCE	6,515.00	14,686.62	14,686.62	100.00 %	2,000.00	2,000.00	23,295.04	1,164.75 %
617 - UTILITIES	0.00	42,957.15	42,957.15	100.00 %	0.00	0.00	85,665.26	0.00 %
618 - HIRING	1,000.00	4,279.64	4,279.64	100.00 %	1,000.00	1,000.00	3,093.83	309.38 %
619 - MISCELLANEOUS	19,000.00	11,208.45	11,208.45	100.00 %	50,000.00	50,000.00	39,258.84	78.52 %
620 - OFFICE SUPPLIES	36,665.00	25,478.83	25,478.83	100.00 %	0.00	0.00	20,925.33	0.00 %
622 - DEPARTMENT SUPPLIES	46,355.00	131,368.48	131,368.48	100.00 %	152,450.00	202,450.00	189,980.28	93.84 %
623 - BOOKS / MAGAZINES / VIDEOS	24,074.00	22,973.10	22,973.10	100.00 %	27,500.00	27,500.00	31,190.37	113.42 %
629 - MISCELLANEOUS	1,185,641.00	1,212,247.26	1,212,247.26	100.00 %	1,371,875.00	1,371,875.00	1,375,868.26	100.29 %
630 - EQUIPMENT	0.00	132.30	132.30	100.00 %	500.00	500.00	343.37	68.67 %
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %
640 - PRINCIPAL	285,000.00	285,000.00	285,000.00	100.00 %	410,000.00	410,000.00	410,000.00	100.00 %
641 - INTEREST	248,976.00	209,248.63	209,248.63	100.00 %	176,067.00	176,067.00	175,985.33	99.95 %
670 - TRANSFERS OUT	1,503,517.00	1,503,517.00	1,503,517.00	100.00 %	699,500.00	774,500.00	789,895.72	101.99 %
Total Expense:	**20,589,017.00**	**19,810,560.38**	**19,810,560.38**	**100.00 %**	**20,939,525.00**	**21,725,525.00**	**20,894,888.54**	**96.18 %**
Total Fund: 01 - GENERAL FUND:	**-547,671.00**	**944,030.59**	**944,030.59**		**4,100.00**	**-290,935.00**	**308,142.49**	
Report Total:	**-547,671.00**	**944,030.59**	**944,030.59**		**4,100.00**	**-290,935.00**	**308,142.49**	

Town of San Anselmo 2023-2024 Rev & Exp Report as of 06/30/2024 Fund: 01 - GENERAL FUND	2022-2023 Revised Budget	2022-2023 Audited Actuals	2022-2023 YTD Actuals	% of Audited Actuals	2023-2024 Adopted Budget	2023-2024 Revised Budget	2023-2024 YTD Actuals	% of Actual / Budget
Expense								
00 - UNDESIGNATED	1,503,517.00	1,503,517.00	1,503,517.00	100.00 %	699,500.00	774,500.00	789,895.72	101.99 %
11 - TOWN COUNCIL	101,030.00	71,676.57	71,676.57	100.00 %	63,255.00	63,255.00	52,824.37	83.51 %
12 - ADMINISTRATION	1,450,235.00	1,312,091.60	1,312,091.60	100.00 %	1,565,944.00	1,565,944.00	1,542,237.72	98.49 %
16 - LEGAL SERVICES	385,000.00	300,254.80	300,254.80	100.00 %	425,000.00	425,000.00	247,107.50	58.14 %
18 - PLANNING	944,659.00	716,783.55	716,783.55	100.00 %	1,050,401.00	1,050,401.00	1,004,347.55	95.62 %
21 - NON-DEPARTMENTAL	1,414,224.50	1,096,425.45	1,096,425.45	100.00 %	1,654,808.00	2,120,808.00	1,713,359.06	80.79 %
30 - POLICE	4,938,129.00	4,938,129.00	4,938,129.00	100.00 %	5,184,636.00	5,184,636.00	5,204,393.04	100.38 %
32 - ROSS VALLEY FIRE SERVICE	4,869,951.00	4,829,687.31	4,829,687.31	100.00 %	5,088,722.00	5,088,722.00	5,070,490.64	99.64 %
40 - DEBT SERVICE	530,476.00	495,548.63	495,548.63	100.00 %	587,567.00	587,567.00	587,285.33	99.95 %
41 - ENGINEERING AND INSPECTION	1,755,626.50	1,498,995.83	1,498,995.83	100.00 %	1,684,804.00	1,809,804.00	1,618,367.60	89.42 %
42 - STREETS	1,070,624.00	1,231,732.47	1,231,732.47	100.00 %	1,145,909.00	1,185,909.00	1,191,617.87	100.48 %
71 - LIBRARY	770,637.50	792,613.45	792,613.45	100.00 %	847,839.00	847,839.00	857,607.24	101.15 %
81 - PARKS	579,146.00	736,261.68	736,261.68	100.00 %	614,458.00	694,458.00	718,310.03	103.43 %
82 - RECREATION/GENERAL FUND	275,761.50	286,843.04	286,843.04	100.00 %	326,682.00	326,682.00	297,044.87	90.93 %
Total Expense:	**20,589,017.00**	**19,810,560.38**	**19,810,560.38**	**100.00 %**	**20,939,525.00**	**21,725,525.00**	**20,894,888.54**	**96.18 %**
Total Fund: 01 - GENERAL FUND:	**20,589,017.00**	**19,810,560.38**	**19,810,560.38**	**100.00 %**	**20,939,525.00**	**21,725,525.00**	**20,894,888.54**	**96.18 %**
Report Total:	**20,589,017.00**	**19,810,560.38**	**19,810,560.38**	**100.00 %**	**20,939,525.00**	**21,725,525.00**	**20,894,888.54**	**96.18 %**

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.6

MEETING DATE: July 23, 2024

AGENDA TITLE: Response to Marin County Civil Grand Jury Report: “Cyber Preparedness: Are We There Yet?”

FROM: Jeff Zuba, Finance & Admin Services Director

RECOMMENDATION: That the Town Council consider approving and authorizing the Mayor to sign the attached response to the Marin County Civil Grand Jury Report entitled "Cyber Preparedness: Are We There Yet?”

BACKGROUND AND DISCUSSION

On May 17, 2024, the Marin Civil Grand Jury released a report titled “Cyber Preparedness: Are We There Yet?” which includes six findings and ten recommendations for Marin County and its municipalities (Attachment 1). The Grand Jury’s investigation highlights current cyber security practices and systems in place and urges government entities in Marin to reassess and strengthen their cybersecurity measures.

Over the past couple of years, the Town has made significant investment in enhancing its IT infrastructure and cybersecurity measures. Recent upgrades include implementing email spoofing prevention, enhancing network security, and the adoption of advanced cybersecurity tools. Ongoing efforts involve continuous security audits, implementing multi-factor authentication, cybersecurity awareness training, vulnerability scans, spam filtering, antivirus with EDR, and infrastructure upgrades. Planned initiatives include policy approvals, .gov domain implementation, and improved disaster recovery capabilities. Future projects include implementing mobile device management, and implementing comprehensive cybersecurity systems. For a detailed summary, please see Attachment 2.

In response to the Grand Jury Report, the Town must address all Findings, and Recommendations R1 and R6, pursuant to California Penal Code §933.05. The Town’s response must be approved by Town Council and submitted to the Presiding Judge of the Marin County Superior Court and the Grand Jury Foreperson by August 17, 2024.

Staff has prepared proposed responses for the Council’s review and approval (Attachment 3), and provides further information below.

Findings

F1. Contracts for Information Technology, Information Systems, and Cybersecurity services between third-party providers and Marin County governmental agencies should contain a Business Continuity clause, or other language, protecting that agency from a sudden cessation of services provided by the third-party provider

F2. Marin County municipalities should have current, written contracts with third-party providers of Information Technology, Information Systems, and Cybersecurity services, and should not continue to use those providers' services without a current contract.

The Town interprets "third party providers," as discussed in the report, as referring to third party providers of IT and cyber security services. Currently, the Town contracts with Marin IT.

Response: We agree with findings F1 and F2.

F3. Membership in insurance risk pools provides the benefits of cybersecurity assessments and audits, which highlight cybersecurity deficiencies and make suggestions for improvement.

F4. Having a completed, adopted and regularly updated cybersecurity plan helps ensure that all staff within a government agency are working together to optimize that organization's cyber preparedness and security.

F5. Joint Powers Authorities in Marin County exist to provide more efficient and cost-effective services to the people of Marin.

The Town is a member of the Bay Cities Joint Powers Insurance Authority, which performed a Cyber Quick Risk Assessment in February 2023. The audit helped the Town evaluate cybersecurity risks and prioritize an implementation plan. Attachment 2 provides a summary of recommendations included in the assessment and the Town's current implementation status.

The Town participates in several Joint Powers Authorities (JPAs), enabling multiple government entities to collaborate on shared projects or services and effectively leverage their combined resources and expertise.

Response: We agree with the findings F3, F4, and F5.

F6. The current County Collective Bargaining Agreements prevent the Marin County Department of Information Systems & Technology from unilaterally negotiating managed service agreements (outsourcing work to third parties).

The Town is not informed regarding the Marin County Collective Bargaining Agreements' implications on the Department of Information Systems and Technology and therefore refrains from endorsing the finding.

Response: We disagree partially with the finding based on it being outside of the purview of the Town of San Anselmo.

Recommendations

R1. Marin agencies should require a current (executed within the last five years), competitively-bid, written contract which includes business continuity language for any third-party Information Technology services they use.

Within the next 12 months, Staff will gather relevant contracts and review them for Business Continuity clauses or similar protections against service interruptions. If none exist, staff will work with the Town Attorney to draft amendment language for these agreements.

Response: This recommendation has not yet been implemented, but will be implemented by the start of the 2025-2026 Fiscal Year.

R6. All Marin municipalities should:
a) take all steps necessary to acquire an appropriate .gov or .ca.gov domain;
b) formulate and adopt a plan for rolling out a .gov or .ca.gov website and emails by the start of the 2025-2026 Fiscal Year.

The Town and our third-party IT service provider plan to transition to a .gov domain in the next fiscal year.

Response: This recommendation has not yet been implemented, but will be implemented by the start of the 2025-2026 Fiscal Year.

FISCAL IMPACT

No significant fiscal impact.

CEQA AND CLIMATE ACTION PLAN

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).

RECOMMENDATION

Staff recommends that the Town Council approve the attached responses to the Grand Jury Report.

Cyber Preparedness: Are We There Yet?

May 17, 2024

SUMMARY

Cyber preparedness is the practice of ensuring that an organization has a strategy or plan to prevent, respond to, and recover from a cyberattack or incident. This strategy is a collaborative effort that all of an organization's staff shares in, not just the individuals or department responsible for Information Technology (IT) or Information Systems (IS).

The Grand Jury has looked into how different agencies in Marin County (Marin) have continued to become more cyber prepared in order to meet the ever-changing and more complicated technology challenges required to keep their online content and information secure from hackers and other threat actors. This report also provides an overview of cybersecurity practices and systems currently in existence. This is intended to encourage Marin government entities to review their plans and to consider various options to further enhance their cybersecurity measures.

As a result of its investigation, the Grand Jury is making a number of recommendations including the following four:

1. The Board of Supervisors should authorize the creation of a new position within the Department of Information Services and Technology for the 2025-2026 fiscal year, with specific responsibilities to assist other Marin agencies in cybersecurity awareness, training, implementation and monitoring of cybersecurity systems.

2. Marin agencies should require a current (executed within the last five years), competitively-bid, written contract which includes business continuity language for any third party Information Technology services they use.

3. The Board of Supervisors should require that the Marin Department of Information Services and Technology evaluate the formation of a Cybersecurity Joint Powers Authority to raise overall cyber preparedness among its members, and to acquire and maintain perimeter defense protection systems for preventing and eliminating ransomware and other more sophisticated cyberattacks.

4. The Board of Supervisors should create two new system-engineering positions to be filled by cybersecurity experts who would be responsible for conducting security risk assessments, providing recommendations, and implementing cybersecurity solutions for public agencies in Marin, among their other tasks. If and when a Joint Powers Authority is created, one of these positions would serve as a County member of the new organization and a liaison with the Chief Information Security Officer.

BACKGROUND

In 2020, the Marin County Civil Grand Jury published its report, *Cyberattacks: A Growing Threat to Marin Government*.[1] In the three years leading up to the publishing of the 2020 report, six Marin municipalities had been the target of various cyberattacks.[2] In the 2020 report, the Grand Jury focused its investigation on the security of the computer systems used by Marin's government agencies, and called for increased collaboration and transparency regarding cybersecurity issues affecting government agencies throughout Marin. The report made nine recommendations to these agencies. Below are four of the Recommendations from the 2020 report which the 2023-2024 Grand Jury decided to review. While the 2020 report included nine recommendations, the Grand Jury believed that understanding the progress made with these four would give the best overall indication of Marin's cyber preparedness.

- The County should take a lead role in sharing cybersecurity information and best practices with Marin's cities and towns.
- Cities and towns should implement basic prudent cybersecurity practices, including user training, email filtering, password management, and backups.
- Municipalities should pursue shared cybersecurity services, where feasible, to lower costs and raise their level of security.
- The Marin County Information Services and Technology Department should complete a plan for enhancing the Marin Information and Data Access Systems (MIDAS) to improve cybersecurity for its users.

As a result of the 2019-2020 Grand Jury's first recommendation, the County took the lead in establishing an agency to provide cybersecurity information and best practices to Marin's municipalities. This agency, called the Marin Information Security Collaborative, was initially composed of representatives from the cities and towns of Marin. The agency was later expanded to include other Marin community partners and private organizations, and in 2022 it was renamed Marin Security and Privacy Council (MSPC).[3]

Since the Grand Jury's 2020 report, cyberattacks on a global scale have become more sophisticated, utilizing interactive intrusion techniques, cloud intrusions, mobile device vulnerabilities, and third-party relationship exploitation.[4] The dark web (See Appendix A for a definition) also plays a significant role in cyberattacks due to its anonymity and unregulated nature. It provides a platform for cybercriminals, hackers, and others to operate beyond the reach

[1] Marin County Civil Grand Jury, *2019-2020 Cyberattacks: A Growing Threat to Marin Government,* May 11, 2020, https://www.marincounty.org/-/media/files/departments/gj/reports-responses/2019-20/cyberattacksagrowingthreattomaringovernment.pdf?la=en, (accessed 4/4/24).
[2] Cyberattacks include phishing, ransomware and direct attacks on computer hardware (terms are described in Appendix A).
[3] Digital Marin website, Marin Security and Privacy Council, https://godigitalmarin.org/marin-security-and-privacy-council, (accessed 4/4/24).
[4] Crowdstrike website, *2024 Global Threat Report,* https://go.crowdstrike.com/rs/281-OBQ-266/images/GlobalThreatReport2024.pdf, p. 9, (accessed 4/4/24); Embroker website, *Top 10 Cybersecurity Threats in 2024*, January 4, 2024, https://www.embroker.com/blog/top-cybersecurity-threats, (accessed 4/4/24).

of law enforcement. The dark web is used by cyber criminals to steal information from companies and individuals and sell it.

Due to persistent and increasingly sophisticated malicious cyber campaigns that threatened the public and private sector, and ultimately the American people's security and privacy, President Biden issued Executive Order 14028 in 2021 to improve the nation's cybersecurity.[5] This executive order sought to remove the barriers to threat information sharing between the government and the private sector, improve the security of the software supply chain, and shift the federal government to cloud-based services and Zero Trust Architecture.[6] Many of the key concerns of this executive order were applicable to state, county and local government agencies as well.

Despite Executive Order 14028, cybersecurity attacks have continued to mount, both in frequency and cost to the victims. The *Center for Internet Security's Nationwide Cybersecurity Review* found that cyberattacks on state and local governments increased from 2022 to 2023. The report compared the first eight months of 2022 and 2023, when participating government organizations claimed they saw noticeable growth in several types of cyberattacks. The center found that malware attacks increased by 148 percent, while ransomware incidents were 51 percent more prominent during the first eight months of 2023 than they were during the same period a year earlier.[7]

In a review of IBM's *Cost of a Data Breach Report 2023*, the security awareness company SoSafe reported that the average cost of a cyber incident to an agency in the public sector was over $2.6 million.[8] SoSafe's review also noted that cybercriminals were attracted to public sector websites due to "outdated technology and security measures, limited security budgets and understaffed teams, and the public sector's wealth of sensitive and valuable data." Ransomware attacks against public agencies in the State of California have been well publicized this past year. In some cases, large ransoms have been paid.[9]

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[5] The White House website, *Executive Order on Improving the Nation's Cybersecurity | The White House*, May 12, 2021, https://www.whitehouse.gov/briefing-room/presidential-actions/2021/05/12/executive-order-on-improving-the-nations-cybersecurity/, (accessed 4/4/24).

[6] See definition of Zero Trust Architecture in Appendix A.

[7] Sophia Fox-Sowell, Cyberattacks on state and local governments rose in 2023, says CIS report, https://statescoop.com/ransomware-malware-cyberattacks-cis-report-2024, *StateScoop*, January 30, 2024, (accessed 4/29/24).

[8] SoSafe website, *Top 5 cyber threats facing the public sector*, https://sosafe-awareness.com/blog/top-5-cyber-threats-facing-the-public-sector, (accessed 4/30/24).

[9] Colin Atagi, "St. Helena, Solano County libraries hit by cyberattack, $100,000 ransom demanded", https://www.pressdemocrat.com/article/napa/library-st-helena-solano-cyberattack, *Santa Rosa Press Democrat*, April 22, 2024, (accessed 4/24/24); City of Oakland website, *City of Oakland Restores and Recovers Systems Affected by Ransomware Attack*, April 27, 2023, https://www.oaklandca.gov/news/city-of-oakland-restores-and-recovers-systems-affected-by-ransomware-attack, (accessed 4/4/24); Brian Rokos, "San Bernardino County paid $1.1 million ransom to hacker of Sheriff's Department computers", *San Bernadino Sun*, May 4, 2023, https://www.sbsun.com/2023/05/04/san-bernardino-county-paid-1-1-million-ransom-to-hacker-of-sheriffs-department-computers, (accessed 4/4/24); Andre Byik, "City of Hayward detects Cyberattack, takes down website", *The Mercury News*, July 10, 2023, https://www.mercurynews.com/2023/07/10/city-of-hayward-detects-cyberattack-takes-down-website, (accessed 4/4/24).

There are many published articles, studies, and guidelines on how agencies, as well as private institutions and individuals, can help prevent and mitigate the impact of these attacks. These include reports from the Cybersecurity and Infrastructure Security Agency (CISA),[10] the Federal Bureau of Investigation,[11] JP Morgan,[12] and others.

Due to the ongoing and ever-increasing cybersecurity threats to public agencies posed by numerous and sophisticated adversaries utilizing more advanced cyberattack technologies, the Grand Jury decided to investigate the state of cybersecurity at many Marin agencies. The Grand Jury's investigation also serves as a follow-up to the 2019-2020 Grand Jury's report on the threat of cyberattacks to Marin's governments. This investigation was not designed to point out or highlight specific cybersecurity deficiencies at particular agencies. Rather, it was undertaken to see what improvements had been made in their cyber preparedness and to see if other recommendations should be made to further enhance overall cyber preparedness across agencies in Marin County.

APPROACH

In its investigation of cyber preparedness in Marin, the Grand Jury undertook the following actions:

Interviewed:

- Representatives from different County agencies
- Representatives from each of Marin's 11 towns and cities
- Members of water, health, sanitation, and utility districts
- A member of a third-party organization providing IT and cybersecurity services to the County, and to Marin's towns and cities

The Grand Jury also:

- Reviewed articles, surveys, and research papers concerning cybersecurity practices and the use of shared services arrangements in local governmental agencies

The Grand Jury's investigation into cyber preparedness concluded on April 24th, 2024.

Please refer to Appendix A for a list of cybersecurity terms and acronyms.

[10] Cybersecurity & Infrastructure Security Agency website, *Cybersecurity Best Practices*, https://www.cisa.gov/topics/cybersecurity-best-practices, (accessed 4/4/24).
[11] Federal Bureau of Investigation website, *How We Can Help You*, https://www.fbi.gov/scams-and-safety/common-scams-and-crimes/ransomware, (accessed 4/4/24).
[12] J.P.Morgan website, *4 ways the public sector can prevent cyberattacks*, November 14, 2022, https://www.jpmorgan.com/insights/cybersecurity/business-email-compromise/threat-public-sector, (accessed 4/4/24).

DISCUSSION

The following discussion will examine the key elements of cybersecurity and cyber preparedness in Marin.

The Marin Department of Information Services and Technology (IST)

IST is responsible for providing, maintaining, and securing the County's business applications and data on the appropriate hardware and software platforms. IST "deploys information services and telecommunications technologies throughout the County government and maintains the County's technology infrastructure."[13]

The key responsibilities of IST are to:

- Support digital services that help our residents perform tasks online, like paying property taxes and getting building permits
- Support secure law enforcement and criminal justice systems
- Manage the County's geographic information and mapping systems
- Provide digital accessibility training and support to County employees
- Coordinate the cross-sector Digital Marin program
- Provide secure network and internet connectivity for County employees
- Manage and deliver technical projects that support Board and County priorities
- Support internal administrative systems for finance and human resources[14]

The IST web pages include one which details its Top 10 Cybersecurity Tips for Organizations. This webpage was last updated in November, 2023.[15] In addition, IST, in cooperation with the MSPC, sends out a monthly security awareness newsletter to Marin agencies and MSPC members, as well as alert notifications regarding active cyber threats. Through the Grand Jury's interviews with Marin's municipalities and agencies, it found that many were unaware of the security newsletter and the Top 10 Cybersecurity Tips available to them.

IST has also published objectives for Security Awareness[16] and Information Security.[17]

Within IST, the Information Security and Compliance (ISC) division is responsible for cybersecurity and is managed by the Chief Information Security Officer. Through interviews with IST staff, the Grand Jury has come to learn that IST has recently filled job positions in the cybersecurity area that had been open for a considerable time. This has been a difficult process

[13] County of Marin website, *Information Services and Technology*, https://data.marincounty.org/stories/s/s5cn-d5dy, (accessed 4/24/24).
[14] County of Marin website, *About the Information Services and Technology department*, https://www.marincounty.gov/departments/it/about-information-services-and-technology-department, (accessed 4/30/24).
[15] County of Marin website, *Top 10 Cybersecurity tips for organizations*, https://www.marincounty.gov/departments/it/cybersecurity/top-10-cybersecurity-tips-organizations, (accessed 4/24/24).
[16] County of Marin website, *Security Awareness*, https://data.marincounty.org/stories/s/Security-Awareness/9x7e-6eiy, (accessed 4/4/24).
[17] County of Marin website, *Information Security*, https://data.marincounty.org/stories/s/Information-Security/4mex-b65u, (accessed 4/4/24).

due to the following: high demand in the private sector for this skill, substantially lower salary levels in the county compared to the private sector, the high cost of living in Marin, and oftentimes considerable commute time. These problems affect all Marin agencies.

IST also sends out a monthly security awareness newsletter to member agencies of the MSPC for distribution to their employees. Employees receive alert notifications about active cyber threats requiring their attention, gain access to a document library with cybersecurity and digital privacy resources and templates, and have access to a peer network to ask questions and share ideas related to cybersecurity issues.[18] Unfortunately, in the Grand Jury's interviews with the heads of municipalities and special districts, there seemed to be an overall lack of awareness of the existence of the MSPC, as well as the Cybersecurity Tips. This may be due, in part, to the fact that the overall responsibilities of the ISC staff do not currently allow them sufficient time to reach out or collaborate through means other than email in order to better communicate with Marin Security & Privacy Council members.

Cybersecurity Best Practices

Municipalities

Through interviews and follow-up communications, the 2023-2024 Grand Jury studied each of Marin's municipalities to determine the status of implementation of the four primary, and additional four Cybersecurity Best Practices recommended in the 2019-2020 Grand Jury's report:

- Management of mobile devices
- Automated malware detection and removal
- Monitoring systems
- Use of expert resources
- Firewalls
- Hardware and patching
- Documentation
- Vulnerability assessments

The current Grand Jury found that 93 percent of the first four (the primary) recommendations had been implemented across all eleven municipalities. The remaining seven percent are in the process of being implemented. For the additional four recommendations, 90 percent have been implemented, while most of these four recommendations are in process.

The implementation of the eight best practices seems to have paid off. Since the 2019-2020 Grand Jury Report, none of the municipalities reported any material cyberattacks that would have been at the level of severity requiring public disclosure. Through interviews with members

[18] County of Marin News Release, C*yber Safety Group Opens to Marin Businesses*, May 19, 2022, https://www.marincounty.org/main/county-press-releases/press-releases/2022/ist-mscplaunch-051922, (accessed 4/4/24).

of the IST staff, the Grand Jury discovered that there were two cyberattacks reported by two other public agencies, but neither resulted in any material loss of data or money.

In interviews with each of the eleven municipalities, the most significant perceived cybersecurity risk is phishing. However, due to the implementation of regular cybersecurity training at their agencies, successful phishing attacks have been greatly reduced.

IST does not, nor is it required to, provide any additional cybersecurity assistance to Marin's municipalities (or special districts) other than the aforementioned newsletter and cyber alerts. In the Grand Jury's interviews the smaller municipalities in particular were receptive to additional collaboration and assistance from the County, due to staffing and budget constraints.

.GOV Domains

In November of 2023, Governor Newson signed into law AB 1637, requiring local agencies to migrate public websites and email addresses to a .gov or .ca.gov domain by January 1, 2029.[19] The law does not apply to special districts.

The .gov domain offers a secure way for internet users to identify and use legitimate government websites including multi-factor authentication. Also, browsers are required to use a secure internet connection to increase users' privacy on a .gov website. These safeguards help eliminate the clickjacking and spoofing of users visiting a .gov website. The Cybersecurity and Infrastructure Security Agency (CISA) manages the issuance of these domains. There is no cost to the public agency for registering a .gov domain.[20]

Of the 18 agencies investigated by the current Grand Jury, only one municipality, Sausalito, has fully transitioned to a .gov website. Sausalito took the initiative and completed their .gov website migration in 2017. The County and Marin's larger municipalities have begun rolling out .gov websites and have begun using .gov email addresses. However, the majority of the smaller municipalities interviewed or polled have no plans to either acquire a .gov domain name or to begin the process of moving to a new website platform using this domain. The relatively distant state-mandated time frame may explain why there has been a lack of movement here.

Other existing County .org domain names will be redirected to MarinCounty.gov as the websites are rebuilt. Educational institutions such as Marin schools are not eligible for .gov domains. They will be directed to use .edu domain names instead of their existing .org names.

The requirement of municipalities implementing a .gov domain is something to be kept in mind for all municipalities considering modifications of their current websites.

[19] California Legislative Information, California Law, California Government Code, Title 5, § 50034, https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=50034.&article=, (accessed 4/24/24).
[20] Cybersecurity and Infrastructure Security Agency website, https://get.gov, (accessed 4/4/24).

Third-Party Providers of IT, IS and Cybersecurity Services

The Grand Jury discovered that many, if not all of the municipalities and special districts in Marin County, contract out their IT, IS and cybersecurity services to third parties due to a lack of either in-house expertise or budget. This is especially true for cybersecurity where few entities have the resources to design and implement their own solid cybersecurity defense.

Scope of Services

Third parties provide a broad set of cybersecurity-related services to the agencies the Grand Jury interviewed. These include cloud back-up, on-site support, remote monitoring, and end-point security, security awareness training, multi-factor authentication, mobile device management, and antivirus and anti-malware management. While this report does not question the quality of services provided by these third parties, there may be additional ways to provide cybersecurity services to the varied governmental agencies located in Marin County. See the discussion below on Joint Powers Authorities.

Monitoring Systems

Monitoring systems, often referred to as Security Information and Event Management (SIEM) systems, are cybersecurity solutions that help detect, analyze, and respond to security threats before they harm business operations. They are generally fully automated and operate 24 hours a day, seven days a week, 365 days a year. These systems however do not always remove or quarantine the cyber threat. Rather, notification of the cyber threat is sent to staff responsible for removing or quarantining the threat.

Through interviews with Marin agencies, the Grand Jury learned that staff response to agencies by the third-party providers on detected problems in the monitoring system is limited to typical office hours. Also, the contracts may only require *notice* to be delivered within 24 hours. Responding to cyberattacks needs to be handled immediately. Thus, agencies should work with their third-party providers to greatly reduce the amount of time between a detected cyberattack and the ability to isolate or eliminate the threat. Further, having multiple third-party entities servicing individual agencies does not offer the same benefit that a centralized system would provide by allowing experience gained addressing a particular threat to be applied across multiple potential targets.

Business Continuity Plans

A business continuity plan (BCP) is a system of prevention and recovery from potential threats to a company. Such plans attempt to ensure that personnel and assets are protected and are able to function quickly in the event of a disaster, including cyberattacks. Most agencies that the Grand Jury investigated had their own BCP, or disaster recovery plan and procedures. The creation of a BCP is often at the recommendation of their third-party cybersecurity provider, or of the provider of their cyber insurance. However, in reviewing the contracts between the third parties and Marin agencies, the Grand Jury found no language in the contracts related to business continuity requirements *for any of the third-party providers*.

Requiring the third-party provider to have their own BCP is important as cyberattacks originating at trusted third parties are becoming more prevalent. Providing proof of liability insurance in the agreement is not enough. A recent report in *Security Scorecard*, stated that nearly thirty percent of cyber breaches come from third parties.[21] Threat actors are attracted to compromising third-party providers because of the high return on investment for these attacks - targeting one entity which provides access to multiple downstream clients.

Cybersecurity Plans

A cybersecurity plan is a comprehensive strategy that outlines measures to protect sensitive data, prevent cyber threats, and ensure the continuity of operations within an organization. Cybersecurity plans specifically help in preventing financial and personal data losses, ensuring data privacy, and protecting intellectual property. For smaller businesses and local government agencies, the Federal Emergency Management Agency offers a guide for organizations to plan, implement, and maintain a cybersecurity plan.[22]

From its interviews with Marin municipalities and special districts, the Grand Jury found that cybersecurity plans across these agencies varied widely in terms of completion and implementation. Several agencies have completed plans which are reviewed and updated regularly. Others are working on developing their plans either through their third-party IT and IS provider, or through their insurance risk pool.

Insurance Risk Pools, Cybersecurity Audits and Cyber Insurance

Grand Jury interviews with municipalities and special districts show that they receive their cyber insurance through insurance risk pools or risk management authorities. Many of Marin's agencies are members of the Bay Cities Joint Powers Insurance Agency (BCJPIA). This is one of several risk pools available in the Bay Area. It is used by most of the County's municipalities.

BCJPIA was created in 1986 to develop effective risk management programs to reduce the amount and frequency of losses; to share the risk of self-insured losses; and to jointly purchase and provide administrative and other services including, but not limited to, claims adjusting, data processing, risk management, loss prevention, accounting services, actuarial services, and legal services in connection with the program.

One of the services provided by the BCJPIA is a cybersecurity audit. The audit indicates areas requiring attention to maintain a functioning cybersecurity defense. These audits require individual members to respond to a series of questions concerning their IT systems and services. Items considered in the audit include the following:

[21] SecurityScorecard website, *Secure your supply chain*, p. 5, https://securityscorecard.com/wp-content/uploads/2024/02/Global-Third-Party-Cybersecurity-Breaches-Final-1.pdf, (accessed 4/4/24).
[22] FEMA website, *Planning Considerations for Cyber Incidents: Guidance for Emergency Managers,* November 2023, pp. 29-37, https://www.fema.gov/sites/default/files/documents/fema_planning-considerations-cyber-incidents_2023.pdf, (accessed 4/24/24).

- Upgrade legacy software and hardware
- Develop, implement, and improve a new password policy or current password policy
- Develop and implement a disaster recovery plan, business continuity plan, and incident response plan
- Include tabletop exercise(s) in the existing incident response plan
- Implement tools to help prevent email spoofing
- Provide security awareness training to all employees
- Initiate a network vulnerability scan
- Implement a security information and event monitoring (SIEM) tool

From its review of members audits by the BCJPIA and other insurance risk pool organizations, the Grand Jury found that the members had one or more deficiencies that required corrective action.

Joint Powers Authorities

The California State Legislature defines a Joint Powers Authority (JPA) as a stand-alone organization formed by governmental entities for a specific purpose or project. Two or more governmental entities can join together to form a JPA to solve mutual problems, to fund a project, or to act as a single representative entity for specific activities. A California agency can even share joint powers with an agency in another state.[23]

The primary purpose of forming a JPA is to enable public entities to pool resources. This could include the County agencies, municipalities, special districts, and other public agencies inside Marin. Pooling resources, coordinating efforts, and eliminating redundant actions or overlapping services can save taxpayer money. JPAs can also obtain more favorable rates or bids from outside services to achieve economies of scale.

Governmental entities can form a JPA to fulfill common objectives without voter approval or voter initiatives. However, these governmental entities must post notices, hold public meetings, and solicit comments from citizens or other stakeholders before executing any such agreements. Some of the more notable JPAs in the County include the Southern Marin Emergency Medical-Paramedic System (1980),[24] MARINet Libraries of Marin (1991),[25] Marin County Hazardous and Solid Waste - Zero Waste Marin (1996),[26] the Central Marin Police Authority (2013),[27] and the Marin Wildfire Prevention Authority (2020).[28]

To form a JPA, governmental entities must enter into a formal agreement. The agreement must identify a governing body, such as a Board of Directors and, in most circumstances, identify a

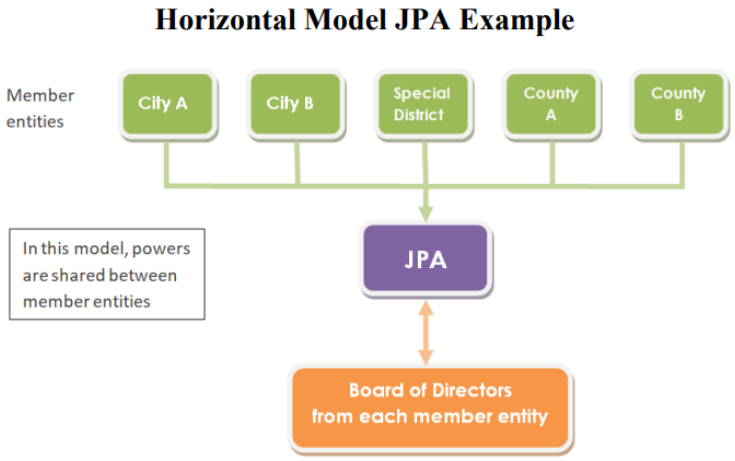
[23] California State Senate, Senate Governance and Finance Committee, *Governments Working Together: A Citizen's Guide to Joint Powers Agreements*, August 2007, p. 5, https://sgf.senate.ca.gov/sites/sgf.senate.ca.gov/files/GWTFinalversion2.pdf, (accessed 4/24/24).
[24] Southern Marin Emergency Medical Paramedic System, https://www.smemps.org, (accessed 4/4/24).
[25] MARINet Libraries website, https://marinet.lib.ca.us, (accessed 4/4/24).
[26] Zero Waste Marin website, https://zerowastemarin.org, (accessed 4/4/24).
[27] Central Marin Police Authority website, https://www.centralmarinpolice.org/, (accessed 4/4/24).
[28] Marin Wildfire Prevention Authority website, https://www.marinwildfire.org/collaborations/fire-adapted-marin, (accessed 4/4/24).

treasurer and an auditor. The agreement must be filed within 30 days of the effective date with the Secretary of State and the State Controller. There is no fixed timeframe to a JPA. Member agencies can choose to dissolve the JPA when it no longer serves their interests, or a predetermined termination date may be a part of the joint powers agreement.[29]

One form of a JPA is designed for insurance pooling and purchasing discounts. These JPAs usually involve governmental entities such as school districts or municipalities that need to buy insurance, supplies, or equipment. This type of JPA can also join with other insurance/purchasing JPAs to create a super JPA. These super JPAs can negotiate for lower rates and volume discounts for supplies, insurance, and equipment.

Most municipalities in Marin belong to an insurance pooling JPA as a way of reducing that municipality's overall insurance premiums, including cybersecurity insurance. These JPAs often offer their members annual audits of IT and IS security.

The structure of this type of JPA is usually a horizontal-model JPA. Horizontal-model JPAs consist of members that share a common opportunity, goal, or problem to solve. In general, they transfer their authority (with member entity representation) to a JPA to provide a service or fund a project. If the JPA is not performing well, not producing the desired results, or not delivering improvements, a member may withdraw.



Source: Reprinted from *Joint Powers Authorities: What You Need To Know*
2020/2021 Nevada County Grand Jury Report Date: May 19, 2021

The Grand Jury observes that this type of Horizontal JPA would be the best choice for the formation of a cybersecurity JPA. The formation of such a JPA is consistent with the 2019-2020 Grand Jury's recommendation that "municipalities should pursue shared cybersecurity services, where feasible, to lower costs and raise their level of security."

[29] California State Legislature Senate Local Government Committee, *Governments Working Together, A citizen's Guide to Joint Powers Agreements*, August 2007, p. 26, https://sgf.senate.ca.gov/sites/sgf.senate.ca.gov/files/GWTFinalversion2.pdf, (accessed 4/29/24).

MIDAS

MIDAS is a consortium of government and nonprofit agencies within Marin. Its participants share this reliable and secure network infrastructure.[30] The members include numerous, but not all, municipalities located within the County, along with other public agencies. The MIDAS infrastructure includes internet connections at public buildings, access to law enforcement, emergency response and justice systems, and the ability to share data between agencies.[31] MIDAS serves government agencies and nonprofits. MIDAS provides access to reliable, secure, shared network services and manages the billing, support, and maintenance of the network infrastructure so that member agencies can focus their in-house resources on technology strategy and line-of-business applications.

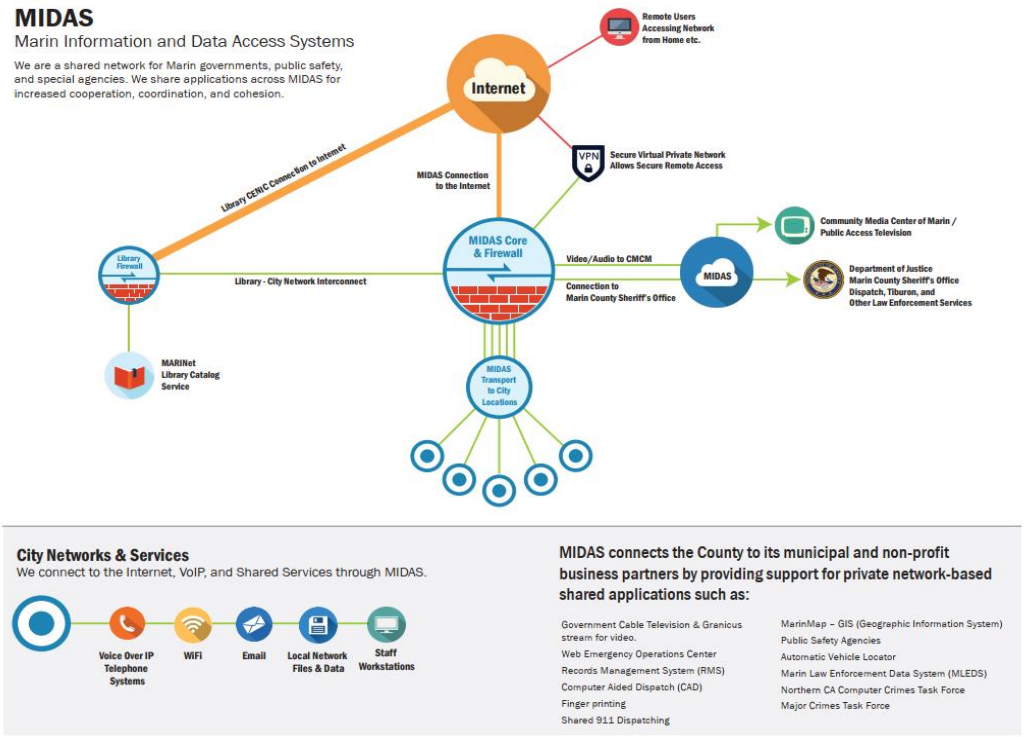
The County manages the funding and operation of MIDAS through the County's Information Services and Technology department. The County relies on charges to members to cover the cost of operations of the MIDAS network. There are two types of charges made to MIDAS members:

- MIDAS Service - for each MIDAS connection point
- Network Access - variable bandwidth charges for those MIDAS connections being used to access the internet

The MIDAS network infrastructure is maintained, through a professional services contract, by Marin IT, a private, third-party supplier of network services, founded in May of 2006. Its services range from as-needed to daily, full service support including project management, IT management, network management/administration, network monitoring, and help desk support. Through its contract, Marin IT provides managed network services up to the MIDAS router at each member remote location.

[30] Digital Marin website, Marin Information and Data Access Systems, https://godigitalmarin.org/marin-information-and-data-access-systems, (accessed 4/24/24).
[31] Digital Marin website, Marin Information and Data Access Systems, (accessed 5/9/24).

Configuration of the MIDAS Network



Source: County of Marin Department of Information Services and Technology

MIDAS originally included 21 members, spread amongst municipalities, nonprofits and special districts. As of the conclusion of the Grand Jury's investigation, MIDAS had 18 members, which are Marin County public agencies, as well as the Sonoma Marin Area Rail Transit (SMART). The set cost structure of MIDAS is shared on an equal basis by the members, while bandwidth charges are allocated on a "per-location" basis depending on the specific speed of each connection at the individual site. Over the years, some members who were using MIDAS other than for access to law enforcement, emergency response and justice systems, have chosen to leave MIDAS, because they were able to contract for equivalent bandwidth at less expensive rates than what is offered through their MIDAS membership. In addition, some municipalities who continue to use MIDAS for access to law enforcement, have either reduced or eliminated their non-law enforcement MIDAS connections. These changes have resulted in increases to the monthly charges to the remaining members of MIDAS due to the static fixed charge for the system being allocated among fewer constituents.

A review of the 2021-2022 County of Marin Annual Comprehensive Financial Report (ACFR), shows that MIDAS (referred to as 'Marin.org' in the report) was slightly profitable.[32] However, a copy of the draft 2022-2023 County Marin ACFR obtained by the Grand Jury, details that Marin.org's expenses were greater than its revenues. Finally, a review of IST's fourth quarter 2023 invoicing of MIDAS members for services, suggests that this cost differential may now be

[32] County of Marin website, *Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2022*, p. 30, https://www.marincounty.org/-/media/files/departments/df/acfr/2022-county-of-marin-acfr_adagio_ada.pdf?la=en, (accessed 4/4/24).

even greater. Estimated revenues for calendar year 2023 appear to be less than $900,000, while expenses now appear to be significantly more than $1,000,000.[33]

One of the recommendations made in the 2019-2020 Grand Jury's report on cyberattacks was that The Marin County Information Services and Technology Department should complete a plan for enhancing MIDAS to improve cybersecurity for its users. As of the writing of this report, that plan has yet to be completed.

Collective Bargaining Agreements (CBA), Managed Service Agreements

In 1968, with the passage of the Meyers-Milias-Brown Act (MMBA), employees of cities, counties and special districts in California gained the right to form unions and collectively bargain contracts over changes in wages, hours, benefits, rights, and other terms of employment.[34] Two unions represent the County's IST's employees, the Marin Association of Public Employees (MAPE)[35] and the Marin County Management Employees Association (MCMEA).[36]

MAPE represents the vast majority of rank and file employees, while MCMEA represents about 350 mid-managers and supervisors across different County departments.

The current CBA with MAPE expires on June 30, 2026, while the MCMEA CBA expires on June 30, 2025. The agreements do not include language which would allow the IST or other County departments, the employees of which the two unions represent, to *unilaterally* negotiate managed service agreements (outsourcing work to third parties).

The CBA with MCMEA states that "Any work within the class specification for any classification currently represented by MCMEA shall not be contracted out during the lifetime of the contract without completion of the parties' meet and confer obligations or until negotiations for a successor agreement have concluded."[37] This language then allows for outsourcing; however, only through negotiation with either of the unions.

[33] Grand Jury work paper, *MIDAS Q4'24 Invoicing Reconciliation*, https://rebrand.ly/MarinCountyMIDASReconciliation, (accessed 4/4/24);
IST Flier describing some of the structure and responsibilities of MIDAS, as well as 2024 projected revenues and expenses, https://rebrand.ly/MarinCountyISTDeptMidasFlyer, (accessed 4/4/24).
[34] California Public Employment Relations Board website, *Laws*, https://perb.ca.gov/laws-and-regulations, (accessed 4/4/24).
[35] Marin Association of Public Employees website, https://www.newmape.org, (accessed 4/4/24).
[36] Marin County Management Employee's Association website, https://newmcmea.org, (accessed 4/4/24).
[37] Collective Bargaining Agreement Marin County Management Employees' Association County of Marin, July 1, 2022-June 30, 2025, p. 59, https://www.hr.marincounty.org/-/media/files/departments/hr/labor-relations/labor_agreements/mou--mcmea-20222025-for-web.pdf?la=en, (accessed 4/29/24).

The CBA with MAPE does not contain any language specific to contracting out work. However, the language in the MMBA, which governs such CBAs, does cover this (other than for custodial services).[38]

There is no prohibition of outsourcing for the purpose of changing the way services (that are currently being done by represented employees) can be done by a public entity, regardless of whether or not there is any flexibility or language in an CBA. However, the entity has to make sure the effects of the decision are properly negotiated with the union(s) if such outsourcing were to be done. If not, an unfair labor practice charge could be filed.

When the CBAs are renegotiated, it is vital that the County negotiate for expanded rights with respect to entering into managed-service agreements. Expanded rights for these types of agreements would allow IST to more easily contract for expanded cybersecurity services such as SIEM systems, Managed Detection and Response (MDR) or Endpoint Detection and Response (EDR). Additionally, the outsourcing of lower priority tasks such as desktop equipment deployment and support, would allow shifting and retraining of existing staff to higher priority, more strategic work. This retraining has the added benefit of allowing these employees to learn valuable new skills and be in a better position for career advancement in the cyber security area.

The Grand Jury has found that the level of cybersecurity preparedness has generally improved since the 2019-2020 Grand Jury report on cyber-attacks. However, due to the dynamic nature of the subject, this will require constant vigilance and investment in technologies.

[38] Collective Bargaining Agreement Marin Association of Public Employees General Bargaining Unit and the County of Marin, September 19, 2021-June 30, 2026, https://www.hr.marincounty.org/-/media/files/departments/hr/labor-relations/labor_agreements/mou--mape-gu-20212026--final-for-web.pdf?la=en, (accessed 4/30/24).

FINDINGS

F1. Contracts for Information Technology, Information Systems, and Cybersecurity services between third-party providers and Marin County governmental agencies should contain a Business Continuity clause, or other language, protecting that agency from a sudden cessation of services provided by the third-party provider.

F2. Marin County municipalities should have current, written contracts with third-party providers of Information Technology, Information Systems, and Cybersecurity services, and should not continue to use those providers' services without a current contract.

F3. Membership in insurance risk pools provides the benefits of cybersecurity assessments and audits, which highlight cybersecurity deficiencies and make suggestions for improvement.

F4. Having a completed, adopted and regularly updated cybersecurity plan helps ensure that all staff within a government agency are working together to optimize that organization's cyber preparedness and security.

F5. Joint Powers Authorities in Marin County exist to provide more efficient and cost-effective services to the people of Marin.

F6. The current County Collective Bargaining Agreements prevent the Marin County Department of Information Systems & Technology from unilaterally negotiating managed service agreements (outsourcing work to third parties).

RECOMMENDATIONS

The Grand Jury recommends that by December 31, 2024:

R1. Marin agencies should require a current (executed within the last five years), competitively-bid, written contract which includes business continuity language for any third-party Information Technology services they use.

R2. The Board of Supervisors should authorize the creation of a new position within the Department of Information Services and Technology for the 2025-2026 fiscal year, with specific responsibilities to assist other County agencies in cybersecurity awareness, training, implementation, and monitoring of cybersecurity systems.

R3. The Board of Supervisors should require that the Marin Department of Information Services and Technology evaluate the formation of a Cybersecurity Joint Powers Authority to raise overall cyber preparedness amongst its members, and for the purpose of acquiring and maintaining perimeter defense protection systems for preventing and eliminating ransomware and other more sophisticated cyberattacks.

R4. The Board of Supervisors should create two new system-engineering positions to be filled by cybersecurity experts who would be responsible for conducting security risk assessments, providing recommendations and implementing cybersecurity solutions for public agencies in Marin, among their other tasks.

R5. If and when a Joint Powers Authority is created, one of these positions would serve as a County member of the new organization and a liaison with the Chief Information Security Officer.

R6. All Marin municipalities should:

a) take all steps necessary to acquire an appropriate .gov or .ca.gov domain;
b) formulate and adopt a plan for rolling out a .gov or .ca.gov website and emails by the start of the 2025-2026 Fiscal Year.

R7. The Board of Supervisors should require that the Marin Department of Information Services and Technology:

a) develop a plan to redefine a secure network infrastructure of the MIDAS system which solely focuses on providing access to law enforcement, emergency response and justice systems, or other online County services, and exclude Internet Service Provider services;
b) take all steps necessary to transition administration of MIDAS from Marin IT to The County of Marin Department of Information Services and Technology.

R8. The Board of Supervisors require that the Marin Department of Information Services and Technology and the Department of Human Resources develop a plan for negotiating the inclusion of language that allows for managed service agreements in new Collective Bargaining Agreements with MAPE and MCMEA that will start in July of 2025.

R9. The Board of Supervisors requires that the Marin Department of Information Services and Technology update its Top 10 Cybersecurity Tips for Organizations at least once a year.

R10. The Board of Supervisors requires that the Marin Department of Information Services and Technology more directly promote, through the Marin Security and Privacy Council, its Top 10 Cybersecurity Tips for Organizations to all of Marin's public agencies.

REQUIRED RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requires responses from the following governing bodies within 90 days:

- Marin County Board of Supervisors (F1-F6, R1-R6 (a) and (b), R7 (a) and (b), R8-R10)
- City of San Rafael (F1-F6, R1, R6 (a) and (b))
- City of Belvedere (F1-F6, R1, R6 (a) and (b))
- City of Larkspur (F1-F6, R1, R6 (a) and (b))
- City of Mill Valley (F1-F6, R1, R6 (a) and (b))
- City of Novato (F1-F6, R1, R6 (a) and (b))
- City of Sausalito (F1-F6, R1, R6 (a) and (b))
- Town of Corte Madera (F1-F6, R1, R6 (a) and (b))
- Town of Fairfax (F1-F6, R1, R6 (a) and (b))
- Town of Ross (F1-F6, R1, R6 (a) and (b))
- Town of San Anselmo (F1-F6, R1, R6 (a) and (b))
- Town of Tiburon (F1-F6, R1, R6 (a) and (b))

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

INVITED RESPONSES

- Marin County of Marin Department of Information Services and Technology (F1-F6, R2-R4, R6 (a) and (b), R9)
- Marin County Department of Human Resources (F6, R8)

Note: At the time this report was prepared information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

APPENDIX A

Cybersecurity Terms and Definitions

Adversary/Threat Actor: An individual, group, organization, or government that conducts or has the intent to conduct detrimental activities.

Antivirus software (AVS): A program that monitors a computer or network to detect or identify major types of malicious code and to prevent or contain malware incidents and sometimes by removing or neutralizing the malicious code.

Attack: An attempt to gain unauthorized access to system services, resources, or information, or an attempt to compromise system integrity.

Cybersecurity and Infrastructure Security Agency (CISA): Is responsible for developing a range of cyber and infrastructure security services, publications, and programs for the federal government, state, local, tribal, and territorial (SLTT) governments, industry, small and medium-sized businesses, and the general public. CISA defends critical infrastructure against threats and assists both other government agencies and private sector organizations in addressing cybersecurity issues.

Clickjacking: Involves tricking someone into clicking on one object on a web page while they think they are clicking on another. The attacker loads a transparent page over the legitimate content on the web page so that the victim thinks they are clicking on a legitimate item when they are really clicking on something on the attacker's invisible page. This way, the attacker can hijack the victim's click for their own purposes. Clickjacking could be used to install malware, gain access to one of the victim's online accounts, or enable the victim's webcam.

Cybersecurity: Relates to the processes, computer hardware and software employed to safeguard and secure assets used to carry information of an organization from being stolen or attacked. Cybersecurity requires extensive knowledge of possible threats such as viruses or other malicious objects. Identity management, risk management, and incident management form the crux of the cybersecurity strategies of an organization.

Dark Web: The Dark Web is encrypted parts of the internet that are not indexed by search engines, most notoriously used by all types of criminals including; pedophiles, illicit human and contraband traffickers, and cyber criminals, to communicate and share information without being detected or identified by law enforcement. Malware of all types can be purchased on the dark web. Dark Web pages need special software with the correct decryption key and access rights and knowledge to find content. Users of the Dark Web remain almost completely anonymous due to its P2P network connections which makes network activity very difficult to trace.

Data breach: The unauthorized movement or disclosure of sensitive information to a party, usually outside the organization, that is not authorized to have or see the information.

Denial of Service: An attack that prevents or impairs the authorized use of information system resources or services.

Distributed Denial of Service (DDOS): A denial of service technique that uses numerous systems to perform the attack simultaneously.

Endpoint Detection and Response (EDR): Also referred to as endpoint detection and threat response (EDTR), is an endpoint security solution that continuously monitors end-user devices to detect and respond to cyber threats like ransomware and malware.

Firewall: A Firewall is a security system that forms a virtual perimeter around a network of workstations preventing viruses, worms, and hackers from penetrating.

Information Systems (IS) is a term for how data is collected and used in an organization including the hardware, software and network communications.

Information Technology (IT) is a common term typically for aspects related to business enterprise computing including hardware, software and infrastructure.

Interactive Intrusion Techniques: Malicious activities where an Adversary actively interacts with and executes actions on a host to achieve their goals. Unlike automated Malware attacks that rely on the mass deployment of scripts and tools, interactive intrusions leverage the ingenuity and problem solving skills of human adversaries. These individuals can mimic expected user and administrator behavior, making it difficult for defenders to differentiate between legitimate user activity and a cyberattack.

Malware: Software that compromises the operation of a system by performing an unauthorized function or process.

Managed Detection and Response (MDR): A (third-party) cybersecurity service that provides organizations with a team of experts who monitor your endpoints, networks and cloud environments and respond to cyber threats 24/7.

MIDAS is a consortium of government and nonprofit agencies within Marin County. It provides a reliable and secure network infrastructure.

Multi Factor Authentication (MFA): A form of authentication that requires a user to provide two or more verification factors to access a resource such as an online account.

Phishing: Phishing is a type of internet fraud that seeks to acquire a user's credentials by deception. It includes the theft of passwords, credit card numbers, bank account details, and other confidential information. Phishing messages usually take the form of fake notifications from banks, providers, online payment systems, and other, legitimate-looking organizations. The phishing attempt will try to encourage a recipient, for one reason or another, to enter/update personal data. Common reasons given can include "suspicious login to the account," or "expiration of the password."

Ransomware: Is the name given to malicious programs designed to extort money from victims by blocking access to the computer or encrypting stored data. The malware displays a message offering to restore the system/data in return for payment.

Security Information and Event Management (SIEM): A cyber security solution that helps organizations detect, analyze, and respond to security threats before they harm business operations. SIEM combines both security information management (SIM) and security event management (SEM) into one security management system. SIEM technology collects event log data from a range of sources, identifies activity that deviates from the norm with real-time analysis, and takes appropriate action.

Spoofing: A Spoof is an attack attempt by an unauthorized entity or attacker to gain illegitimate access to a system by posing as an authorized user. Spoofing includes any act of disguising a communication from an unknown source as being from a known, trusted source. Spoofing can apply to emails, phone calls, and websites, or can be more technical, such as a computer spoofing an IP address.

Third-party relationship exploitation: This type of cyberattack takes advantage of vendor-client relationships to deploy malicious tooling via two key techniques: 1) compromising the software supply chain using trusted software to spread malicious tooling and 2) leveraging access to vendors supplying IT services.

Zero Trust Architecture: Zero Trust Architecture is a security concept centered around the idea that organizations should not automatically trust anything inside or outside of their perimeters and instead must verify anything and everything trying to connect to their systems before granting access. This approach is based on the principle of "never trust, always verify." Zero Trust Architecture operates on the assumption that threats exist both inside and outside the network, and it focuses on maintaining strict access controls and continuously verifying the trustworthiness of users and devices. This is done through various methods such as multi-factor authentication, micro-segmentation, least privilege access, and continuous monitoring of network traffic and user behavior.

TOWN OF
SAN ANSELMO
EST. 1907

Town of San Anselmo
IT Infrastructure and Cybersecurity Update

The Town of San Anselmo has made significant investment in enhancing its IT infrastructure and cybersecurity measures. The following is a detailed list of activities.

1 COMPLETED:

- Implemented DKIM and DMARC to prevent email spoofing
- Initiated internal network vulnerability scan
- Upgraded from Automate/Webroot to Automate/Defender
- Became a member of MS-ISAC
- Signed up for free regular external vulnerability scans from CISA
- Implemented regular internal vulnerability scanning at all sites (Qualys)
- Implemented KnowBe4 cyber security awareness training

2 ONGOING:

- Bay Cities JPIA Audit/Cybersecurity plan review
- Password manager implementation
- Multi-Factor Authentication (MFA)
- Internal network vulnerability scan
- Quarterly internal network vulnerability scan (Qualys)
- Monthly external network vulnerability scan (CISA)
- KnowBe4 cyber security awareness training and simulated phishing testing
- Replacing all end-of-life IT infrastructure
- Duo MFA authentication for MS 365 email access and town network access
- 1Password password manager
- Active Directory clean up

3 PENDING:

- IT policy's -Technology Recovery, Cyber Incident Response Plan, and Continuity of Operations Plan (currently in review before adoption)

4 NEW/UPCOMING:

- Implement .gov domain
- Move Town Microsoft licenses to 'GCC' (government) licenses
- Improve disaster recovery capabilities
- Implement SIEM

5 NOT YET INITIATED:

- Mobile Device Management (MDM)
- Data encryption with Microsoft BitLocker
- Disaster Recovery Plan (DRP)
- Implement Cisco Umbrella Protective DNS
- Implement Privileged Account Manager (PAM)

RESPONSE FORM: 2023-2024 Marin Civil Grand Jury Report

Report Title: Cyber Preparedness: Are We There Yet?

Respondent/Agency Name: Town of San Anselmo

Submitter Name: Eileen Burke Title: Mayor

FINDINGS

- Agree with the findings numbered: F1-F5
- Disagree *partially* with the findings numbered: F6
- Disagree *wholly* with the findings numbered: _____

  (Attach a **statement** specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.

  (Attach a **summary** describing the implemented actions.)

- Recommendations numbered R1, R6(a) & (b) have not yet been implemented, but will be implemented in the future.

  (Attach a **timeframe** for the implementation.)

- Recommendations numbered _____ require further analysis.

  (Attach an **explanation** and the scope and parameters of an analysis or study, and a **timeframe** for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This **timeframe shall not exceed six months** from the date of publication of the grand jury report.)

- Recommendations numbered_____ will not be implemented because they are not warranted or are not reasonable.

  (Attach an **explanation**.)

Date: July 23, 2024 Signed:_____

Number of pages attached: 2

Town of San Anselmo Response to Grand Jury Report
Cyber Preparedness: Are we There Yet?

F1. Contracts for Information Technology, Information Systems, and Cybersecurity services between third-party providers and Marin County governmental agencies should contain a Business Continuity clause, or other language, protecting that agency from a sudden cessation of services provided by the third-party provider.

Response: Agree.

F2. Marin County municipalities should have current, written contracts with third-party providers of Information Technology, Information Systems, and Cybersecurity services, and should not continue to use those providers' services without a current contract.

Response: Agree.

F3. Membership in insurance risk pools provides the benefits of cybersecurity assessments and audits, which highlight cybersecurity deficiencies and make suggestions for improvement.

Response: Agree.

F4. Having a completed, adopted and regularly updated cybersecurity plan helps ensure that all staff within a government agency are working together to optimize that organization's cyber preparedness and security.

Response: Agree.

F5. Joint Powers Authorities in Marin County exist to provide more efficient and cost-effective services to the people of Marin.

Response: Agree.

F6. The current County Collective Bargaining Agreements prevent the Marin County Department of Information Systems & Technology from unilaterally negotiating managed service agreements (outsourcing work to third parties).

Response: Partially Disagree

The Town is not informed regarding the Marin County Bargaining Agreements' implications on the Department of Information Systems and Technology and there refrains from endorsing this finding. We disagree partially with the finding based on it being outside the purview of the Town of San Anselmo.

Town of San Anselmo Response to Grand Jury Report

Cyber Preparedness: Are we There Yet?

R1. Marin agencies should require a current (executed within the last five years), competitively-bid, written contract which includes business continuity language for any third-party Information Technology services they use.

Response: This recommendation has not yet been implemented, but will be implemented by the start of the 2025-2026 fiscal year.

R6. All Marin municipalities should:

a) take all steps necessary to acquire an appropriate .gov or .ca.gov domain;
b) formulate and adopt a plan for rolling out a .gov or .ca.gov website and emails by the start of the 2025-2026 Fiscal Year.

Response: This recommendation has not yet been implemented, but will be implemented by the start of the 2025-2026 fiscal year.

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.7

MEETING DATE: July 23, 2024

AGENDA TITLE: Response to 2024 Grand Jury Report Entitled With Power Comes Responsibility – Youths Under Age 16 Operating Class 2 E-Bikes: A Safety Risk

FROM: Administration

RECOMMENDATION: Authorize Mayor Burke to sign the attached letter.

SUMMARY, BACKGROUND AND DISCUSSION

On April 22, 2024, the Marin County Civil Grand Jury issued "With Power Comes Responsibility – Youths Under Age 16 Operating Class 2 E-bikes: A Safety Risk." The report calls for a response from the Town of San Anselmo to findings 1, 2, 3, 4, 5, 6 (F1, F2, F3, F4, F5, F6) and recommendations 1, 2, 3, 4 (R1, R2, R3, R4).

The response from the Town is included as Attachment 1. This response closely follows the responses provided by our partner agencies within the Central Marin Police Authority (CMPA) and CMPA Police Chief Michael Norton has provided guidance related to how the department and associated jurisdictions are working to address the issues noted in the report's findings.

FISCAL IMPACT

There is no direct impact on the Town's budget related to this action aside from accounting for the staff time taken to prepare the responses.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving a response to a Grand Jury Report is not a considered 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

1. *Town Response Letter to the Grand Jury dated July 23, 2024*
2. *Grand Jury Report*

Eileen Burke
Mayor

Tarrell Kullaway
Vice Mayor

TOWN OF
SAN ANSELMO
EST. 1907

Steve Burdo
Council Member

Brian Colbert
Council Member

Alexis Fineman
Council Member

525 San Anselmo Avenue, San Anselmo, CA 94960
(415) 258-4600 | www.townofsananselmo.org

July 23, 2024

The Honorable Judge Mark Talamantes
Marin County Superior Court
P.O. Box 4988
San Rafael, CA 94913-4988

Rod Kerr, Foreperson
Marin County Civil Grand Jury
3501 Civic Center Drive, Room #275
San Rafael, CA 94903

Re: Town of San Anselmo Response to Grand Jury Report "With Power Comes Responsibility Youths Under Age 16 Operating Class 2 E-Bikes: A Safety Risk"

Dear Honorable Judge Talamantes and Foreperson Kerr:

At its regular meeting on July 23, 2024, the Town Council reviewed the report "With Power Comes Responsibility Youths Under Age 16 Operating Class 2 E-Bikes: A Safety Risk" dated April 26, 2024. The report calls for a response from the Town of San Anselmo to findings 1, 2, 3, 4, 5, 6, (F1, F2, F3, F4, F5, F6) and recommendations 1, 2, 3, and 4 (R1 (a), (b), and (c) and R2, R3, and R4).

After much consideration and in consultation with the Central Marin Police Authority (CMPA), San Anselmo has determined that the Town will not be implementing the recommendations outlined in the report. The decision is based on our local context, existing policies, and practical considerations. CMPA has worked closely with the community and our local schools for over a year to find a path for safer e-bike usage. Additionally, existing laws in the California Vehicle Code that regulate basic rider rules that serve as powerful tools for compliance. There are additional state laws including provisions in the California Vehicle Code that are specific to e-bikes, and more State legislation around e-bike safety is likely in the future.

The Town remains committed to promoting safe e-bike usage within our community. We will continue to explore alternative approaches and collaborate with relevant agencies to address safety concerns related to e-bikes and we thank the Grand Jury for the valuable contribution to

our community. Please see the attached responses. Should the members of the Grand Jury require any additional information, please contact Town Manager David Donery at 415-258-4652 or ddonery@townofsananselmo.org.

Sincerely,

Eileen Burke, Mayor,
Town of San Anselmo

RESPONSE TO GRAND JURY REPORT FORM

Report Title: "WITH POWER COMES RESPONSIBILITY - YOUTHS UNDER AGE 16 OPERATING CLASS 2 E-BIKES: A SAFETY RISK"

Report Date: April 26, 2024
Agenda Date: July 23, 2024

Response by: Eileen Burke
Title: Mayor, Town of San Anselmo

FINDINGS:

- We agree with the findings numbered **F1, F2, F3, F5, F6**
- We disagree wholly or partially with the findings numbered **F4**

RECOMMENDATIONS:

- Recommendations numbered _____ have been implemented.
- Recommendations numbered ____ have not yet been implemented but will be implemented in the future.
- Recommendations numbered **R1, R2, R3, and R4** will not be implemented because they are not warranted or are not applicable.
- Recommendations numbered _____ require further analysis.

Number of pages attached: 3

FINDINGS AND RESPONSES

F1. The increasing number of e-bike accidents involving youths under the age of 16 presents a public health and safety danger in Marin.

Agree.

F2. The operation of class 2 e-bikes by operators under the age of 16 poses a significant risk to the safety of e-bike operators, other bike riders, passengers, and pedestrians on sidewalks, streets, multi-use paths, and trails in Marin.

Agree.

F3. The emerging and increasing safety issues related to class 2 e-bike use by operators under the age of 16 has not been addressed by Marin County or the municipalities in a uniform manner.

Agree.

F4. For all practical purposes, the state of California has abdicated its responsibility to regulate the use of class 2 e-bikes, leaving it up to the County of Marin and the Marin municipalities to create their own regulations.

Response: Partially Disagree.

Although there are limited statewide laws regulating, specifically, the use of class-2 e-bikes, there has been a significant amount of legislation introduced in recent years targeting e-bike safety and ridership, including legislation related to class 2 e-bikes. The challenges associated with passing new legislation reflect the need to balance more stringent regulations with the benefits associated with e-bike use by all age groups

Several bills introduced in recent years targeting e-bikes include, but are not limited to:

- State Assembly Bill 1096 (Chiu, 2015) currently regulates class 2 and other e-bikes. Among its provisions is a requirement that all riders under age 17 wear a helmet on any type of bicycle; that the maximum speed for a class 2 e-bike be established at 20 mph; and that all
  e-bikes in California be equipped with an identifying sticker for use by trafficenforcement.
- State Senate Bill 381 (Min, 2023) requires the Mineta Transportation Institute at San Jose State University to conduct a study to inform efforts to improve the safety of e-bikes and to submit a report of the findings from the study to the Legislature by January 2026. The bill would require the study to examine, identify, and analyze available information regarding, among other things, data on injuries, crashes, emergency room visits, and deaths related to bicycles and electric bicycles and best practices for policy to promote safe use of electric bicycles.
- Proposed State Assembly Bill 2234 (Boerner, 2024) would authorize the San Diego Electric Bicycle Safety Pilot Program, authorizing a local authority within the County of San Diego, or the County of San Diego in unincorporated areas, to adopt an ordinance or resolution that would prohibit a person under 12 years of age from operating a class 1 or 2 electric bicycle. When first introduced, AB 2234 proposed to prohibit children under 12 from operating e- bikes of any class statewide, and would also require all e-bike riders to either possess a

driver's license or pass an e-bike safety course. The bill was later modified to be limited to San Diego County. This bill was introduced in the previous session as AB 530.

- Proposed State Assembly Bill 2259 (Boerner, 2024) would require the California State Transportation Agency (DMV) to develop and distribute, on or before September 1, 2025, a bicycle safety handbook that includes information on, among other things, existing laws regulating bicycles and e-bikes.
- Proposed State Assembly Bill 1774 (Dixon, 2024) aims to curb the sales of e-bike modification devices which can increase the speed of e-bikes through after-market modifications. The bill would prohibit the sale of any product or device that can modify the speed capability of an electric bicycle such that it no longer meets the definition of an electric bicycle.
- Proposed Assembly Bill 1778 (Connolly, 2024) would allow Marin County, or any municipality in Marin County, to adopt ordinances limiting the age of class 2 e-bike riders to 16 and older, and would require all class-2 e-bike riders to wear a helmet. When first introduced, AB 1778 proposed to prohibit youth under 16 from operating class 2 e-bikes statewide, but was later modified to be limited to Marin County.

F5. The funding to continue the e-bike specific safety and training program (E-bike Smart Marin) provided by the Marin County Bicycle Coalition is not sustainable without new sources of funding.

Agree.

F6. Marin County public schools are not currently able to implement additional bicycle safety training programs for students, beyond what has been offered by Safe Routes to Schools for many years.

Agree.

R1. By December 31, 2024, the Board of Supervisors, and each municipality in Marin should take all steps necessary to adopt an ordinance with regard to class 2 e-bikes with, at minimum, the following provisions:

(a) Only people aged 16 or older may operate class 2 e-bikes.
(b) Operators of class 2 e-bikes must wear helmets.
(c) All passengers on class 2 e-bikes must wear helmets.

Recommendation number R1 will not be implemented because it is not warranted.

The challenges for e-bike safety regulations do not primarily lie with the Class 2 classification. The difference between a Class 1 and Class 2 e-bike is that a Class 2 e-bike has throttle control. Both Class 1 and Class 2 e-bikes have motor assistance that enable the e-bike to travel up to 20 mph. There is no evidence that the mere presence of a throttle control is causing any more accidents than pedal assist.

We see no reason to differentiate the laws between class 1 and class 2 e-bikes with regards to age of usage and the requirement of helmets. Additional information provided here:

- To be a legal class 2 e-bike in the State of California, the e-bike must:
    - Have a motor on the e-bike cannot emit power in excess of 750 watts; AND
    - Have a throttle control on an e-bike that cannot enable it to travel faster than 20 mph.

Should either of these restrictions not be met, the vehicle in question is not an e-bike by definition. The vehicle in question would be either:

- a motorized bicycle/moped
- an electric motorcycle

Both motorized bicycles/mopeds and electric motorcycles require the rider to have a driver's license and to have the vehicle registered with the Department of Motor Vehicles (DMV). Only legal e-bikes can be ridden by minors under 16 years of age and can be legally ridden without DMV registration.

In addition, to be a legal class 2 e-bike in the State of California, the e-bike must:

- Have a label affixed to the e-bike stating what class of e-bike it is.

Unfortunately, the Central Marin Police Authority have discovered that many motorized bicycles and electric motorcycles are being operated with labels stating they are "class 2 -750 watts" e-bikes, when, in fact they are legally defined as motorized bicycles/mopeds or electric motorcycles.

For example, one popular brand of motorized bicycle being used comes with an attached label stating "class 2-750 watts," when in fact this brand has motors that produce significantly more than 750 watts. This brand of bike has a power output of 750 watts when it is first turned on, but this output doubles and more, when a simple adjustment is made on the handlebar or through an app. This brand clearly states this fact on their website.

In addition, this brand has the ability to travel in excess of 20 mph using only the throttle. This brand also clearly states this fact on their website. This brand of e-bike is not a legal e-bike pursuant to the California Vehicle Code, they are instead motorized bicycles/mopeds or electric motorcycles. This brand, and many other similar brands, are being questionably marketed and sold as class 2 e-bikes, even though they are not due to their motor output and top throttle speeds.

The real issue at hand regarding class 2 e-bikes are not in fact legal class 2 e-bikes. The real issue is that that some manufacturers are labeling and marketing many of these vehicles as motorized bicycles and electric motorcycles as class 2 e-bikes, when in fact they are not.

R2. By December 31, 2024, the County of Marin and each municipality in Marin should take all steps necessary to establish a joint task force or committee to investigate and consider coordination among the county and municipalities about adopting a county-wide uniform set of regulations regarding e-bike use within the County of Marin.

Recommendation number R2 will not be implemented because it is not warranted.

Communication and coordination related to e-bike issues, regulations and other potential measures to address e-bike safety currently exists at the Marin County Police Chiefs Association, where an informal committee is seeking to share best practices to assist communities in developing effective approaches. As discussed in response R1, the Town has not come to the conclusion that new local regulations will be the most effective way to address e-bike safety, and therefore expending considerable time and effort forming and convening a task force with the adoption of new regulations the stated, predetermined outcome, is not the best use of our resources, particularly when coordination and collaboration amongst

Marin agencies is already occurring.

R3. Any task force or committee as described in Recommendation 2, above, should consider inviting representatives from Marin County schools, law enforcement, public health officials, and bicycle advocates to provide their input.

Recommendation number R3 will not be implemented because it is not warranted.

R4. By December 31, 2024, the Board of Supervisors should explore options for additional funding for student and public education in Marin County about e-bike safety.

Recommendation number R4 is not applicable to this jurisdiction and should be commented on only by the Board of Supervisors.

With Power Comes Responsibility
Youths Under Age 16 Operating Class 2 E-Bikes: A Safety Risk
April 26, 2024

SUMMARY

Marin County roads, trails, and paths are enjoyed by many cyclists throughout the year. Over the past decade, the popularity of electric bicycles (e-bikes) has grown, with nationwide e-bike sales almost doubling between 2020 and 2021.[1] E-bikes are now used by all types of bike riders in Marin, including commuters, mountain bikers who need a little help getting up steep trails, riders with disabilities or other physical limitations, casual adult riders, and children. Unfortunately, some riders under the age of 16 are not ready for the power of the e-bikes they are operating. Additionally, some young riders are operating e-bikes that have multiple power modes or after-market modifications that make them illegal. The rate of e-bike accidents in Marin among children aged 10-15 is far higher than it is with any other age groups. This has led bike advocacy groups, law enforcement, and public health officials to issue warnings and advisories to Marin families about the danger of e-bikes for children.

The laws in California and in Marin do not closely regulate e-bike use. California designates three classes of legal e-bikes. All are limited to 750 watt electric motors. Class 1 and class 3 e-bikes only get electric assistance when the pedals are in use, with class 1 limited to 20 mph assisted speed, and class 3 limited to 28 mph assisted speed.[2] Class 2 e-bikes offer pedal-assist electric power, up to 20 mph, and also have a throttle device which will power the bicycle to move even when the rider does not pedal at all. Many class 2 e-bikes can be easily modified to remove the throttle-assisted speed limit, so those e-bikes can travel much faster than 20 mph. These modified bikes no longer legally qualify as e-bikes. Several bills have been proposed in the California State Legislature to further regulate the use of e-bikes, especially among children under age 16. In addition, a few Marin municipalities have passed ordinances regarding e-bikes.

The Marin Civil Grand Jury conducted an investigation to determine the extent of the problem when children under age 16 operate e-bikes in Marin, and to explore possible solutions. The Grand Jury concluded that children under age 16 who operate class 2 e-bikes in Marin pose a danger to themselves and others. The Grand Jury also concluded that the same dangers do not apply to youths riding class 1 e-bikes in Marin.

[1] Boudway, Ira, *Bloomberg*, "America's Best-Selling Electric Vehicles Ride on Two Wheels," January 21, 2022, https://www.bloomberg.com/news/articles/2022-01-21/u-s-e-bike-sales-outpaced-electric-cars-in-2021, subscription required (accessed 3/18/24).

[2] These e-bikes have a sensor to detect the rate of travel. If the bicycle is going 20 mph (class 1 or 2) or 28 mph (class 3), the electric motor is programmed to shut off. Like non-electric bicycles, e-bikes can all travel above those rates, such as when they are coasting downhill.

As a result of its investigation, the Grand Jury recommends that Marin County and each of its municipalities closely communicate with each other about the issues addressed in this report, that they adopt rules limiting use of class 2 e-bikes to operators age 16 and older, and that they require all operators and passengers on class 2 e-bikes to wear helmets. The Grand Jury also recommends that the Marin County Board of Supervisors consider looking into sources of funding for expanded e-bike education efforts.

BACKGROUND

Marin County is very bike-friendly and offers many trails, multi-use paths, and scenic roads. "Biking is built into the fabric and culture of Northern California's famous getaway Marin County."[3] Many county residents use biking to enjoy the outdoors, enhance their quality of life, improve their health, and reduce automobile traffic. For people who struggle to ride Marin's rolling hills due to disability, age, or other reasons, e-bikes offer needed power assistance. [4] While most e-bike riders are responsible and careful, concerns have arisen with regard to throttle-assist, or class 2 e-bikes. The class 2 e-bikes have become very popular with younger riders, including many Marin children under age 16. Unlike class 1 and class 3 e-bikes, which are speed-regulated and only get a power boost while the rider is pedaling, class 2 e-bikes can accelerate quickly with no pedaling at all. They can also be modified to exceed 20 mph.[5] Class 2 e-bikes are sometimes operated by children and teens in ways that can be unsafe for the riders and others around them.[6] Unsafe operation of e-bikes on streets and multi-use paths has resulted in injuries to riders, passengers, and pedestrians.[7]

[3] Joe Kukura, "Beginner's Guide to Biking in Marin," *Marin Convention and Vistor's Bureau*, January 30, 2018, https://www.visitmarin.org/blog/biking-in-marin-collection/beginners-guide-to-biking-in-marin/, (accessed 3/30/24).
[4] Mitch LaRosa, "E-Bikes Increase Mobility Access for Older Adults and People with Disabilities," *National Aging and Disability Transportation Center News*, February 24, 2022, https://www.nadtc.org/news/blog/e-bikes-increase-mobility-access-for-older-adults-and-people-with-disabilities/, (accessed 3/29/24).
[5] "How to Make Your E-bike Faster: 7 Easy Ways to Boost E-Bike Speed," *eBicycles.com*, copyright 2024, https://www.ebicycles.com/how-to-make-your-ebike-faster/, (accessed 3/30/24).
[6] See, e.g., James Tark, "Micromobility Products-Related Deaths, Injuries, and Hazard Patterns: 2017-2022," *United States Consumer Product Safety Commission Report*, September 2023, https://www.cpsc.gov/s3fs-public/Micromobility-Products-Related-Deaths-Injuries-and-Hazard-Patterns-2017-2022.pdf?VersionId=BekCvIY03IvMU9nHr2ErziUNXNkPAghJ, (accessed 3/30/24); this report says e-bike injuries have steadily increased since 2017, including 104 fatalities between 2017 and 2022. Also see Bruno Long, "Woman Dies in Collision with Electric Bike, Leads to Emergency Ban on E-Bikes," *Bike Mag*, March 1, 2024, https://www.bikemag.com/ebikes/woman-dies-in-collision-with-electric-bike-leads-to-emergency-ban-on-e-bikes, (accessed 3/30/24); this article recounts the death of a 66 year old woman after a collision with a 12 year-old riding an e-bike.
[7] Alex N. Gecan, "Sausalito Pedestrian Dies After E-Bike Collision," *Marin Independent Journal*, September 20, 2022, https://www.marinij.com/2022/09/20/sausalito-pedestrian-dies-after-e-bike-collision/, subscription required (accessed 3/29/24); Michael Cabanatuan, "Two Marin County Communities Are Trying to Rein in 'Reckless' Teens on Speedy E-Bikes," *San Francisco Chronicle*, May 1, 2023, https://www.sfchronicle.com/bayarea/article/marin-county-e-bikes-teenagers-17923964.php, subscription required (accessed 3/29/24).

APPROACH

The 2023-2024 Grand Jury conducted confidential interviews and reviewed federal, state, and local laws and regulations; medical articles; both public and non-public records and websites; and news reports from various sources including data available from Marin Health and Human Services on e-bike accidents in Marin. The Grand Jury's interviews included:

- Interviews with local bicycle advocates and bicycle safety experts
- Interviews with local officials including:
    - Marin school personnel
    - Law enforcement officials
    - Public health professionals
    - Elected leaders

This report includes information available as of March 31, 2024.

DISCUSSION

E-bikes have become increasingly popular since they were introduced in the 1990s.[8] As e-bikes proliferated, a patchwork of laws and regulations were created at various levels of government. In recent years, the use of e-bikes has led to concerns on the part of Marin citizens, law enforcement, school personnel, and health care professionals.

Federal E-bike Regulations

At the federal level, consumer product safety laws define an e-bike, but there are no federal laws pertaining to e-bike use.[9] Federal law limits the designation as an e-bike to electrically powered bikes of 750 watts or less, with pedals and with limited speed capacity.[10] E-bikes can be powered by the motor alone (a throttle-assist e-bike), and can use a combination of motor and human power (a pedal-assist e-bike). HR 727 essentially makes the sale of such e-bikes legal throughout the country. The definition of e-bikes is also used to distinguish e-bikes from electric motorcycles, mopeds, and other motor vehicles. This is significant primarily because bicycles, including e-bikes, are subject to far fewer age restrictions, licensing, registration, and traffic laws than apply to electric motorcycles, mopeds, other motor vehicles, and their operators.[11]

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[8] Ali Rogin, Harry Zahn and Simon Epstein, "E-bike Popularity is Surging, Creating Regulatory Challenges on U.S. Roads," *PBS News Weekend/KQED*, October 1, 2023, https://www.pbs.org/newshour/show/e-bike-popularity-is-surging-creating-regulatory-challenges-on-u-s-roads, (accessed 3/29/24).

[9] US House of Representatives bill (HR) 727, amended The Consumer Product Safety Act (15 U.S.C. §§ 2051 et seq.) to define a low-speed electric bicycle as "A two- or three-wheeled vehicle with fully operable pedals and an electric motor of less than 750 watts (1 h.p.), whose maximum speed on a paved level surface, when powered solely by such a motor while ridden by an operator who weighs 170 pounds, is less than 20 mph."

[10] The requirement that a bike must have pedals to qualify as an e-bike is notable because if there are no operational pedals (or if it has more than 750 watts of power or can exceed 20 mph using only the throttle) then it is an "electric motorcycle" and it is therefore subject to many of the same laws, regulations and requirements as a regular motorcycle. CVC 400-406.

[11] "Motorcycles, Mopeds and Scooters," State of California Department of Motor Vehicles ("Cal DMV") website article, https://www.dmv.ca.gov/portal/vehicle-registration/new-registration/motorcycles-mopeds-and-scooters/, (accessed 3/29/24); "Bicyclists & Pedestrians," Cal DMV website article, https://www.dmv.ca.gov/portal/driver-education-and-safety/special-interest-driver-guides/bicyclists-pedestrians/, (accessed 3/29/24).

California Vehicle Code E-bike Regulation

Many states have passed laws regulating the use of e-bikes. California Vehicle Code (CVC) section 312.5 establishes three classes of e-bikes:

- Class 1 is a pedal-assist e-bike, without a throttle, that will stop providing electric motor assistance at 20 mph.[12]
- Class 2 is an e-bike that includes a throttle that can power the bike without pedaling, that will stop providing electric motor assistance at 20 mph.[13]
- Class 3 is a pedal-assist e-bike, without a throttle, that will stop providing electric motor assistance at 28 mph.[14]

In addition to defining the three classes, CVC section 312.5(b) provides that e-bike operators are subject to the same traffic safety laws that apply to operators of other bicycles.[15] It also requires that bike manufacturers and distributors in California include a permanent label on all e-bikes, indicating the class designation, the top assisted speed, and the motor wattage.[16]



Photo of a label on an e-bike for sale in a Marin County store in March 2024.
(Photo courtesy of 2023-2024 Marin County Civil Grand Jury)

[12] CVC § 312.5(a)(1).
[13] CVC § 312.5(a)(2).
[14] CVC § 312.5(a)(3).
[15] CVC § 312.5(b).
[16] CVC § 312.5(c).

CVC section 21213 also regulates e-bike use throughout California, limiting class 3 e-bike use to operators at least 16 years old, and requiring the use of a helmet for all class 3 operators and passengers.[17] Other California laws state that operators of e-bikes, like operators of regular bikes, must follow traffic laws,[18] that operators of e-bikes must ride in the same direction as traffic,[19] and that users of any class of e-bike under age 18 must always wear helmets.[20]

Proposed Amendments to California E-bike Regulations

A 2023 California Assembly bill, AB 530, proposed licensing requirements and a minimum age of 12 for class 1 and class 2 e-bike users. However, that bill died in the Assembly in January 2024 after facing criticism over the bureaucracy needed for licensing and enforcement.[21]

Another Assembly bill, AB 1778, which was sponsored by Marin's District 12 Assemblymember Damon Connolly, was introduced in the state legislature to amend CVC sections 312.5 and 21213. AB 1778 originally sought to amend the Vehicle Code to limit the operation of class 2 e-bikes to people 16 and older, to require that all class 2 e-bike operators and passengers wear helmets, and to mandate that e-bikes cannot exceed the speeds of their class designation.[22]

In March 2024, AB 1778 was significantly amended. The new bill would make Marin County a test case for comprehensive new e-bike laws. If passed, Marin municipalities, including the county and all cities and towns, would be authorized to pass ordinances regulating e-bike use. Some details of the suggested ordinances include the same limits as the original bill regarding age and speed, and also include rules regarding warnings, citations, fines, safety training classes, and data collection on traffic stops involving e-bikes. Marin would then have to send a report to the state regarding the data it collects.[23]

On February 29, 2024, California Senate bill SB 1271 was introduced with the goal of clarifying the law regarding multiple-mode e-bikes.[24] These are e-bikes that can be switched between lower-power and higher-power modes, which means they may be a class 2 e-bike in one mode, but not a legal e-bike at all in one or more other modes.[25] The original version of SB 1271 required that multiple-mode e-bikes be labeled with all of the class numbers of modes in which the bike is capable of operating. It also stripped devices of their e-bike designations if any mode did not "fully conform with the respective class definition when operated in each mode."[26] In

[17] CVC § 21213(a) is the age requirement; CVC § 21213(b) is the helmet requirement.
[18] CVC § 21200(a)(1).
[19] CVC § 21650.1.
[20] CVC § 21212(a).
[21] https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB530, (accessed 3/17/24).
[22] https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB1778, (accessed 3/17/24).
[23] https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB1778, (accessed 3/17/24).
[24] California Bill SB1271, introduced 2024-02-29 by Senator Min, https://legiscan.com/CA/text/SB1271/id/2930784 (bill as introduced, accessed 3/13/24) and https://legiscan.com/CA/text/SB1271/2023, (bill as amended on February 15, 2024, accessed 3/29/24).
[25] For example, as of March 31, 2024, the electric bicycle brand Super73 was advertising a "Super73-R Adventure Series" e-bike as going "20+ MPH" and having "Classes 1/2/3" and also "Off-Road" mode. https://super73.com/, (accessed 3/31/24). See also Matt Jancer, "What are Ebike 'Classes' and What Do They Mean?", *Wired*, October 5, 2023, https://www.wired.com/story/guide-to-ebike-classes/, (accessed 3/31/24).
[26] https://legiscan.com/CA/text/SB1271/2023, accessed 3/18/2024, at Sec. 1, 312.5(d).

other words, a multiple-mode e-bike that has even one mode that is too fast or too powerful to qualify as an e-bike under CVC section 312.5, would automatically be considered an electric motorcycle, not a bicycle at all. SB 1271 was amended in February 2024, leaving the labeling requirement but removing the rest of the multiple-mode restrictions. Both versions of SB 1271 also propose minimum safety standards for batteries on all e-bikes sold, rented, or leased in California, in order to prevent battery fires.

E-bike Regulations in Marin County

County of Marin Bike Laws

Marin County allows class 1 and class 2 e-bikes on public roads and parking lots, on county-owned paved bicycle and multi-use pathways, and in other areas where signs granting permission are posted. This includes the Mill Valley-Sausalito Bike Path and the Corte Madera Creek Pathway.[27] E-bikes are not allowed on unpaved trails in Marin Open Space District and Preserve lands and are not allowed on sidewalks anywhere.[28] Class 3 e-bikes are allowed on public roads and parking lots, but they are otherwise prohibited within parks and on bike paths unless signs allowing them are posted. Bicycles of all kinds are subject to a 15 mph speed limit on all county-maintained paths except portions of the Mill Valley-Sausalito multi use path, where the speed limit is 10 mph.[29] All classes of e-bikes are currently prohibited on Marin Municipal Water District (Marin Water) lands, except on public roads and parking lots.[30] However, Marin Water is currently in the process of evaluating class 1 e-bike access to its trails and fire roads. As part of that process, Marin Water has allowed class 1 e-bike access to its fire roads for a substantial period of time.

Mill Valley E-bike Ordinance

Besides the county, several Marin municipalities also have their own e-bike laws. Mill Valley Municipal Code (MVMC) section 10.04.140 prohibits e-bikes from being ridden on sidewalks and certain other areas. MVMC section 10.30 specifically regulates electric mobility devices, including e-bikes.[31] In 2023, Mill Valley police began to issue citations for e-bike operators who violate these laws.

Pursuant to Mill Valley's ordinance, if the operator violating the ordinance is a juvenile, they may attend a "diversion safety program" in lieu of a fine or administrative citation.[32] Mill Valley partnered with the Marin County Bicycle Coalition (MCBC), which offers a two hour e-bike

[27] "Supervisors Approve Change to E-Bikes Policy," *County of Marin News Release*, (September 24, 2019), https://www.marincounty.org/main/county-press-releases/press-releases/2019/parks-ebikes-092419, (accessed 3/31/24); also see Marin Municipal Code ("MCC") Chapter 13.24, "Bicycles" and Chapter 10.05, "Vehicle and Traffic Regulations."
[28] MMC § 10.05.030 and MMC § 13.24.030; "Supervisors Approve Change to E-Bikes Policy."
[29] MMC § 10.05.050 and "Supervisors Approve Change to E-Bikes Policy."
[30] See, https://www.marinwater.org/visiting-mt-tam, (accessed 3/31/24) which states in part, "E-Bikes are not currently allowed on the watershed."
[31] MVMC §§ 10.30.010-10.30.060.
[32] MVMC § 10.30.050(A).

safety course once every few months. The class costs $150 for youth who were issued citations, or $25 for people taking the course without having been cited.[33]

However, during its investigation, the Grand Jury determined that the original grant funds provided to MCBC to conduct these safety courses are running out. The classes include on-road instruction as well as a classroom component. The classes are supervised by multiple highly trained and certified instructors, so they cannot be provided inexpensively. The Grand Jury also determined that the classes could continue and potentially even be expanded, if additional grant funds are found.

These classes are no longer available to youths using certain class 2 e-bikes, however. Specifically, any multiple mode bike, or modified bike, that can exceed the limits of CVC section 312.5 cannot be used for the safety class. On March 1, 2024, MCBC made the following announcement on its webpage:

> UPDATE March 1, 2024: MCBC is unable to accept any device with the capability of operating "out-of-class". These devices are not considered an e-bike, and fall into the category of a motor vehicle. Any product that is capable of reaching speeds greater than 20 mph on motor assistance alone will not be accepted in class. The Super73's are incredibly common in Marin, and unfortunately most of their models fall into the "out-of-class" category that we can no longer accept in our classes.[34]

San Anselmo E-bike Ordinances

San Anselmo Municipal Code section 3-5.304 states that all bike riders must follow the same rules of the road as vehicle drivers. Section 3-5.803 of the code prohibits vehicles on sidewalks. Therefore, bikes, including e-bikes, are not allowed on San Anselmo sidewalks. Following an accident involving an e-bike, San Anselmo also decreed that e-bikes cannot be ridden in Memorial Park, except on a single multi-use pathway. E-bikes may be walked through the paths in the park, and non-motorized bicycles are allowed on the paths "at a safe speed."[35]

Other Proposed Ordinances

Other jurisdictions in Marin are also considering e-bike ordinances. The Marin Independent Journal reported in October 2023 that for safety reasons, Novato officials were considering new e-bike rules similar to those in Mill Valley.[36] This report followed a 4-1 vote by the Novato City Council to discuss "consideration of an electric mobility device ordinance."[37] As of March 31, 2024, Novato had not adopted an e-bike ordinance.

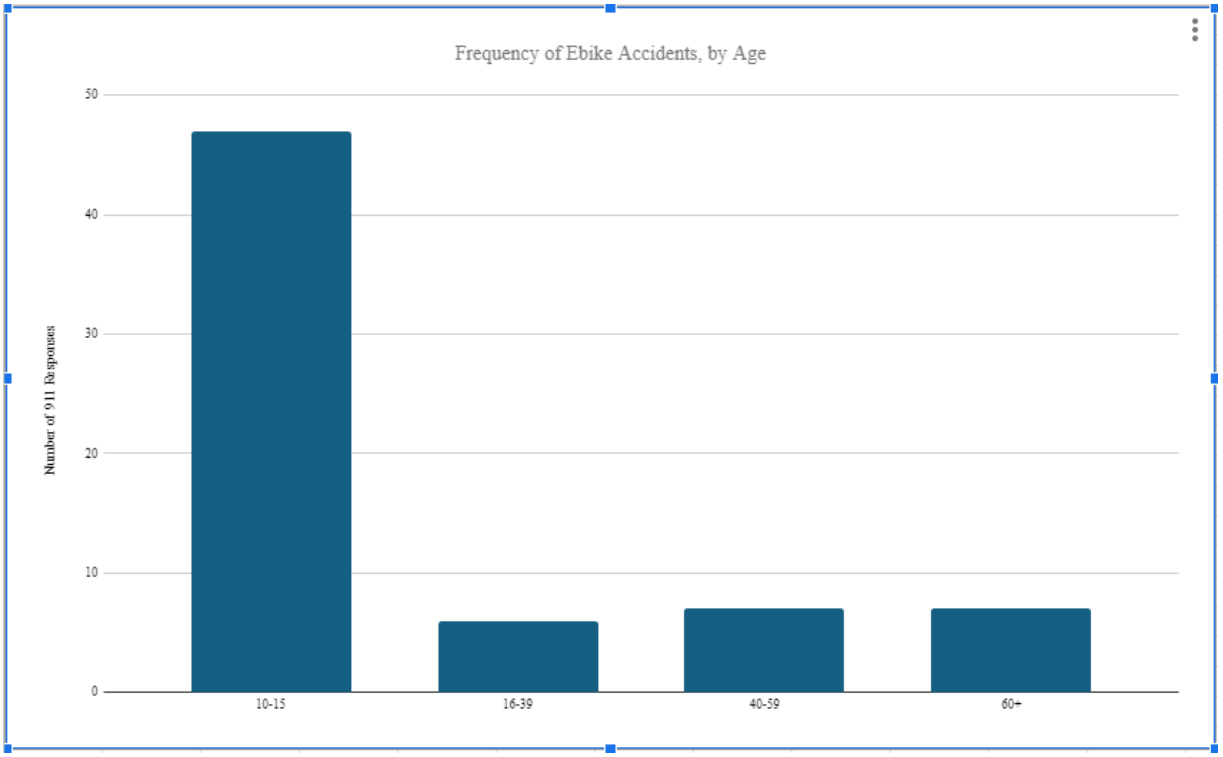
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[33] Marin County Bicycle Coalition, E-Bike Smart Marin webpage, https://connect.clickandpledge.com/w/Form/3944a87e-4ef8-40d9-a4f3-4c5c67df8f51, (accessed 3/18/24).
[34] Marin County Bicycle Coalition, E-Bike Smart Marin webpage, https://marinbike.org/our-programs/road-advocacy/e-bike-smart-marin/, (accessed 3/18/24).
[35] "Electric Bicycles (E-bikes) and Electric Scooters (E-scooters) Road Rules and Laws," Town of San Anselmo website, https://www.townofsananselmo.org/1576/Electric-Bicycles-E-bikes-and-Electric-S, (accessed 3/31/24).
[36] https://www.marinij.com/2023/10/12/novato-to-consider-regulations-for-electric-bikes-scooters, (accessed 3/17/24).
[37] Novato City Council October 10, 2023 Meeting Minutes, page 2, Item E.1. novato.granicus.com/DocumentViewer.php?file=novato_bea6927b66550ead9591b6828b297d78.pdf&view=1, accessed 03/17/2024.

Public Health Concerns About E-bike Safety

The Grand Jury interviewed dozens of Marin citizens and officials about the e-bike situation, including public health officials, law enforcement officers, school personnel, bicycle advocates, and elected officials; all interviews are confidential. All of them expressed personal concerns about e-bike safety, especially with regard to children on e-bikes. Many interviewees related anecdotes about observing dangerous behavior involving young e-bike operators, including tandem riding, riding without helmets, speeding, riding on sidewalks, and zipping through automobile traffic.

The best data source on e-bike injury patterns is Marin County's Bicycle Safety online dashboard, which began tracking bicycle accident data in October 2023.[38] As of March 16, 2024, Marin's e-bike accident rate was 47 per 100,000 for children aged 10-15, a rate more than five times as high as any other age group (16-39, 40-59, and 60+).[39]



E-Bike (All Clases) Accident Rates by Age in Marin County From October 7, 2023 to March 16, 2024
(Data Source: Marin Department of Health and Human Services)[40]

[38] https://www.marinhhs.org/bicycle-safety (accessed 3/21/2024)
[39] Marin County Health and Human Services Bicycle Safety Dashboard, https://www.marinhhs.org/bicycle-safety, (accessed 3/18/2024).
[40] Marin County Bicycle Safety Dashboard, https://www.marinhhs.org/bicycle-safety, accessed 3/17/24.

The risk of injury to class 2 e-bike operators is compounded by the fact that although the e-bikes are designed to operate at a top assisted speed of 20 mph, for many models of class 2 e-bikes, a simple adjustment can override this limit.[41] In addition to exceeding the 20 mph assisted speed limit, these e-bikes can achieve rapid acceleration without pedaling, unlike class 1 and class 3 e-bikes. As was noted in one national article, class 2 e-bikes are too fast for sidewalks and paths, but they are too slow to be safe for street traffic.[42] Several interviewees observed that younger riders sometimes start on Class 2 e-bikes without any past experience on traditional bikes and lack basic road skill and knowledge of traffic laws. Class 2 e-bikes are becoming less expensive and therefore more popular, and their use is likely to increase injury and accident rates.

The perception that the use of class 2 e-bikes presents increasing public safety risk was confirmed by a Public Safety Alert issued on November 14, 2023 by Dr. Matt Willis, Marin County's Public Health Officer, entitled "*New Data Prompt E-Bike Safety Alert, Rate of injuries among school-aged children is increasing in Marin."*[43] In the Safety Alert, it was noted that during the first month that Marin collected data for the bicycle safety dashboard, "the rate of e-bike accidents for youth ages 10 to 19 years old was nine times higher than that for residents over 20 years old."[44] In addition, trauma surgeons at Marin Health alerted the public to increasing injury rate among 10-15 year old e-bike operators.[45] These trauma surgeons noted a dramatic increase in e-bike incidents resulting in serious injuries, some of which have resulted in fatalities. Assemblymember Connolly, when introducing AB 1778, referred to this "shocking increase in accidents" for kids in Marin as the reason for the proposed new law.[46]

Law Enforcement and E-Bike Safety

In confidential interviews with the Grand Jury, multiple law enforcement officials in Marin agreed that e-bikes can be dangerous for young people, but many also said enforcement is complicated because chasing down kids on e-bikes can be dangerous in itself. They also described difficulties determining the age of an operator, the speed being traveled, and the class of e-bike while the bike is in motion. Finally, law enforcement as well as Marin school personnel and bike safety experts are reluctant to have young riders' first interaction with law enforcement

[41] "How to Make Your E-bike Faster: 7 Easy Ways to Boost E-Bike Speed," *eBicycles.com*, copyright 2024, https://www.ebicycles.com/how-to-make-your-ebike-faster/, (accessed 3/30/24).
[42] Matt Richtel, "A Dangerous Combination: Teenagers' Accidents Expose E-Bike Risks," *New York Times*, July 29, 2023, www.nytimes.com/2023/07/29/health/ebikes-safety-teens.html, requires subscription (accessed 3/29/24)
[43] Dr. Matthew Willis, "News Release: New Data Prompt E-Bike Safety Alert, Rate of injuries among school-aged children is increasing in Marin," *Marin County Department of Health and Human Services*, November 14,2023, https://www.marincounty.org/main/county-press-releases/press-releases/2023/hhs-ebike-safety-111423, (accessed 3/17/24).
[44] Willis, "News Release: New Data Prompt E-Bike Safety Alert, Rate of injuries among school-aged children is increasing in Marin."
[45] Dr. John Maa and Dr. Edward Alfrey, "*Trauma surgeons make plea for more e-bike safety*," Marin Independent Journal, December 6, 2023, https://www.marinij.com/2023/12/06/marin-voice-trauma-surgeons-make-plea-for-more-e-bike-safety/, (accessed 3/31/24); Abstract Submitted for presentation to the 19th Annual Congress of Association For Academic Surgery, Feb 6-8, 2024, Washington DC, E. Alfrey , M. Carroll et.al., *You Are More Likely To Die If You Crash Your E-Bike Than Your Pedal Bike: It's Time For Legislation*.
[46] "Assemblymember Connolly Introduces Bill to Reduce E-Bike Collisions," *Website for District 12 Assemblymember Damon Connolly*, January 3, 2024, https://a12.asmdc.org/press-releases/20240103-assemblymember-connolly-introduces-bill-reduce-e-bike-collisions, (accessed 4/1/24).

be an e-bike stop. All these people opined that bike safety training and education are more positive uses of community resources. They also support the MCBC e-bike safety course. However, that popular program is currently without sufficient funding to accommodate everyone in Marin that might benefit from it.

It is difficult for first responders to capture information about the specific e-bike model at an accident scene because:

- The required CHP form utilized by all law enforcement organizations in Marin has not been updated since the proliferation of e-bikes. It does not currently contain a section to collect data providing an accurate selection of e-bikes options.[47]
- The 911 responders' primary purpose at an accident scene is to address safety and attend to injuries, not to determine the class of e-bike.
- It can be difficult to easily identify the class or power of an e-bike despite CVC section 312.5's directive that all e-bikes be clearly labeled with the class, top speed, and wattage.

While better data on e-bike accidents would be ideal, both public health and law enforcement officials told the Grand Jury that it would be difficult or impossible to require first responders to record that information, for all the reasons above. It is therefore unrealistic to add a greater data collection burden on first responders attending to bicycle accidents in Marin.

School Concerns About E-bike Safety

Many Marin school campuses have "walk your wheels" rules that prohibit children from riding bikes, skateboards, and scooters on school grounds. For those campuses, e-bikes are not a particular problem, but school personnel interviewed by the Grand Jury agreed they have seen students riding unsafely off campus. Nearly 60 of Marin's 75 public schools participate in the Safe Routes to Schools program which is funded by the Transportation Authority of Marin and run by MCBC personnel. About 29,000 Marin students participate each year, learning safe bicycling and pedestrian safety skills from professional instructors.[48] As discussed earlier in this report, MCBC also runs an e-bike safety program that was funded by a one-time grant. Such a program cannot currently be added to the Safe Routes to Schools curriculum because of a lack of funds, particularly the cost of certified instructors for the on-road portion of the classes.

At least one California school district, Carlsbad Unified in San Diego County, has a permitting program for regular bikes and e-bikes.[49] Students there must complete an application and an online safety class, after which they receive a sticker for their bike. Bikes without stickers are not allowed onto any campus in the district. No school in Marin, as of April 1, 2024, has any similar program. School personnel in Marin told the Grand Jury that while they think e-bike safety training for students is a good idea, it is not feasible for their schools to have responsibility for

[47] Chapter 14 (nhtsa.gov) (accessed 4/2/24)
[48] "About Safe Routes to Schools," *Safe Routes to Schools/Transportation Authority of Marin website*, copyright 2024, https://www.saferoutestoschools.org/about/, (accessed 4/1/24).
[49] "Bike and eBike Safety," *Carlsbad Unified School District website*," copyright 2024, https://carlsbadusd.net/11885_3, (accessed 4/1/24).

such training. All agree that schools also are not equipped to enforce e-bike laws, such as the age limits on class 3 e-bikes, or any new age restrictions on class 2 e-bikes.

College of Marin, with campuses in Kentfield and Novato, allows all legal e-bikes. Interestingly, though, there is a trend throughout California state universities and other community colleges, for the schools to ban e-bike use on campus.[50] Based on its website, Dominican University in San Rafael does not ban e-bikes.

Bicycle Advocate and Bike Safety Experts' Views

The Grand Jury interviewed Marin bicycle advocates and bicycle safety experts, who agreed that e-bikes serve as a very useful tool for commuters, older adults, and other people with limitations that impact their ability to ride regular bikes. Most oppose any widespread ban or extreme limits on the use of e-bikes, including on Marin Water and County lands. However, there was consensus that the current situation, with many Marin children under age 16 using powerful class 2 e-bikes, some modified to exceed legal speeds, is a danger to the children and the community. The majority of these interviewees also agreed it would make sense for Marin to have uniform laws about e-bikes, so that riders traveling through county-controlled land and various Marin cities and towns, will not face different rules every few miles.

Now Is The Time for Action

E-bike accidents involving youths under the age of 16 are on the rise in Marin County. There is widespread consensus that class 2 e-bikes are too easily modified to exceed legal speed limits. The laws regarding operators and passengers of class 2 e-bikes under the age of 16 are inconsistent and in a state of flux. There is a compelling need for uniform and consistent rules and regulations regarding class 2 e-bikes across the entire county. Now is the time to act.

Based on established California law, and as a result of its investigation, the Grand Jury makes the following findings and recommendations.

[50] Christina Chkarboul and Jada Portillo, "Are electric bikes allowed at your college in California? Depends on where you go to school," *Cal Matters*, November 20, 2023, https://calmatters.org/education/higher-education/college-beat/2023/11/electric-bikes-college-campuses/, (accessed 4/1/24).

FINDINGS

F1. The increasing number of e-bike accidents involving youths under the age of 16 presents a public health and safety danger in Marin.

F2. The operation of class 2 e-bikes by operators under the age of 16 poses a significant risk to the safety of e-bike operators, other bike riders, passengers, and pedestrians on sidewalks, streets, multi-use paths, and trails in Marin.

F3. The emerging and increasing safety issues related to class 2 e-bike use by operators under the age of 16 has not been addressed by Marin County or the municipalities in a uniform manner.

F4. For all practical purposes, the state of California has abdicated its responsibility to regulate the use of class 2 e-bikes, leaving it up to the County of Marin and the Marin municipalities to create their own regulations.

F5. The funding to continue the e-bike specific safety and training program (E-bike Smart Marin) provided by the Marin County Bicycle Coalition is not sustainable without new sources of funding.

F6. Marin County public schools are not currently able to implement additional bicycle safety training programs for students, beyond what has been offered by Safe Routes to Schools for many years.

RECOMMENDATIONS

The Grand Jury recommends that:

R1. By December 31, 2024, the Board of Supervisors, and each municipality in Marin should take all steps necessary to adopt an ordinance with regard to class 2 e-bikes with, at minimum, the following provisions:

(a) Only people aged 16 or older may operate class 2 e-bikes.
(b) Operators of class 2 e-bikes must wear helmets.
(c) All passengers on class 2 e-bikes must wear helmets.

R2. By December 31, 2024, the County of Marin and each municipality in Marin should take all steps necessary to establish a joint task force or committee to investigate and consider coordination among the county and municipalities about adopting a county-wide uniform set of regulations regarding e-bike use within the County of Marin.

R3. Any task force or committee as described in Recommendation 2, above, should consider inviting representatives from Marin County schools, law enforcement, public health officials, and bicycle advocates to provide their input.

R4. By December 31, 2024, the Board of Supervisors should explore options for additional funding for student and public education in Marin County about e-bike safety.

REQUIRED RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requires responses from the following governing bodies to each of the Grand Jury's Findings (F1-F6) and Recommendations (R1 (a), (b), and (c); and R2-R4) within 90 days, as follows:

- Marin County Board of Supervisors
- City of Belvedere
- City of Larkspur
- City of Mill Valley
- City of Novato
- City of San Rafael
- City of Sausalito
- Town of Corte Madera
- Town of Fairfax
- Town of Ross
- Town of San Anselmo
- Town of Tiburon

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

Note: At the time this report was prepared information was available at the websites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

Re: Illegal Mopeds/Solution

Bob Mittelstaedt <ramittelstaedt1010@gmail.com>

Mon 7/22/2024 6:21 PM

To:Town Council <towncouncil@townofsananselmo.org>
Cc:jonathanfrieman@gmail.com <jonathanfrieman@gmail.com>

CAUTION: External Sender

We first wrote to the Town Council on this topic over nine months ago, in the email below, and then again in January. We presented the same information at your November and January meetings. The problem, unfortunately, has not been solved. More is required from this Council including being more supportive of the Grand Jury recommendations and taking the other actions respectfully proposed below.

Request to Remove From Consent Calendar

We request that Item 1.7 (grand jury e-bike report) be removed from the Consent Calendar for separate discussion and action as other municipalities have done. It is a matter of significant public interest and a full discussion of what to do about it might bring the Council closer to some positive action to solve the problem.

The Safety Risk

The staff report acknowledges that the riding of throttle devices by children under the age of 16 “poses a significant risk to the safety” of riders, passengers and the public.

This is a persistent problem. As Vice Mayor Kullaway said over six months ago, it is “constantly on everybody’s mind . . . It’s all anyone wanted to talk about during the campaign . . . And the crescendo just got louder over the last year.” The public concern is even greater now, as the accident rate for children is still at least 500% higher than other age groups.

Vice Mayor Kullaway added, again six months ago: “Parents are being duped and being told they are e-bikes when legally, technically they are not e-bikes. We know there is a problem.” “Lots of stuff [is] being sold by retailers in our town that are not e-bikes. They are simply illegal.”

The most popular offender in Marin is the Super73 brand although other manufacturers are also competing to make faster and faster throttle devices despite the law that limits throttle e-bikes to motors capable of no more than 20 mph.

Insufficient Action, At Any Level

Tragically—at least from the accident victim’s perspective—the problem continues today, unabated. In pursuing our campaign across the county, we've learned that excuses are a dime a dozen. “It’s the county’s problem; talk to Supervisor Sackett.” Or, “Damon Connolly’s bill will take care of it.” Or, “we need action at the federal level.” Or, “we don’t have enough police.” Or, “it’s the schools’ fault for allowing students to ride them to school.” We have heard “just be patient” more times than can be counted -- or "we appreciate your passion but . . . "

Meanwhile, the accident rate for children riding these devices continues at a pace of 500% higher than other age groups. The injuries put them in the ER and hospitals, not with knee scraps but with life-threatening head injuries.

Surveys conducted for Safe Routes to Schools document tell us what the children are riding, confirming anecdotal observations on the street:

- At least, two-thirds of the electric-powered devices at Marin middle schools have throttles.
- Two-thirds of the throttle devices exceed the motor size and speed capability for legal e-bikes; and
- Super73 is the most prevalent brand.

The percentages for White’s Hill Middle School are even higher, with 13 Super73s and at least six other illegal throttle devices out of 19 electric devices.

Despite all of this and our nine-month campaign — yes, we started last October — little action has been taken. The schools were “too busy” to institute our proposed registration programs in the Spring or before the end of the school year. They still have not told parents which brands and models will be banned as illegal if and when the long-promised registration programs appear sometime in the future. And someone (probably the city’s lawyers) has ill-advisedly stopped the police from telling the public which brands are illegal.

The action items proposed at the end of this comment address those problems.

Why Not Publicize What Police and Public Officials Know: The Names of the Brands/Models of Throttle Devices That Are Illegal, e.g. Super73s, So They Stop Buying and Riding Them — and Pressure Manufacturers and Retailers to Buy Them Back?

What does San Anselmo do when it really wants to inform its residents of important items? For starters, it uses the Town Newsletter where recent topics include drip irrigation, tennis camps, landscape equipment voucher programs, etc.

The Newsletter has never mentioned the Super73 problem. The February 2024 edition urged support for AB 1778 (ironically, in view of the staff's rejection of the minimum age ordinance now) and said that the San Anselmo Bicycle Pedestrian Advisory Committee "wants to make sure adults and teens purchase the appropriate bike and ride safely." But it provided no specifics, only a link to MCBC's website including its "E-bike Buyers Guide."

That is not helpful because MCBC has now removed the list of illegal brands from its Buyers Guide. So San Anselmo residents are still left in the dark. (Note: we are not being critical of MCBC which has been an invaluable partner and ally, including showing me that Super73s are illegal not just for riders under 16 but for everyone; we are simply noting that linking to MCBC's website is no substitute for identifying Super73 and the other illegal brands previously listed on the website.)

Fairfax, by contrast, states on its website in no uncertain terms:

"Super 73s and similar throttle devices are not e-bikes; they are motorcycles. . . . To adhere to legal standards in Fairfax, they must be "street legal" with registration, state-issued plates, required lighting, and other criteria.

"Moreover, riders must be at least 16 years old, possess a valid California driver's license with specific endorsements, wear certified helmets, and provide proof of insurance. . . . [L]aw enforcement agencies actively address[] safety concerns through education, warnings, citations, and impoundment.

"This message urges parents to refrain from purchasing or permitting illegal use of electric motorcycles by minors, ensuring community safety."

https://www.townoffairfax.org/understanding-the-difference-between-electric-motorcycles-and-electric-bicycles/

Similarly, Chief Norton gave the same information to the Tam Union High School District at its April 16 board of trustees. He specifically called out Super73 models as the most popular brand of illegal throttle devices and warned that "kids aren't going to be able to ride them anymore."

However, two weeks later when Chief Norton sent a letter to school parents, Super73 was replaced with "one popular brand" — again leaving parents in the dark. The letter told parents that "one popular brand" and "many other similar brands" are illegal" due to their motor output and top throttle speeds. But it did not identify any of the brands.

When asked about this by the Larkspur City Council, Chief Norton stated that "it was a legal edit" or words to that effect. Even after that, Chief Norton was forthright in telling the Larkspur City Council: "These Super73s for example and a lot of other bikes we are running into, are not ebikes at all. They are motorcycles or mopeds." He added that "we have been towing some Super73s."

Having quite appropriately called out Super73s as the most popular of the illegal throttle devices at two public meetings, it is difficult to understand why anyone with or without legal training could advise that San Anselmo cannot repeat that vital point on its website. And no one has suggested how to enforce the law or implement a registration program without naming names.

The Staff's Proposed Rejection of the Grand Jury's Recommendations Is Problematic

Against this backdrop, we ask the Town Council first to take a closer look at the staff's draft response, submitted for Mayor Burke's signature. It rejects all of the Grand Jury's recommendations for dealing with the youth safety problem that the draft acknowledges exists. Given the lack of results to date, we respectfully suggest the draft is too dismissive of the Grand Jury's recommendations, despite agreeing with all the findings.

R1. The draft response rejects the recommended minimum age ordinance on the ground that the police already have "powerful tools for compliance" and the Town will "explore alternative approaches."

But the number of these devices at White's Hill Middle School and on San Anselmo streets suggests that the existing enforcement tools and efforts are insufficient. And a vague promise of "exploring" is no substitute for concrete solutions such as those recommended by the Grand Jury.

The staff is correct that illegal devices mislabeled class 2 e-bikes like Super73s are a major problem. But the staff overlooks that the minimum age ordinance recommended by the Grand Jury (and to be authorized by AB 1778 when enacted next month) will apply as a

practical matter to all devices with class 2 labels, legal or illegal. Super73 can evade the ordinance only by admitting that it mislabels its devices and they are really motorcycles. That just makes matters worse for Super73.

R2-3. The draft response also rejects the recommended county-wide task force on the ground that an "informal committee" of the Police Chief's Association "is seeking to share best practices." Neither the committee nor the association itself appear to hold public meetings or allow participation by other stakeholders. It no doubt serves multiple valuable purposes but is no substitute for the broad-based task-force that this problem requires.

Our Proposed Action Items

We suggest the following action items:

First, we recognize that Penal Code 933 provides only four options for responding to Grand Jury recommendations. But the proposed R1 response of "will not be implemented because it is unwarranted" is too definitive, inflexible and harsh.

A more fitting response would be either "will be implemented when AB 1778 is enacted" or, at a minimum, "requires further analysis, including status of AB 1778, how other jurisdictions respond, effectiveness of school registration and other enforcement and publicity efforts and the accident rates, among other factors that the Town Council may consider relevant."

Second, the draft R2-3 response (regarding a county-wide broad based task force) should be changed from "will not be implemented because it is not warranted" to "will be implemented if and when the County creates the task force. The Town's participation in the county-wide task force will be in addition to the informal committee of the Police Chiefs' Association."

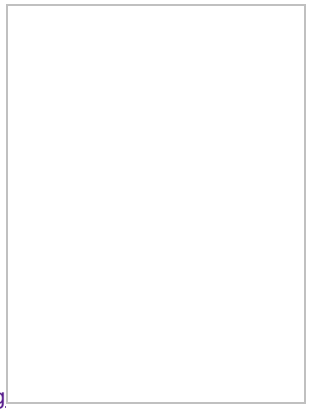
Third, San Anselmo should publicize which brands are illegal and will be banned from schools and targeted for enforcement. Parents need this information.

Fourth, so that the Council can monitor enforcement and ascertain whether additional efforts are required, it should ask the CMPA to provide monthly enforcement and accident data, broken down by brand and class of e-bike or type of vehicles (or however the information is detailed). The first report should include all information to date. The county data based on 911 calls is not broken down by brand/class. But we understand from Chief Norton's comments to the Larkspur City Council that the CMPA has such data.

Fifth, for the same reason, the Council should request that information from White's Hill and Archie Williams on the progress of their registration programs, including the number and brands of bicycles and other devices registered.

Sixth, and regardless of other actions, the Council should agendize the topic of legal and illegal e-bikes for a future meeting. This is too important an issue to leave to others. It is not just a police problem, or a school problem, or a public health problem. It is a multi-faceted community problem that deserves closer attention and action by this Town Council.

As always, we are available to help in any way you would like. And we appreciate the Town Council's attention to this important safety matter.



https://www.ebikeaccess.org

On Mon, Nov 20, 2023 at 9:50 AM Bob Mittelstaedt <ramittelstaedt1010@gmail.com> wrote:

> Dear Mayor, Vice Mayor and Councilmembers:
>
> I am writing to draw your attention to an important aspect of the e-bike safety discussion that has been largely overlooked to date -- specifically, many throttle-type mopeds do not qualify as e-bikes under California law and thus it is unlawful to ride them without a driver's license. In addition to safety instruction and enforcing helmet requirements, the easiest way to deal with the reckless riding of electric mopeds by underaged children is to issue citations to underage riders and those without a driver's license.

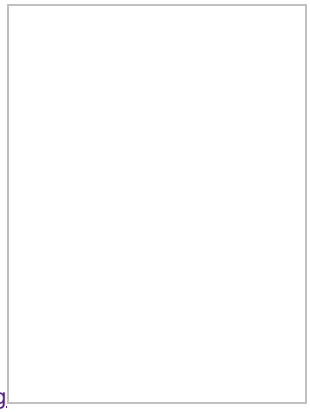
Super 73s are a prime example. They are the most popular mopeds sold and ridden by children in Marin. They are a top seller at the local Sports Basement. They are advertised as capable of speeds in excess of 28 mph, by simple use of the throttle without any pedaling required. They are inaccurately advertised as Class 2 e-bikes available without any minimum age or license requirement. The internet is full of reviews boasting that these vehicles can go 35 mph or faster.

The problem is that to qualify as a Class 2 e-bike in California, the motor must not be capable of working above 20 mph. So Super 73s and similar mopeds do not qualify and thus the riders must be at least 16 and have a driver's licence. But this law is not being enforced in most places.

That's why the Super 73s' CEO can boast that they are able to "fly under the radar" although he recognizes that those "days are coming to an end for sure" and "police departments are getting wise" especially in Southern California as a result of accidents. https://www.dealernewstoday.com/podcast-legrand-crewse/.

This is a huge safety issue. We now have 10 year old children riding two-wheelers that weigh more than they do, using a throttle without pedaling and going 28-35 mph on our streets and sidewalks. No wonder Marin has seen a dramatic increase in e-bike accidents, which will continue to grow until the law is enforced. We support safety instruction and helmet requirements but they are only part of the solution. By themselves, they will not protect children who are riding these inherently dangerous throttle mopeds/small motorcycles without a license.

Attached are some additional explanatory materials, with photos of Super 73s and other throttle vehicles that do not comply with California e-bike law. I intend to make a short presentation during the public comment segment of an upcoming town council. I hope that you will consider instructing the San Anselmo Police to start enforcing the age and licensing requirements for these dangerous vehicles. Please let me know if I can help in any way.



https://www.ebikeaccess.org

STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.8

MEETING DATE: 7/23/24

AGENDA TITLE: Consideration of Special Event Application – Goblins' BOOtacular 2024

FROM: Mattie O'Grady – Recreation Manager

RECOMMENDATION: That Council approve the San Anselmo Recreation Department's application for the Goblin's BOOtacular event scheduled for Friday, October 25, 2024, from 5:00 – 7:00 pm.

That Council approve closing San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue on Friday, October 25th, 2024 beginning with closing the street to incoming traffic at 3:00pm and closing San Anselmo to all vehicles from 4:00pm-8:00pm.

BACKGROUND

For the past many years, the annual Goblin's BOOtacular event has attracted hundreds of families to downtown San Anselmo. Along with Town staff, the event has involved many volunteers who help with participant safety and assistance in handing out treats at "stations" along the Avenue. These stations supplement what is provided by participating merchants and the Fire Department.

DISCUSSION/ANALYSIS

The Goblin's Spooktacular is a popular event and draws up to 1,000 people, and families show up early. Central Marin Police Authority recommends that the streets be closed two hours prior to the event for the safety of the families. The earlier street closure will allow for pedestrians to safely arrive for the event after all vehicles have cleared from San Anselmo Avenue. Therefore, CMPA is recommending that San Anselmo Avenue between Tunstead Avenue and Tamalpais Avenue be closed to incoming traffic at 3:00pm and closing San Anselmo to all vehicles from 4:00pm-8:00pm.

Recreation staff will assign staff or volunteers as crossing guards at both the Tunstead intersection and Tamalpais intersection.

FISCAL IMPACT

Due to a sponsorship, there would be no direct fiscal impact to the Town to approve this item.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

Attachment 1 – Event Application
Attachment 2 – Business Notice

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: Town of San Anselmo's Goblins' BOOtacular

Organization(s) presenting the event: Town of San Anselmo

Other event sponsor(s), if any: TBD

Contact Person: Dawn Jones **Phone Number:** 415-991-9145

Address: 1000 SFD Blvd, Suite #14 **Email:** djones@townofsananselmo.org

Event Date(s): 10/25/24

Start and end times: 5:00 - 7:00 pm **Number of attendees (estimate):** 500-700

Location: San Anselmo Avenue between Tunstead and Tamalpais

Will alcohol be served or sold?

Yes ☐ No ☑

Brief Event Description:

The Goblin's Spooktacular is an annual town-wide Trick or Treat event for children ages 11 and under. Participants will 'trick or treat' along the downtown corridor on San Anselmo Avenue. Staff is asking for Public Works staff begin with closing the street to incoming traffic at 3:00pm and closing/barricading San Anselmo Avenue to all vehicles from 4:00pm-8:00pm from Tunstead to Tamalpais. A-frame signs at the intersections of Cedar Street and, Pine and Tunstead will alert drivers that SA Ave is closed ahead.

Public space requested:

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

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

Additional Comments on the Public Space Requested:

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

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

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

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

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

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

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

E. **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: Dawn Jones Date: 7/11/24

NAME OF EVENT: DATE OF EVENT:

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton & H. Khalili
FIRE		D. Mahoney
RECREATION		D. Mauk & M. O'Grady
PUBLIC WORKS	DPW to provide event barricades and A-frame signs and block off San Anselmo Avenue to through traffic from Tunstead to Tamalpais.	S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

TOWN OF
SAN ANSELMO
EST. 1907

July 11, 2024

Dear San Anselmo Business Owners & Property Owners:

We want to make sure you are aware of two upcoming Town Events that will take place this fall. We have a Community Parade finally returning to the Avenue after a long hiatus and also the annual Goblins' BOOtacular too! Please read below for the dates, times and Avenue closure details.

Here are the proposed details:

San Anselmo Community Parade
Saturday, September 14th, 2024
Parade begins at 4:15pm sharp on San Anselmo Avenue at Ross Avenue and ends by 5:30pm on San Anselmo Avenue at Tamalpais Avenue. Live on the Avenue will begin immediately afterwards.

In order to safely execute the event, San Anselmo Avenue will be closed between Ross Avenue and Tamalpais Avenue to vehicles starting at 2:30 pm and we will re-open the Avenue at 9:30pm after Live on the Avenue is done. Tunstead will also be closed between San Anselmo Avenue & Library Place from 2:30-9:30pm.

Goblins' BOOtacular
Friday, October 25th, 2024 from 5:00-7:00pm
Costumed kids/families stroll down the Avenue and trick or treat along the way - San Anselmo Recreation will stage volunteers/staff with treats along the way.

In order to accommodate the large number of families who attend this event, San Anselmo Avenue will be closed between Tunstead Avenue and Tamalpais Avenue to vehicles starting at 3:00 pm and we will re-open the Avenue at 8:00pm.

If you have any questions or want to submit public comment about these events, please email recreation@townofsananselmo.org by July 17th. This information will be presented to Town Council at their upcoming July 23, 2024 meeting at 7:00pm.

Respectfully,

Mattie O'Grady & Dawn Jones
(from the Recreation Department)

From: Barbara Nazari <barbarahuntnazari@gmail.com>
Sent: Friday, July 12, 2024 9:42 AM
To: Recreation <recreation@townofsananselmo.org>
Subject: Public comment Fall street closures

CAUTION: External Sender

Hi Mattie,

Please include these comments in the public meeting.

Halloween event: Great event, love it but please, please have crossing guards at the SA Ave/ Tunstead intersection for the entirety of the event. I saw many close calls while I was giving out candy of children running enthusiastically toward the park across the intersection. I asked 4 different people to have someone direct traffic, and towards the end, the cadets reluctantly stood nearby and eventually helped. Please have either volunteers, staff or police control this intersection as a part of the plan.
Thanks,
Barbara Nazari

Community Parade
Fun, except the 2:30 street closure is devastating to our business on one of the first Saturdays that people have finally returned from vacation and after enduring street closures all summer. Please have a clear, controlled system in place for 10 minute parking from 2:30 until the parade begins so that people customers can access businesses.
Thank you,
Barbara Nazari

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.9

MEETING DATE: July 23, 2024

AGENDA TITLE: Consider adopting a Resolution authorizing a donation of $12,000 to Marin Open Space Trust (MOST) for the acquisition of The Wall property in Fairfax, directly adjacent to San Anselmo.

FROM: Administration

RECOMMENDATION: That the Town Council consider adopting the attached Resolution authorizing a donation of $12,000 to Marin Open Space Trust (MOST) for their acquisition of the Wall property in Fairfax, directly adjacent to the newly-acquired Upper Hawthorne Canyon in San Anselmo. (Attachment 1).

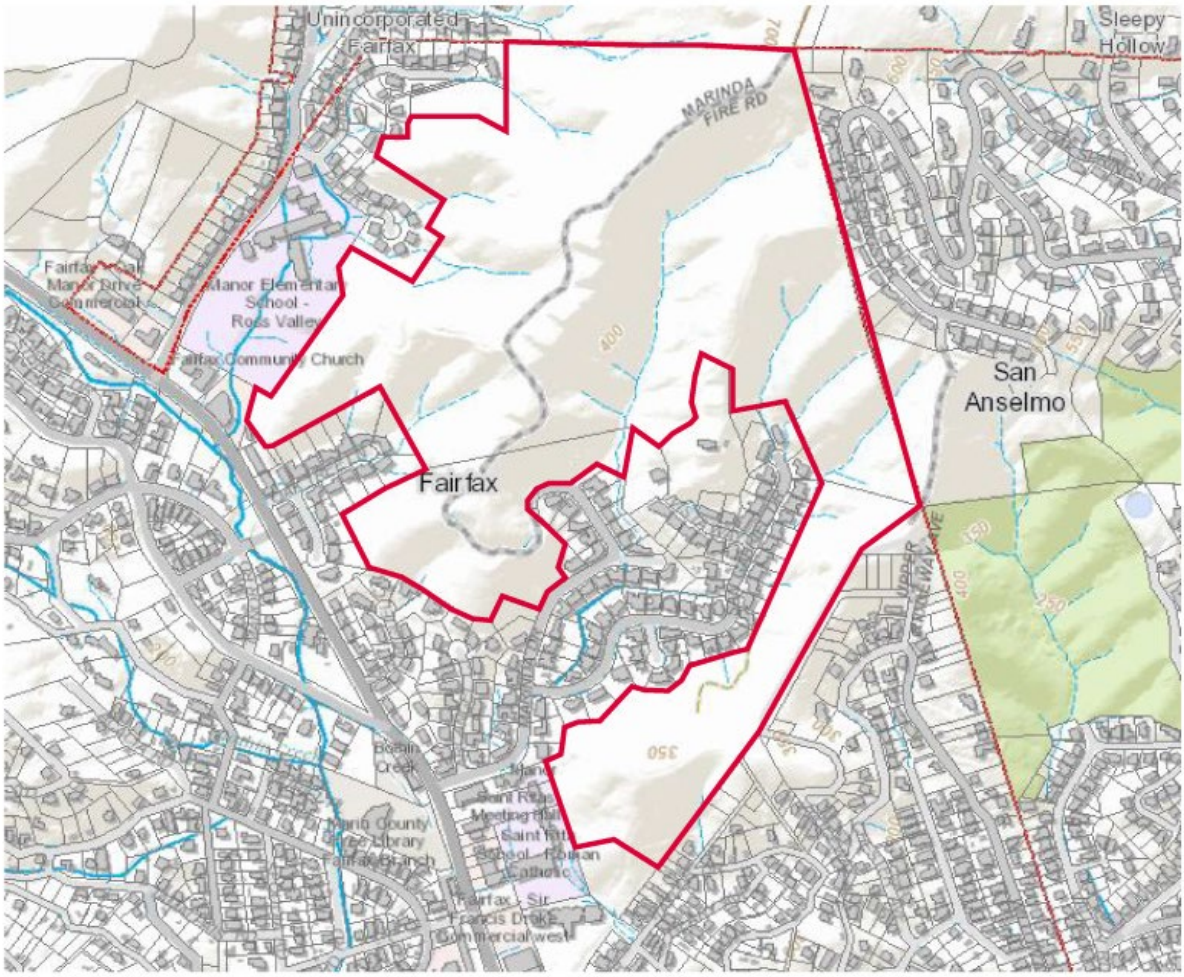
BACKGROUND AND DISCUSSION

At their meeting on June 25, 2024, the Town Council directed staff to bring back an item that considers authorizing a $12,000 donation to Marin Open Space Trust (MOST) to be used towards the purchase of the Wall property in Fairfax. The Wall Property is located above downtown Fairfax, with three prominent ridgelines containing multiple hiking trails. The land is adjacent to and connects to a trail on the Upper Hawthorne Canyon property in San Anselmo, and the Marinda fire road connects to the County's Wilder Trail leading to the Loma Alta Open Space Preserve.

Town of Fairfax Donation

On April 5, 2024, the Fairfax Town Council approved a $12,000 donation to MOST for the purchase of the Upper Hawthorne Canyon property in San Anselmo. The Town of San Anselmo acquired the Upper Hawthorne Canyon property in late 2023 for use as public open space.

Similarly, the Town of San Anselmo may desire to make a donation to MOST for the purchase of the Wall property. If the Council wishes to approve the donation, the Council must make findings that the allocation will be in the public interest of San Anselmo. The attached resolution contains findings to support the requested action. Below is a map of the subject property:



FISCAL IMPACT

Approval of this item would require the use of $12,000 from the General Fund Reserve balance.

CEQA AND CLIMATE ACTION PLAN

The approval of a donation to the MOST for the purchase of The Wall property is not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment. The Climate Action Plan is not implicated

Attachment 1: Proposed Resolution

RESOLUTION NO. 24-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AUTHORIZING A DONATION OF $12,000 TO THE MARIN OPEN SPACE TRUST (MOST) SOLELY FOR THE ACQUISITION OF THE WALL PROPERTY

WHEREAS, the Town of San Anselmo and its residents deeply value our open spaces, ridgelines, wildlife corridors and visual landscape; and

WHEREAS, in 1981, the San Anselmo Town Council established the San Anselmo Open Space Committee (SAOSC) as an advisory body to the Town Council dedicated to the long-term planning of open space in and near San Anselmo, and for generating community support and fundraising for open space; and

WHEREAS, the Town of San Anselmo's General Plan sets goals to create "open space greenbelts" which serve as separation buffers between the Town and adjacent communities, to protect ridgelines, including the ridge zone, and preservation of the natural features of hillside lands and to protect highly visible hillside slopes and ridges from development, and maintain the visual presence of woodlands, riparian areas; and

WHEREAS, SAOSC endeavors to survey the lands within, *and adjacent to*, the Town of San Anselmo to determine the availability of unique, threatened, or environmentally sensitive land parcels that may be appropriate for dedicated open space for the public; and

WHEREAS, in and around the Town of San Anselmo, there is a vast swath of undeveloped land and natural habitat from Hawthorne Canyon in San Anselmo to Fairfax and beyond to Loma Alta Open Space in the unincorporated area of Fairfax; and

WHEREAS, "The Wall" property is located just beyond the Town of San Anselmo boundary and is directly adjacent to the Hawthorne Canyon open space lands; and

WHEREAS, the Marin Open Space Trust (MOST) works to preserve Marin's most important remaining open space lands at risk of development; and

WHEREAS, in November 2023, MOST signed an agreement with the current owners of The Wall property securing a purchase option on the property; and

WHEREAS, MOST is engaged in a fundraising campaign to raise public and private donations to pay for The Wall property; and

WHEREAS, the acquisition of the Wall property would complete the protection of the 100-acre undeveloped natural habitat and accessible public open space on the boundary between the Town of Fairfax and the Town of San Anselmo; and

WHEREAS, the Towns of Fairfax and San Anselmo have partnered with MOST in the recent past to acquire and preserve open space that benefits both our Town's residents; and

WHEREAS, starting in May 2014, MOST, the Towns of Fairfax and San Anselmo and their Open Space Committees raised $1.2 Million for acquisition of the sixteen-acre Sky Ranch property for open space and also raised $120,000 for site restoration. The property was transferred in 2015 and is under the jurisdiction of the Marin County Parks & Open Space District. Sky Ranch is adjacent to the Bald Hill Open Space Preserve and the Mt. Tamalpais Watershed; and

WHEREAS, The Wall property is adjacent to the recently-acquired 9.4 acre Upper Hawthorne Canyon property, just below Oak Springs Drive and is contiguous with the 22-acre Hawthorne Canyon Open Space Preserve, owned by the Town of San Anselmo.

WHEREAS, with the preservation of Upper Hawthorne Canyon and The Wall property, approximately one hundred forty-six contiguous acres would be forever protected as open space. The views from the property encompasses the scenic hills of San Anselmo and Fairfax with Mount Tamalpais beyond, and San Francisco in the distance; and

WHEREAS, the Town of San Anselmo and its SAOSC can build on its earlier Sky Ranch partnership with the Town of Fairfax and Fairfax Open Space Committee, through provision of these funds, which will preserve and expand open space adjacent to San Anselmo, and furthers San Anselmo's commitment to our visual landscape, our ridgelines, hiking trails, wildlife corridors and biodiversity for future generations of residents; and

WHEREAS, the Town Council's authorization of a donation to MOST for the purchase of The Wall property is not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment.

NOW THEREFORE BE IT RESOLVED as follows:

1. The recitals set forth above are true and correct and incorporated herein by reference and constitute findings in this matter.
2. The Town Council of the Town of San Anselmo hereby approves a donation of $12,000 to MOST for the purpose of contributing to MOST's acquisition of the Wall property and finds that the contribution is in the public interest of the Town of San Anselmo and its residents.

The foregoing resolution was adopted at a regular meeting of the San Anselmo Town Council of the Town of San Anselmo held in said Town on the 23rd day of July, 2024, by the following vote, to wit:

AYES:

NOES:
ABSENT:
ABSTAIN:

_____

Eileen Burke, Mayor

Attest: _____
Serge Avila, Town Clerk

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.1

MEETING DATE: July 23, 2024

AGENDA TITLE: Public Hearing to Consider Amendments to the ODDS to implement State Housing Law, Clarify the Appropriate Review Authority and Procedures, and Correct Typographical Errors. The proposed ordinance is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

FROM: Heidi Scoble, Planning Director

RECOMMENDATION:

1. That the Town Council hold a public hearing and consider the attached Zoning Ordinance Amendments to Title 10, Chapter 20 "Objective Design and Development Standards" and associated California Environmental Quality Act (CEQA) findings (see **Attachment 1**).
2. Motion to read the attached Ordinance by title only. The Town Manager will read the full title of the Ordinance.
3. Motion to approve the first reading of the Ordinance Amendments and waive future readings in their entirety.

BACKGROUND/ DISCUSSION

In response to changes in State housing laws (e.g., the Housing Accountability Act (HAA), SB 35, and AB 2011) that have been aimed at increasing housing production by limiting local jurisdiction discretion, on August 22, 2023 the Town Council adopted Ordinance No. 1180 to adopt Objective Design and Development Standards (ODDS). The ODDS were amended in January 23, 2024 by Ordinance No. 1184 to clarify certain developments standards.

As currently developed, the ODDS apply only to properties zoned for multi-family (R-2 or R-3) and commercial (C-1, C-2, C-L, and C-3) use under the 2023-2031 Housing Element. The ODDS do not apply to new or remodeled single-family homes, the creation of two or more units on a single-family residential (R-1) zoned property (including Senate Bill 9 (SB 9) projects, where the current Zoning Code standards continue to apply), or stand-alone commercial projects. The ODDS function as a parallel Zoning Code, addressing allowable land uses, required parking spaces, maximum densities, and floor

area ratio restrictions for these specific project types. If a project cannot meet the objective standards established by the ODDS, it cannot use the ODDS and is subject to the traditional, discretionary review process established by the Town's adopted Zoning Code, unless a State Density Bonus Incentive, Concession, and/or Waiver is required per California Government Code Section 65915 (California State Density Bonus Law). Note that if a requested Incentive, Concession, and/or Waiver will have a specific adverse impact on public health or safety, the physical environment, or any real property listed in the California Register of Historical Resources, or if it is contrary to state or federal law, the jurisdiction may deny the request.

Nearly a year after the adoption of the ODDS, and with no applications submitted to use the ODDS for any housing or mixed-use housing developments, the Planning Department has identified opportunities to enhance process transparency and better align with state housing laws as follows:

1. **Change the review authority from the Planning Director to the Planning Commission.** Staff suggests that a public forum for community comments on ODDS projects would be beneficial. While the review scope remains limited to the objective standards, a public meeting format would facilitate community input. This approach would provide a broader platform for community feedback during an agendized meeting and help determine if future amendments are necessary.

2. **Reclassification of HAA application from ministerial review to discretionary review to align with State Law.** State law does not preclude the application of Design Review for HAA projects so long as the Design Review is not used to deny or make infeasible a project that otherwise complies with objective standards. Therefore, staff is requesting consideration of amendments to the current regulations to require a duly noticed public hearing for all HAA projects utilizing the ODDS. Thus, by changing the definition of projects under the HAA from ministerial to discretionary, CEQA will apply. Note that CEQA does not apply to ministerial projects, such as SB 35, AB 2011, and Government Code Section 65583.2(h) and (i).

3. **Incorporating Government Code Section 65583.2(h) and (i) Housing Element Opportunity sites into the ODDS.** California Government Code Section 65583.2, subdivisions (h) and (i), outlines the requirements for identifying and evaluating sites suitable for residential development within a jurisdiction's housing element. These sections also mandate a "by right" approval process for projects located on non-vacant, underutilized lots that are designated Housing Element Opportunity Sites, are at least half an acre in size, have the capacity to accommodate residential densities, are feasible for redevelopment, and have no constraints that would preclude development. Note, there are 17 Housing Element Opportunity Sites that are eligible

for Ministerial approval as listed in the July 15, 2024, Planning Commission Staff Report.

Since Government Code Section 65583.2(h) and (i) allows local jurisdictions to adopt an ordinance requiring design review, staff recommends that any project requesting approval under this code section be processed using the ODDS. Projects in this category would still be approved ministerially, with objective design and development standards applied to ensure high-quality design integrity and compatibility with San Anselmo's small-town character.

4. **Miscellaneous cleanup such as correcting typos, updating dates, and revising Government Code references and formatting.**

On July 15, 2024, the Planning Commission conducted a public hearing and adopted Planning Commission Resolution No. 2024-09 (see **Attachment 2**) recommending Town Council recommending that the Town Council adopt an Ordinance amending the Zoning Code to allow changes to Title 10, Chapter 20, Objective Design and Development Standards. See Attachment 3 for the July 15, 2024, Planning Commission Staff Report and attachments.

In consideration of the above, below is an abridged summary of the proposed amendments to the ODDS:

- Change Review Authority from Planning Director to Planning Commission (**Article 11, Administration**)

- Add Government Code Section 65583.2 (h) and (i) as applicable projects (**Article 1, Introduction and Article 11, Administration**)

- Change HHA project reviews from allowing ministerial approval to requiring discretionary approval and CEQA compliance as permitted by state law (**Article 1, Introduction and Article 11, Administration**)

- Add procedures for AB 2011 and Government Code Section 65583.2 (h) and (i) projects (**Article 11, Administration**)

- Update state references and dates to address recent legislations or internal code refence (**Article 7, Specific to Frontage Types and Article 11, Administration**)

- Clean up typos (e.g., following, allowed, abuts, infrastructure development, achievable, in, composition (**Article 3, Zones; Article 5, General to Development**

Sites; Article 7, Specific to Frontage Types; Article 11 Administration; and Article 12 Definition)

See **Attachment 4** for a list for a comprehensive list of all proposed amendments and **Attachment 5** for a redline version of the Draft Amended ODDS (select pages).

FISCAL IMPACT
None. Projects submitted for use of the ODDS will be processed on a cost recovery basis, with the costs borne by the applicant.

The initial customization of the San Anselmo ODDS was funded by a State SB 2 grant. On April 26, 2022, the Town Council also authorized a Professional Services Agreement with planning consultant Robert Brown for $27,000.

GENERAL PLAN CONSISTENCY
The Ordinance is consistent with the General Plan goals, principles, and policies identified below:

- Land Use Goal 3: New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial areas.
- Land Use Goal 5: Accommodate the housing needs of a socially and economically diverse population.
- Land Use Principle 1: Current land use in San Anselmo is to be the basis for determining the distribution of future land use in the community.
- Land Use Policy 3.4: Mixed residential and housing opportunity development is also appropriate along major traffic arterials and adjacent to commercial and office areas.
- Land Use Policy 11.2: Medium- and large-scale development projects in both single-family and mixed residential areas shall provide for a variation in building heights and exterior wall and roof articulation to avoid monotonous structures with a large, blank visual bulk and mass.

In addition, the Ordinance amendment would be consistent with the Draft 2023-2031 Housing Element, specifically Action 3.1b and Action 3.2a.

CEQA AND CLIMATE ACTION PLAN CONFORMANCE
The Ordinance amendments are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Amendments would have a significant effect on the environment. The Amendments would make no changes to land uses, development intensities, or the rate at which development is expected to occur, and therefore would have no significant environmental effect. The amendments are consistent with the Town's Climate Action Plan.

ATTACHMENTS

1. Draft Ordinance
2. Planning Commission Resolution No. 2024-09
3. July 15, 2024, Planning Commission Staff Report and Attachments
4. List of Proposed Amendments to the ODDS
5. Redline Version of the Draft Amended ODDS (Amended Pages)
6. Draft Amended ODDS

ORDINANCE NO. 2024-XXX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO RECOMMENDING AMENDING TITLE 10, CHAPTER 20 "OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS" TO IMPLEMENT STATE HOUSING LAW, CLARIFY REVIEW AUTHORITY AND PROCEDURES, AND CORRECT TYPOGRAPHICAL ERRORS

WHEREAS, all communities in the State of California, including the Town of San Anselmo, face a housing crisis that includes the lack of access to affordable housing, which has a direct negative impact on the public health, safety, and welfare of the residents of San Anselmo; and

WHEREAS, in order to encourage the development of housing to ease the housing crisis, several State laws allow only the application of objective design and development standards; and

WHEREAS, State law defines objective design and development standards as those that involve no personal or subjective judgement by a public official, and are uniformly verifiable by reference to an external and uniform benchmark and criterion available and knowable by both the development applicant or proponent and the public official; and

WHEREAS, the Housing Accountability Act (HAA), Government Code section 65589.5, limits a municipality's ability to deny, reduce the density of, or make infeasible a housing development project (2 or more units), emergency shelter, or transitional/supportive housing that are consistent objective design and development standards; and

WHEREAS, California Senate Bill 35, Government Code section 65913.4, and Assembly Bill 2011, Government Code sections 65912.110-140 require that qualifying multi-unit residential or mixed-use projects be ministerially approved if in compliance with objective design and development; and

WHEREAS, Government Code Section 65583.2(h) and (i) allows the ministerial development on designated Housing Element Housing Opportunity sites when at least 20 percent of the units are affordable to lower income households; and

WHEREAS, the Town of San Anselmo was awarded funding pursuant to a State Grant established by California Senate Bill 2 (SB 2) for actions to increase housing, and a portion of this money was utilized to collaborate with other Marin jurisdictions to hire a consultant team lead by Opticos Design, who prepared draft objective design and development standards consistent with the character of existing development in Marin County, which could be tailored by each jurisdictions to meet the needs of its unique community (ODDS Toolkit); and

WHEREAS, on August 22, 2023, the San Anselmo Town Council adopted Ordinance No. 1180, adopting the San Anselmo Objective Design and Development Standards (Title 10, Chapter 10-20); and

WHEREAS, on January 23, 2024, the San Anselmo Town Council adopted Ordinance No. 2024-1184 to ensure the San Anselmo Objective Design and Development Standards are consistent with the State Housing Laws and Clarify or Simplify Existing Regulations; and

DRAFT

WHEREAS, amendments to the San Anselmo Objective Design and Development Standards are warranted to implement State housing law, clarify the appropriate review authority and procedures, and to correct typographical errors; and

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

WHEREAS, the Ordinance Amendments are consistent with the Town's current Housing Element and Draft 2023-2031 Housing Element and the Town's General Plan Land Use Goals 3 and 5, Principle 1, and Policies 3.4 and 11.2; and

WHEREAS, the Planning Commission held a duly noticed public hearing on July 15, 2024 to consider recommendation of said Amendments to the Town Municipal Code; and

WHEREAS, the on July 15, 2024, the Planning Commission adopted Resolution No. 2024-09 recommending the Town Council adopt said Amendments to the Town Municipal Code; and

WHEREAS, a public hearing notice was published in the Marin IJ on July 10, 2024, and posted in three places on July 10, 2024, pursuant to Government Code section 65090 giving notice of the Town Council's consideration of recommendation of the proposed Zoning Code Amendments contained herein; and

WHEREAS, the Town Council held a public hearing on July 23, 2024, to consider the Planning Commission recommendation and introduce the draft Ordinance; and

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

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

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

SECTION 3: The Town Council of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendments with deletions in strikethroughs, and additions in underline, as set forth in **Exhibit "A"**.

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 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.

DRAFT

SECTION 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 July 23, 2024, and was adopted at a regular meeting of the San Anselmo Council on _____ by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Eileen Burke, Mayor

ATTEST:_____
Serge Avila, Town Clerk

DRAFT

EXHIBIT "A"

Title 10, Chapter 20, Objective Design and Development Standards

[*Final Clean Version of the Amended ODDS will be included with final Ordinance*]

DRAFT

SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2024-09

RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN ANSELMO RECOMMENDING TOWN COUNCIL ADOPTION OF AN ORDINANCE AMENDMENT TO TITLE 10, CHAPTER 20 "OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS" TO IMPLEMENT STATE HOUSING LAW, CLARIFY REVIEW AUTHORITY AND PROCEDURES, AND CORRECT TYPOGRAPHICAL ERRORS

WHEREAS, all communities in the State of California, including the Town of San Anselmo, face a housing crisis that includes the lack of access to affordable housing, which has a direct negative impact on the public health, safety, and welfare of the residents of San Anselmo; and

WHEREAS, in order to encourage the development of housing to ease the housing crisis, several State laws allow only the application of objective design and development standards; and

WHEREAS, State law defines objective design and development standards as those that involve no personal or subjective judgement by a public official, and are uniformly verifiable by reference to an external and uniform benchmark and criterion available and knowable by both the development applicant or proponent and the public official; and

WHEREAS, the Housing Accountability Act (HAA), Government Code section 65589.5, limits a municipality's ability to deny, reduce the density of, or make infeasible a housing development project (2 or more units), emergency shelter, or transitional/supportive housing that are consistent objective design and development standards; and

WHEREAS, California Senate Bill 35, Government Code section 65913.4, and Assembly Bill 2011, Government Code sections 65912.110-140 require that qualifying multi-unit residential or mixed-use projects be ministerially approved if in compliance with objective design and development; and

WHEREAS, Government Code Section 65583.2(h) and (i) allows the ministerial development on designated Housing Element Housing Opportunity sites when at least 20 percent of the units are affordable to lower income households; and

WHEREAS, the Town of San Anselmo was awarded funding pursuant to a State Grant established by California Senate Bill 2 (SB 2) for actions to increase housing, and a portion of this money was utilized to collaborate with other Marin jurisdictions to hire a consultant team lead by Opticos Design, who prepared draft objective design and development standards consistent with the character of existing development in Marin County, which could be tailored by each jurisdictions to meet the needs of its unique community (ODDS Toolkit); and

WHEREAS, on August 22, 2023, the San Anselmo Town Council adopted Ordinance No. 1180, adopting the San Anselmo Objective Design and Development Standards (Title 10, Chapter 10-20); and

WHEREAS, on January 23, 2024, the San Anselmo Town Council adopted Ordinance No. 2024-1184 to ensure the San Anselmo Objective Design and Development Standards are consistent with the State Housing Laws and Clarify or Simplify Existing Regulations; and

WHEREAS, amendments to the San Anselmo Objective Design and Development Standards are warranted to implement State housing law, clarify the appropriate review authority and procedures, and to correct typographical errors; and

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

WHEREAS, the Ordinance Amendments herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that they will have a significant effect on the environment; and

WHEREAS, the Ordinance Amendments are consistent with the Town's current and draft 2023-2031 Housing Element which contain policies to consider and adopt objective design and development standards; and

WHEREAS, a public hearing notice was published in the Marin IJ on July 3, 2024 and posted in three places on July 3, 2024 pursuant to Government Code section 65090 giving notice of the Planning Commission's consideration of recommendation of the proposed Zoning Code Amendments contained herein; and

WHEREAS, the Planning Commission held a duly noticed public hearing on July 15, 2024 to consider recommendation of said Amendments to the Town Municipal Code.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The above recitals are true and correct and incorporated as findings herein.
2. The Planning Commission of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendments with deletions in strikethroughs, and additions in underline, as set forth in **Exhibit "A"**.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 15th day of July 2024 by the following vote:

AYES: Pipkin, Heiman, Tunny, Strauss, Chair Asselstine
NOES: Smith
ABSTAIN: None
ABSENT: Koblick De Leon
RECUSED: None

ATTEST: _____
Heidi Scoble, Secretary to the Planning Commission

EXHIBIT "A"
Redline Version of Title 10, Chapter 20 Objective Design and Development Standards
(Select Pages)

10-20.01.040 Applicability

1. In areas subject to this FBC, the standards in this FBC prevail unless stated otherwise.
2. This FBC applies to proposed development as identified in Table A (Applicability).

Table 10-20.01.040.A: Applicability

Development Type	Housing Accountability Act (HAA) Applies[1]	Senate Bill 35 (SB 35) Applies[2]	Assembly Bill 2011 (AB 2011) Applies[3]	Government Code Section 65583.2 Applies[4]
Single-Unit House	No	No	No	No
Transitional Housing	Yes			
Supportive Housing	Yes	See Multi-Family Housing		
Emergency Shelter	Yes			
Farmworker Housing	Yes			
Multi-Family Housing	**2 or more residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 20% of the units are affordable to lower income households**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Mixed-Use Development	**2 or more residential units and at least 2/3 of square footage designated for residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 50% of the very low and low-income housing needs to be accommodated and that the residential use occupies at least 50% of the total floor area of a mixed-use project.**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Other Development				
Non-Residential	No	No	No	No

[1] See Government Code §65589.5 for additional eligibility criteria and specific protections by development type.

[2] See Government Code §65913.4(a) for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[3] See Government Code §65912.100-131 for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[4] See Government Code §65583.2(h) and (i) for additional eligibility criteria (e.g., affordability provisions).

3. This FBC also applies to additions or modifications to structures previously approved under the provisions of this Title or under the provisions of the San Anselmo Municipal Code.
4. SB 35, AB 2011, and Government Code Section 65583.2 applications shall be processed ~~ministeriallyas~~ a ministerial permit, not considered to be a "project" pursuant to Division 13 (commencing with Section 2100) of the Public Resources Code (AKA the California Environmental Quality Act (CEQA)) and shall comply with all provisions of this FBC unless otherwise stated or permitted pursuant to California state law. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).

4.5 An HHA application shall be processed as a discretionary project, ~~subject to~~ the CEQA Guidelines, and shall comply with the provisions of this FBC unless otherwise stated or permitted pursuant to California state law. ~~Applications proposed for ministerial approval as allowed pursuant to California state law shall comply with all provisions of this FBC unless otherwise stated. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).~~

Article 3: Zones

Sections:

10-20.03.010 Purpose
10-20.03.020 General Requirements
10-20.03.030 Overview of Zones
10-20.03.040 Neighborhood.Small (N.S)
10-20.03.050 Neighborhood.Medium (N.M)
10-20.03.060 Main Street.Small (MS.S)
10-20.03.070 Adjacency Requirements

10-20.03.010 Purpose

This Article provides zones and standards to implement the San Anselmo General Plan to generate and support the variety of physical character of the intended development.

10-20.03.020 General Requirements

1. The FBC uses three form-based zone districts to regulate and generate the intended physical character. Each zone district ("zone") regulates the ~~foollowing~~following eight topics:

   A. Intent: the intended physical character and range of uses;

   B. Sub-zones: whether or not a sub-zone applies, allowing a broader list of building types and/or frontage types in specific geographic areas;

   C. Building type and development site size: the menu of allowed building types and the associated minimum site dimensions.

   D. Building form: the maximum overall building height, minimum ground floor height, and maximum building footprint (coverage);

   E. Building placement: the minimum to maximum building setbacks and requirements for façade design;

   F. Encroachments: allowed encroachments into required setbacks;

   G. Parking: the required location and design requirements for parking and vehicle access; and

   H. Frontages: the menu of allowed frontage types required at building entries along thoroughfares and public/common open spaces.

Article 5: General to Development Sites

Sections:

10-20.05.010 Purpose
10-20.05.020 Screening
10-20.05.030 Landscaping and Lighting
10-20.05.040 Parking and Loading
10-20.05.050 Slope Standards
10-20.05.060 Public Frontage Standards
10-20.05.070 Privacy Standards
10-20.05.080 Service and Utility Standards

10-20.05.010 Purpose

This Article provides standards to ensure that new development accomplishes the following:

1. Makes a positive contribution to the development pattern of the area;
2. New or altered structures are compatible with the design and use of existing structures on neighboring properties;
3. Respects the existing conditions of neighboring properties; and
4. Does not adversely affect neighboring properties, with "adversely affect" meaning to impact in a substantial, negative manner the habitability of these properties.

10-20.05.020 Screening

1. **Intent**. This Section provides standards for screening, fences, and walls for the protection of property, the enhancement of privacy, the attenuation of noise, and the improvement of the visual environment.
2. **Design Standards for Screening.** Except for wall- and ground-mounted equipment that is not visible from the public right-of-way or abutting development sites, all equipment shall comply with the following:
   A. **Screening Height Maximums.** Screening shall not exceed the maximums identified in Table A (Maximum Screening Height).
   B. **Screening Height Measurement.** Screening height shall be measured as the vertical distance between the finished grade at the base of the screen and the top edge of the screen material. No combination of wall and screen shall exceed the maximum height ~~allowed~~allowed in Table A (Maximum Screening Height).

B. **Allowed Landscaping Materials**

(1) Required landscaped areas shall be composed of trees, shrubs and groundcover, and shall exclude areas occupied by structures, hardscape, and pools, in compliance with the following minimum standards:

(a) Trees shall be planted at 15-gallon size or larger;

(b) Shrubs shall be planted at one-gallon size or larger;

(c) Ground cover shall be planted at spacing of a minimum 12 inches on center;

(d) Decorative nonliving landscaping materials including, but not limited to, sand, stone, or gravel may be used up to 10 percent of required landscape areas.

(2) Street trees. Where the sidewalk ~~abutts~~abuts the subject property, street trees, of at least 15-gallon size, spaced no further than 35 feet apart, double-staked, shall be planted between the curb and the back of sidewalk, where missing. If there is no sidewalk, the street trees shall be placed in planters at least four feet by six feet without encroaching into the parking or travel lane.

C. **Species Selection**

(1) Native and drought tolerant species are required to meet the minimum standards, in conformance with Title 9, Chapter 22 (Water Efficient Landscaping).

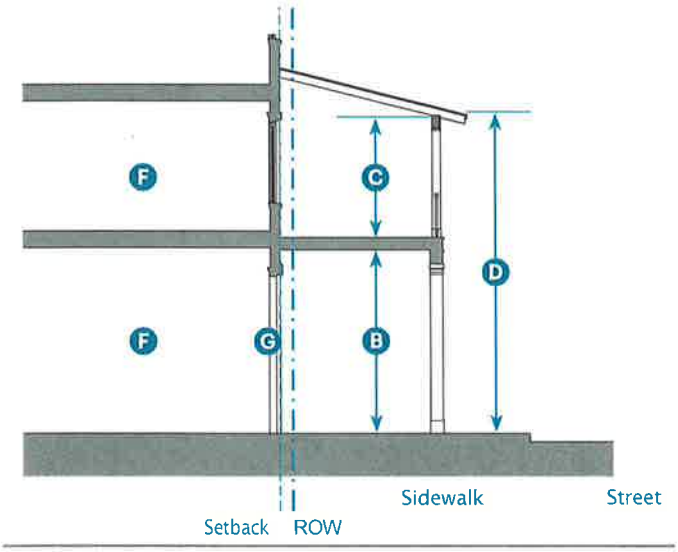
(2) Landscaping shall be in compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan).

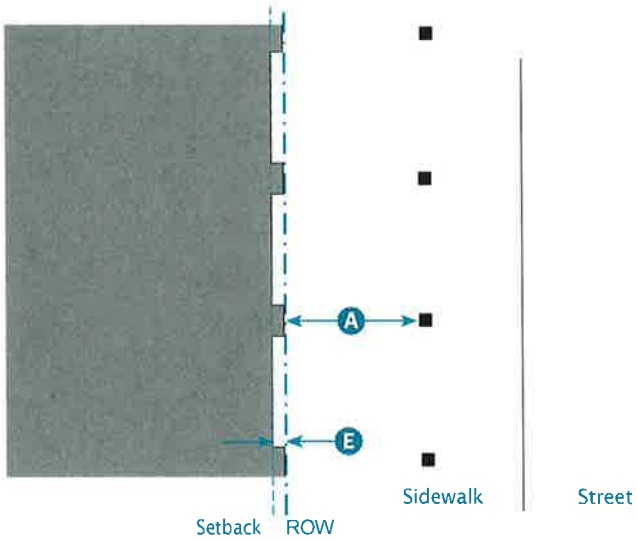
D. **Existing Vegetation**

(1) On-site trees of caliper size 12 inches minimum, measured at 52 inches above grade, shall be protected trees. On-site trees of caliper size 22 inches minimum, measured at 52 inches above grade, shall be heritage trees. In compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan), Acacia, Eucalyptus, Plum, Privet, and Monterey Pine trees are neither protected trees nor heritage trees and may be removed.

(2) Protected trees shall be replaced at a ratio of two replacement protected or heritage trees to one removed protected tree (2:1). Heritage trees shall be replaced at a ratio of three replacement heritage trees to one removed heritage tree (3:1).

(3) All protected and heritage trees removed for construction of a residential unit shall be replaced on-site with a minimum 24-inch box tree. Table B below defines the tree types that qualify as eligible replacements.





Key

ROW/ Dev't Site Line ---- Setback Line

2. Size		
Depth, Clear	8' min.	A
Ground Floor Height, Clear	12' min.	B
Upper Floor Height, Clear	9' min.	C
Height	2 stories max.	D
Gallery Setback from Public ROW	18" min. (clear)	E

3. Miscellaneous	
Habitable space	F
Galleries shall also follow the standards for the Shopfront Frontage Type (10-20.07.090).	G
Galleries shall have a consistent depth across the entire front and/or side street facade.	
Galleries are allowed to project over the sidewalk in the public ROW.	
The second story of the Gallery may be covered.	
Planting is not required. Lighting is required within the gallery in compliance with Section 10-20.05.030 (Landscaping and Lighting) ~~Section x.xx.xxx (Jurisdiction's On-Site Lighting Standards).~~	
Ramps are required to be integrated along the side of the building to connect with the Gallery, where applicable.	
The Gallery shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.	

Article 11: Administration

Sections:

10-20.11.010 Purpose
10-20.11.020 Procedures
10-20.11.030 Adjustments to Standards

10-20.11.010 Purpose

This Article is intended to establish procedures for applications eligible for streamlined review consistent with State law (i.e., SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i)) and for reviewing applications under the Housing Accountability Act (HAA). The Town is responding to State mandates and including application procedures in the FBC that are compliant with State law but reflect the unique conditions and procedures within the Town. The intent of SB 35, AB 2011, Government Code Section 65583.2 (h) and (i), and the HAA is to facilitate and expedite the construction of housing through the application of objective standards and, with SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i), ministerial and streamlined approval procedures. These procedures shall be used in conjunction with the objective standards contained in this FBC as applicable.

10-20.11.020 Procedures

1. **Procedures for Applications Filed Under SB 35**

   A. Applicability

   (1) This Section applies to housing development projects applying for approval under Government Code §65913.4 and replaces the Town's procedures for reviewing discretionary applications.

   (2) This Section shall remain in effect for the same period as SB 35 provisions contained in Government Code §65913.4. Unless SB 35 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 20326, and as of that date is repealed.

   (3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under SB 35.

   (4) The Department of Housing and Community Development is charged with developing guidelines for implementing SB 35. These procedures may change if required by changes in those guidelines or in Government Code §65913.4.

E. Compliance Review

(1) **Scope of Review**. The Planning ~~Director's~~ Commission's scope of review is limited to all of the provisions contained in Government Code §65913.4(a) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65913.4(a) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the ~~Town~~ Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E.
Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning ~~Director~~ Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning ~~Director~~ Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for SB 35 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for SB 35 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning ~~Director~~ Commission shall approve the application if the Planning ~~Director~~ Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, including objective subdivision standards.

(2) **Conditions of Approval.** The Planning ~~Director~~ Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or ~~shall~~designee, shall process any approvals needed as required by Government Code §65913.4(h)(3).

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning ~~Director~~ Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning ~~Director~~ Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years; however, an application approval shall not expire if the development includes public investment in housing affordability, beyond tax credits, where 50 percent of the units are affordable to households making at or below 80 percent of the area median income consistent with Government Code §65913.4(~~g~~f).

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted consistent with Government Code §65913.4(~~f~~g)(2)(B)3).

2. **Procedures for Applications Filed Under AB 2011**

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65912 commencing with Section 65912.100 and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as AB 2011 provisions contained in Government Code §65912.104. Unless AB 2011 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2033, and as of that date is repealed.

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under AB 2011.

B. **Definitions.** Terms defined in Government Code §65912.101 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant shall file a notice of intent to submit an AB 2011
application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full AB 2011 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65912 commencing with Section 100 shall be required.

E. **Compliance Review**

(1) **Scope of Review.** The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65912 commencing with Section 100 and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65912 commencing with Section 100 and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §§65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall complete any design review or public oversight

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 150 or fewer housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. Post-decision Procedures

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 150 or fewer housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. Post-decision Procedures

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years.

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted

3. Procedures for Applications Filed Under Government Code Section 65583.2 (h) and (i)

A. Applicability

(1) This Section applies to housing development projects applying for approval under Government Code §65583.2(h) and (i) and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as contained in Government Code §65583.2(h) and (i).

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under Government Code §65583.2(h) and (i).

B. Definitions.

Terms defined in Government Code §65583.2 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. Application Filing

(1) **Preliminary Application Filing (Optional).** An applicant may file a notice of intent to submit a Government Code §65583.2 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full Government Code §65583.2 application.

D. Completeness Review.

The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review.

E. **Compliance Review**

(1) **Scope of Review**. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65583.2(h) and (i) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65583.2 (h) and (i) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all provisions contained in Government Code §§65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall make the following determination:

i. The Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application, and the Town shall review it for compliance with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for Government Code §65583.2 (h) and (i) streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

ii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years.

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted.

4. Procedures for Aapplications Ffiled Underconsistent with the /HAA

A. **Applicability**

(1) This Section applies to housing development projects as defined by Government Code §65589.5(h)(2).

(2) This Section shall remain in effect for the same period as provisions contained in the Government Code §65589.5 (HAA). Any provisions that are not extended by the State Legislature shall be repealed as of the date those provisions in the HAA are deemed null and void.

B. **Definitions.** Terms defined in Government Code §65589.5 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65589.5.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a preliminary application consistent with Government Code §65941.1.

(a) A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full application for the housing development.

(2) **Full Application.** An applicant may file a full application for a housing development without filing a preliminary application. The full application shall be filed on a form provided by the Town with the required fee.

D. **Conflicting Procedures.** This Section provides additional procedures that shall be followed for applicable projects. If conflicts occur between the Town's procedures and the procedures of this Section, this Section shall control.

F. **Compliance Review**

(1) **Scope of Review**

(a) **Housing Development with a Preliminary Application Submittal.** A housing development for which a preliminary application was submitted shall only be subject to the ordinances, policies, and standards adopted and in effect when the preliminary application is submitted, except in the following circumstances:

i. A fee, charge, or other monetary exaction increase resulting from an automatic annual adjustment based on an independently published cost index that is referenced in the ordinance or resolution establishing the fee or monetary exaction.

ii. A preponderance of the evidence in the record establishes that subjecting the housing development to an ordinance, policy, or standard beyond those in effect when the preliminary application was submitted is necessary to mitigate or avoid a specific, adverse impact upon the public health or safety, and there is no feasible alternative method to satisfactorily mitigate or avoid the adverse impact.

iii. Subjecting the housing development to an ordinance, policy, standard, or any other measure, beyond those in effect when the preliminary application was submitted is necessary to avoid or substantially lessen an impact consistent with CEQA.

iv. The housing development has not commenced construction within 2.5 years following the date of the housing development's final approval (as defined in Government Code §65589.5(o)(1)(D)).

v. The number of residential units or square footage of construction proposed changes by 20 percent or more, exclusive of any increase resulting from a density bonus, incentive, concession, waiver, or similar provision.

(b) **Housing Development without a Preliminary Application Submittal.** A housing development shall be subject to objective standards in effect when the application ~~was~~is deemed complete.

(2) **Review Timeframes**

(a) Applications for housing development containing 150 or fewer units shall be reviewed for compliance with applicable objective standards within 30 calendar days of being deemed complete.

(b) Applications for housing development containing more than 150 units shall be reviewed for compliance with applicable objective standards within 60 calendar days of being deemed complete.

(3) **Review Authority.** The Planning ~~Director~~ Commission shall be the Review Authority consistent with the Town's procedures for the full application for the application type(s) set forth in Title 10, Chapter 3, Articles 7 through 16 and shall ~~; however, if the Planning Director is not the Review Authority, the Planning Director may serve as the Review Authority, if necessary, to~~ comply with Review Timelines described in Subsection 2.F.

(4) **Compliance Determination**

(a) The Planning ~~Director~~ Commission shall identify the specific standard(s) that the project does not comply with and provide an explanation of the reason(s) why the housing development is considered to be inconsistent or non-compliant with identified provisions and shall provide the written determination to the applicant.

(b) A housing development is considered in compliance with this FBC, and shall not require a Zoning Map Amendment, if the housing development complies with objective General Plan standards but the zoning for the housing development site is inconsistent with the General Plan.

(5) **Limited Hearings/Meetings.** If a housing development complies with applicable objective standards, the Town shall not conduct more than five public hearings (including continuances), workshops, or similar meetings after the full application is complete in connection with the approval of the housing development consistent with Government Code §65905.5. Meetings required by CEQA are exempt from the limit.

G. **Findings and Decision**

(1) **Findings**

(a) If the proposed housing development complies with applicable objective General Plan, zoning, and subdivision standards and criteria, including design review standards, the Planning ~~Director~~ Commission may only deny the housing development or conditionally approve the housing development at a lower density if the Planning ~~Director~~ Commission makes written findings supported by a preponderance of the evidence in the record that:

i. The housing development would have a specific, adverse impact upon the public health or safety unless the housing development is denied or conditionally approved at a lower density. A "specific, adverse impact" means a "significant, quantifiable, direct, and unavoidable impact, based on identified written public health or safety standards, policies, or conditions as they existed on the date that the project was deemed complete"; and

ii. There is no feasible method to satisfactorily mitigate or avoid the adverse impact other than the denial of the housing development or conditional approval of the housing development at a lower density.

(b) If the housing development includes 20 percent of units affordable to very low or low-income households, 100 percent of units affordable or moderate or middle income households, or an emergency shelter, the Planning ~~Director~~ Commission shall approve the housing development unless the Planning ~~Director~~ Commission makes written findings supported by a preponderance of the evidence in the record, as to at least one of the findings in Government Code §65589.5(d).

(2) **Decision Timeframes.** The Planning ~~Director~~ Commission shall approve or deny the housing development within the following applicable period:

(a) 90 days from Environmental Impact Report certification;

(b) 60 days from Environmental Impact Report certification for an affordable housing development consistent with Government Code §65950(a)(3);

(c) 60 days from adoption of a Negative Declaration; or

(d) 60 days from determination of CEQA exemption.

H. **Post-Decision Procedures.** Post-decision procedures for the required permit (full application) shall be followed provided those procedures do not conflict with applicable Government Code sections for housing developments (i.e., HAA, Government Code §65589.5).

Figure 10-20.11.020.1: Process for Developments Eligible for SB 35 Streamlining with 150 units or Fewer (Government Code §65913.4)

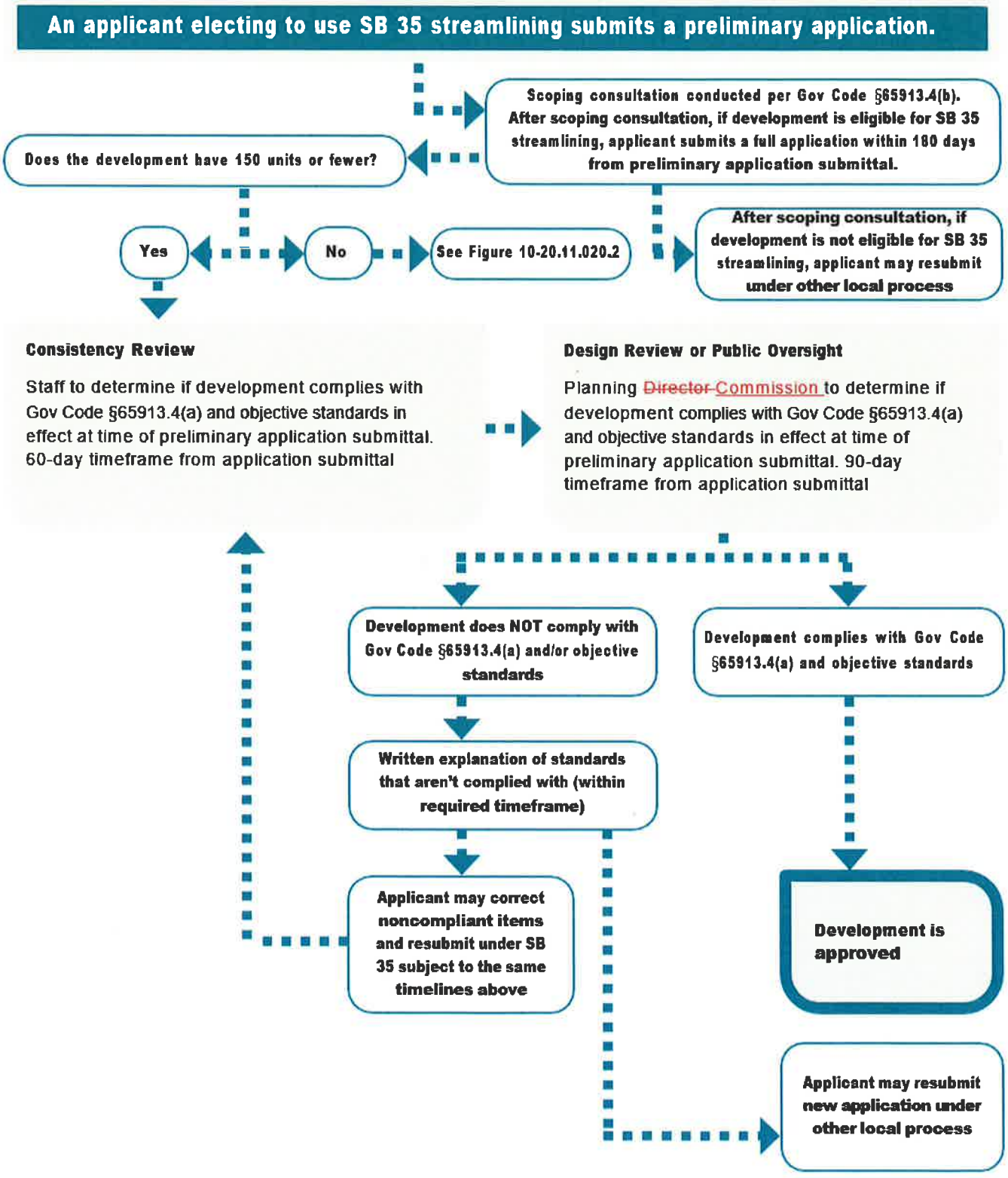


Figure 10-20.11.020.2: Process for Developments Eligible for SB 35 Streamlining with 151 units or More (Government Code §65913.4)

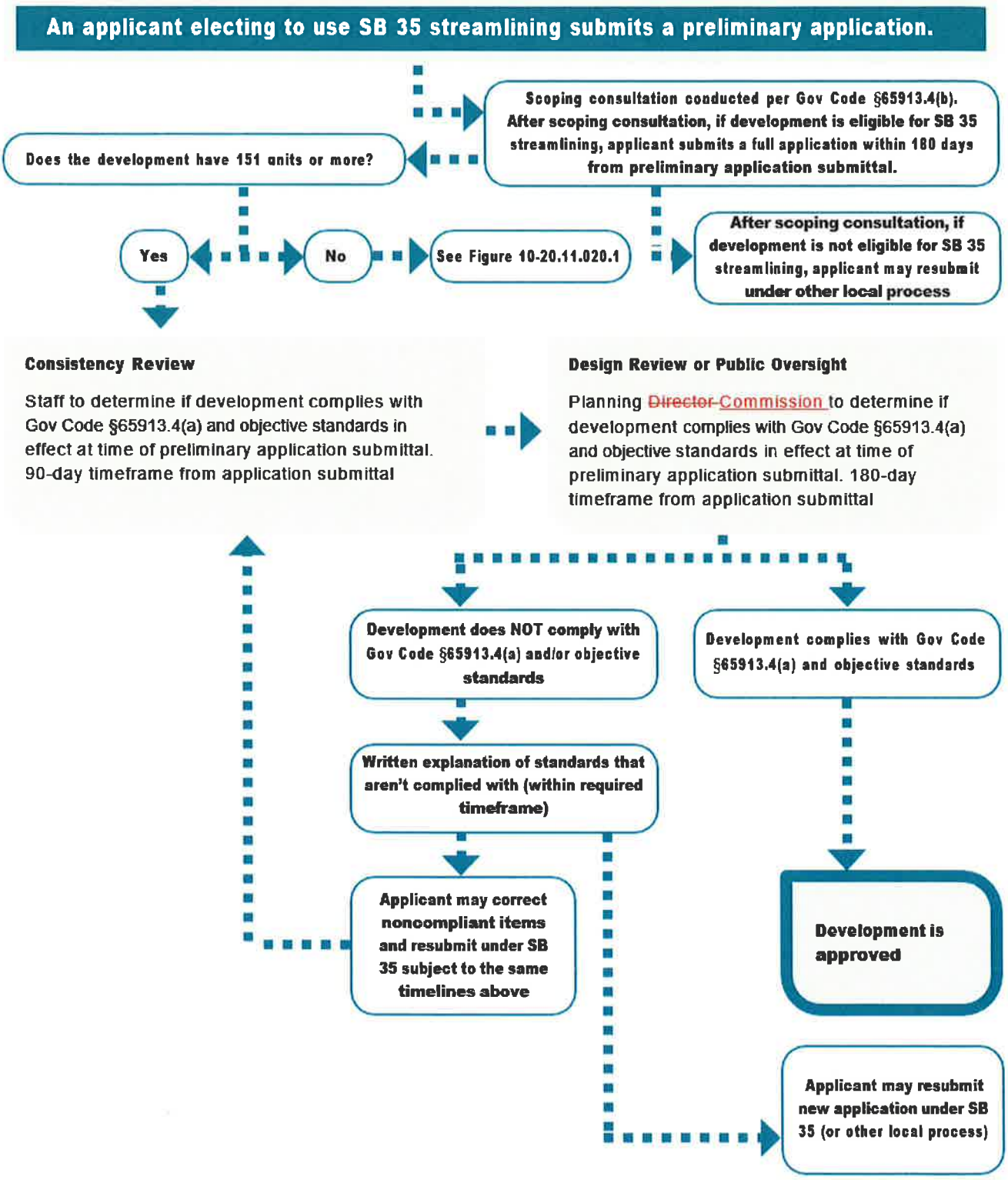


Figure 10-20.11.020.3: Process for Developments Eligible for AB 2011 Streamlining with 150 units or Fewer (Government Code §65912 Commencing with Section 65912.100)

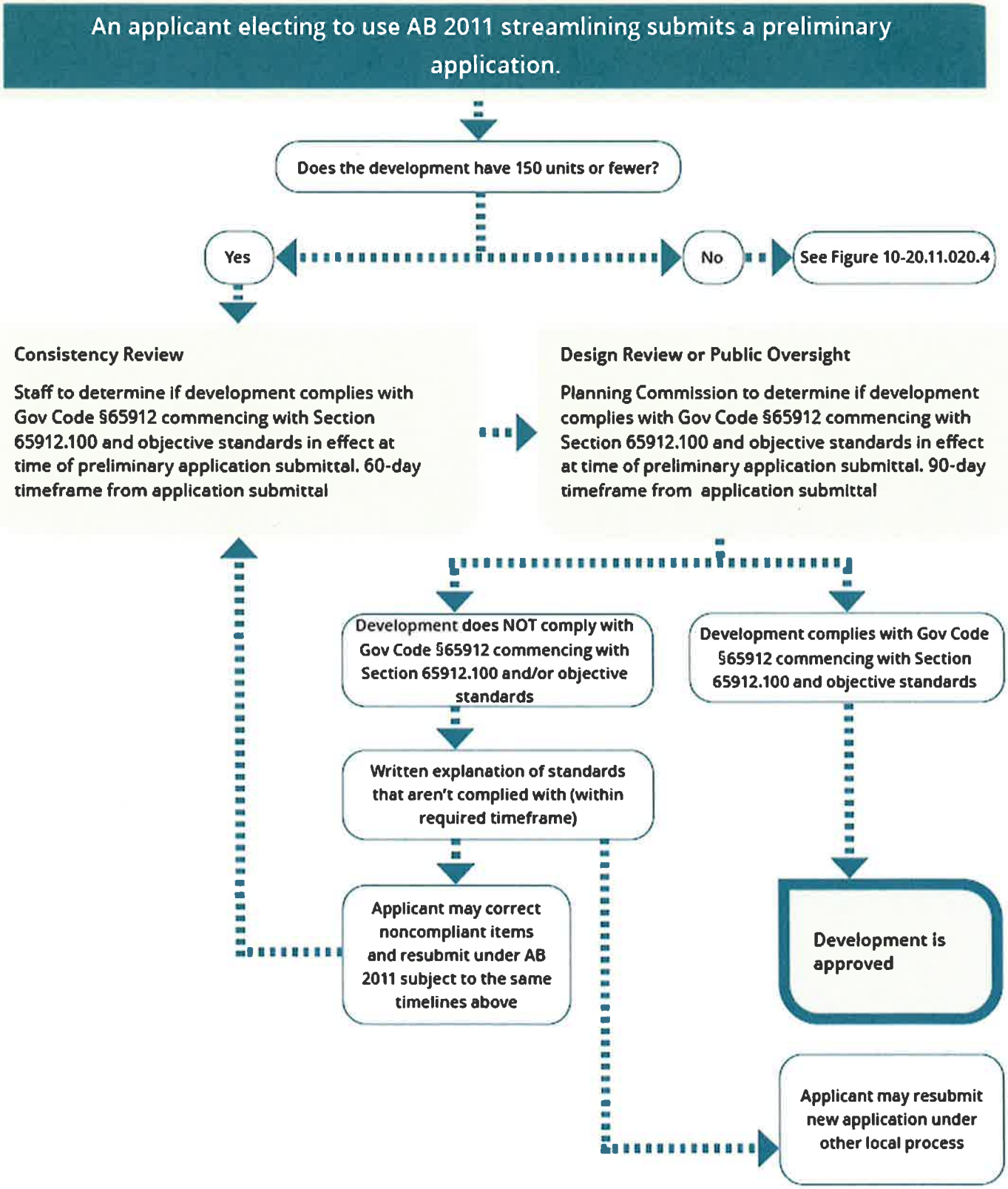


Figure 10-20.11.020.4: Process for Developments Eligible for AB 2011 Streamlining with 151 units or More (Government Code §65912 Commencing with Section 65912.100)

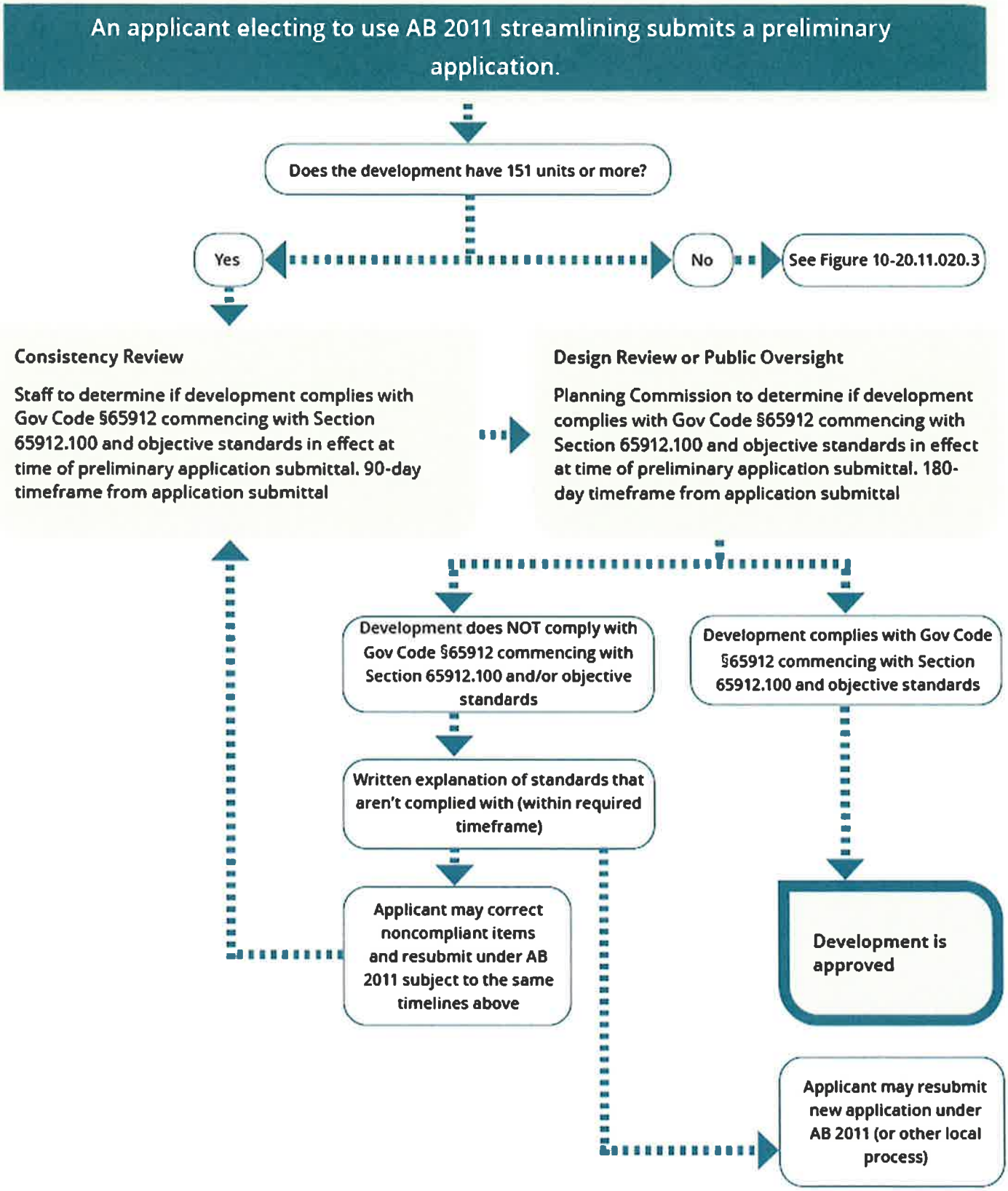
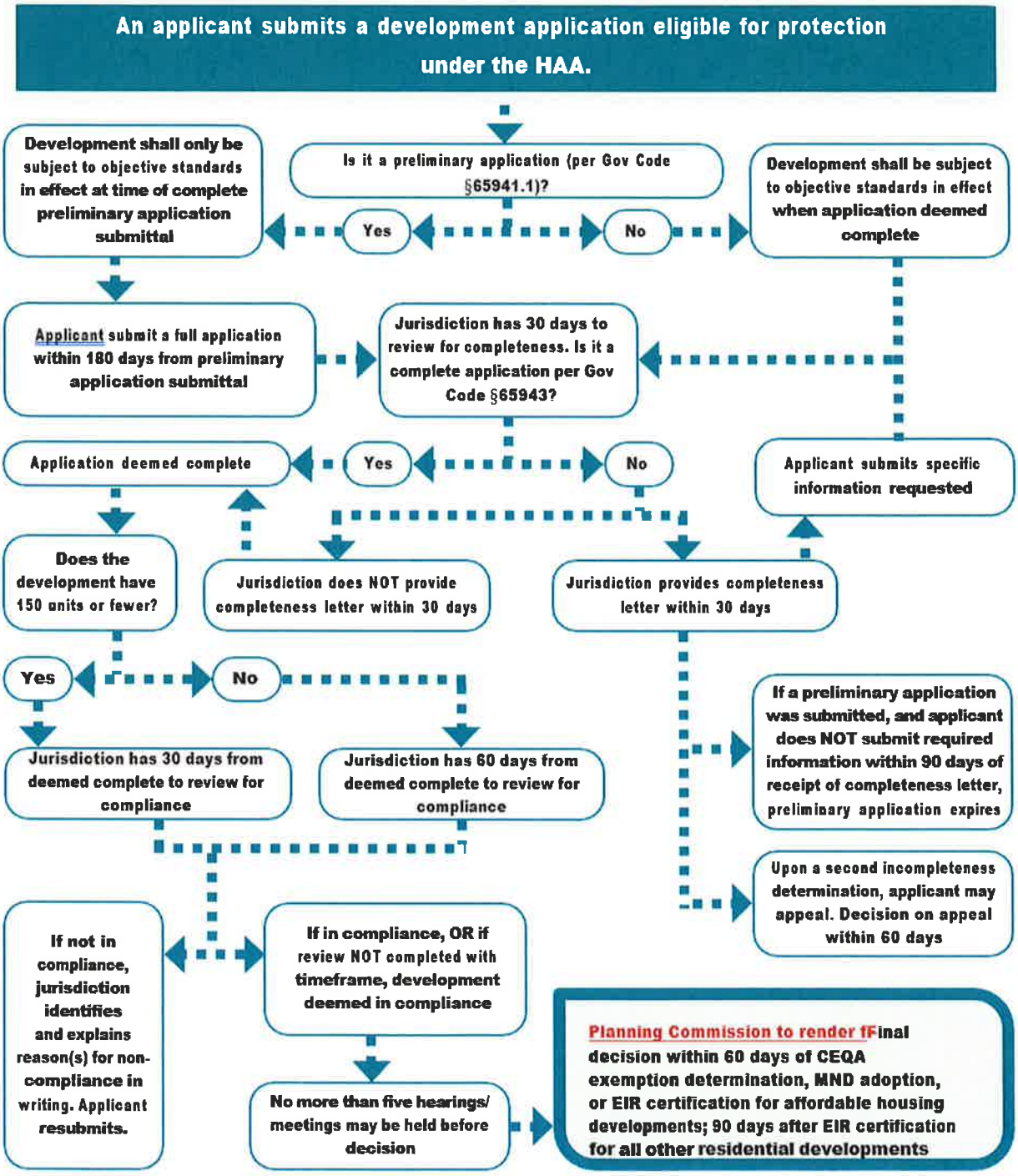


Figure 10-20.11.020.3: Process for Developments Eligible for Housing Accountability Act (HAA) Protection (Government Code §65589.5)



10-20.11.030 Adjustments to Standards

1. **Purpose.** This Section is intended to allow for minor deviations from certain standards in this Title for specific situations that make compliance not possible because of the prescriptive nature of the standards.

2. **Applicability.** This Section applies to developments subject to Section 10-20.11.020 (Procedures). The Planning ~~Director~~ Commission may grant an Adjustment for only the standards identified as follows:

   A. Development sites less than 6% slope. See Table A (Adjustments to Standards for Development Sites Less Than 6% Slope).

   B. Development sites over 6% slope. See Table B (Adjustments to Standards for Development Sites Over 6% Slope).

3. **Procedures.** Adjustment requests shall be reviewed and processed as follows:

   A. The Adjustment shall be processed concurrently with the development involving the request(s) for adjustment(s). The adjustment request(s) shall be processed in compliance with the applicable procedures in Section 10-20.11.020 (Procedures); or

   B. If the development for which an Adjustment is requested is beyond what is authorized in Table A (Adjustments to Standards for Development Sites Less Than 6% Slope) and/or Table B (Adjustments to Standards for Development Sites Over 6% Slope), the adjustment will be processed only up to the amount authorized in these Tables.

   C. Adjustment requests that involve any of the following features (i.e., historic building/feature, tree, rock outcrop, and/or utility ~~infastructure~~infrastructure) shall be accompanied by existing documentation identifying the feature(s).

   D. Depending on the unique characteristics and dimensions of an individual parcel, it is possible that the full ~~develoment~~development potential of the zone may not be ~~achieveable~~achievable even after applying the allowed adjustments ~~o~~in the Section.

4. **Measuring Bays**

A. **Applicability.** All buildings, with or without wings must have defined bays, as specified in Subsection 10-20.06.150.1 (Bay Composition).

B. **Bay Measurement.**

(1) Boundaries of each bay shall extend vertically from the lower boundary of the main body or wing to the upper boundary of the same division and shall not intersect any opening.

(2) Boundary is considered to lie at the midpoint between successive openings unless marked by an expression of vertical structure on the façade. Bay width shall be measured horizontally from one boundary to the next.

C. **Building Types and Bays**. Bays shall be placed according to the following methodology. An example of the methodology is shown in Figure 15 (Example of Massing Type and Bays).

(1) Select main body massing type from Subsection 3 (Building Size and Massing) of the selected building type (e.g., Sloped Roof L). See Figure 10-20.12.030.15A (Select Main Body Massing Composition).

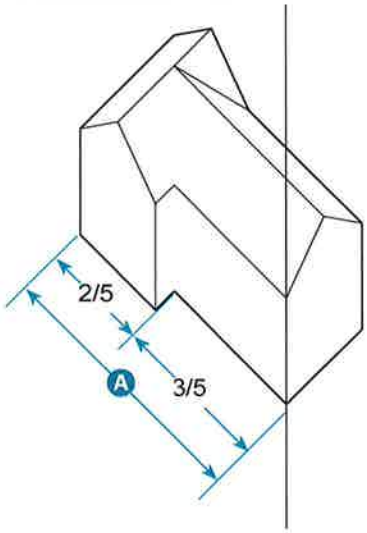
(2) Within each volume/facade of the main body massing, identify and apply a number of bays within the allowed range. See Figure 10-20.12.030.15B (Identify the Required Number or Range of Bays).

(3) See Figure 10-20.12.030.15C (Examples of Bay ~~Compostions~~Compositions in Compliance with Required Massing Proportions) for examples that are consistent with the intent of this standard.

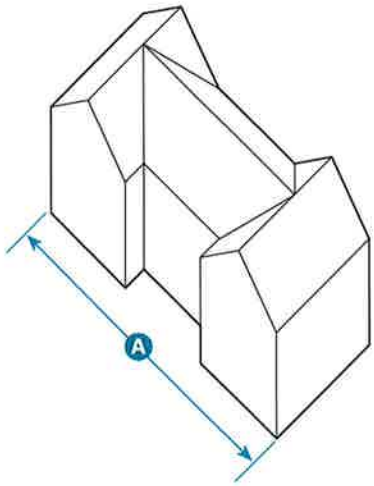
Figure 10-20.12.030.15: Example of Massing Type and Bays

A. Select Main Body Massing Composition

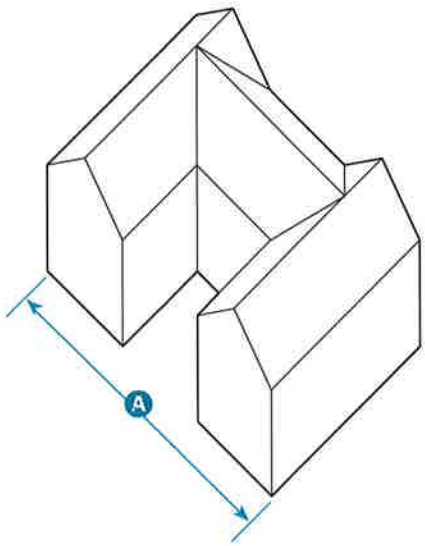
Sloped Roof L



Sloped Roof Forecourt



Sloped Front Courtyard



Key

A Required Massing Proportions and Number of Bays

TOWN OF
SAN ANSELMO
EST. 1907

TOWN OF SAN ANSELMO
PLANNING COMMISSION STAFF REPORT

For the meeting of July 15, 2024

Agenda Item 5.D

Date: July 15, 2024

To: Chair Asselstine and Members of the Planning Commission

From: Heidi Scoble, Planning Director

Subject: Conduct an Annual Review of the Objective Design and Development Standards (ODDS) and Consideration of Amendments to the ODDS to implement State Housing Law, Clarify the Appropriate Review Authority and Procedures, and Correct Typographical Errors. The proposed ordinance is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

RECOMMENDATION

That the Planning Commission hold a public hearing and adopt a Resolution (see **Attachment 1**) recommending that the Town Council adopt an Ordinance (see **Attachment 2**) amending the Zoning Code to allow changes to Title 10, Chapter 20, Objective Design and Development Standards.

BACKGROUND:

In response to changes in State housing laws that have been aimed at increasing housing production by limiting local jurisdiction discretion, reducing processing timeframes, and requiring that only objective design and development standards may be imposed on certain projects, in 2019, the Town was awarded a $160,000 grant under Senate Bill 2 (SB 2) to work on a collaborative effort with other Marin County jurisdictions to create Objective Design and Development Standards (ODDS) for projects which would qualify under the new State law.

ODDS are defined by the State Department of Housing and Community Development as those that "*involve no personal or subjective judgment by a public official"* and being "*uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official*."

The purpose of the ODDS is to provide a clear, streamlined, and standardized design and development process for development. ODDS are also important for the following reasons:

1. **Consistency and Uniformity**: ODDS provide a consistent framework for design and development, ensuring that all projects meet certain quality and performance standards. This uniformity helps maintain a coherent aesthetic and functional environment within a community, particularly in situations where subjective design review is prohibited by State law .

2. **Efficiency in Approval Processes**: ODDS provide clear and objective standards that streamline the approval process for development projects. The streamline approval process reduces delays and uncertainty, allowing projects to proceed more quickly and predictably.

3. **Quality Assurance**: ODDS help ensure that all developments meet basic quality criteria by establishing minimum standards. The required design standards improve the overall quality of the built environment, making it compatible with the community and the development more predictable.

4. **Transparency and Fairness**: ODDS provide a transparent basis for decision-making, reducing the potential for bias or arbitrary decisions. The ODDS promote fairness and equity in the approval process.

5. **Community Confidence**: ODDS provide clear standards that help build trust between developers, planners, and the community. The community can be confident that new developments will meet certain standards and contribute positively to their neighborhood.

6. **Legal Clarity**: ODDS reduce the likelihood of legal disputes by providing clear guidelines that developers must follow. This clarity helps avoid conflicts and facilitates smoother project implementation.

7. **Encouragement of Best Practices**: ODDS often incorporate best practices in design and development, encouraging innovation and high-quality outcomes. This can lead to more sustainable, resilient, and livable communities.

8. **Environmental and Social Benefits**: By including standards for sustainability, accessibility, and community well-being, ODDS, in conjunction with the Town's Green Building Code can promote developments that are environmentally responsible and socially beneficial.

After 12 public meetings with both the Planning Commission and Town Council since 2019, on August 22, 2023, the Town Council adopted Town Council Ordinance No. 1180 approving the ODDS.

The ODDS were amended on January 23, 2024, by Town Council Ordinance No. 2024-1184, to clarify that the ODDS are also applicable to additions or modifications to existing structures,

clarify how to measure height, and formatting changes to make the readability of the ODDS more clear.

See **Attachment No. 6** for links to all past Planning Commission and Town Council public meetings and related staff reports/attachments regarding the ODDS.

As currently developed, the ODDS only apply to properties zoned multi-family (R-2 or R-3) and commercial (C-1, C-2, C-L and C-3) under the 2023-2031 Housing Element. The ODDS do not apply to new or remodeled single-family homes, creation of two or more units on a single-family residential (R-1) zoned property, including Senate Bill 9 (SB 9) projects, where the standards of the current Zoning Code would continue to apply, or stand-alone commercial projects. The ODDS function as a parallel Zoning Code (e.g., addresses allowable land uses, required parking spaces, maximum densities, and floor area ratio restrictions) for these specific project types. Accordingly, if a project cannot meet the objective standards established by the ODDS, then the project would not be allowed to use the ODDS and subject to the traditional, discretionary review process established by the Town's adopted Zoning Code, unless a State Density Bonus Incentive, Concession, and/or Waiver is required per California Government Code Section 65915 (California State Density Bonus Law). Please note that if a requested Incentive, Concession, and/or Waiver will have a specific, adverse impact on public health or safety, the physical environment, will have an adverse impact on any real property listed in the California Register of Historical Resources, or if it is contrary to state or federal law, the jurisdiction may deny the request. See **Attachment 7** for an overview of California State Density Bonus Incentives, Concessions, and/or Waivers.

DISCUSSION:

At the July 17, 2023, Planning Commission meeting, the Commission requested an annual review of the ODDS to gather feedback (see Attachment 8). Since their adoption, the Town has not received any applications requesting the use of the ODDS, so there is currently no feedback to report. However, the Planning Department is requesting consideration of amendments to Town regulations, including changes to the review authority, reclassification of Housing Accountability Act (HAA) projects from ministerial to discretionary as permitted by state law, and miscellaneous cleanup (e.g., correct typos, updating dates, current Government Code references, and formatting).

By way of background, the Housing Accountability Act, Government Code, § 65589.5, establishes a streamlined process for projects of 2 or more residential units and limits a jurisdiction's ability to deny or make infeasible projects that comply with objective standards. HAA projects are not ministerial and design review may still apply so long as it is not used to deny a project that is consistent with objective development standards.

Regarding Town review authority, the ODDS currently designate the Planning Director as the final decision-maker on whether a project complies with ODDS and may be permitted. The initial recommendation to appoint the Planning Director as the review authority for ODDS projects was based on the following rationale:

1. The review relies on objective design and development standards, eliminating the need for subjective judgments.
2. The projects are classified as ministerial, meaning no public notice or public hearing is required.

Upon reconsideration, even though the project review is based on the ODDS and other objective Town development standards, which involves no judgment beyond ensuring compliance with these standards, staff suggests that a public forum for community comments on ODDS projects would be beneficial. While the review scope remains limited to the objective standards, a public meeting format would facilitate community input. This approach would provide a broader platform for community feedback during an agendized meeting and help determine if future amendments are necessary. In such hearings, the Planning Commission's consideration would be limited to determining if a project satisfied the objective standards contained in the ODDS and other objective zoning code standards.

Regarding the reclassification of HAA projects from ministerial to discretionary, on May 1, 2023, the Planning Commission received a presentation on the ODDS, including a list of state laws mandating objective review. While many of these laws require ministerial approval, as noted above, the HAA does not preclude the application of Design Review so long as it is not used to deny or make infeasible a project that otherwise complies with objective standards. Therefore, staff is requesting consideration of amendments to the current regulations to require a duly noticed public hearing for all HAA projects utilizing the ODDS.

Recommended amendments to regulations include changing the review authority to the Planning Commission and requiring all HAA projects to be classified as discretionary, which will include review for CEQA compliance.[1] Miscellaneous code clean up provisions are also included.

Lastly, to ensure high-quality design, staff recommends amending the ODDS to include projects seeking ministerial approval under Government Code Section 65583.2(h) and (i). For background purposes, as part of the Housing Element Update and consistent with Government Code Section 65583.2(h) and (i), the Town identified underutilized/non-vacant Housing Opportunity Sites to meet the mandated Regional Housing Needs Allocation.

California Government Code Section 65583.2, subdivisions (h) and (i), outlines the requirements for identifying and evaluating sites suitable for residential development within a jurisdiction's housing element. These sections also mandate a "by right" approval process for projects located on non-vacant, underutilized lots that are designated Housing Element Opportunity Sites, are at least half an acre in size, have the capacity to accommodate residential densities, are feasible for redevelopment, and have no constraints that would preclude development.

[1] By changing the definition of projects under the HAA from ministerial to discretionary, CEQA will apply. Note that CEQA does not apply to ministerial projects.

In total, the Town's Housing Element includes that following 17 Housing Element Opportunity Sites that are eligible for ministerial approval:

- 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, 222, 224, and 270 Greenfield Ave
- Site 25: 5 W Hillside Ave
- Site 26: 6 W Hillside Ave and 130 Greenfield Ave
- Site 40: 120 and 130 Sir Francis Drake Blvd
- Site 50: 121 San Anselmo Ave
- Site 61: 305 San Anselmo Ave

Since Government Code Section 65583.2(h) and (i) allows local jurisdictions to adopt an ordinance requiring design review, staff recommends that any project requesting approval under this code section be processed using the ODDS. Projects in this category would still be approved ministerially, with objective design and development standards applied to ensure high-quality design integrity and compatibility with San Anselmo's small-town character.

Based on the above, staff recommends the following amendments to Title 10, Chapter 20, Objective Design and Development Standards:

Article 1, Introduction

- Amend Table10-20.040.A, Applicability Table, to add Government Code Section 65583.2
- Amend Section 10-20.01.040, Applicability, Note 4 to clarify that SB 35, AB 2011, and Government Code Section 65583.2 projects are ministerial and exempt from CEQA
- Amend Section 10-20.01.040, Applicability, to add Note 5 to state that SB 330/HHA projects are discretionary projects and subject to CEQA.

Article 3, Zones

- Amend Section 10-20.03.020(1), General Requirement, to correct a typo to change, "foollowing" to "following".

Article 5, General to Development Sites

- Section 10-20.05.020(2)(B), Screening, Design Standards for Screening, Screening Height Measurement, correct a type to change "alllowed" to "allowed".
- Section 10-20.05.030(3)(B)(2), Landscaping and Lighting, Design Standards, Allowed Landscaping Materials, correct a typo to change "abutts" to "abuts".

Article 7, Specific to Frontage Types

- Section 10-20.07.110(3), Gallery, Miscellaneous, correct a typo to reference Section 10-20.05.030 (Landscaping and Lighting).

Article 11, Administration

- Amend Section 10-20.11.010, Purpose, to include AB 2011 and Government Code Section 65583.2 (h) and (i)
- Amend Section 10-20.11.020(1)(A)(2), Procedures for Applications Filed Under SB 35, Applicability, to reflect SB 423 which was adopted on October 11, 2023, and extended SB 35 to January 1, 2036.
- Amend Section 10-20.11.020(E)(1), Scope of Review, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.020(E)(2), Review Timeframes, Consistency Review, to add, “or designee” after Planning Director.
- Amend Section 10-20.11.020(E)(3)(a), Compliance Determination, Compliant Application, to change “Town” to “Planning Commission”.
- Amend Section 10-20.11.020(E)(3)(b), Compliance Determination, Non-Compliant Application, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.020(E)(3)(b)(i), Compliance Determination, Non-Compliant Application, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.020(2) to add a new section for Procedures Filed Under AB 2011.
- Amend Section 10-20.11.020(3) to add a new section for Procedures Filed Under Government Code Section 65583.2 (h) and (i).
- Amend Section 10-20.11.020(G)(3), Expiration, to update a reference to Government Code Section 65913.4(g).
- Amend Section 10-20.11.020(G)(4), Extension, to update a reference to Government Code Section 65913.4(g)(2)(B).
- Renumber Section 10-20.11.020(4).
- Amend 10-20.11.020(4)(F)(1)(b), Housing Development without Preliminary Application Submittal, to change “was” to “is”.
- Amend 10-20.11.020(4)(F)(1)(b), Housing Development without Preliminary Application Submittal, to change “Planning Director” to “Planning Commission” and to delete “however, if the Planning Director is not the Review Authority, the Planning Director may serve as the Review Authority, if necessary, to...”
- Amend 10-20.11.020(4)(F)(3), Review Authority, to change the review authority information from Planning Director to Planning Commission.
- Amend 10-20.11.020(4)(G)(1)(a), Findings and Decision, Findings, to change “Planning Director” to “Planning Commission”.
- Amend 10-20.11.020(4)(G)(1)(b), Findings and Decision, Findings, to change “Planning Director” to “Planning Commission”.
- Amend 10-20.11.020(4)(G)(2), Findings and Decision, Findings, to change “Planning Director” to “Planning Commission”.

- Amend figures 10-20.11.020.1 and 10-20.11.020.1, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-2.11.030(2), Adjustments to Standards, Applicability, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.030(3)(C) and (D), Adjustments to Standards, Procedures, to correct the following typos, “infrastructure”, “development”, “achievable”, and “in”.

Article 12, Definitions

- Amend Section 10-20.12.030(4)(c)(3), Measurement Methods, Measuring Bays, Building Types and Bays, to correct a typo by changing “Compostions” to “Compositions”.

GENERAL PLAN CONSISTENCY

The Ordinance is consistent with the General Plan goals, principles, and policies identified below:

- Land Use Goal 3: New developments shall be integrated harmoniously into San Anselmo's existing neighborhoods and commercial areas.
- Land Use Goal 5: Accommodate the housing needs of a socially and economically diverse population.
- Land Use Principle 1: Current land use in San Anselmo is to be the basis for determining the distribution of future land use in the community.
- Land Use Policy 3.4: Mixed residential and housing opportunity development is also appropriate along major traffic arterials and adjacent to commercial and office areas.
- Land Use Policy 11.2: Medium- and large-scale development projects in both single-family and mixed residential areas shall provide for a variation in building heights and exterior wall and roof articulation to avoid monotonous structures with a large, blank visual bulk and mass.

In addition, the Ordinance amendment would be consistent with the Draft 2023-2031 Housing Element, specifically Action 3.1b and Action 3.2a.

CEQA AND CLIMATE ACTION PLAN CONFORMANCE

The Ordinance amendments are exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Amendments would have a significant effect on the environment. The Amendments would make no changes to land uses, development intensities, or the rate at which development is expected to occur, and therefore would have no significant environmental effect. The amendments are consistent with the Town’s Climate Action Plan.

Attachments/Exhibits

Attachment 1 – Resolution
Attachment 2 – Draft Ordinance
Attachment 3 – Redline Version of the Draft Amended ODDS (Select Pages)
Attachment 4 – Draft Amended ODDS- Clean Copy
Attachment 5 – Chronology of Public Meetings Related to the Adoption of the San Anselmo Objective Design and Development Standards (ODDS)
Attachment 6 – Overview of California State Density Bonus Incentives, Concessions, and/or Waivers
Attachment 7 – July 17, 2023, Planning Commission Minutes

SAN ANSELMO PLANNING COMMISSION
RESOLUTION NO. 2024-XX

RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SAN ANSELMO RECOMMENDING TOWN COUNCIL ADOPTION OF AN ORDINANCE AMENDMENT TO TITLE 10, CHAPTER 20 "OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS" TO IMPLEMENT STATE HOUSING LAW, CLARIFY REVIEW AUTHORITY AND PROCEDURES, AND CORRECT TYPOGRAPHICAL ERRORS

WHEREAS, all communities in the State of California, including the Town of San Anselmo, face a housing crisis that includes the lack of access to affordable housing, which has a direct negative impact on the public health, safety, and welfare of the residents of San Anselmo; and

WHEREAS, in order to encourage the development of housing to ease the housing crisis, several State laws allow only the application of objective design and development standards; and

WHEREAS, State law defines objective design and development standards as those that involve no personal or subjective judgement by a public official, and are uniformly verifiable by reference to an external and uniform benchmark and criterion available and knowable by both the development applicant or proponent and the public official; and

WHEREAS, the Housing Accountability Act (HAA), Government Code section 65589.5, limits a municipality's ability to deny, reduce the density of, or make infeasible a housing development project (2 or more units), emergency shelter, or transitional/supportive housing that are consistent objective design and development standards; and

WHEREAS, California Senate Bill 35, Government Code section 65913.4, and Assembly Bill 2011, Government Code sections 65912.110-140 require that qualifying multi-unit residential or mixed-use projects be ministerially approved if in compliance with objective design and development; and

WHEREAS, Government Code Section 65583.2(h) and (i) allows the ministerial development on designated Housing Element Housing Opportunity sites when at least 20 percent of the units are affordable to lower income households; and

WHEREAS, the Town of San Anselmo was awarded funding pursuant to a State Grant established by California Senate Bill 2 (SB 2) for actions to increase housing, and a portion of this money was utilized to collaborate with other Marin jurisdictions to hire a consultant team lead by Opticos Design, who prepared draft objective design and development standards consistent with the character of existing development in Marin County, which could be tailored by each jurisdictions to meet the needs of its unique community (ODDS Toolkit); and

WHEREAS, on August 22, 2023, the San Anselmo Town Council adopted Ordinance No. 1180, adopting the San Anselmo Objective Design and Development Standards (Title 10, Chapter 10-20); and

WHEREAS, on January 23, 2024, the San Anselmo Town Council adopted Ordinance No. 2024-1184 to ensure the San Anselmo Objective Design and Development Standards are consistent with the State Housing Laws and Clarify or Simplify Existing Regulations; and

WHEREAS, amendments to the San Anselmo Objective Design and Development Standards are warranted to implement State housing law, clarify the appropriate review authority and procedures, and to correct typographical errors; and

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

WHEREAS, the Ordinance Amendments herein are exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that they will have a significant effect on the environment; and

WHEREAS, the Ordinance Amendments are consistent with the Town's current and draft 2023-2031 Housing Element which contain policies to consider and adopt objective design and development standards; and

WHEREAS, a public hearing notice was published in the Marin IJ on July 3, 2024 and posted in three places on July 3, 2024 pursuant to Government Code section 65090 giving notice of the Planning Commission's consideration of recommendation of the proposed Zoning Code Amendments contained herein; and

WHEREAS, the Planning Commission held a duly noticed public hearing on July 15, 2024 to consider recommendation of said Amendments to the Town Municipal Code.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The above recitals are true and correct and incorporated as findings herein.
2. The Planning Commission of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendments with deletions in strikethroughs, and additions in underline, as set forth in **Exhibit "A"**.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the San Anselmo Planning Commission on the 15th day of July 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

ATTEST: _____
Heidi Scoble, Planning Director

EXHIBIT "A"
Redline Version of Title 10, Chapter 20 Objective Design and Development Standards
(Select Pages)

10-20.01.040 Applicability

1. In areas subject to this FBC, the standards in this FBC prevail unless stated otherwise.
2. This FBC applies to proposed development as identified in Table A (Applicability).

Table 10-20.01.040.A: Applicability

Development Type	Housing Accountability Act (HAA) Applies[1]	Senate Bill 35 (SB 35) Applies[2]	Assembly Bill 2011 (AB 2011) Applies[3]	Government Code Section 65583.2 Applies[4]
Single-Unit House	No	No	No	No
Transitional Housing	Yes			
Supportive Housing	Yes	See Multi-Family Housing		
Emergency Shelter	Yes			
Farmworker Housing	Yes			
Multi-Family Housing	**2 or more residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 20% of the units are affordable to lower income households**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Mixed-Use Development	**2 or more residential units and at least 2/3 of square footage designated for residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 50% of the very low and low-income housing needs to be accommodated and that the residential use occupies at least 50% of the total floor area of a mixed-use project.**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Other Development				
Non-Residential	No	No	No	No

[1] See Government Code §65589.5 for additional eligibility criteria and specific protections by development type.

[2] See Government Code §65913.4(a) for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[3] See Government Code §65912.100-131 for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[4] See Government Code §65583.2(h) and (i) for additional eligibility criteria (e.g., affordability provisions).

3. This FBC also applies to additions or modifications to structures previously approved under the provisions of this Title or under the provisions of the San Anselmo Municipal Code.
4. SB 35, AB 2011, and Government Code Section 65583.2 applications shall be processed ~~ministeriallyas~~ a ministerial permit, not considered to be a "project" pursuant to Division 13 (commencing with Section 2100) of the Public Resources Code (AKA the California Environmental Quality Act (CEQA)) and shall comply with all provisions of this FBC unless otherwise stated or permitted pursuant to California state law. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).

4.5. An HHA application shall be processed as a discretionary project, ~~subject to~~ the CEQA Guidelines, and shall comply with the provisions of this FBC unless otherwise stated or permitted pursuant to California state law. ~~Applications proposed for ministerial approval as allowed pursuant to California state law shall comply with all provisions of this FBC unless otherwise stated. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).~~

Article 3: Zones

Sections:

10-20.03.010 Purpose
10-20.03.020 General Requirements
10-20.03.030 Overview of Zones
10-20.03.040 Neighborhood.Small (N.S)
10-20.03.050 Neighborhood.Medium (N.M)
10-20.03.060 Main Street.Small (MS.S)
10-20.03.070 Adjacency Requirements

10-20.03.010 Purpose

This Article provides zones and standards to implement the San Anselmo General Plan to generate and support the variety of physical character of the intended development.

10-20.03.020 General Requirements

1. The FBC uses three form-based zone districts to regulate and generate the intended physical character. Each zone district ("zone") regulates the ~~foollowing~~following eight topics:

   A. Intent: the intended physical character and range of uses;

   B. Sub-zones: whether or not a sub-zone applies, allowing a broader list of building types and/or frontage types in specific geographic areas;

   C. Building type and development site size: the menu of allowed building types and the associated minimum site dimensions.

   D. Building form: the maximum overall building height, minimum ground floor height, and maximum building footprint (coverage);

   E. Building placement: the minimum to maximum building setbacks and requirements for façade design;

   F. Encroachments: allowed encroachments into required setbacks;

   G. Parking: the required location and design requirements for parking and vehicle access; and

   H. Frontages: the menu of allowed frontage types required at building entries along thoroughfares and public/common open spaces.

Article 5: General to Development Sites

Sections:

10-20.05.010 Purpose
10-20.05.020 Screening
10-20.05.030 Landscaping and Lighting
10-20.05.040 Parking and Loading
10-20.05.050 Slope Standards
10-20.05.060 Public Frontage Standards
10-20.05.070 Privacy Standards
10-20.05.080 Service and Utility Standards

10-20.05.010 Purpose

This Article provides standards to ensure that new development accomplishes the following:

1. Makes a positive contribution to the development pattern of the area;
2. New or altered structures are compatible with the design and use of existing structures on neighboring properties;
3. Respects the existing conditions of neighboring properties; and
4. Does not adversely affect neighboring properties, with "adversely affect" meaning to impact in a substantial, negative manner the habitability of these properties.

10-20.05.020 Screening

1. **Intent**. This Section provides standards for screening, fences, and walls for the protection of property, the enhancement of privacy, the attenuation of noise, and the improvement of the visual environment.
2. **Design Standards for Screening.** Except for wall- and ground-mounted equipment that is not visible from the public right-of-way or abutting development sites, all equipment shall comply with the following:
   A. **Screening Height Maximums.** Screening shall not exceed the maximums identified in Table A (Maximum Screening Height).
   B. **Screening Height Measurement.** Screening height shall be measured as the vertical distance between the finished grade at the base of the screen and the top edge of the screen material. No combination of wall and screen shall exceed the maximum height ~~allowed~~allowed in Table A (Maximum Screening Height).

B. **Allowed Landscaping Materials**

(1) Required landscaped areas shall be composed of trees, shrubs and groundcover, and shall exclude areas occupied by structures, hardscape, and pools, in compliance with the following minimum standards:

(a) Trees shall be planted at 15-gallon size or larger;

(b) Shrubs shall be planted at one-gallon size or larger;

(c) Ground cover shall be planted at spacing of a minimum 12 inches on center;

(d) Decorative nonliving landscaping materials including, but not limited to, sand, stone, or gravel may be used up to 10 percent of required landscape areas.

(2) Street trees. Where the sidewalk ~~abutts~~abuts the subject property, street trees, of at least 15-gallon size, spaced no further than 35 feet apart, double-staked, shall be planted between the curb and the back of sidewalk, where missing. If there is no sidewalk, the street trees shall be placed in planters at least four feet by six feet without encroaching into the parking or travel lane.

C. **Species Selection**

(1) Native and drought tolerant species are required to meet the minimum standards, in conformance with Title 9, Chapter 22 (Water Efficient Landscaping).

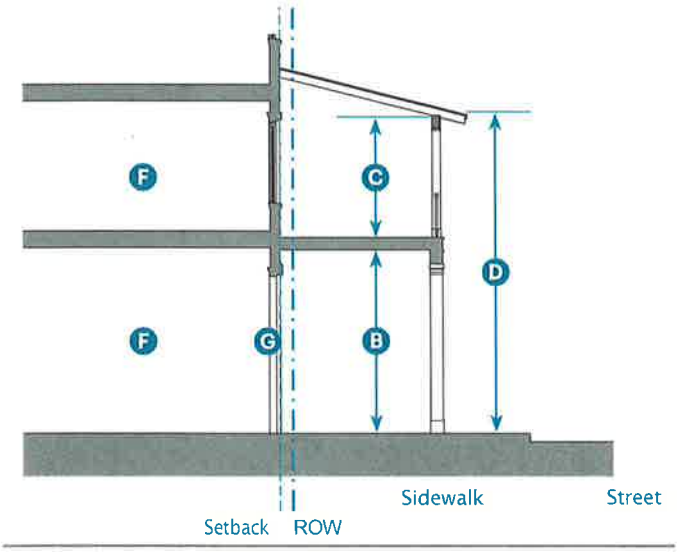
(2) Landscaping shall be in compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan).

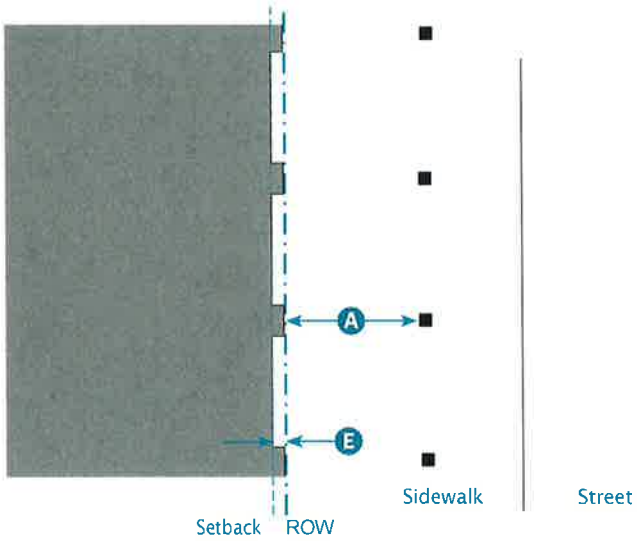
D. **Existing Vegetation**

(1) On-site trees of caliper size 12 inches minimum, measured at 52 inches above grade, shall be protected trees. On-site trees of caliper size 22 inches minimum, measured at 52 inches above grade, shall be heritage trees. In compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan), Acacia, Eucalyptus, Plum, Privet, and Monterey Pine trees are neither protected trees nor heritage trees and may be removed.

(2) Protected trees shall be replaced at a ratio of two replacement protected or heritage trees to one removed protected tree (2:1). Heritage trees shall be replaced at a ratio of three replacement heritage trees to one removed heritage tree (3:1).

(3) All protected and heritage trees removed for construction of a residential unit shall be replaced on-site with a minimum 24-inch box tree. Table B below defines the tree types that qualify as eligible replacements.





Key

ROW/ Dev't Site Line ---- Setback Line

2. Size		
Depth, Clear	8' min.	A
Ground Floor Height, Clear	12' min.	B
Upper Floor Height, Clear	9' min.	C
Height	2 stories max.	D
Gallery Setback from Public ROW	18" min. (clear)	E

3. Miscellaneous	
Habitable space	F
Galleries shall also follow the standards for the Shopfront Frontage Type (10-20.07.090).	G
Galleries shall have a consistent depth across the entire front and/or side street facade.	
Galleries are allowed to project over the sidewalk in the public ROW.	
The second story of the Gallery may be covered.	
Planting is not required. Lighting is required within the gallery in compliance with Section 10-20.05.030 (Landscaping and Lighting) ~~Section x.xx.xxx (Jurisdiction's On-Site Lighting Standards).~~	
Ramps are required to be integrated along the side of the building to connect with the Gallery, where applicable.	
The Gallery shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.	

Article 11: Administration

Sections:

10-20.11.010 Purpose
10-20.11.020 Procedures
10-20.11.030 Adjustments to Standards

10-20.11.010 Purpose

This Article is intended to establish procedures for applications eligible for streamlined review consistent with State law (i.e., SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i)) and for reviewing applications under the Housing Accountability Act (HAA). The Town is responding to State mandates and including application procedures in the FBC that are compliant with State law but reflect the unique conditions and procedures within the Town. The intent of SB 35, AB 2011, Government Code Section 65583.2 (h) and (i), and the HAA is to facilitate and expedite the construction of housing through the application of objective standards and, with SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i), ministerial and streamlined approval procedures. These procedures shall be used in conjunction with the objective standards contained in this FBC as applicable.

10-20.11.020 Procedures

1. **Procedures for Applications Filed Under SB 35**

   A. **Applicability**

   (1) This Section applies to housing development projects applying for approval under Government Code §65913.4 and replaces the Town's procedures for reviewing discretionary applications.

   (2) This Section shall remain in effect for the same period as SB 35 provisions contained in Government Code §65913.4. Unless SB 35 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 20326, and as of that date is repealed.

   (3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under SB 35.

   (4) The Department of Housing and Community Development is charged with developing guidelines for implementing SB 35. These procedures may change if required by changes in those guidelines or in Government Code §65913.4.

E. Compliance Review

(1) **Scope of Review**. The Planning ~~Director's~~ Commission's scope of review is limited to all of the provisions contained in Government Code §65913.4(a) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65913.4(a) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the ~~Town~~ Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E.
Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning ~~Director~~ Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning ~~Director~~ Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for SB 35 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for SB 35 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning ~~Director~~ Commission shall approve the application if the Planning ~~Director~~ Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, including objective subdivision standards.

(2) **Conditions of Approval.** The Planning ~~Director~~ Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or ~~shall~~designee, shall process any approvals needed as required by Government Code §65913.4(h)(3).

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning ~~Director~~ Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning ~~Director~~ Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years; however, an application approval shall not expire if the development includes public investment in housing affordability, beyond tax credits, where 50 percent of the units are affordable to households making at or below 80 percent of the area median income consistent with Government Code §65913.4(~~g~~f).

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted consistent with Government Code §65913.4(~~f~~g)(2)(B)3).

2. **Procedures for Applications Filed Under AB 2011**

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65912 commencing with Section 65912.100 and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as AB 2011 provisions contained in Government Code §65912.104. Unless AB 2011 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2033, and as of that date is repealed.

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under AB 2011.

B. **Definitions.** Terms defined in Government Code §65912.101 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant shall file a notice of intent to submit an AB 2011
application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full AB 2011 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65912 commencing with Section 100 shall be required.

E. **Compliance Review**

(1) **Scope of Review.** The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65912 commencing with Section 100 and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65912 commencing with Section 100 and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §§65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall complete any design review or public oversight

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 150 or fewer housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. Post-decision Procedures

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 150 or fewer housing units.

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i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years.

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted

3. Procedures for Applications Filed Under Government Code Section 65583.2 (h) and (i)

A. Applicability

(1) This Section applies to housing development projects applying for approval under Government Code §65583.2(h) and (i) and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as contained in Government Code §65583.2(h) and (i).

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under Government Code §65583.2(h) and (i).

B. Definitions.

Terms defined in Government Code §65583.2 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. Application Filing

(1) **Preliminary Application Filing (Optional).** An applicant may file a notice of intent to submit a Government Code §65583.2 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full Government Code §65583.2 application.

D. Completeness Review.

The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review.

E. **Compliance Review**

(1) **Scope of Review**. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65583.2(h) and (i) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65583.2 (h) and (i) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all provisions contained in Government Code §§65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall make the following determination:

i. The Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application, and the Town shall review it for compliance with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for Government Code §65583.2 (h) and (i) streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

ii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years.

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted.

4. Procedures for Aapplications Ffiled Underconsistent with the /HAA

A. **Applicability**

(1) This Section applies to housing development projects as defined by Government Code §65589.5(h)(2).

(2) This Section shall remain in effect for the same period as provisions contained in the Government Code §65589.5 (HAA). Any provisions that are not extended by the State Legislature shall be repealed as of the date those provisions in the HAA are deemed null and void.

B. **Definitions.** Terms defined in Government Code §65589.5 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65589.5.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a preliminary application consistent with Government Code §65941.1.

(a) A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full application for the housing development.

(2) **Full Application.** An applicant may file a full application for a housing development without filing a preliminary application. The full application shall be filed on a form provided by the Town with the required fee.

D. **Conflicting Procedures.** This Section provides additional procedures that shall be followed for applicable projects. If conflicts occur between the Town's procedures and the procedures of this Section, this Section shall control.

F. **Compliance Review**

(1) **Scope of Review**

(a) **Housing Development with a Preliminary Application Submittal.** A housing development for which a preliminary application was submitted shall only be subject to the ordinances, policies, and standards adopted and in effect when the preliminary application is submitted, except in the following circumstances:

i. A fee, charge, or other monetary exaction increase resulting from an automatic annual adjustment based on an independently published cost index that is referenced in the ordinance or resolution establishing the fee or monetary exaction.

ii. A preponderance of the evidence in the record establishes that subjecting the housing development to an ordinance, policy, or standard beyond those in effect when the preliminary application was submitted is necessary to mitigate or avoid a specific, adverse impact upon the public health or safety, and there is no feasible alternative method to satisfactorily mitigate or avoid the adverse impact.

iii. Subjecting the housing development to an ordinance, policy, standard, or any other measure, beyond those in effect when the preliminary application was submitted is necessary to avoid or substantially lessen an impact consistent with CEQA.

iv. The housing development has not commenced construction within 2.5 years following the date of the housing development's final approval (as defined in Government Code §65589.5(o)(1)(D)).

v. The number of residential units or square footage of construction proposed changes by 20 percent or more, exclusive of any increase resulting from a density bonus, incentive, concession, waiver, or similar provision.

(b) **Housing Development without a Preliminary Application Submittal.** A housing development shall be subject to objective standards in effect when the application ~~was~~is deemed complete.

(2) **Review Timeframes**

(a) Applications for housing development containing 150 or fewer units shall be reviewed for compliance with applicable objective standards within 30 calendar days of being deemed complete.

(b) Applications for housing development containing more than 150 units shall be reviewed for compliance with applicable objective standards within 60 calendar days of being deemed complete.

(3) **Review Authority.** The Planning ~~Director~~ Commission shall be the Review Authority consistent with the Town's procedures for the full application for the application type(s) set forth in Title 10, Chapter 3, Articles 7 through 16 and shall ~~; however, if the Planning Director is not the Review Authority, the Planning Director may serve as the Review Authority, if necessary, to~~ comply with Review Timelines described in Subsection 2.F.

(4) **Compliance Determination**

(a) The Planning ~~Director~~ Commission shall identify the specific standard(s) that the project does not comply with and provide an explanation of the reason(s) why the housing development is considered to be inconsistent or non-compliant with identified provisions and shall provide the written determination to the applicant.

(b) A housing development is considered in compliance with this FBC, and shall not require a Zoning Map Amendment, if the housing development complies with objective General Plan standards but the zoning for the housing development site is inconsistent with the General Plan.

(5) **Limited Hearings/Meetings.** If a housing development complies with applicable objective standards, the Town shall not conduct more than five public hearings (including continuances), workshops, or similar meetings after the full application is complete in connection with the approval of the housing development consistent with Government Code §65905.5. Meetings required by CEQA are exempt from the limit.

G. **Findings and Decision**

(1) **Findings**

(a) If the proposed housing development complies with applicable objective General Plan, zoning, and subdivision standards and criteria, including design review standards, the Planning ~~Director~~ Commission may only deny the housing development or conditionally approve the housing development at a lower density if the Planning ~~Director~~ Commission makes written findings supported by a preponderance of the evidence in the record that:

i. The housing development would have a specific, adverse impact upon the public health or safety unless the housing development is denied or conditionally approved at a lower density. A "specific, adverse impact" means a "significant, quantifiable, direct, and unavoidable impact, based on identified written public health or safety standards, policies, or conditions as they existed on the date that the project was deemed complete"; and

ii. There is no feasible method to satisfactorily mitigate or avoid the adverse impact other than the denial of the housing development or conditional approval of the housing development at a lower density.

(b) If the housing development includes 20 percent of units affordable to very low or low-income households, 100 percent of units affordable or moderate or middle income households, or an emergency shelter, the Planning ~~Director~~ Commission shall approve the housing development unless the Planning ~~Director~~ Commission makes written findings supported by a preponderance of the evidence in the record, as to at least one of the findings in Government Code §65589.5(d).

(2) **Decision Timeframes.** The Planning ~~Director~~ Commission shall approve or deny the housing development within the following applicable period:

(a) 90 days from Environmental Impact Report certification;

(b) 60 days from Environmental Impact Report certification for an affordable housing development consistent with Government Code §65950(a)(3);

(c) 60 days from adoption of a Negative Declaration; or

(d) 60 days from determination of CEQA exemption.

H. **Post-Decision Procedures.** Post-decision procedures for the required permit (full application) shall be followed provided those procedures do not conflict with applicable Government Code sections for housing developments (i.e., HAA, Government Code §65589.5).

Figure 10-20.11.020.1: Process for Developments Eligible for SB 35 Streamlining with 150 units or Fewer (Government Code §65913.4)

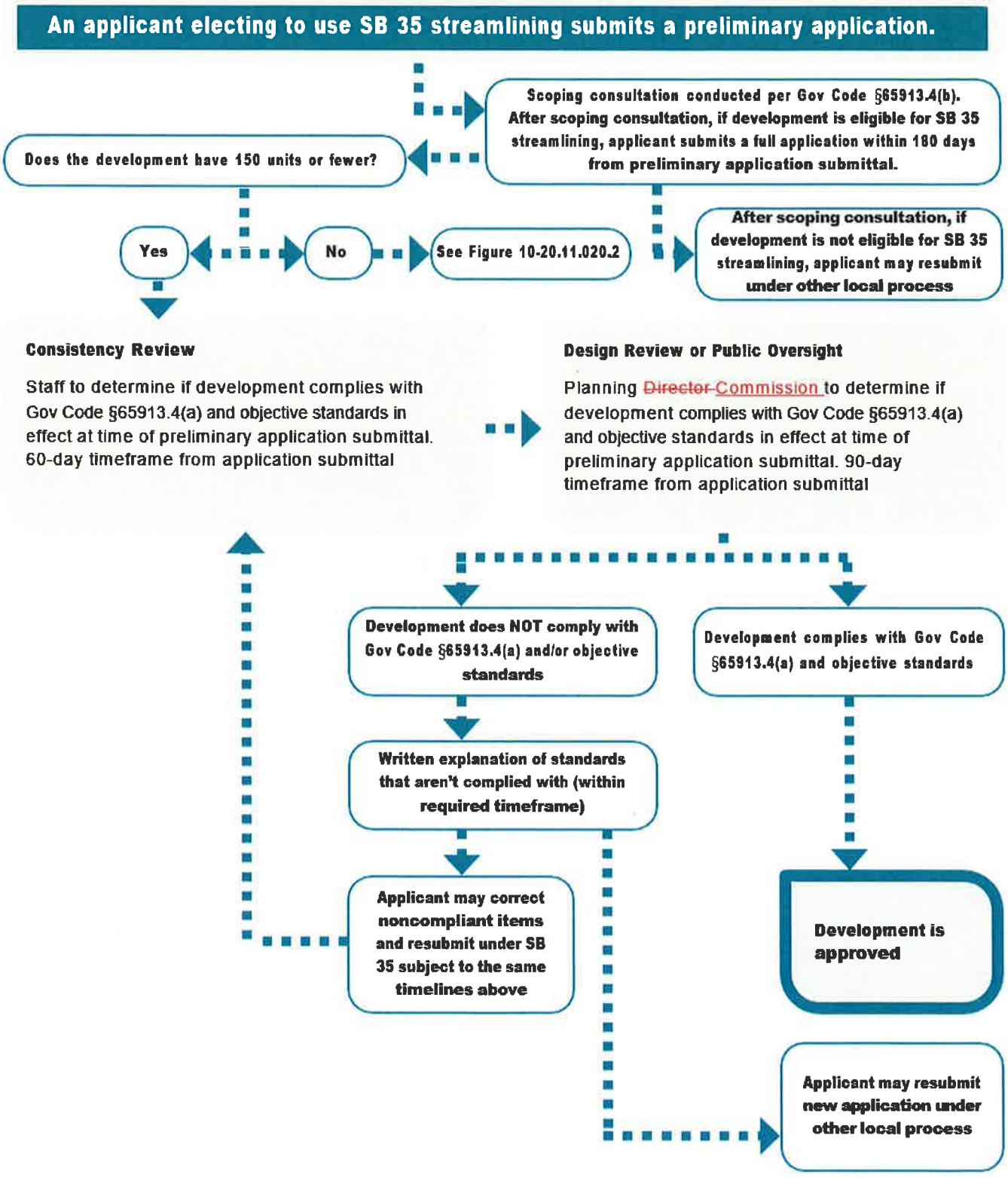


Figure 10-20.11.020.2: Process for Developments Eligible for SB 35 Streamlining with 151 units or More (Government Code §65913.4)

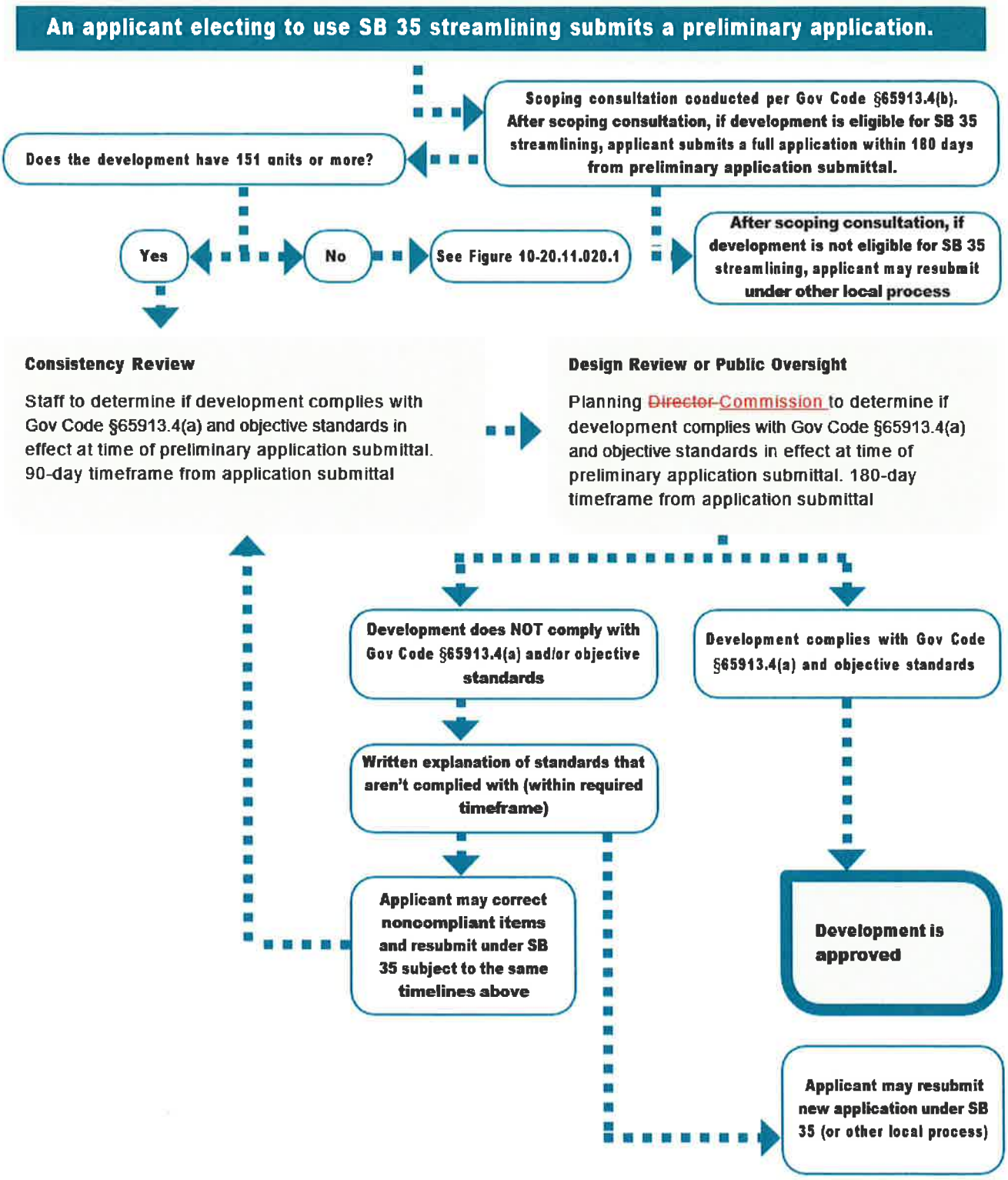


Figure 10-20.11.020.3: Process for Developments Eligible for AB 2011 Streamlining with 150 units or Fewer (Government Code §65912 Commencing with Section 65912.100)

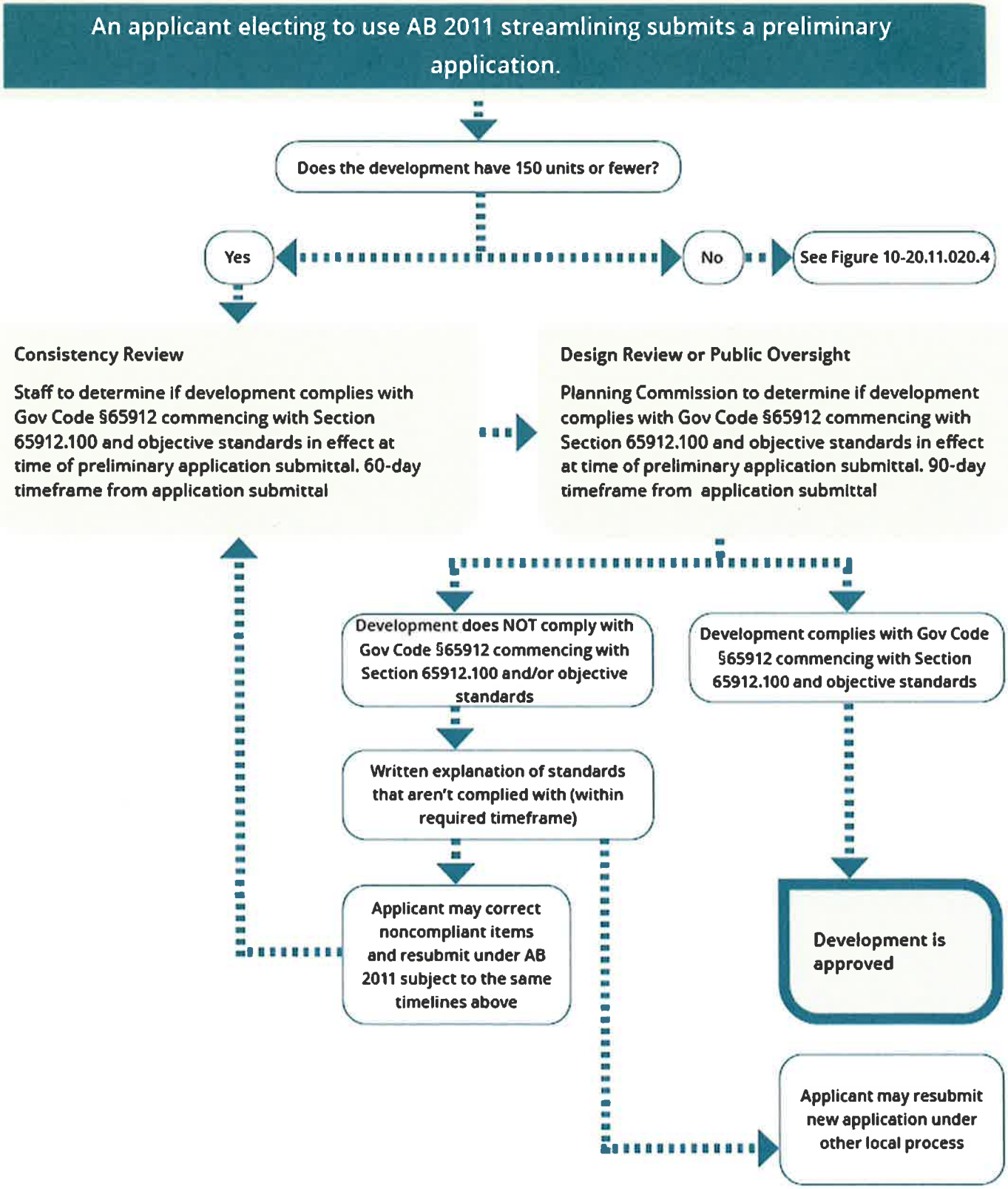


Figure 10-20.11.020.4: Process for Developments Eligible for AB 2011 Streamlining with 151 units or More (Government Code §65912 Commencing with Section 65912.100)

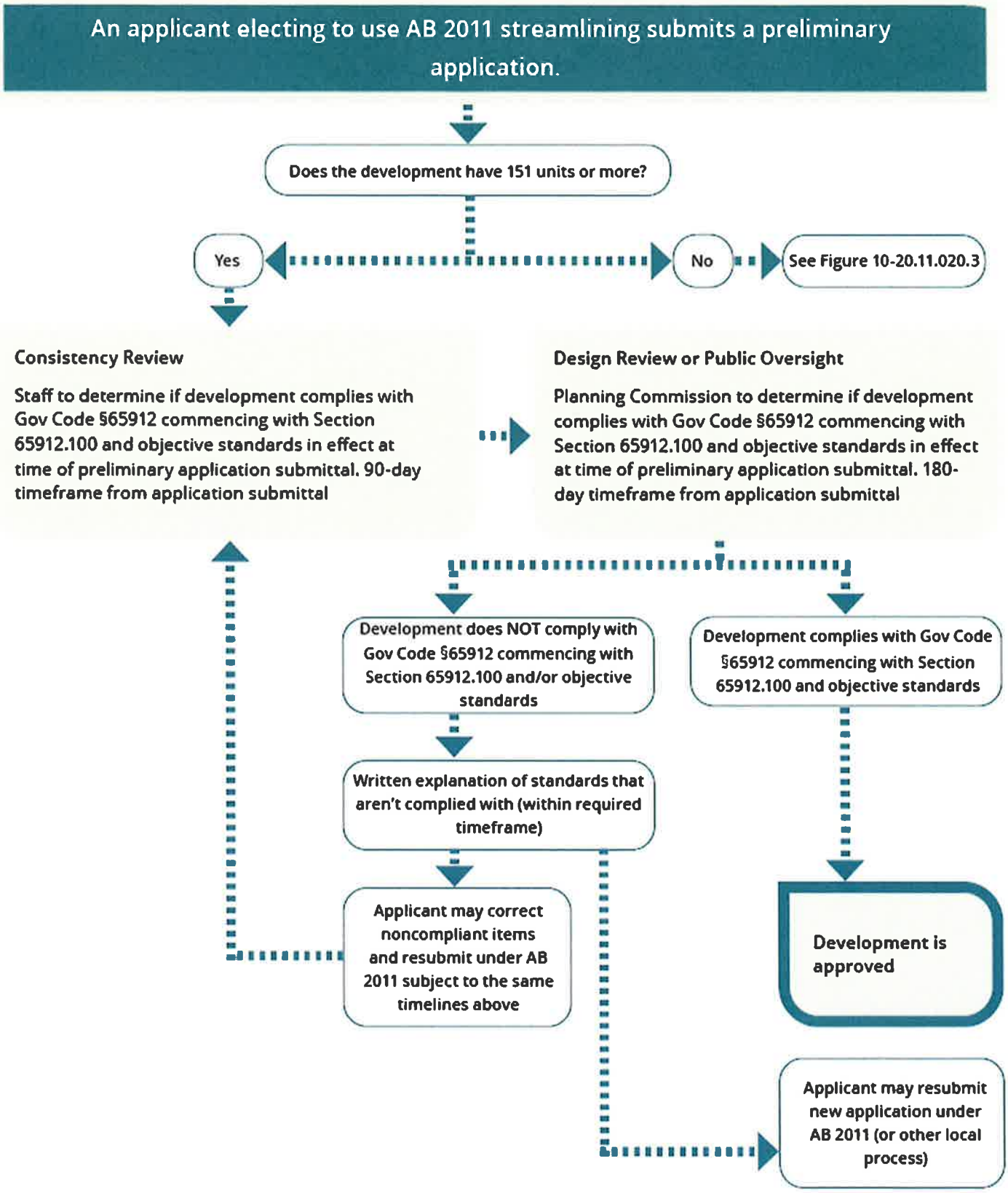
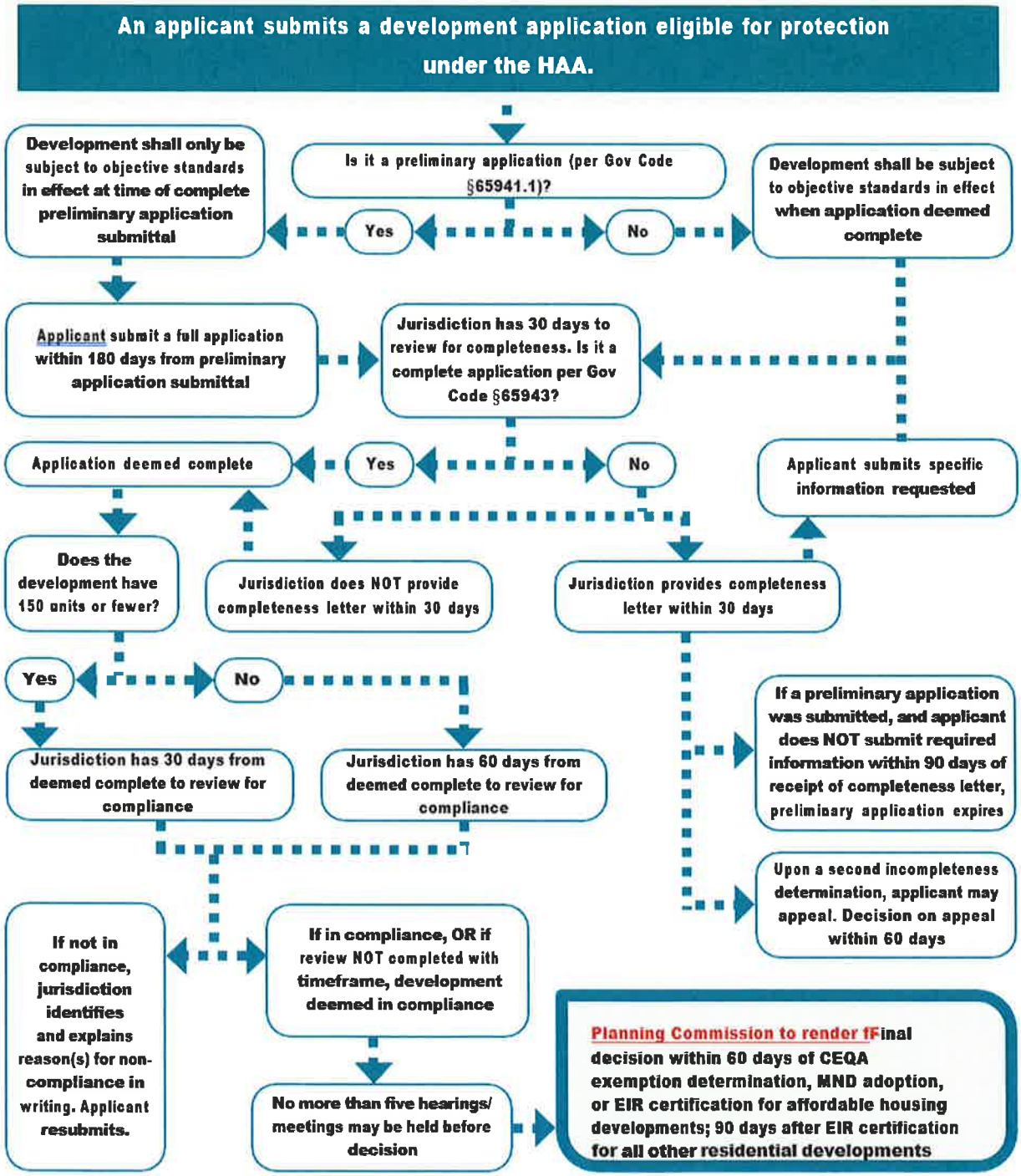


Figure 10-20.11.020.3: Process for Developments Eligible for Housing Accountability Act (HAA) Protection (Government Code §65589.5)



10-20.11.030 Adjustments to Standards

1. **Purpose.** This Section is intended to allow for minor deviations from certain standards in this Title for specific situations that make compliance not possible because of the prescriptive nature of the standards.

2. **Applicability.** This Section applies to developments subject to Section 10-20.11.020 (Procedures). The Planning ~~Director~~ Commission may grant an Adjustment for only the standards identified as follows:

   A. Development sites less than 6% slope. See Table A (Adjustments to Standards for Development Sites Less Than 6% Slope).

   B. Development sites over 6% slope. See Table B (Adjustments to Standards for Development Sites Over 6% Slope).

3. **Procedures.** Adjustment requests shall be reviewed and processed as follows:

   A. The Adjustment shall be processed concurrently with the development involving the request(s) for adjustment(s). The adjustment request(s) shall be processed in compliance with the applicable procedures in Section 10-20.11.020 (Procedures); or

   B. If the development for which an Adjustment is requested is beyond what is authorized in Table A (Adjustments to Standards for Development Sites Less Than 6% Slope) and/or Table B (Adjustments to Standards for Development Sites Over 6% Slope), the adjustment will be processed only up to the amount authorized in these Tables.

   C. Adjustment requests that involve any of the following features (i.e., historic building/feature, tree, rock outcrop, and/or utility ~~infastructure~~infrastructure) shall be accompanied by existing documentation identifying the feature(s).

   D. Depending on the unique characteristics and dimensions of an individual parcel, it is possible that the full ~~develoment~~development potential of the zone may not be ~~achieveable~~achievable even after applying the allowed adjustments ~~o~~in the Section.

4. **Measuring Bays**

A. **Applicability.** All buildings, with or without wings must have defined bays, as specified in Subsection 10-20.06.150.1 (Bay Composition).

B. **Bay Measurement.**

(1) Boundaries of each bay shall extend vertically from the lower boundary of the main body or wing to the upper boundary of the same division and shall not intersect any opening.

(2) Boundary is considered to lie at the midpoint between successive openings unless marked by an expression of vertical structure on the façade. Bay width shall be measured horizontally from one boundary to the next.

C. **Building Types and Bays**. Bays shall be placed according to the following methodology. An example of the methodology is shown in Figure 15 (Example of Massing Type and Bays).

(1) Select main body massing type from Subsection 3 (Building Size and Massing) of the selected building type (e.g., Sloped Roof L). See Figure 10-20.12.030.15A (Select Main Body Massing Composition).

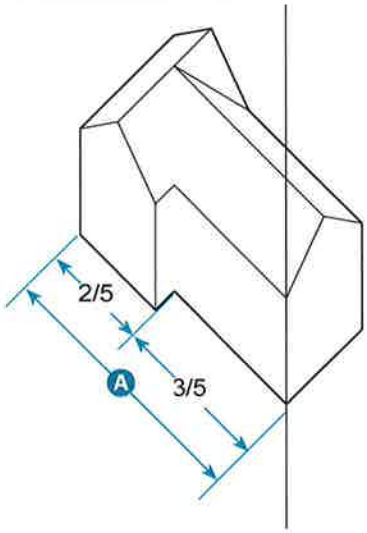
(2) Within each volume/facade of the main body massing, identify and apply a number of bays within the allowed range. See Figure 10-20.12.030.15B (Identify the Required Number or Range of Bays).

(3) See Figure 10-20.12.030.15C (Examples of Bay ~~Compostions~~Compositions in Compliance with Required Massing Proportions) for examples that are consistent with the intent of this standard.

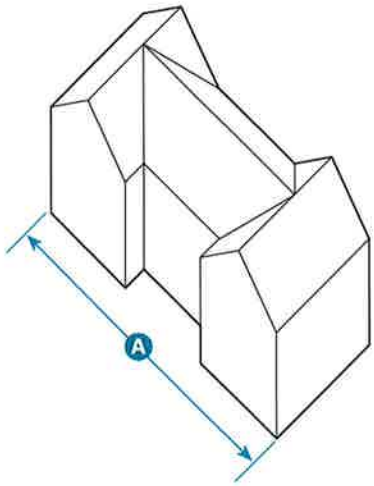
Figure 10-20.12.030.15: Example of Massing Type and Bays

A. Select Main Body Massing Composition

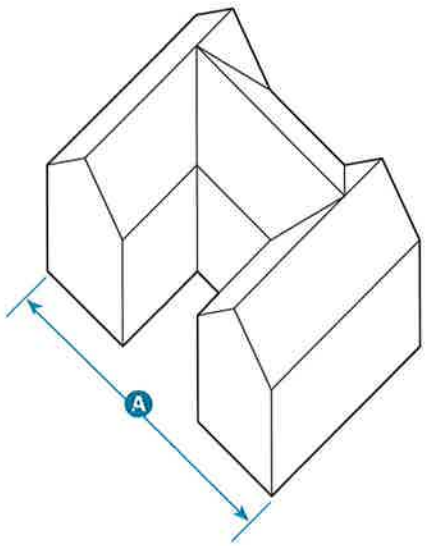
Sloped Roof L



Sloped Roof Forecourt



Sloped Front Courtyard



Key

A Required Massing Proportions and Number of Bays

ORDINANCE NO. 2024-XXX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO RECOMMENDING AMENDING TITLE 10, CHAPTER 20 "OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS" TO IMPLEMENT STATE HOUSING LAW, CLARIFY REVIEW AUTHORITY AND PROCEDURES, AND CORRECT TYPOGRAPHICAL ERRORS

WHEREAS, all communities in the State of California, including the Town of San Anselmo, face a housing crisis that includes the lack of access to affordable housing, which has a direct negative impact on the public health, safety, and welfare of the residents of San Anselmo; and

WHEREAS, in order to encourage the development of housing to ease the housing crisis, several State laws allow only the application of objective design and development standards; and

WHEREAS, State law defines objective design and development standards as those that involve no personal or subjective judgement by a public official, and are uniformly verifiable by reference to an external and uniform benchmark and criterion available and knowable by both the development applicant or proponent and the public official; and

WHEREAS, the Housing Accountability Act (HAA), Government Code section 65589.5, limits a municipality's ability to deny, reduce the density of, or make infeasible a housing development project (2 or more units), emergency shelter, or transitional/supportive housing that are consistent objective design and development standards; and

WHEREAS, California Senate Bill 35, Government Code section 65913.4, and Assembly Bill 2011, Government Code sections 65912.110-140 require that qualifying multi-unit residential or mixed-use projects be ministerially approved if in compliance with objective design and development; and

WHEREAS, Government Code Section 65583.2(h) and (i) allows the ministerial development on designated Housing Element Housing Opportunity sites when at least 20 percent of the units are affordable to lower income households; and

WHEREAS, the Town of San Anselmo was awarded funding pursuant to a State Grant established by California Senate Bill 2 (SB 2) for actions to increase housing, and a portion of this money was utilized to collaborate with other Marin jurisdictions to hire a consultant team lead by Opticos Design, who prepared draft objective design and development standards consistent with the character of existing development in Marin County, which could be tailored by each jurisdictions to meet the needs of its unique community (ODDS Toolkit); and

WHEREAS, on August 22, 2023, the San Anselmo Town Council adopted Ordinance No. 1180, adopting the San Anselmo Objective Design and Development Standards (Title 10, Chapter 10-20); and

WHEREAS, on January 23, 2024, the San Anselmo Town Council adopted Ordinance No. 2024-1184 to ensure the San Anselmo Objective Design and Development Standards are consistent with the State Housing Laws and Clarify or Simplify Existing Regulations; and

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WHEREAS, amendments to the San Anselmo Objective Design and Development Standards are warranted to implement State housing law, clarify the appropriate review authority and procedures, and to correct typographical errors; and

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

WHEREAS, the Ordinance Amendments are consistent with the Town's current Housing Element and Draft 2023-2031 Housing Element and the Town's General Plan Land Use Goals 3 and 5, Principle 1, and Policies 3.4 and 11.2; and

WHEREAS, the Planning Commission held a duly noticed public hearing on July 15, 2024 to consider recommendation of said Amendments to the Town Municipal Code; and

WHEREAS, a public hearing notice was published in the Marin IJ on July 10, 2024, and posted in three places on July 10, 2024, pursuant to Government Code section 65090 giving notice of the Town Council's consideration of recommendation of the proposed Zoning Code Amendments contained herein; and

WHEREAS, the Town Council held a public hearing on July 23, 2024, to consider the Planning Commission recommendation and introduce the draft Ordinance; and

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

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

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

SECTION 3: The Town Council of the Town of San Anselmo does hereby recommend that the Town Council adopt the proposed Ordinance Amendments with deletions in strikethroughs, and additions in underline, as set forth in **Exhibit "A"**.

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 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 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

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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.

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

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Eileen Burke, Mayor

ATTEST:_____
Serge Avila, Town Clerk

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EXHIBIT "A"

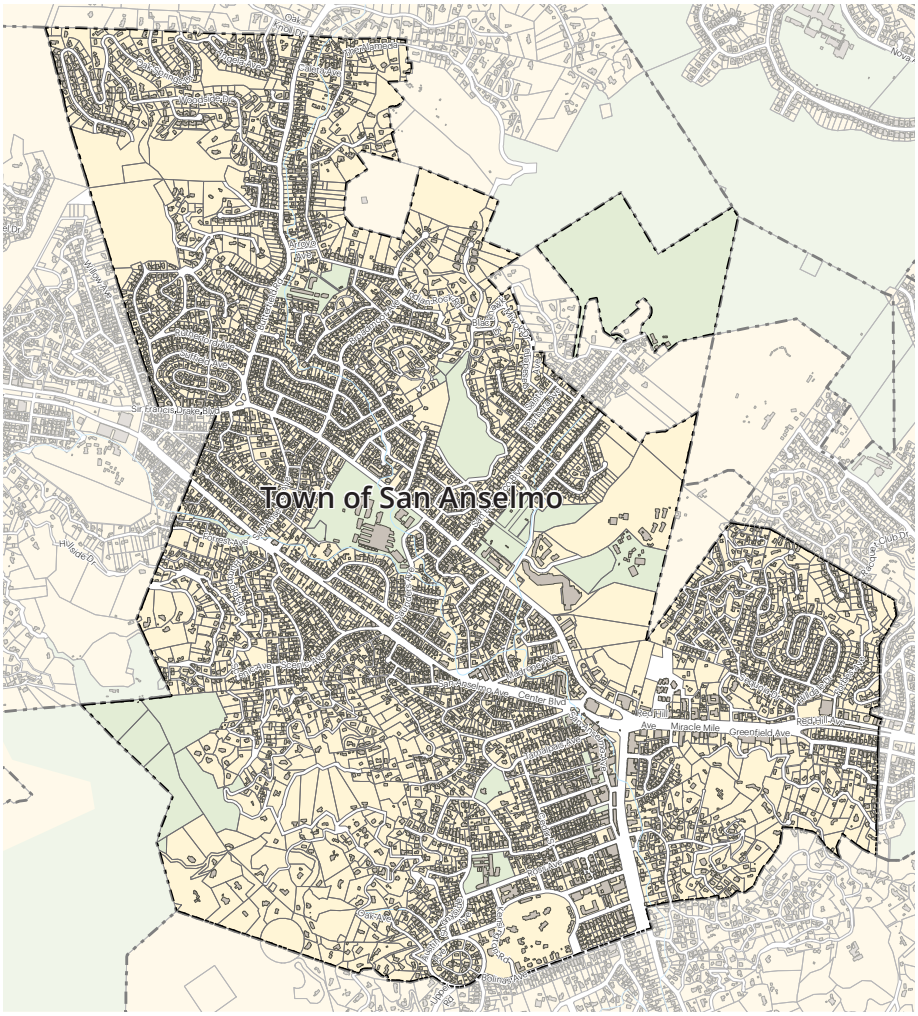
Title 10, Chapter 20, Objective Design and Development Standards

[*Final Clean Version of the Amended ODDS will be included with final Ordinance*]

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Attachment 5

Attachment 4









Title 10, Chapter 20: Objective Design and Development Standards

Prepared for Town of San Anselmo

Amended July 2024

OPTICOS

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Quick Code Guide for Developments Less Than Three Acres

The following graphic is intended as a summary guide. Please refer to San Anselmo's written permit procedures and application standards for all necessary information.

1 Determine your Maximum Zoning Envelope[1]

Identify your zone, see Article 3 (Zones)	a. Select your building type(s)	Subsection 3 of the zone
	b. Comply with building placement standards	Subsection 5 of the zone
	c. Comply with building form and height standards	Subsection 4 of the zone
	d. Select from allowed uses	See Title 10, Chapter 3, Article 3 (Land Use Regulations) for the underlying zone's allowed uses
	e. Comply with parking standards	Subsection 7 of the zone
	f. Select your private frontage type	Subsection 8 of the zone
Identify your building type standards, see Article 6 (Specific to Building Types)	a. Select your detailed massing type	Subsections 3 of the building type
	b. Comply with the standards	Subsections 1, 2, 4-7 of the building type

[1] Developments that propose multiple development sites shall apply this process for each development site.

2 Connect Ground Floor to Adjacent Streetscape

Apply your private frontage type(s), see Article 7 (Specific to Private Frontage Types)	Based on your selected private frontage type(s), comply with the standards	Subsections 1-4 of the private frontage type

3 Design your Building

Identify your architectural standards, see Article 8 (Specific to Architectural Design)	Based on your selected detailed massing type, select your architectural style	Subsections 1-16 of the architectural style

Quick Code Guide for Developments Less Than Three Acres (Continued)

4 Proceed to Approval Process

If adjustments are proposed, see Section 10-20.11.030 (Adjustments to Standards)	Meet the required findings to be eligible for the adjustment to the standard(s)	Section 10-20.11.030 (Adjustments to Standards)
Identify your approval procedure, see Article 11 (Administration)	Comply with the procedure standards	Section 10-20.11.020 (Procedures)

Quick Code Guide for Developments Over Three Acres

The following graphic is intended as a summary guide. Please refer to San Anselmo's written permit procedures and application standards for all necessary information.

1 Design your Walkable Neighborhood Plan (WNP)

Identify your WNP design process, see Subsection 10-20.10.020.1	Comply with the standards	Section 10-20.10.020 (General to Walkable Community Design)
Prepare WNP	Comply with the standards	Section 10-20.10.030 (Walkable Neighborhood Plan)

2 Determine your Maximum Zoning Envelope[1]

Identify your zone(s), see Article 3 (Zones)	For each WNP: a. Select your building type(s)	Subsection 3 of the zone
	b. Comply with building placement standards	Subsection 5 of the zone
	c. Comply with building form and height standards	Subsection 4 of the zone
	d. Select from allowed uses	See Title 10, Chapter 3, Article 3 (Land Use Regulations) for the underlying zone's allowed uses
	e. Comply with parking standards	Subsection 7 of the zone
	f. Select your private frontage type for each building type	Subsection 8 of the zone
Identify your building type standards, see Article 6 (Specific to Building Types)	a. Select your detailed massing type for each building type	Subsections 3 of the building type
	b. Comply with the standards	Subsections 1, 2, 4-7 of the building type

[1] This process shall be applied to each development site.

Quick Code Guide for Developments Over Three Acres (Continued)

3 Connect Ground Floor of each Building Type to Adjacent Streetscape

Apply your private frontage types to each building type, see Article 7 (Specific to Private Frontage Types)	Based on your selected building types, comply with the standards	Subsections 1-4 of the private frontage type

4 Design your Buildings

Identify your architectural standards, see Article 8 (Specific to Architectural Design)	Select your architectural style standards for each building type	Subsections 1-16 of the architectural style

5 Proceed to Approval Process

If adjustments are proposed, see Section 10-20.11.030 (Adjustments to Standards)	Meet the required findings to be eligible for the adjustment to the standard(s)	Section 10-20.11.030 (Adjustments to Standards)
Identify your approval procedure, see Article 11 (Administration)	Comply with the procedure standards	Section 10-20.11.020 (Procedures)

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Article 1: Introduction

Sections:

10-20.01.010 Purpose
10-20.01.020 What is a Form-Based Code?
10-20.01.030 Guiding Principles
10-20.01.040 Applicability
10-20.01.050 Relationship to San Anselmo General Plan
10-20.01.060 Relationship to the San Anselmo Municipal Code
10-20.01.070 Application of the Form-Based Code

10-20.01.010 Purpose

This Form-Based Code (FBC) sets forth the objective design and development standards applicable to housing developments which qualify under California State law for streamlined review and is consistent with objectives of the San Anselmo General Plan to facilitate housing production and preserve the highly valued character and scale of the Town's walkable centers, neighborhoods, and corridors.

10-20.01.020 What is a Form-Based Code?

Form-Based Coding (FBC) represents a paradigm shift in the way that the built environment is regulated. The formal short definition of a FBC is as follows:

Form-Based Codes foster predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. These codes are adopted into city or county law as regulations, not mere guidelines. Form-Based Codes are an alternative to conventional zoning.

-Form-Based Codes Institute

Unlike conventional, use-based codes, FBCs utilize the intended form and character, rather than use as the organizing framework of the code. This FBC is informed by the three physical context types found in San Anselmo: Natural, Walkable, and Auto-Oriented Suburban. FBCs implement the key characteristics that comprise the physical character of different areas (place types) documented across the community. Further, FBCs regulate a series of important elements not just to create a good individual building, but a high-quality place. The terminology in FBCs reflects the intended physical form and hierarchy of different places. For example, instead of a zone being labeled "commercial" or "mixed use," it might be called "main street." The term "main street" ties back to the intended physical form or place, which includes a mix of uses, civic spaces, streets, frontages, and building types that create walkable urbanism.

It is also important to note that while FBCs primarily regulate the intended physical form, they regulate use secondarily. FBCs allow a range of uses that are carefully chosen to maximize compatibility between uses and the intended physical form of the zone. The use-tables in a FBC are simplified and categorized by use-type, and clearly defined, to allow a greater degree of administrative decision-making related to particular uses.

10-20.01.030 Guiding Principles

The FBC is guided by the following principles in implementing the San Anselmo General Plan:

1. Across the Town, the FBC:
    A. Provides clear and effective development standards that allow for streamlined review processes and the predictable production of housing;
    B. Supports a diversity of housing choices appropriate to their location;
    C. Ensures appropriately-scaled infill development;
    D. Reinforces and enhances community design and character in support of the community's vision with: a variety of neighborhoods; main street areas as the cultural and commercial heart of the community; and neighborhoods with centers along pleasant and convenient corridors that interconnect the Town;
    E. Removes barriers to revitalization and reinvestment through clear, objective, and context-sensitive standards;
    F. Ensures that each building plays a role in creating a better whole, not just a good building; and
    G. Promotes development patterns that support safe, effective, and multi-modal transportation options for all users and help reduce greenhouse gas emissions.
2. Within the Downtown area, the FBC:
    A. Reinforces the main street as a cultural and commercial destination accommodating appropriately-scaled infill housing, mixed-use, and cultural development compatible with existing historic buildings; and
    B. Facilitates transitions from single-use areas to mixed-use employment centers that are compatible with adjacent residential neighborhoods and public access.
3. Within residential neighborhoods, the FBC:
    A. Protects the character of established neighborhoods and builds upon and reinforces the unique physical characteristics of the Town's walkable neighborhoods;
    B. Supports new walkable neighborhood patterns through new networks of well-designed multi-modal streets that are safe for pedestrians and cyclists; and
    C. Promotes neighborhoods with quality housing and diverse, context-sensitive housing choices.
4. Along major transportation corridors, the FBC:
    A. Promotes a variety of housing choices;
    B. Promotes small local businesses as an important part of the Town's economy;
    C. Promotes incremental infill and revitalization;
    D. Reinforces neighborhood main streets as centers to continue as social and commercial focal points, with services and amenities for the surrounding neighborhoods located within a safe, comfortable walking distance of homes;
    E. Balances pedestrian comfort and place-making with traffic efficiency; and
    F. Promotes and accommodates high-quality community design.

10-20.01.040 Applicability

1. In areas subject to this FBC, the standards in this FBC prevail unless stated otherwise.
2. This FBC applies to proposed development as identified in Table A (Applicability).

Table 10-20.01.040.A: Applicability

Development Type	Housing Accountability Act (HAA) Applies[1]	Senate Bill 35 (SB 35) Applies[2]	Assembly Bill 2011 (AB 2011) Applies[3]	Government Code §65583.2 (h) and (i) Applies[4]
Single-Unit House	No	No	No	No
Transitional Housing	Yes	See Multi-Family Housing		
Supportive Housing	Yes			
Emergency Shelter	Yes			
Farmworker Housing	Yes			
Multi-Family Housing	**2 or more residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 20% of the units are affordable to lower income households**
Affordable	Yes	Yes	Yes	Yes
Market Rate[3]	Yes	No[2]	No[3]	Yes
Mixed-Use Development	**2 or more residential units and at least 2/3 of square footage designated for residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 50% of the very low and low-income housing needs to be accommodated and that the residential use occupies at least 50% of the total floor area of a mixed-use project**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Other Development				
Non-Residential	No	No	No	No

[1] See Government Code §65589.5 for additional eligibility criteria and specific protections by development type.

[2] See Government Code §65913.4(a) for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[3] See Government Code §65912.100-131 for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[4] See Government Code § 65583.2(h) and (i) for additional eligibility criteria (e.g., affordability provisions).

3. This FBC also applies to additions or modifications to structures previously approved under the provisions of this Title or under the provisions of the San Anselmo Municipal Code.
4. SB 35, AB 2011, and Government Code Section 65583.2 applications shall be processed as a ministerial permit, not considered to be a "project" pursuant to Division 13 (commencing with Section 2100) of the

Public Resources Code (AKA the California Environmental Quality Act (CEQA)) and shall comply with all provisions of this FBC unless otherwise stated or permitted pursuant to California state law. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).

5. An HHA application shall be processed as a discretionary project, subject to the CEQA Guidelines, and shall comply with the provisions of this FBC unless otherwise stated or permitted pursuant to California state law.

10-20.01.050 Relationship to San Anselmo General Plan

Maximum densities and floor area ratios established by the General Plan shall apply to all development projects subject to this Title.

10-20.01.060 Relationship to the San Anselmo Municipal Code

1. **Superseded Development Standards.** Development standards contained in the San Anselmo Municipal Code shall apply to all development projects subject to this Article except for the following sections which are replaced by provisions of this Article unless otherwise noted herein:
   A. Title 10, Article 4 (Development Standards)
   B. Section 10-3.506 (Parking Spaces: Location)
   C. Section 10-3.508 (Parking Spaces: Siting)
   D. Section 10-3.510 (Parking Spaces: Screening)
   E. Section 4-13.04 (Private Trees - Developed Parcels)
2. **Conflicts.** Where the provisions of this Article conflict with other requirements of the San Anselmo Municipal Code, the regulations of this Title shall prevail.
3. **Nonconforming Situations.** The standards of Section 10-3.607 (Nonconforming Uses and Improvements) shall apply to all nonconforming situations.

10-20.01.070 Application of the Form-Based Code

1. The following shall be selected for each development site:
   A. Only one building type per development site is allowed, except an Auxiliary Building (Section 10-20.060.040) may be included within a development site in addition to the primary building type. Parcels with enough land area to meet the zone standards for minimum development site width and depth may have multiple building types, and
   B. At least one private frontage type shall be incorporated.
2. New development on a parcel of at least three acres or at least 700 feet long or deep shall be required to comply with the provisions of Article 10 (Specific to Large Sites).

Article 2: Establishment of Zones

Sections:

10-20.02.010 Purpose
10-20.02.020 Zones Established
10-20.02.030 Sub-Zones
10-20.02.040 Zone Map

10-20.02.010 Purpose

This Article establishes the form-based zones ("zones") to implement the San Anselmo General Plan. The zones are for the purpose of generating and supporting the variety and physical character of existing and new walkable environments.

10-20.02.020 Zones Established

This Section identifies the zones, based on the intended physical form and character of the environments. These zones focus on mixed-use, walkable environments and range in function and intensity from primarily residential areas with a mix of moderate intensity neighborhoods (Neighborhood.Small and Neighborhood. Medium), to moderate-intensity corridors (Main Street.Small).

10-20.02.030 Sub-Zones

1. Sub-zones are slight variations of the base zone (e.g., Neighborhood.Small), are development-site-specific, and mapped on the Town of San Anselmo Objective Design and Development Standards Zone Map. The FBC includes one type of sub-zone:

   A. **Open.** The open sub-zone is applied for either or both of the following purposes:

      (1) To allow more uses than the base zone allows in specific areas but within the same form and character of the base zone (e.g., Neighborhood.Small), except that sometimes additional frontages and signage are allowed within the same form and character of the base zone; and/or

      (2) To more easily allow certain uses that are already allowed in the base zone. In this way, the open sub-zone can provide additional flexibility to development sites located at or near intersections that function or are intended to function as a neighborhood node of non-residential uses.

10-20.02.040 Zone Map

The zones established in this Section are mapped on the Town of San Anselmo Objective Design and Development Standards Zone Map. When any of these zones are applied, the Zone Map shall be updated to reflect such changes.

Article 3: Zones

Sections:

10-20.03.010 Purpose
10-20.03.020 General Requirements
10-20.03.030 Overview of Zones
10-20.03.040 Neighborhood.Small (N.S)
10-20.03.050 Neighborhood.Medium (N.M)
10-20.03.060 Main Street.Small (MS.S)
10-20.03.070 Adjacency Requirements

10-20.03.010 Purpose

This Article provides zones and standards to implement the San Anselmo General Plan to generate and support the variety of physical character of the intended development.

10-20.03.020 General Requirements

1. The FBC uses three form-based zone districts to regulate and generate the intended physical character. Each zone district ("zone") regulates the following eight topics:
    A. Intent: the intended physical character and range of uses;
    B. Sub-zones: whether or not a sub-zone applies, allowing a broader list of building types and/or frontage types in specific geographic areas;
    C. Building type and development site size: the menu of allowed building types and the associated minimum site dimensions.
    D. Building form: the maximum overall building height, minimum ground floor height, and maximum building footprint (coverage);
    E. Building placement: the minimum to maximum building setbacks and requirements for façade design;
    F. Encroachments: allowed encroachments into required setbacks;
    G. Parking: the required location and design requirements for parking and vehicle access; and
    H. Frontages: the menu of allowed frontage types required at building entries along thoroughfares and public/common open spaces.

2. Parcels that vary in width or depth shall be measured using the average width and/or depth to apply the standards of this Article.
3. Development standards in this Article apply to primary buildings.
4. For parcels located in the 100 year floodplain, except within the Historic Core as identified on the Town of San Anselmo Objective Design and Development Standards Zone Map, overall maximum height is the sum of the Base Flood Elevation plus 12 inches plus the maximum overall height allowed by the zone.
5. Individual building types have specific standards in Article 6 (Specific to Building Types) in addition to the zone standards to further calibrate each type for its context.
6. Facade Zone
    A. Each building type is required to be placed on the parcel in compliance with the requirements for facade zone defined by primary building/frontage in Subsection 5 of the zone.
    B. Facades are allowed to be in any configuration if in compliance with the facade zone requirements and the selected architectural style.
    C. In the Cottage Court and Pocket Neighborhood building types, only the front most building(s) are subject to the facade zone requirements except for the minimum length (percentage) in Subsection 5 of the zone.
    D. In the Neighborhood Courtyard type, the front most portions of the building are subject to the facade zone requirements except for the minimum length (percentage) in Subsection 5 of the zone.
7. Encroachments at grade not allowed within a street ROW, alley ROW, or across a development site line.
8. On-Site Parking
    A. Bicycles may be parked anywhere on development site, in compliance with pedestrian and vehicular access standards.
    B. Driveways may be shared between adjacent development sites but shall not exceed maximum allowed width.
    C. Front access not allowed on corner development sites, except where side street access cannot be provided.
    D. Parking spaces may be grouped with those on adjacent development sites [See Figure 2(Example of Applying Development Sites on a Pedestrian Circulation Network)] and may be detached from development sites within the same block, in compliance with parking setbacks and access standards.
    E. Where structured parking is provided, buildings are allowed to abut the parking structure and are exempt from minimum development site depth and rear building setbacks.
    F. Subterranean Parking. Subterranean and semi-subterranean garages are subject to the following, in compliance with the requirement for habitable ground floor nonresidential space in Subsection 4 of the zone:
        (1) Subterranean garages are exempt from the required parking and building setbacks in compliance with the frontage requirements.
        (2) Semi-subterranean garages may project above the adjacent finished grade by up to 2 feet.

(3) Development sites that provide all required parking in a subterranean or semi-subterranean garage are exempt from minimum development site depth.

9. Development Site. A development site is a parcel or portion of land within a parcel that is delineated from other development sites and/or parcels to accommodate one primary building or building type. A parcel can include multiple development sites, in compliance with Subsection 3 of the zone. Development sites are treated like parcels for the purpose of applying development standards, but are not required to be legally subdivided into individual parcels.

   A. Each development site is required to front onto the adjacent street or internal pedestrian circulation network, whichever is closer. Where Public Frontage Standards apply, development sites shall not include the area of the Public Frontage Assembly.

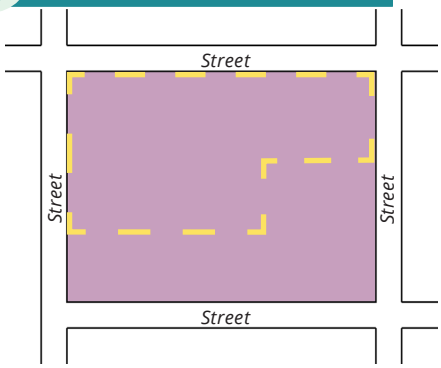
   B. Table A (Applicability of Development Site Requirements) identifies the requirements for projects which include a portion of a parcel, an entire parcel, or multiple parcels.

Table 10-20.03.020.A Applicability of Development Site Requirements

Project Criteria	Requirement
Project area is at least three net developable acres; or	Walkable Neighborhood Plan in compliance with Section 10-20.10.030 (Walkable Neighborhood Plan)
The linear dimension of the project area along or perpendicularly to an existing thoroughfare is at least 700 feet; or	
Project area is through lot of at least three acres; or	
Project area includes development site(s) which do(es) not front onto an existing public street, within a parcel of at least three net developable acres.	
Project area includes development site(s) which front(s) onto an existing public street, within a parcel of less than three net developable acres.	Compliance with the standards in Figure 1 (Example of Applying Development Sites on Existing Right of Way Network)
Project area includes development site(s) which do(es) not front onto an existing public street, within a parcel of less than three acres.	Compliance with the standards in Figure 2 (Example of Applying Development Sites on a Pedestrian Circulation Network)

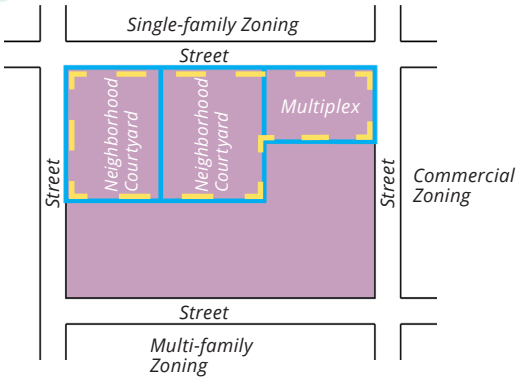
Figure 10-20.030.020.1 Example of Applying Development Sites on Existing Right of Way Network

1 Identify Zone(s)



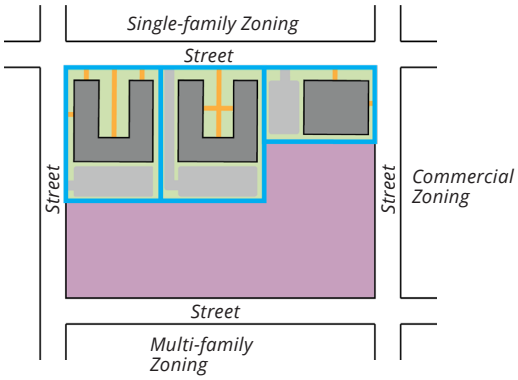
- See Form-Based Zone Map.
- See Article 3 (Zones) for development site requirements.

2 Apply Development Sites



- Select only 1 building type for each development site from the allowed building types for the zone. Apply the dimensional standards for the development sites of each allowed building type. (See Subsection 3 of each zone in Article 3).
- Development sites are allowed to occupy some or all of a parcel in compliance with the standards.

3 Place Buildings

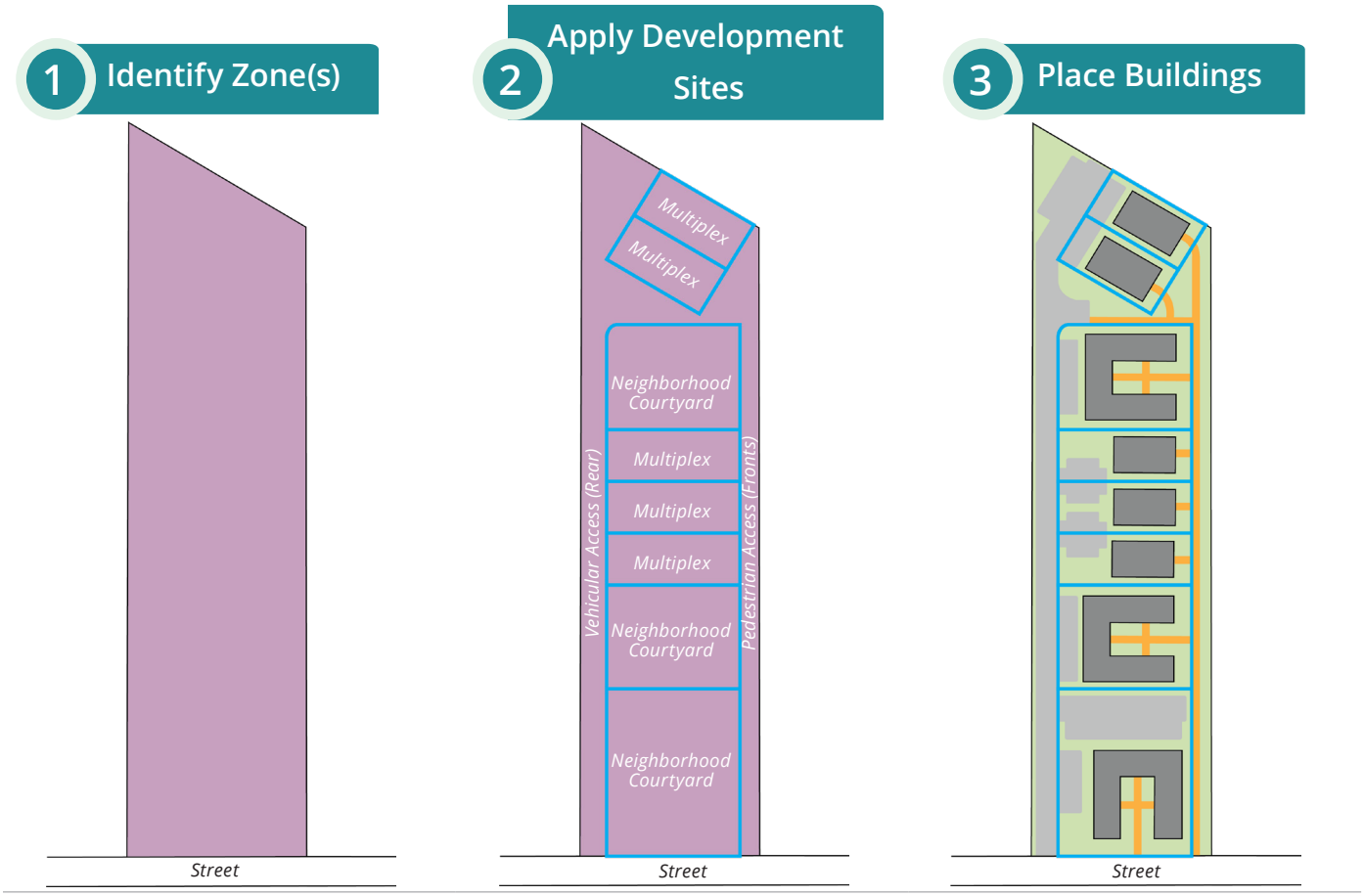


- Place each primary building on its development site in compliance with the required setbacks and other standards of the zone (see Article 3).
- Each building is required to front onto the adjacent street or civic space.
- Select and apply frontage types to each building/unit entry (see Subsection 8 of the zone).

Key

- Project Area
- Development Site Line
- Primary Building
- Example Zone
- Vehicle Access & Parking
- Pedestrian Circulation
- Landscaping

Figure 10-20.030.020.2 Example of Applying Development Sites on a Pedestrian Circulation Network



- See Form-Based Zone Map.
- See Article 3 (Zones) for development site requirements.

- Select only 1 building type per development site from the allowed building types for the zone. Apply the dimensional standards for the development sites of each allowed building type. (See Subsection 3 of each zone in Article 3).
- Projects of at least three acres must include 2 or more building types.
- Development sites are allowed to occupy some or all of a parcel in compliance with the standards.

- Place each primary building on its development site in compliance with the required setbacks and other standards of the zone (see Article 3).
- Each development site is required to front onto the adjacent street or pedestrian circulation network, whichever is closer. The pedestrian circulation network is contiguous and separate from vehicular circulation.
- Vehicular and pedestrian circulation is allowed to be grouped and independent of development sites.
- It is not required that parking for a building occur on the same development site.
- Select and apply frontage types to each building/unit entry (see Subsection 8 of the zone).

Key

Project Area | Primary Building | Vehicle Access & Parking | Landscaping
Development Site Line | Example Zone | Pedestrian Circulation

10-20.03.030 Overview of Zones

Table A (Zones Overview) provides an overview of each zone and its intent.

Table 10-20.03.030.A: Zones Overview

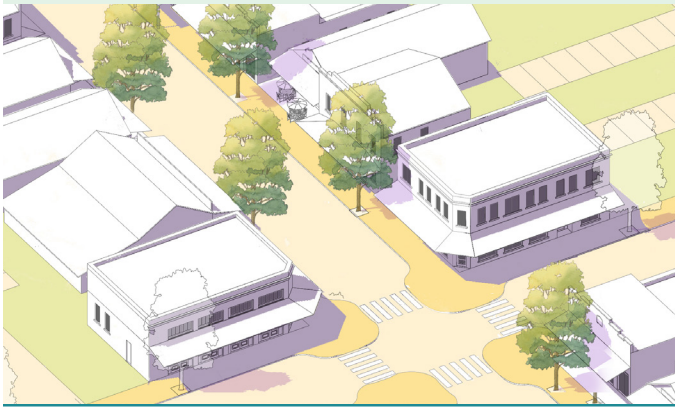
Less Urban

Neighborhood.Small 10-20.03.040	Neighborhood.Medium 10-20.03.050
	
Zone Abbreviation	**Zone Abbreviation**
N.S	N.M
Sub-Zone(s)	**Sub-Zone(s)**
N.S-Open. The open sub-zone allows non-residential uses within the same building form and character of the base zone.	None
Intent	**Intent**
A walkable neighborhood environment of small-to-medium footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.	A walkable neighborhood environment with medium-to-large footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.
Desired Form	**Desired Form**
House-Scale Buildings	Mix of House-Scale and Block-Scale Buildings
Primarily Detached Buildings	Primarily Detached Buildings
Small-to-Medium Building Footprint	Medium-to-Large Building Footprint
Small-to-Medium Front Setbacks	Small Front Setbacks
Small-to-Medium Side Setbacks	Small Side Setbacks
Up to 2.5 Stories	Up to 3 Stories
House, Duplex Side-by-Side, Duplex Stacked, Cottage Court, Fourplex, Neighborhood Townhouse, Neighborhood Courtyard, Pocket Neighborhood, and Multiplex	Duplex Side-by-Side, Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Porch Projecting, Porch Engaged, and Dooryard Frontage Types; Shopfront in Open Sub-Zone	Porch Projecting, Porch Engaged, Dooryard, Shopfront and Terrace Frontage Types

Table 10-20.03.030.A: Zones Overview (Continued)

More Urban

Main Street.Small 10-20.03.060



Zone Abbreviation
MS.S
Sub-Zone(s)
None

Intent
A walkable, district of small-to-medium footprint, moderate intensity, mixed-use buildings and housing choices, supporting neighborhood-serving ground floor retail, food and services.

Desired Form
Mix of House-Scale and Block-Scale Buildings
Primarily Attached Buildings
Small-to-Medium Building Footprint
None-to-Small Front Setbacks
None-to-Small Side Setbacks
Up to 3 Stories (Up to 2 Stories in Historic Core)
Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Porch Projecting, Porch Engaged, Dooryard, Forecourt, Maker Shopfront, Shopfront, Terrace, and Gallery Frontage Types.

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10-20.03.040 Neighborhood.Small (N.S)



General note: the illustrations above are intended to provide a brief overview of the zone and are descriptive in nature.

1. Intent

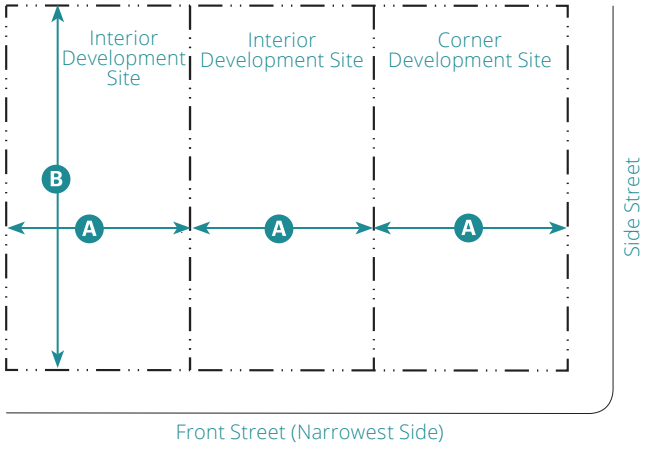
A walkable neighborhood environment of small-to-medium footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.

The following are generally appropriate form elements in the zone.

House-Scale Buildings	House, Duplex Side-by-Side, Duplex Stacked, Cottage Court, Fourplex, Neighborhood Townhouse, Neighborhood Courtyard, Pocket Neighborhood, and Multiplex
Primarily Detached Buildings	
Small-to-Medium Building Footprint	
Small-to-Medium Front Setbacks	
Small-to-Medium Side Setbacks	Porch Projecting, Porch Engaged, and Dooryard Frontage Types; Shopfront in Open Sub-Zone
Up to 2.5 Stories	

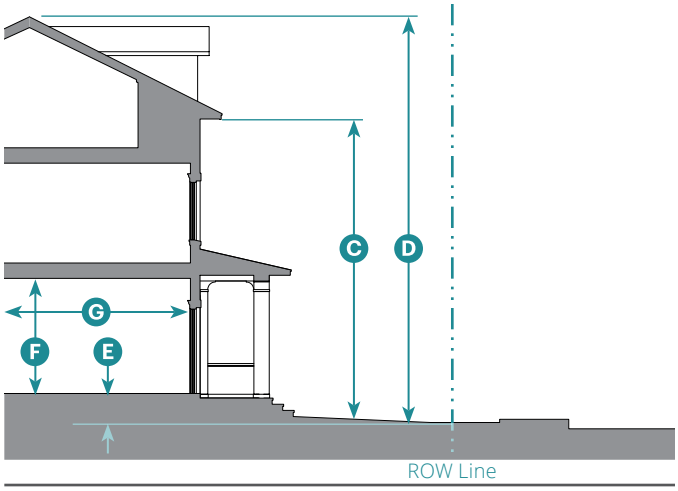
2. Sub-Zone(s)

N.S-Open. The open sub-zone allows non-residential uses within the same building form and character of the base zone.



Key

ROW/ Development Site Line



Key

ROW Line

3. Building Types and Development Site Size			
Allowed Building Types	**Development Site[1] Width A**	**Depth B**	**Standards**
House-Scale			
Ancillary Building[2]	N/A	N/A	10-20.06.040
House	50' min.	100' min.	10-20.06.050
Duplex Side-by-Side	55' min.	110' min.	10-20.06.060
Duplex Stacked	50' min.	100' min.	10-20.06.070
Cottage Court	90' min.	120' min.	10-20.06.080
Fourplex	50' min.	110' min.	10-20.06.090
Neighborhood Townhouse	18' min.[3]	100' min.	10-20.06.100
Neighborhood Courtyard	70' min.[4]	150' min.	10-20.06.110
Pocket Neighborhood	170' min.; 300' max.	260' min.; 500' max.	10-20.06.120
Multiplex	75' min.	125' min.	10-20.06.130
Block-Scale			
None			

Each development site shall have only one primary building type.

[1] Development sites of at least 3 acres or over 700' long or deep are required to include civic space and new street(s) per Article 10 (Specific to Large Sites).

[2] The Ancillary Building is not a primary building type.

[3] Represents one townhouse

[4] For an L-shaped building; 100' min. for a U-shaped building

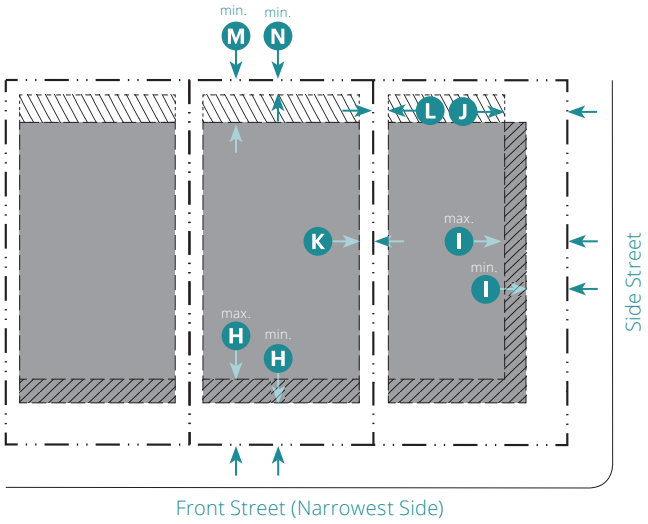
4. Building Form		
Height		
Primary Building[5]		
Stories	2.5 max.	
To Highest Eave/Parapet	24' max.	C
Overall	30' max.	D
Ground Floor Finish Level		E
Residential	6" min.[6]	
Non-Residential	6" max.	
Ground Floor Ceiling		F
Residential	9' min.	
Non-Residential	12' min.	
Accessory Structure(s)[7]	**2 max.**	
Footprint		
Max. Development Site Coverage	See standards in Article 6 (Specific to Building Types)	
Depth, Ground-Floor Space		G
Cottage Court	12' min.[8]	
All Building Types	20' min.[8]	

[5] See Article 6 (Specific to Building Types) for refinements to massing and height standards.

[6] Common entries may be set at grade in compliance with local and federal accessibility standards.

[7] Each accessory structure 120 sf max. and 8' max. height if located in required setback areas.

[8] For habitable/occupiable space only



Key

- ROW/ Dev't Site Line
- Building Setback Line
- Buildable Area
- Acc. Structures Only
- Facade Zone

5. Building Placement

Setback (Distance from ROW/ Development Site Line)[9]		
Front (Facade Zone)		H
Interior Development Site	10' min.[10]; 20' max.	
Corner Development Site	10' min.[10]; 20' max.	
Side Street (Facade Zone)		
Primary Building	10' min.; 20' max.	I
Accessory Structure(s)	20' min.	J
Side		
Primary Building	7' min.	K
Accessory Structure(s), Pools, and Hot Tubs	5' min.	L
Rear		
Primary Building	15' min.	M
Accessory Structure(s), Pools, and Hot Tubs	5' min.	N

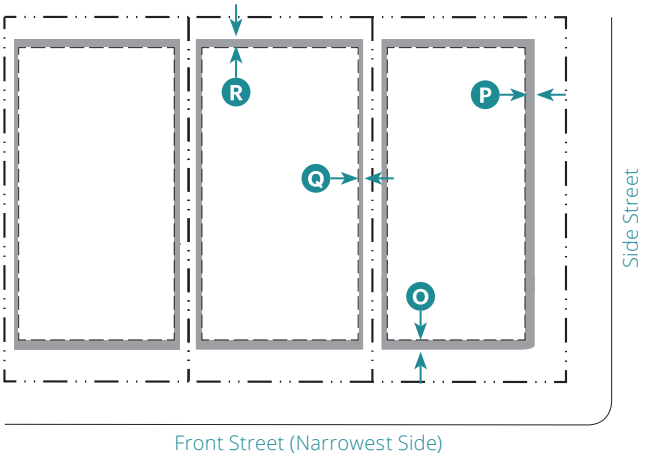
Building Facade		
Facade Zone	**Front St.**	**Side St.**
Façade Zone Defined by Primary Building/Frontage (See Subsection 10-20.12.030.2)	65% min.	55% min.

Facade Design

All building facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[9] Development sites with slopes ≥ 6% shall comply with Section 10-20.05.050 (Slope Standards).

[10] Within N.S. 15' Front Setback Overlay, min. 15' for existing parcels



Key

- ROW/ Dev't Site Line
- Setback Line
- Encroachment Area

6. Encroachments

Encroachments into Minimum Setbacks

Encroachment Type	Front O	Side St. P	Side[11] Q	Rear[11] R
Architectural Features	3' max.	3' max.	3' max.	5' max.
Private Frontages	P[12]	P[12]	X	X
Patio Covers	X	X	3' max.	5' max.
Stairs/Ramps	P[12]	P[12]	3' max.	5' max.
Decks (Max. 3' Above Grade)	X	X	5' max.	2' max.

Ramps providing ADA or FHA visitability are allowed within setbacks but shall not encroach within public ROWs.

Fences, hedges, and other screen devices are allowed within setbacks as identified in Section 10-20.05.020 (Screening).

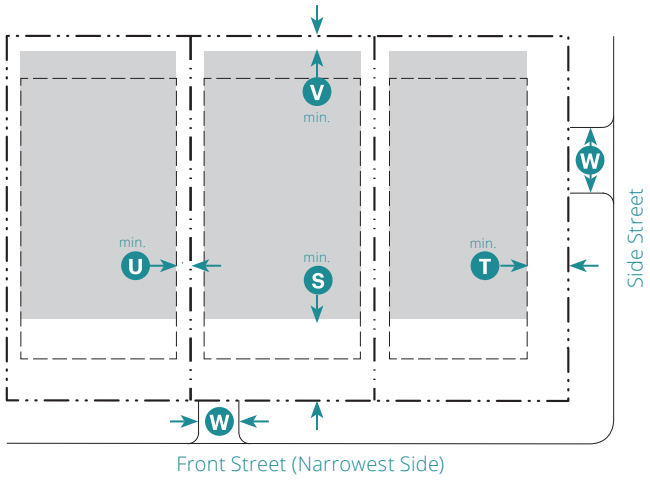
[11] No encroachment allowed for Accessory Structures.

[12] See Subsection 2 of the selected private frontage type

Encroachments into Public Right of Ways (ROW)

Upper story encroachments on front and side street require 8' min. of vertical clearance.

Key P = Allowed X = Not Allowed N/A = Not Applicable



Key

ROW/ Dev't Site Line

Building Setback Line

Parking Area

7. Parking		
Vehicular Spaces[13]		
All Uses[14]	See Section 10-3.502 (Parking Standards)	
Bicycle Spaces[15]		
Residential Uses		
Long Term	1 min. per bedroom (incl. Studios)	
Short Term	1 per 10 bedrooms; min. 2 per project	
Setback (Distance from ROW/ Development Site Line)		
Front	40' min.[16]	S
Side Street	20' min.	T
Side	5' min.	U
Rear	5' min.	V
Driveway[17]		
Curb Cut/Width	See Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges)	W

Curb cut width along alley may exceed 8'.

[13] See Subsection 10-20.05.040.4 for additional standards.

[14] See Article 4 (Use Standards) for the underlying zone's allowed uses and permit requirements.

[15] See Subsection 10-20.05.040.3 for additional standards.

[16] 10' min. allowed for parking courts of 6 or fewer spaces. See Subsection 10-20.05.040.8.C.(2).

[17] See Subsection 10-20.05.040.8.B for additional standards.

8. Frontages	
Allowed Private Frontage Type	**Standards**
Porch Projecting	10-20.07.040
Porch Engaged	10-20.07.050
Dooryard	10-20.07.060
Shopfront[18]	10-20.07.090
Allowed Public Frontage Type	**Standards**
Street	10-20.05.060.C.1

[18] Open sub-zone only

10-20.03.050 Neighborhood.Medium (N.M)



General note: the illustrations above are intended to provide a brief overview of the zone and are descriptive in nature.

1. Intent

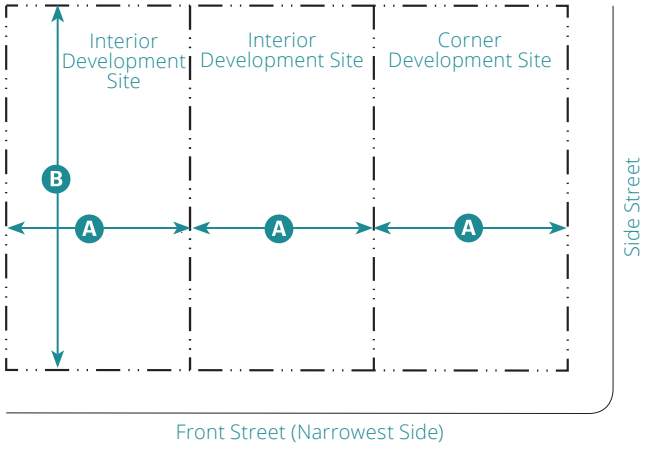
A walkable neighborhood environment with medium-to-large footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.

The following are generally appropriate form elements in the zone.

Mix of House-Scale and Block-Scale Buildings	Duplex Side-by-Side, Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Primarily Detached Buildings	
Medium-to-Large Building Footprint	
Small Front Setbacks	Porch Projecting, Porch Engaged, Dooryard, Shopfront and Terrace Frontage Types
Small Side Setbacks	
Up to 3 Stories	

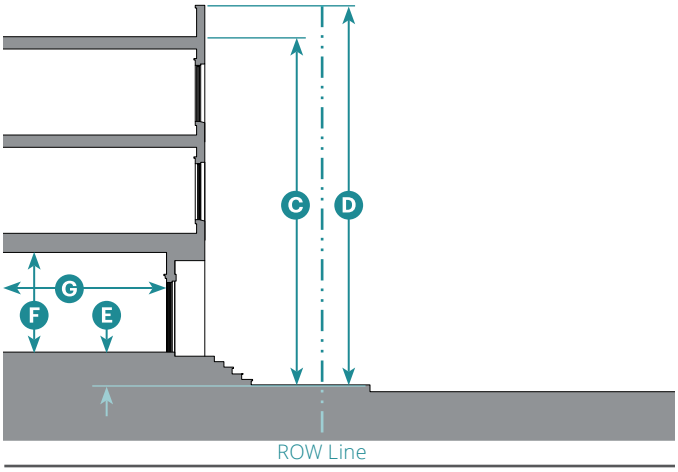
2. Sub-Zone(s)

None



Key

ROW/ Dev't Site Line



Key

ROW Line

3. Building Types and Development Site Size			
Allowed Building Types	**Development Site[1]** Width A	Depth B	**Standards**
House-Scale			
Ancillary Building[2]	N/A	N/A	10-20.06.040
Duplex Side-by-Side	55' min.	110' min.	10-20.06.060
Neighborhood Townhouse	18' min.[3]	100' min.	10-20.06.100
Neighborhood Courtyard	70' min.[4]	150' min.	10-20.06.110
Multiplex	75' min.	110' min.	10-20.06.130
Block-Scale			
Main Street Building	25' min.	100' min.	10-20.06.140

Each development site shall have only one primary building type.

[1] Development sites of at least 3 acres or over 700' long or deep are required to include civic space and new street(s) per Article 10 (Specific to Large Sites).

[2] The Ancillary Building is not a primary building type.

[3] Represents one townhouse

[4] For an L-shaped building; 100' min. for a U-shaped building

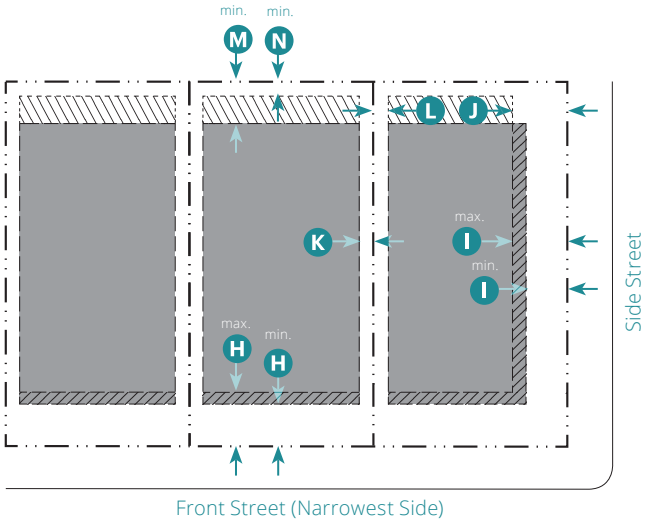
4. Building Form		
Height		
Primary Building[5]		
Stories	3 max.	
To Highest Eave/Parapet	26' max.	C
Overall	35' max.	D
Ground Floor Finish Level		E
Residential	6" min.[6]	
Non-Residential	6" max.	
Ground Floor Ceiling		F
Residential	9' min.	
Non-Residential	12' min.	
Accessory Structure(s)[7]	**1 max.**	
Footprint		
Max. Development Site Coverage	See standards in Article 6 (Specific to Building Types)	
Depth, Ground-Floor Space	20' min.[8]	G

[5] See Article 6 (Specific to Building Types) for refinements to massing and height standards.

[6] Common entries may be set at grade in compliance with local and federal accessibility standards.

[7] Each accessory structure 120 sf max. and 8' max. height if located in required setback areas.

[8] For habitable/occupiable space only



Key

- ROW/ Dev't Site Line
- Building Setback Line
- Buildable Area
- Acc. Structures Only
- Facade Zone

5. Building Placement

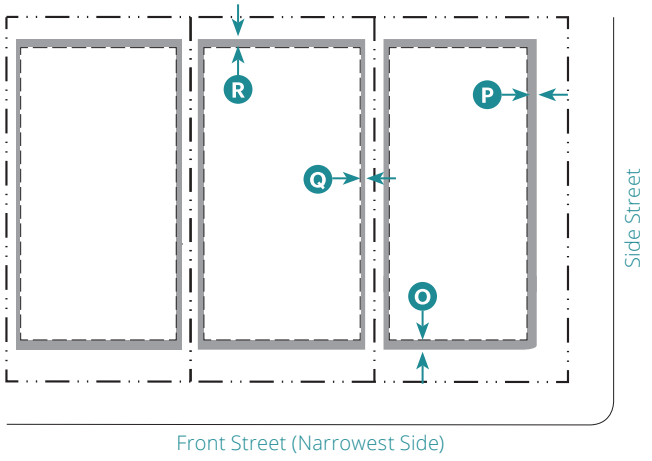
Setback (Distance from ROW/ Development Site Line)[9]		
Front (Facade Zone)		H
Interior Development Site	10' min.; 15' max.	
Corner Development Site	10' min.; 15' max.	
Side Street (Facade Zone)		
Primary Building	10' min.; 15' max.	I
Accessory Structure(s)	15' min.	J
Side		
Primary Building	5' min.	K
Accessory Structure(s)	5' min.	L
Rear		
Primary Building	15' min.	M
Accessory Structure(s)	5' min.	N

Building Facade		
Facade Zone	**Front St.**	**Side St.**
Façade Zone Defined by Primary Building/Frontage (See Subsection 10-20.12.030.2)	70% min.	60% min.

Facade Design

All building facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[9] Development sites with slopes ≥ 6% shall comply with Section 10-20.05.050 (Slope Standards).



Key

- ROW/ Dev't Site Line
- Setback Line
- Encroachment Area

6. Encroachments

Encroachments into Minimum Setbacks

Encroachment Type	Front O	Side St. P	Side[10] Q	Rear[10] R
Architectural Features	2' max.	2' max.	1' max.	5' max.
Private Frontages	P[11]	P[11]	X	X
Patio Covers	X	X	1' max.	5' max.
Stairs/Ramps	P[11]	P[11]	1' max.	5' max.
Decks (Max. 3' Above Grade)	X	X	5' max.	2' max.

Ramps providing ADA or FHA visitability are allowed within setbacks but shall not encroach within public ROWs.

Fences, hedges, and other screen devices are allowed within setbacks as identified in Section 10-20.05.020 (Screening).

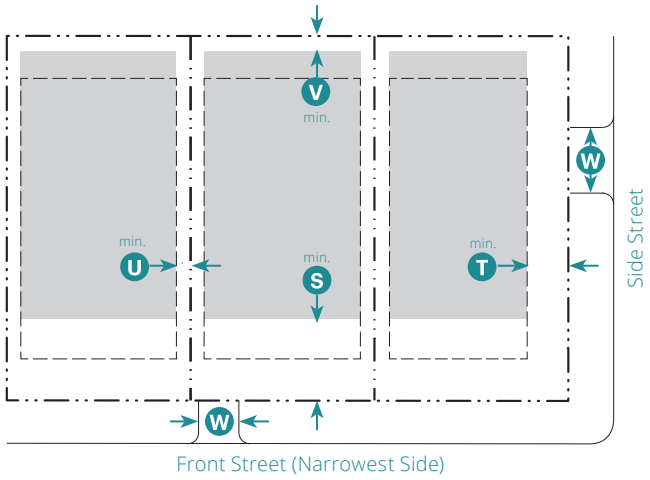
[10] No encroachment allowed for Accessory Structures

[11] See Subsection 2 of the selected private frontage type

Encroachments into Public Right of Ways (ROW)

Upper story encroachments on front and side street require 8' min. of vertical clearance.

Key P = Allowed X = Not Allowed N/A = Not Applicable



Key

ROW/ Dev't Site Line

Building Setback Line

Parking Area

7. Parking		
Vehicular Spaces[12]		
All Uses[13]	See Section 10-3.502 (Parking Standards)	
Bicycle Spaces[14]		
Residential Uses		
Long Term	1 min. per bedroom (incl. Studios)	
Short Term	1 per 10 bedrooms; min. 2 per project	
Setback (Distance from ROW/ Development Site Line)		
Front	40' min.[15]	S
Side Street	15' min.	T
Side	5' min.	U
Rear	5' min.	V
Driveway[16]		
Curb Cut/Width	See Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges)	W

Curb cut width along alley may exceed 8'.

[12] See Subsection 10-20.05.040.4 for additional standards.

[13] See Article 4 (Use Standards) for the underlying zone's allowed uses and permit requirements.

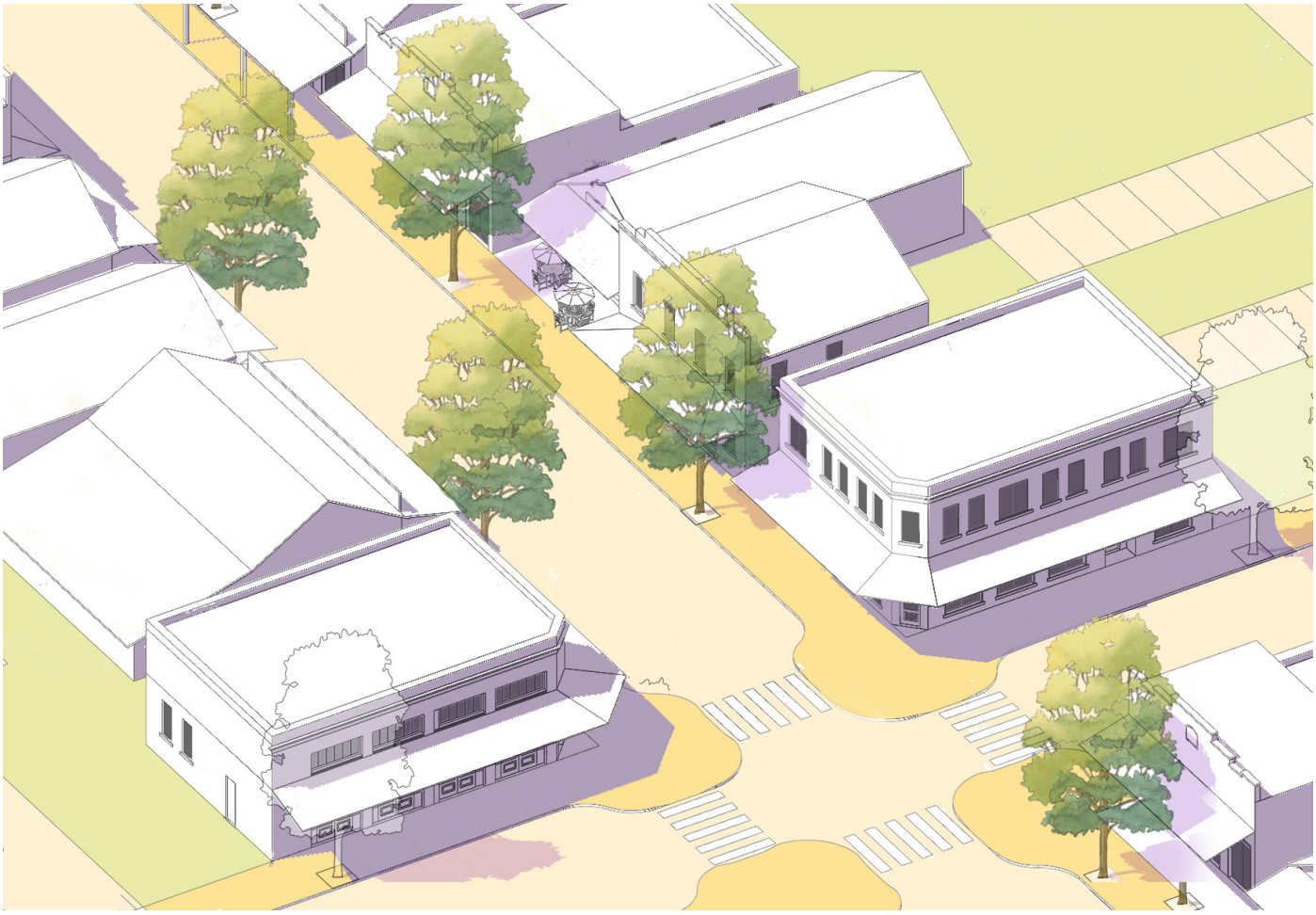
[14] See Subsection 10-20.05.040.3 for additional standards.

[15] 10' min. allowed for parking courts of 6 or fewer spaces. See Subsection 10-20.05.040.8.C.(2).

[16] See Subsection 10-20.05.040.8.B for additional standards.

8. Frontages	
Allowed Private Frontage Type	**Standards**
Porch Projecting	10-20.07.040
Porch Engaged	10-20.07.050
Dooryard	10-20.07.060
Shopfront	10-20.07.090
Terrace	10-20.07.100
Allowed Public Frontage Type	**Standards**
Street	10-20.05.060.C.1
Avenue/Boulevard	10-20.05.060.C.2

10-20.03.060 Main Street.Small (MS.S)



General note: the illustrations above are intended to provide a brief overview of the zone and are descriptive in nature.

1. Intent

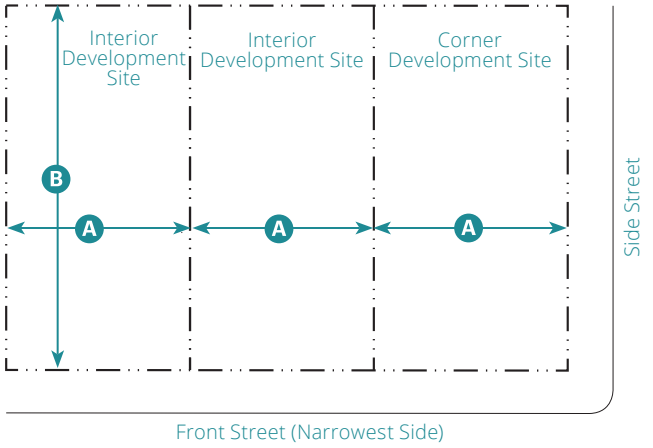
A walkable district of small-to-medium footprint, moderate intensity, mixed-use buildings and housing choices, supporting neighborhood-serving ground floor retail, food and services.

The following are generally appropriate form elements in the zone.

Mix of House-Scale and Block-Scale Buildings	Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Primarily Attached Buildings	
Small-to-Medium Building Footprint	
None-to-Small Front Setbacks	Porch Projecting, Porch Engaged, Forecourt, Shopfront, Terrace, and Gallery Frontage Types; Dooryard and Maker Shopfront Frontage Types on Side Street
None-to-Small Side Setbacks	
Up to 3 Stories (Up to 2 Stories in Historic Core)	

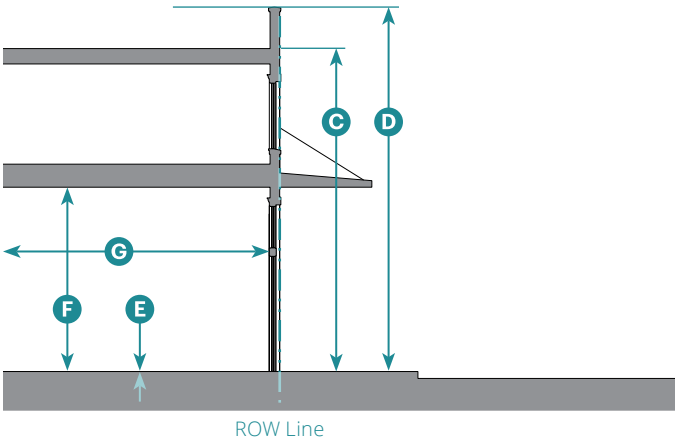
2. Sub-Zone(s)

None



Key

ROW/ Dev't Site Line



Key

ROW Line

3. Building Types and Development Site Size			
Allowed Building Types	**Development Site[1]**		**Standards**
	Width A	**Depth B**	
House-Scale			
Ancillary Building[2]	N/A	N/A	10-20.06.040
Neighborhood Townhouse	18' min.[3]	100' min.	10-20.06.100
Neighborhood Courtyard	70' min.[4]	150' min.	10-20.06.110
Multiplex	60' min.	110' min.	10-20.06.130
Block-Scale			
Main Street Building	25' min.	100' min.	10-20.06.140

Each development site shall have only one primary building type.

[1] Sites of at least 3 acres or over 700' long or deep are required to include civic space and new street(s) per Article 10 (Specific to Large Sites).

[2] The Ancillary Building is not a primary building type.

[3] Represents one townhouse

[4] For an L-shaped building; 100' min. for a U-shaped building

4. Building Form			
Height	**Historic Core**	**Not in Historic Core**	
Primary Building[5]			
Stories	2 max.	3	
To Highest Eave/Parapet		26' max.	C
Overall	30' max	35' max.	D
Ground Floor Finish Level			E
Residential	6" min.[6,7]		
Non-Residential	6" max.		
Ground Floor Ceiling	14' min.		F
Accessory Structure(s)[8]	**2 max.**		
Footprint			
Max. Development Site Coverage	See standards in Article 6 (Specific to Building Types)		
Depth, Ground-Floor Space	30' min.[9]		G

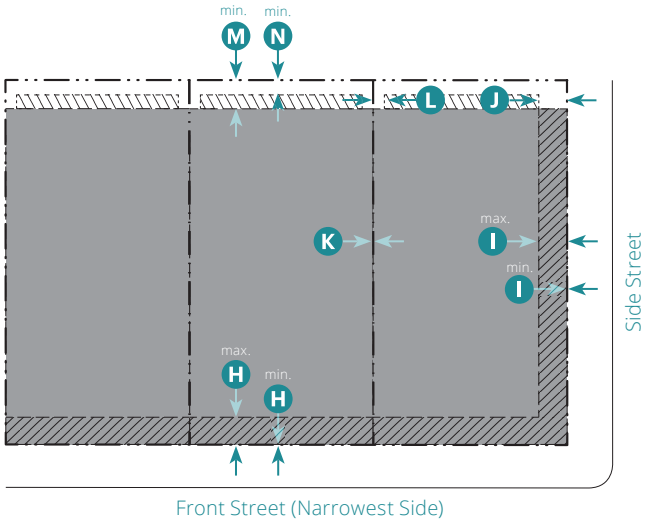
[5] See Article 6 (Specific to Building Types) for refinements to massing and height standards.

[6] Common entries may be set at grade in compliance with local and federal accessibility standards.

[7] Only on side street and at least 60' from front of development site

[8] Each accessory structure 120 sf max. and 8' max. height if located in required setback areas.

[9] For habitable/occupiable space only



Key

- ROW/ Dev't Site Line
- Building Setback Line
- Buildable Area
- Acc. Structures Only
- Facade Zone

5. Building Placement

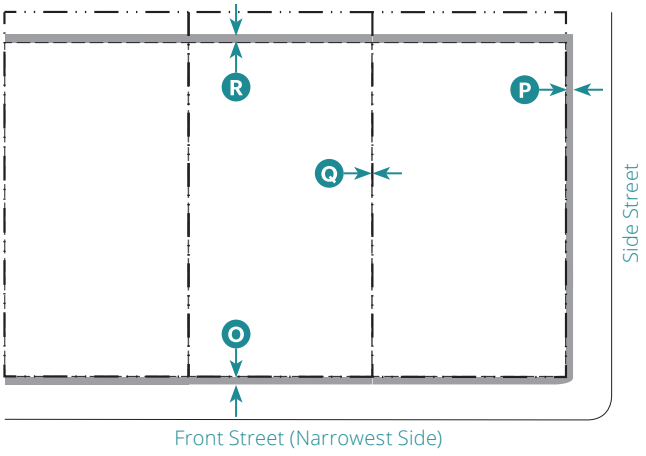
Setback (Distance from ROW/ Development Site Line)[10]		
Front (Facade Zone)		H
Interior Development Site	0' min.; 10' max.	
Corner Development Site	0' min.; 10' max.	
Side Street (Facade Zone)		
Primary Building	0' min.; 10' max.	I
Accessory Structure(s)	10' min.	J
Side		
Primary Building	0' min.	K
Adjacent to Res'l Zone	10' min.	
Accessory Structure(s), Pools, and Hot Tubs	3' min.	L
Rear		
Primary Building	15' min.	M
Adjacent to Res'l Zone	20' min.	
Accessory Structure(s), Pools, and Hot Tubs	5' min.	N

Building Facade		
Facade Zone	**Front St.**	**Side St.**
Façade Zone Defined by Primary Building/Frontage (See Subsection 10-20.12.030.2)	65% min.	55% min.

Facade Design

All building facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[10] Development sites with slopes ≥ 6% shall comply with Section 10-20.05.050 (Slope Standards).



Key

- ROW/ Dev't Site Line
- Setback Line
- Encroachment Area

6. Encroachments

Encroachments into Minimum Setbacks

Encroachment Type	Front O	Side St. P	Side[11] Q	Rear[11] R
Architectural Features	3' max.	3' max.	X	5' max.
Private Frontages[12]	X	X	X	X
Patio Covers	X	X	X	5' max.
Stairs/Ramps	X	X	X	5' max.
Decks (Max. 3' Above Grade)	X	X	3' max.	2' max.

Ramps providing ADA or FHA visitability are allowed within setbacks but shall not encroach within public ROWs.

Fences, hedges, and other screen devices are allowed within setbacks as identified in Section 10-20.05.020 (Screening).

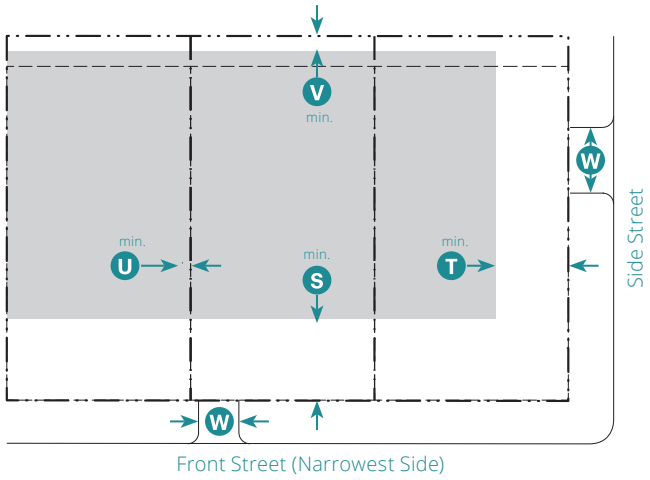
Encroachments into Public Right of Ways (ROW)

Upper story encroachments, including the Gallery (Section 10-20.07.110), on front and side street require 8' min. of vertical clearance.

[11] No encroachment allowed for Accessory Structures.

[12] The Gallery Frontage Type (Section 10-20.07.110) may encroach over the sidewalk to within 18" of the curb face.

Key P = Allowed X = Not Allowed N/A = Not Applicable



Key

ROW/ Dev't Site Line

Building Setback Line

Parking Area

7. Parking		
Vehicular Spaces[13]		
All Uses[14]	See Section 10-3.502 (Parking Standards)	
Bicycle Spaces[15]		
Residential Uses		
Long Term	1 min. per bedroom (incl. Studios)	
Short Term	1 per 10 bedrooms; min. 2 per project	
Setback (Distance from ROW/ Development Site Line)		
Front	40' min.[16]	S
Side Street	40' min.	T
Side	0' min.	U
Rear	5' min.	V
Driveway[17]		
Curb Cut/Width	See Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges)	W

Curb cut width along alley may exceed 12'.

[13] See Subsection 10-20.05.040.4 for additional standards.

[14] See Article 4 (Use Standards) for the underlying zone's allowed uses and permit requirements.

[15] See Subsection 10-20.05.040.3 for additional standards.

[16] 10' min. allowed for parking courts of 6 or fewer spaces. See Subsection 10-20.05.040.8.C.(2).

[17] See Subsection 10-20.05.040.8.B for additional standards.

8. Frontages	
Allowed Private Frontage Type	**Standards**
Porch Projecting	10-20.07.040
Porch Engaged	10-20.07.050
Dooryard[18]	10-20.07.060
Forecourt	10-20.07.070
Maker Shopfront[18]	10-20.07.080
Shopfront	10-20.07.090
Terrace	10-20.07.100
Gallery	10-20.07.110
Allowed Public Frontage Type	**Standards**
Avenue/Boulevard	10-20.05.060.C.2
Main Street	10-20.05.060.C.3

[18] Only on side street

10-20.03.070 Adjacency Requirements

A. Where a new building in a ODDS Zone is adjacent to the zone(s) or other physical feature identified in Table A, adjacency standards are required. The new building shall be designed in compliance with the requirements of this Table.

Table 10-20.03.070.A: Adjacency Requirements

Applicability	Standard
Where abutting a single-family residential district	
Height Limit	Max. 2.5 stories and 30' in height within 30' of shared side and/or within 50' of shared rear property line
Building Volumes	Max. 60' width per building volume; 20' min. separation between building volumes
Screen Landscaping	Screening trees are required along shared side and rear property lines at a quantity of one per 25 linear feet except where structures are located. Screening trees shall have a typical mature height of at least 25 feet and mature canopy width of 15 feet and shall be planted at 14-inch box size or larger and at least 8 feet in height. Existing trees to be retained that are at least 25 feet tall and 15 feet wide may substitute for required planting on a one-to-one ratio. Three closely spaced tall screening shrubs with a typical mature height of at least 20 feet and mature width of at least 5 feet may be substituted for one screening tree and shall be planted at 15-gallon size or larger and at least 8 feet in height. At least 30% of screening trees and shrubs shall be evergreen.
Landscape Buffer	A landscaped buffer of at least 5 feet in depth is required along the length of the rear property line except where structures are located
Where within 100' of a Creek	
Ground Floor	Ground floor frontage required using the frontage types allowed by the zone. Min. 15' building setback from the development site line.

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Article 4: Use Standards

Sections:

10-20.04.010 Use Standards

10-20.04.010 Use Standards

Allowed land uses are set forth in Article 10-3.03 (Land Use Regulations) as identified in Table A (Allowed Uses).

Table 10-20.04.010.A: Allowed Uses

Underlying Zone	Reference for Allowed Uses
Residential	Article 10-3.03 (Land Use Regulations)
Non-residential	Article 10-3.03 (Land Use Regulations)

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Article 5: General to Development Sites

Sections:

10-20.05.010 Purpose
10-20.05.020 Screening
10-20.05.030 Landscaping and Lighting
10-20.05.040 Parking and Loading
10-20.05.050 Slope Standards
10-20.05.060 Public Frontage Standards
10-20.05.070 Privacy Standards
10-20.05.080 Service and Utility Standards

10-20.05.010 Purpose

This Article provides standards to ensure that new development accomplishes the following:

1. Makes a positive contribution to the development pattern of the area;
2. New or altered structures are compatible with the design and use of existing structures on neighboring properties;
3. Respects the existing conditions of neighboring properties; and
4. Does not adversely affect neighboring properties, with "adversely affect" meaning to impact in a substantial, negative manner the habitability of these properties.

10-20.05.020 Screening

1. **Intent**. This Section provides standards for screening, fences, and walls for the protection of property, the enhancement of privacy, the attenuation of noise, and the improvement of the visual environment.
2. **Design Standards for Screening.** Except for wall- and ground-mounted equipment that is not visible from the public right-of-way or abutting development sites, all equipment shall comply with the following:
   A. **Screening Height Maximums.** Screening shall not exceed the maximums identified in Table A (Maximum Screening Height).
   B. **Screening Height Measurement.** Screening height shall be measured as the vertical distance between the finished grade at the base of the screen and the top edge of the screen material. No combination of wall and screen shall exceed the maximum height allowed in Table A (Maximum Screening Height).

Table 10-20.05.020.A: Maximum Screening Height					
Zone	**Item**	**Maximum Height Allowed**			
		Front	**Side St.**	**Side**	**Rear**
N.S, N.M	Fences[2]	3' max.	3' max.	8' max.	8' max.
	Free Standing Walls	3' max.	3' max.	8' max.	8' max.
	Landscaping[1]	4' max.	4' max.	No max.	No max.
MS.S	Fences	X	X	8' max.	8' max.
	Free Standing Walls	X	X	8' max.	8' max.
	Landscaping[1]	3' max.	3' max.	No max.	No max.

[1] Excludes trees

[2] 6' of solid material with 2 ' of open material (lattice, wrought iron, or grille work allowing visibility through 50% of the material) at the top

Key X = Not Allowed

3. **Courtyard Screening**

   A. Fences, walls and other screening installed to create a courtyard without a roof shall not exceed five feet in height and shall be set back a minimum of 10 feet from the front property line or back of sidewalk, whichever is the least.

   B. Landscaping installed in compliance with Section 10-20.05.030 (Landscaping and Lighting).

4. **Screening on Retaining Walls.** The total height of screens and the retaining walls they are mounted on or attached to shall not exceed six feet.

5. **Mechanical Equipment Screening**

   A. The following mechanical equipment is exempt from screening:

      (1) Free-standing or roof-mounted solar equipment; and

      (2) Vents less than two feet in height.

   B. For new installation or relocation of existing mechanical equipment, the equipment shall be screened.

      (1) **Roof-Mounted Equipment.** Building parapets or other architectural elements in the building's architectural style shall screen roof-mounted equipment.

         (a) New buildings shall be designed to provide a parapet or other architectural element that is as tall or taller than the highest point on any new mechanical equipment to be located on the roof of the building; and

         (b) For existing buildings with no parapet less than two feet in height, mechanical equipment shall be surrounded on all sides by an opaque screen wall as tall as the highest point of the equipment. The wall shall be architecturally consistent with the building and match the existing building with paint, finish, and trim cap detail.

(2) **Wall- and Ground-Mounted Equipment**

(a) Equipment is not allowed between front or side street facades and the street.

(b) All screen devices shall be as high as the highest point of the equipment being screened.

(c) Equipment and screening shall be in compliance with the setbacks of the zone.

(d) Screening shall be architecturally compatible and include matching paint, finish, and trim cap of the building.

6. **Barbed Wire and Razor Wire.** Barbed wire and razor wire screening are not allowed.

7. **Safety.** Fences, walls, and other screening and landscaping, whether provided in compliance with the provisions of this Subsection or provided in addition to those provisions, are subject to review by the Traffic Engineer in the following areas to ensure that visibility is maintained:

A. Within 10 feet of the point of intersection of:

(1) A vehicular access way or driveway and a street; and/or

(2) A vehicular access way or driveway and a sidewalk.

B. Within 20 feet of the point of intersection of two or more vehicular access ways, including driveways, alleys, or streets.

C. As used in this Subsection, "point of intersection" is measured from the face of curb or if none, from the edge of pavement.

10-20.05.030 Landscaping and Lighting

1. **Intent.** This Section prescribes landscaping and lighting standards for protection and enhancement of the environmental and visual quality of the community, enhancement of privacy, and the control of dust.

2. **Required Landscaping.** The landscaping required by this Section shall be installed as part of the development or improvement(s) requiring the landscaping. Standards for landscaping in parking areas shall be in combination with Section 10-20.05.040 (Parking and Loading).

A. Landscaping materials shall be integrated into the required setbacks, stream and wetland buffers, and design of the selected private frontage type(s).

B. Landscape materials shall be applied to the planting areas identified for public frontage type(s).

3. **Design Standards**

A. **Landscape Area.** A minimum percentage of a development site shall be landscaped in compliance with Table A:

Table 10-20.05.030.A: Landscape Area

Zone	Minimum percent of development site area composed of landscaped area	Minimum percent of facade zone composed of landscaped area
Neighborhood.Small	25%	70%
Neighborhood. Medium	10%	50%
Main Street.Small	10%	Not required

B. **Allowed Landscaping Materials**

(1) Required landscaped areas shall be composed of trees, shrubs and groundcover, and shall exclude areas occupied by structures, hardscape, and pools, in compliance with the following minimum standards:

(a) Trees shall be planted at 15-gallon size or larger;

(b) Shrubs shall be planted at one-gallon size or larger;

(c) Ground cover shall be planted at spacing of a minimum 12 inches on center;

(d) Decorative nonliving landscaping materials including, but not limited to, sand, stone, or gravel may be used up to 10 percent of required landscape areas.

(2) Street trees. Where the sidewalk abuts the subject property, street trees, of at least 15-gallon size, spaced no further than 35 feet apart, double-staked, shall be planted between the curb and the back of sidewalk, where missing. If there is no sidewalk, the street trees shall be placed in planters at least four feet by six feet without encroaching into the parking or travel lane.

C. **Species Selection**

(1) Native and drought tolerant species are required to meet the minimum standards, in conformance with Title 9, Chapter 22 (Water Efficient Landscaping).

(2) Landscaping shall be in compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan).

D. **Existing Vegetation**

(1) On-site trees of caliper size 12 inches minimum, measured at 52 inches above grade, shall be protected trees. On-site trees of caliper size 22 inches minimum, measured at 52 inches above grade, shall be heritage trees. In compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan), Acacia, Eucalyptus, Plum, Privet, and Monterey Pine trees are neither protected trees nor heritage trees and may be removed.

(2) Protected trees shall be replaced at a ratio of two replacement protected or heritage trees to one removed protected tree (2:1). Heritage trees shall be replaced at a ratio of three replacement heritage trees to one removed heritage tree (3:1).

(3) All protected and heritage trees removed for construction of a residential unit shall be replaced on-site with a minimum 24-inch box tree. Table B below defines the tree types that qualify as eligible replacements.

Table 10-20.05.030.B: Tree Species	
Common Name	**Botanical Name**
Arroyo willow	*S. lasiolepis*
Big-leaf maple	*Acer macrophyllum*
Bishop pine	*Pinus muricata*
Blue oak	*Q. douglasii*
Box elder	*A. negundo var. californicum*
California bay	*Umbellularia californica*
California black oak	*Q. kelloggii*
California buckeye	*Aesculus californica*
California nutmeg	*Torreya californica*
Canyon live oak	*Q. chrysolepis*
Chaparral oak	*Q. wislizeni*
Coast live oak	*Quercus agrifolia*
Coast redwood	*Sequoia sempervirens*
Douglas-fir	*Pseudotsuga menziesii*
Giant Chinquapin	*Castanopsis chrysophylla*
Hawthorn	*Crataegus douglasii*
Mountain-mahogany	*Cercocarpus betuloides*
Narrow leaved willow	*Salix exigua*
Shreve's oak	*Q. parvula var. shrevei*
Oregon ash	*Fraxinus latifolia*
Oregon oak	*Q. garryana*
Pacific madrone	*Arbutus menziesii*
Pacific yew	*Taxus brevifolia*
Red alder	*A. rubra*
Red elderberry	*Sambucus racemosa*
Red willow	*S. laevigata*
Sargent cypress	*Cupressus sargentii*
Scouler's willow	*S. scouleriana*
Service-berry	*Amelanchier tahensis*
Shining willow	*S. lucida ssp. lasiandra*
Silk tassel	*Garrya elliptica*
Sitka willow	*S. sitchensis*
Tanbark oak	*Lithocarpus densiflorus*
Valley oak	*Q. lobata*
Wax myrtle	*Myrica californica*
White alder	*Alnus rhombifolia*

E. **Landscape Integration with Frontage Type(s).** Required landscaping shall be placed within and/or around the variety of frontage type elements in compliance with Table C:

Table 10-20.05.030.C: Landscape Integration with Frontage Type(s)

Frontage Type	Location
Porch: Projecting, Engaged	Containers within Porch, Planters at base of Porch and along building facade
Dooryard	Containers and/or planters within Dooryard
Forecourt	Containers and planters within Forecourt
Maker Shopfront	Containers along base of Shopfront
Shopfront, Gallery	Containers along base of Shopfront or Gallery
Terrace	Containers within Terrace, planters at base of Terrace

F. **Retaining Walls**

(1) Retaining walls within the front and/or side street façade zone(s) or visible from the public sidewalk adjoining the development site shall:

(a) Not exceed four feet in height as measured to the adjacent finished grade or sidewalk whichever is nearest;

(b) Include a landscape planter in front of the wall. The planter shall be at least 18 inches deep measured perpendicular to the wall; and

(c) Be finished with allowable wall material(s) of the selected architectural style for the primary building.

(2) Retaining walls along the interior development site line that are beyond the front and/or side street façade zone(s) shall:

(a) Not exceed three feet as measured to the adjacent finished grade;

(b) Include a landscape planter in front of the wall. The planter shall be at least three feet deep measured perpendicular to the wall; and

(c) Be finished with allowable wall material(s) of the selected architectural style for the primary building.

(3) Retaining walls along the rear development site line that are beyond the front and/or side street façade zone(s) shall:

(a) Not exceed eight feet as measured to the adjacent finished grade;

(b) If exposed, include a landscape planter in front of the wall. The planter shall be at least three feet deep measured perpendicular to the wall;

(c) Be finished with allowable wall material(s) of the selected architectural style for the primary building; and

(d) Not require landscaping or wall material finish(es) if within the building and not exposed.

G. **Landscape Maintenance**

(1) Required landscaping shall be maintained in a clean and healthy condition. This includes pruning, weeding, removal of litter, fertilizing, replacement of plants when necessary, and the appropriate watering of all landscaping.

(2) Automatic irrigation shall be provided to all planting areas in compliance with requirements of Title 9, Chapter 22 (Water Efficient Landscaping).

(3) Root barriers are required on all trees planted within 10 feet of paved areas.

4. **Required Lighting**

A. Site improvements, including lighting, as required to be consistent with the selected Architectural Style for the primary building.

B. Lighting shall be provided in compliance with the following:

(1) All parking lot lights shall be full cutoff luminaires, as certified by the manufacturer, with the light source directed downward and away from adjacent residences.

(2) Bollard lighting may be used to light walkways and other landscape features, but shall cast its light downward.

(3) Internally illuminated fascia, wall, roof, awning or other building parts are prohibited.

(4) Uplighting of landscaping is prohibited.

(5) All nonessential exterior lighting associated with non-residential uses shall be turned off or dimmed no more than 30 minutes after the close of business or when the non-residential use is not in use.

10-20.05.040 Parking and Loading

1. **Intent.** This Section prescribes standards for motor vehicle and bicycle parking areas, loading and access drives, and standards for reducing motor vehicle trips per capita to and from development. These standards are intended to ensure that new development accomplishes the following:

A. Consistency with the intended physical character of walkable environments;

B. Provision of bicycle parking to increase bicycle trips and reduce motor vehicle trips per capita; and

C. Appropriately limits, screens, and landscapes motor vehicle parking areas to protect and enhance the environmental and visual quality of the community, enhance privacy, attenuate noise, and control dust.

2. **On-site parking.** On-site parking is allowed in all zones subject to the standards in this Section**.**

3. **Bicycle Parking Standards.** Bicycle parking shall be provided in compliance with the standards of the zone.

4. **General Vehicular Parking Standards**

A. **Sharing of On-Site Parking.** Sharing of parking between different uses and developments is allowed.

B. **Sharing of Non-Residential Parking Required.** If on-site parking spaces for non-residential uses are provided, such spaces shall be made available for use by the general public during at least one of the following time periods:

(1) Monday through Friday, 8 AM to 5 PM; or

(2) Monday through Friday, 5 PM to 11 PM and all day on Saturday and Sunday.

C. **Larger Vehicle Parking**

(1) Trucks, tractors or tractor-trailers having a capacity of more than a 1.5-ton load, front- and rear-end loaders, or any kind of commercial, industrial, agricultural, or transportation vehicles/equipment used primarily for business purposes, shall not be parked or stored in any zone for purposes other than unloading, loading, or delivery services.

(2) Automobiles, small trucks, vans, and vehicle trailers allowed in conjunction with an approved home occupation (one per home occupation), and recreational vehicles are excluded from the provisions of this Subsection.

D. **Storage of Unregistered or Inoperable Motor Vehicles.** Automotive vehicles, trailers, or vehicles of any kind or type, requiring licenses that are without current license plates or are inoperable shall only be parked within completely enclosed buildings.

E. **Cargo or Freight Container.** Portable cargo or freight storage containers in any zone for purposes of loading or unloading may be parked or stored on-premise for a period not to exceed 10 days in any one calendar year.

5. **Number of Motor Vehicle Parking Spaces Required**

A. **Required Spaces.** Parking shall be provided in compliance with 10-3.502 (Parking Standards). For any use not addressed in 10-3.502 (Parking Standards), parking shall not exceed a ratio equivalent to the average peak parking occupancy rate for the most comparable use in the Institute of Transportation Engineers Parking Generation Manual.

B. **Required Number of Parking Spaces**

(1) **Calculating Required Parking for a Mixed-Use Development.** For a building with residential and non-residential uses, shared parking shall be calculated as follows. The sum of the required parking for the two use types as stated in Subsection 7 of the zone shall be divided by the factor listed in Table A (Shared Parking Factor for Two Uses). The required number of parking spaces shall be rounded up to the closest whole number.

Table 10-20.05.040.A: Shared Parking Factor for Two Uses

	Residential	Lodging	Office	Retail
Residential	1.0	1.1	1.4	1.2
Lodging	1.1	1.0	1.7	1.3
Office	1.4	1.7	1.0	1.2
Retail	1.2	1.3	1.2	1.0

6. **Electric Vehicle Charging.** Electric vehicle charging facilities shall be provided in compliance with Chapter 9-19 (Green Building Requirements).

7. **Traffic-Reducing Parking Standards**

A. **Carshare Parking Spaces**

(1) Carshare parking spaces shall be provided in the amounts specified in Table B (Required Carshare Parking Spaces).

Table 10-20.05.040.B: Required Carshare Parking Spaces	
Residential Uses	**Carshare Parking Spaces Required**
0-49 units	None
50-100 units	1
101 or more units	2 + 1 per additional 200 units
Office/Research & Development Uses	**Carshare Parking Spaces Required**
≤ 10,000 sf	None
> 10,000 sf	1 per 10,000 sf

(2) The required carshare space(s) shall be made available, at no cost, to a carshare service for purposes of providing carshare services to its members. At the election of the property owner, the carshare spaces may be provided:

(a) On the development site; or

(b) On another off-street site within 1,000 feet of the development site.

(3) Required carshare space or spaces shall be designed in a manner that will make the spaces accessible to non-resident subscribers from outside the building as well as building residents.

(4) Prior to approval of the building or Site Permit for a building subject to the carshare standard, a Notice of Special Restriction on the property shall be recorded indicating the nature of standards of this Subsection and identifying the minimum number and location of the required carshare parking spaces. The form of the notice and the location or locations of the carshare parking spaces shall be approved by the Jurisdiction.

(5) If it is demonstrated to the satisfaction of the Jurisdiction that no carshare service can make use of the dedicated carshare parking spaces, the spaces may be occupied by non-carshare vehicles; provided, however, that upon 90 days of advance written notice to the property owner from a carshare service, the property owner shall terminate any non-carsharing leases for such spaces and shall make the spaces available to the carshare service for its use of such spaces.

B. **Carpool Spaces.** If parking is provided at a development, parking spaces reserved for use by carpool/vanpool vehicles shall be designated in preferred locations (including, but are not limited to, closest to building entries). The locations of these spaces shall be approved by the Town. The minimum number of carpool spaces required is listed in Table C (Required Carpool Parking Spaces).

Table 10-20.05.040.C: Required Carpool Parking Spaces	
Office/Research & Development Uses	**Carpool Parking Spaces Required**
≤ 40 parking spaces	None
> 40 parking spaces	10% of the total number of spaces
Other Uses	**Carpool Parking Spaces Required**
All Other Uses	None

8. **Parking Spaces, Design and Layout**

A. **Access.** On-site parking areas shall be accessed per the following:

(1) On-site parking shall be designed with an appropriate means of vehicular access to a street or to an alley to cause the least interference with traffic flow.

(2) Ingress to and egress from parking spaces shall be from an on-site aisle or driveway, directly from the front, side street, public alley, or rear lane.

(3) On-site loading space(s) shall be in compliance with Title 10, Chapter 3, Article 5 (Parking and Loading).

B. **Driveways**

(1) Access to Driveways

(a) Driveway access to and from developments of two or fewer dwelling units onto public streets shall be where practical by forward motion of the vehicle; and

(b) Driveway access to and from developments of three or more dwelling units onto public streets shall be by forward motion of the vehicle.

(c) Minimum 30 feet separation between driveways for all uses except developments of two or fewer dwelling units.

(2) Number of Driveways. Table D (Number of Driveways) specifies the maximum number of driveways for a development site.

(3) Driveways shall be setback from development site lines as follows:

(a) For front access, minimum two feet from side development site lines; and/or

(b) For side street access, no less than the minimum rear parking setback per the zone; and/or

(c) Where driveway access is shared by abutting development sites, Subsections (a) and (b) above do not apply; minimum two feet from building(s), and in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

(4) Driveways shall extend to and include the area between the development site line and the edge of the street pavement.

(5) The design and construction of all on-site parking access drives shall be in compliance with Title 7, Chapter 1 (Driveways).

Table 10-20.05.040.D: Number of Driveways

Lot Frontage (Corner Parcel Applies Same Requirements as Side Street)	Maximum Number of Driveways
Up to 150'	1
150' to 299'	2
Each additional 300' over 299'	1

C. **Parking Techniques.** In compliance with Subsection 7 of the zone, the following techniques may be applied individually or in combination:

(1) Tandem Parking. Parking spaces are arranged in a series up to three spaces. Tandem parking is allowed in all zones for all uses. Tandem parking spaces are allowed for residential uses only when designated for use by occupants of the same dwelling unit.

(2) Parking Court. Parking spaces in groupings of covered or uncovered spaces or individual garages not in a podium configuration shared between two development sites. The maximum width of the parking court is 56 feet measured parallel to the adjacent street/right-of-way. The parking court is accessed from the adjacent street/right-of-way and the maximum width of the entrance to the parking court is determined by Subsection 7 of the zone. See Figure 1 (Parking Court(s).

(3) Podium Parking. Parking spaces are located in an at-grade garage under the rear and/or interior side of the building or under all of the building except for the required ground floor habitable space. Occupiable space is along the edges of and/or above the garage level. The podium is not visible or exposed along the front and side street building facades.

(4) Subterranean Parking. Parking spaces are located below the adjacent finished grade of the building. The subterranean garage is allowed to be up to 5 feet above the adjacent finished grade of the building in compliance with the building form (Subsection 3 of the zone) and frontage standards (Article 7).

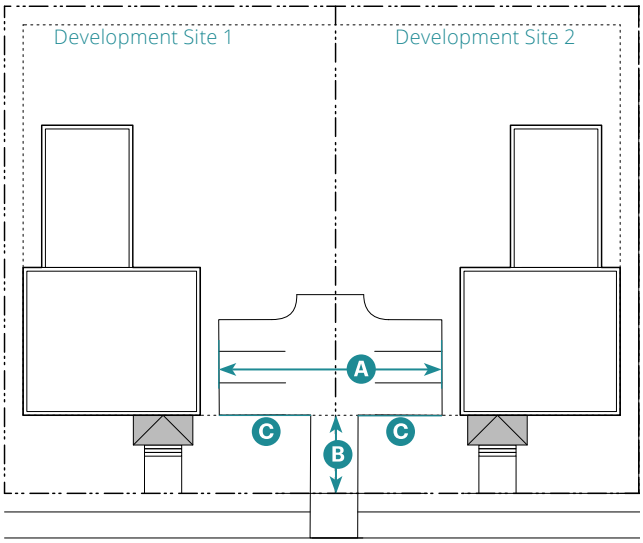
(5) Stacked Parking System. Parking spaces are arranged in a system that provides two to three spaces in the horizontal area of one space. This type of system is within a podium parking garage.

(a) Stacked parking spaces are allowed when designated for use by residents, except for parking designated for use by persons with disabilities.

(b) Mechanical lifts shall be accompanied by an on-site battery or electrical generator to provide sufficient power to clear the lift of all vehicles or shall be capable of manually clearing the lift without power.

(c) In parking systems that stack individual vehicles, each vehicle accommodated by the stacker counts as an individual parking space.

Figure 10-20.05.040.1: Parking Court(s)



- -	Development Site Line		
----	Building Setback Line		
A	Width 56' max.		
B	Parking Court Setback:	Small Parking Court (6 or fewer spaces Large Parking Court (& or more spaces)	15' min. Behind required ground floor habitable space required in Subsection 4 of the zone
C	Decorative wall and landscaping	36" max. height in compliance with Section 10-20.05.030 (Landscaping and Lighting)	

D. **Identification as to Purpose and Location.** On-site parking areas of four or more spaces shall include painted lines, wheel stops, or other methods of identifying individual parking spaces and loading areas, while distinguishing such spaces from aisle and other circulation features.

E. **Materials**

(1) All on-site parking areas and driveways shall be surfaced only with materials identified in Section 5-8.11 (Limitation of Impervious Surfaces, Flatwork Permits and Post-Construction Requirements) and Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

(2) Parking areas shall comply with Section 5-8.11 (Limitation of Impervious Surfaces, Flatwork Permits and Post-Construction Requirements), exclusive of required landscaping in Table E (Required Parking Lot Landscaping).

F. **Landscaping.** The landscaping standards identified in Table E (Required Parking Lot Landscaping) shall be applied with the standards of Subsection 10-20.05.020 (Screening) and Subsection 10-20.05.030 (Landscaping and Lighting).

(1) Parking and loading areas shall be screened from adjacent residential zones by a six foot wall, fence, or evergreen.

(2) Screening is not required when parking area(s) is adjacent to an alley.

(3) Landscaping areas shall integrate stormwater management features per Title 5 Chapter 8 (Urban Runoff Pollution Prevention).

(4) For portions of parking areas covered by photo-voltaic solar collectors that also function as shade structures, the minimum standard for trees does not apply.

G. **Location**

(1) Location of on-site parking is regulated by the required setbacks in Subsection 7 of the zone and the following:

(a) Parking lots with 11-20 spaces shall be separated at least by five feet from buildings to make room for a sidewalk, landscaping, and/or other planting between the building and the parking area;

(b) Parking lots with more than 20 spaces shall be separated by at least 12 feet from buildings to make room for a sidewalk, landscaping, and other planting between the building and the parking area; and

(c) The required separation may be eliminated to the rear of buildings in areas designed for unloading and loading of materials.

Table 10-20.05.040.E: Required Parking Lot Landscaping	
Number of Parking Spaces	**Percent of Gross Parking Area Required to be Landscaped**
10 or fewer	None
11 to 20	5' min. wide planter along property line
21 to 50	5%; 5' min. wide planter between every 5 spaces, property line, and building(s)
51 and over	10%; 5' min. wide planter between every 5 spaces, property line, and building(s)
General Landscaping	
Perimeter Planter	5' min. landscape buffer along property line(s) for the length of the parking area
Required Border	6" high curb or equivalent
Border and Stormwater	Curb or equivalent shall include breaks every 4" to provide drainage to retention and filtration areas.
Car Overhangs	Shall be prevented by stops
Required Quantity	1 tree per every 10 parking spaces, beginning at 11 total spaces
Tree Well Size[1]	5' min. in any direction
Tree Can Size	15 gallon min.
Tree Box Size	20% of required trees shall be 24" min.
Tree Caliper	1" min.
Tree Height at Installation	7' min. vertical clearance
Tree Location	Evenly spaced throughout parking lot to provide uniform shade

[1] Any vehicle overhang requires the minimum planter area width to be expanded by an equivalent dimension.

H. **Size of Parking Lot.** Parking lots larger than 10,000 square feet in size shall be broken down into smaller parking areas with planted landscape areas with a minimum width of 15 feet between them to minimize the perceived scale of the total field of stalls.

10-20.05.050 Slope Standards

1. **Intent.** This Section provides the standards for development in all zones on development sites with sloped topography. For the purposes of this Section, sloped topography is any slope of six percent or more.

   A. If there is a conflict between any provisions in this Section or the standards in Title 10, Chapter 3 (Zoning), the more restrictive provision shall apply.

   B. Table A (Amount of Sloped Areas Allowed to be Developed) identifies the amount of developable area for sloped portions of development sites. This, in combination with the standards in this Section and the maximum allowed building footprint shall be applied to the design of the sloped portions of development sites.

   C. Developments subject to Article 10 (Specific to Large Sites) requiring new streets shall be in compliance with maximum grade standards in Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

Table 10-20.05.050.A: Amount of Sloped Areas Allowed to be Developed

Portions of Development Site with Existing Slope	Development Site [1, 2]	
	Up to 3 acres	>3 acres
0–5.99%	100% max.	100% max.
6–9.99%	100% max.	70% max.
10–14.99%	100% max.	25% max.
15–19.99%	100% max.	5% max.
20–29.99%	50% max.	0% max.
> 30%	0% max.	0% max.

[1] In compliance with the setbacks of the zone, required on-site open space, this Section, and the maximum building footprint standards in Article 6 (Specific to Building Types).

[2] In compliance with required amount of civic space identified in Subsection 10-20.10.040.5.

2. **Building Height**

   A. **Maximum Building Height.** Building height is regulated by Subsection 4 of the zone. The maximum allowed height of a building shall follow the existing topography of the development site to ensure that each building is in compliance with the allowed building height.

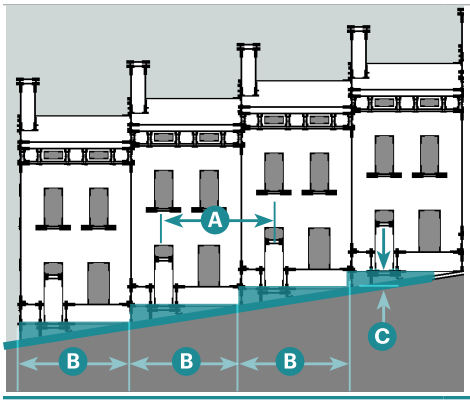
      (1) Figure 1 (Site Grading for Small-to-Medium Detached and Attached Building Forms) and Figure 2 (Site Grading for Large or Attached Building Forms) in this Section illustrate allowed and non-allowed site grading methods.

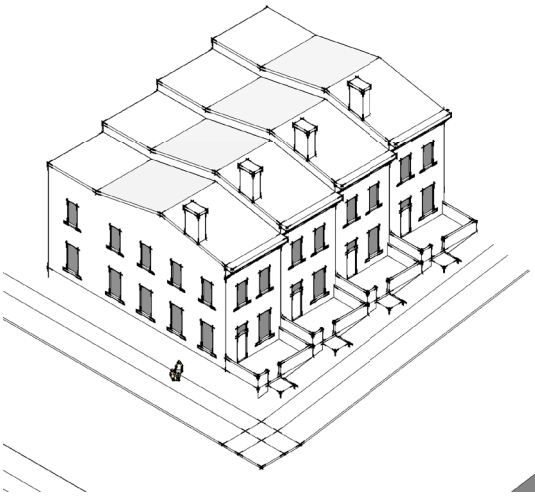
   B. **Exposed Basements.** Basements do not count toward the maximum stories allowed in the zone if exposed less than half of the basement's story height below the average adjacent finished grade.

Figure 10-20.05.050.1: Site Grading for Small-to-Medium Detached and Attached Building Forms

Allowed Site Grading. The following examples apply to the House, Duplex, Cottage Court, Fourplex, Neighborhood Townhouse, Multiplex, Pocket Neighborhood and Neighborhood Courtyard Building Types.

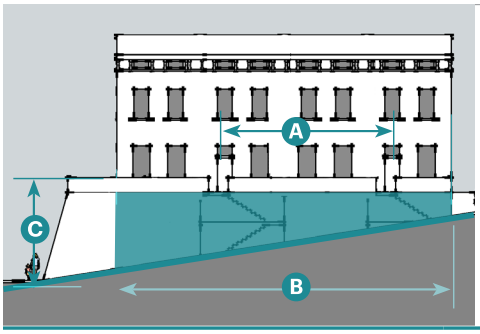
Allowed. Grading that results in each new modified building stepping and reflecting the topography of the parcel or development sites, and that connects each building with the adjacent street and public realm.

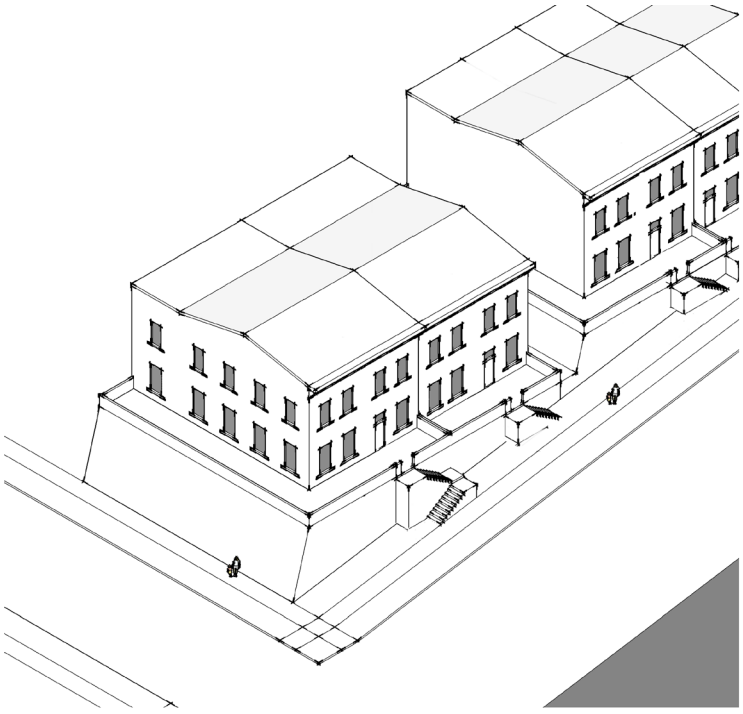




Distance between building entries on slopes greater than 6% shall not exceed 50'.	A
Building footprint width steps with slope.	B
Finished grade of terraced development site is less than 4 feet from the adjacent street/right-of-way.	C

Not Allowed. Grading that results in each new or modified building not following and reflecting the topography of the parcel or development sites, and disconnects each building from the adjacent street and public realm.



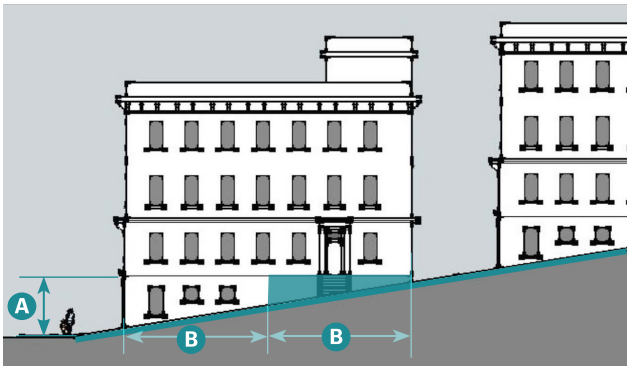


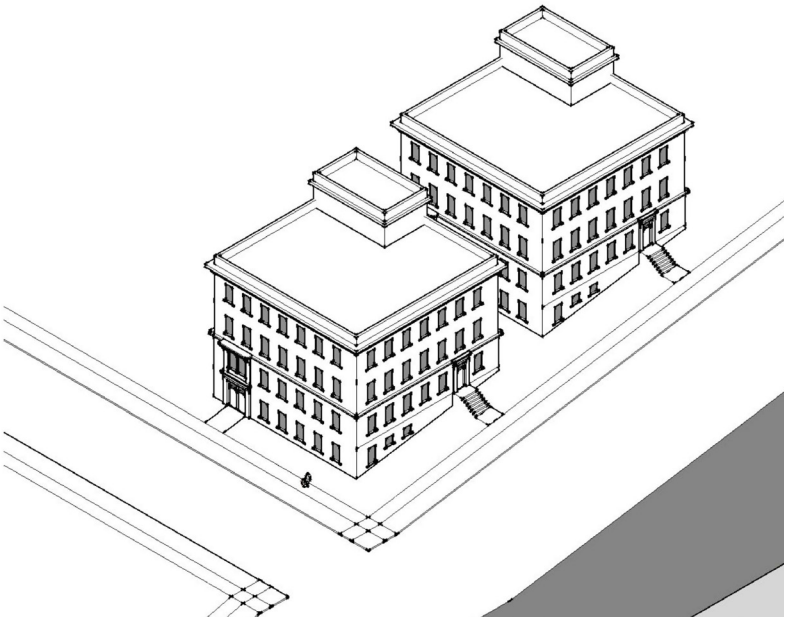
Distance between building entries on slopes greater than 6% exceeds 50'.	A
Building footprint width does not step with slope.	B
Finished grade of terraced development site is more than 4 feet from the adjacent street/right-of-way.	C

Figure 10-20.05.050.2: Site Grading for Large or Attached Building Forms

Allowed Site Grading. The following examples apply to the Multiplex and Main Street Building Types.

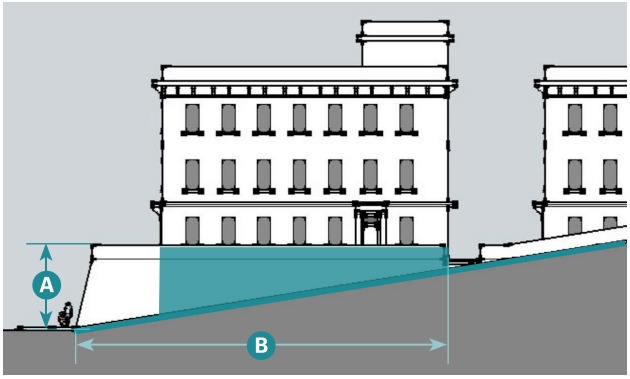
Allowed. Grading that results in each new or modified building fronting on the adjacent street(s), and that connects the building facades to the adjacent street and public realm, and avoids large blank retaining walls.

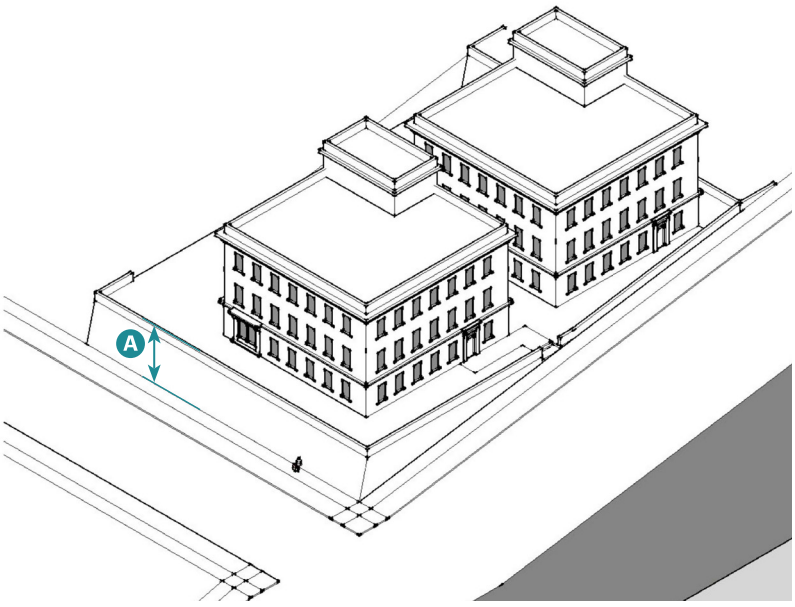




Slope is used to express the ground floor.	A
Building footprint steps with slope through a partial ground story.	B

Not Allowed. Grading that disconnects new and modified building facades from the adjacent public realm, and that results in large blank retaining walls.





Height does not create building with frontage and entries along adjacent streets; terraced development site is more than 4 feet from adjacent sidewalk/street/right-of-way.	A
Building footprint does not step with slope.	B

3. **Topography and Required Location of Primary Building.** Sloped topography can present issues with locating the primary building on a development site in compliance with Subsection 5 of the zone. Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less than 6% Slope) and Table 10-20.11.030.B (Adjustments to Standards for Development Sites Over 6% Slope) identify allowed administrative variations for issues arising from sloped topography, subject to the required findings.

4. **Topography and Required Location of Parking.** Sloped topography can present issues with locating parking on a development site in compliance with Subsection 7 of the zone. Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less than 6% Slope) and Table 10-20.11.030.B (Adjustments to Standards for Development Sites Over 6% Slope) identify allowed administrative variations for issues arising from sloped topography, subject to the required findings.

5. **Grading or Regrading of Development Sites.** When existing development site topography is proposed to be changed, grading shall not result in any of the following:

    A. Creation of retaining walls or blank walls taller than four feet within required front or side street facade zones;

    B. Retaining walls on side development site lines taller than three feet;

    C. Retaining walls on rear development site lines not within the building footprint, taller than 10 feet;

    D. Building(s) that do not reflect the existing topography of the development site;

    E. Terraced development sites that result in a vertical difference of more than 4 feet between the adjacent right-of-way and the finished grade of the development site;

    F. Grading beyond the building pad(s) and the required access drive(s);

    G. Cut exceeding 16 feet in height from top to toe; or

    H. Cut slope exceeding two horizontal to one vertical.

6. **Graded Slopes**

    A. Graded slopes shall be screened from view under or behind buildings with landscaping or natural topographic features.

7. **Drainage Facilities.** All proposed drainage facilities shall preserve major drainage channels in their natural state and be designed in such a manner as to minimize soil erosion and to otherwise preserve the public health, safety, and welfare, in compliance with Title 7, Chapter 12 (Watercourses).

8. **Massing.** Buildings on sloped development sites shall reflect the existing topography of the development site.

   A. Buildings with footprints 36 feet wide or less shall have a simple water table element or change in material between the basement and the ground floor.

   B. Buildings with footprints wider than 36 feet and 2.5 stories or taller shall have a minimum of one story tall defined base. The base shall be defined through the use one of the following methods:

      (1) Change in material;

      (2) A continuous horizontal band between the base and upper floors; and/or.

      (3) Use of a continuous shopfront frontage.

   C. All design shall be in compliance with the selected style for the building(s) in Article 8 (Specific to Architectural Design).

9. **Frontage.** Along front and side street facades, the primary building on each development site shall be designed in compliance with the standards for ground floor private frontage as required by Subsection 8 of the zone.

10. **Administrative Relief.** Section 10-20.11.030 (Adjustments to Standards) provides for administrative variations from the standards in this Section due to topographic constraints.

10-20.05.060 Public Frontage Standards

1. **Intent.** Public frontage types provide a coordinated approach to design standards for the area between each development site's private frontage(s) and the adjoining right-of-way or private driveway easement. Public frontage types consist of planters, walkways, curbs, planters, and planting as illustrated in Table C (Public Frontage Assemblies).

2. **Required Improvements.** The public frontage along the development site(s) shall be improved per Table A (Required Improvements) and the development scenario that applies to the project.

Table 10-20.05.060.A: Required Improvements

Required Improvements	Development Scenario	
	Infill Development Site on Existing Block	**New Block(s)**
	Development consists of one development site.	Development creates one or more new blocks.
a. **Sidewalk.** Add missing segment(s) along abutting front and/or side street.	R	R
b. **Sidewalk.** Repair uneven segments along abutting front and/or side street.	R	N/A
c. **Street trees.** Add street trees along abutting front and/or side street where there is adequate room to also maintain sufficient width for traffic lanes, pedestrian sidewalks, and bicycle facilities. See Subsection 04.030.4.A.(2).	R	R
d. **Crosswalk improvements.** Add crosswalk.	X	Including adjacent and new intersection(s).
e. **Bicycle facilities.** Add bicycle facilities required in Bicycle and Pedestrian Master Plan.	X	Including bike lanes.

Key R = Required X = Not Required

3. **Design Standards for Public Frontages.** Public frontages shall be designed and maintained in compliance with the following standards:

   A. For new streets or new blocks, the required elements are identified in and shall be configured according to Table C (Public Frontage Assemblies) and in compliance with Title 7, Chapter 10 (Street Improvements Conditions to Building Permits).

   B. For infill projects, the required elements shall be configured consistent with those existing on immediately adjacent parcels, along the subject parcel's front street and side street frontage. Where the configuration differs on adjacent parcels, the development site shall transition dimensions of required elements between those existing on adjacent parcels.

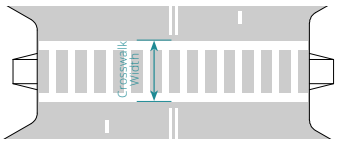
   C. Planting and landscape selection shall be in compliance with Title 9, Chapter 22 (Water Efficient Landscaping).

4. Pedestrian Crossings

   A. **Curb Ramps.** Perpendicular corner curb ramps with a separate ramp installed in each direction are required.

   B. **Crosswalks.** Crosswalks shall be designed per the Town's applicable standards and applicable State guidelines and standards.

      (1) Standard Crosswalk.



5. **Allowed Public Frontage Types**

   A. **Street.** The Street Frontage includes raised curbs drained by inlets with sidewalks separated from vehicular lanes by individual or continuous planters. Landscaping consists of street trees of a single or alternating species aligned and spaced at 35' intervals on average.

   B. **Avenue/Boulevard.** The Avenue/Boulevard Frontage includes raised curbs drained by inlets with wide sidewalks separated from the vehicular lanes by a continuous planter, and parking on both sides. Landscaping consists of single or double rows of a single or alternating tree species aligned and spaced at 35' intervals on average.

   C. **Main Street.** The Main Street Frontage includes raised curbs drained by inlets with very wide sidewalks along both sides separated from the vehicular lanes by individual tree wells with grates. Landscaping consists of a single tree species aligned and spaced at 35' intervals on average.

Table 10-20.05.060.B: Public Frontage Types Overview

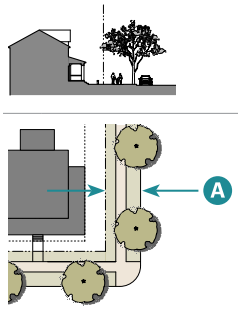
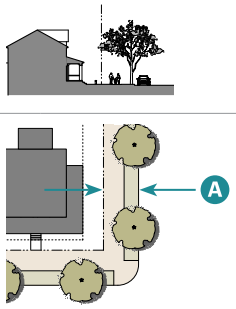
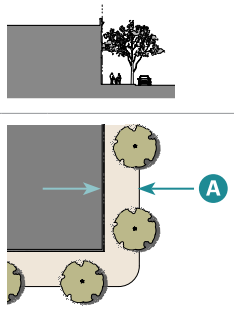
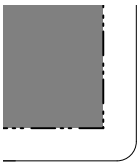
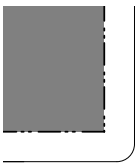
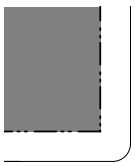
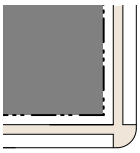
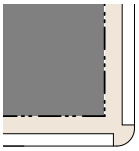
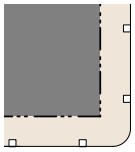
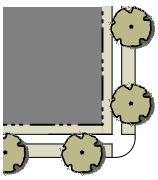
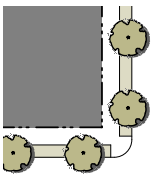
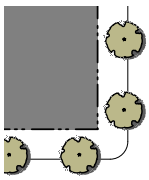
Table B (Public Frontage Types Overview) provides an overview of the allowed public frontage types in or abutting each zone.

Public Frontage Types	Specific Standards	N.S	N.M	MS.S
Street	10-20.05.060.C.1	P	P	X
Avenue/Boulevard	10-20.05.060.C.2	X	P	P
Main Street	10-20.05.060.C.3	X	X	P

Key	P = Allowed	X = Not Allowed

Table 10-20.05.060.C: Public Frontage Assemblies

Table C (Public Frontage Assemblies) identifies the required elements and dimensions of each public frontage type.

	Street 10-20.05.060.C.1	Avenue/Boulevard 10-20.05.060.C.2	Main Street 10-20.05.060.C.3
Assembly. The type and dimension of curbs, walkways, and planters.			
Total Width	A 11' min.	A 13' min.	A 16' min.
Note: See below for required elements of each assembly			
a. **Curb.** The detailing of the edge of the vehicular pavement, incorporating drainage.			
i. Type	Raised Curb	Raised Curb	Raised Curb
b. **Walkway.** The pavement dedicated exclusively to pedestrian activity.			
i. Type	Walkway	Walkway	Walkway
ii. Width	6' min.	8' min.	12' min.
Note: Placement of curb ramps shall match the desired path of pedestrian travel. See Marin County Standard Plans for curb ramp design.			
c. **Planter.** The area that accommodates street trees and other landscaping.			
Arrangement	Regular	Regular	Regular
Types	Planting Strips along curb edge and R.O.W. edge	Planting Strips along curb	Tree Wells (must be located between walkway and curb)
Width	5' min.	5' min.	4' min.

10-20.05.070 Privacy Standards

1. **Intent.** These standards are designed to provide privacy between primary living spaces of buildings on each side of a development site line in neighborhood zones (N.S or N.M). Windows and balconies along the side of a building within 20 feet of an interior side development site line in N.S or N.M zones are subject to these standards.

2. **Standards**

   A. Primary living spaces adjoining an interior side setback shall either:

      (1) Orient principal/main windows/glazed openings toward the front and rear of the building, away from interior side development site lines; or

      (2) Set the window/glazing openings:

         (a) Perpendicular to interior side development site lines; or

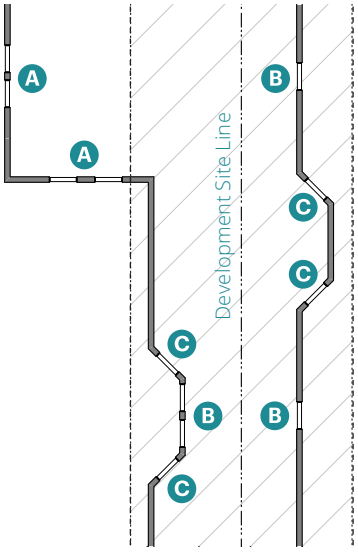
         (b) More than six feet from interior side development site lines

   B. Windows and balconies openings within 6 feet of an interior side development site line shall either:

      (1) Have a minimum sill height of 44 inches; or

      (2) Place the window at an angle of at least 30 degrees, measured perpendicular to the adjacent side development site line.

Figure 10-20.05.070.1: Sill Height Standards along Interior Development Site Line



– · –	Development Site Line
- - - -	Sideyard Setback Line
	Area Within 6' of Development Site Line
A	Principal Window
B	44" min. Sill Height
C	No Limitation on Sill Heights (Window at 30° angle)

10-20.05.080 Service and Utility Standards

1. **Mailboxes**

   A. Maximum 5 feet tall from finished grade.

   B. Minimum setback of 3 feet from property line.

   C. Mailbox(es) shall incorporate colors used on the nearest primary building(s) they serve.

2. **Trash Enclosures**

   A. Trash enclosures shall be integrated into the building or located a minimum of 50 feet from a public right of way or adjacent offsite parcel and designed to match the primary building's roof style, exterior finish materials and colors.

   B. Trash enclosures shall be designed to achieve the minimum size required to fit the number and size of trash bins and containers needed to accommodate the waste generated by the building user.

   C. Proposed bins and containers shall be indicated on the plans to demonstrate compliance with this requirement

   D. Trash enclosures shall include a gate opening and doorway in addition to any gate opening. Gate openings shall be at least 9 feet wide.

3. **Utilities Cabinets, Meters, and Backflow Preventers**

   A. Utility cabinets and meters shall be contained within the building or fully screened from view by a solid wall of equal height of the utility cabinet or meter.

   B. Backflow preventers and fire department connections (FDC) within 50 feet of a public right of way shall be screened from the public right of way by landscaping of equal height and width as the backflow preventer and/or fire department connection (FDC).

4. **Service Areas**

   A. Service areas (for loading and unloading) shall be integrated into the building or screened from public view by a six-foot high solid masonry wall. Service bay doors shall not be oriented toward the public right of way.

5. **Trash Receptacles/Cans**

   A. Mixed-use projects with a commercial component other than office shall provide at least one trash receptacle/can per public frontage. The trash receptacle/can shall be placed within 10 feet of a pedestrian walkway connection to the public right of way (i.e. sidewalk).

6. **Pedestrian Pathways**

   A. Pedestrian pathways shall be comprised of durable, all-weather, dustless paving material that is differentiated in regard to material, texture (i.e. stamped patterns, and/or colors) from the private street and public sidewalk.

7. **Truncated Domes**

   A. Truncated domes shall be imbedded (flush) with the pavement and not tacked onto the surface of the ground.

Article 6: Specific to Building Types

Sections:

10-20.06.010 Purpose
10-20.06.020 Building Types
10-20.06.030 Overview of Building Types
10-20.06.040 Ancillary Building
10-20.06.050 House
10-20.06.060 Duplex Side-by-Side
10-20.06.070 Duplex Stacked
10-20.06.080 Cottage Court
10-20.06.090 Fourplex
10-20.06.100 Neighborhood Townhouse
10-20.06.110 Neighborhood Courtyard
10-20.06.120 Pocket Neighborhood
10-20.06.130 Multiplex
10-20.06.140 Main Street Building
10-20.06.150 Massing Compositions

10-20.06.010 Purpose

This Article provides the standards for development of individual building types to achieve the intended physical character of each zone, offer housing choices and affordable housing opportunities, and incubate small businesses as amenities within walkable neighborhoods.

10-20.06.020 Building Types

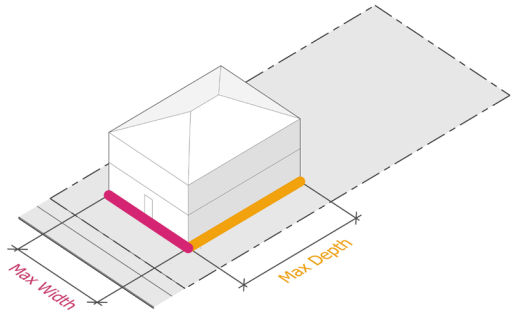
1. Building types are used to articulate size, scale, and intensity according to the intent of each zone.
2. Building types are categorized into two groups: House-Scale Buildings and Block-Scale Buildings. See Figure 1 (Example of House-Scale and Block-Scale Buildings) for examples.
    A. **House-Scale Buildings.** Buildings that are the size of a house, typically ranging in footprint from as small as 25 feet up to 80 feet overall; and
    B. **Block-Scale Buildings.** Buildings that are individually as large as most or all of a block or, when arranged together along a street, appear as long as most or all of a block.
3. The development site size standards for each building type are set in each zone to generate pedestrian-oriented buildings within the overall intended physical character of each zone. The development site size standard identifies the range of development site sizes on which the given building type is allowed to be built.
4. Certain building types have additional standards beyond the zone standards to further calibrate the type for its context.

5. Each development site shall have only one primary building type, except as follows, and in compliance with all standards:
    A. Where allowed by the zone, one Ancillary Building (Section 10-20.06.040) is allowed in addition to the primary building type;
    B. The Cottage Court (Section 10-20.06.080) may consist of up to nine individual buildings;
    C. The Pocket Neighborhood (Section 10-20.06.120) may consist of up to 10 individual buildings; and
6. In N.S-O and MS.S, detached buildings are allowed to be connected in compliance with the following:
    A. The connection is at least 30 feet behind the building façade nearest to the street;
    B. The area of connection is at least 15 feet and up to 30 feet wide;
    C. The building façade nearest to the street is in compliance with the required façade zone;
    D. Upper story connections are at least 10 feet above the finished grade of the building and at least 13 feet, 6 inches above if the area below accommodates vehicle access.
7. On-site open space. The standards identify only the required type (private or common) and amount. For example, if the type only has standards for private open space, common open space is not required for that building type. The identified amount is for the entire building unless specified otherwise.
8. Parking may be designed as tuck-under, detached garage(s), podium or subterranean, in compliance with the zone standards for parking placement.
9. Wings are allowed for certain building types to allow an increase in building square footage without increasing the maximum allowed footprint of the main body.
    A. Wings are required to be smaller in footprint, one story less and 10 feet less to highest eave/parapet than the main body to visually reduce the overall size of a building.
    B. The building type standards specify the amount that wings are required to be offset from the main body so that their facades are not aligned.
    C. Wing offset from Main Body required only on all facades.
    D. Wings may be the same number of stories and height as the main body when a density bonus is applied to the building.
10. The maximum number of units identified for each building type is dependent on the development site being large enough to accommodate the zone's standards (e.g., parking).
11. Individual designs may vary from the diagrams for each building type in compliance with the standards of this Article and Article 8 (Specific to Architectural Design).
12. New buildings and their improvements are subject to the Town's local standards for Fire Safety including the Wildland Urban Interface Code and Building Safety.

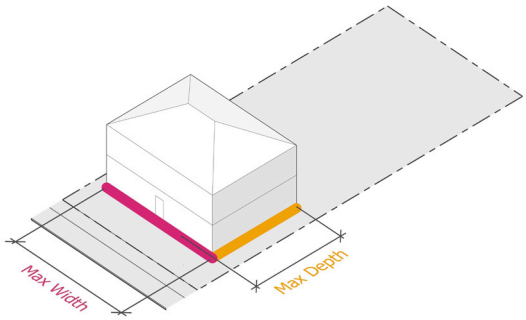
Figure 10-20.06.020.1 Example of House-Scale and Block-Scale Buildings

House-Scale Buildings

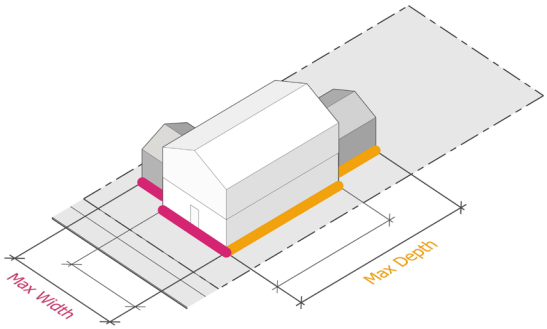
Main body only



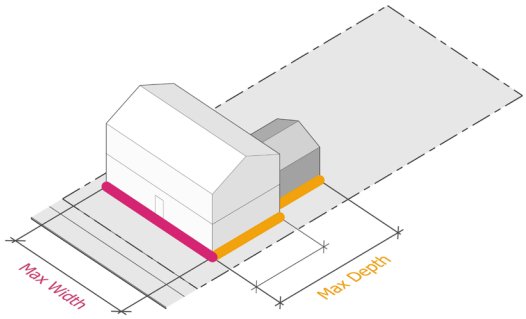
Main body only



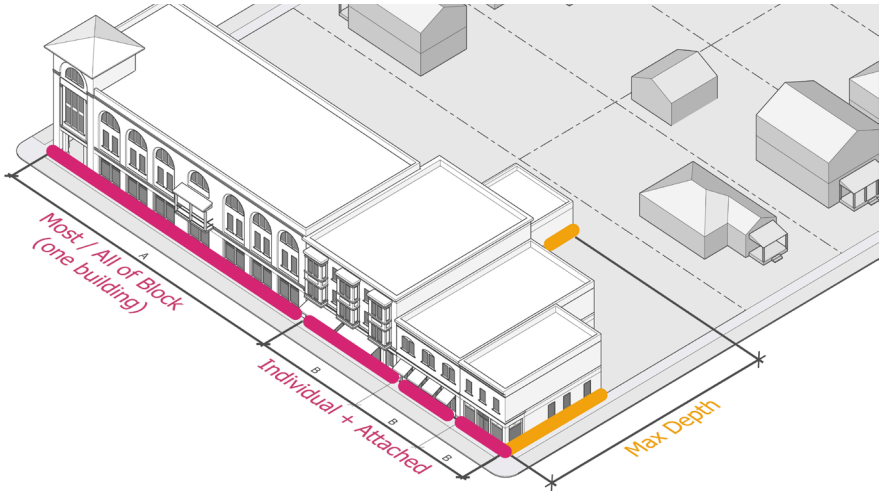
Main body with side and rear wings



Main body with rear wing



Block-Scale Buildings



10-20.06.030 Overview of Building Types

Table A (Building Types Overview) provides an overview of the allowed building types in each zone. The names of the building types are not intended to limit uses within a building type. For example, a Duplex may have non-residential uses within it as allowed by the zone.

Table 10-20.06.030.A: Building Types Overview

	Specific Standards	N.S	N.M	MS.S
House Scale				
Ancillary Building	10-20.06.040	P	P	P
House	10-20.06.050	P	X	X
Duplex Side-by-Side	10-20.06.060	P	P	X
Duplex Stacked	10-20.06.070	P	X	X
Cottage Court	10-20.06.080	P	X	X
Fourplex	10-20.06.090	P	X	X
Neighborhood Townhouse	10-20.06.100	P	P	P
Neighborhood Courtyard	10-20.06.110	P	P	P
Pocket Neighborhood	10-20.06.120	P	X	X
Multiplex	10-20.06.130	P	P	P
Block Scale				
Main Street Building	10-20.06.140	X	P	P

Key P = Allowed X = Not Allowed

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10-20.06.040 Ancillary Building



Example of Ancillary Building



Example of Ancillary Building



Example of Ancillary Building

1. Description

An accessory structure located at the rear of a development site, above or abutting a detached garage that provides a small residential unit (accessory apartment), home office space, or other small commercial or service use, as allowed by the zone. When used for residential purposes, this housing type is one form of an Accessory Dwelling Unit (ADU).

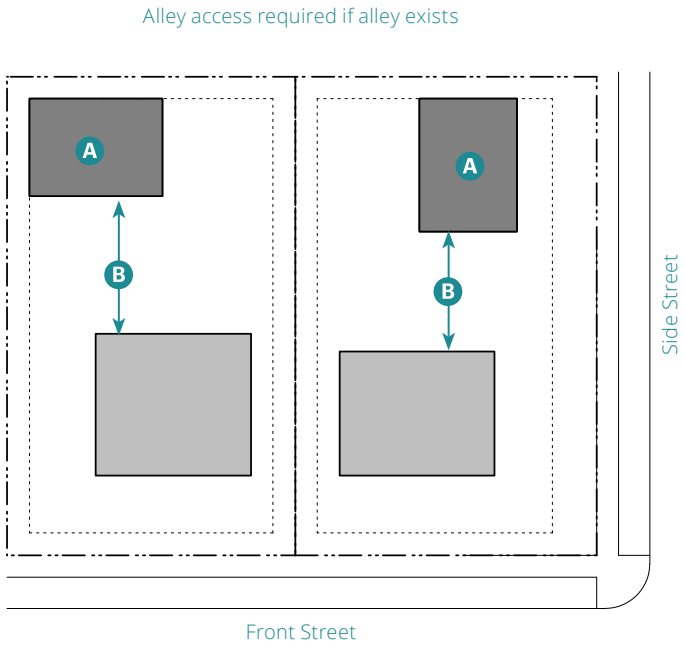
Synonym: Granny Flat, Carriage House

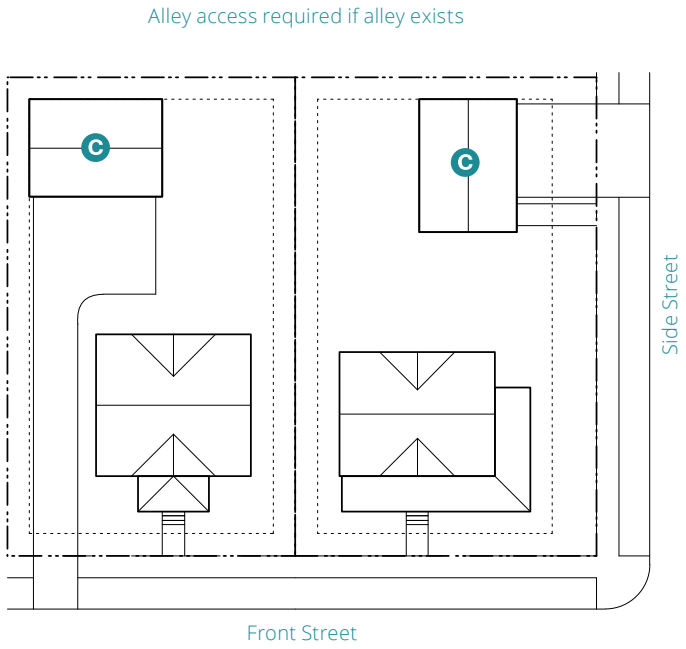
2. Number of Units

Units per Building	1 max.
Ancillary Buildings per Dev't Site	1 max.

Not allowed on the development site of a Cottage Court

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Ancillary Building

Primary Building Type

3. Building Size and Massing

Height		
Stories	2.5 max.[1]	
Main Body[2]		
Area	1,000 sf max.	A
Depth	24' max.	
Separation from Primary Building[3]	10' min.	B
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	

[1] Includes garage story

[2] In compliance with the setbacks of the zone

[3] An Ancillary Building may be connected to the primary building by an uninhabitable space including, but not limited to, a breezeway.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

4. Pedestrian Access

The main entrance shall not be through a garage.

5. Vehicle Access and Parking

Driveway and parking location shall comply with standards in Subsection 7 of the zone. C

Parking may be covered, uncovered, or in a garage.

6. Open Space

Private Open Space

Not required

10-20.06.050 House



Example of House



Example of House



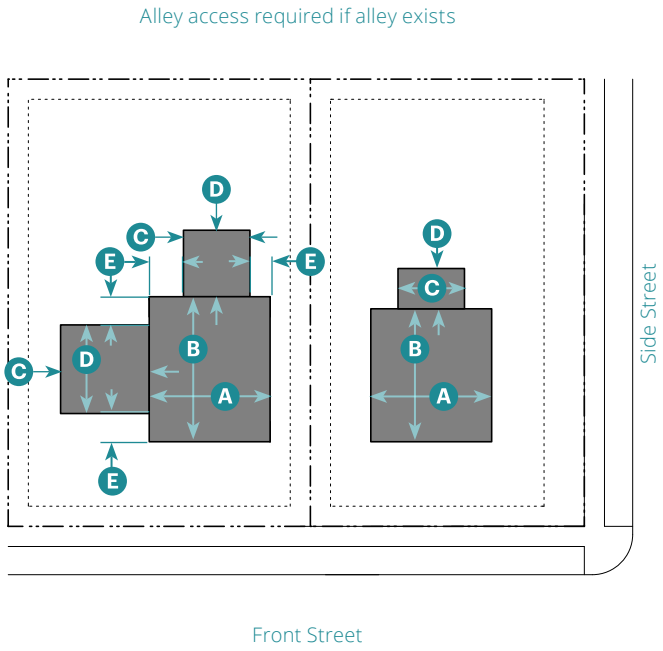
Example of House

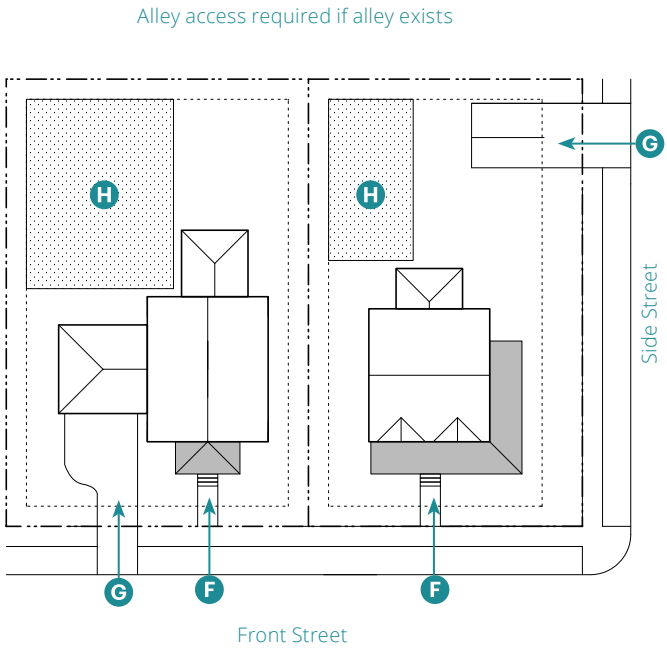
1. Description
A small-to-medium-sized, detached, House-Scale Building with one unit, small-to-medium setbacks, a rear setback, and located within a low-intensity, walkable neighborhood.

2. Number of Units	
Units per Building	1 max.
Buildings per Development Site	1 max.[1]

[1] Not including ADU

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[2]		
Width	36' max.	A
Depth	48' max.	B
Wing(s)[2,3]		
Width	20' max.	C
Depth	20' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	E
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[2] In compliance with Subsection 5 of the zone

[3] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Private Open Space

4. Pedestrian Access		
Main Entrance Location	Front Street	F
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		G
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Private Open Space		
Area	300 sf min.	H
Required setbacks and driveways do not count toward open space.		
Required private open space shall be located behind the main body of the building.		

10-20.06.060 Duplex Side-by-Side



Example of Duplex Side-by-Side



Example of Duplex Side-by-Side



Example of Duplex Side-by-Side

1. Description

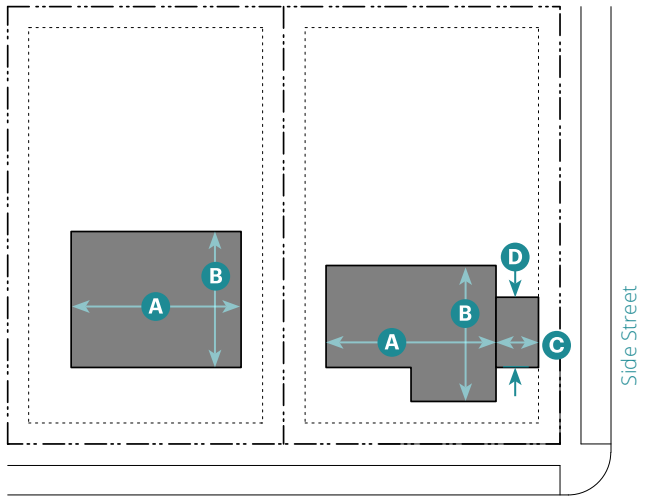
A small-to-medium-sized, detached, House-Scale Building with small-to-medium setbacks and a rear setback. The building consists of two side-by-side units, both facing the street and within a single Building massing. The type has the appearance of a medium-to-large, single-unit house and is scaled to fit within lower-intensity neighborhoods.

2. Number of Units

Units per Building	2 max.
Buildings per Development Site	1 max.

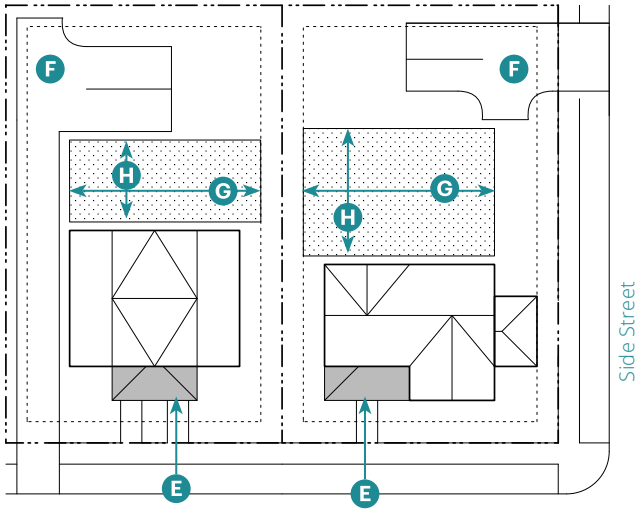
General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Front Street

Alley access required if alley exists



Front Street

Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	48' max.	A
Depth	36' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	24' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[1] In compliance with Subsection 5 of the zone

[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Private Open Space

4. Pedestrian Access		
Main Entrance Location	Front Street[3]	E

Each unit shall have an entry facing the street on or within 15' of the front facade.

[3] On corner development sites, each unit shall front a different street.

5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F

Parking may be covered, uncovered, or in a garage.

6. Open Space		
Common Open Space		
Width	15' min.	G
Depth	15' min.	H

Required setbacks and driveways do not count toward open space.

Required private open space shall be located behind the main body of the building.

10-20.06.070 Duplex Stacked



Example of Duplex Stacked



Example of Duplex Stacked



Example of Duplex Stacked

1. Description

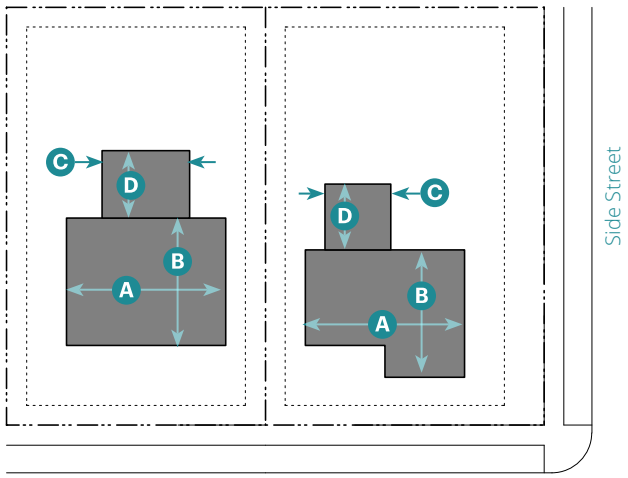
A small-to-medium-sized, detached, House-Scale Building with small-to-medium setbacks and a rear setback. The building consists of two stacked units, both facing the street and within a single building massing. The type has the appearance of a medium-to-large, single-unit house and is scaled to fit within lower-intensity neighborhoods.

2. Number of Units

Units per Building	2 max.
Buildings per Development Site	1 max.

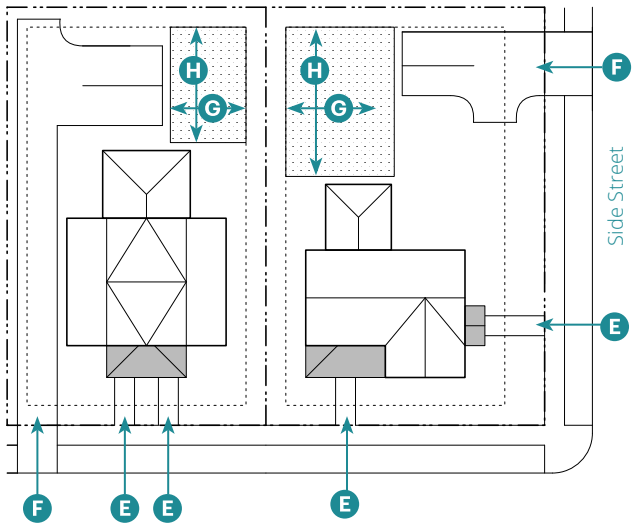
General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Front Street

Alley access required if alley exists



Front Street

Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	36' max.	A
Depth	48' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	24' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[1] In compliance with Subsection 5 of the zone

[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Private Open Space

4. Pedestrian Access		
Main Entrance Location	Front Street[3]	E

Each unit shall have an entry facing the street on or within 15' of the front facade.

[3] On corner development sites, each unit shall front a different street.

5. Vehicle Access and Parking	
Driveway and parking location shall comply with standards in Subsection 7 of the zone.	F

Parking may be covered, uncovered, or in a garage.

6. Open Space		
Private Open Space		
Width	15' min.	G
Depth	15' min.	H

Required setbacks and driveways do not count toward open space.

Required private open space shall be located behind the main body of the building.

10-20.06.080 Cottage Court



Example of Cottage Court



Example of Cottage Court



Example of Cottage Court

1. Description

A group of up to nine small, detached, House-Scale Buildings arranged to define a shared court open to and visible from the street. The shared court is common open space and takes the place of a private rear setback, thus becoming an important community-enhancing element. The type is scaled to fit within low-to-moderate-intensity neighborhoods and in non-residential contexts.

Synonym: Bungalow Court

2. Number of Units

Units per Building	1 max.
Buildings per Development Site	3 min.; 9 max.[1]

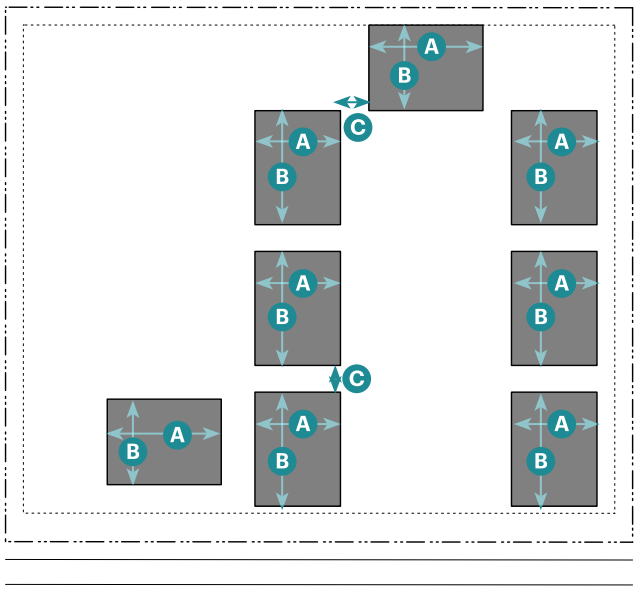
[1] In the N.S zone, the rearmost Cottage may contain up to 2 units, for a total of 10 units.

3. Building Size and Massing

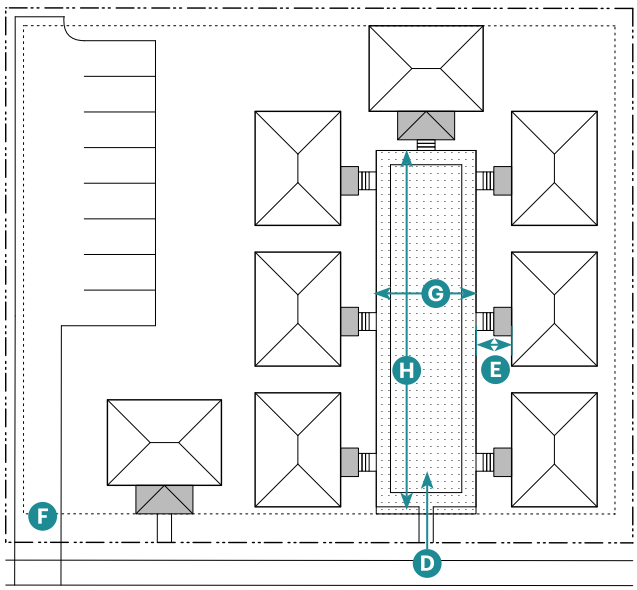
Stories	1.5 max.
To Highest Eave/parapet	18' max.

General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Alley access required if alley exists



Key

ROW/ Dev't Site Line

Building Setback Line

Building

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Common Open Space

3. Building Size and Massing (Continued)		
Main Body (per Cottage) [2]		
Width	32' max.	A
Depth	32' max.	B
Separation between Cottages	7' min.	C
Wing(s)		
Not Allowed		
Massing Types (per Cottage)		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	

4. Pedestrian Access		
Shared court shall be accessible from front street.		D
Pedestrian Path Setbacks		
From Building Entrance	6' min.	E
Pedestrian connections shall connect all buildings to the public ROW, shared court, and parking areas.		
Main entrance to units required from shared court.		
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		
Units on a corner may enter from the side street.		

[2] In compliance with Subsection 5 of the zone

5. Vehicle Access and Parking	
Driveway and parking location shall comply with standards in Subsection 7 of the zone.	F
Parking may be covered, uncovered, or in a garage.	
Spaces may be individually accessible by the units and/or common parking area(s) at rear or side of development site.	

6. Open Space		
Common Open Space		
Width	20' min. clear	G
Depth	75' min. (3-4 units) 90' min. (5-9 units)	H
Required setbacks and driveways do not count as open space.		
Up to 1/3 of the shared court(s) may be used for stormwater management if designed as a rain garden or bioswale.		

7. Miscellaneous
Fencing
Fencing only allowed around or between individual buildings and shall not exceed 36" in height.
Visibility shall be maintained through the fencing.

10-20.06.090 Fourplex



Example of Fourplex



Example of Fourplex



Example of Fourplex

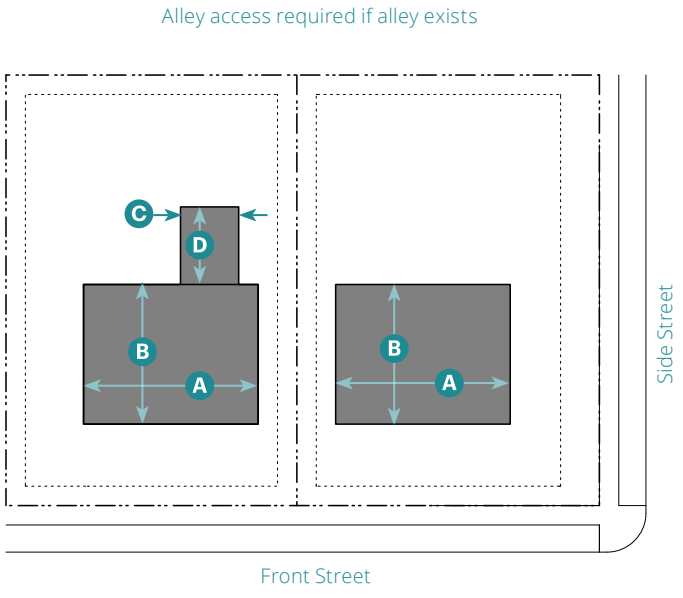
1. Description

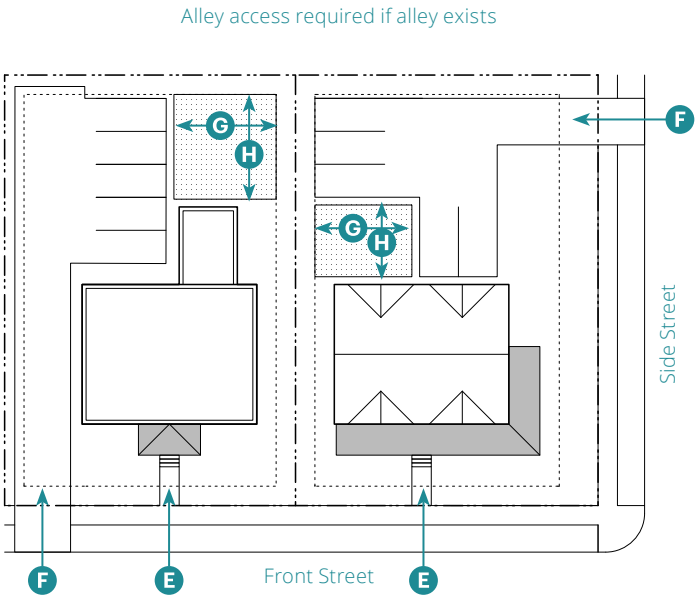
A small-to-medium-sized, detached, House-Scale Building that consists of three to four side-by-side and/or stacked units, typically with one shared entry or individual entries along the front. The type has the appearance of a medium-sized, single-unit house and is scaled to fit within low- to moderate-intensity neighborhoods.

2. Number of Units

Units per Building	3 min.; 4 max.
Buildings per Development Site	1 max.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	48' max.	A
Depth	48' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	20' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Flat Roof Box	Subsection 10-20.06.150.2.H	
Flat Roof L	Subsection 10-20.06.150.2.I	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Common Open Space

3. Building Size and Massing (Continued)		
[1] In compliance with Subsection 5 of the zone		
[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.		
4. Pedestrian Access		
Main Entrance Location	Front Street	E
Each unit may have an individual entry.		
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Common Open Space[3]		
Width	15' min.	G
Depth	15' min.	H
Required setbacks and driveways do not count toward open space.		
Required common open space shall be located behind the main body of the building.		
[3] None is required if the building is within 800' of public open space		

10-20.06.100 Neighborhood Townhouse



Example of Neighborhood Townhouse



Example of Neighborhood Townhouse



Example of Neighborhood Townhouse

1. Description

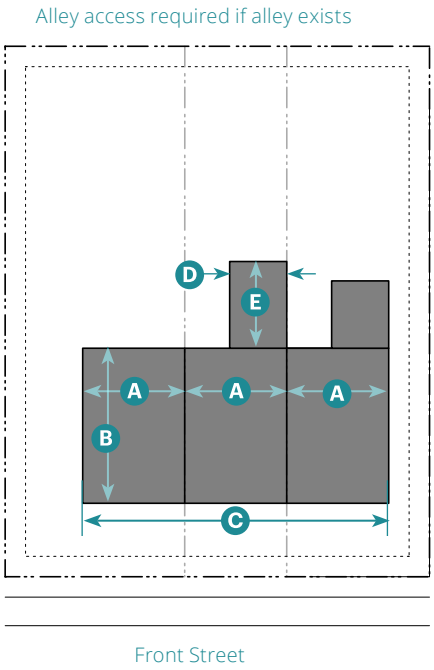
A small-sized, typically attached, House-Scale Building (up to four units side-by-side) with a rear setback. Each Neighborhood Townhouse consists of one unit. As allowed by the zone, the type may also be detached with minimal separations between buildings. The type is typically located within low-to-moderate-intensity neighborhoods.

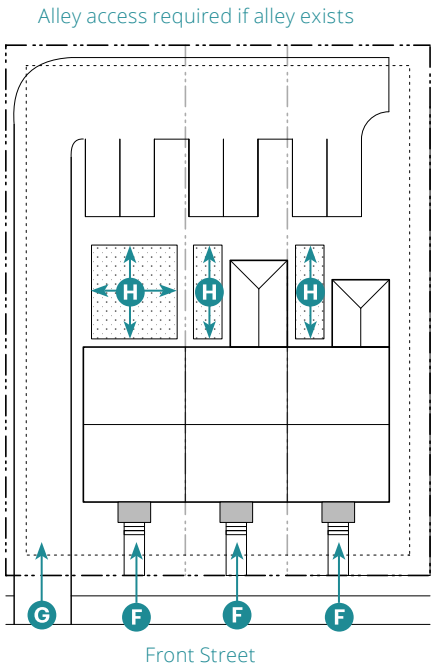
Synonym: Rowhouse

2. Number of Units

Units per Building	1 max. (up to 4 side-by-side)
Buildings per Dev't Site	1 max.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height	**N.S** **MS.S**	**N.M**
Stories	2.5 max.[1]	3 max.
Main Body (per Townhouse)[2]		
Width per Unit	18' min.	A
Depth per Unit	40' max.	B
Width per Building	120' max.	C
Wing(s)[2,3]		
Width	14' max.	D
Depth	25' max.	E
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types (per Run)		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		

[1] 2 stories max. in Historic Core

Key

ROW/Dev't Site Line

Building Setback Line

Frontage

Private Open Space

3. Building Size and Massing (Continued)
[2] In compliance with Subsection 5 of the zone
[3] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

4. Pedestrian Access		
Main Entrance Location	Front Street	F
Each unit shall have an individual entry facing a street.		

5. Vehicle Access and Parking	
Driveway and parking location shall comply with standards in Subsection 7 of the zone.	G
Parking may be covered, uncovered, or in a garage.	

6. Open Space		
Private Open Space		
Width	8' min.	H
Depth	8' min.	H
Required setbacks and driveways do not count toward open space.		
Required private open space shall be located behind the main body of the building.		

10-20.06.110 Neighborhood Courtyard



Example of Neighborhood Courtyard



Example of Neighborhood Courtyard



Example of Neighborhood Courtyard

1. Description

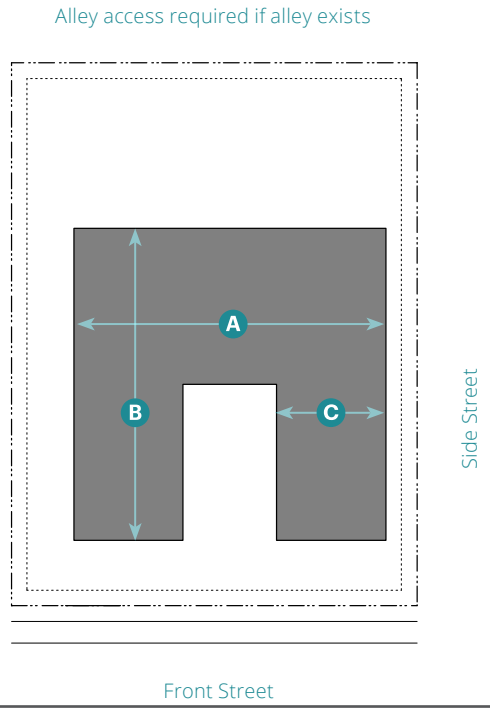
A detached, House-Scale Building that consists of up to 16 multiple attached and/or stacked units, accessed from a shared courtyard. The shared court is common open space and takes the place of a rear setback. The type is typically integrated as a small portion of lower-intensity neighborhoods or more consistently into moderate-intensity neighborhoods.

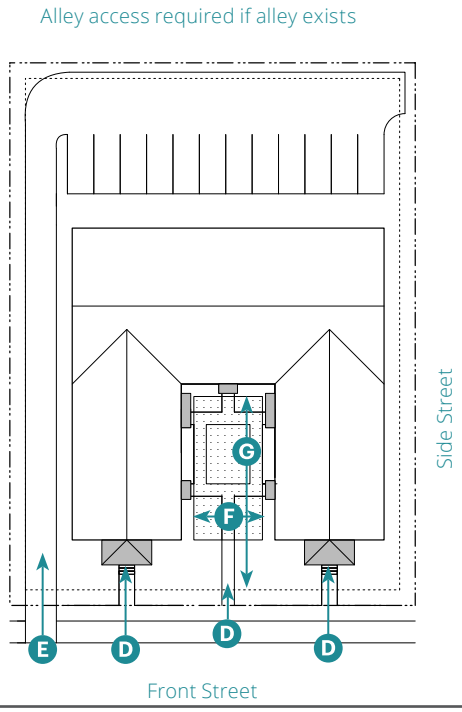
Synonym: Courtyard Apartment

2. Number of Units

	N.S	MS.S
Units per Building	12 max.	16 max.
Buildings per Dev't Site	1 max.	

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing

Height	**N.S** **MS.S**	**N.M**	
Stories	2.5 max.[1]	3 max.	
Main Body[2]			
Width	100' max.		A
Depth	100' max.	120' max	B
	45' max.		C
Massing Types			
Sloped L Courtyard	(L shaped) Subsection 10-20.06.150.2.E		
Sloped Front Courtyard	(U-shaped) Subsection 10-20.06.150.2.F		

Building shall be designed in an L-shape or U-shape

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[1] 2 stories max. in Historic Core

[2] In compliance with Subsection 5 of the zone

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Common Open Space

4. Pedestrian Access

Main Entrance Location[3]	Courtyard or Street	D

[3] The main entry of ground floor units shall be directly off of a courtyard or street, whichever is closer.

5. Vehicle Access and Parking

Driveway and parking location shall comply with standards in Subsection 7 of the zone. E

Parking may be covered, uncovered, or in a garage.

6. Open Space

Common Open Space	**L-shaped**	**U-shaped**	
Width	20' min.	25' min.	F
Depth	30' min.	60' min.	G

Courtyard(s) shall be accessible from the front street.

Multiple courtyards are required to be connected via a Passage through or between buildings.

Up to 1/3 of the shared court(s) may be used for stormwater management if designed as a rain garden or bioswale.

Front of courtyard not defined by building shall be defined by 2'-6" to 5' tall wall with entry gate/door.

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10-20.06.120 Pocket Neighborhood



Example of Pocket Neighborhood



Example of Pocket Neighborhood



Example of Pocket Neighborhood

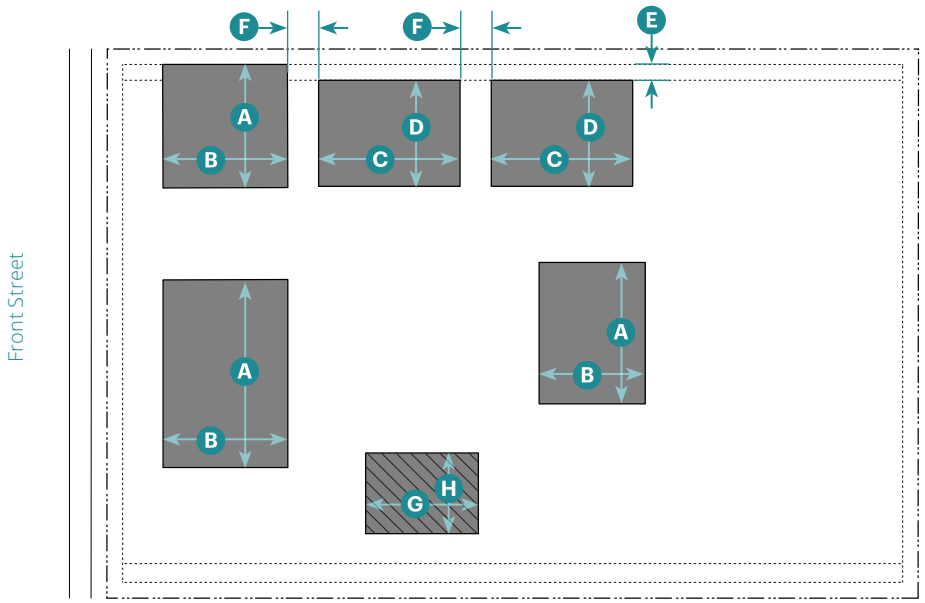
1. Description

A group of 5 to 10 detached, House-Scale Buildings each containing one to four units, arranged to define a shared open space. The shared open space is common open space and takes the place of a private rear setback, trees become an important community-enhancing element. The type is scaled to fit within low-to-moderate intensity neighborhoods.

2. Number of Units

Units per Building	4 max.
Buildings per Development Site	5 min.; 10 max.

General Note: Photos on this page are illustrative, not regulatory.



Key

ROW/ Dev't Site Line

Building Setback Line

Building

Community Building

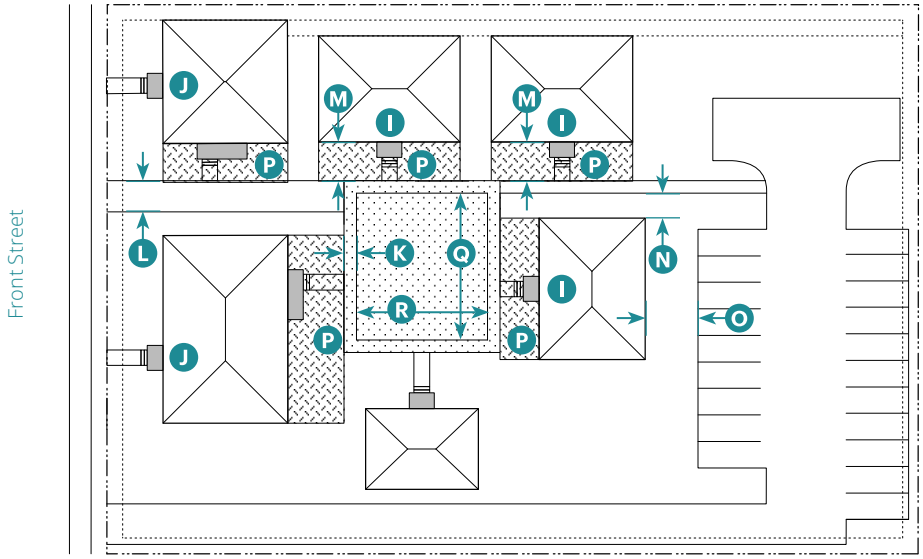
3. Building Size and Massing		
Main Body (per Building)[1]		
Stories	2.5 max.	
Buildings along Front and Side Street		
Width	60' max.	A
Depth	40' max.	B
Buildings along Side and Rear		
Width	36' max.	C
Depth	48' max.	D
Side Setback in Addition to Zone Setback	5' min.	E
Building Separation[2]		F
Between 1-story Buildings	10' min.	
Between Buildings > 1-story	15' min.	
Community Building[1,3]		
Stories	2.5 max.	
Width	40' max.	G
Depth	30' max.	H
Wing(s)		
Not Allowed		

3. Building Size and Massing (Continued)		
Massing Composition Types (per Building)		
Sloped Roof Box	1-4 Units per Building	Subsection 10-20.06.150.2.A
Sloped Roof Bar	1-4 Units per Building	Subsection 10-20.06.150.2.B
Sloped Roof L	1-4 Units per Building	Subsection 10-20.06.150.2.C
Sloped Roof Forecourt	2-4 Units per Building	Subsection 10-20.06.150.2.D
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		
No single-unit buildings allowed along the front or side street		

[1] In compliance with Subsection 5 of the zone

[2] Including community building

[3] Shall front on common open space and is not allowed along front or side street



Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

4. Pedestrian Access		
Main Entrance Location		
Buildings with 1 Unit[4]	At Common Open Space	I
Buildings with 2 or more Units	At Front or Side Street	J
Pedestrian Path Width		
Along Buildings and Open Space	5' min.	K
At Front or Side Street Connection	10' min.	L
Pedestrian Path Setbacks		
From Building Entrance	12' min.	M
From Side of Building	8' min.	N

[4]Max. 40' from edge of common open space

5. Vehicle Access and Parking		
Offset from Buildings	5' min.	O

Driveway and parking location shall comply with standards in Subsection 7 of the zone.

Parking not allowed along private or common open space.

Parking may be covered, uncovered, or in a garage.

Turnaround access required in compliance with Fire Department standards.

Key

Private Open Space

Common Open Space

6. Open Space			
Private Open Space per Building			
Required for full length of building at all facades adjacent or abutting a pedestrian path or common open space			P
Common Open Space[5]	**5 Bldgs.[6]**	**6-10 Bldgs.[6]**	
Width	30' min.	50' min.	Q
Depth	40' min.	100' min.	R

7. Miscellaneous
Fencing
Fencing only allowed around or between individual buildings and shall not exceed 36" in height.
Visibility shall be maintained through the fencing.

[5]Shall provide access from front or side street

[6]Not including community building

10-20.06.130 Multiplex



Example of Multiplex



Example of Multiplex



Example of Multiplex

1. Description

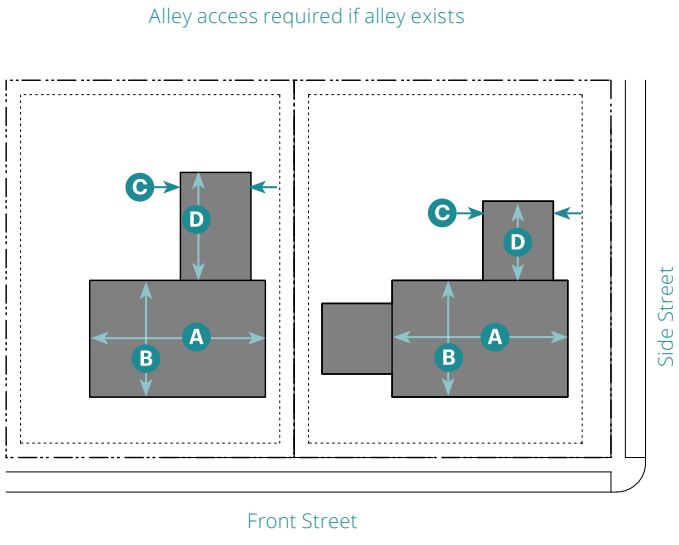
A medium-to-large-sized, detached, House-Scale Building that consists of 5 to 18 side-by-side and/or stacked units, typically with one shared entry. The type is scaled to fit within moderate-intensity neighborhoods.

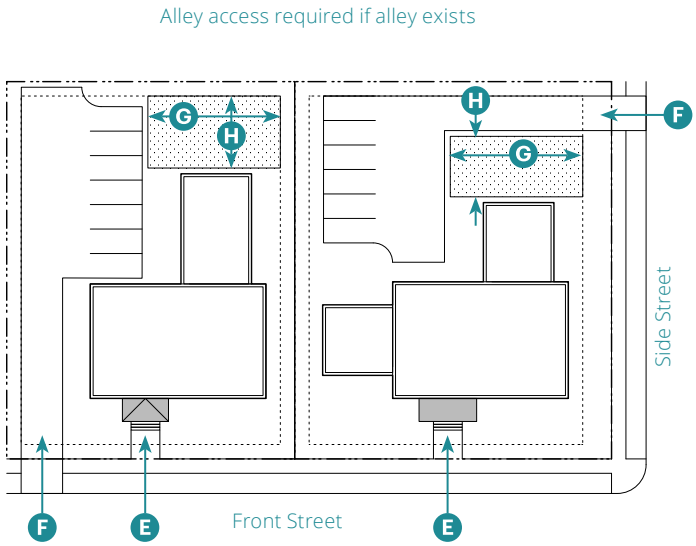
Synonym: Mansion Apartment

2. Number of Units

	N.S	MS.S
Units per Building	8 max.	12 max.
Buildings per Development Site	1 max.	

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height	**N.S** **MS.S**	**N.M**
Stories	2.5 max.[1]	3 max.
Main Body[2]		
Width	60' max.	A
Depth	60' max.	B
Wing(s)[2,3]		
Width	24' max.	C
Depth	40' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Flat Roof Box	Subsection 10-20.06.150.2.H	
Flat Roof L	Subsection 10-20.06.150.2.I	
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		
[1] 2 stories max. in Historic Core		

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

3. Building Size and Massing (Continued)		
[2] In compliance with Subsection 5 of the zone		
[3] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.		
4. Pedestrian Access		
Main Entrance Location	Front Street	E
Units located in the main body shall be accessed by a common entry along the front street.		
On corner development sites, units in a wing may enter from the side street.		
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Common Open Space		
Width	30' min.	G
Depth	20' min.	H

10-20.06.140 Main Street Building



Example of Main Street Building



Example of Main Street Building



Example of Main Street Building

1. Description

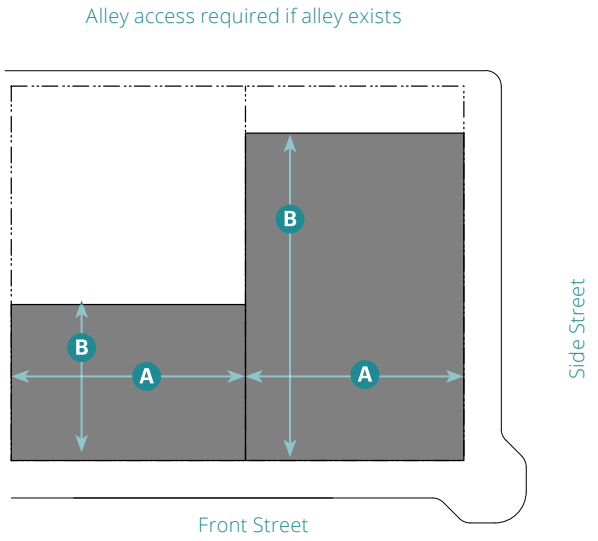
A small-to-large-sized, Block-Scale Building, typically attached, but may be detached. The type is intended to provide a vertical mix of uses with ground-floor retail, office, or service uses and upper-floor service or residential uses. The type makes up the primary component of neighborhood and downtown main streets, therefore being a key component to providing walkability.

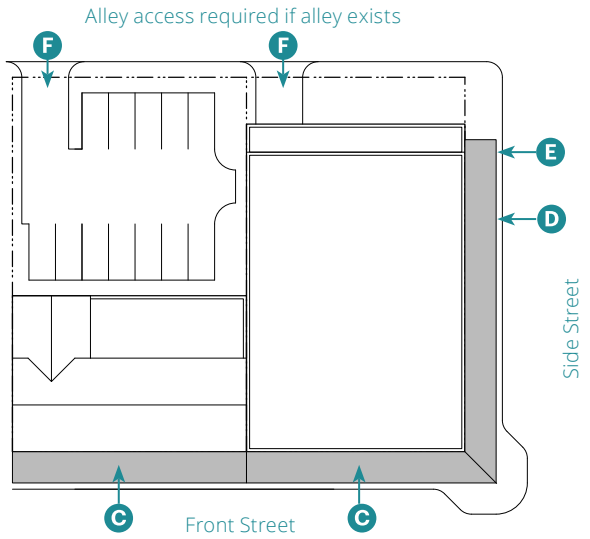
2. Number of Units

Units per Building	Unrestricted[1]
Buildings per Dev't Site	1 max.

[1] Number of units restricted by International Building Code (IBC) and Uniform Fire Code (UFC) standards.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing			
Height	**N.S**	**N.M MS.S**	
Stories	2.5 max.	3 max.[2]	
Main Body[3]			
Width	100 max.	140 max.	A
Depth	90 max.	180 max.	B
Wing(s)			
Not Allowed			
Massing Types			
Sloped Roof Bar	Subsection 10-20.06.150.2.B		
Flat Roof Box	Subsection 10-20.06.150.2.H		
Flat Roof L	Subsection 10-20.06.150.2.I		
Flat Roof T	Subsection 10-20.06.150.2.J		
Flat Roof Front Courtyard	Subsection 10-20.06.150.2.K		
Flat Roof Rear Courtyard	Subsection 10-20.06.150.2.L		
Flat Roof Closed Courtyard	Subsection 10-20.06.150.2.M		
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).			

[2] 2 stories max. in Historic Core

[3] In compliance with Subsection 5 of the zone

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Outline of Building above

4. Pedestrian Access		
Distance between Entries to Ground Floor Shops	50' max.	
Upper floor units shall be accessed by a common entry along the front street.		C
Ground floor shops shall have individual entries along the adjacent street.		D
Ground floor units allowed along side street at least 60' from front of development site.		
On corner development sites, units in a wing or accessory structure may enter from the side street.		E
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Common or private open space is not required.		

10-20.06.150 Massing Compositions

1. **Bay Composition**. Each façade shall be arranged according to a pattern of bays. See Subsection 10-20.12.030.4 (Measuring Bays) for details on the application of bays to façades.

   A. Each bay shall be at least 5′ wide and no wider than 15'.

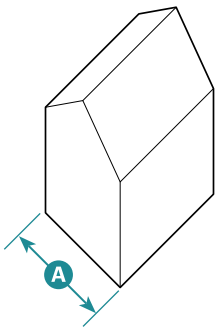
   B. Each façade shall contain at least 2 bays and no more than 9 bays.

   C. All bays within the same main body or wing shall be the same height.

2. Main Body Massing Types

For each building type, select from the allowed massing types and apply the standards to the main body width facades along a street or civic space in compliance with the following standards. Façades of intersecting volumes shall be offset by a minimum of 3 feet.

A. Sloped Roof Box

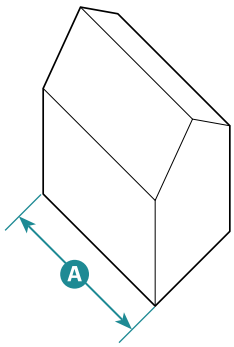


This massing type is a simple rectilinear form that is deeper than it is long. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of the building type (A)

B. Sloped Roof Bar



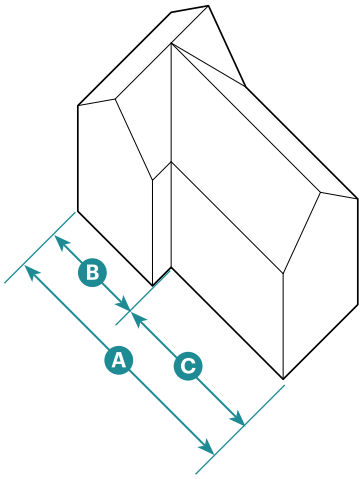
This massing type is a simple rectilinear form that is longer than it is deep. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of the building type (A)

2. Main Body Massing Types (Continued)

C. Sloped Roof L

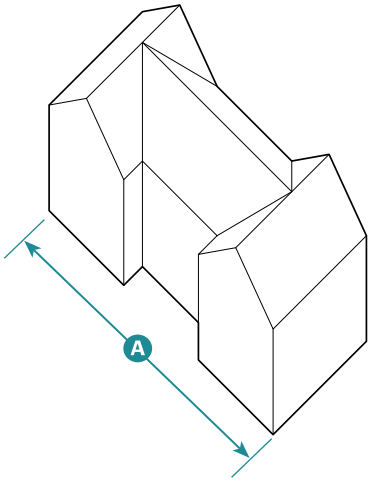


This massing type divides the façade into two parts, with one part projecting and one part set back to create a shallow forecourt. The roof is sloped and may be either hipped, gabled, or shed on each volume.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	1 bay min.; 5 bays max.	B
Recessed Façade	1 bay min; 7 bays max.	C

D. Sloped Roof Forecourt



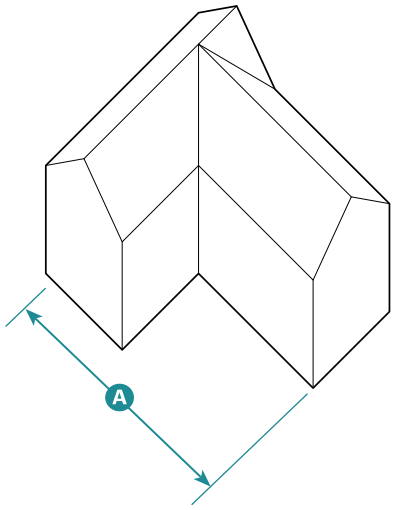
This massing type divides the façade into three parts, with the middle part set back slightly to create a shallow open space. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	1 bay min.; 5 bays max.	
Recessed Façade	1 bay min; 9 bays max.	

2. Main Body Massing Types (Continued)

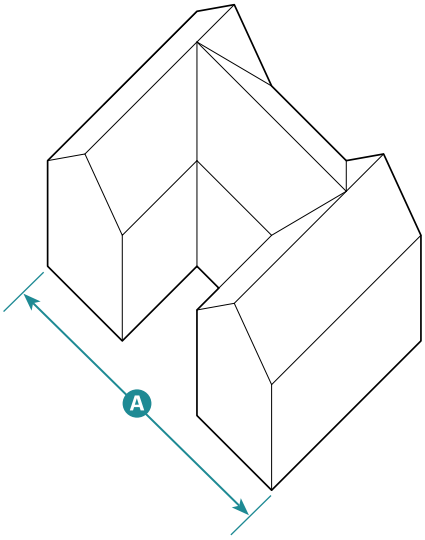
E. Sloped L Courtyard



This massing type divides the façade into two parts, with one part set back substantially to create a deep open space. The roof is sloped and may be either hipped, gabled, or shed.

Main Body	
Main Body Width	Max. allowed by Subsection 3 of this building type (A)
Projecting Volume	1 bay min.; 5 bays max.
Recessed Façade	1 bay min; 9 bays max.

F. Sloped Front Courtyard

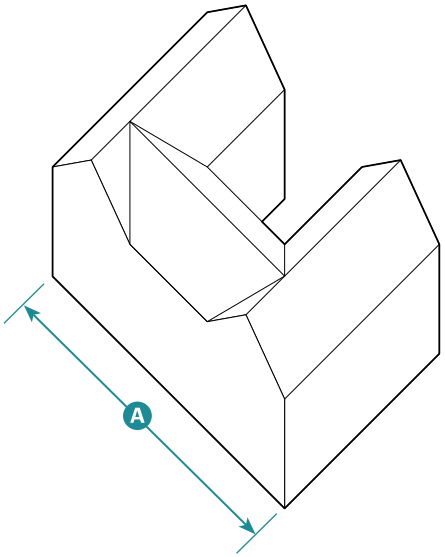


This massing type divides the façade into three parts, with the middle part set back substantially to create a deep open space. The roof is sloped and may be either hipped, gabled, or shed.

Main Body	
Main Body Width	Max. allowed by Subsection 3 of this building type (A)
Projecting Wing	1 bay min.; 5 bays max.
Center Façade	1 bay min; 7 bays max.

2. Main Body Massing Types (Continued)

G. Sloped Rear Courtyard

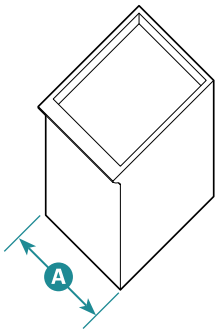


This massing type divides the rear façade into three parts, with the middle part set back substantially to create a deep courtyard not visible from the street. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A

H. Flat Roof Box

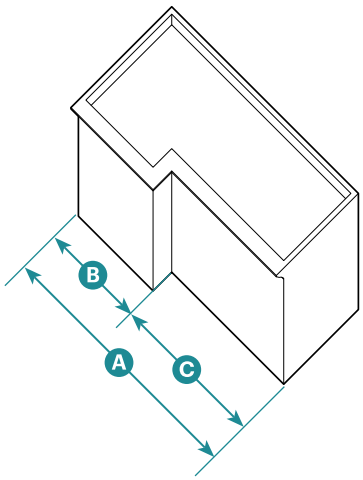


This massing type is a simple rectilinear form with a flat roof.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A

I. Flat Roof L



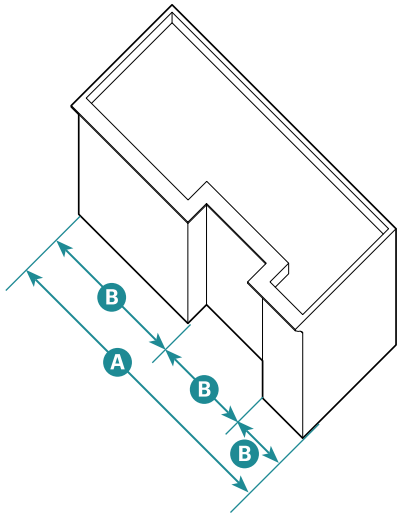
This massing type divides the façade into two parts, with one part projecting and one part set back to create a shallow forecourt. The roof is flat.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	2 bays min.; 5 bays max.	B
Recessed Façade	1 bay min; 7 bays max.	C

2. Main Body Massing Types (Continued)

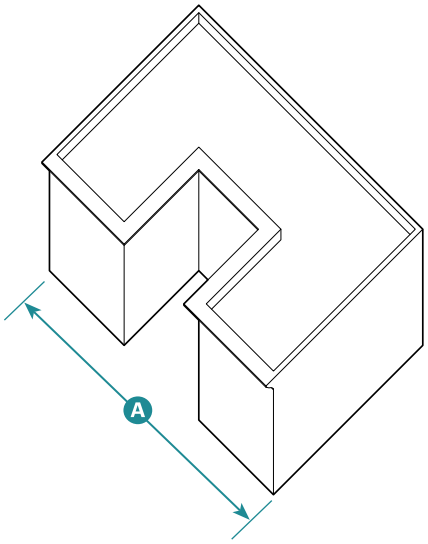
J. Flat Roof T



This massing type divides the façade into three parts, with the middle part projecting. The roof is flat.

Main Body		
Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	2 bays min.; 5 bays max.	B
Recessed Façade	1 bay min; 7 bays max.	C

K. Flat Roof Front Courtyard

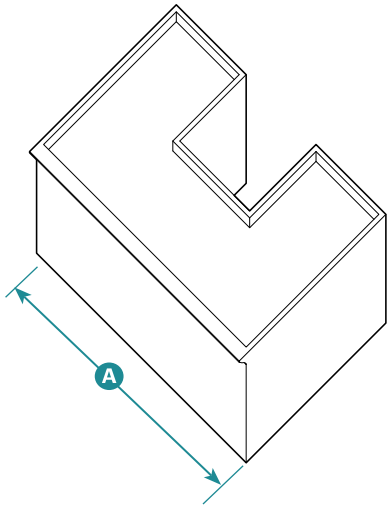


This massing type divides the façade into three parts, with the middle part set back substantially to create a deep open space. The roof is flat.

Main Body		
Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	1 bay min.; 5 bays max.	
Recessed Façade	1 bay min; 9 bays max.	

2. Main Body Massing Types (Continued)

L. Flat Roof Rear Courtyard

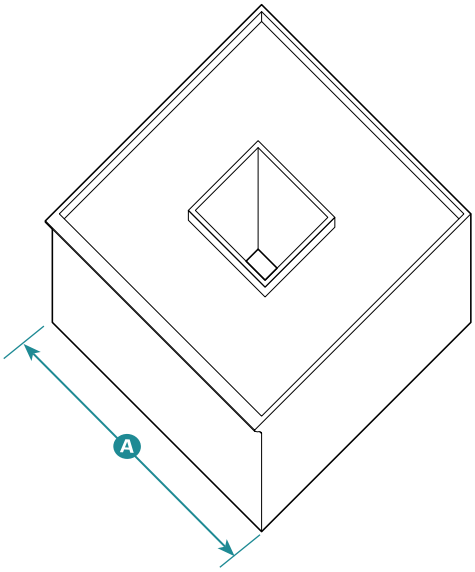


This massing type divides the rear façade into three parts, with the middle part set back substantially to create a deep courtyard not visible from the street. The roof is flat.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type (A)

M. Flat Roof Closed Courtyard



This massing type fronts a courtyard with building façades in all 4 sides. Courtyard not visible from the street. The roof is flat.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type (A)

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Article 7: Specific to Private Frontage Types

Sections:

10-20.07.010 Purpose
10-20.07.020 Private Frontage Types
10-20.07.030 Overview of Private Frontage Types
10-20.07.040 Porch Projecting
10-20.07.050 Porch Engaged
10-20.07.060 Dooryard
10-20.07.070 Forecourt
10-20.07.080 Maker Shopfront
10-20.07.090 Shopfront
10-20.07.100 Terrace
10-20.07.110 Gallery

10-20.07.010 Purpose

This Article provides the standards for private frontages ("frontages"). Private frontages are the components of a building that provide the transition and interface between the public realm (street and sidewalk) and the private realm (setback or building).

10-20.07.020 Private Frontage Types

1. The names of the private frontage types indicate their particular configuration or function and are not intended to limit uses within the associated building. For example, a Porch may be used by non-residential uses including, but not limited to, a restaurant or office, as allowed by the zone.
2. Each building is required to include at least one private frontage type along the front street or adjacent civic space. Buildings with entries along a side street are required to include at least one private frontage type on those facades.
3. The ground floor, for a minimum depth as identified in Subsection 4 of the zone, is required to be habitable/occupiable space in compliance with this Article. Accessibility is provided through the allowed private frontage types for each zone.
4. Private frontage types not listed in Subsection 8 of the zone are not allowed in that zone.
5. Each building may have multiple private frontage types in compliance with the allowed types in Subsection 8 of the zone.
6. Each private frontage type shall be located in compliance with the facade zone per Subsection 5 of the zone.
7. Standards are stated for the front and side street facades of a development site.

8. In addition to the zone's standards, each private frontage is further refined through these standards to further calibrate the type for its context.
9. Certain types are only allowed in the open sub-zone (e.g., N.S-O) or on a side street in the base zone (e.g., N.S) to implement the intended physical character.

10-20.07.030 Overview of Private Frontage Types

Table A (Private Frontage Types Overview) provides a summary of the allowed private frontage types in each zone. See referenced Section(s) for standards.

Table 10-20.07.030.A: Private Frontage Types Overview

Private Frontage Type	Specific Standards	N.S	N.M	MS.S
Porch Projecting	10-20.07.040	P	P	P
Porch Engaged	10-20.07.050	P	P	P
Dooryard	10-20.07.060	P	P	O
Forecourt	10-20.07.070	X	X	P
Maker Shopfront	10-20.07.080	X	X	O
Shopfront	10-20.07.090	O	P	P
Terrace	10-20.07.100	X	P	P
Gallery	10-20.07.110	X	X	P

Key P = Allowed O = Allowed Only in Open Sub-Zone or Side Street X = Not Allowed

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10-20.07.040 Porch Projecting



Example of a Projecting Porch



Example of a Projecting Porch

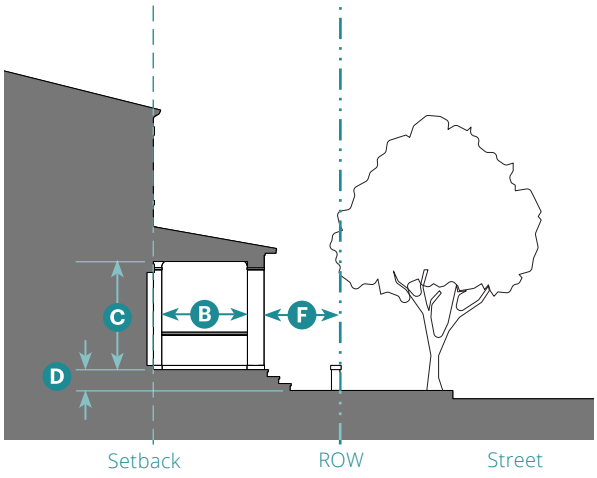


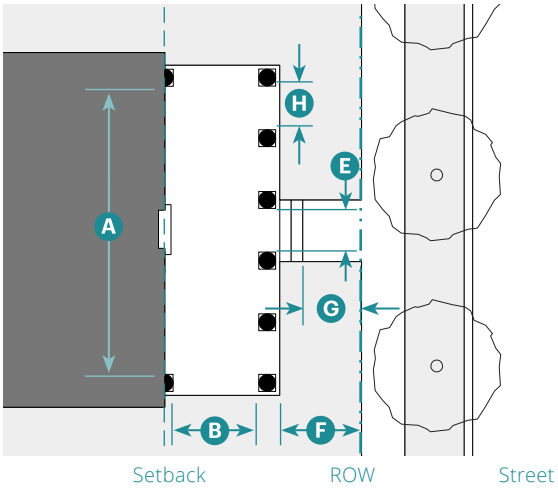
Example of a Projecting Porch

1. Description

The main facade of the building is set back from the front development site line with a covered structure encroaching into the front setback. The resulting setback area may be defined by a fence or hedge to spatially maintain the edge of the street. The Porch may be one or two stories, is open on three sides, with all habitable space located behind the building setback line.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Development Site Line

Setback Line

2. Size		
Width, Clear	12' min.[1]	A
Depth, Clear	8' min.	B
Height, Clear	8' min.	C
Stories	2 stories max.	
Finish Level above Sidewalk	12" min.[2]	D
Pedestrian Access	3' wide min.	E
Distance between Porch and Sidewalk	5' min.	F
Distance between Stairs and Sidewalk	3' min.	G
Distance between Porch columns shall be in compliance with selected architectural style in Article 8 (Specific to Architectural Design).		H

[1] Reduce to 8' min. and maximum 1 story when applied to Cottage Court Building Type

[2] Common entries may be set at grade per local and federal accessibility standards.

3. Miscellaneous
Porch shall be open on three sides and have a roof. Clear glass may be installed between the porch columns if the minimum size of individual panes is in compliance with the standards in Article 8 (Specific to Architectural Design).
The Porch is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Projecting Porch.
The Porch shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.050 Porch Engaged



Example of an Engaged Porch



Example of a two-story Engaged Porch

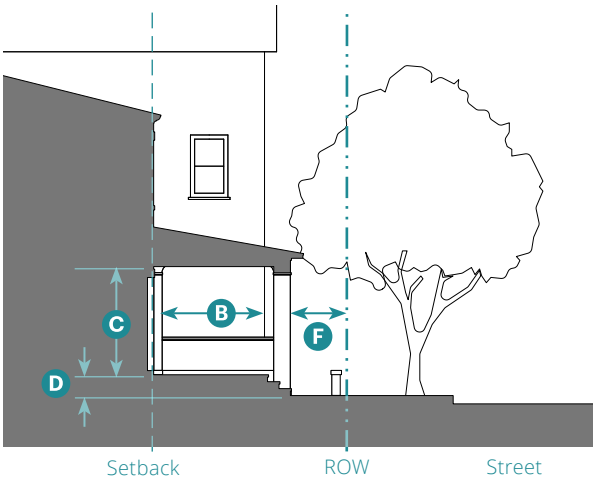


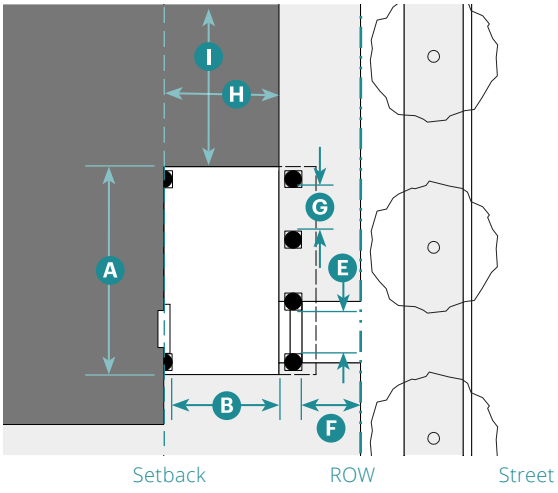
Example of an Engaged Porch

1. Description

A portion of the main facade of the building is set back from the front development site line to create an area for a covered structure that projects from the facade that is set back. The Porch may project into the front setback. The resulting setback may be defined by a fence or hedge to spatially maintain the edge of the street. The Porch may be one or two stories and has two adjacent sides that are engaged to the building, while the other two sides are open.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Width, Clear	8' min.	A
Depth, Clear	8' min.	B
Height, Clear	8' min.	C
Stories	2 stories max.	
Finish Level above Sidewalk	12" min.[1]	D
Pedestrian Access	3' wide min.	E
Distance between Porch and Sidewalk	5' min.	F
Distance between Stairs and Sidewalk	3' min.	F
Distance between Porch columns shall be in compliance with selected architectural style in Article 8 (Specific to Architectural Design).		G
Encroachment area of Building Facade		
Depth	6' max.	H
Width	1/3 min. of overall building facade	I

[1] Common entries may be set at grade per local and federal accessibility standards.

3. Miscellaneous
Up to 20% of the building facade and porch(es) may project into the front setback line for the zone.
Porch shall be open on two sides and have a roof. Clear glass may be installed between the porch columns if the minimum size of individual panes is in compliance with the standards in Article 8 (Specific to Architectural Design).
The Porch is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Engaged Porch.
The Porch shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected Architectural Style.

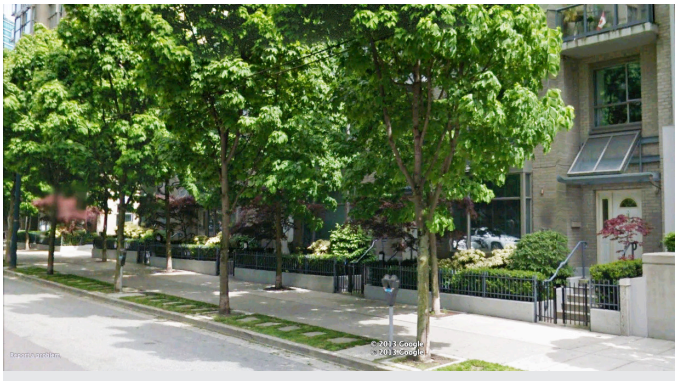
10-20.07.060 Dooryard



Example of a residential Dooryard



Example of a commercial Dooryard

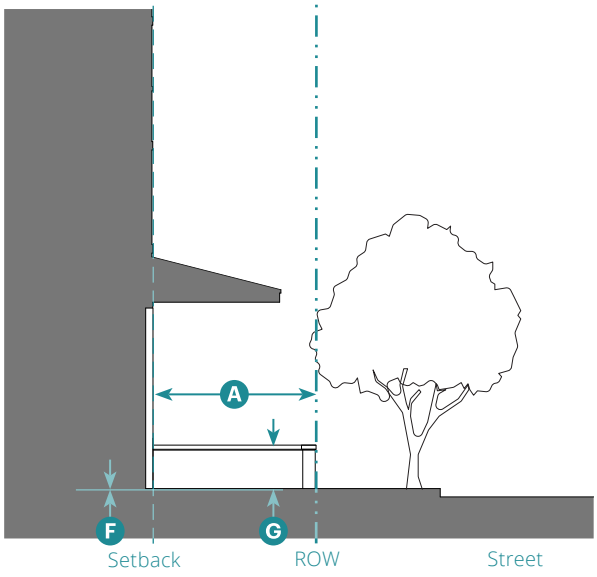


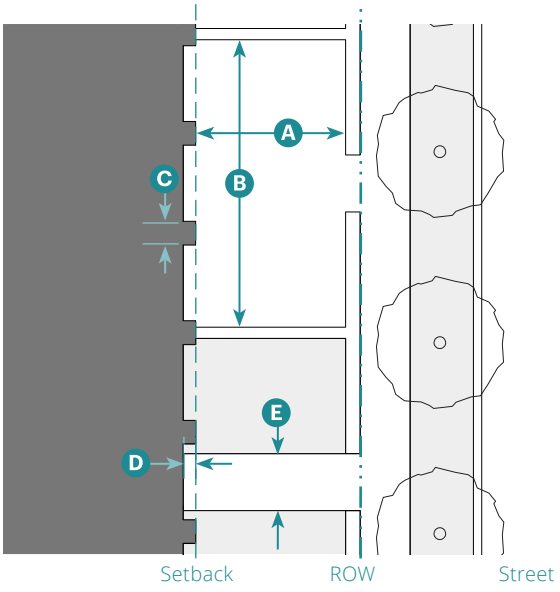
Example of a residential Dooryard

1. Description

The main facade of the building is set back from the front development site line, which is defined by a low wall or hedge, creating a small private area between the sidewalk and the facade. Each Dooryard is separated from adjacent Dooryards. The Dooryard may be raised or at grade.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Depth, Clear	6' min.	A
Length	15' min.	B
Distance between Glazing	4' max.	C
Depth of Recessed Entries	3' max.	D
Pedestrian Access	3' wide min.	E
Finish Level above Sidewalk	12" max.[1]	F
Height of Dooryard Fence/Wall above Finish Level	36" max.	G

[1] Common entries may be set at grade per local and federal accessibility standards.

3. Miscellaneous
For live/work, retail, service, and restaurant uses, the Shopfront Frontage Type (10-20.07.090) may be applied.
Each Dooryard shall provide access to only one ground floor entry.
The Dooryard is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Dooryard.
The Dooryard shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.070 Forecourt



Example of a Forecourt with Shopfronts



Example of a Forecourt with outdoor dining

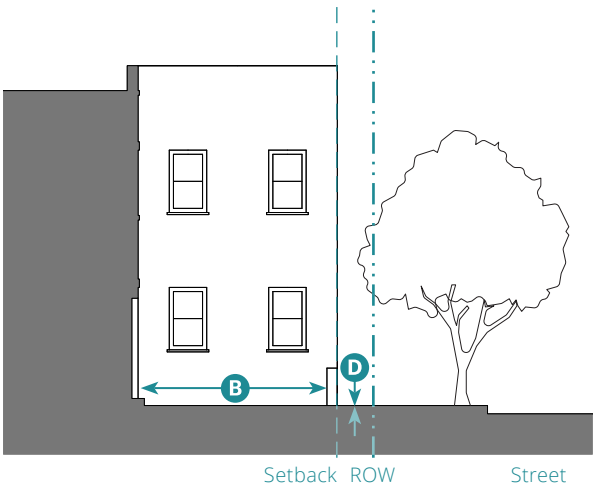


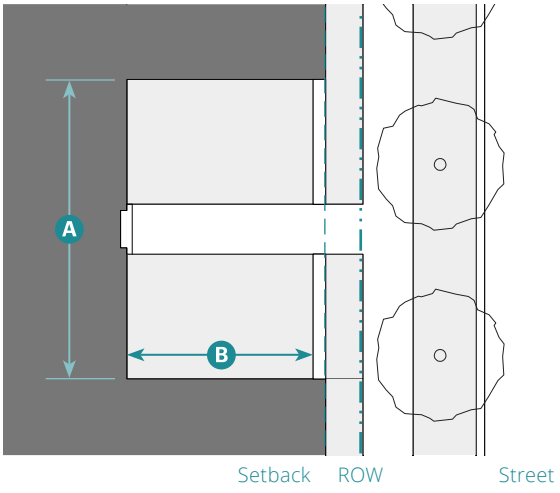
Example of Forecourt

1. Description

The main facade of the building is at or near the front development site line and a portion is set back, extending the public realm into the development site to create an entry court or shared garden space for housing, or an additional shopping or restaurant seating area within retail and service areas.

General Note: Photos on this page are illustrative, not regulatory.





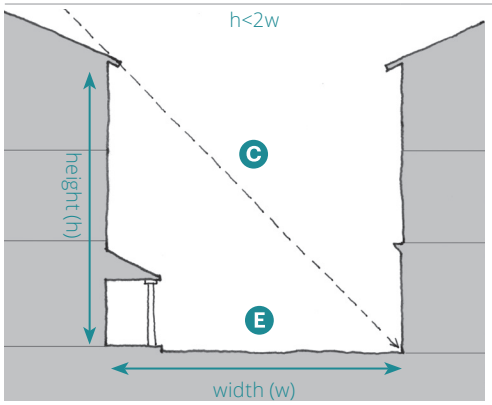
Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Width, Clear	15' min.	A
Depth, Clear	15' min.	B
Ratio, Height to Width	2:1 max.	C
Finish Level above Sidewalk	12" max.	D
Gallery frontages, awnings, balconies and porches may encroach into Forecourt on all sides.	Max 1/2 width of Forecourt	E

3. Miscellaneous
Forecourts may be utilized to group several entries at a common elevation in compliance with the zones' ground floor finish level standards.
The proportions and orientation of a Forecourt shall be in compliance with the diagram below for solar orientation and user comfort.
Ramps are required to be integrated along the side of the building to connect with the Forecourt.
The Forecourt shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.



10-20.07.080 Maker Shopfront



Example of a Maker Shopfront



Example of a Maker Shopfront

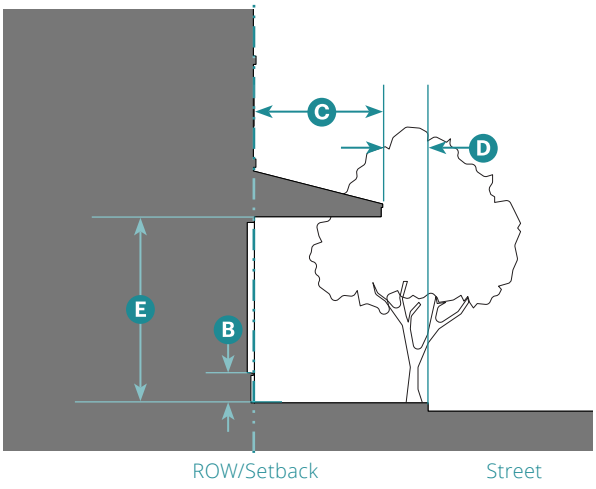


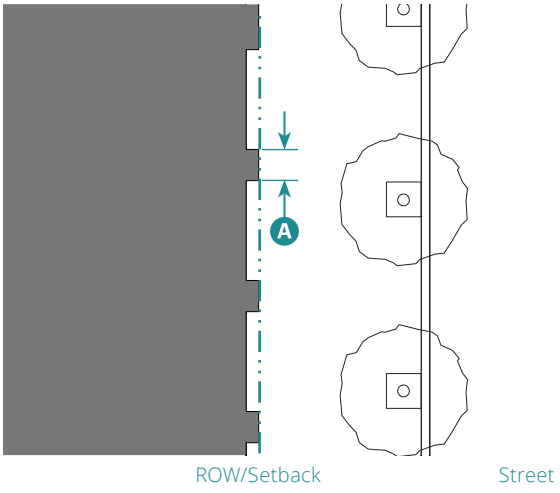
Example of a Maker Shopfront

1. Description

The main facade of the building is at or near the front development site line with an at-grade or elevated entrance from the sidewalk. The type is only allowed on side streets from the adjacent main street and is intended for industrial artisan businesses to show their activity to pedestrians, as well as for retail sales of products made on-site. The Maker Shopfront may include a decorative roll-down or sliding door, including glazing and an awning that overlaps the sidewalk.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Distance between Glazing	10' max.	A
Ground Floor Glazing between Sidewalk and Finished Ceiling Height	30% min.	
Shopfront Base (if used)	48" max.	B
Recessed entries are allowed		

3. Awning (Allowed/Not Required)		
Depth	5' min.	C
Setback from Curb	2' min.	D
Height, Clear	8' min.	E

4. Miscellaneous

Decorative accordion-style doors/windows or other operable windows that allow the space to open to the street are allowed in compliance with Article 8 (Specific to Architectural Design).

The Maker Shopfront shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.090 Shopfront



Example of Shopfronts



Example of a Shopfront

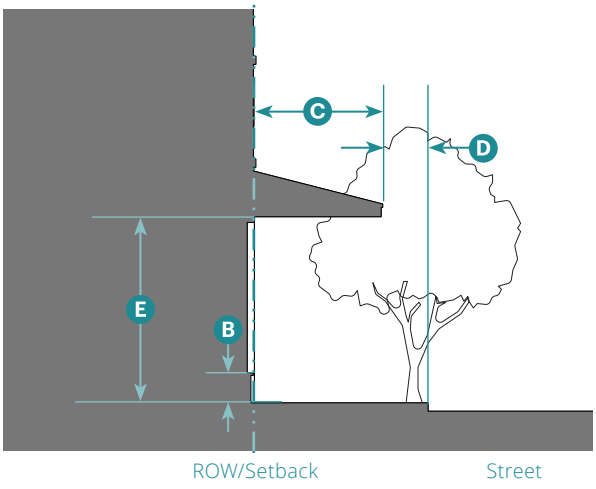


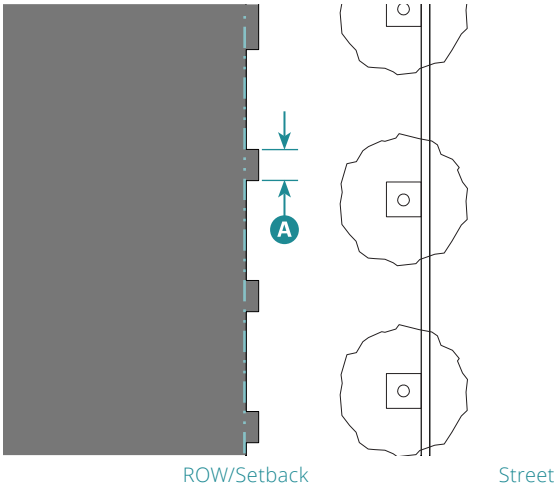
Example of a Shopfront

1. Description

The main facade of the building is at or near the front development site line with at-grade entrance from the sidewalk. The type is intended for service, retail, or restaurant use and includes substantial glazing between the Shopfront base and the ground floor ceiling. This type may include an awning that overlaps the sidewalk.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

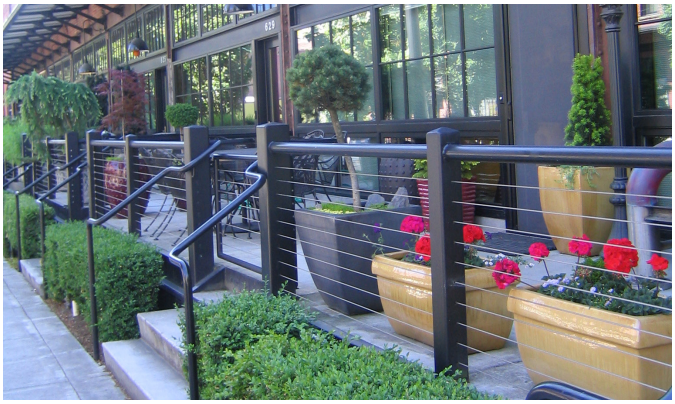
2. Size		
Distance between Glazing	2' max.	A
Ground Floor Glazing between Sidewalk and Finished Ceiling Height	75% min.	
Depth of Recessed Entries	5' max.	
Shopfront Base	6" min.; 24" max.	B
3. Awning		
Depth	5' min.	C
Setback from Curb	2' min.	D
Height, Clear	8' min.	E

4. Miscellaneous
Decorative accordion-style doors/windows or other operable windows that allow the space to open to the street are allowed in compliance with Article 8 (Specific to Architectural Design).
Ramps are required to be integrated along the side of the building to connect with the Shopfront.
The Shopfront shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.100 Terrace



Example of a Terrace with low-wall seating



Example of a Terrace

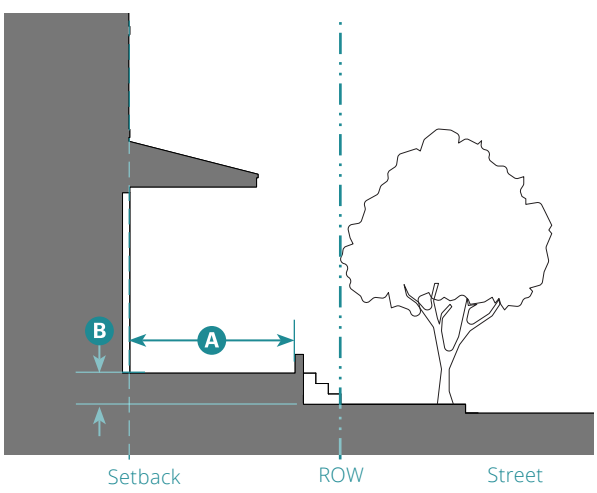


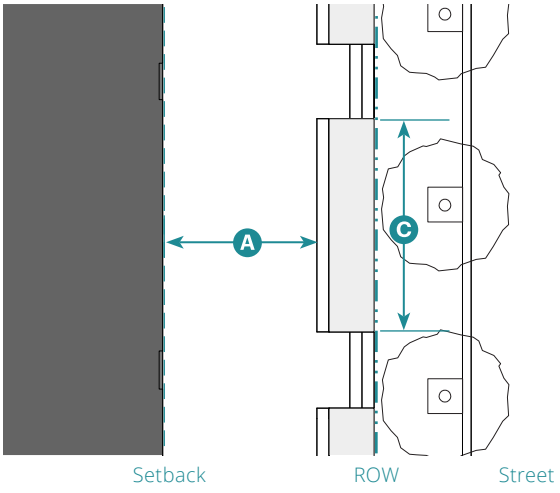
Example of a residential Terrace along a courtyard

1. Description

The main facade is at or near the front development site line with steps leading to an elevated area providing pedestrian circulation along the facade. The type is used for retail, service, office uses, or housing to provide outdoor areas along the sidewalk and/or to accommodate an existing or intended grade change.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Depth of Terrace	8' min. residential; 12' min. non-residential	A
Finish Level above Sidewalk	36" max.	B
Distance between Stairs	25' max.	C

3. Miscellaneous
These standards are to be used with those for the Shopfront Frontage Type where the zone requires the Shopfront Frontage Type (10-20.07.090).
Where the zone requires the Shopfront Frontage Type (10-20.07.090) and the ground floor is flush with the sidewalk, the Terrace shall be considered to be the sidewalk.
May be utilized to group several entries at a common elevation in compliance with the zones' ground floor finish level standards.
The Terrace is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Terrace.
The Terrace shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.110 Gallery



Example of a two-story Gallery with an uncovered second story.



Example of a Gallery providing covered outdoor dining

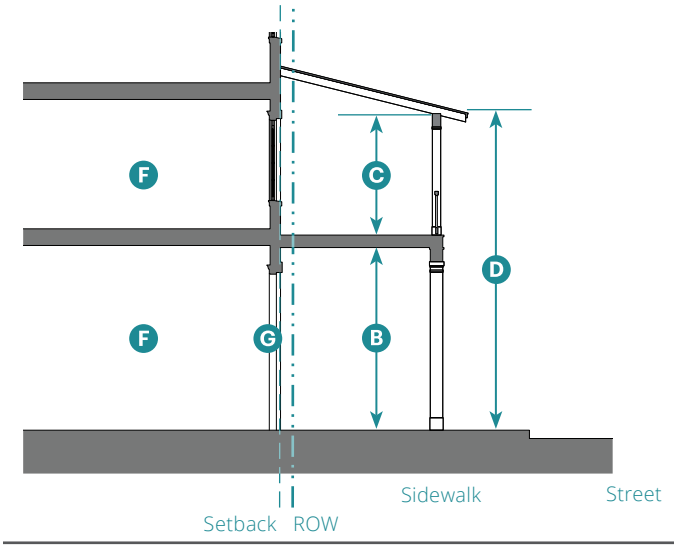


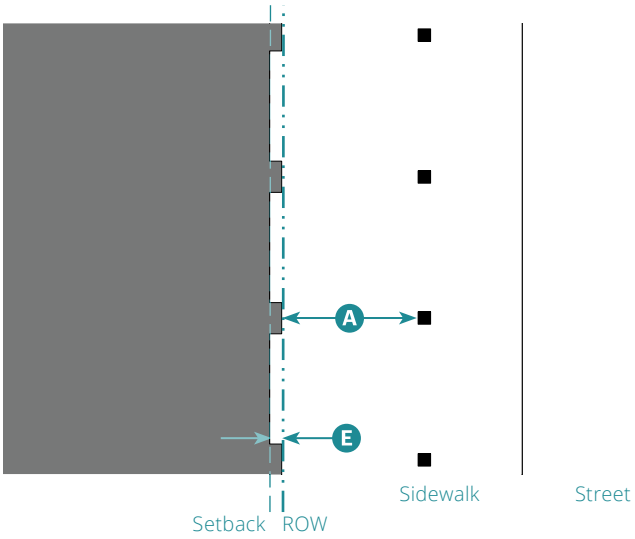
Example of a Gallery with shopfronts

1. Description

The main facade of the building is set back from the front development site line and an at-grade covered structure, articulated with colonnade or arches, overlaps the sidewalk. The type may be one or two stories. When used in nonresidential settings, the Shopfront Type is included; when used in residential settings, Dooryards and Forecourts may be included as allowed by the zone.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Depth, Clear	8' min.	A
Ground Floor Height, Clear	12' min.	B
Upper Floor Height, Clear	9' min.	C
Height	2 stories max.	D
Gallery Setback from Public ROW	18" min. (clear)	E

3. Miscellaneous	
Habitable space	F
Galleries shall also follow the standards for the Shopfront Frontage Type (10-20.07.090).	G
Galleries shall have a consistent depth across the entire front and/or side street facade.	
Galleries are allowed to project over the sidewalk in the public ROW.	
The second story of the Gallery may be covered.	
Planting is not required. Lighting is required within the gallery in compliance with Section 10-20.05.030 (Landscaping and Lighting).	
Ramps are required to be integrated along the side of the building to connect with the Gallery, where applicable.	
The Gallery shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.	

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Article 8: Specific to Architectural Design

Sections:

10-20.08.010 Purpose
10-20.08.020 Applicability
10-20.08.030 Architectural Design Standards
10-20.08.040 Overview of Architectural Styles
10-20.08.050 Contemporary
10-20.08.060 Craftsman
10-20.08.070 Main Street Classical
10-20.08.080 Mediterranean

10-20.08.010 Purpose

This Article sets forth standards that supplement the zone standards to further refine the intended building form and physical character.

10-20.08.020 Applicability

Unless stated otherwise, all subsections within each architectural style ("style") identified in this Article apply to all facades of a building, including front facades, side street facades, side interior facades, and rear facades.

10-20.08.030 Architectural Design Standards

This Article contains architectural design standards for the four allowed styles. The standards for each style address a range of topics based on local architectural examples. The standards address the following aspects of individual building design: Roofs and roof pitch, eaves, cornices, walls, base of walls, dormers, openings and doors, storefronts, porches, and balconies.

1. Each building is required to be designed in compliance with one of the allowed architectural styles.
2. The architectural style standards are coordinated with the building types allowed by this FBC and the intended physical character of each zone.
3. Any facade greater than 75 feet in length along a street (public or private) or civic space shall include more than one architectural style, with a maximum 75 feet in length of any one style. This regulation does not apply across property lines.
4. Diagrams are for illustrative purposes only and do not constrain the expression of listed elements with respect to style. Only aspects keyed to standards listed in the tables are regulated.

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10-20.08.040 Overview of Architectural Styles

Table A (Architectural Styles Overview) provides an overview of the allowed architectural styles.

Table 10-20.08.040.A: Architectural Styles Overview

Contemporary 10-20.08.050	Craftsman 10-20.08.060	Main Street Classical 10-20.08.070
		
Typical Characteristics	**Typical Characteristics**	**Typical Characteristics**
Long, low-sloped roof forms with simple eaves with deep overhangs	Low-pitched roofs with deep eaves and exposed rafter tails	Symmetrical facade composition with proportions that imply load-bearing masonry structure
Asymmetrical facade compositions with square and horizontal openings often made from ganged vertical windows	Horizontally proportioned openings made from ganged vertical windows	Prominent cornice with classical detailing and parapet or pedimented roof forms
Mix of exterior materials to differentiate massing forms, with prevalent natural materials including wood siding	Emphasis on natural materials including wood shingles	Regular pattern of vertically proportioned openings
Horizontally proportioned balconies and terraces with minimalist vertical supports	Asymmetrical composition with wall plane broken by projecting gable ends	Brick and stucco as primary facade materials
Applicable Standards	**Applicable Standards**	**Applicable Standards**
Wall	Wall	Base
Building Roof	Base	Building Roof
Rake	Building Roof	Parapet
Eave	Rake	Windows
Parapet	Eave	Bay Windows
Windows	Parapet	Entry Doors
Bay Windows	Windows	Balconies
Dormers	Bay Windows	Porches
Entry Doors	Dormers	Storefronts
Balconies	Entry Doors	Materials
Porches	Balconies	
Storefronts	Porches	
Materials	Storefronts	
	Materials	

Table 10-20.08.040.A: Architectural Styles Overview (Continued)

Mediterranean 10-20.08.080

Typical Characteristics
Low-pitched gabled or hipped roofs clad in red tile with open eaves
Flat, rectilinear wall plane with vertically proportioned punched openings without trim
Stucco as primary facade material with stucco or wood attached elements
Applicable Standards
Building Roof
Eave
Parapet
Windows
Bay Windows
Dormers
Entry Doors
Balconies
Porches
Storefronts
Materials

Quick Code Guide: Specific to Architectural Design

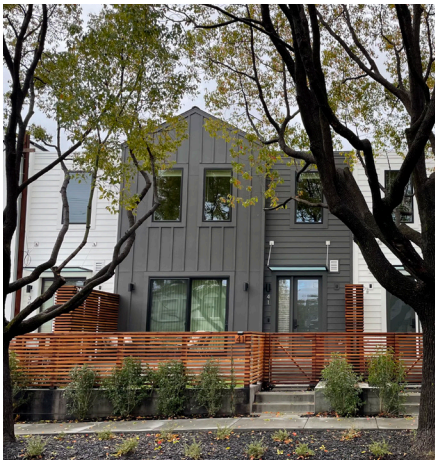
The following graphic is intended as a summary guide. Please refer to San Anselmo's written permit procedures and application standards for all necessary information.

Before you begin

Identify your zone, building type, and detailed massing type. If you have not done this yet, go back to the Table of Contents and follow the Quick Code Guide.

Instructions	Location
Identify your architectural style	**Table 10-20.08.040.A (Architectural Styles Overview)**
Comply with wall, base, and building roof form standards *Dependent on zone, detailed massing type, and architectural style*	**Subsections 3-8 of Architectural Style**
Comply with window and door standards *Dependent on architectural style*	**Subsections 9-12 of Architectural Style**
Comply with external elements standards and material standards *Dependent on architectural style*	**Subsections 13-16 of Architectural Style**

10-20.08.050 Contemporary









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

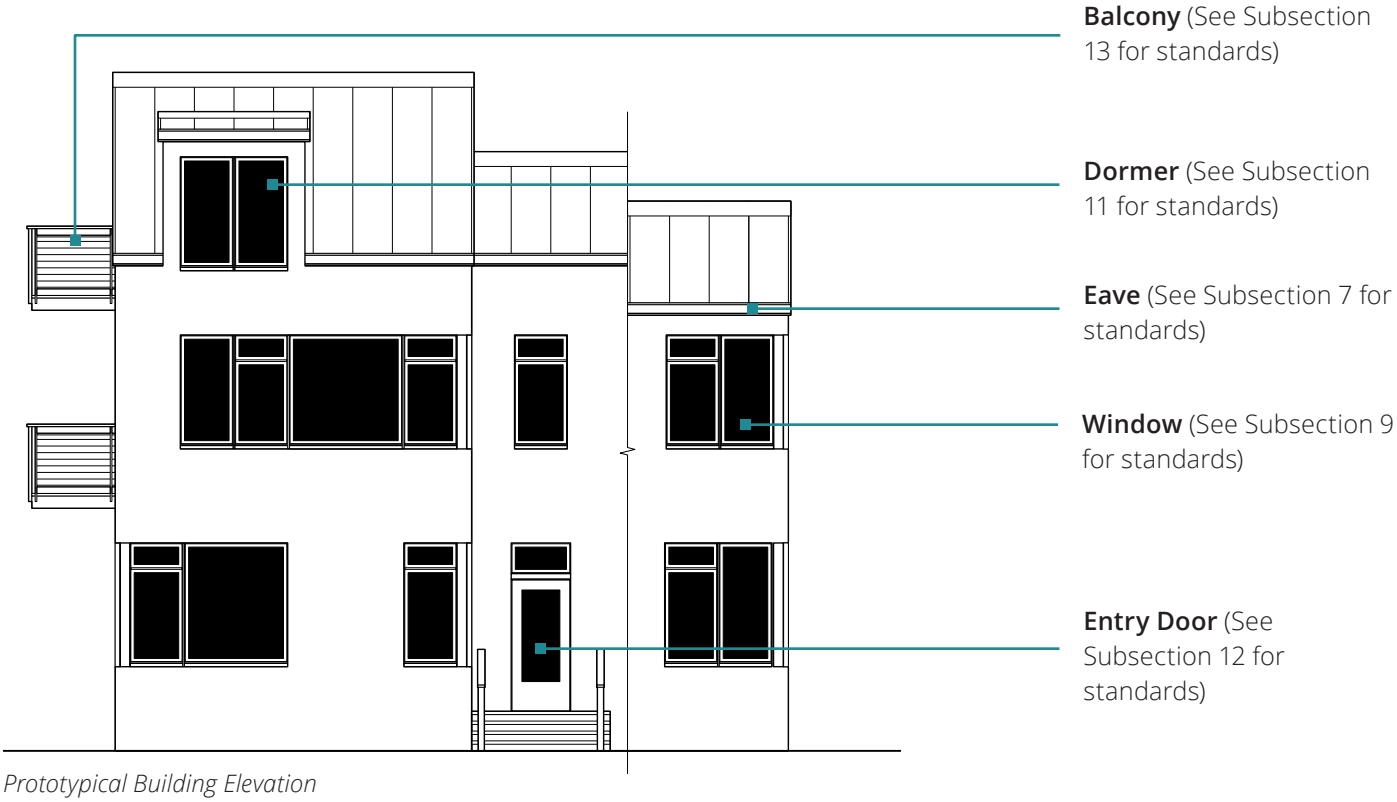
Contemporary style buildings have a streamlined aesthetic and minimal ornamentation. This style focuses on combining simple rectilinear massing forms with changes in material and color. The use of glass and cantilevered elements imbues buildings with a sense of lightness and simplicity. This style is prevalent throughout Marin County.

2. Typical Characteristics

- Long, low-sloped roof forms with simple eaves with deep overhangs
- Asymmetrical facade compositions with square and horizontal openings often made from ganged vertical windows
- Mix of a limited number of exterior materials to differentiate massing forms, with prevalent natural materials including wood siding
- Horizontally proportioned balconies and terraces with minimalist vertical supports

Elements of Contemporary Style – Multifamily Prototype

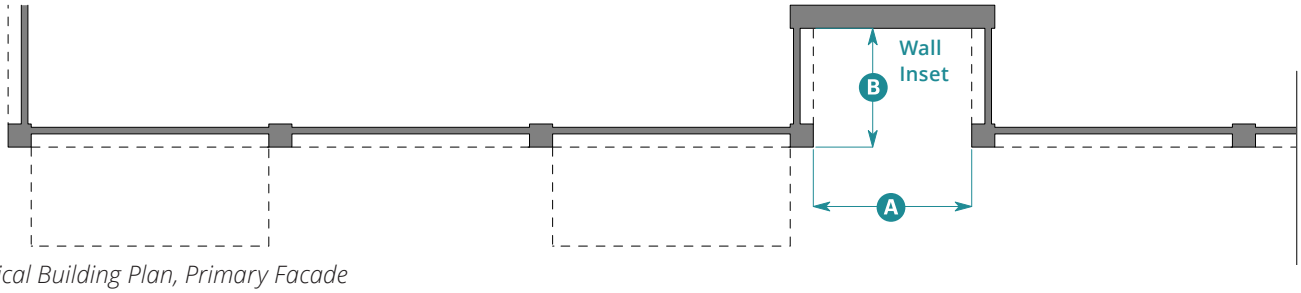
Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Elevation

Elements of Contemporary Style – Mixed-Use Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Plan, Primary Facade

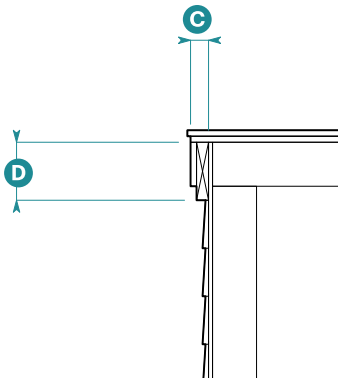


Prototypical Building Elevation

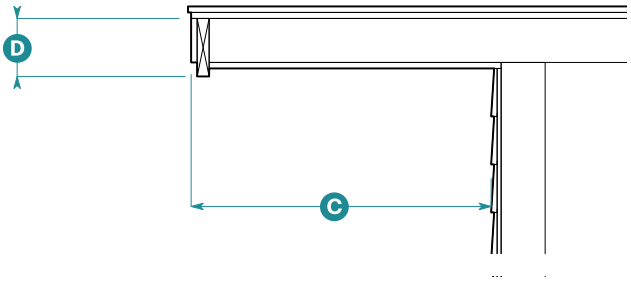
3. Wall	
Wall Inset	
A wall inset from the primary facade is required for buildings greater than 75' in width.	
Wall inset shall be continuous for the full height of the building.	
Roof and wall projections may encroach into wall inset.	

3. Wall (Continued)		
Wall Inset Dimensions		
Width	8'0" min.; 12'0" max.	A
Depth	6'0" min.	B

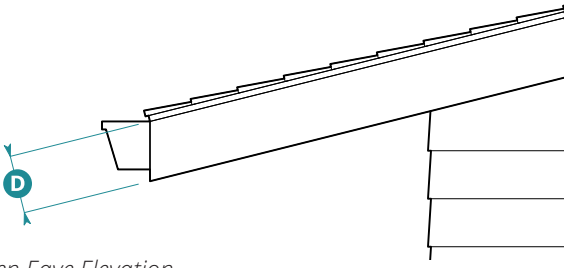
4. Base
No base is required for this style.



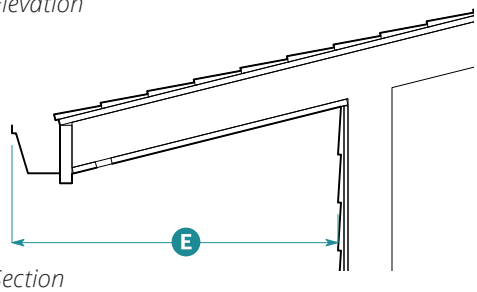
Flush Profile Rake Section



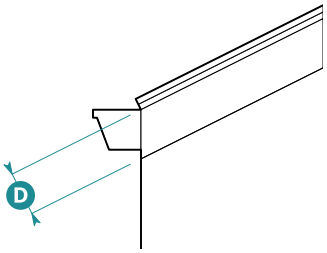
Projecting Profile Rake Section



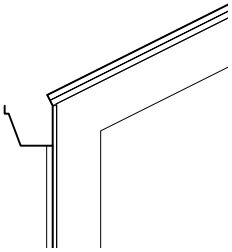
Open Eave Elevation



Open Eave Section



Closed Eave Elevation



Closed Eave Section

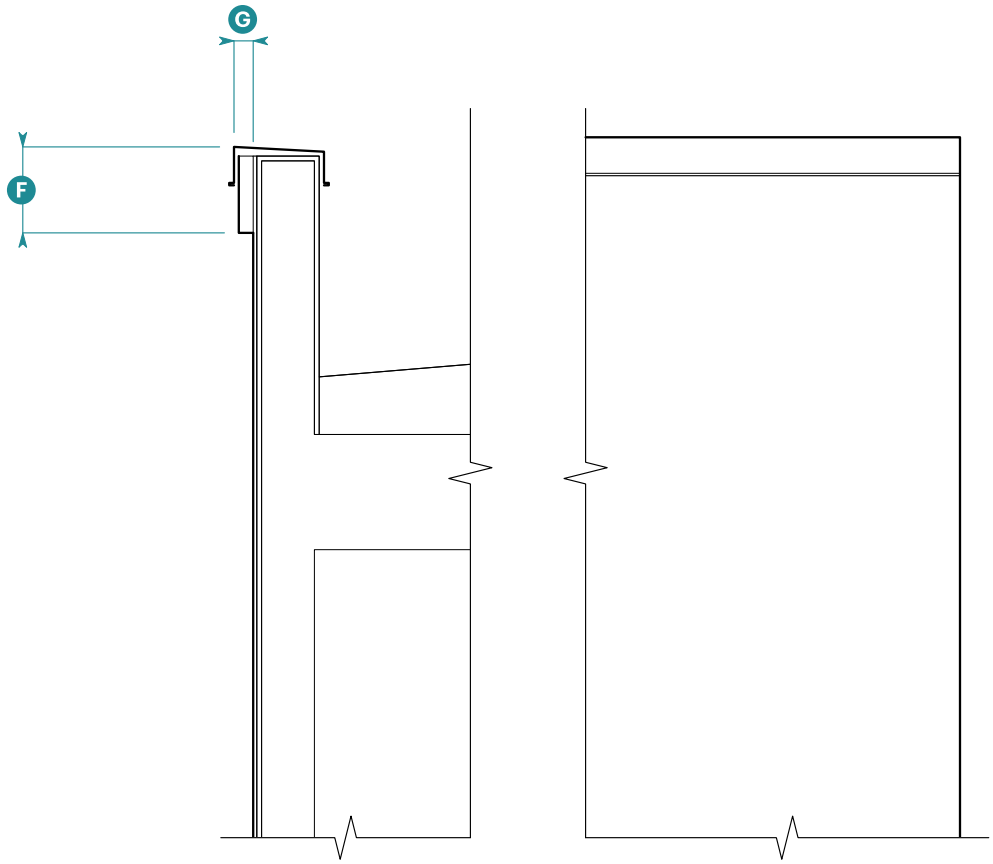
5. Building Roof		
Building Roof Standards	**Buildings with Half-Story Heights**	**Buildings with Full-Story Heights**
Roof Form		
Type	Shed	Flat
Pitch	2:12 min.; 6:12 max.	N/A
Applicable Subsections		
6. Rake	A	A
7. Eave	A	N/A
8. Parapet	N/A	A

6. Rake			
Standards	**Flush Profile**	**Projecting Profile**	
Horizontal Projection	No min.; 2" max.	2'6" min.; No max.	C

See Subsection 7 (Eave) for height standards.

7. Eave			
Standards	**Open**	**Closed**	
Height			
Fascia	6" min.	6" min.	D
Horizontal Projection			
Overall	36" min.; No max.	N/A	E

A = Applicable N/A = Not Applicable



Parapet Section *Parapet Elevation*

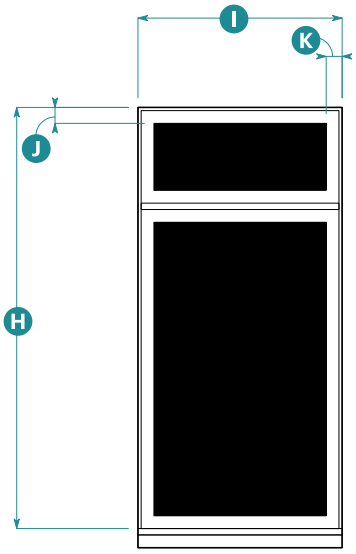
8. Parapet		
Height		
Projection	0" min.; 6" max.	F
Horizontal Projection		
Overall	0" min.; 3" max.	G

9. Windows	
Opening	
Proportion, Height (H) to Width (I) [1]	
Ground floor	2.2 min.
Upper floor	2.0 min.
Dormer	See Subsection 11 (Dormers) for standards.
Typical Sizes, Width (I) x Height (H)	
Ground Floor, Typical	3'0" x 6'0"
Ground Floor, Ganged	3'0" x 6'0"
Ground Floor, Picture	4'6" x 6'0"
Upper Floor, Typical	3'0" x 5'6"
Upper Floor, Ganged	3'0" x 5'6"
Upper Floor, Picture	4'6" x 5'6"
Privacy	2'0" x 4'6"
Shape	Square
Operation	Double-Hung, Single-Hung, Awning, Casement
Window	
Glazing Divisions	None
Frame Width (Frame + Sash)	
At Rail	2.5" min. ± 1/4" (J)
At Stile	2.5" min. ± 1/4" (K)
Trim Widths [2]	
Head	3" min.
Jamb	3" min.
Apron	3" min.
Window Frame Recess	
Depth	2" min.
Sill	
Depth	3" min.
Pediment	
Allowed	No
Mullions	
Mullions required between ganged windows.	

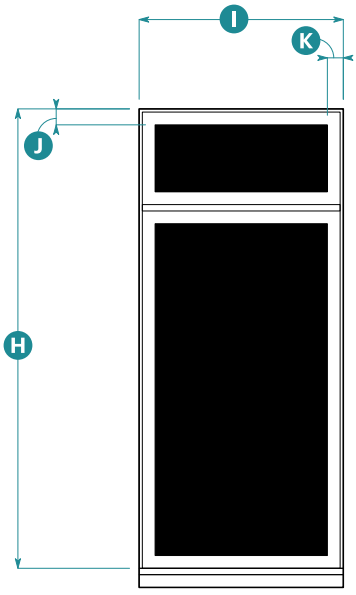
"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

[1] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.

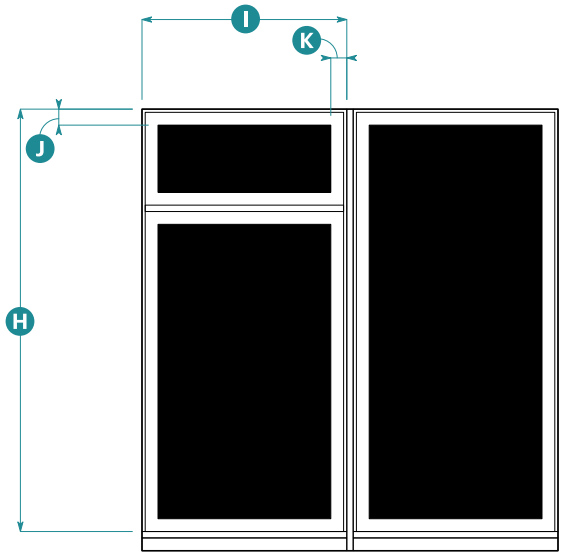
[2] Trim required for windows only on buildings or parts of buildings with lap siding.



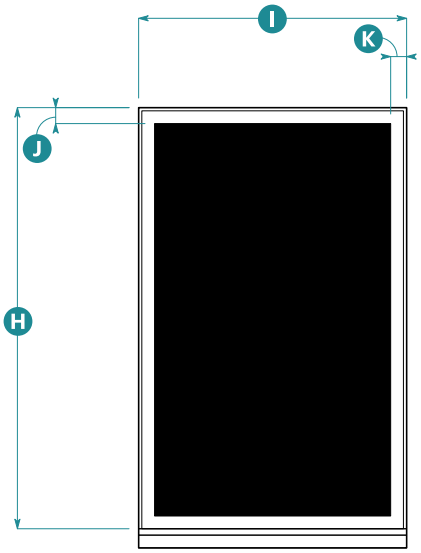
Upper Floor Typical Window Elevation



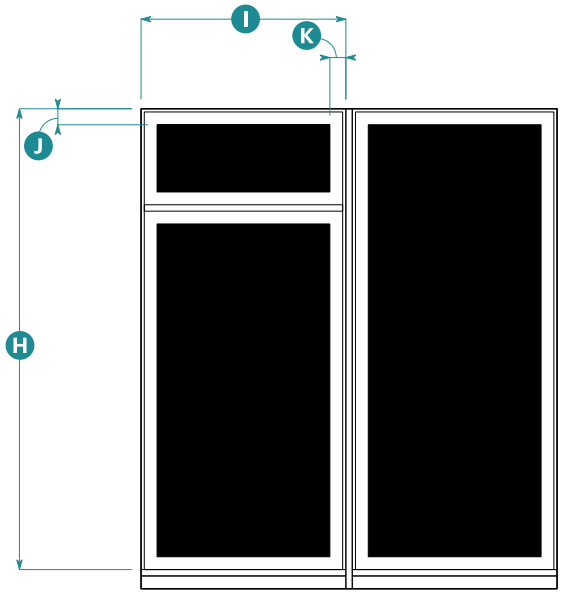
Ground Floor Typical Window Elevation



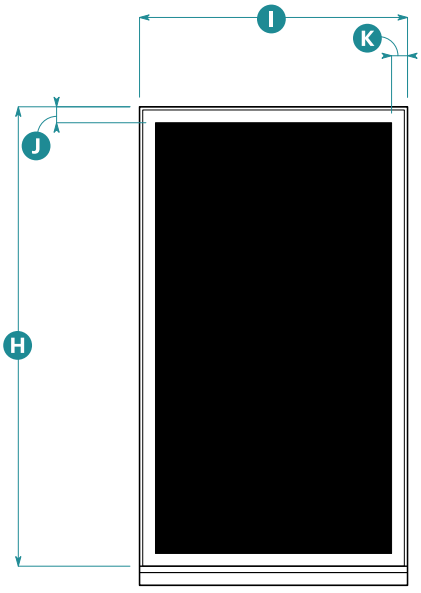
Upper Floor Ganged Window Elevation



Upper Floor Picture Window Elevation



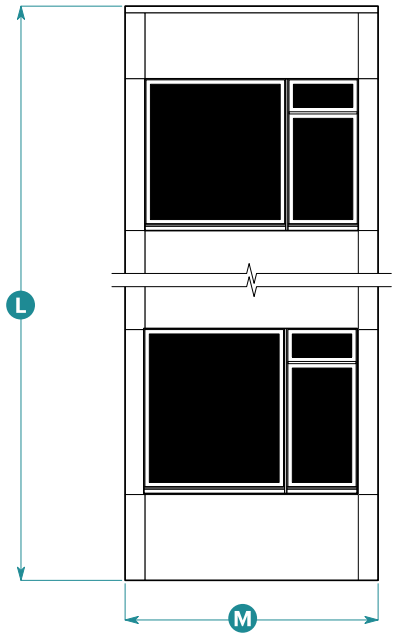
Ground Floor Ganged Window Elevation



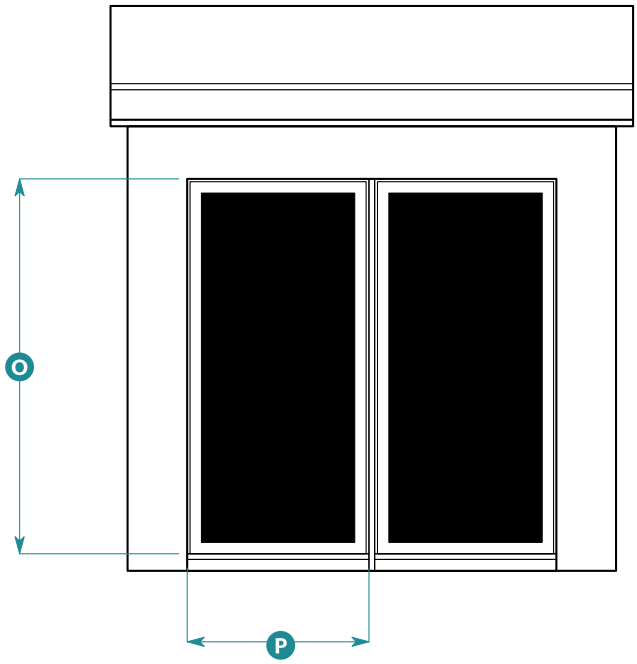
Ground Floor Picture Window Elevation



Bay Window Plan



Bay Window Elevation

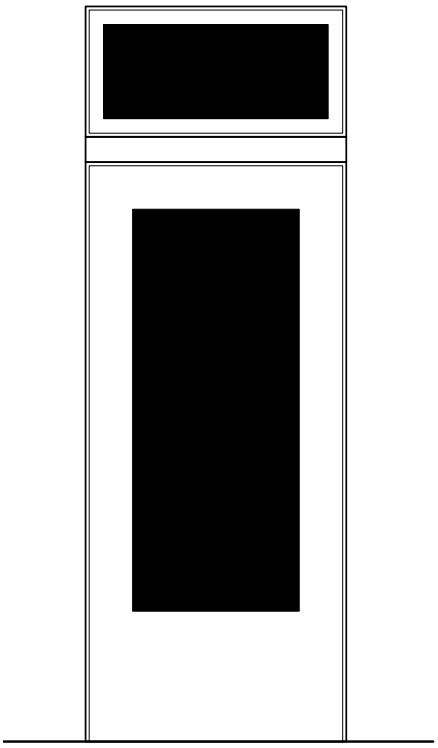


Dormer Elevation

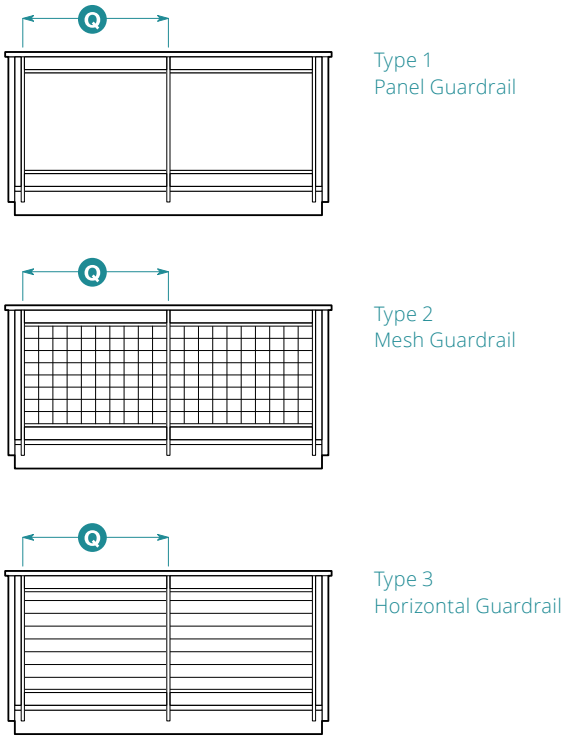
10. Bay Windows		
Form		
Type	Square	
Size		
Height[3]		L
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	M
Depth	1'0" min.; 3'0" max.	N
Additional Standards		
Multi-story bay window form shall be vertically continuous.		
Continuous horizontal articulation on building shall wrap bay form.		

[3] On buildings with heights up to 2 stories, the bottom of the bay window may not extend to the ground plane and the top of the bay window may not extend to the top of parapet or eave.

11. Dormers		
Roof Form		
Type	Shed	
Pitch	2:12 min.; 6:12 max.	
Window		
Proportion, Height O to Width P	2.0 min.	
Width	3'0" min.	P
Dormers allowed only for buildings with half stories.		
See Subsections 6 (Rake), 7 (Eave), and 9 (Windows) for additional standards.		



Entry Door Elevation



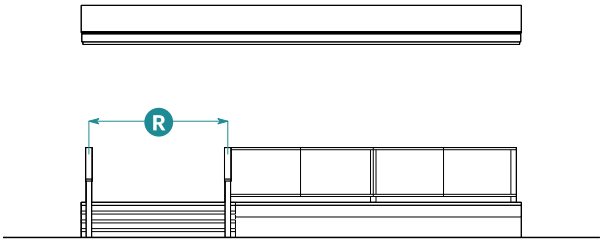
Balcony Front Elevation

12. Entry Doors	
Surround[4]	
Head Width	4" min.
Jamb Width	4" min.
Additional Elements	
Transom	Allowed
Pediment	Not Allowed

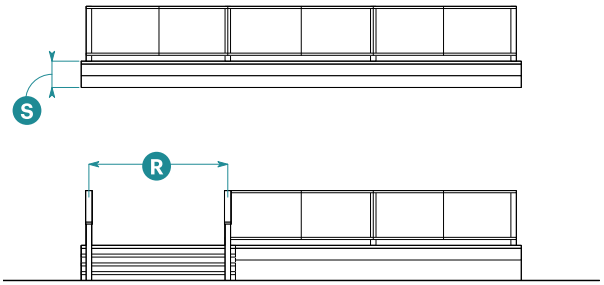
[4] Surround required for doors only on buildings or parts of buildings with lap siding.

13. Balconies	
Allowed Materials	
Type 1 - Panel Guardrail	
Post	Metal
Baluster	Metal panel
Handrail	Metal, glass
Fascia	Metal, composite wood, wood
Type 2 - Mesh Guardrail	
Post and Handrail	Metal
Baluster	Metal mesh
Fascia	Metal, composite wood, wood
Type 3 - Horizontal Guardrail	
Post and Handrail	Metal
Baluster	Metal, steel cable
Fascia	Metal, wood
Size	
Overall Balcony Width	10'0" max.
Width Between Posts	3' min. Q

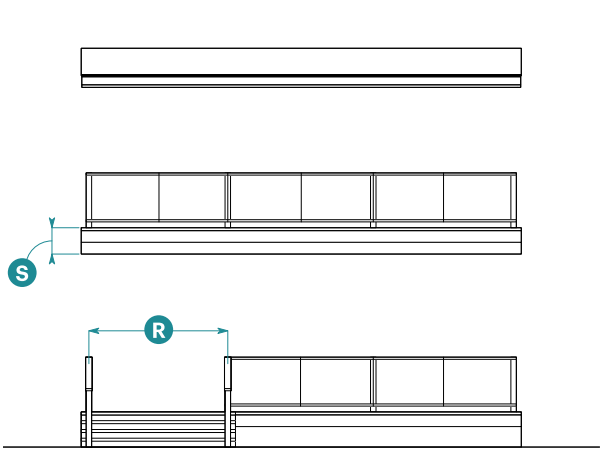
Faux composite wood printed with simulated wood grain is prohibited



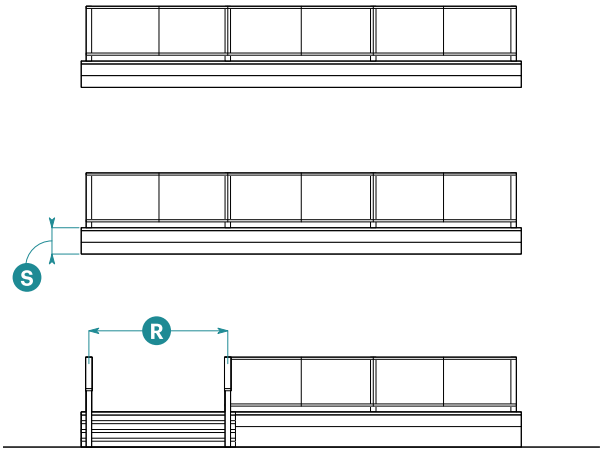
One-Story Porch



One-Story Porch with Deck Above

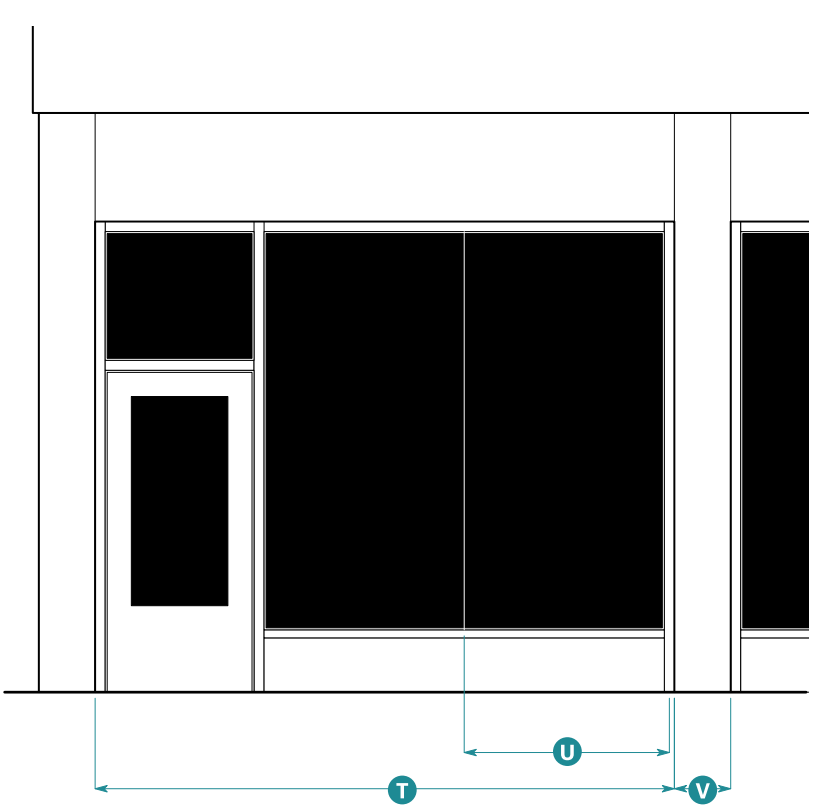


Two-Story Porch

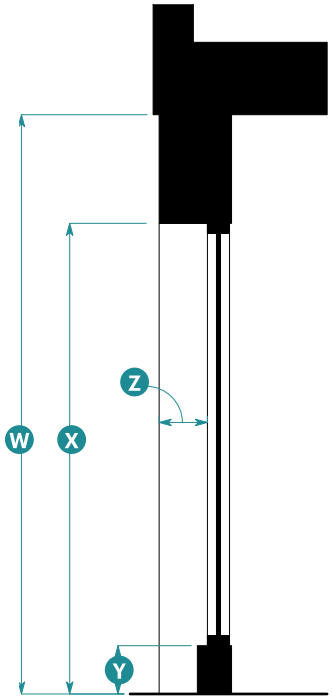


Two-Story Porch with Deck Above

14. Porches		
Columns		
Shape	Cantilevered (no columns) or Pilotis	
Diameter	4" max.	
Spacing	8'0" max. on center	R
Entablature		
Height of Entablature Supporting Deck		
Overall	10" min.	S



Storefront Elevation



Storefront Section

15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	T
Display Window	3'0" min.; 4'0" max.	U
Distance Between Storefront Modules	1'0" min.; 2'0" max.	V
Height		
Overall	12'0" min.	W
Head Height	11'0" min.	X
Base	8" min.; 2'0" max.	Y
Horizontal Recess		
Depth	6" min.; 3'0" max.	Z

Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding[5]	Lap siding, composite wood, wood, fiber cement, stucco, metal panel
Base or Foundation	
Base or Foundation	Brick, concrete, stucco, composite wood, wood, fiber cement, architectural block
Roof and Roof Elements	
Roofing	Asphalt shingles, wood shingles, standing seam metal
Rake and Eave	Composite wood, wood, steel
Gutter	Metal box
Windows, Bay Windows, and Entry Doors	
Entry Door	Wood, aluminum, fiberglass, composite wood
Window Frames	Wood, aluminum clad wood, aluminum, fiberglass
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, fiberglass, metal
Railing	Composite wood, wood, metal
Storefronts	
Storefront	Composite wood, wood, metal
Storefront Base	Stucco, concrete
Prohibited materails: faux composite wood printed with simulated wood grain, fiber cement, and faux printed stone.	
Wood shingles shall be in compliance with the Wildland Urban Interface Code.	

[5] Exterior cladding shall be limited to no more than 3 materials, of which 65% or more of the facade area shall be one of those materials.

10-20.08.060 Craftsman









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

The Craftsman style emerged in the American west inspired by the English Arts and Crafts movement. The Craftsman bungalow house was prevalent from the 1900's to the 1940's. Since that time, it has adapted to multifamily and mixed-use prototypes.

2. Typical Characteristics

- Low-pitched roofs with deep eaves and exposed rafter tails
- Horizontally proportioned openings made from ganged vertical windows
- Emphasis on natural materials including wood shingles
- Asymmetrical composition with wall plane broken by projecting gable ends
- Wall plane broken by projecting and/or recessed elements

Elements of Craftsman Style – Multifamily Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Roof (See Subsection 5 for standards)

Rake (See Subsection 6 for standards)

Dormer (See Subsection 11 for standards)

Eave (See Subsection 7 for standards)

Window (See Subsection 9 for standards)

Wall (See Subsection 3 for standards)

Porch (See Subsection 14 for standards)

Entry Door (See Subsection 12 for standards)

Base (See Subsection 4 for standards)

Prototypical Building Elevation

3. Wall		
Trim [1, 2]		
Width	4" min.	A

[1] Trim not required on buildings or portions of buildings where stucco or shingle is the primary wall material.

[2] Trim is required at openings and surrounds.

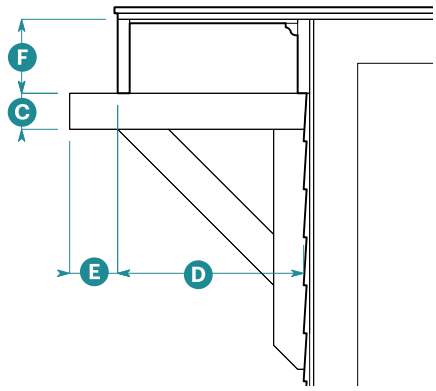
4. Base		
Height	1'0" min.; 1/2 story max.	B

Elements of Craftsman Style – Mixed-Use Prototype

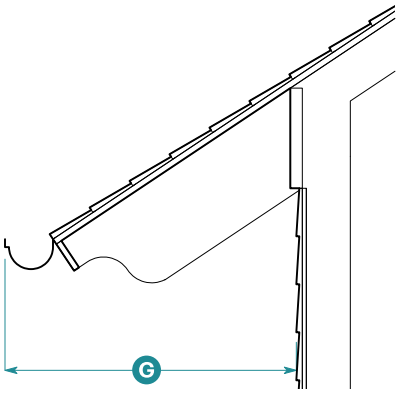
Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



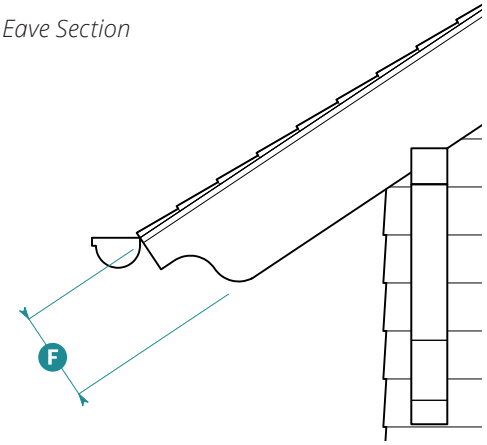
Prototypical Building Elevation



Rake Section



Eave Section



Eave Elevation

5. Building Roof		
Building Roof Standards	**Sloped Roof**	**Flat Roof**
Applicable Subsections		
Subsection 6 (Rake)	A	N/A
Subsection 7 (Eave)	A	N/A
Subsection 8 (Parapet)	N/A	A
Form		
Pitch	4:12 min.; 10:12 max.	N/A

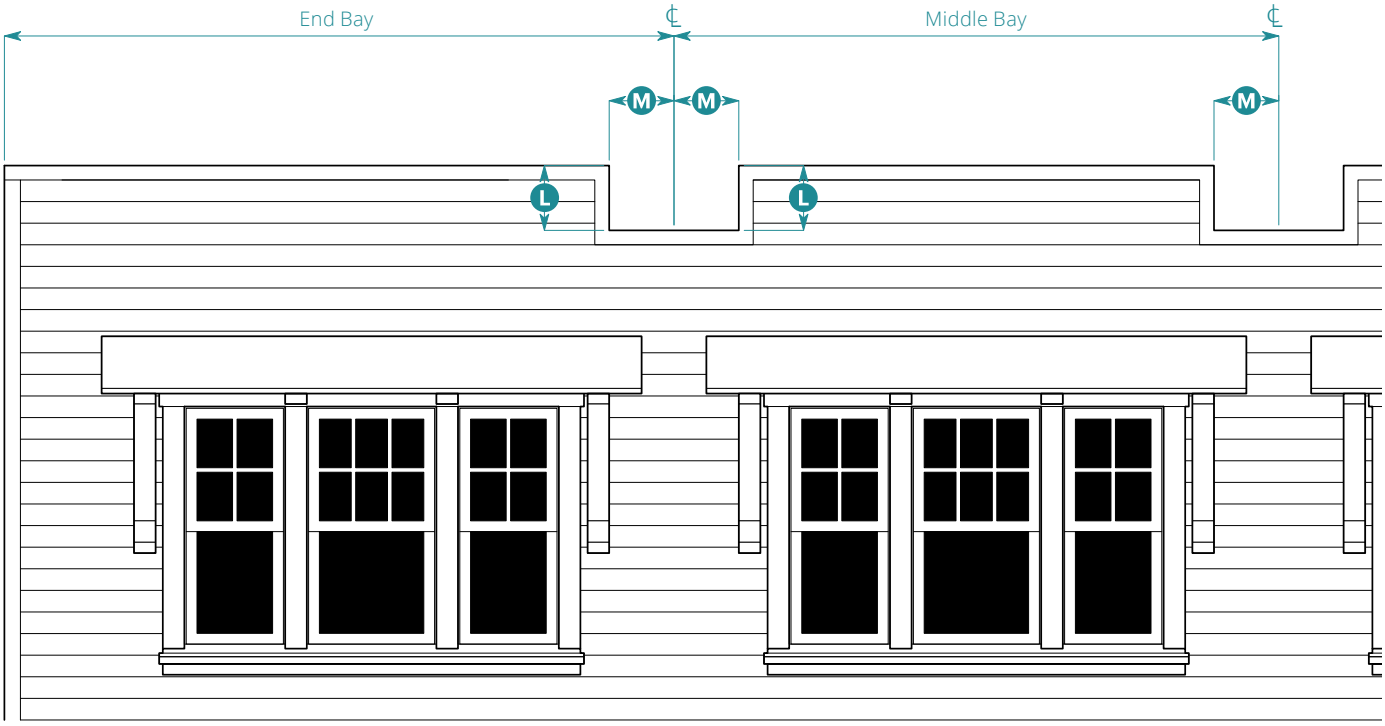
6. Rake		
Height		
Bracket Bracing Member	4" min.	C
Horizontal Projection		
Projection to Fascia	1'8" min. 3'0" max;	D
Bracket Projection Beyond Fascia	No min.; 1'0" max.	E

See Subsection 7 (Eave) for height standards.

7. Eave		
Allowed Types		
Eave Types	Open	
Height		
Fascia	10" min.	F
Horizontal Projection [3]		
Overall	2'6" min.	G

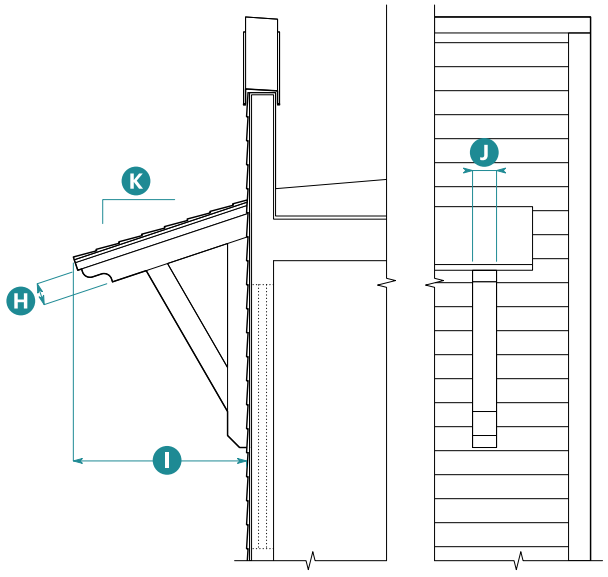
[3] Horizontal projection includes gutter.

A = Applicable N/A = Not Applicable



8. Parapet		
Canopy		
Parapet may include canopy.		
Eave Height	6" min.	H
Horizontal Projection[4]	3'0" min.	I
Required Support Elements	Brackets	
Bracket Width	4" min.	J
Roof Pitch	3:12 min.	K
Crenellation		
Crenel Height	1'0" min.	L
Width, from Center Line	1'0" min.	M
Crenel may not occur at building corner or end bays.		

[4] Horizontal projection includes gutter.



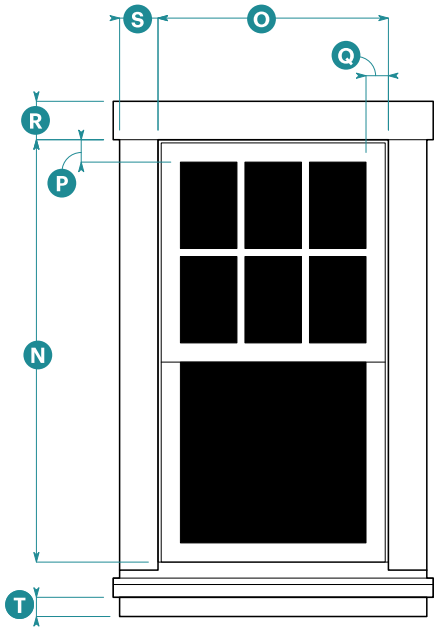
Parapet Section *Parapet Elevation*

9. Windows		
Opening		
Proportion, Height N to Width O [5]		
Ground Floor	2.0 min.	
Upper Floor	1.75 min.	
Dormer	See Subsection 11 (Dormers) for standards.	
Typical Sizes, Width O x Height N		
Ground Floor, Typical	3'0" x 6'0"	
Ground Floor, Ganged	2'4" x 6'0"	
Ground Floor, Picture	4'6" x 6'0"	
Upper Floor, Typical	3'0" x 5'6"	
Upper Floor, Ganged	2'4" x 5'6"	
Upper Floor, Picture	4'6" x 5'6"	
Privacy	2'0" x 4'0"	
Shape	Square	
Operation	Single Hung, Double Hung, Casement	
Window		
Glazing Divisions	6 over 1; 4 over 1; 10 over 1	
Frame Width (Frame + Sash)		
At Rail	2.5" min. ± 1/4"	P
At Stile	2.5" min. ± 1/4"	Q
Trim Widths[6]		
Head	6" min.	R
Jamb	4" min.	S
Apron	3" min.	T
Window Frame Recess		
Depth	2" min.	
Sill		
Depth	3" min.	
Pediment		
Allowed	No	
Mullions		
Mullions required between ganged windows.		

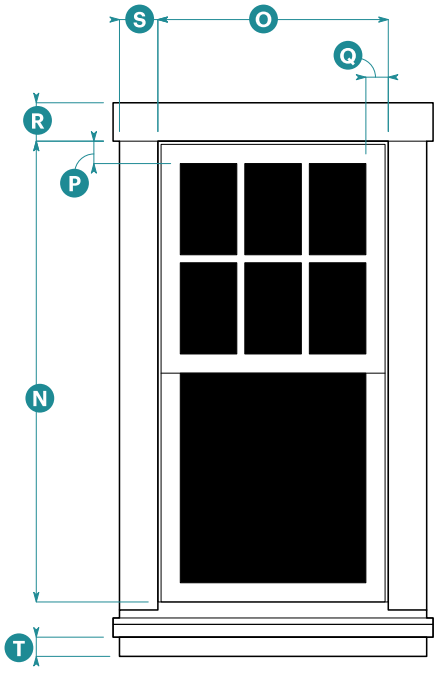
"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

[5] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.

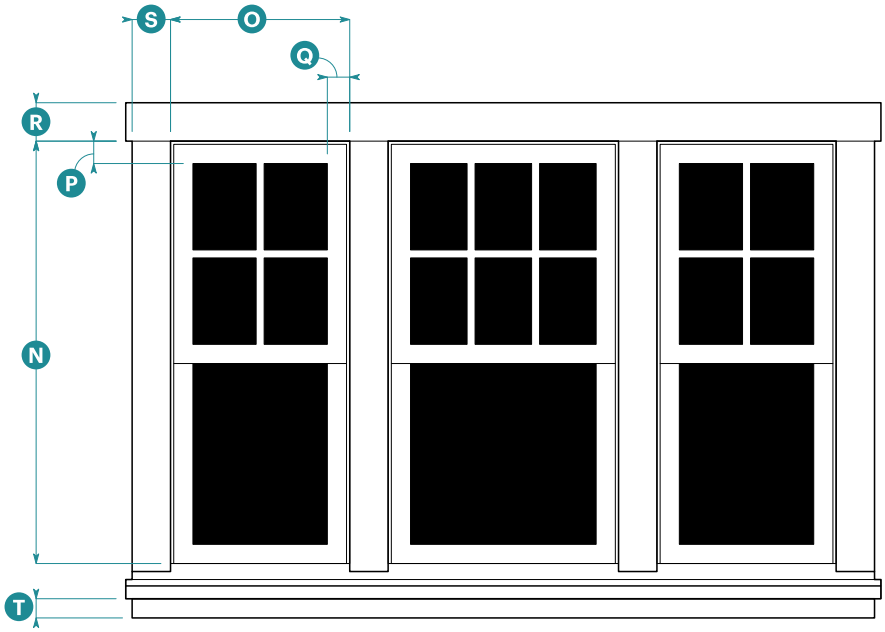
[6] Jamb shall be narrower than header



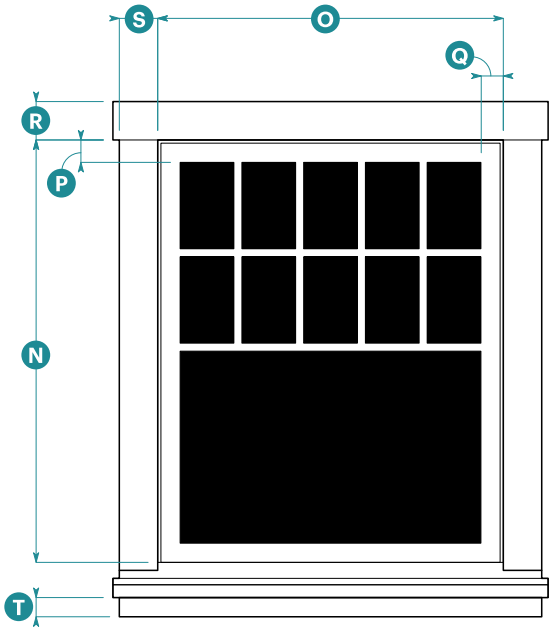
Upper Floor Typical Window Elevation
6 over 1



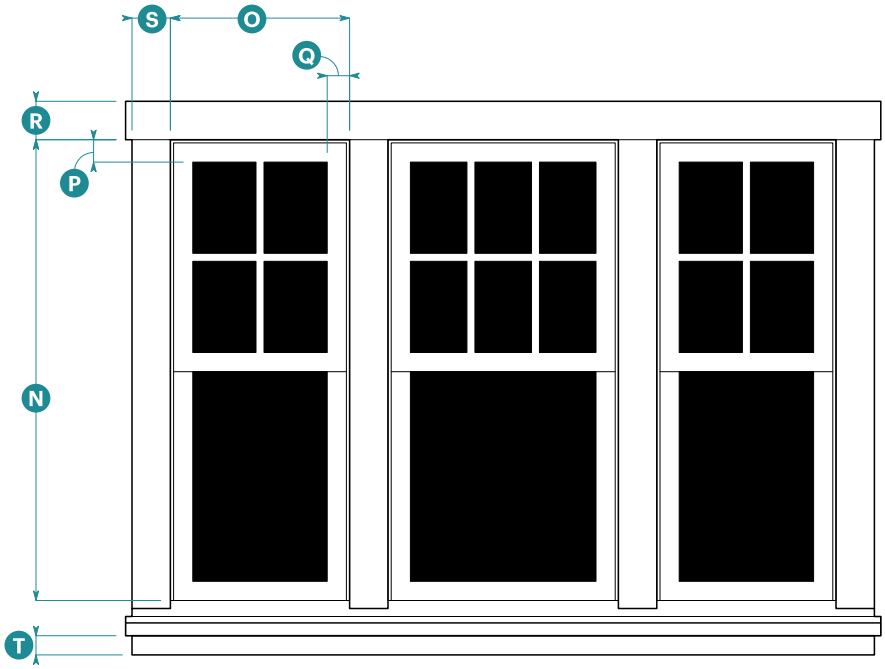
Ground Floor Typical Window Elevation
6 over 1



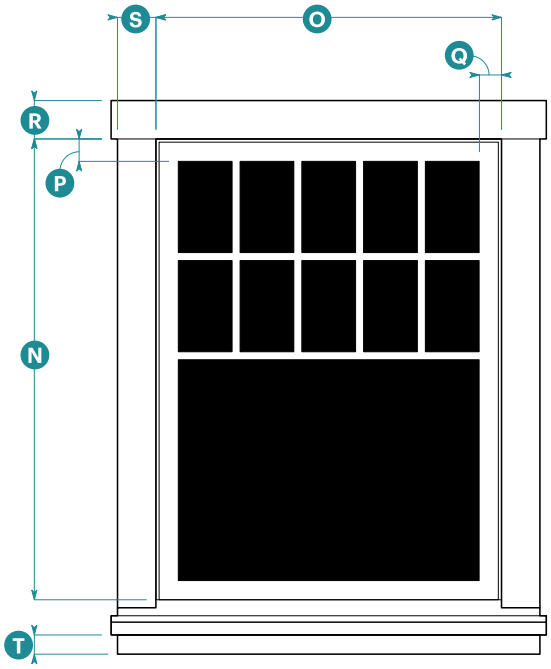
Upper Floor Ganged Window Elevation
4 over 1 and 6 over 1



Upper Floor Picture Window Elevation
10 over 1



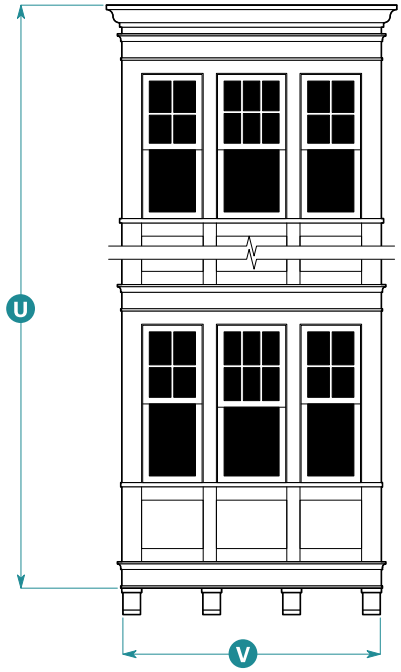
Ground Floor Ganged Window Elevation
4 over 1 and 6 over 1



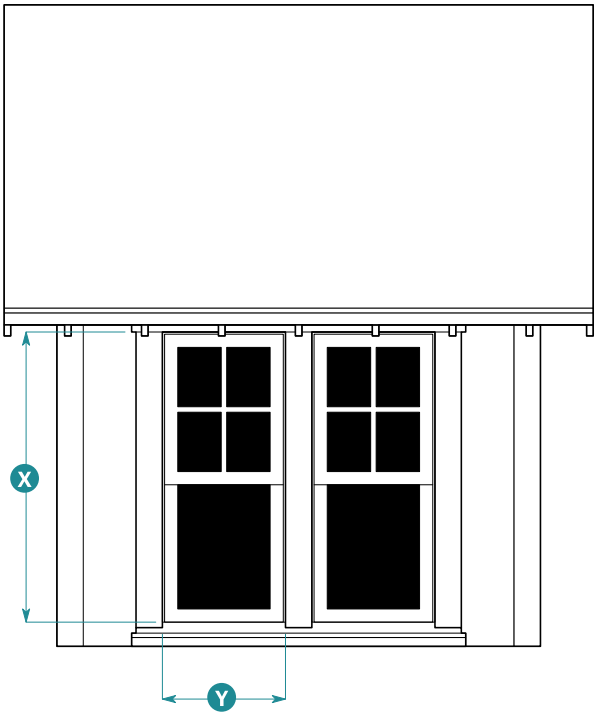
Ground Floor Picture Window Elevation
10 over 1



Bay Window Plan



Bay Window Elevation

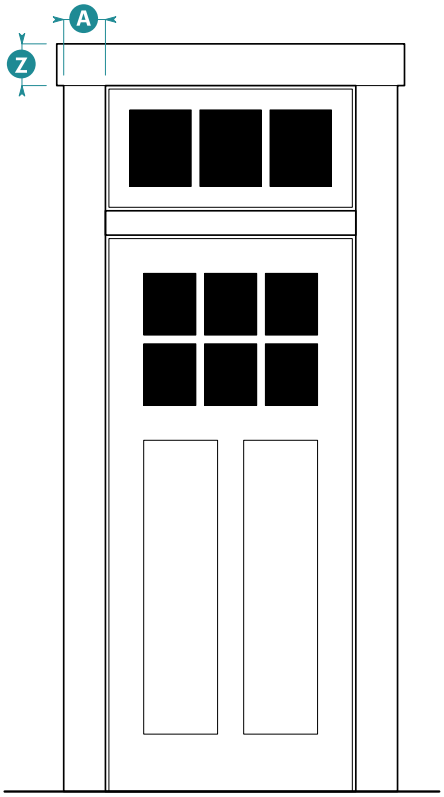


Dormer Elevation

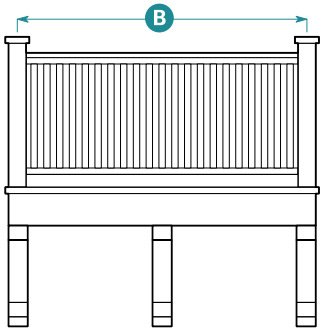
10. Bay Windows		
Form		
Type	Square	
Size		
Height		U
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	V
Depth	1'0" min.; 3'0" max.	W
Cornice Types		
Building parapet wraps bay.		
Bay stops below building eave (bay has own cornice).		
Bay returns into building eave (bay never projects above the building eave).		
Additional Standards		
Bay depth not allowed to project beyond eave depth.		
Multi-story bay window form shall be vertically continuous.		

10. Bay Windows (Continued)
Continuous horizontal articulation on building shall wrap bay form.
Corner bay may be turned on side to be rotated 45 degrees from building corner.

11. Dormers		
Roof Form		
Type	Shed or Gable	
Pitch	2:12 min.; 5:12 max.	
Horizontal Projection		
Eave	8" min.	
Rake	8" min.	
Window		
Proportion, Height X to Width Y	1.75 min.	
Width	3'0" min.	Y
Dormers allowed only for buildings with half stories.		
Pediment not allowed.		
See Subsections 6 (Rake), 7 (Eave), and 9 (Windows) for additional standards.		



Entry Door Elevation

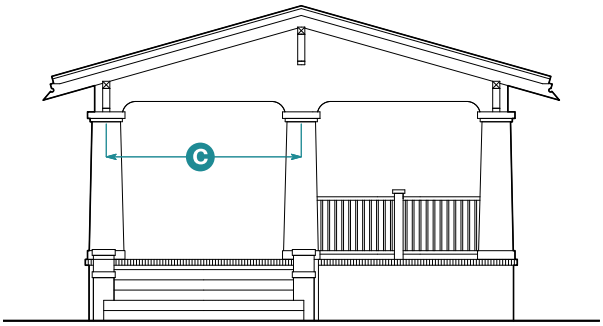


Balcony Front Elevation

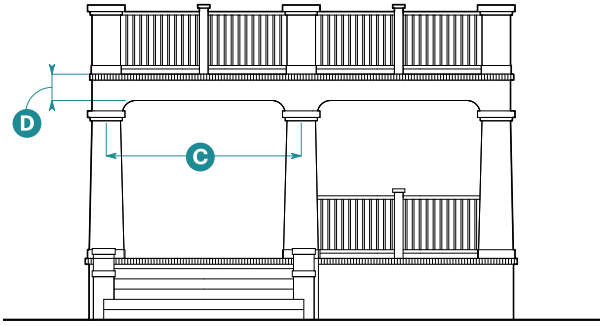
12. Entry Doors		
Door		
Number of Panels	2 min.	
Surround[7]		
Head Width	6" min.	Z
Jamb Width	4" min.	A
Additional Elements		
Transom	Allowed	
Pediment	Not Allowed	

[7] Jamb shall be narrower than header

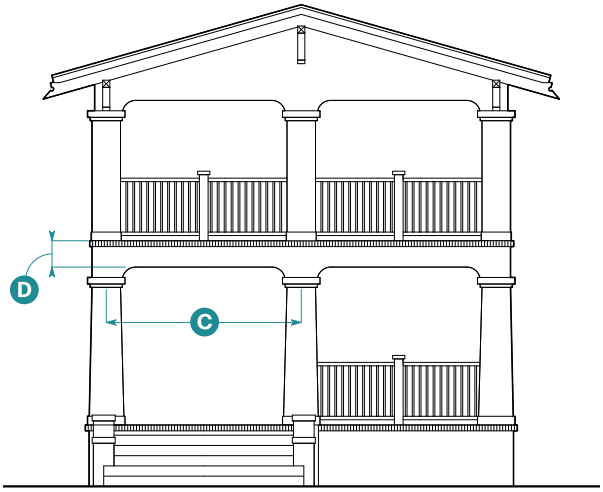
13. Balconies		
Allowed Materials		
Post, Baluster, Handrail, and Fascia	Metal, composite wood, wood	
Size		
Overall Balcony Width	10'0" max.	
Width Between Posts	3' min.	B



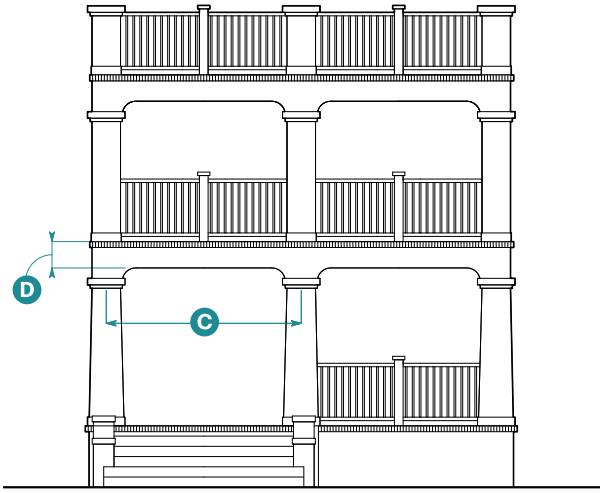
One-Story Porch



One-Story Porch with Deck Above



Two-Story Porch

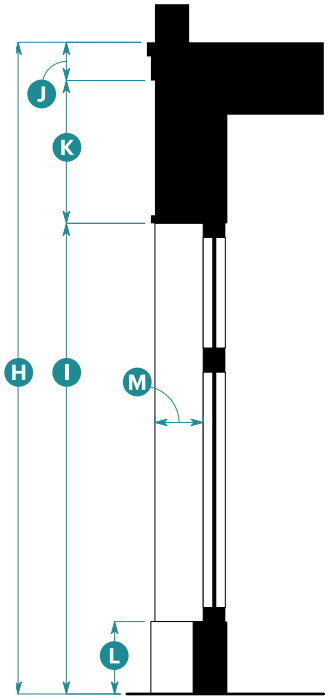


Two-Story Porch with Deck Above

14. Porches		
Columns		
Shape	Square-tapered	
Base Width	1'10" min.	
Spacing	9'6" min.; 12' max. on center	C
Entablature		
Height of Entablature Supporting Deck		
Overall	10" min.	D



Storefront Elevation



Storefront Section

15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	E
Display Window	3'0" min.; 4'0" max.	F
Distance Between Storefront Modules	1'0" min.; 2'0" max.	G
Height		
Overall	13'0" min.	H
Head Height	10'0" min.	I
Cornice	10" min.	J
Signage Band	1'6" min.	K
Base	1'0" min.; 2'0" max.	L
Horizontal Recess		
Depth	1'0" min.; 2'0" max.	M
Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).		
Cornice shall be continuous.		

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding	Shingle and lap siding: composite wood, wood, fiber cement; and stucco
Base	
Base or Foundation	Stone, cast stone, painted concrete
Roof and Roof Elements	
Roofing	Asphalt shingles, wood shingles, standing seam metal
Rake and Eave	Composite wood, wood
Cornice	Composite wood, wood
Brackets	Composite wood, wood, fiberglass
Gutter	Metal half-round
Windows, Bay Windows, and Entry Doors	
Trim or Surround	Composite wood, wood, fiber cement
Entry Door	Wood, aluminum, fiberglass, composite
Window Frames	Wood, aluminum-clad wood, aluminum, fiberglass
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, metal
Railing	Composite wood, wood, metal
Storefronts	
Columns	Composite wood, wood, fiberglass, metal
Storefront Base	Wood panels, brick, stone tile, fiber cement

Wood shingles shall be in compliance with the Wildland Urban Interface Code.

10-20.08.070 Main Street Classical









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

Main Street Classical style buildings combine influences from late 19th century Classical Revival and pre-war American main street architecture. With brick as a primary facade material, facades have a tripartite composition and often introduce ornament in a prominent cornice.

2. Typical Characteristics

- Symmetrical facade composition with proportions that imply load-bearing masonry structure
- Prominent cornice with classical detailing and parapet or pedimented roof forms
- Regular pattern of vertically proportioned openings
- Brick and stucco as primary facade materials

Elements of Main Street Classical Style – Mixed-Use Prototype

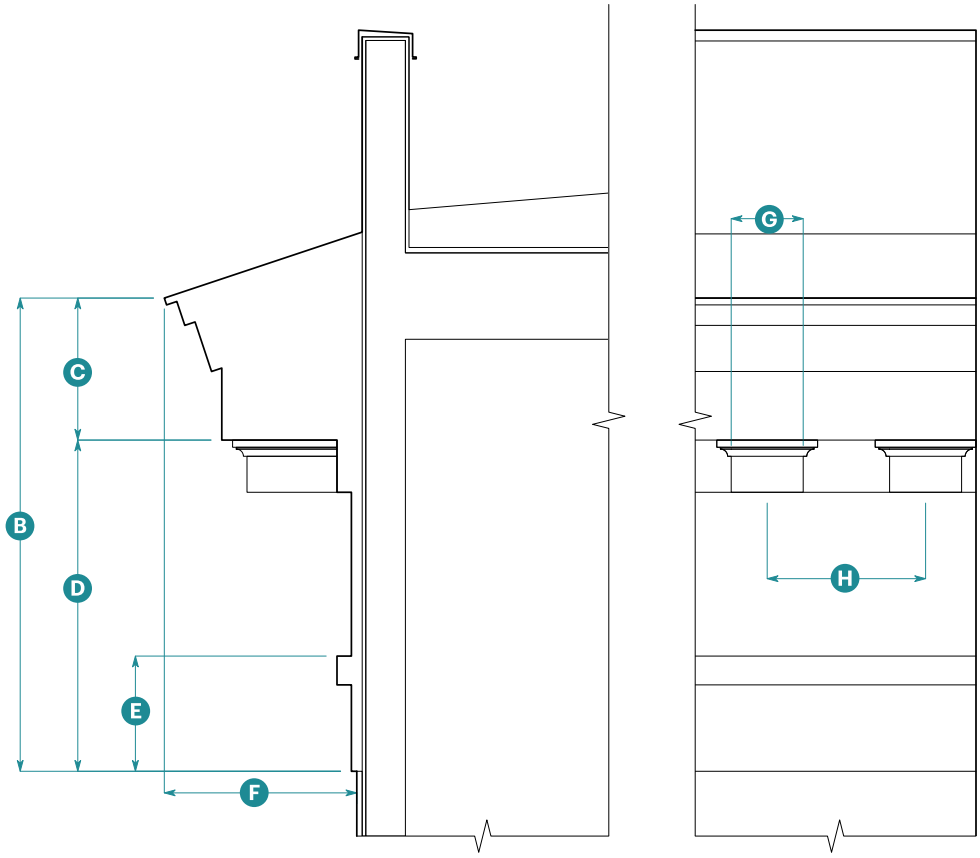
Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Elevation

3. Wall
No wall standards apply to this style. See Subsection 16 (Materials) for materials standards.

4. Base		
Height	1'0" min.; 2'0" max.	A



Parapet Section

Parapet Elevation

5. Building Roof

Form

Roof Type	Flat

6. Rake

Because this style does not allow sloped roofs, rake is not regulated. For wall-roof junction standards, see Subsection 8 (Parapet).

7. Eave

Because this style does not allow sloped roofs, eave is not regulated. For wall-roof junction standards, see Subsection 8 (Parapet).

8. Parapet

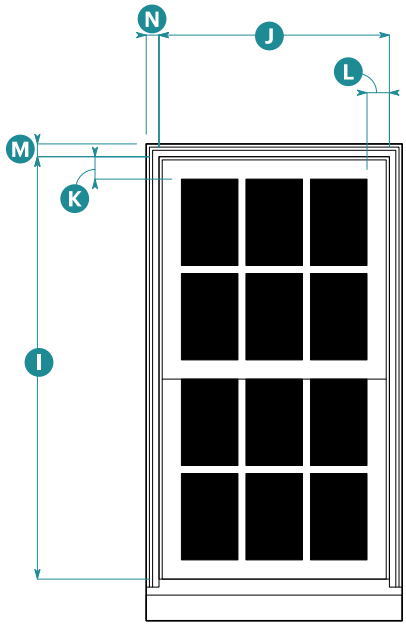
Height		
Overall	5'6" min.	B
Cornice	1'8" min.	C
Fascia		
Overall	3'6" min.	D
Lower Band	1'2" min.	E
Horizontal Projection [1]		
Overall	2'6" min.	F
Continuous cornice required on all street facing facades.		
Required Ornament		
Type	Dentils	
Width	10" min.	G
Spacing	2'0" max. on center	H
Placement	Below cornice at top of fascia	

[1] Horizontal projection includes gutter.

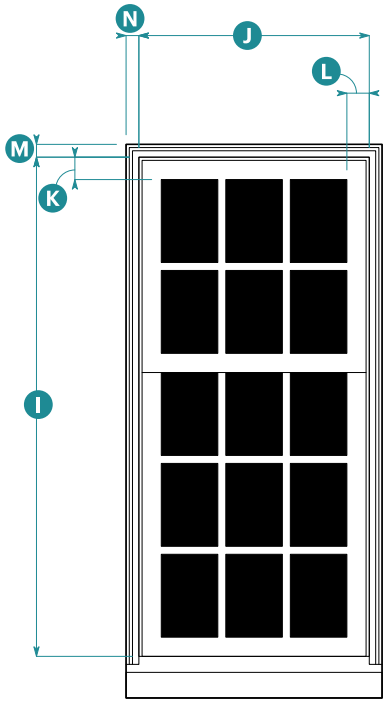
9. Windows		
Opening		
Proportion, Height (I) to Width (J) [2]		
Ground Floor	2.0 min.	
Upper Floor	1.75 min.	
Typical Sizes, Width (J) x Height (I)		
Ground Floor, Typical	3'0" x 6'6"	
Ground Floor, Picture	4'6" x 6'6"	
Upper Floor, Typical	3'0" x 5'6"	
Upper Floor, Picture	4'6" x 5'6"	
Privacy	2'0" x 4'0"	
Shape	Square	
Operation	Single Hung, Double Hung, Casement	
Window		
Glazing Divisions	6 over 9; 6 over 6	
Frame Width (Frame + Sash)		
At Rail	2.5" min. ± 1/4"	(K)
At Stile	2.5" min. ± 1/4"	(L)
Molding Widths		
Head	2" min.	(M)
Jamb	2" min.	(N)
Window Frame Recess		
Depth	2" min.	
Sill		
Depth	3" min.	
Pediment		
Allowed	Yes	

"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

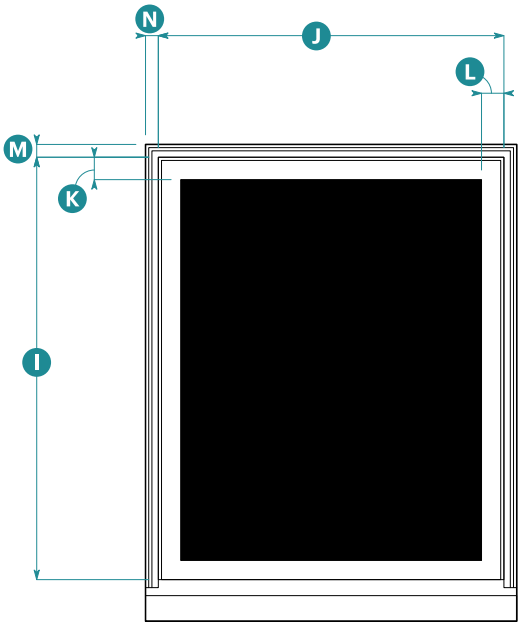
[2] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.



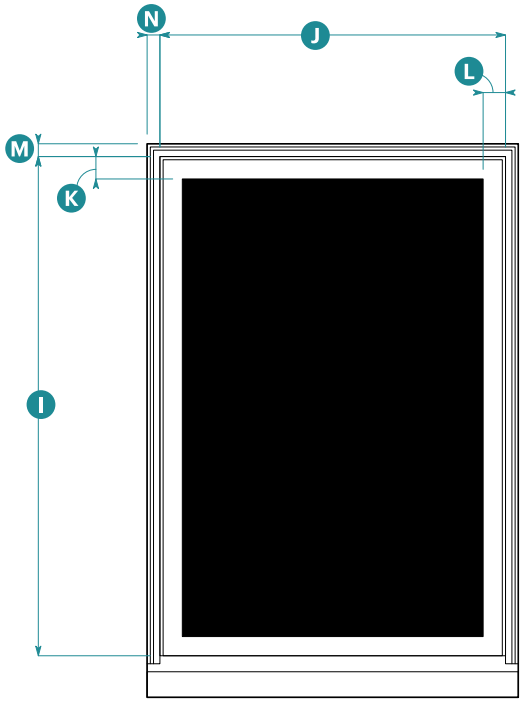
Upper Floor Typical Window Elevation
6 over 6



Ground Floor Typical Window Elevation
6 over 9



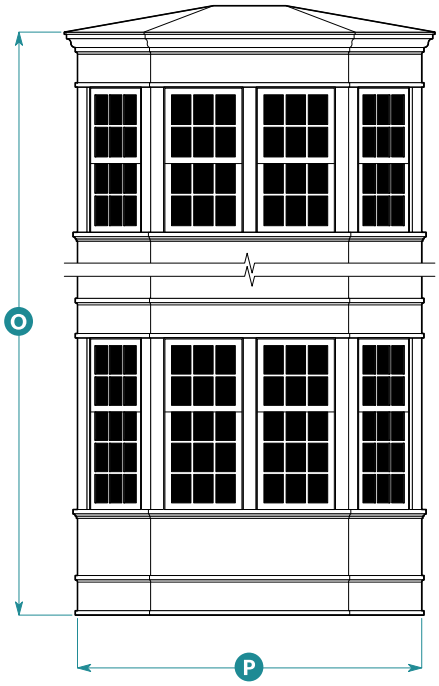
Upper Floor Picture Window Elevation



Ground Floor Picture Window Elevation



Bay Window Plan

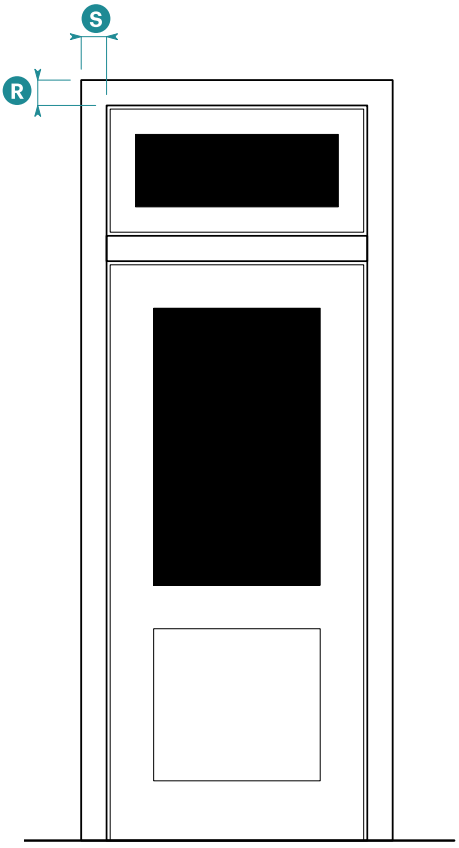


Bay Window Elevation

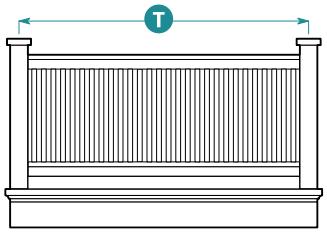
10. Bay Windows		
Form		
Type	Chamfered	
Interior Angle	30 degrees min.; 55 degrees max.	
Number of Faces	3 or 5	
Size		
Height		O
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	P
Depth	1'0" min.; 3'0" max.	Q
Cornice Types		
Cornice wraps bay.		
Bay stops below building cornice (bay has own cornice).		

10. Bay Windows (Continued)
Bay returns into building cornice (bay never projects above the building cornice).
Additional Standards
Bay depth not allowed to project beyond cornice depth.
Multi-story bay window form shall be vertically continuous.
Continuous horizontal articulation on building shall wrap bay form.

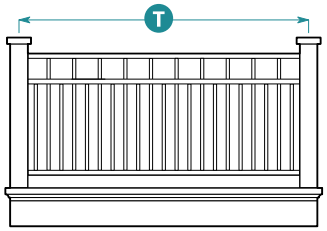
11. Dormers
Because this style does not allow sloped roofs, dormers shall not be used.



Entry Door Elevation



Type 1
Square Guardrail

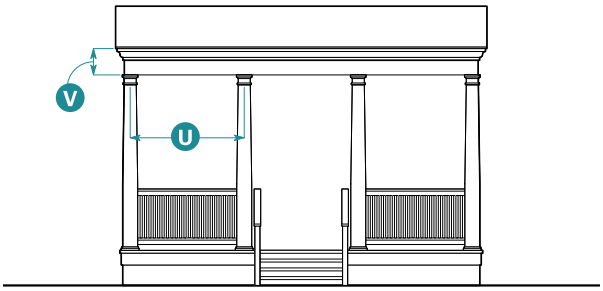


Type 2
Decorative Metal Guardrail

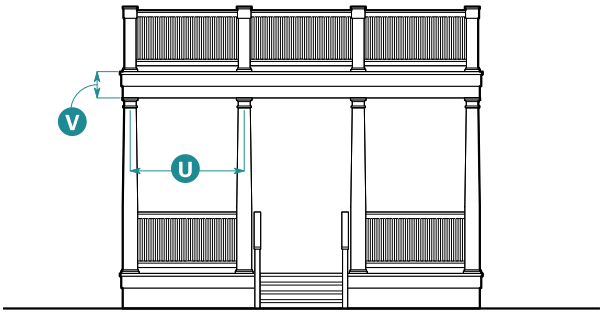
Balcony Front Elevation

12. Entry Doors		
Door		
Number of Panels	2 min.	
Surround		
Head Width	4" min.	R
Jamb Width	4" min.	S
Additional Elements		
Transom	Allowed	
Pediment	Allowed	

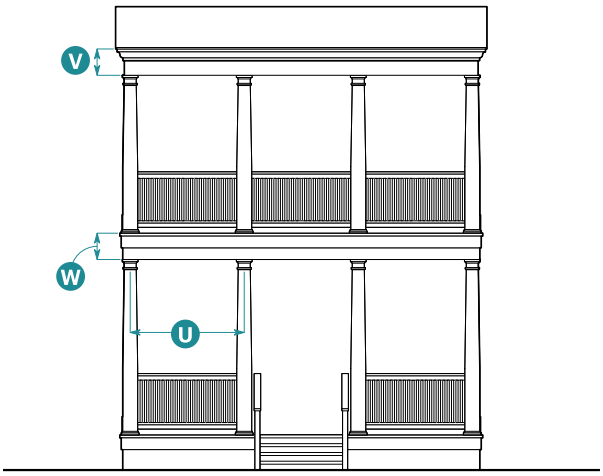
13. Balconies		
Allowed Materials		
Type 1 - Square Guardrail		
Post, Baluster, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Type 2 - Decorative Metal Guardrail		
Post, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Baluster	Metal	
Size		
Overall Balcony Width	10'0" max.	
Width Between Posts	3' min.	T



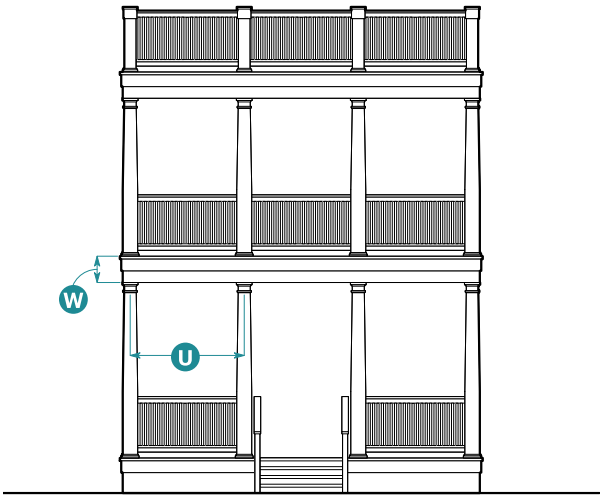
One-Story Porch



One-Story Porch with Deck Above

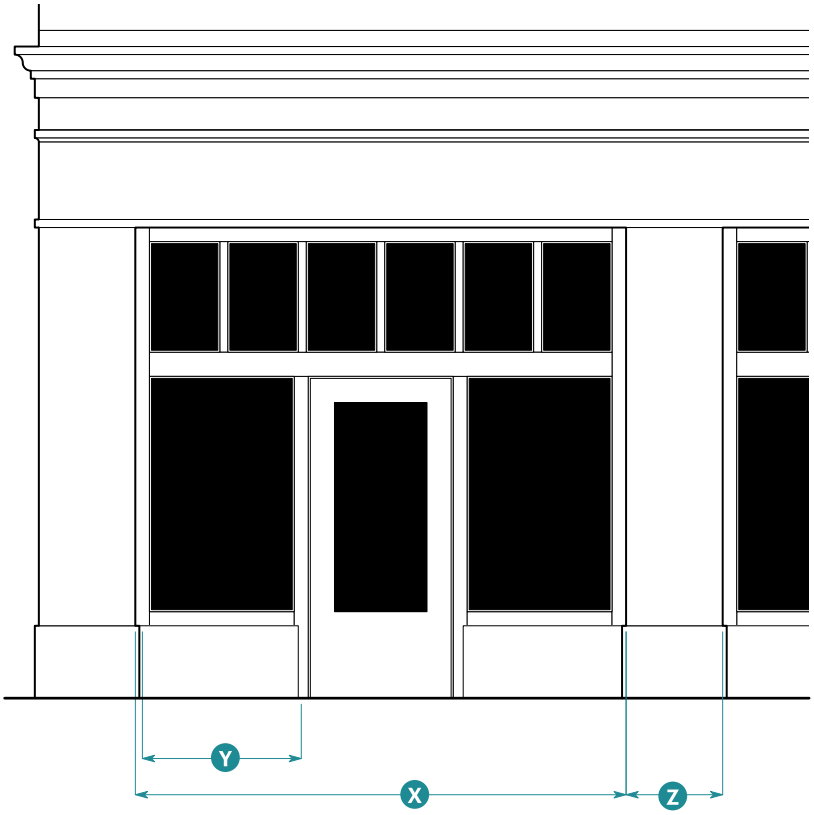


Two-Story Porch

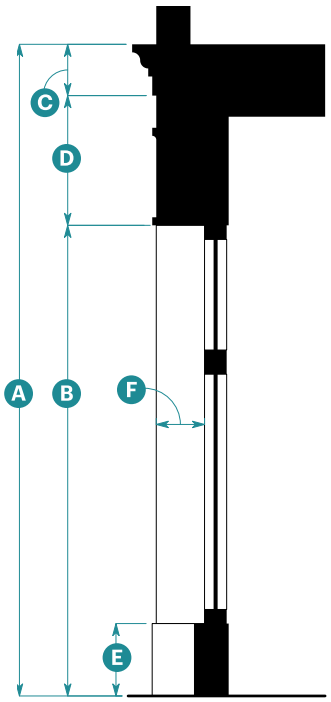


Two-Story Porch with Deck Above

14. Porches		
Columns		
Shape	Clearly defined capital, base, and shaft; shaft either turned with entasis or square stock with optional detailing	
Diameter	8" min.	
Spacing	6'6" max. on center	U
Entablature		
Height of Topmost Entablature		
Overall	1'6" min.	V
Fascia	10" min.	
Height of Floor-to-Floor Entablature		
Overall	10" min.	W



Storefront Elevation



Storefront Section

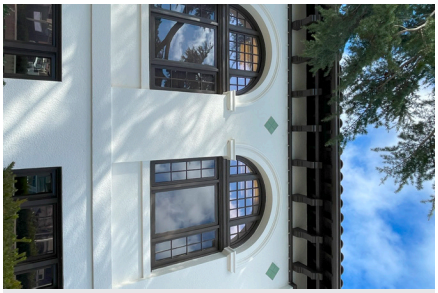
15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	X
Display Window	3'0" min.; 4'0" max.	Y
Distance Between Storefront Modules	1'6" min.; 2'6" max.	Z
Height		
Overall	13'0" min.	A
Head Height	10'0" min.	B
Cornice	10" min.	C
Signage Band	1'8" min.	D
Base	1'0" min.; 2'0" max.	E
Horizontal Recess		
Depth	6" min.; 2'0" max.	F

Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).

Cornice shall be continuous.

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding	Brick, stucco
Base	
Base or Foundation	Brick, stone
Windows, Bay Windows, and Entry Doors	
Lintel	Stone, concrete
Entry Door	Wood, aluminum-clad wood, aluminum
Window Frames	Wood, aluminum clad wood, aluminum, fiberglass
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, cast stone, metal
Railing	Composite wood, wood, metal
Storefronts	
Storefront	Composite wood, wood, metal
Storefront Base	Wood panels, brick, stone tile, fiber cement

10-20.08.080 Mediterranean









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

Mediterranean style buildings in Marin County draw from Spanish Colonial, Pueblo, and Spanish Revival influences. These buildings combine austere wall planes with punched, recessed openings for windows.

2. Typical Characteristics

- Low-pitched gabled or hipped roofs clad in red tile with open eaves
- Flat, rectilinear wall plane with vertically proportioned punched openings without trim
- Stucco as primary facade material with stucco or wood attached elements

Elements of Mediterranean Style – Multifamily Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Elevation

3. Wall

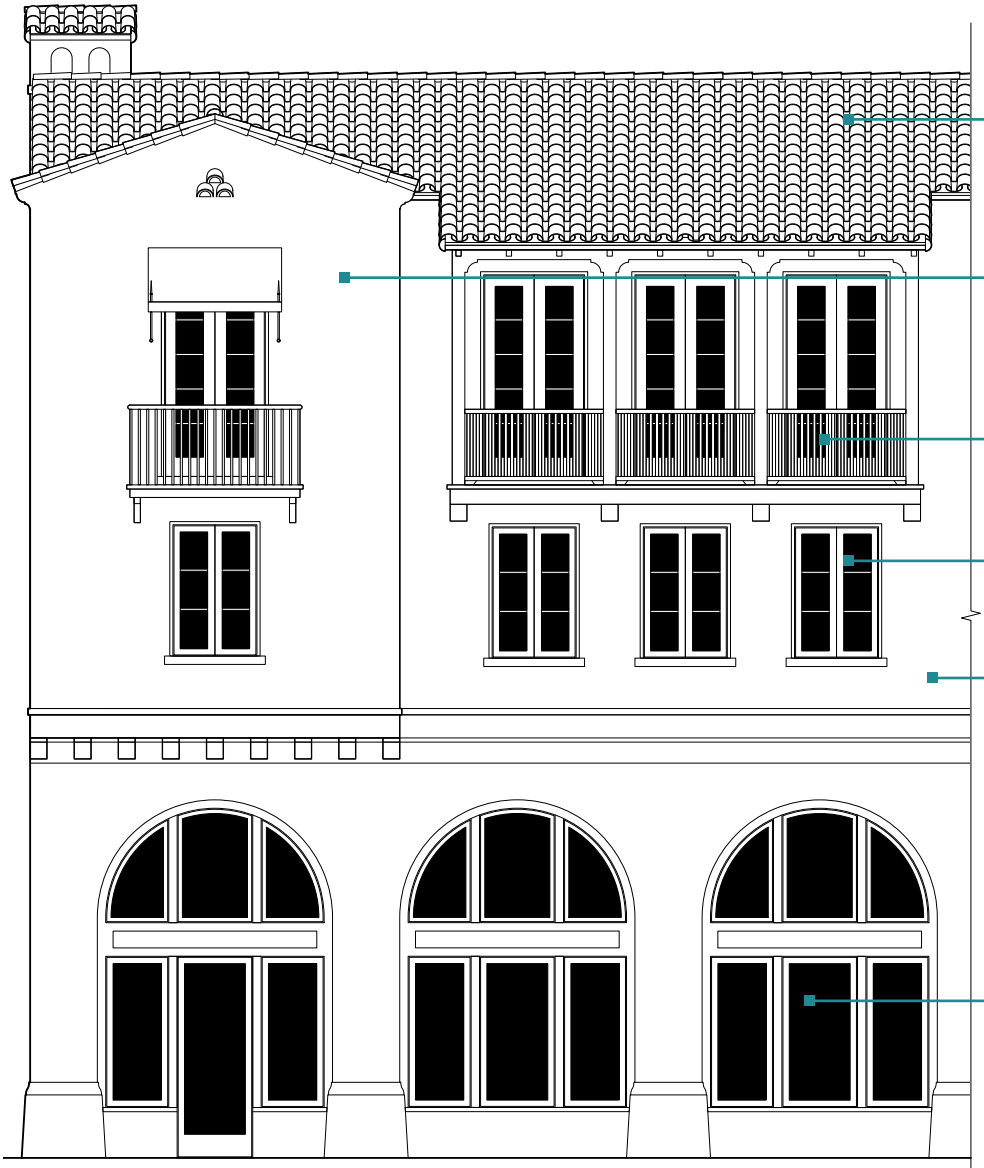
No wall standards apply to this style. See Subsection 16 (Materials) for materials standards.

4. Base

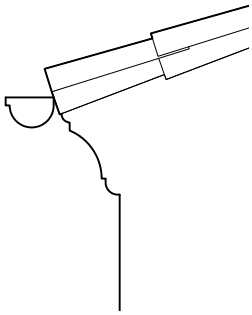
None required

Elements of Mediterranean Style – Mixed-Use Prototype

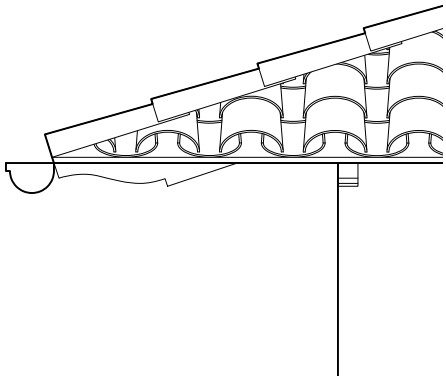
Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



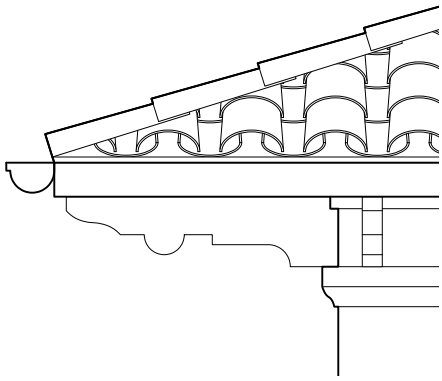
Prototypical Building Elevation



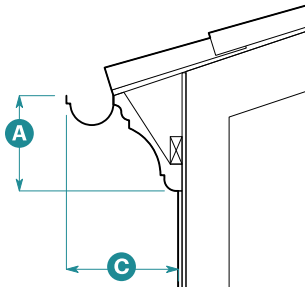
Closed Eave Elevation



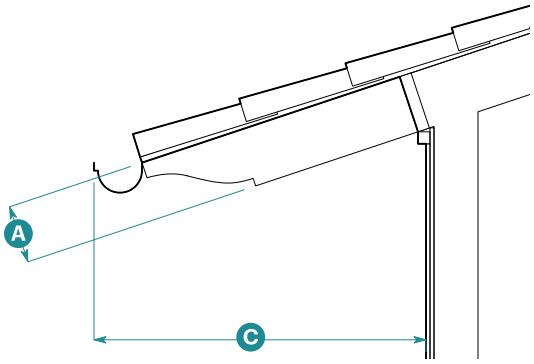
Open Eave Elevation



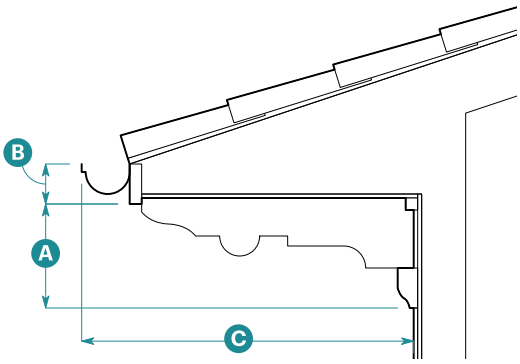
Returned Eave Elevation



Closed Eave Section



Open Eave Section



Returned Eave Section

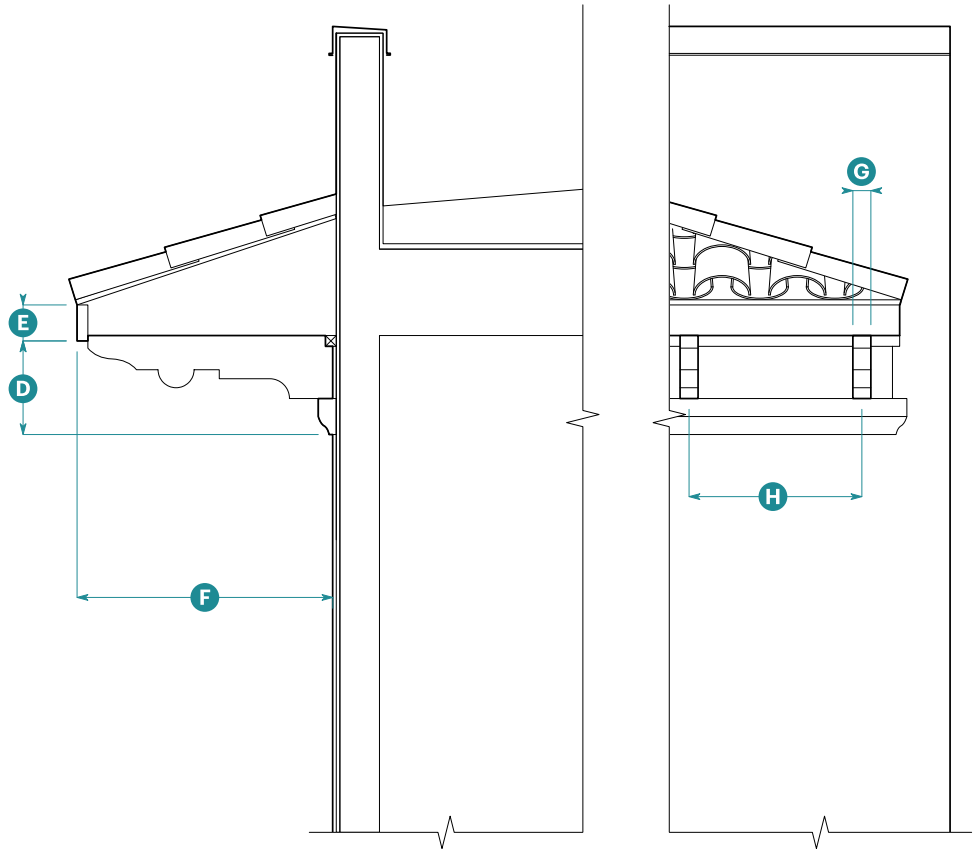
5. Building Roof		
Building Roof Standards	**Sloped Roof**	**Flat Roof**
Applicable Subsections		
Subsection 6 (Rake)	A	N/A
Subsection 7 (Eave)	A	N/A
Subsection 8 (Parapet)	N/A	A
Form		
Pitch	4:12 min.; 6:12 max.	N/A

6. Rake
No specialized rake profile

7. Eave				
Standards	**Closed**	**Open**	**Returned**	
Height				
Supporting Element	1'0" min.	8" min.	1'0" min.	A
Fascia	None	None	6" min.	B
Horizontal Projection [1]				
Overall	1'0" min.	3'0" min.	2'6" min.	C

[1] Horizontal projection includes gutter.

A = Applicable N/A = Not Applicable



Parapet Section

Parapet Elevation

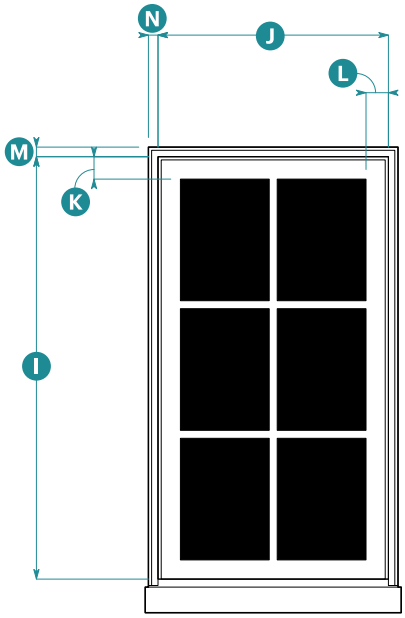
8. Parapet		
Height		
Supporting Element	1'8" min.	D
Fascia	6" min.	E
Horizontal Projection [2]		
Overall	2'0" min.	F
Continuous cornice required on all street facing facades.		
Required Ornament		
Type	Brackets	
Width	3" min.	G
Spacing	24" max. on center	H
Placement	Below fascia	

[2] Horizontal projection includes gutter.

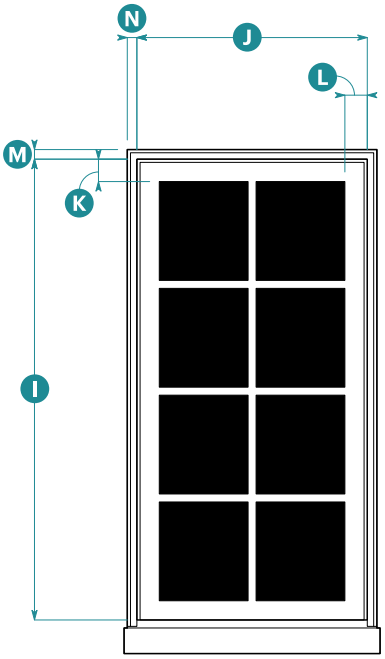
9. Windows		
Opening		
Proportion, Height (I) to Width (J) [3]		
Ground Floor	2.0 min.	
Upper Floor	1.75 min.	
Dormer	See Subsection 11 (Dormers) for standards.	
Typical Sizes, Width (J) x Height (I)		
Ground Floor, Typical	3'0" x 6'0"	
Ground Floor, Ganged	2'4" x 6'0"	
Ground Floor, Picture	4'6" x 6'0"	
Upper Floor, Typical	3'0" x 5'6"	
Upper Floor, Ganged	2'4" x 5'6"	
Upper Floor, Picture	4'6" x 5'6"	
Privacy	2'0" x 4'0"	
Shape	Square, arched	
Operation	Casement	
Window		
Glazing Divisions	6 parts or 8 parts	
Frame Width (Frame + Sash)		
At Rail	2.5" min. ± 1/4"	(K)
At Stile	2.5" min. ± 1/4"	(L)
Molding Widths		
Head	2" min.	(M)
Jamb	2" min.	(N)
Apron	None required	
Window Frame Recess		
Depth	2" min.	
Sill		
Depth	2" min.	
Pediment		
Allowed	No	
Mullions		
Mullions required between ganged windows.		

"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

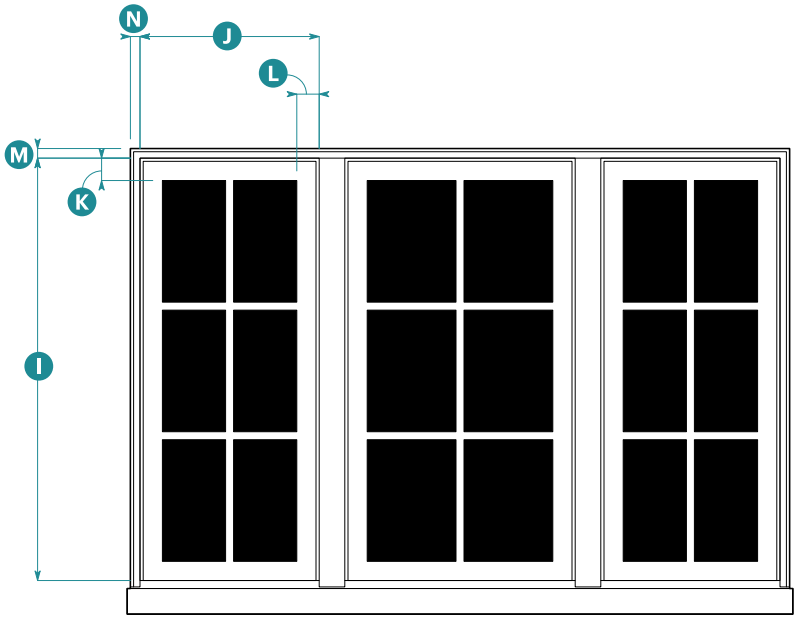
[3] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.



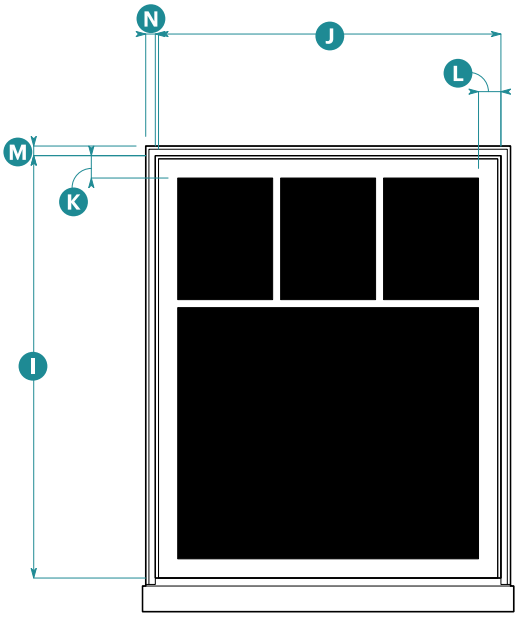
Upper Floor Typical Window Elevation
6 parts



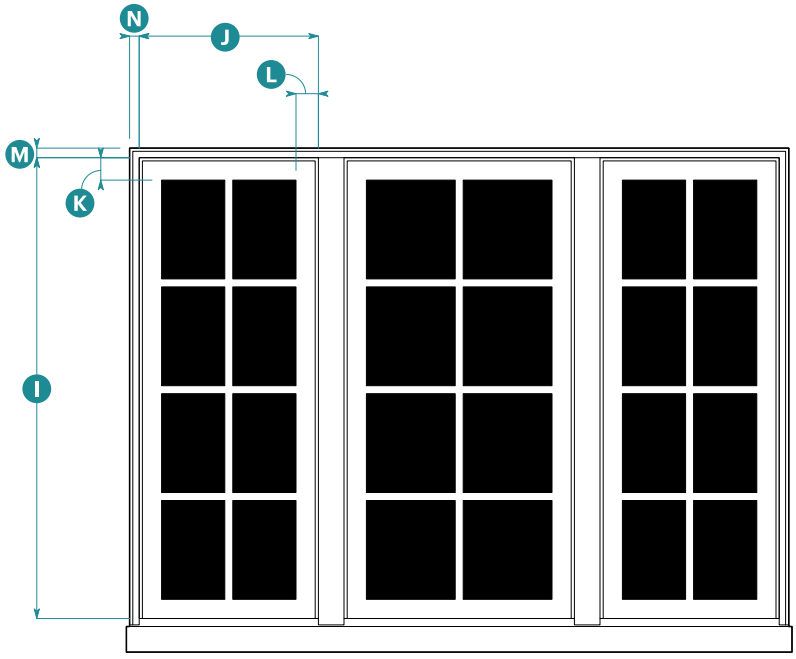
Ground Floor Typical Window Elevation
8 parts



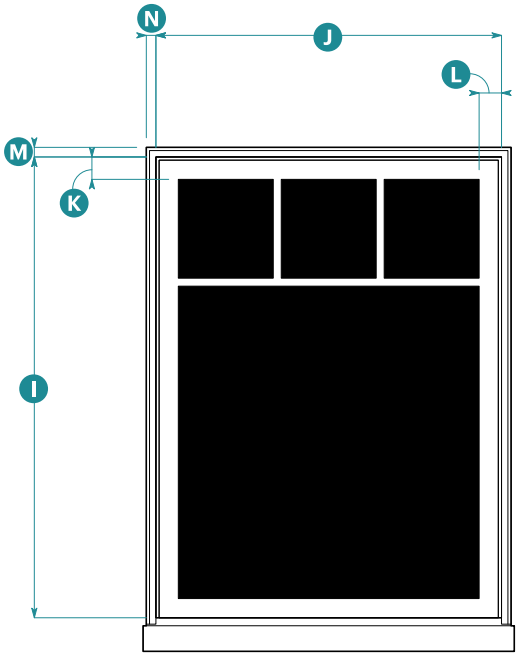
Upper Floor Ganged Window Elevation
6 parts



Upper Floor Picture Window Elevation



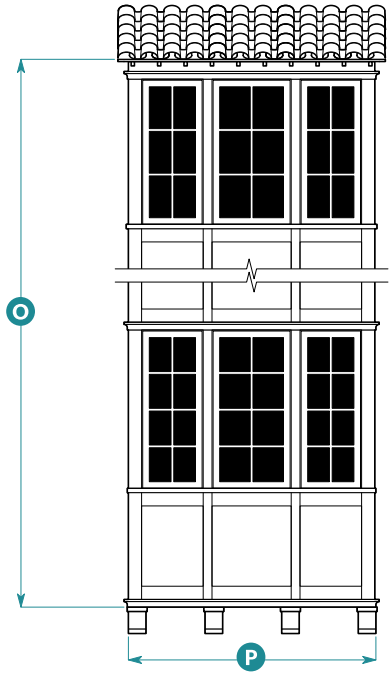
Ground Floor Ganged Window Elevation
8 parts



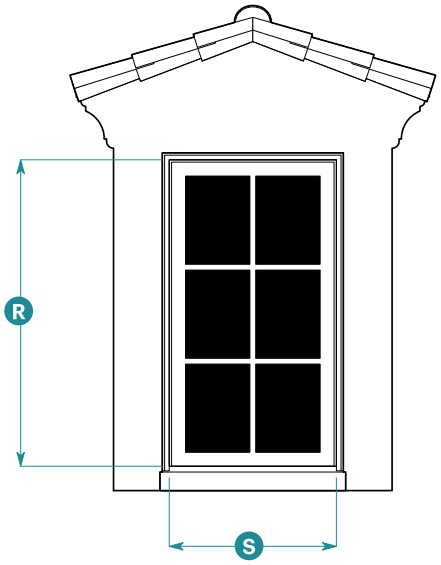
Ground Floor Picture Window Elevation



Bay Window Plan



Bay Window Elevation

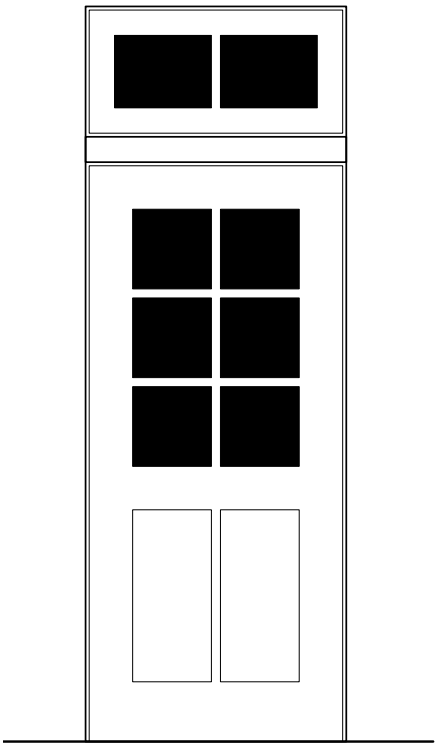


Dormer Elevation

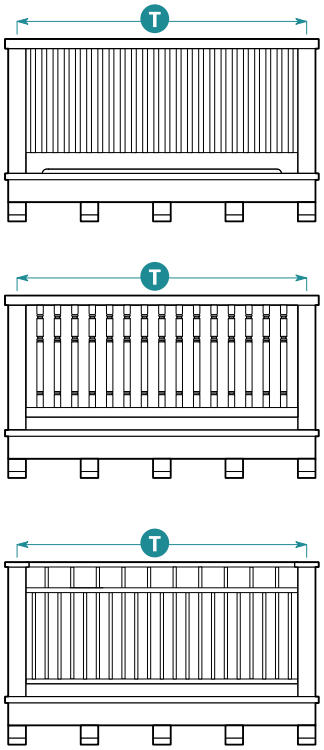
10. Bay Windows		
Form		
Type	Square	
Size		
Height		O
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	P
Depth	1'0" min.; 3'0" max.	Q
Cornice Types		
Building eave wraps bay.		
Bay stops below building eave (bay has own cornice).		
Bay returns into building eave (bay never projects above the building eave).		
Additional Standards		
Bay depth not allowed to project beyond eave depth.		

10. Bay Windows (Continued)
Multi-story bay window form shall be vertically continuous.
Continuous horizontal articulation on building shall wrap bay form.
Corner bay may be turned on side to be rotated 45 degrees from building corner.

11. Dormers		
Roof Form		
Type	Gable	
Pitch	4:12 min.; 8:12 max.	
Window		
Proportion, Height R to Width S	1.75 min.	
Width	3'0" min.	S
Pediment		
Allowed	No	
Dormers allowed for buildings with half stories.		
See Subsections 6 (Rake), 7 (Eave), and 9 (Windows) for additional standards.		



Entry Door Elevation



Type 1
Square Guardrail

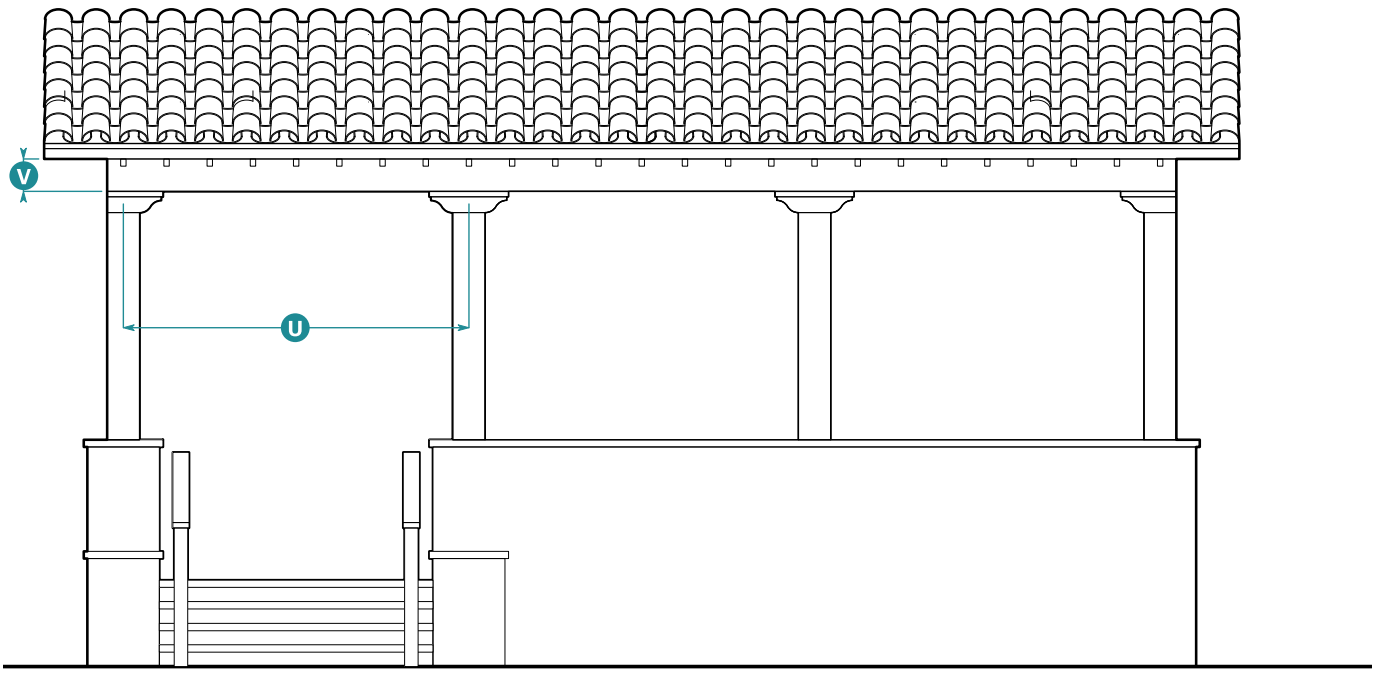
Type 2
Turned Guardrail

Type 3
Decorative Metal Guardrail

Balcony Front Elevation

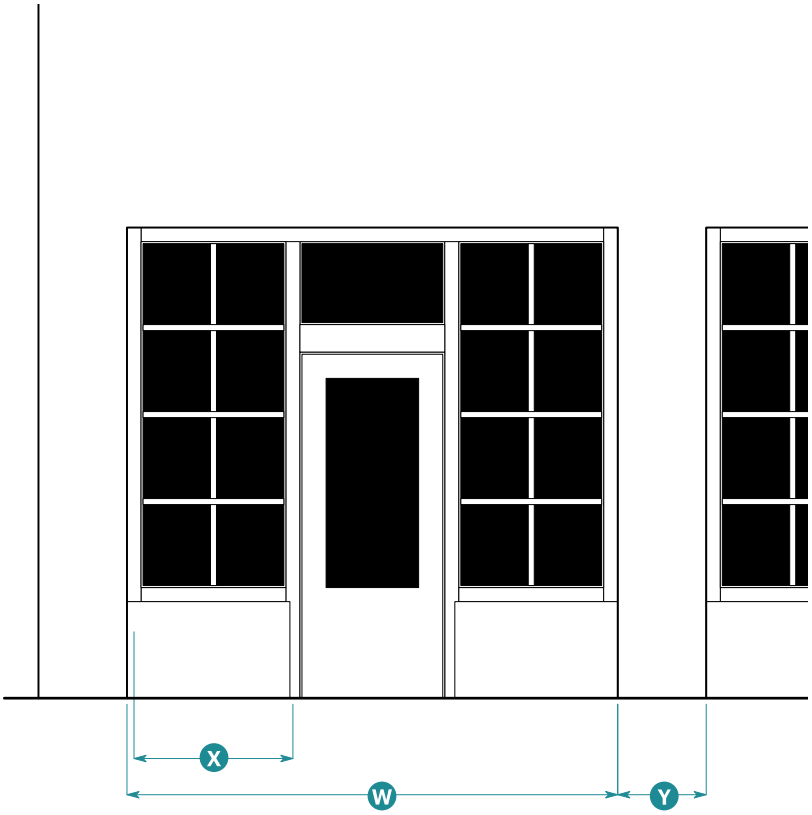
12. Entry Doors	
Door	
Number of Panels	2 min.
Surround	
None required	
Additional Elements	
Transom	Allowed
Pediment	Not Allowed

13. Balconies		
Allowed Materials		
Type 1 - Square Guardrail		
Post, Baluster, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Type 2 - Turned Guardrail		
Post, Baluster, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Type 3 - Decorative Metal Guardrail		
Post, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Baluster	Metal	
Size		
Overall Balcony Width	10'0" max.	
Width Between Posts	3' min.	T

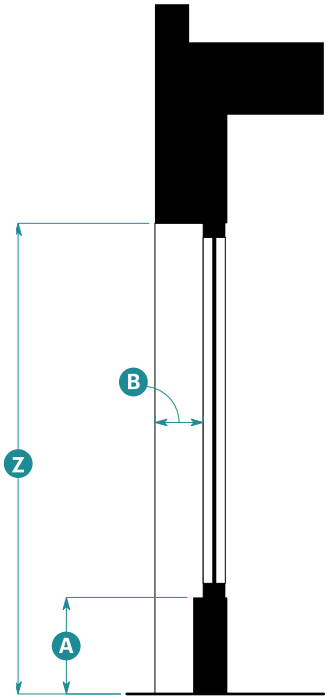


Porch Elevation

14. Porches		
Columns		
Shape	Square or round, with capitals or brackets	
Diameter	8" min.	
Spacing	9'0" max. on center	U
Entablature		
Overall	10" min.	V



Storefront Elevation



Storefront Section

15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	W
Display Window	3'0" min.; 4'0" max.	X
Distance Between Storefront Modules	1'6" min.; 2'6" max.	Y
Height		
Head Height	11'0" min.	Z
Cornice	None	
Signage Band	None	
Base	1'0" min.; 2'0" max.	A
Horizontal Recess		
Depth	6" min.; 9" max.	B

Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding	Stucco
Roof and Roof Elements	
Roofing	Terracotta clay barrel tiles
Rake and Eave	Wood, composite wood, stucco
Cornice	Wood, composite wood, stucco
Brackets	Composite wood, wood, or fiberglass
Gutter	Metal half-round
Windows, Bay Windows, and Entry Doors	
Entry Door	Wood, aluminum, fiberglass, composite
Window Frames	Wood, aluminum-clad wood, aluminum, fiberglass
Sill	Stucco, cast stone
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, fiberglass, metal
Railing	Wood, wrought iron
Storefronts	
Storefront	Composite wood, wood, metal
Storefront Base	Stucco, tile

Article 9: Specific to Signage Types

Sections:

10-20.09.010 Signage Standards

10-20.09.010 Signage Standards

All signage shall comply with the standards in Title 10, Chapter 9 (Signs).

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Article 10: Specific to Large Sites

Sections:

10-20.10.010 Purpose
10-20.10.020 General to Walkable Community Design
10-20.10.030 Walkable Neighborhood Plan
10-20.10.040 General to Civic Space

10-20.10.010 Purpose

This Article establishes standards to create walkable neighborhoods.

1. Development subject to this Article is required to create and reinforce walkable neighborhoods with a mix of housing, civic, retail, and service uses within a compact, walkable, and transit-friendly environment.
2. Developments in compliance with this Section shall achieve the following goals:
    A. Improve the built environment and human habitat;
    B. Promote development patterns that support safe, effective, and multi-modal transportation options, including auto, pedestrian, bicycle, and transit;
    C. Reduce vehicle traffic and support transit by providing for a mixture of land uses, highly interconnected block and street network, and compact community form;
    D. Generate or reinforce neighborhoods with a variety of housing types to serve the needs of a diverse population;
    E. Promote the health benefits of walkable environments;
    F. Generate pedestrian-oriented and scaled neighborhoods where the automobile is accommodated but does not dominate the streetscapes;
    G. Reinforce the unique identity of the Town and build upon the local context, climate, and history;
    H. Realize development based on the patterns of existing walkable neighborhoods; and
    I. Design that suits specific topographical, environmental, development site layout, and design constraints unique to the development site.

10-20.10.020 General to Walkable Community Design

1. Developments of at least three acres or at least 700 feet long or deep shall be designed per the following standards:

   A. Developments of three acres or less, see Figure 1 [Walkable Neighborhood Plan Design Process Overview for Large Sites (1 to three acres)]; or

   B. Developments over three acres, see Figure 2 [Walkable Neighborhood Plan Design Process Overview for Large Sites (Over three acres)]; and

   C. **Walkable Neighborhood Plan (WNP).** Proposed development is required to include a Walkable Neighborhood Plan (WNP) in compliance with this Subsection that identifies the proposed and existing blocks, civic and open spaces, and streets within 1,500 linear feet of the proposed development. WNPs shall include the information required in Section 10-20.10.030 (Walkable Neighborhood Plan).

2. **Civic Space Required**

   A. Civic space shall be provided in compliance with Section 10-20.10.040 (General to Civic Space).

   B. A minimum of 10 percent of the total development area, after subtracting street right-of ways, is required.

3. **Streets.** Streets are to be applied to create walkable neighborhoods with redundant routes for vehicular, bicycle, and pedestrian circulation.

   A. New streets are required to meet the standards in Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges), including maximum slope.

   B. Required streets, indicated on the Zone Map or a Site Development Regulating Plan may be adjusted from their identified location by up to 100 feet in either direction.

   C. The WNP shall identify the proposed street and block network.

   D. Streets that pass from one zone to another may transition in their streetscape along the street's edges. For example, while a street within a more intense zone (e.g., MS.S) with retail shops may have wide sidewalks with trees in grates, it may transition to a narrower sidewalk with a planting strip within a less intense zone (e.g., N.S) with lower intensity residential building types.

4. **Alleys**

   A. Existing alleys may be removed if street access is provided to the development sites on those blocks in compliance with the access standards of the zone.

   B. Alleys may be added in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges) and in compliance with Table A (Block Size Standards).

   C. Development sites adjoining an alley and/or with a slope greater than six percent may be reduced in depth by up to 10 feet of the required depth. Rear setbacks may be reduced as allowed by Section 10-20.11.030 (Adjustment to Standards). Front setbacks shall not be reduced.

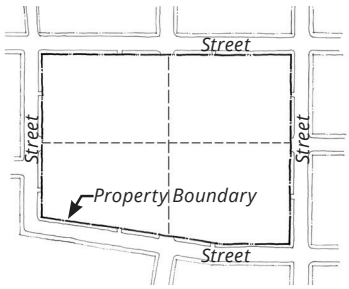
5. **External Connectivity**

   A. The arrangement of streets shall provide for the alignment and continuation of existing or proposed streets into adjoining lands where the adjoining lands are undeveloped and intended for future development, or where the adjoining lands are undeveloped and include opportunities for such connections.

Figure 10-20.10.020.1: Walkable Neighborhood Plan Design Process Overview for Large Sites (One to Three Acres)

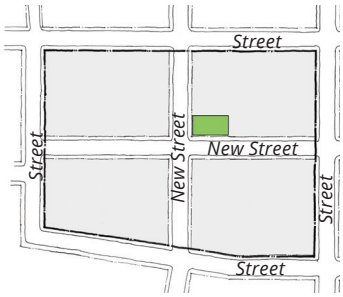
1 Blocks

Divide development area to create smaller blocks and a network of interconnected streets, see Table A (Block Size Standards).



2 Streets/Civic Space

A. Introduce new streets in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).
B. Identify at least 10% of the development area as new civic space. 10% is calculated after subtracting street ROWs.



3 Alleys

If rear vehicular access is preferred, introduce alleys to provide access to development sites and maintain a continuous streetscape without the interruption of driveways.



4 Zones

Apply zones to implement the intended physical character in compliance with Subsection 10-20.10.020.7.



Neighborhood.Small
Neighborhood.Medium
Main Street.Small

5 Development Sites

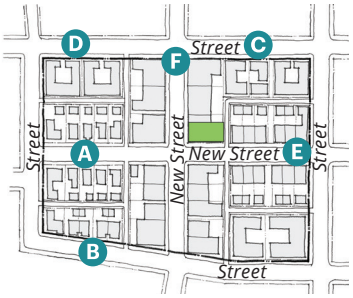
For each block, select at least two building types from the allowable building types in Subsection 3 of each zone and introduce development sites[1] within each block based on the required development site width and depth.



[1] Development site lines may be permanently recorded by the applicant.

6 Buildings

Show the different building types in each block, and identify the selected frontage types for each development site. See Subsection 8 of each zone and check Section 10-20.10.030 (Walkable Neighborhood Plan) for all standards.

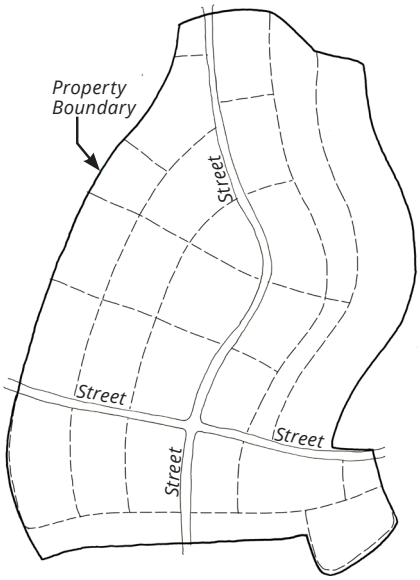


A House
B Duplex
C Multiplex
D Neighborhood Courtyard
E Neighborhood Townhouse
F Main Street Building

Figure 10-20.10.020.2: Walkable Neighborhood Plan Design Process Overview for Large Sites (Over Three Acres)

1 Blocks

Divide development area to create smaller blocks and a network of interconnected streets, see Table A (Block Size Standards).



2 Streets/Civic Space

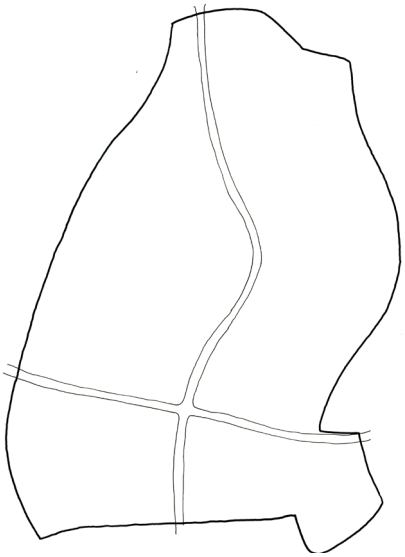
A. Introduce new streets in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).
B. Identify at least 10% of the development area as new civic space. 10% is calculated after subtracting street ROWs.



3 Alleys

If rear vehicular access is preferred, introduce alleys to provide access to development sites and maintain a continuous streetscape without the interruption of driveways.





Existing Site

Development area with existing streets and superblocks

Figure 10-20.10.020.2: Walkable Neighborhood Plan Design Process Overview for Large Sites (Over Three Acres) (Continued)

4 Zones

Apply zones to implement the intended physical character, in compliance with Subsection 10-20.10.020.7.

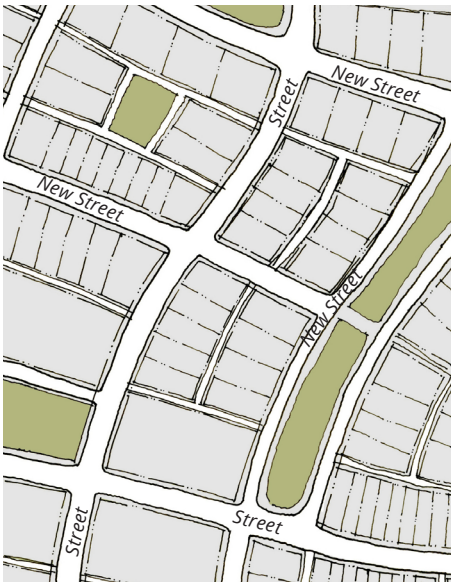
5 Development Sites

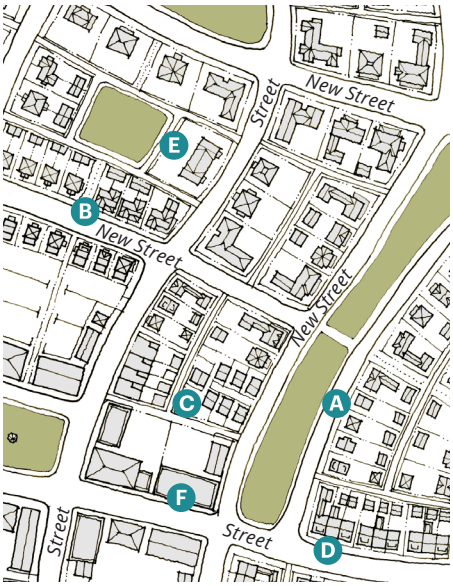
For each block, select at least two building types from the allowable building types in Subsection 3 of each zone and introduce development sites[1] within each block based on the required development site width and depth.

6 Buildings

Show the different building types in each block, and identify the selected frontage types for each development site. See Subsection 8 of each zone and check Section 10-20.10.030 (Walkable Neighborhood Plan) for all standards.







Neighborhood.Small
Neighborhood.Medium
Main Street.Small

[1] *Development site lines may be permanently recorded by the applicant.*

A *House*
B *Duplex*
C *Cottage Court*
D *Neighborhood Townhouse*
E *Multiplex*
F *Main Street Building*

B. Street rights-of-way shall be extended to or along adjoining property boundaries to provide a roadway connection or street stub for development, in compliance with Table A (Block Size Standards), for each direction (north, south, east, and west) in which development abuts vacant land.

C. Right-of-way stubs shall be identified and include a notation that all stubs are to connect with future streets on adjoining property and be designed to transition in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

D. New dead-end streets and cul-de-sacs are not allowed, except when the grade of the new street exceeds 15 percent.

6. **Block Size** (New Blocks and Blocks to be Modified)

A. Individual block lengths and the total block perimeter shall be in compliance with the standards in Table A (Block Size Standards).

B. If a block contains multiple zones, the most intense zone is to be used to establish the standards for block size.

C. Blocks shall be a minimum width to result in two halves of developable development sites in compliance with the development site depth standards for the allowed building types in the zone. A single half is allowed when adjoining an existing half-block.

D. Blocks shall be designed so that new streets and building sites conform with Section 10-20.04.050 (Slope Standards).

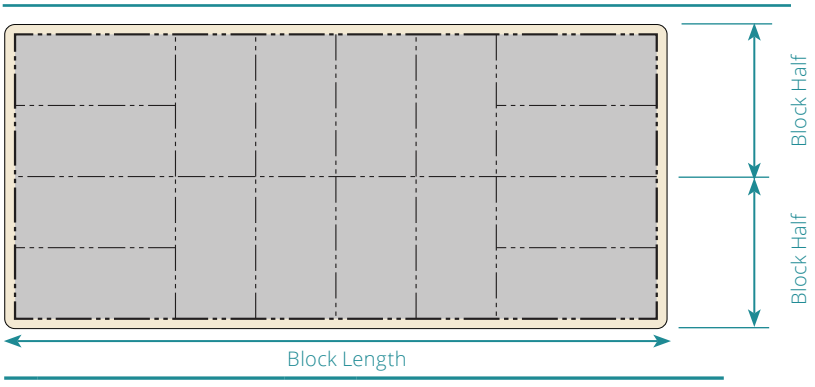
E. Blocks may be uniquely shaped in compliance with the standards in Table A (Block Size Standards), and the allowed adjustments in Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less Than 6% Slope) and Table 11.030.B (Adjustments to Standards for Development Sites Over 6% Slope).

Table 10-20.10.020.A: Block Size Standards

Zone	Length	Passage Required[1]	Perimeter Length
N.S	600' max.	Yes	2,000' max.
N.M	600' max.	Yes	2,000' max.
MS.S	600' max.	Yes	2,000' max.

[1] In compliance with the standards for a Passage in Subsection 10-20.10.040.13 (Passage)

Figure 10-20.10.020.3 Block Size



7. **Stormwater Management**

A. **Integrated Design**

(1) Stormwater management is required through a system that is integral to the streetscapes and/or the civic and open space(s) in the development.

(2) The WNP shall identify the area(s) being proposed for managing stormwater. These areas are required to be a combination of the following:

(a) Swale within a planted median;

(b) Swale within a continuous tree planter adjacent to the travel lane;

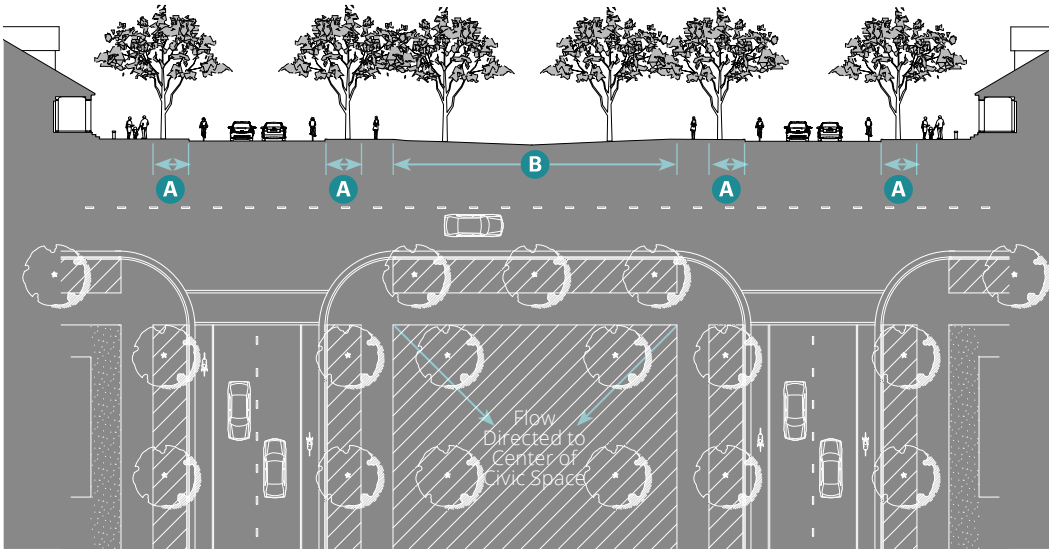
(c) Pond or other water body; and/or

(d) Areas within an allowed civic space type.

(3) The area(s) used for stormwater management is to be designed for both seasonal temporary on-site retention of stormwater and as public open space for the neighborhood(s) accessible to the public.

(4) The stormwater management area(s) may connect with those of adjacent development(s).

Figure 10-20.10.020.4 Stormwater Management Diagram



Potential Area for Stormwater Management

A Planted Swale

B Civic Space Graded to also Accommodate Stormwater

8. **Applying Zones**

A. **Allocation of Zones.** The WNP shall map the proposed zones on the proposed blocks and any existing blocks in the development in compliance with the following:

(1) Sites less than three acres are required to apply one zone, using only the zones established in Article 3 (Zones); or

(2) Sites greater than three acres and up to 20 acres shall apply at least two zones using only the zones established in Article 3 (Zones); or

(3) Sites over 20 acres shall apply zones in compliance with the allocation mix standards in Table B (Required Allocation Mix of Zones).

B. **Organization of Zones.** Zones shall be organized and mapped in a manner that responds appropriately to the various development site conditions. When applying or amending zone boundaries, more intense zones (i.e., MS.S) shall be organized around a neighborhood main street, civic or open space, transit stop, or civic building locations suitable for greater intensities. These areas shall not be located on slopes greater than six percent.

C. **Transition between Zones.** Transitions between zones shall occur within the block or across alleys along the adjacent prevailing slope.

Table 10-20.10.020.B: Required Allocation Mix of Zones

Zone	Minimum % of Land[1]	Maximum % of Land[1]
Walkable Development	**Total to not exceed 100%**	
N.S	10%	40%
N.M	25%	40%
MS.S	None	25%
Walkable Development within 1,500 feet of transit stop[2]	**Total to not exceed 100%**	
N.S	30%	50%
N.M	40%	70%
MS.S	None	30%

[1] Net area after subtracting rights-of-way for streets and open/civic space

[2] A high-frequency transit stop with approximately 15-minutes between arriving buses

10-20.10.030 Walkable Neighborhood Plan

1. **Walkable Neighborhood Plan (WNP) Standards**

   A. **Organization.** Each WNP is required to:

      (1) Identify the zone(s), civic space(s), street and block network, as allowed to be adjusted by Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less than 6% Slope) and Table 10-20.11.030.B (Adjustments to Standards for Development Sites Over 6% Slope); and

      (2) Be in compliance with the design standards of Section 10-20.10.020 (General to Walkable Community Design).

2. **Required Content**

   A. **General.** Each WNP shall include the following information:

      (1) Boundaries of the proposed development;

      (2) Existing and proposed blocks within 1,500 linear feet of the development boundaries;

      (3) Open space not to be developed (if any);

      (4) Civic space, in compliance with Section 10-20.10.040 (General to Civic Space); and

      (5) Mapping of proposed zones in compliance with Subsection 10-20.10.020.8 (Applying Zones).

   B. **Illustrative Site Plan**

      (1) The proposed physical character of the WNP shall be identified on an Illustrative Plan showing, in plan view, the proposed building types and private frontage types on each block and the proposed public frontage types showing proposed trees and landscaping along streets and in civic space types.

      (2) As individual needs of a development may change over time, the building types specified in the WNP may be substituted with other building types allowed by the zone in compliance with the zone standards.

3. **Required Mix of Building Types and Private Frontage Types**

   A. The WNP shall maintain a mix of at least two different building types and two different private frontage types within each block, using only the types allowed in the zone(s).

   B. The WNP shall maintain a mix of at least two different architectural styles within each block.

   C. The WNP shall show dimensioned block depths for both halves of each block to demonstrate compliance with the minimum development site depth required for the building types in each zone.

   D. The applicant may choose to show the shortest minimum development site depth allowed in each zone with an acknowledgement that the selected depth may not accommodate the full range of building types allowed by the zone.

10-20.10.040 General to Civic Space

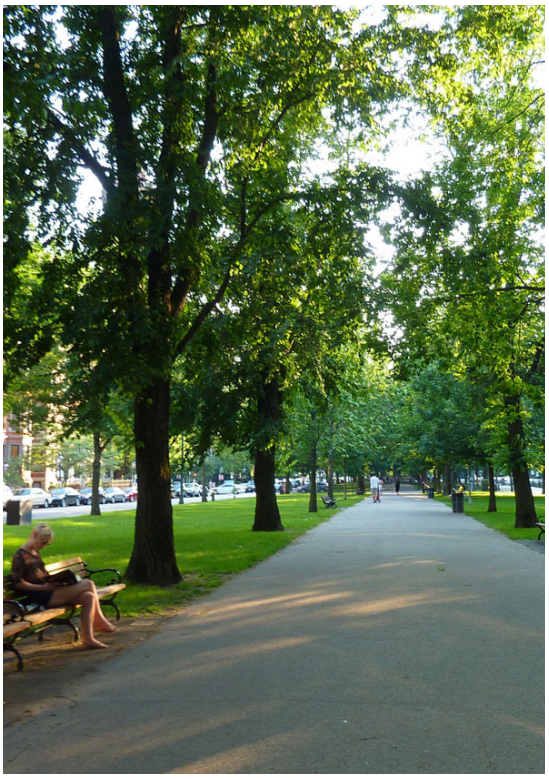
1. The WNP shall identify open spaces and civic space types in compliance with the following standards and the standards of Table A (Civic Space Types Overview).
2. When hillsides are within the development, the hillside ridge(s) shall be the location for civic and open space.
3. Required civic and open space identified on the Zone Map or Site Development Regulating Plan may be adjusted from its identified location by up to 100 feet in any direction.
4. Public access and visibility is required along public parks, natural open spaces, and civic uses, including creeks and drainages and stormwater management areas, and shall be fronted by:
    A. Single-loaded frontage streets (those with development on one side and open space on the other);
    B. Bike and pedestrian paths; or
    C. Other methods of frontage that provide similar access and visibility to the open space allowed in the zone. Such access may be provided through public easements or other similar methods.
5. **Amount of Civic Space Required.** As required by Subsection 10-20.10.020.2, development of development sites are required to set aside a minimum area of the development site as civic space. One or more civic spaces may be used to meet the required area.
6. **Building Frontage Along or Adjacent to a Civic Space.** The facades on building development sites attached to or across a street from a civic space shall be designed as a "front" on to the civic space, in compliance with Subsection 5 and Subsection 8 of the zone.
7. **Civic Space Types Overview.** This Subsection identifies the allowed civic space types and standards for improvements to existing civic spaces and for construction of new civic spaces. For each civic space type, Subsection 1 and Subsection 3 are regulatory, and Subsection 2 and Subsection 4 are non-regulatory. Allowed civic space types are identified in Table A (Civic Space Types Overview).

Table 10-20.10.040.A: Civic Space Types Overview

		Zones		
	Specific Standards	**N.S**	**N.M**	**MS.S**
Greenway	10-20.10.040.8	P	P	X
Green	10-20.10.040.9	P	P	X
Plaza	10-20.10.040.10	X	X	P
Playground	10-20.10.040.11	P	P	P
Community Garden	10-20.10.040.12	P	P	P
Passage	10-20.10.040.13	P	P	P

P = Allowed X = Not Allowed

8. Greenway







1. Description
A multiple-block long linear space for community gathering and strolling for nearby residents and employees, defined by a tree-lined street on at least one side, sometimes forming a one-way couplet on its flanks and by the fronting buildings across the street. Greenways serve an important role as a green connector between destinations.

2. General Character
Formal or informal dominated by landscaping and trees with integral stormwater management capacity
Hardscape path
Spatially defined by tree-lined streets and adjacent buildings

3. Size and Location	
Size	2 continuous blocks in length, min.
Width	60' min.
Shall front at least one street	

4. Typical Uses
Uses as allowed by the zone

9. Green







1. Description
A large space available for unstructured and limited amounts of structured recreation.
2. General Character
Formal or informal with integral stormwater management capacity
Primarily planted areas with paths to and between recreation areas and civic buildings
Spatially defined by tree-lined streets and adjacent buildings
3. Size and Location
Size 300' x 300' min.
Street required on at least one side of the Green.
Facades on development sites attached to or across a street shall "front" on to the Green.
4. Typical Uses
Uses as allowed by the zone

10. **Plaza**







1. Description
A community-wide focal point primarily for civic purposes and commercial activities.
2. General Character
Formal, urban
Hardscaped and planted areas in formal patterns
Spatially defined by buildings and tree-lined streets
3. Size and Location
Size 50' x 50' min.
Street required one of the Plaza's sides.
Facades on development sites attached to or across a street shall "front" on to the Plaza.
4. Typical Uses
Uses as allowed by the zone

11. **Playground**







1. Description
A small-scale space designed and equipped for the recreation of children. These spaces serve as quiet, places protected from the street and in locations where children do not have to cross any major streets. An open shelter, play structure(s), or interactive art and fountain(s) may be included. Playgrounds may be included within all other civic space types except Community Garden.
2. General Character
Play structure(s), interactive art, and/or fountain(s)
Shade and seating provided
May be fenced
Spatially defined by trees
3. Size and Location
Size 40' x 60' min.
4. Typical Uses
Uses as allowed by the zone

12. **Community Garden**



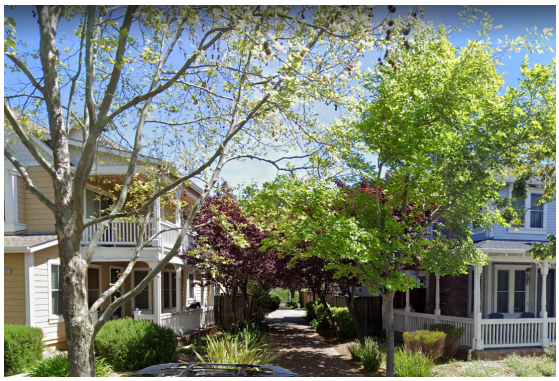




1. Description
A small-scale space designed as a grouping of garden plots available for small-scale cultivation. Community gardens may be fenced and may include a small accessory structure for storage. Community Gardens may be included within all other civic space types except Playgrounds.
2. General Character
Informal or Formal, urban
Combination of planted areas and hardscape
Spatially defined by building frontages and adjacent street trees
Walkways along edges or across space
3. Size and Location
Size No minimum; within any development site as allowed by the zone
4. Typical Uses
Uses as allowed by the zone

13. **Passage**







1. Description
A pedestrian pathway that extends from the public sidewalk into a civic space and/or across the block to another public sidewalk. The pathway is lined by non-residential shopfronts and/or residential ground floors and pedestrian entries as required by the zone.
2. General Character
Formal, urban
No accessory structure(s)
Primarily hardscape with landscape accents
Spatially defined by building frontages
Trees and shrubs in containers and/or planters
3. Size and Location
Size 20' min. clear width between or through buildings
Ground floor facades shall be in compliance with facade zone in Subsection 5 and frontages allowed in Subsection 8 of the zone.
Dooryards, porches, patios, and sidewalk dining shall not encroach into the minimum required width.
4. Typical Uses
Uses as allowed by the zone

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Article 11: Administration

Sections:

10-20.11.010 Purpose
10-20.11.020 Procedures
10-20.11.030 Adjustments to Standards

10-20.11.010 Purpose

This Article is intended to establish procedures for applications eligible for streamlined review consistent with State law (i.e., SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i)) and for reviewing applications under the Housing Accountability Act (HAA). The Town is responding to State mandates and including application procedures in the FBC that are compliant with State law but reflect the unique conditions and procedures within the Town. The intent of SB 35, AB 2011, Government Code Section 65583.2 (h) and (i), and the HAA is to facilitate and expedite the construction of housing through the application of objective standards and, with SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i), ministerial and streamlined approval procedures. Applications under the HHA shall utilize discretionary streamlined approval procedures. These procedures shall be used in conjunction with the objective standards contained in this FBC as applicable.

10-20.11.020 Procedures

1. **Procedures for Applications Filed Under** SB 35

   A. **Applicability**

      (1) This Section applies to housing development projects applying for approval under Government Code §65913.4 and replaces the Town's procedures for reviewing discretionary applications.

      (2) This Section shall remain in effect for the same period as SB 35 provisions contained in Government Code §65913.4. Unless SB 35 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2036, and as of that date is repealed.

      (3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under SB 35.

      (4) The Department of Housing and Community Development is charged with developing guidelines for implementing SB 35. These procedures may change if required by changes in those guidelines or in Government Code §65913.4.

B. **Definitions.** Terms defined in Government Code §65913.4 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65913.4.

C. **Application Filing**

(1) **Preliminary Application Filing**. An applicant shall file a notice of intent to submit an SB 35 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form**. A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline**. Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full SB 35 application, provided scoping consultation has concluded consistent with Subsection (c), below.

(c) **Scoping Consultation**

i. Upon receipt of the preliminary application, the Town shall contact the Native American Heritage Commission for assistance in identifying any California Native American tribe that should be noticed. The Town shall provide a formal notice of the applicant's intent to submit a full application to each required California Native American tribe within 30 days of preliminary application submittal. The formal notice shall be consistent with Government Code §65913.4(b).

ii. If, within 30 days of receipt of the formal notice, any California Native American tribe that was formally noticed accepts the invitation to engage in scoping consultation, the Town shall commence scoping consultation within 30 days of receiving that response.

iii. Scoping consultation shall be conducted consistent with Government Code §65913.4(b). If, after scoping consultation is concluded, a development is not eligible for SB 35 streamlining, the Town shall provide written documentation as required by Government Code §65913.4(b) to the applicant and any California Native American tribe that is a party to that scoping consultation.

(2) **Full Application**. If the development remains eligible to apply under SB 35 after scoping consultation consistent with Government Code §65913.4(b) has concluded, an applicant may file a full SB 35 application on a form provided by the Town with the required fee.

D. **Completeness Review**. The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65913.4(a) shall be required.

E. **Compliance Review**

(1) **Scope of Review**. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65913.4(a) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65913.4(a) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for SB 35 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for SB 35 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, including objective subdivision standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee, shall process any approvals needed as required by Government Code §65913.4(h)(3).

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years; however, an application approval shall not expire if the development includes public investment in housing affordability, beyond tax credits, where 50 percent of the units are affordable to households making at or below 80 percent of the area median income consistent with Government Code §65913.4(g).

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted consistent with Government Code §65913.4(g)(2)(B).

2. **Procedures for Applications Filed Under** AB 2011

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65912 commencing with Section 65912.100 and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as AB 2011 provisions contained in Government Code §65912.104. Unless AB 2011 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2033, and as of that date is repealed.

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under AB 2011.

B. **Definitions.** Terms defined in Government Code §65912.101 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a notice of intent to submit an AB 2011 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full AB 2011 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65912 commencing with Section 100 shall be required.

E. **Compliance Review**

(1) **Scope of Review.** The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65912 commencing with Section 100 and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65912 commencing with Section 100 and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §§65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for AB 2011 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government §65912 commencing with Section 100 and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 151 or more housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration**. An application approved consistent with this Section shall remain valid for three years.

(4) **Extension**. At the discretion of the Planning Director, a one-year extension may be granted.

3. **Procedures for Applications Filed Under** Government Code Section 65583.2 (h) and (i)

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65583.2(h) and (i) and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as contained in Government Code §65583.2(h) and (i).

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under Government Code §65583.2(h) and (i).

B. **Definitions.** Terms defined in Government Code §65583.2 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) Preliminary Application Filing (Optional). An applicant may file a notice of intent to submit a Government Code §65583.2 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on

the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full Government Code §65583.2 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review.

E. **Compliance Review**

(1) Scope of Review. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65583.2(h) and (i) and the objective standards in effect at the time of preliminary application submittal.

(2) Review Timeframes

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65583.2 (h) and (i) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) Compliance Determination

(a) **Compliant Application.** If the application complies with all provisions contained in Government Code §§65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall make the following determination:

i. The Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application, and the Town shall review it for compliance with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for Government Code §65583.2 (h) and (i) streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee, shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

ii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) Expiration. An application approved consistent with this Section shall remain valid for three years.

(4) Extension. At the discretion of the Planning Director, a one-year extension may be granted.

4. **Procedures for Applications Filed Under** the HAA

A. **Applicability**

(1) This Section applies to housing development projects as defined by Government Code §65589.5(h)(2).

(2) This Section shall remain in effect for the same period as provisions contained in the Government Code §65589.5 (HAA). Any provisions that are not extended by the State Legislature shall be repealed as of the date those provisions in the HAA are deemed null and void.

B. **Definitions.** Terms defined in Government Code §65589.5 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65589.5.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a preliminary application consistent with Government Code §65941.1.

(a) A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full application for the housing development.

(2) **Full Application.** An applicant may file a full application for a housing development without filing a preliminary application. The full application shall be filed on a form provided by the Town with the required fee.

D. **Conflicting Procedures.** This Section provides additional procedures that shall be followed for applicable projects. If conflicts occur between the Town's procedures and the procedures of this Section, this Section shall control.

E. **Completeness Review**

(1) **Preliminary Application.** If a preliminary application is filed, the preliminary application shall be deemed complete when the preliminary application containing all of the information listed in the preliminary application form is submitted. If all listed information is not provided, the Town shall request the missing information from the applicant.

(2) **Full Application**

(a) Once a full application is submitted, the Town shall inform the applicant in writing within 30 calendar days of submittal or resubmittal that the application is complete or incomplete and the additional information required consistent with Government Code §65943. Only information requested in the Town's application forms can be requested. If the Town does not provide written notification within this timeframe, the application shall be deemed complete. The Town shall review each resubmittal within the 30-day period and cannot request information that was not listed in the first incompleteness letter.

(b) If an applicant receives written notification that the application is incomplete, and a preliminary application was submitted for the housing development, the applicant shall submit the information needed to complete the application within 90 calendar days of receiving the written notification of incompleteness. If the applicant does not submit this information within this timeframe, the preliminary application shall expire and have no further force or effect.

(c) If a second determination of incompleteness is provided, the applicant shall be able to appeal the decision to the Planning Commission. The Town shall make a decision on the appeal no later than 60 calendar days after receipt of the applicant's written appeal. If the decision on the appeal is not made within this timeframe, the application shall be deemed complete.

F. **Compliance Review**

(1) **Scope of Review**

(a) **Housing Development with a Preliminary Application Submittal.** A housing development for which a preliminary application was submitted shall only be subject to the ordinances, policies, and standards adopted and in effect when the preliminary application is submitted, except in the following circumstances:

i. A fee, charge, or other monetary exaction increase resulting from an automatic annual adjustment based on an independently published cost index that is referenced in the ordinance or resolution establishing the fee or monetary exaction.

ii. A preponderance of the evidence in the record establishes that subjecting the housing development to an ordinance, policy, or standard beyond those in effect when the preliminary application was submitted is necessary to mitigate or avoid a specific, adverse impact upon the public health or safety, and there is no feasible alternative method to satisfactorily mitigate or avoid the adverse impact.

iii. Subjecting the housing development to an ordinance, policy, standard, or any other measure, beyond those in effect when the preliminary application was submitted is necessary to avoid or substantially lessen an impact consistent with CEQA.

iv. The housing development has not commenced construction within 2.5 years following the date of the housing development's final approval (as defined in Government Code §65589.5(o)(1)(D)).

v. The number of residential units or square footage of construction proposed changes by 20 percent or more, exclusive of any increase resulting from a density bonus, incentive, concession, waiver, or similar provision.

(b) **Housing Development without a Preliminary Application Submittal.** A housing development shall be subject to objective standards in effect when the application is deemed complete.

(2) **Review Timeframes**

(a) Applications for housing development containing 150 or fewer units shall be reviewed for compliance with applicable objective standards within 30 calendar days of being deemed complete.

(b) Applications for housing development containing more than 150 units shall be reviewed for compliance with applicable objective standards within 60 calendar days of being deemed complete.

(3) **Review Authority.** The Planning Commission shall be the Review Authority consistent with the Town's procedures for the full application for the application type(s) set forth in Title 10, Chapter 3, Articles 7 through 16 and shall comply with Review Timelines described in Subsection 2.F.

(4) **Compliance Determination**

(a) The Planning Commission shall identify the specific standard(s) that the project does not comply with and provide an explanation of the reason(s) why the housing development is considered to be inconsistent or non-compliant with identified provisions and shall provide the written determination to the applicant.

(b) A housing development is considered in compliance with this FBC, and shall not require a Zoning Map Amendment, if the housing development complies with objective General Plan standards but the zoning for the housing development site is inconsistent with the General Plan.

(5) **Limited Hearings/Meetings.** If a housing development complies with applicable objective standards, the Town shall not conduct more than five public hearings (including continuances), workshops, or similar meetings after the full application is complete in connection with the approval of the housing development consistent with Government Code §65905.5. Meetings required by CEQA are exempt from the limit.

G. **Findings and Decision**

(1) **Findings**

(a) If the proposed housing development complies with applicable objective General Plan, zoning, and subdivision standards and criteria, including design review standards, the Planning Commission may only deny the housing development or conditionally approve the housing development at a lower density if the Planning Commission makes written findings supported by a preponderance of the evidence in the record that:

i. The housing development would have a specific, adverse impact upon the public health or safety unless the housing development is denied or conditionally approved at a lower density. A "specific, adverse impact" means a "significant, quantifiable, direct, and unavoidable impact, based on identified written public health or safety standards, policies, or conditions as they existed on the date that the project was deemed complete"; and

ii. There is no feasible method to satisfactorily mitigate or avoid the adverse impact other than the denial of the housing development or conditional approval of the housing development at a lower density.

(b) If the housing development includes 20 percent of units affordable to very low or low-income households, 100 percent of units affordable or moderate or middle income households, or an emergency shelter, the Planning Commission shall approve the housing development unless the Planning Commission makes written findings supported by a preponderance of the evidence in the record, as to at least one of the findings in Government Code §65589.5(d).

(2) **Decision Timeframes.** The Planning Commission shall approve or deny the housing development within the following applicable period:

(a) 90 days from Environmental Impact Report certification;

(b) 60 days from Environmental Impact Report certification for an affordable housing development consistent with Government Code §65950(a)(3);

(c) 60 days from adoption of a Negative Declaration; or

(d) 60 days from determination of CEQA exemption.

H. **Post-Decision Procedures.** Post-decision procedures for the required permit (full application) shall be followed provided those procedures do not conflict with applicable Government Code sections for housing developments (i.e., HAA, Government Code §65589.5).

Figure 10-20.11.020.1: Process for Developments Eligible for SB 35 Streamlining with 150 units or Fewer (Government Code §65913.4)

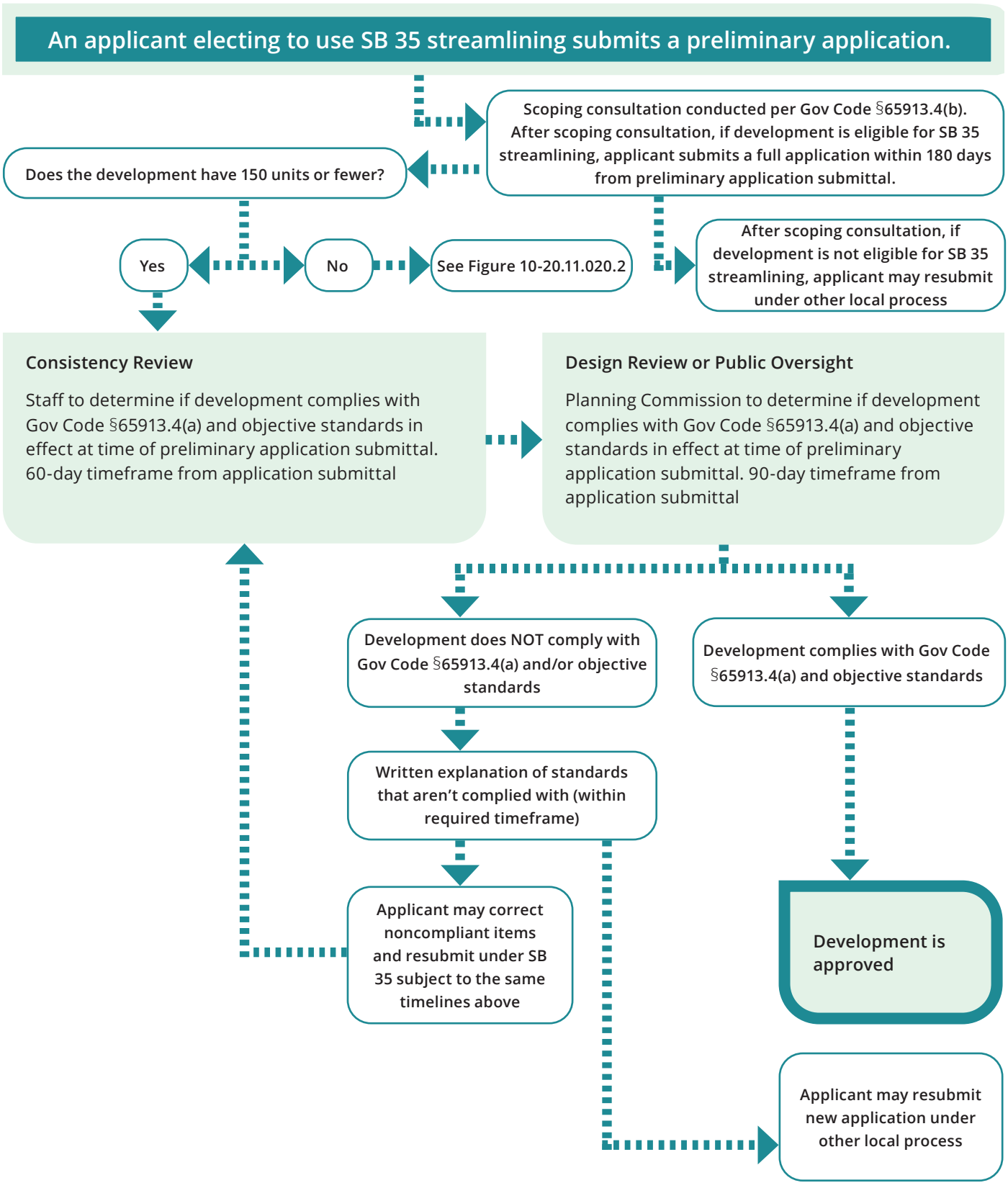


Figure 10-20.11.020.2: Process for Developments Eligible for SB 35 Streamlining with 151 units or More (Government Code §65913.4)

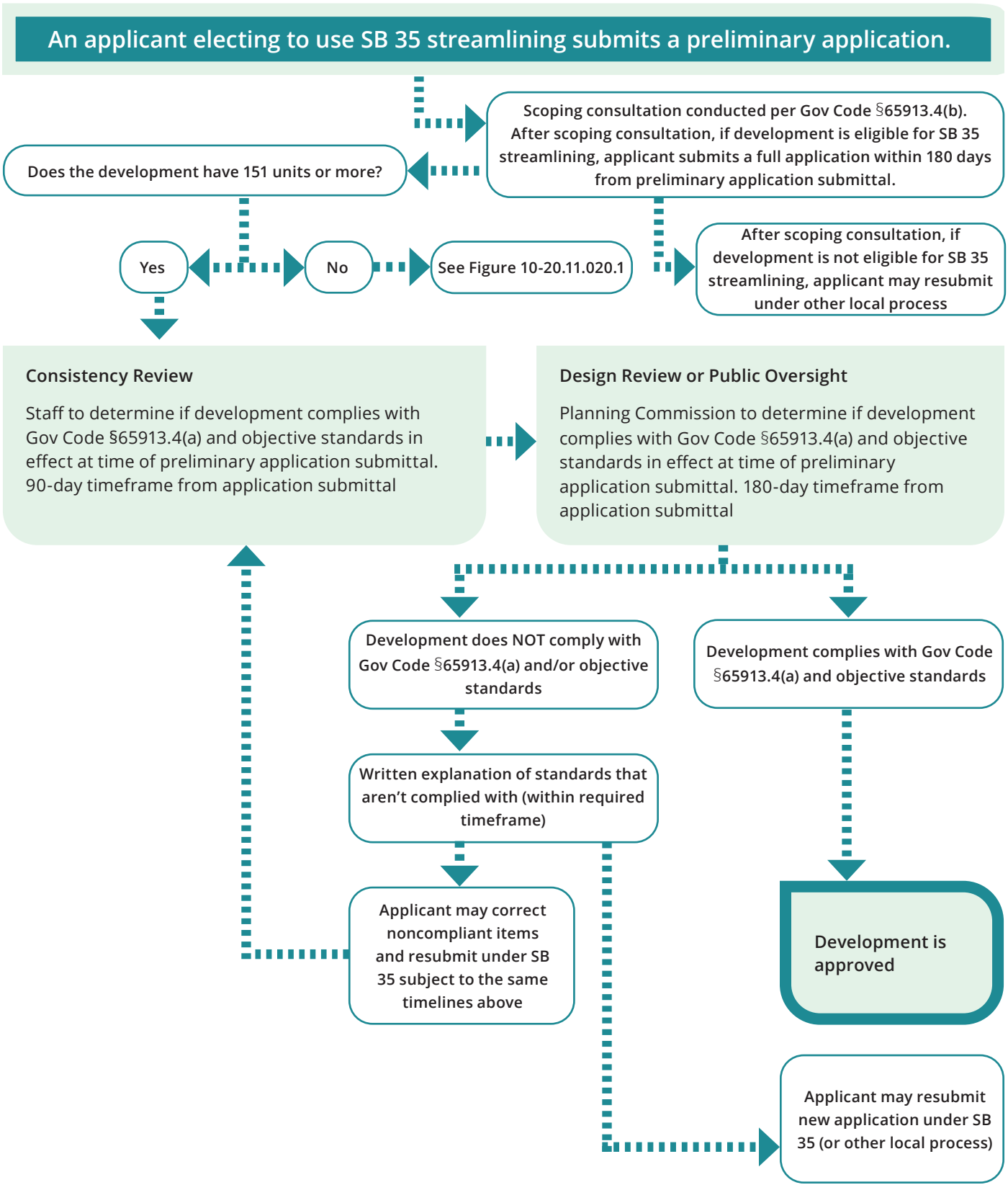


Figure 10-20.11.020.3: Process for Developments Eligible for AB 2011 Streamlining with 150 units or Fewer (Government Code §65912 Commencing with Section 65912.100)

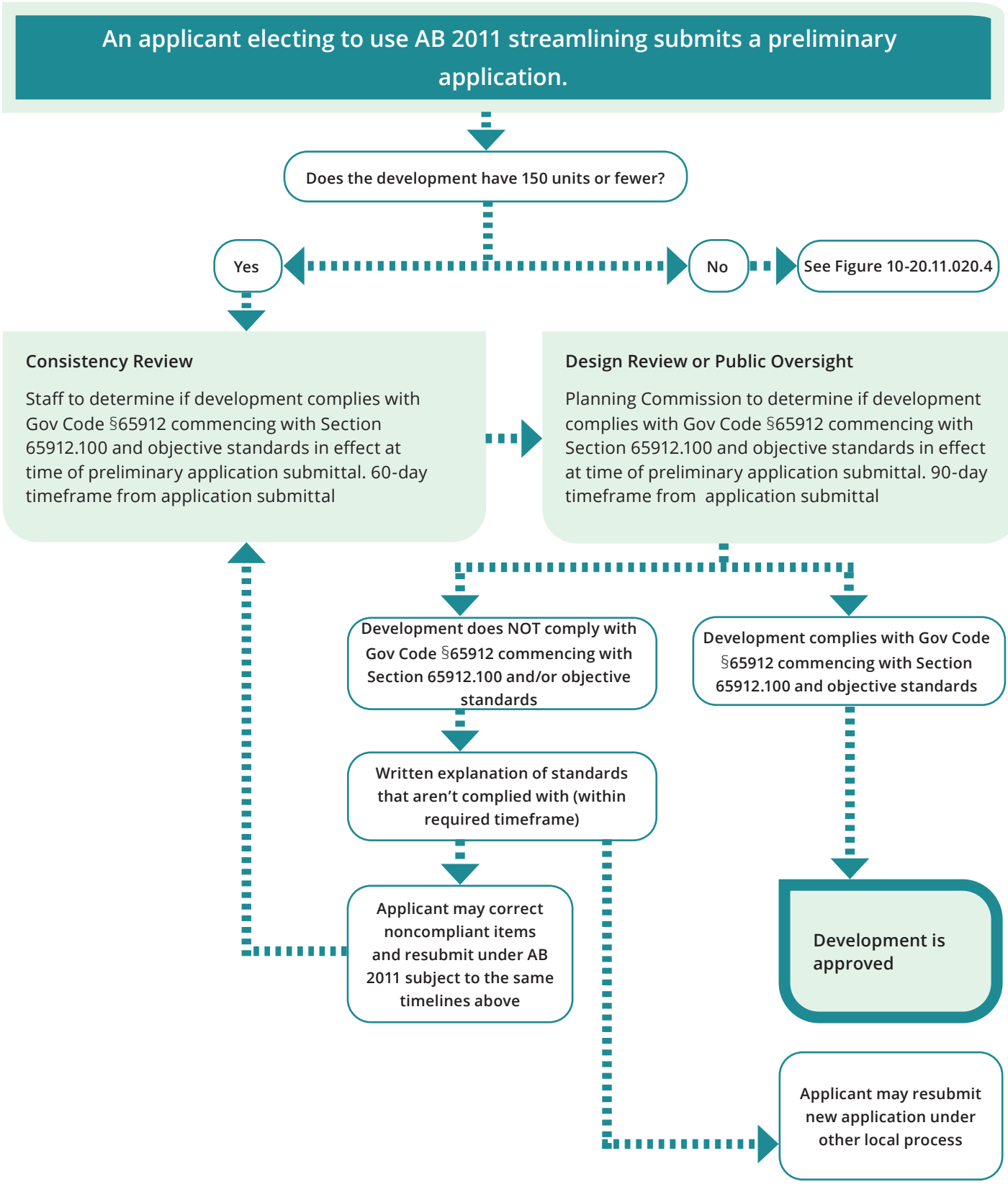


Figure 10-20.11.020.4: Process for Developments Eligible for AB 2011 Streamlining with 151 units or More (Government Code §65912 Commencing with Section 65912.100)

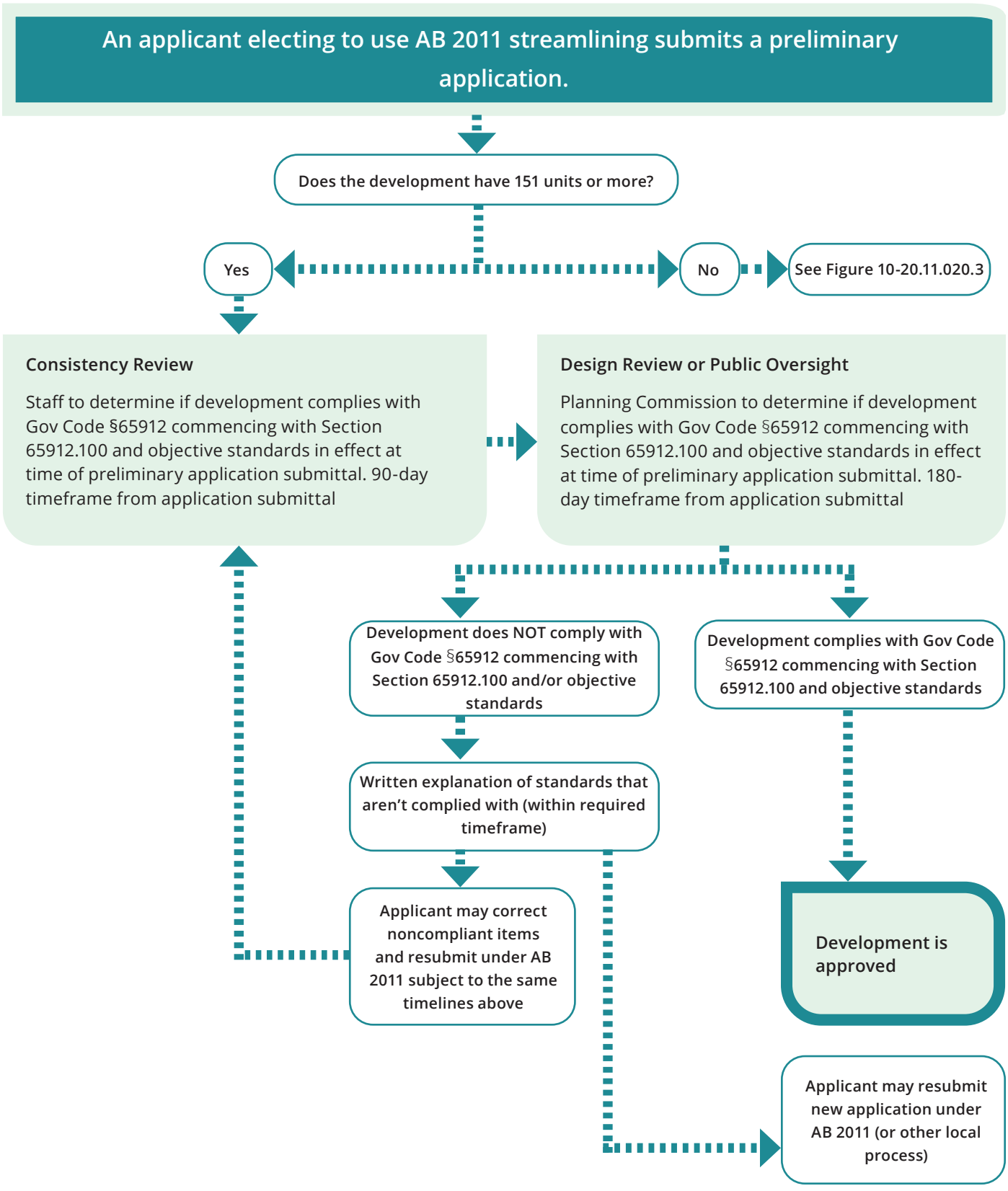
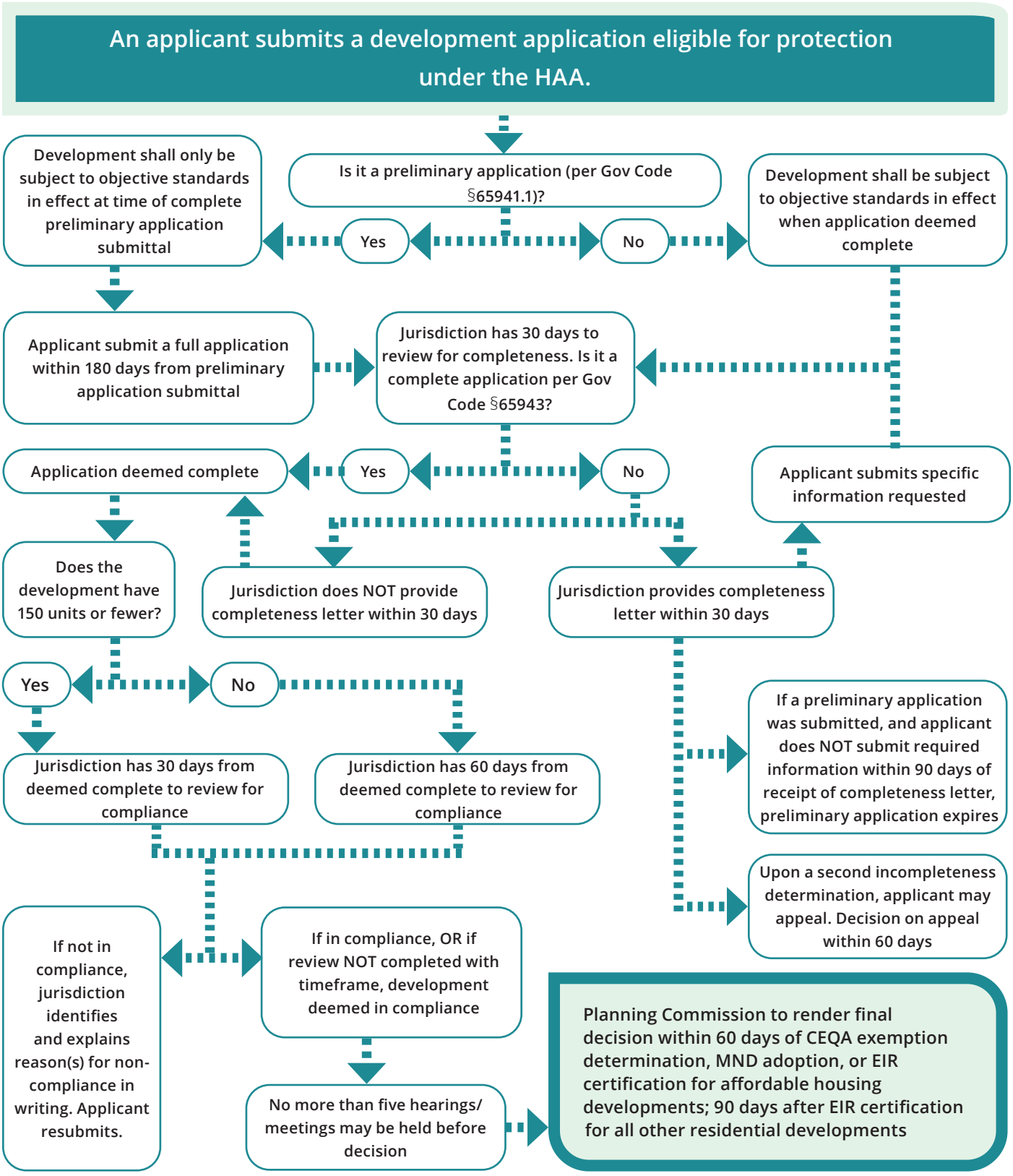


Figure 10-20.11.020.5: Process for Developments Eligible for Housing Accountability Act (HAA) Protection (Government Code §65589.5)



10-20.11.030 Adjustments to Standards

1. **Purpose.** This Section is intended to allow for minor deviations from certain standards in this Title for specific situations that make compliance not possible because of the prescriptive nature of the standards.
2. **Applicability.** This Section applies to developments subject to Section 10-20.11.020 (Procedures). The Planning Commission may grant an Adjustment for only the standards identified as follows:
   A. Development sites less than 6% slope. See Table A (Adjustments to Standards for Development Sites Less Than 6% Slope).
   B. Development sites over 6% slope. See Table B (Adjustments to Standards for Development Sites Over 6% Slope).
3. **Procedures.** Adjustment requests shall be reviewed and processed as follows:
   A. The Adjustment shall be processed concurrently with the development involving the request(s) for adjustment(s). The adjustment request(s) shall be processed in compliance with the applicable procedures in Section 10-20.11.020 (Procedures); or
   B. If the development for which an Adjustment is requested is beyond what is authorized in Table A (Adjustments to Standards for Development Sites Less Than 6% Slope) and/or Table B (Adjustments to Standards for Development Sites Over 6% Slope), the adjustment will be processed only up to the amount authorized in these Tables.
   C. Adjustment requests that involve any of the following features (i.e., historic building/feature, tree, rock outcrop, and/or utility infrastructure) shall be accompanied by existing documentation identifying the feature(s).
   D. Depending on the unique characteristics and dimensions of an individual parcel, it is possible that the full development potential of the zone may not be achievable even after applying the allowed adjustments in the Section.

Table 10-20.11.030.A: Adjustments to Standards for Development Sites Less Than 6% Slope

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
1. Development Site Dimensions			
a. **Depth or Width** Decrease in the minimum required or maximum allowed	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard.	Up to 10% of the standard	Subsection 3 of the zone
2. Building Setbacks			
a. **Front**[1]**, Side Street**[1]**, Side or Rear** Increase or decrease in the minimum to maximum required setback for a primary building and/or wing(s)	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The existing lot is 80' or less in depth, preventing compliance with the rear setback standard.	Up to 25% of the standard	Subsection 5 of the zone
b. **Facade within Facade Zone** Reduction of the minimum amount of facade required within or abutting the facade zone	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The horizontal unbuilt area resulting from this adjustment is landscaped per the standards in Section 10-20.05.030 (Landscaping and Lighting).	Up to 25% of the standard	Subsection 5 of the zone

[1] Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.A: Adjustments to Standards for Development Sites Less Than 6% Slope (Continued)

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
3. Building Footprint			
a. **Size of Main Body[1] or Wing(s)** Increase in the allowed width or length	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The wing(s) is one-story less in height than the main body; and iii. The building complies with the setbacks of the zone or as allowed to be adjusted by this Section.	Up to 10% of the standard	Subsection 3 of the building type
4. Parking Location			
a. **Front or Side Street Setback** Reduction in the required parking setback	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The driveway is in compliance with the zone standards; and iii. The ground floor space remains habitable in compliance with the zone standards, as allowed to be adjusted by this Section.	Up to 10% of the standard when the required setback is 20' or more. Up to 20% of the standard when the required setback is less than 20'.	Subsection 7 of the zone; Subsection 3 of the Zone

[1] Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.B: Adjustments to Standards for Development Sites Over 6% Slope

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
1. Development Site Dimensions			
a. **Depth** Increase or decrease in minimum to maximum development site depth	i. Existing slope exceeds 15% grade for at least 50% of development site depth; or	20% max. of the standard	Subsection 3 of the zone
	ii. An adjustment is granted for an increase in the main body and rear wing that results in the need to change the development site depth.		
b. **Width** Increase or decrease in minimum to maximum development site width	i. Existing slope exceeds 15% grade for at least 25% of development site width; or	10% max. of the standard	Subsection 3 of the zone
	ii. An adjustment is granted for an increase in the main body and rear wing that results in the need to change the development site width.	25% max. of the standard	
2. Building Setbacks			
a. **Front[1],Side Street[1], Side or Rear** Increase or decrease in minimum to maximum required setback areas for primary building and/or wing(s)	i. Existing slope exceeds 15% grade within at least the first 30' of development site depth; or	Reduction in the minimum setback to within 5' of the development site line. Where side street setback is 5' minimum, reduction in the minimum setback to within 3' of the development site line.	Subsection 5 of the zone
	ii. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or		
	iii. The existing lot depth is less than 80'.		

[1]Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.B: Adjustments to Standards for Development Sites Over 6% Slope (Continued)

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
3. Building Footprint			
a. **Size of Main Body[1] or Wing(s)** Increase in the allowed width or length	i. Existing slope exceeds 15% grade for at least 50% of the development site width or depth; and ii. The building is in compliance with the setbacks of the zone or as allowed to be adjusted by this Section.	Up to 25% of the standard	Subsection 3 of the building type
4. Site Grading			
a. **Retaining Wall (Height)** Increase in maximum retaining wall height or length	i. Existing slopes exceed 15% grade for at least 50% of development site width or depth; or ii. The retaining wall or series of retaining walls cannot be seen from the adjacent public sidewalk or adjacent property; or iii. Retaining walls not within the building footprint are less than 50' in total length along the rear development site line or any development site line.	Increase in retaining wall height up to 10' along rear and/or side development site line(s); Increase in retaining wall height up to 20' within the building footprint	Subsection 10-20.05.050.5
5. Block Face and Perimeter			
a. **Increase in maximum length of new or modified block**	i. Existing slope along at least one side of the block exceeds 15% grade, resulting in new street(s) that exceed maximum allowed grade, preventing compliance with the standards; and ii. The subject block(s) include a Passage in compliance with Subsection 10-20.10.040.13 (Passage); and iii. The block(s) is in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).	Up to 25% of the standard	Table 10-20.10.020.A (Block Size Standards)

[1]Standards for private frontage stillapply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.B: Adjustments to Standards for Development Sites Over 6% Slope (Continued)

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
6. Parking Location Setbacks			
a. **Front or Side Street** Reduction in a required parking setback.	One or more of the following techniques are applied, as allowed by this Section:		
	i. Existing lot depth that is less than 80' preventing compliance with the parking setbacks location; or	Front Setback: The parking location setbacks standards do not apply. Only one row of parking spaces allowed in the front setback for up to 75% of the parcel width.	Subsection 7 of the zone; Subsection 4 of the zone
	ii. The average slope of the parcel from the front to the rear exceeds 15%; or		
	iii. Surface: Parking is uncovered and located between the building and the street; or		
	iv. Podium: Parking under primary building is enclosed and access is only from one side of the development site for development sites 150' or less in width. Habitable space, in compliance with Subsection 4 of the zone or as allowed to be reduced by this Section, is between the front of the building and the parking spaces. The parking garage access is not greater than 10' in width; or	Front Setback: Reduction to 18' behind the primary building facade. Side Street Setback: Reduction to 5' behind the primary building facade. Habitable Space: Reduction in the minimum depth to 15'.	
	v. Tandem: Tandem parking spaces may be arranged in a series of up to 6 total parking spaces, but only up to 2 side-by-side, from the front development site line; or	Existing lot up to 100' wide: Allowed in front setback up to 75% of existing lot width. Existing lot up to 150' wide: Allowed in front setback up to 50% of existing lot width. Existing lot up over 150' wide: Allowed in front setback up to 20% of existing lot width or 50' whichever is less.	
	vi. Subterranean: Parking spaces are located below the adjacent finished grade of the building to the zone's building setbacks; or	All Setbacks: Reduced to match the building setbacks of the zone or as allowed to be reduced by this Section.	
	vii. Stacked: Parking spaces are arranged in a system that provides up to 3 spaces in the horizontal area of one space. The garage access is not greater than 10' in width.	Front and/or Side Street Setback: Reduced to be the same as the primary building setback. Reduction in the minimum habitable space depth to 18'.	

[1]Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Article 12: Definitions

Sections:

10-20.12.010 Purpose
10-20.12.020 Definitions
10-20.12.030 Measurement Methods

10-20.12.010 Purpose

This Article provides descriptions of specialized terms, phrases, and methods for measurements used in this Title.

10-20.12.020 Definitions

For specialized terms and phrases used in this Title, refer to the definitions in Title 10, Chapter 3, Article 17 (Definitions).

10-20.12.030 Measurement Methods

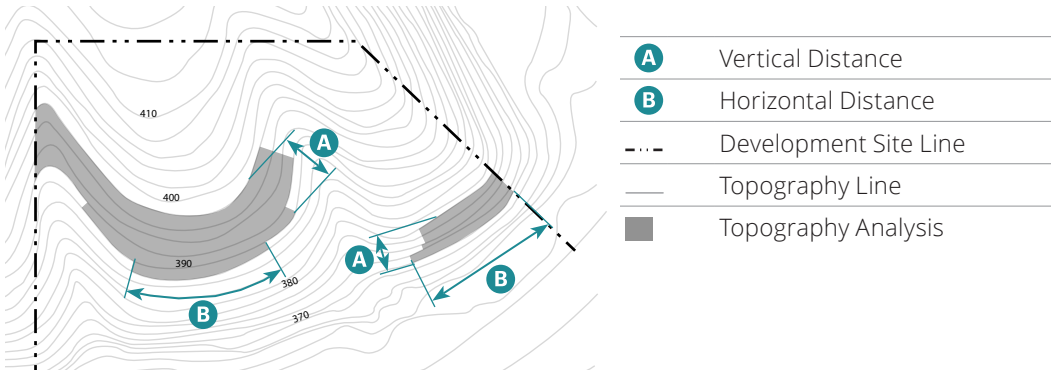
1. **Sloped and Steeply Sloped Development Sites**

   A. **Applicability.** The standards of Section 10-20.05.050 (Slope Standards) apply to sloped and steeply sloped development sites. Slope is measured by taking the vertical distance, or "rise", over the horizontal distance, or "run." The resulting fraction, or percentage, is the "slope" of the land. Sloped and steeply sloped development sites are those areas of land that exhibit slopes of six percent or greater.

B. **Methodology.** The following methodology shall be used to identify steep slopes protected in compliance with this Article. An example of the methodology is shown in Figure 1 (Example for Defining Sloped and Steeply Sloped Development Sites).

(1) **Steep Slope Determination.** To qualify as a steep slope, the slope shall be at least six percent with a 10-foot vertical drop over a 100-foot horizontal distance parallel to at least one common contour line. The horizontal measurement shall cross property lines to establish if a steep slope may exist on a development site (i.e., the 100-foot minimum width calculation shall cross a property line if necessary to achieve this minimum width).

Figure 10-20.12.030.1: Example for Defining Sloped and Steeply Sloped Development Sites



(2) **Area Calculation.** Steep slope areas are calculated based on the square feet of qualifying steep slope on the development site as determined in Subsection 1 above. There is no minimum square footage for each slope area.

(a) First, calculate the square footage of slopes 30 percent and greater. Determine the square footage of each area as well as the sum of these areas for the total site.

(b) Second, calculate the square footage of slopes between 29 and 25 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(c) Third, calculate the square footage of slopes between 24 and 20 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(d) Fourth, calculate the square footage of slopes between 15 percent and 19 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

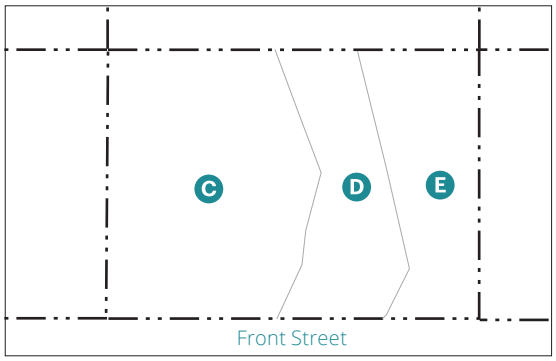
(e) Fifth, calculate the square footage of slopes between 10 and 14 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(f) Last, calculate the square footage of slopes between 6 and 9 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(3) **Steep Slope Resource Area.** Based on the area calculations in Subsection 2, above, Table 10-20.05.050.A (Amount of Sloped Areas Allowed to be Developed) identifies the percentage of sloped area that is developable. Figures 2 and 3 illustrate examples of the calculated slopes and the corresponding percentage allowed for development.

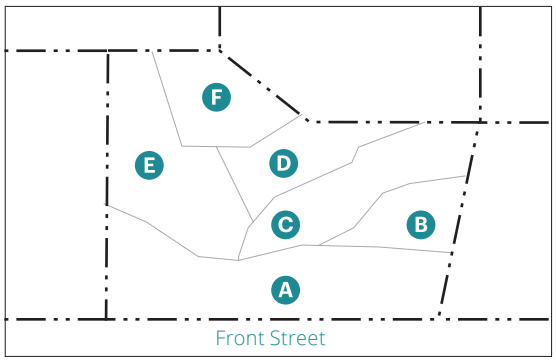
(4) **Sloping Development Site Building Height.** Development sites with slopes of six percent or more shall measure the maximum height of structures as set forth in the zone and measured vertically from ground level beginning at the front setback line, or if no setback is required, starting at the center of the development site.

Figure 10-20.12.030.2: Example for a Sloped Development Site (<3 acres)



Key	Existing Slope	Developable Area[1]
A	0-5.99%	100% max.
B	6-9.99%	100% max.
C	10-14.99%	100% max.
D	15-19.99%	100% max.
E	20-29.99%	50% max.
F	>30%	0% max.
	Development Site Line	
	Slope Designations	

Figure 10-20.12.030.3: Example for a Sloped Development Site (>3 acres)



Key	Existing Slope	Developable Area1
A	0-5.99%	100% max.
B	6-9.99%	70% max.
C	10-14.99%	25% max.
D	15-19.99%	5% max.
E	20-29.99%	0% max.
F	>30%	0% max.
	Development Site Line	
	Slope Designation	

[1] In compliance with the setbacks of the zone, required on-site open space, this Section, and the maximum building footprint standards in Article 6 (Building Type Standards).

C. **Average Slope.** The result of dividing the length of a slope by the difference in elevation at the top and bottom of the slope.

(1) **Development Sites with Even Slope.** Average slope for development sites with relatively even slope across the site and small development sites is determined by using the following formula:

(a) S = ((T - B) ÷ run) × 100

(b) S = average slope

(c) T = elevation at top of slope

(d) B = elevation at bottom of slope

(e) Run = horizontal distance between the top and bottom elevations

(2) **Development Sites with Uneven Slope.** Average slope of development sites with an uneven slope across the site before grading is determined by using the following formula:

(a) S = (1.0029 × I × L) ÷ A

(b) S = average slope

(c) I = contour interval in feet

(d) L = summation of length of the contour lines in scale feet

(e) A = area of the development site in acres

2. **Facade Zone Defined by Primary Building/Frontage Type(s)**

A. **Applicability.** The facade zone standards apply to new primary buildings and their additions along the front and side street of a development site.

B. **Methodology.** The required amount is expressed in the zone standards as a percentage. The percentage is calculated as follows through an example for the front facade zone. The same approach is to be applied to the side street, using the minimum front and rear building setbacks.

(1) Identify the width of development site (e.g., 50 feet) and apply required side building setbacks (e.g., 5 feet and 5 feet).

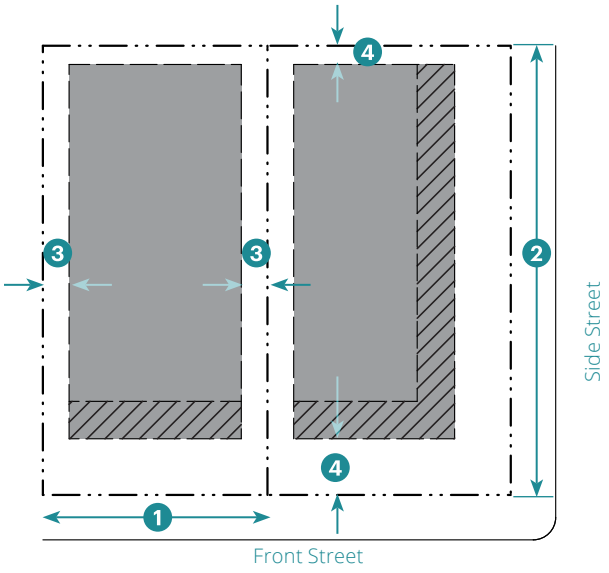
(2) Subtract the horizontal length between each side setback and the adjacent side development site line from the total width of the development site. The result is the net buildable width of the development site (e.g., 40 feet).

(3) Multiply the required minimum percentage in the zone standards (e.g., 50 percent) by the net buildable width of the development site (e.g., 50 feet).

(4) The result is the minimum length, in feet, of building facade and frontage type(s) that is required in or abutting the facade zone (e.g., 20 feet). Facades are allowed to be in any configuration if in compliance with the facade zone requirements and the selected architectural style.

(5) See Figure 5 (Applying the Required Amount to the Facade Zone) for examples that are consistent with the intent of this standard.

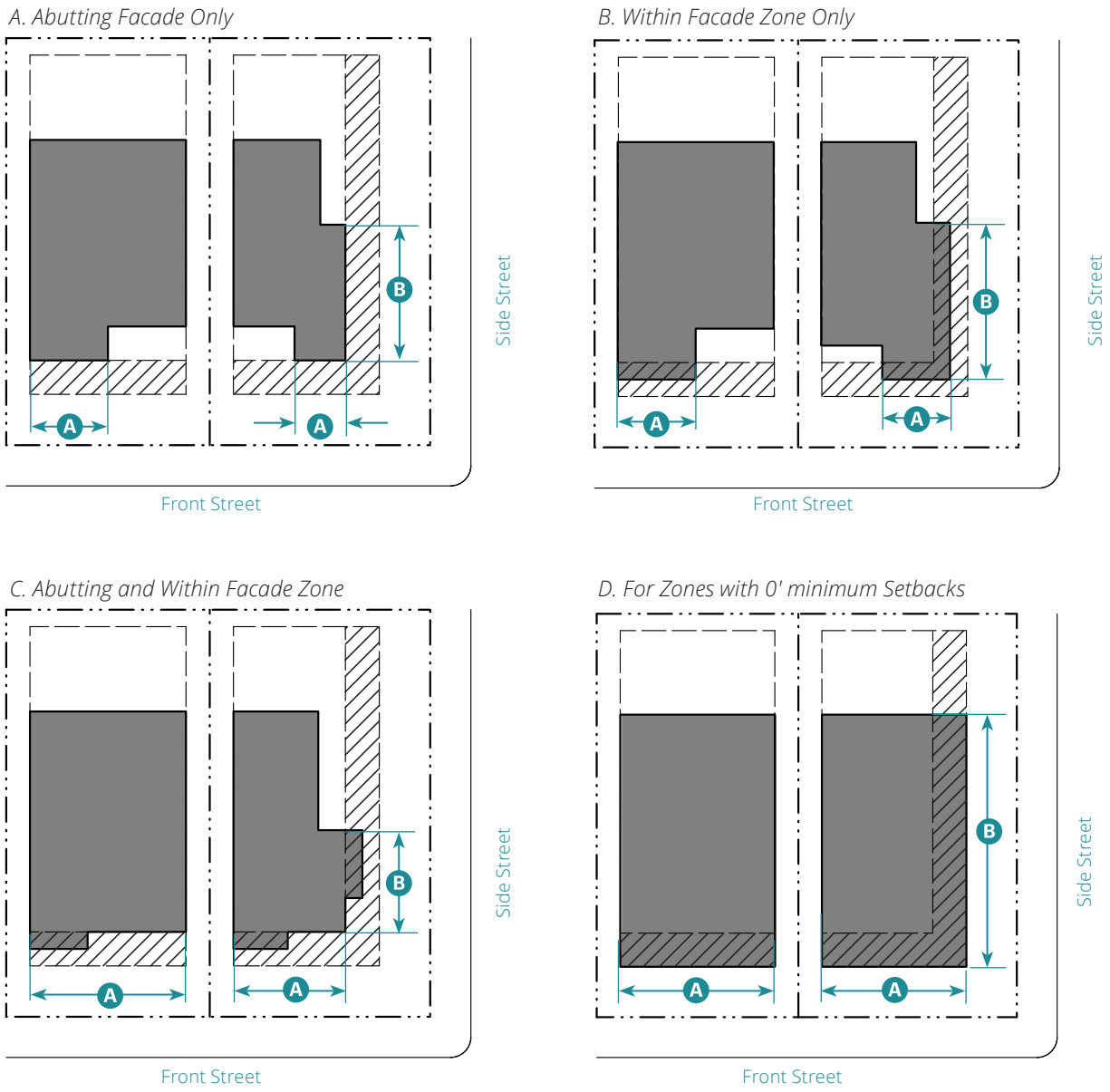
Figure 10-20.12.030.4: Determining the Required Amount Subject to the Facade Zone



Example Calculation	
50'	Development Site Width
- 5'	Side Setback
- 5'	Side Setback
= 40'	Net Buildable Width
40'	Net Buildable Width
x Zone Standard	(e.g., 50%)
= 20'	Required In or Abutting the Facade Zone

1. Width of Development Site
2. Depth of Development Site
3. Setback to be Subtracted from Development Site Width
4. Setback to be Subtracted from Development Site Depth

Figure 10-20.12.030.5: Applying the Required Amount to the Facade Zone



		Front Street	Side Street
▨	Facade Zone	50% min.[1]	50% min.[1]
▬	Buildable Area for Building and Frontage Type(s)	A	B

[1] This is an example. See Subsection 5 of the zone for the required percentage.

3. **Measuring Building Types**

A. **Methodology.** Measurement of width, depth, and height.

(1) **Main Body.** The width and depth of the main body shall be measured as follows:

(a) The width shall be parallel to the front.

(b) The depth shall be perpendicular to the front.

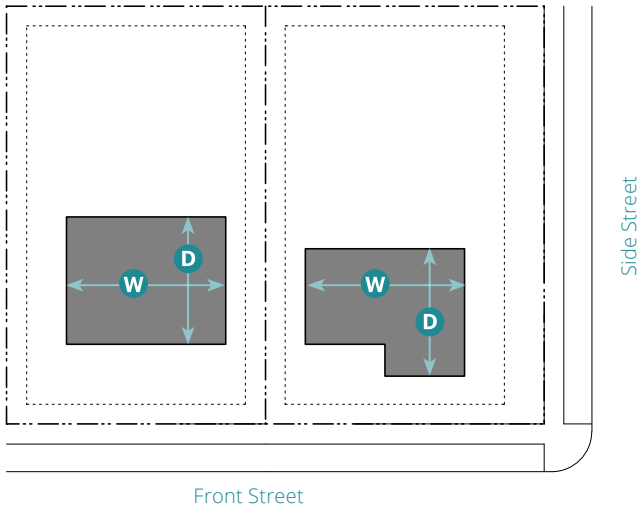


Figure 10-20.12.030.6: Main Body

W Width
D Depth

(2) **Wings and Ancillary Structures.** The width and depth of wings and ancillary structures, shall be measured as follows:

(a) The width shall be the greater of the two dimensions of the footprint.

(b) The depth shall be the lesser of the two dimensions of the footprint.

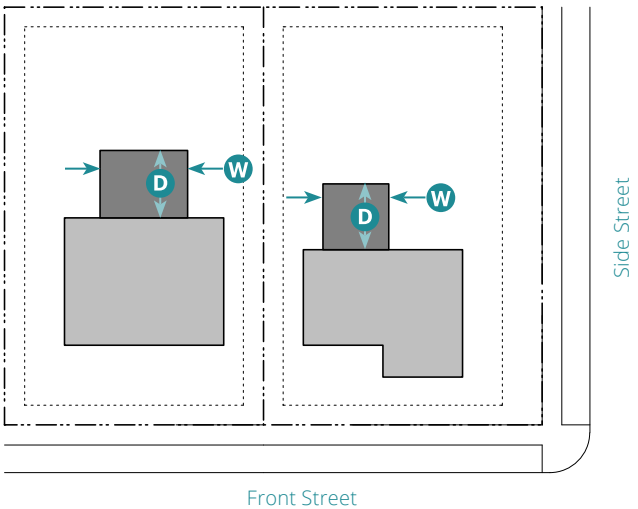


Figure 10-20.12.030.7: Wings and Ancillary Structures

W Width
D Depth

(3) **Open Space(s).** The width and depth of open spaces shall be measured as follows:

(a) The width shall be parallel to the front

(b) The depth shall be perpendicular to the front.

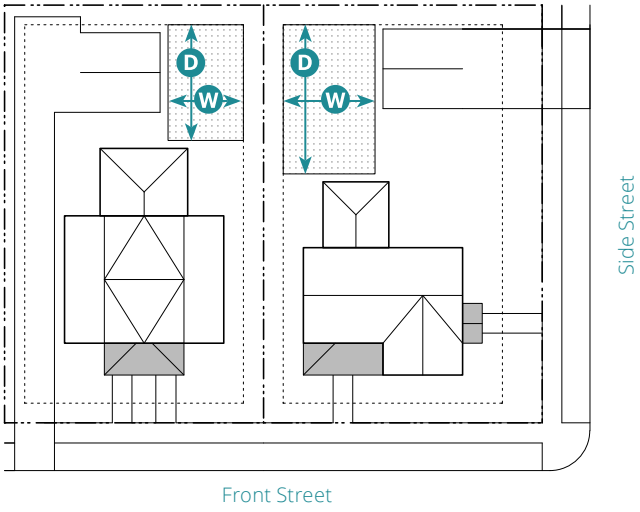


Figure 10-20.12.030.8: Open Space(s)

W Width

D Depth

(4) **Courtyard(s).** The width and depth of courtyards shall be measured as follows:

(a) The width shall be parallel to the front; unless the courtyard is a secondary courtyard accessed directly from a side street.

(b) If a secondary courtyard is accessed directly from the side street, the width shall be parallel to the side street.

(c) The depth shall be perpendicular to the width.

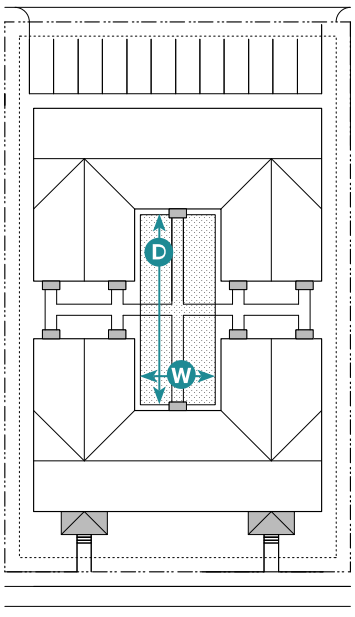


Figure 10-20.12.030.9: Courtyard(s)

W Width

D Depth

(5) **Width-to-Height Ratio.** Measurement of width-to-height ratio and depth-to-height ratio of forecourts.

(a) The width and depth of forecourts shall be measured per Figure 10 (Width-to-Height Ratio).

(b) The height of forecourts shall be a measurement of the vertical plane of the building that defines the forecourt.

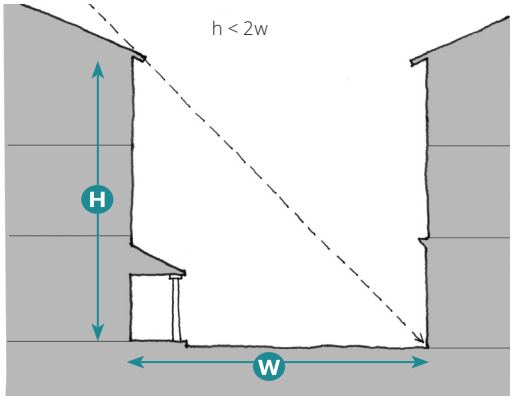


Figure 10-20.12.030.10: Width-to-Height Ratio

W Width
H Height

(6) **Highest Eave/Top of Parapet.**

(a) **Height, Overall.** The vertical distance between adjacent finished grade and the highest part of the structure directly above.

(b) **Height, Top of Parapet.** The vertical distance between adjacent finished grade and the top of the parapet of the primary building.

(c) **Height, Highest Eave.** The vertical distance between adjacent finished grade and the highest eave of the primary building.

(d) **Highest Eave Measurement.** The measurement is to bottom of the eave assembly.

(e) **Eave.** The edge of the roof that overhangs the face of the adjoining wall. The bottom of the eave can range from exposed rafters to a finished horizontal surface.

Figure 10-20.12.030.11: Top of Parapet and Flat Roof

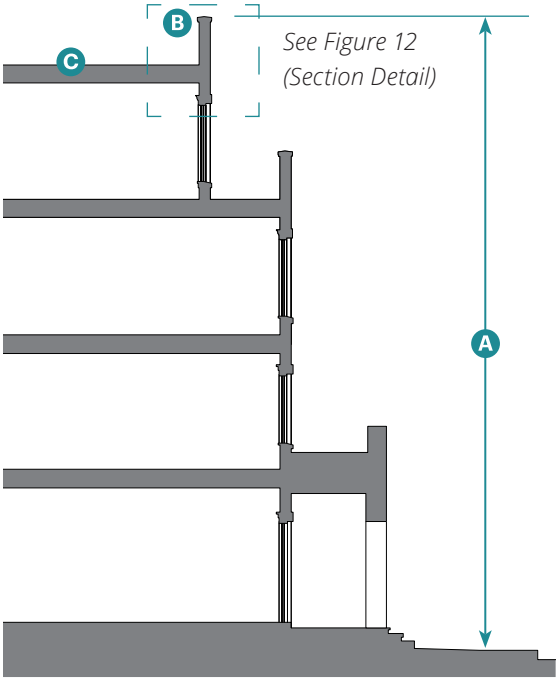
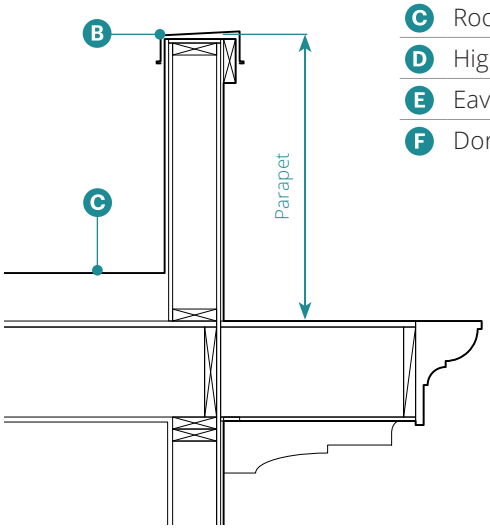


Figure 10-20.12.030.12: Section Detail of Top of Parapet and Flat Roof



Key	
A	Height, Overall
B	Top of Parapet
C	Roof Structure
D	Highest Eave Measurement
E	Eave Assembly
F	Dormer

Figure 10-20.12.030.13: Highest Eave for Pitched Roof

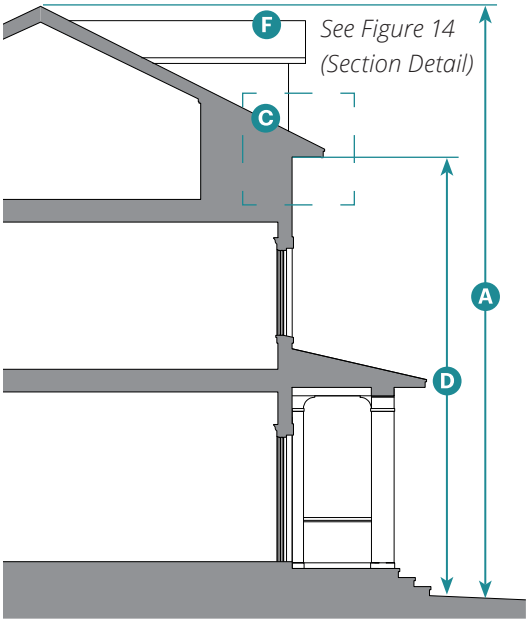
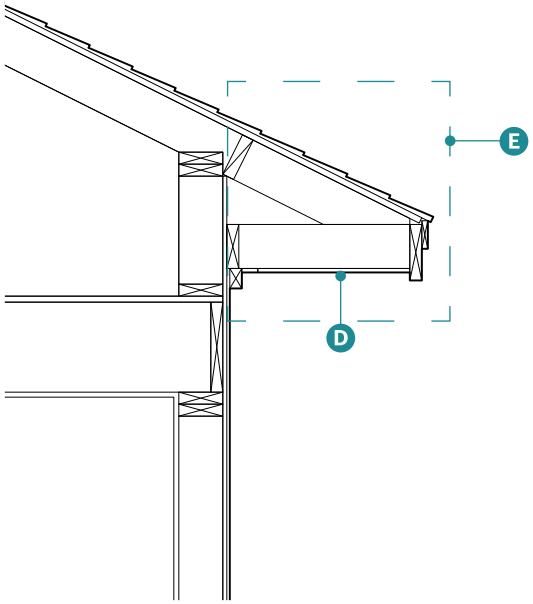


Figure 10-20.12.030.14: Section Detail of Highest Eave for Pitched Roof



4. **Measuring Bays**

A. **Applicability.** All buildings, with or without wings must have defined bays, as specified in Subsection 10-20.06.150.1 (Bay Composition).

B. **Bay Measurement.**

(1) Boundaries of each bay shall extend vertically from the lower boundary of the main body or wing to the upper boundary of the same division and shall not intersect any opening.

(2) Boundary is considered to lie at the midpoint between successive openings unless marked by an expression of vertical structure on the façade. Bay width shall be measured horizontally from one boundary to the next.

C. **Building Types and Bays**. Bays shall be placed according to the following methodology. An example of the methodology is shown in Figure 15 (Example of Massing Type and Bays).

(1) Select main body massing type from Subsection 3 (Building Size and Massing) of the selected building type (e.g., Sloped Roof L). See Figure 10-20.12.030.15A (Select Main Body Massing Composition).

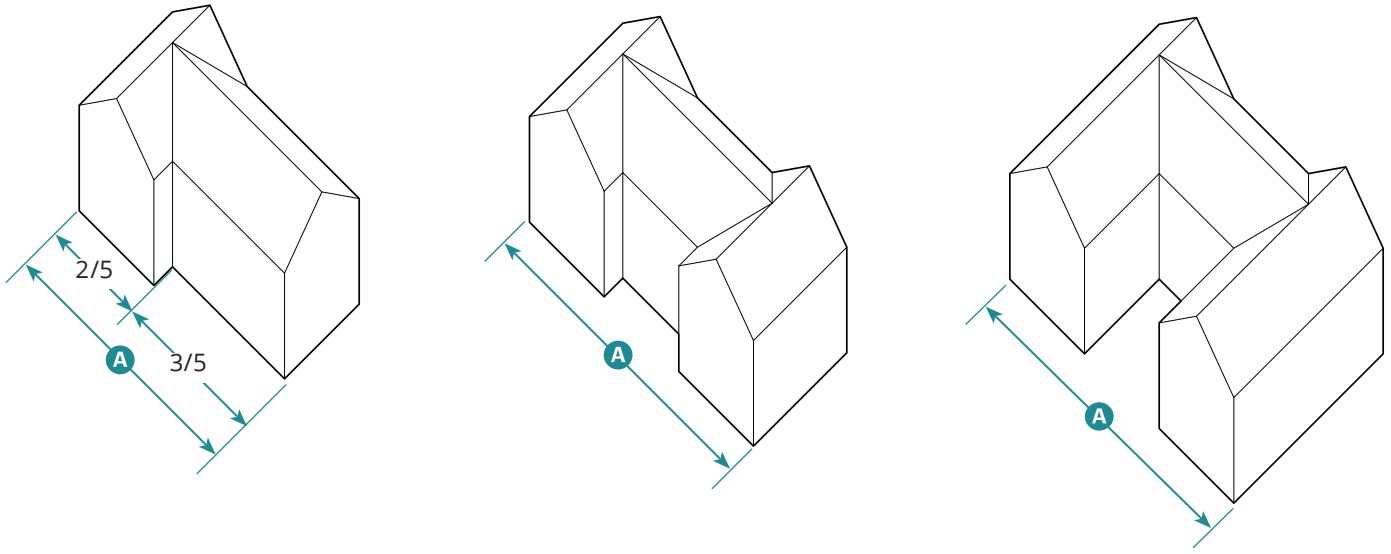
(2) Within each volume/facade of the main body massing, identify and apply a number of bays within the allowed range. See Figure 10-20.12.030.15B (Identify the Required Number or Range of Bays).

(3) See Figure 10-20.12.030.15C (Examples of Bay Compositions in Compliance with Required Massing Proportions) for examples that are consistent with the intent of this standard.

Figure 10-20.12.030.15: Example of Massing Type and Bays

A. Select Main Body Massing Composition

Sloped Roof L	Sloped Roof Forecourt	Sloped Front Courtyard

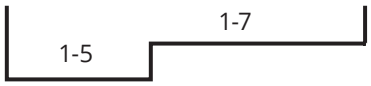


Key

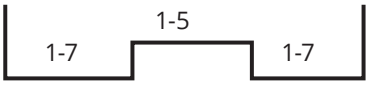
A Required Massing Proportions and Number of Bays

B. Identify the Allowed Range of Bays by Volume/Facade for Selected Massing Type

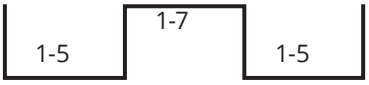
Sloped Roof L: 1-5 Bays + 1-7 Bays



Sloped Roof Forecourt: 1-7 Bays + 1-5 Bays + 1-7 Bays

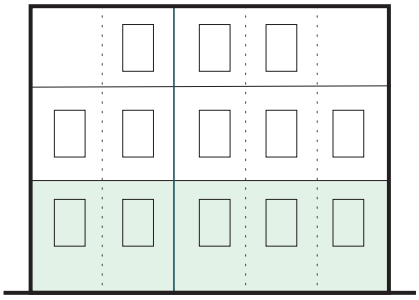


Gabled Courtyard: 1-5 Bays + 1-7 Bays + 1-5 Bays

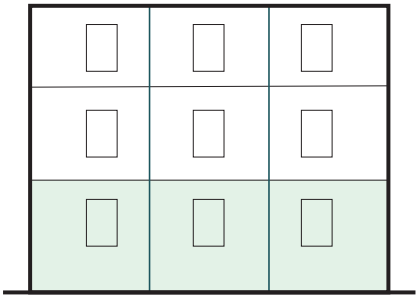


C. Examples of Bay Compositions in Compliance with Required Massing Proportions

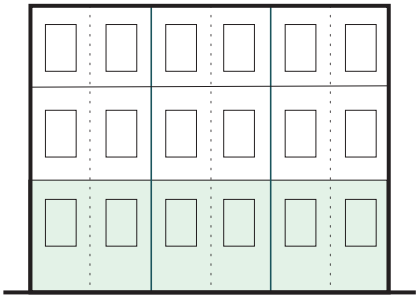
5-Bay Composition (2 + 3)



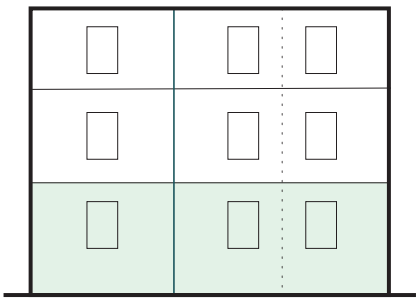
3-Bay Composition (1 + 1 + 1)



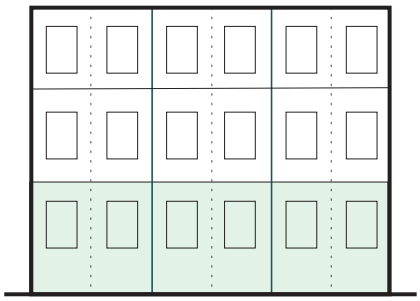
6-Bay Composition (2 + 2 + 2)



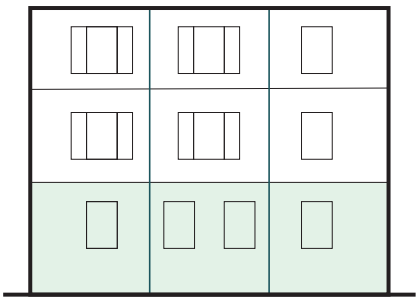
3-Bay Composition (1 + 2)



6-Bay Composition (2 + 2 + 2)



3-Bay Composition (1 + 1 + 1)



Key

☐ Ground Floor

Attachment 5

Chronology of Public Meetings Related to the Adoption of the San Anselmo Objective Design and Development Standards (ODDS)

December 11, 2018, Town Council Meeting, Agenda No. 14: Introduction to the SB 2 Early Planning Grant
sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=6&clip_id=330

August 19, 2019, Planning Commission Meeting, Agenda No. 6: Consider Application for the SB 2 Grant and Use of Grant for the ODDS
sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=6&clip_id=370

August 27, 2019, Town Council Meeting, Agenda No. 10: Consider Application for the SB 2 Grant and Use of Grant for the ODDS
sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=6&clip_id=372

February 25, 2020, Town Council Meeting, Agenda No. 10: ODDS Update
sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=6&clip_id=402

November 16, 2020, Planning Commission Meeting, Agenda No. 6: Review Draft ODDS Toolkit and provide Direction to Staff
sananselmo-ca.granicus.com/GeneratedAgendaViewer.php?view_id=6&clip_id=461

April 25, 2023, Town Council Meeting, Agenda No. 2.A: ODDS Update
Agenda (granicus_production_attachments.s3.amazonaws.com)

May 1, 2023, Planning Commission Meeting, Agenda No. 6.B: Review of Draft ODDS
Agenda (granicus_production_attachments.s3.amazonaws.com)

July 17, 2023, Planning Commission Meeting, Agenda No. 5.A: Public Hearing to Recommend Adoption of the ODDS
Agenda (granicus_production_attachments.s3.amazonaws.com)

July 25, 2023, Town Council Meeting, Agenda No. 2.1: Public Hearing for the Introduction and First Reading of an Ordinance to Consider Adoption of the Draft ODDS
Agenda (granicus_production_attachments.s3.amazonaws.com)

August 22, 2023, Town Council Meeting, Agenda No. 1.2: Adoption of an Ordinance approving the ODDS
Agenda (granicus_production_attachments.s3.amazonaws.com)

December 4, 2023, Planning Commission Meeting, Agenda No. 5.4: Public Hearing for Consideration of Amendments to the ODDS
Agenda (granicus_production_attachments.s3.amazonaws.com)

January 9, 2024, Town Council Meeting, Agenda No. 2.1: Public hearing for the Introduction and First Reading of an Ordinance to Consider Amendments to the ODDS.
Agenda (granicus_production_attachments.s3.amazonaws.com)

January 23, 2024, Town Council Meeting, Agenda No. 1.2: Adoption of an Ordinance Amending the ODDS
Agenda (granicus_production_attachments.s3.amazonaws.com)

Attachment 6

Overview of California State Density Bonus Incentives, Concessions, and/or Waivers

Density Bonus Incentives
A density bonus allows developers to increase the number of units they can build beyond what is normally allowed by local zoning laws, in exchange for including affordable housing units in their project. The amount of the density bonus depends on the percentage of affordable units provided and their affordability levels (very low, low, or moderate income).

- **Percentage of Affordable Units**: The density bonus increases with the percentage of affordable units. For example, providing 5% of units for very low-income households might qualify for a 20% density bonus, while providing more affordable units can result in a higher bonus.
- **Types of Affordable Units**: Different bonuses are granted based on the type of affordable housing provided, including very low-income, low-income, moderate-income, and senior housing.

Concessions and Incentives
Developers can request additional incentives or concessions to make the inclusion of affordable units financially feasible. These might include:

- **Reduced Parking Requirements**: Lowering the number of required parking spaces can significantly reduce construction costs.
- **Increased Building Height**: Allowing taller buildings can enable more units to be included in the project.
- **Reduced Setback Requirements**: Reducing the distance a building must be set back from property lines can maximize the buildable area.
- **Other Modifications**: Various other local development standards can be modified, such as floor area ratios (FAR), lot coverage limits, and open space requirements.

The number of concessions depends on the percentage of affordable units provided:
- **One concession** for projects with 10% low-income, 5% very low-income, or 10% moderate-income units.
- **Two concessions** for projects with 20% low-income, 10% very low-income, or 20% moderate-income units.
- **Three concessions** for projects with 30% low-income, 15% very low-income, or 30% moderate-income, and 100% Senior housing units.
- **Four concessions** for projects with 80% low-income, 80% very low-income, or 80% moderate-income units.

Waivers

If the application of certain development standards would physically preclude the construction of a development at the densities or with the concessions allowed, developers can request waivers or reductions of those standards. These might include:

- **Height Limits**: Waiving maximum building height restrictions to allow for the increased density.
- **Lot Size Requirements**: Reducing the minimum lot size requirements to accommodate more units.
- **Floor Area Ratios (FAR)**: Adjusting the ratio of the building's floor area to the size of the lot to allow for greater building mass.

Attachment 7

MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, July 17, 2023
This meeting was conducted in person and via Zoom.

Commissioners Present:	Chair Thomas Tunny Jennifer Asselstine Tim Heiman Zack Koblick de Leon Kim Pipkin Gary Smith Peter Strauss
Staff Present:	Planning Director Heidi Scoble Assistant Town Attorney Emily Longfellow Senior Planner Lindsey Klein

1. Call to Order

Chair Tunny opened the meeting at 7:00 p.m.

2. Open Time for Public Expression

There were no comments.

3. Planning Directors Report

- Staff submitted the Revised Draft Housing Element to the California Department of Housing and Community Development (HCD) on June 2nd and will be meeting with the reviewer on Wednesday.
- The Commission may need to schedule a Special Meeting in early August to review the Draft Housing Element.
- The Town Council adopted the Fiscal Year 2023/24 Budget which included two additions to the Planning Department- funding for an Assistant Planner and IPads for Commissioners.

4. Approval of Minutes
   A. Approve minutes from the May 1, May 15, and June 5, 2023, meeting.

M/s, Heiman/Pipkin, motion to approve the May 1, 2023, minutes as corrected.
Ayes: Asselstine, Heiman, Pipkin, Smith, Strauss, Chair Tunny
Abstain: Koblick de Leon

M/s, Smith/Asselstine, motion to approve the May 15, 2023, minutes as submitted.
Ayes: Asselstine, Heiman, Koblick de Leon, Pipkin, Smith, Chair Tunny
Abstain: Strauss

M/s, Strauss/Koblick de Leon, motion to approve the June 5, 2023, minutes as submitted.
Ayes: Asselstine, Heiman, Koblick de Leon, Strauss, Chair Tunny
Abstain: Pipkin, Smith

5. Public Hearings
   A. Consider and Adopt a Resolution recommending to the Town Council an ordinance amendment repealing Title 10 “Planning and Zoning” Chapter 20 and replacing it with Chapter 20 “Objective Design and Development Standards” and the Objective Design and Development Standards Zone Map and the associated amendments to Section 10-3.1702 “Definitions”. The ordinance amendments are exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3)

Mr. Bob Brown, consultant, gave a PowerPoint presentation. Mr. Brown and staff answered questions from the Commission regarding whether the Objective Design and Development Standards (ODDS) would apply to SB 9 projects; Attachment- Table 1; updated language for minimum and maximum ceiling heights; impact of the ODDS; benefits of the ODDS; if there is another set of objective design standards in the Code adopted for SB 9; how the ODDS compares with existing R-3 regulations; why the proposed map for the ODDS Zones does not include Pine Street which is proposed to be rezoned to R-3; housing opportunity sites.

Chair Tunny opened the Public Hearing.

Mr. Aidan O’Sullivan made the following comments:
- He asked if the minimum ceiling height requirement was nine feet. Senior Planner Kline stated it was nine feet for residential units on the ground floor. It is lower on the second floor.
- He plans to build some homes in San Anselmo.

Mr. Benedetto Cico made the following comments:
- He asked if Pine Street was located in the Historic Core.
- He had a question about the zoning of Pine Street and the applicable regulations.
- He had a question about the paths (objective vs. traditional) someone could take.

Chair Tunny closed the Public Hearing.

Commissioner Smith provided the following comments:
- The ODDS will help them more forward in a very efficient and productive way.
- He is happy they have included some accommodation for buildings that may not fit the normal rectangular parameters. This would give the design team another creative option.

Commissioner Asselstine provided the following comments:
- They want to encourage Accessory Dwelling Units (ADU) with a simple set of separate rules.
- She would like the Commission to review the ODDS one year after they are adopted with the possibility of expanding or amending them.
- The ODDS were written by a consulting firm with a Commission subcommittee giving feedback.
- They need to be ready to respond in some way which could include a rewrite or expansion.

Commissioner Heiman provided the following comment:
- Several of his prior comments have been incorporated.

Chair Tunny provided the following comments:
- He would like to use the ODDS for SB 9 projects.

- They could have a carve-out for ADUs.

M/s, Asselstine/Koblick de Leon, motion to Adopt a Resolution recommending to the Town Council an ordinance Amendment repealing Title 10 “Planning and Zoning” Chapter 20 and replacing it with Chapter 20 “Objective Design and Development Standards” and the Objective Design and Development Standards Zone Map and the associated amendments to Section 10-3.1702 “Definitions”. The Commission shall perform an annual review to get feedback on the success of the ODDS or take comments.
Ayes: Asselstine, Heiman, Koblick de Leon, Pipkin, Smith, Strauss, Chair Tunny

B. Public Hearing to Consider Recommendations to the San Anselmo Town Council to Adopt General Plan Amendments to the Land Use Element and Land Use Designation Map, Adopt the Safety Element, to Adopt Amendments to Title 10 (Planning and Zoning) of the San Anselmo Municipal Code and Zoning Map, and Make the Associated CEQA Findings. An Initial Study/Mitigated Negative Declaration Pursuant to CEQA has been prepared related to the General Plan Land Use Element and Land Use Designation Map Amendments and the Zoning Code and Map Amendments. The Safety Element qualifies under the CEQA “General Rule” Exemption, CEQA Guidelines Section 15061(b)(3)

Commissioner Heiman recused himself because he lives in a neighborhood included in the proposed zoning changes.

Planning Director Scoble presented the staff report and gave a PowerPoint presentation. Staff answered questions from the Commission regarding the collective value of the change; if staff modeled the changes; vetting of the densities and numbers related to the zoning change; if R-1 lots of a good size can be subdivided and contain a single-family home and an ADU; the relationship between the Economic Development Committee (EDC) and the Planning Department; if an existing landlord can rent to who they want or does the Town have influence over the tenants that go into commercial/downtown spaces; definition of a Low Barrier Navigation Center; if there is a map depicting the Affordable Housing Overlay District; if Table 6-12 on Attachment 4, Housing Opportunities, references specific sites; if the Hazard Mitigation Plan is on the Town Website and if maps in the Safety Element are drawn from that plan; if the Ross Valley Fire Department has done an investigation regarding the recent changes in parking and impacts to evacuation routes; if the High Density Residential Specific Plan Development Zone falls under the ODDS; if there is a definition for “shared wall”; the EDC recommendations; if the 800 units are a part of the Initial Study and Negative Declaration; if the Negative Declaration calls for mitigations for the 800 units; if there have been any “Builders Remedy” applications submitted to the Town; if a “Builders Remedy” pathway can be used after the Housing Element is adopted.

Chair Tunny opened the Public Hearing.

A resident made the following comments:
- He thanked the Commission for their work.
- He had specific questions about a lot in Town that he would address with the Planning Department. He said “Goodnight”.

Chair Tunny closed the Public Hearing.

Commissioner Smith provided the following comments:
- He agreed with Chair Tunny. There is office space that is vacant and underutilized and these changes to the Zoning make sense.

- Residents should be aware of how State law impacts residential zoning.

Commissioner Asselstine provided the following comments:
- Residents are concerned about fire, water, and traffic.
- She referred to the "attached wall" issue and stated she is not concerned about an attachment that is a "whole wall".
- The term "common wall" did not seem to resonate the same way with everyone.
- Starting with the Building Code could answer this question.

Commissioner Smith provided the following comments:
- He could visualize an interim wall between a wall that is attached to the structure that is being used as a point of attachment for another building.

Assistant Town Attorney Longfellow appreciated the discussion regarding the definition of an attached ADU. Most jurisdictions state that it is attached and HCD guiding documents also talk about sharing a common wall. They want to balance the need to be specific but not constrain staff.

Commissioner Koblick de Leon provided the following comment:
- As a lay person his understanding is that "two walls are touching"- he is not sure they need to delve deeper.

Commissioner Asselstine provided the following comments:
- Two walls are touching infers that there is volume on both sides- on one side is the existing garage/house and on the other side is ADU living space.
- A few months ago they were talking about trellises, etc.

Planning Director Scoble stated Public Works Director Condry provided a reference to Building Code Section R-302.2.2, "Common Walls", which states "common walls separating townhouse units shall be assigned a fire resistant rating…common walls shall extend to and be right against the exterior sheeting of the exterior walls or the inside face of exterior walls without stud cavities….the common wall shared by units shall be constructed without plumbing or mechanical".

Commissioner Strauss provided the following comments:
- The definition that resonated with him was "occupy able (or enclosed) space on either side of the wall".
- He thinks of "attached" as an extension of the existing mass as opposed to a new volume on the site.
- He suggested the following: 'A dwelling unit that shares a common wall with occupy able (or enclosed) space on either side".

Commissioner Asselstine provided the following comments:
- On the ADU side it should be occupied and on the existing side it could be occupied or usable garage space.
- The idea is that the two volumes are primary, and the walls are part of the primary envelope and not extensions with additives in between.
- She is concerned about a space in between that is not primary to the other such as a small mechanical room.

Commissioner Smith provided the following comment:
- The original definition indicates that it is adjacent to a garage, a defined element, or the primary dwelling. Attached to either would be sufficient.

Chair Tunny provided the following comments:

- He appreciated staff taking the opportunity to address matters beyond the Housing Element. It is helpful for the Town.
- The idea of it being attached is that one could take advantage of the higher height limit.
- They want to avoid a project with the odd massing or weird configuration.

Commissioner Strauss provided the following comment:

- A "by right" project removes the ability of neighbors to voice concerns about impacts.

Assistant Town Attorney Longfellow stated this issue can be carved out. HCD talks about it being "attached to the primary residential structure". They can take a look at this.

Commissioner Asselstine provided the following comments:

- She asked if they want to accommodate a two story ADU attached to a one-story garage.
- She would like to discuss this in the future.

Commissioner Strauss provided the following comment:

- He asked if there is a mechanism to do a two-story or taller ADU with a discretionary permit. Planning Director Scoble stated "yes"- the owner would apply for a Conditional Use Permit.

Commissioner Koblick de Leon provided the following comment:

- He asked if they could add language that says the attached ADU cannot exceed the height of the wall it is attached to. Planning Director Scoble stated the "by right" regulation allows it to go up to 25 feet. They cannot create a more restrictive situation.

Commissioner Asselstine provided the following comment:

- She would like to continue this item.

Commissioner Pipkin provided the following comment:

- She asked staff to provide some sketches or graphics.

Chair Tunny provided the following comments:

- He asked staff to check the Building Code definition regarding a "common wall".

M/s, Smith/Strauss, motion to recommend that the San Anselmo Town Council Adopt General Plan Amendments to the Land Use Element and Land Use Designation Map, with the one exception that the Commission reserve the garage attachment/ADU provision for future consideration, Adopt the Safety Element, Adopt Amendments to Title 10 (Planning and Zoning) of the San Anselmo Municipal Code and Zoning Map, and Make the Associated CEQA Findings.
Ayes: Asselstine, Koblick de Leon, Pipkin, Smith, Strauss, Chair Tunny
Recused: Heiman

6. Business Item

There were no Business Items.

7. Future Agenda Items and/or Commissioner Reports

There were no reports.

8. Adjournment- Chair Tunny adjourned the meeting at 9:13 p.m.

Respectfully submitted,

Toni DeFrancis
Recording Secretary

LIST OF PROPOSED AMENDMENTS TO THE ODDS

Article 1, Introduction

- Amend Table10-20.040.A, Applicability Table, to add Government Code Section 65583.2
- Amend Section 10-20.01.040, Applicability, Note 4 to clarify that SB 35, AB 2011, and Government Code Section 65583.2 projects are ministerial and exempt from CEQA
- Amend Section 10-20.01.040, Applicability, to add Note 5 to state that SB 330/HHA projects are discretionary projects and subject to CEQA.

Article 3, Zones

- Amend Section 10-20.03.020(1), General Requirement, to correct a typo to change, “foollowing” to “following”.

Article 5, General to Development Sites

- Section 10-20.05.020(2)(B), Screening, Design Standards for Screening, Screening Height Measurement, correct a type to change “alllowed” to “allowed”.
- Section 10-20.05.030(3)(B)(2), Landscaping and Lighting, Design Standards, Allowed Landscaping Materials, correct a typo to change “abutts” to “abuts”.

Article 7, Specific to Frontage Types

- Section 10-20.07.110(3), Gallery, Miscellaneous, correct a typo to reference Section 10-20.05.030 (Landscaping and Lighting).

Article 11, Administration

- Amend Section 10-20.11.010, Purpose, to include AB 2011 and Government Code Section 65583.2 (h) and (i)
- Amend Section 10-20.11.020(1)(A)(2), Procedures for Applications Filed Under SB 35, Applicability, to reflect SB 423 which was adopted on October 11, 2023, and extended SB 35 to January 1, 2036.
- Amend Section 10-20.11.020(E)(1), Scope of Review, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.020(E)(2), Review Timeframes, Consistency Review, to add, “or designee” after Planning Director.
- Amend Section 10-20.11.020(E)(3)(a), Compliance Determination, Compliant Application, to change “Town” to “Planning Commission”.
- Amend Section 10-20.11.020(E)(3)(b), Compliance Determination, Non-Compliant Application, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.020(E)(3)(b)(i), Compliance Determination, Non-Compliant Application, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.020(2) to add a new section for Procedures Filed Under AB 2011.
- Amend Section 10-20.11.020(3) to add a new section for Procedures Filed Under Government Code Section 65583.2 (h) and (i).

- Amend Section 10-20.11.020(G)(3), Expiration, to update a reference to Government Code Section 65913.4(g).
- Amend Section 10-20.11.020(G)(4), Extension, to update a reference to Government Code Section 65913.4(g)(2)(B).
- Renumber Section 10-20.11.020(4).
- Amend 10-20.11.020(4)(F)(1)(b), Housing Development without Preliminary Application Submittal, to change “was” to “is”.
- Amend 10-20.11.020(4)(F)(1)(b), Housing Development without Preliminary Application Submittal, to change “Planning Director” to “Planning Commission” and to delete “however, if the Planning Director is not the Review Authority, the Planning Director may serve as the Review Authority, if necessary, to…”
- Amend 10-20.11.020(4)(F)(3), Review Authority, to change the review authority information from Planning Director to Planning Commission.
- Amend 10-20.11.020(4)(G)(1)(a), Findings and Decision, Findings, to change “Planning Director” to “Planning Commission”.
- Amend 10-20.11.020(4)(G)(1)(b), Findings and Decision, Findings, to change “Planning Director” to “Planning Commission”.
- Amend 10-20.11.020(4)(G)(2), Findings and Decision, Findings, to change “Planning Director” to “Planning Commission”.
- Amend figures 10-20.11.020.1 and 10-20.11.020.1, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-2.11.030(2), Adjustments to Standards, Applicability, to change “Planning Director” to “Planning Commission”.
- Amend Section 10-20.11.030(3)(C) and (D), Adjustments to Standards, Procedures, to correct the following typos, “infrastructure”, “development”, “achievable”, and “in”.

Article 12, Definitions

- Amend Section 10-20.12.030(4)(c)(3), Measurement Methods, Measuring Bays, Building Types and Bays, to correct a typo by changing “Compostions” to “Compositions”.

Attachment 3

Article 1 Amendments

10-20.01.040 Applicability

1. In areas subject to this FBC, the standards in this FBC prevail unless stated otherwise.
2. This FBC applies to proposed development as identified in Table A (Applicability).

Table 10-20.01.040.A: Applicability

Development Type	Housing Accountability Act (HAA) Applies[1]	Senate Bill 35 (SB 35) Applies[2]	Assembly Bill 2011 (AB 2011) Applies[3]	Government Code Section 65583.2 Applies[4]
Single-Unit House	No	No	No	No
Transitional Housing	Yes			
Supportive Housing	Yes	See Multi-Family Housing		
Emergency Shelter	Yes			
Farmworker Housing	Yes			
Multi-Family Housing	**2 or more residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 20% of the units are affordable to lower income households**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Mixed-Use Development	**2 or more residential units and at least 2/3 of square footage designated for residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 50% of the very low and low-income housing needs to be accommodated and that the residential use occupies at least 50% of the total floor area of a mixed-use project.**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Other Development				
Non-Residential	No	No	No	No

[1] See Government Code §65589.5 for additional eligibility criteria and specific protections by development type.

[2] See Government Code §65913.4(a) for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[3] See Government Code §65912.100-131 for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[4] See Government Code §65583.2(h) and (i) for additional eligibility criteria (e.g., affordability provisions).

3. This FBC also applies to additions or modifications to structures previously approved under the provisions of this Title or under the provisions of the San Anselmo Municipal Code.
4. SB 35, AB 2011, and Government Code Section 65583.2 applications shall be processed ~~ministeriallyas~~ a ministerial permit, not considered to be a "project" pursuant to Division 13 (commencing with Section 2100) of the Public Resources Code (AKA the California Environmental Quality Act (CEQA)) and shall comply with all provisions of this FBC unless otherwise stated or permitted pursuant to California state law. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).

4.5. An HHA application shall be processed as a discretionary project, ~~subject to~~ the CEQA Guidelines, and shall comply with the provisions of this FBC unless otherwise stated or permitted pursuant to California state law. ~~Applications proposed for ministerial approval as allowed pursuant to California state law shall comply with all provisions of this FBC unless otherwise stated. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).~~

Article 3 Amendments

Article 3: Zones

Sections:

10-20.03.010 Purpose
10-20.03.020 General Requirements
10-20.03.030 Overview of Zones
10-20.03.040 Neighborhood.Small (N.S)
10-20.03.050 Neighborhood.Medium (N.M)
10-20.03.060 Main Street.Small (MS.S)
10-20.03.070 Adjacency Requirements

10-20.03.010 Purpose

This Article provides zones and standards to implement the San Anselmo General Plan to generate and support the variety of physical character of the intended development.

10-20.03.020 General Requirements

1. The FBC uses three form-based zone districts to regulate and generate the intended physical character. Each zone district ("zone") regulates the ~~foollowing~~following eight topics:

   A. Intent: the intended physical character and range of uses;

   B. Sub-zones: whether or not a sub-zone applies, allowing a broader list of building types and/or frontage types in specific geographic areas;

   C. Building type and development site size: the menu of allowed building types and the associated minimum site dimensions.

   D. Building form: the maximum overall building height, minimum ground floor height, and maximum building footprint (coverage);

   E. Building placement: the minimum to maximum building setbacks and requirements for façade design;

   F. Encroachments: allowed encroachments into required setbacks;

   G. Parking: the required location and design requirements for parking and vehicle access; and

   H. Frontages: the menu of allowed frontage types required at building entries along thoroughfares and public/common open spaces.

Article 5 Amendments

Article 5: General to Development Sites

Sections:

10-20.05.010 Purpose
10-20.05.020 Screening
10-20.05.030 Landscaping and Lighting
10-20.05.040 Parking and Loading
10-20.05.050 Slope Standards
10-20.05.060 Public Frontage Standards
10-20.05.070 Privacy Standards
10-20.05.080 Service and Utility Standards

10-20.05.010 Purpose

This Article provides standards to ensure that new development accomplishes the following:

1. Makes a positive contribution to the development pattern of the area;
2. New or altered structures are compatible with the design and use of existing structures on neighboring properties;
3. Respects the existing conditions of neighboring properties; and
4. Does not adversely affect neighboring properties, with "adversely affect" meaning to impact in a substantial, negative manner the habitability of these properties.

10-20.05.020 Screening

1. **Intent**. This Section provides standards for screening, fences, and walls for the protection of property, the enhancement of privacy, the attenuation of noise, and the improvement of the visual environment.
2. **Design Standards for Screening.** Except for wall- and ground-mounted equipment that is not visible from the public right-of-way or abutting development sites, all equipment shall comply with the following:
   A. **Screening Height Maximums.** Screening shall not exceed the maximums identified in Table A (Maximum Screening Height).
   B. **Screening Height Measurement.** Screening height shall be measured as the vertical distance between the finished grade at the base of the screen and the top edge of the screen material. No combination of wall and screen shall exceed the maximum height ~~allowed~~allowed in Table A (Maximum Screening Height).

B. **Allowed Landscaping Materials**

(1) Required landscaped areas shall be composed of trees, shrubs and groundcover, and shall exclude areas occupied by structures, hardscape, and pools, in compliance with the following minimum standards:

(a) Trees shall be planted at 15-gallon size or larger;

(b) Shrubs shall be planted at one-gallon size or larger;

(c) Ground cover shall be planted at spacing of a minimum 12 inches on center;

(d) Decorative nonliving landscaping materials including, but not limited to, sand, stone, or gravel may be used up to 10 percent of required landscape areas.

(2) Street trees. Where the sidewalk ~~abutts~~abuts the subject property, street trees, of at least 15-gallon size, spaced no further than 35 feet apart, double-staked, shall be planted between the curb and the back of sidewalk, where missing. If there is no sidewalk, the street trees shall be placed in planters at least four feet by six feet without encroaching into the parking or travel lane.

C. **Species Selection**

(1) Native and drought tolerant species are required to meet the minimum standards, in conformance with Title 9, Chapter 22 (Water Efficient Landscaping).

(2) Landscaping shall be in compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan).

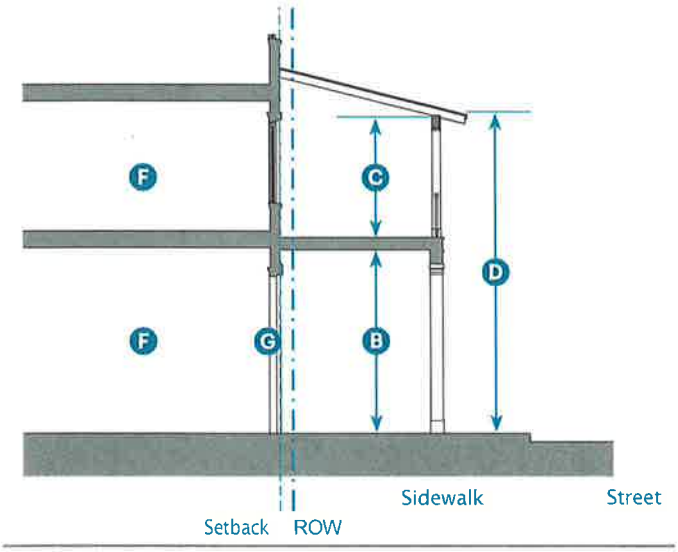
D. **Existing Vegetation**

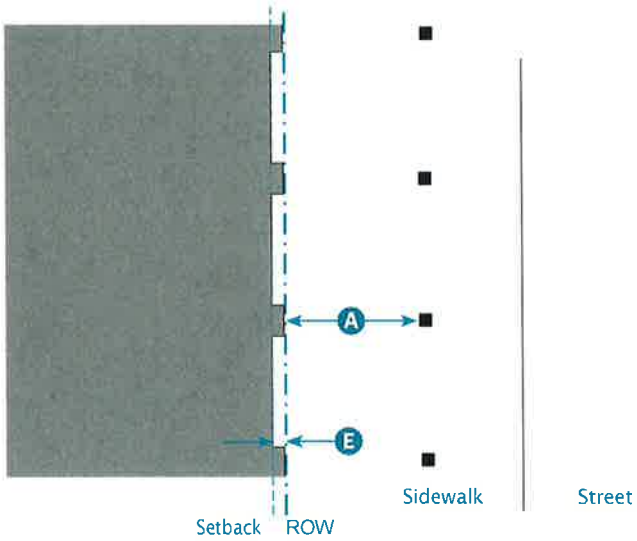
(1) On-site trees of caliper size 12 inches minimum, measured at 52 inches above grade, shall be protected trees. On-site trees of caliper size 22 inches minimum, measured at 52 inches above grade, shall be heritage trees. In compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan), Acacia, Eucalyptus, Plum, Privet, and Monterey Pine trees are neither protected trees nor heritage trees and may be removed.

(2) Protected trees shall be replaced at a ratio of two replacement protected or heritage trees to one removed protected tree (2:1). Heritage trees shall be replaced at a ratio of three replacement heritage trees to one removed heritage tree (3:1).

(3) All protected and heritage trees removed for construction of a residential unit shall be replaced on-site with a minimum 24-inch box tree. Table B below defines the tree types that qualify as eligible replacements.

Article 7 Amendments





Key

ROW/ Dev't Site Line ---- Setback Line

2. Size		
Depth, Clear	8' min.	A
Ground Floor Height, Clear	12' min.	B
Upper Floor Height, Clear	9' min.	C
Height	2 stories max.	D
Gallery Setback from Public ROW	18" min. (clear)	E

3. Miscellaneous	
Habitable space	F
Galleries shall also follow the standards for the Shopfront Frontage Type (10-20.07.090).	G
Galleries shall have a consistent depth across the entire front and/or side street facade.	
Galleries are allowed to project over the sidewalk in the public ROW.	
The second story of the Gallery may be covered.	
Planting is not required. Lighting is required within the gallery in compliance with Section 10-20.05.030 (Landscaping and Lighting) ~~Section x.xx.xxx (Jurisdiction's On-Site Lighting Standards).~~	
Ramps are required to be integrated along the side of the building to connect with the Gallery, where applicable.	
The Gallery shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.	

Article 11 Amendments

Article 11: Administration

Sections:

10-20.11.010 Purpose
10-20.11.020 Procedures
10-20.11.030 Adjustments to Standards

10-20.11.010 Purpose

This Article is intended to establish procedures for applications eligible for streamlined review consistent with State law (i.e., SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i)) and for reviewing applications under the Housing Accountability Act (HAA). The Town is responding to State mandates and including application procedures in the FBC that are compliant with State law but reflect the unique conditions and procedures within the Town. The intent of SB 35, AB 2011, Government Code Section 65583.2 (h) and (i), and the HAA is to facilitate and expedite the construction of housing through the application of objective standards and, with SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i), ministerial and streamlined approval procedures. These procedures shall be used in conjunction with the objective standards contained in this FBC as applicable.

10-20.11.020 Procedures

1. **Procedures for Applications Filed Under SB 35**

   A. **Applicability**

   (1) This Section applies to housing development projects applying for approval under Government Code §65913.4 and replaces the Town's procedures for reviewing discretionary applications.

   (2) This Section shall remain in effect for the same period as SB 35 provisions contained in Government Code §65913.4. Unless SB 35 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 20326, and as of that date is repealed.

   (3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under SB 35.

   (4) The Department of Housing and Community Development is charged with developing guidelines for implementing SB 35. These procedures may change if required by changes in those guidelines or in Government Code §65913.4.

E. **Compliance Review**

(1) **Scope of Review**. The Planning ~~Director's~~ Commission's scope of review is limited to all of the provisions contained in Government Code §65913.4(a) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65913.4(a) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the ~~Town~~ Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E.
Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning ~~Director~~ Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning ~~Director~~ Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for SB 35 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for SB 35 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning ~~Director~~ Commission shall approve the application if the Planning ~~Director~~ Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, including objective subdivision standards.

(2) **Conditions of Approval.** The Planning ~~Director~~ Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. Post-decision Procedures

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or ~~shall~~designee, shall process any approvals needed as required by Government Code §65913.4(h)(3).

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning ~~Director~~ Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning ~~Director~~ Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years; however, an application approval shall not expire if the development includes public investment in housing affordability, beyond tax credits, where 50 percent of the units are affordable to households making at or below 80 percent of the area median income consistent with Government Code §65913.4(~~g~~f).

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted consistent with Government Code §65913.4(~~f~~g)(2)(B)3).

2. **Procedures for Applications Filed Under AB 2011**

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65912 commencing with Section 65912.100 and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as AB 2011 provisions contained in Government Code §65912.104. Unless AB 2011 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2033, and as of that date is repealed.

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under AB 2011.

B. **Definitions.** Terms defined in Government Code §65912.101 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant shall file a notice of intent to submit an AB 2011
application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full AB 2011 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65912 commencing with Section 100 shall be required.

E. **Compliance Review**

(1) **Scope of Review.** The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65912 commencing with Section 100 and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65912 commencing with Section 100 and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §§65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall complete any design review or public oversight

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 150 or fewer housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. Post-decision Procedures

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. Decision on Project

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 150 or fewer housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. Post-decision Procedures

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years.

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted

3. **Procedures for Applications Filed Under Government Code Section 65583.2 (h) and (i)**

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65583.2(h) and (i) and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as contained in Government Code §65583.2(h) and (i).

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under Government Code §65583.2(h) and (i).

B. **Definitions.** Terms defined in Government Code §65583.2 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a notice of intent to submit a Government Code §65583.2 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full Government Code §65583.2 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review.

E. **Compliance Review**

(1) **Scope of Review**. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65583.2(h) and (i) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65583.2 (h) and (i) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all provisions contained in Government Code §§65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall make the following determination:

i. The Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application, and the Town shall review it for compliance with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for Government Code §65583.2 (h) and (i) streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

ii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years.

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted.

4. Procedures for Aapplications Ffiled Underconsistent with the /HAA

A. **Applicability**

(1) This Section applies to housing development projects as defined by Government Code §65589.5(h)(2).

(2) This Section shall remain in effect for the same period as provisions contained in the Government Code §65589.5 (HAA). Any provisions that are not extended by the State Legislature shall be repealed as of the date those provisions in the HAA are deemed null and void.

B. **Definitions.** Terms defined in Government Code §65589.5 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65589.5.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a preliminary application consistent with Government Code §65941.1.

(a) A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full application for the housing development.

(2) **Full Application.** An applicant may file a full application for a housing development without filing a preliminary application. The full application shall be filed on a form provided by the Town with the required fee.

D. **Conflicting Procedures.** This Section provides additional procedures that shall be followed for applicable projects. If conflicts occur between the Town's procedures and the procedures of this Section, this Section shall control.

F. **Compliance Review**

(1) **Scope of Review**

(a) **Housing Development with a Preliminary Application Submittal.** A housing development for which a preliminary application was submitted shall only be subject to the ordinances, policies, and standards adopted and in effect when the preliminary application is submitted, except in the following circumstances:

i. A fee, charge, or other monetary exaction increase resulting from an automatic annual adjustment based on an independently published cost index that is referenced in the ordinance or resolution establishing the fee or monetary exaction.

ii. A preponderance of the evidence in the record establishes that subjecting the housing development to an ordinance, policy, or standard beyond those in effect when the preliminary application was submitted is necessary to mitigate or avoid a specific, adverse impact upon the public health or safety, and there is no feasible alternative method to satisfactorily mitigate or avoid the adverse impact.

iii. Subjecting the housing development to an ordinance, policy, standard, or any other measure, beyond those in effect when the preliminary application was submitted is necessary to avoid or substantially lessen an impact consistent with CEQA.

iv. The housing development has not commenced construction within 2.5 years following the date of the housing development's final approval (as defined in Government Code §65589.5(o)(1)(D)).

v. The number of residential units or square footage of construction proposed changes by 20 percent or more, exclusive of any increase resulting from a density bonus, incentive, concession, waiver, or similar provision.

(b) **Housing Development without a Preliminary Application Submittal.** A housing development shall be subject to objective standards in effect when the application ~~was~~is deemed complete.

(2) **Review Timeframes**

(a) Applications for housing development containing 150 or fewer units shall be reviewed for compliance with applicable objective standards within 30 calendar days of being deemed complete.

(b) Applications for housing development containing more than 150 units shall be reviewed for compliance with applicable objective standards within 60 calendar days of being deemed complete.

(3) **Review Authority.** The Planning ~~Director~~ Commission shall be the Review Authority consistent with the Town's procedures for the full application for the application type(s) set forth in Title 10, Chapter 3, Articles 7 through 16 and shall ~~; however, if the Planning Director is not the Review Authority, the Planning Director may serve as the Review Authority, if necessary, to~~ comply with Review Timelines described in Subsection 2.F.

(4) **Compliance Determination**

(a) The Planning ~~Director~~ Commission shall identify the specific standard(s) that the project does not comply with and provide an explanation of the reason(s) why the housing development is considered to be inconsistent or non-compliant with identified provisions and shall provide the written determination to the applicant.

(b) A housing development is considered in compliance with this FBC, and shall not require a Zoning Map Amendment, if the housing development complies with objective General Plan standards but the zoning for the housing development site is inconsistent with the General Plan.

(5) **Limited Hearings/Meetings.** If a housing development complies with applicable objective standards, the Town shall not conduct more than five public hearings (including continuances), workshops, or similar meetings after the full application is complete in connection with the approval of the housing development consistent with Government Code §65905.5. Meetings required by CEQA are exempt from the limit.

G. **Findings and Decision**

(1) **Findings**

(a) If the proposed housing development complies with applicable objective General Plan, zoning, and subdivision standards and criteria, including design review standards, the Planning ~~Director~~ Commission may only deny the housing development or conditionally approve the housing development at a lower density if the Planning ~~Director~~ Commission makes written findings supported by a preponderance of the evidence in the record that:

i. The housing development would have a specific, adverse impact upon the public health or safety unless the housing development is denied or conditionally approved at a lower density. A "specific, adverse impact" means a "significant, quantifiable, direct, and unavoidable impact, based on identified written public health or safety standards, policies, or conditions as they existed on the date that the project was deemed complete"; and

ii. There is no feasible method to satisfactorily mitigate or avoid the adverse impact other than the denial of the housing development or conditional approval of the housing development at a lower density.

(b) If the housing development includes 20 percent of units affordable to very low or low-income households, 100 percent of units affordable or moderate or middle income households, or an emergency shelter, the Planning ~~Director~~ Commission shall approve the housing development unless the Planning ~~Director~~ Commission makes written findings supported by a preponderance of the evidence in the record, as to at least one of the findings in Government Code §65589.5(d).

(2) **Decision Timeframes.** The Planning ~~Director~~ Commission shall approve or deny the housing development within the following applicable period:

(a) 90 days from Environmental Impact Report certification;

(b) 60 days from Environmental Impact Report certification for an affordable housing development consistent with Government Code §65950(a)(3);

(c) 60 days from adoption of a Negative Declaration; or

(d) 60 days from determination of CEQA exemption.

H. **Post-Decision Procedures.** Post-decision procedures for the required permit (full application) shall be followed provided those procedures do not conflict with applicable Government Code sections for housing developments (i.e., HAA, Government Code §65589.5).

Figure 10-20.11.020.1: Process for Developments Eligible for SB 35 Streamlining with 150 units or Fewer (Government Code §65913.4)

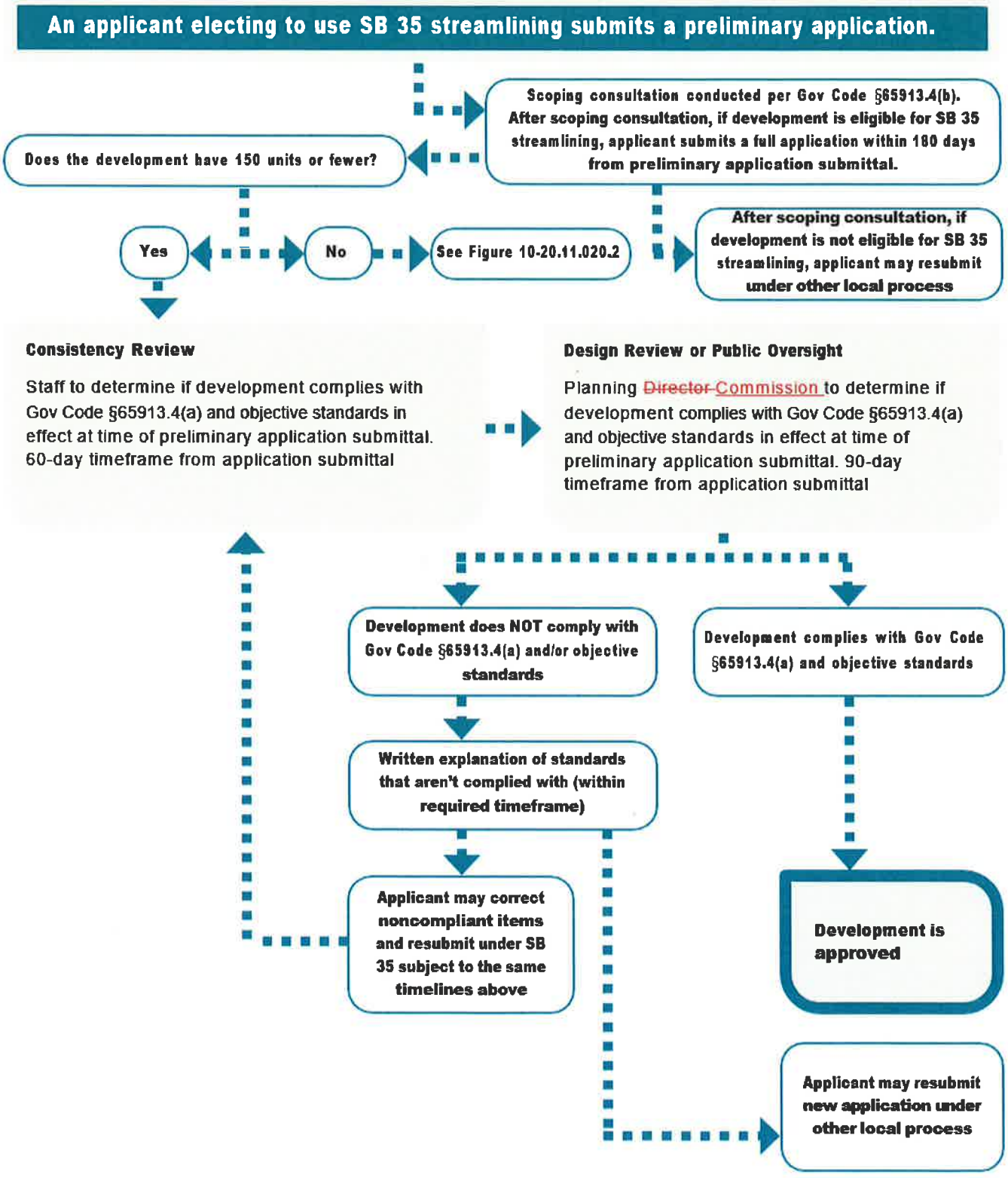


Figure 10-20.11.020.2: Process for Developments Eligible for SB 35 Streamlining with 151 units or More (Government Code §65913.4)

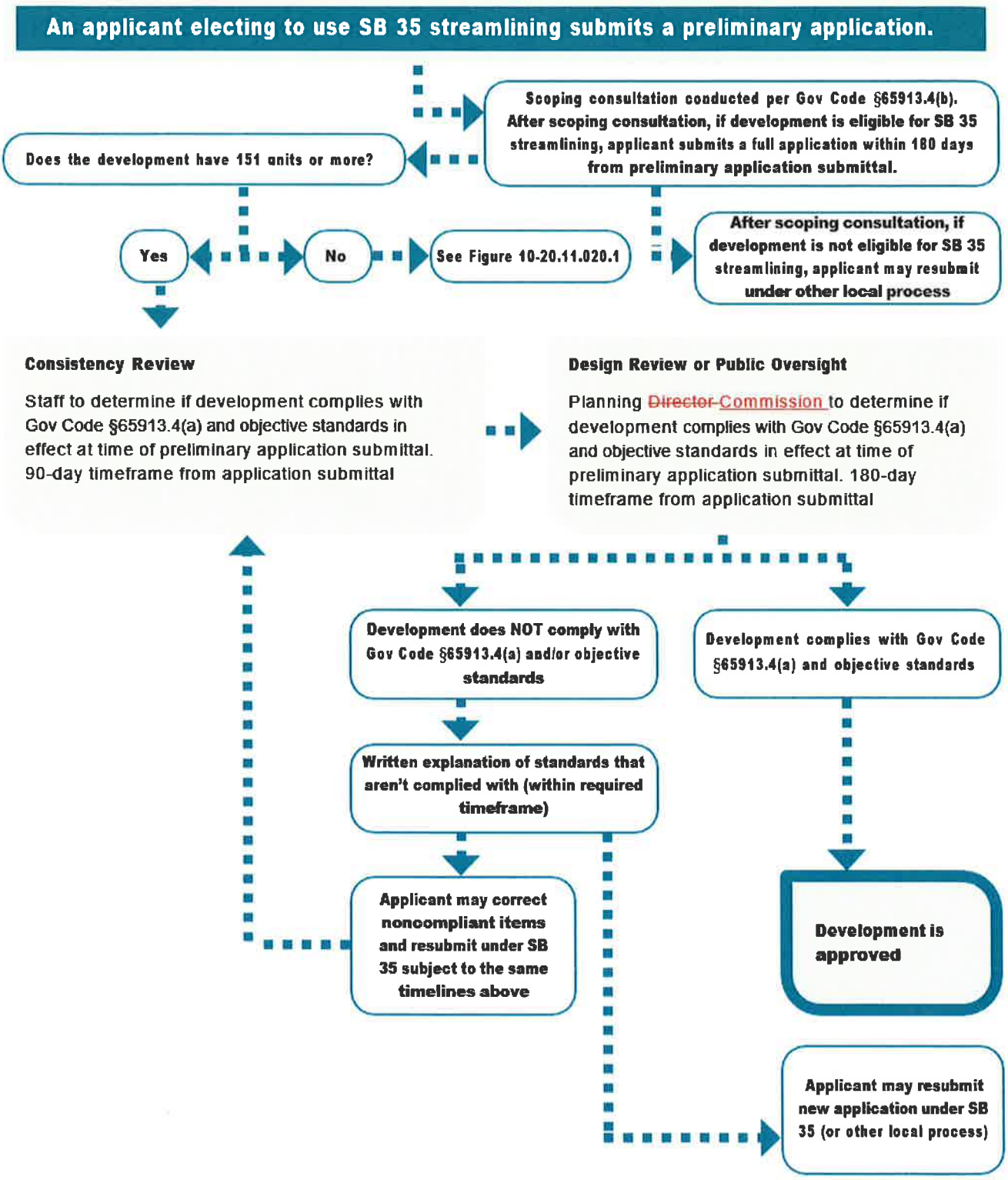


Figure 10-20.11.020.3: Process for Developments Eligible for AB 2011 Streamlining with 150 units or Fewer (Government Code §65912 Commencing with Section 65912.100)

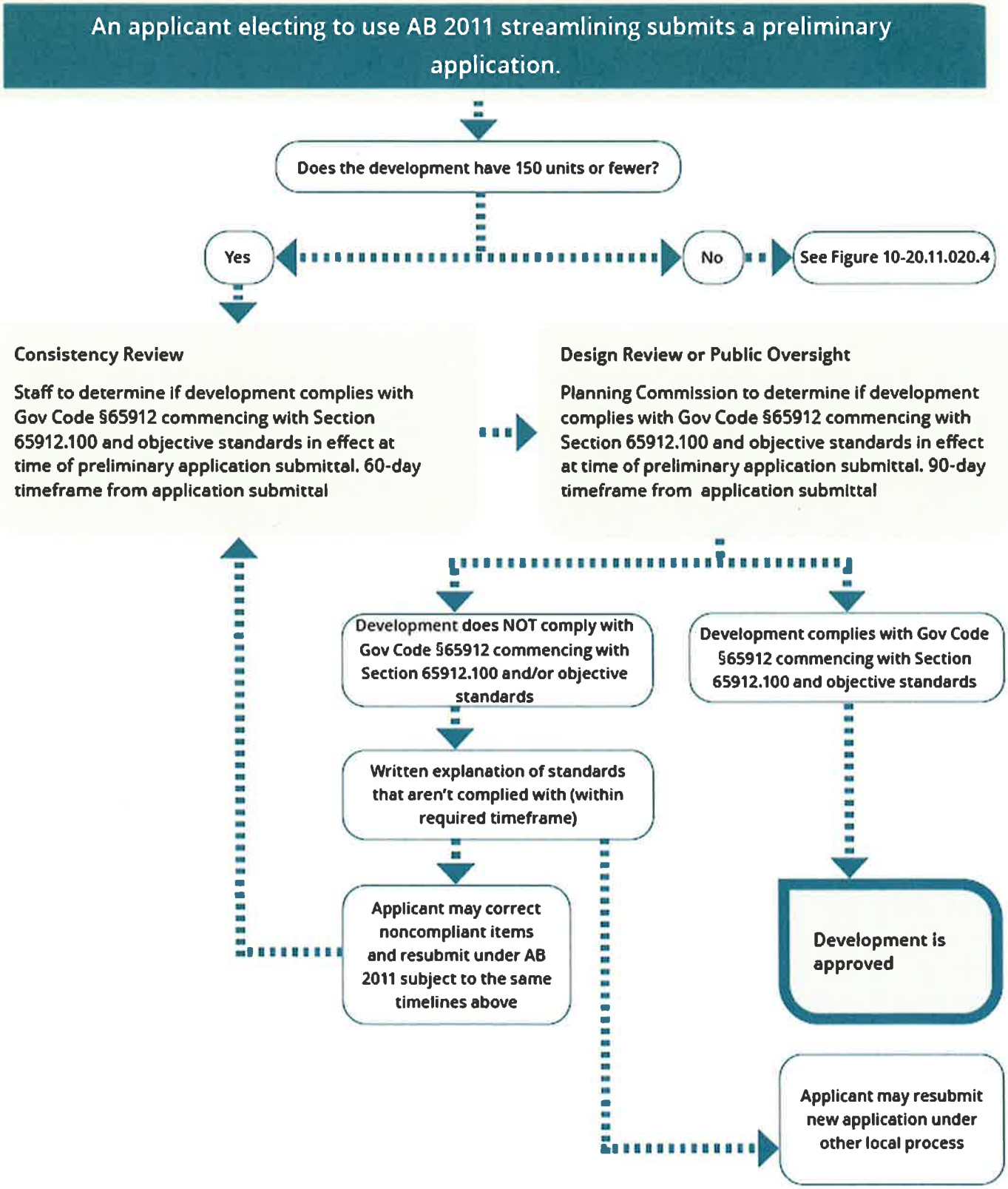


Figure 10-20.11.020.4: Process for Developments Eligible for AB 2011 Streamlining with 151 units or More (Government Code §65912 Commencing with Section 65912.100)

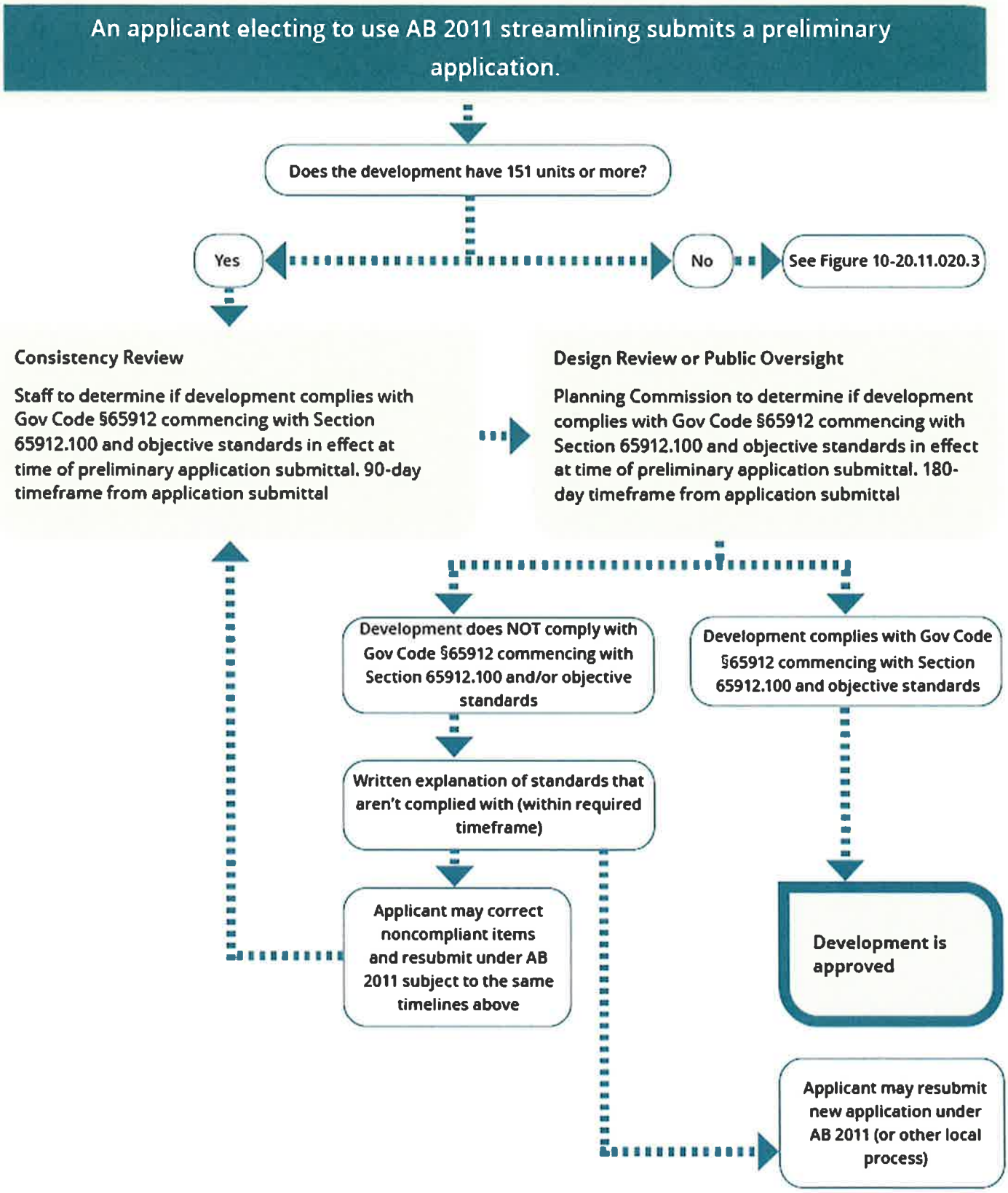
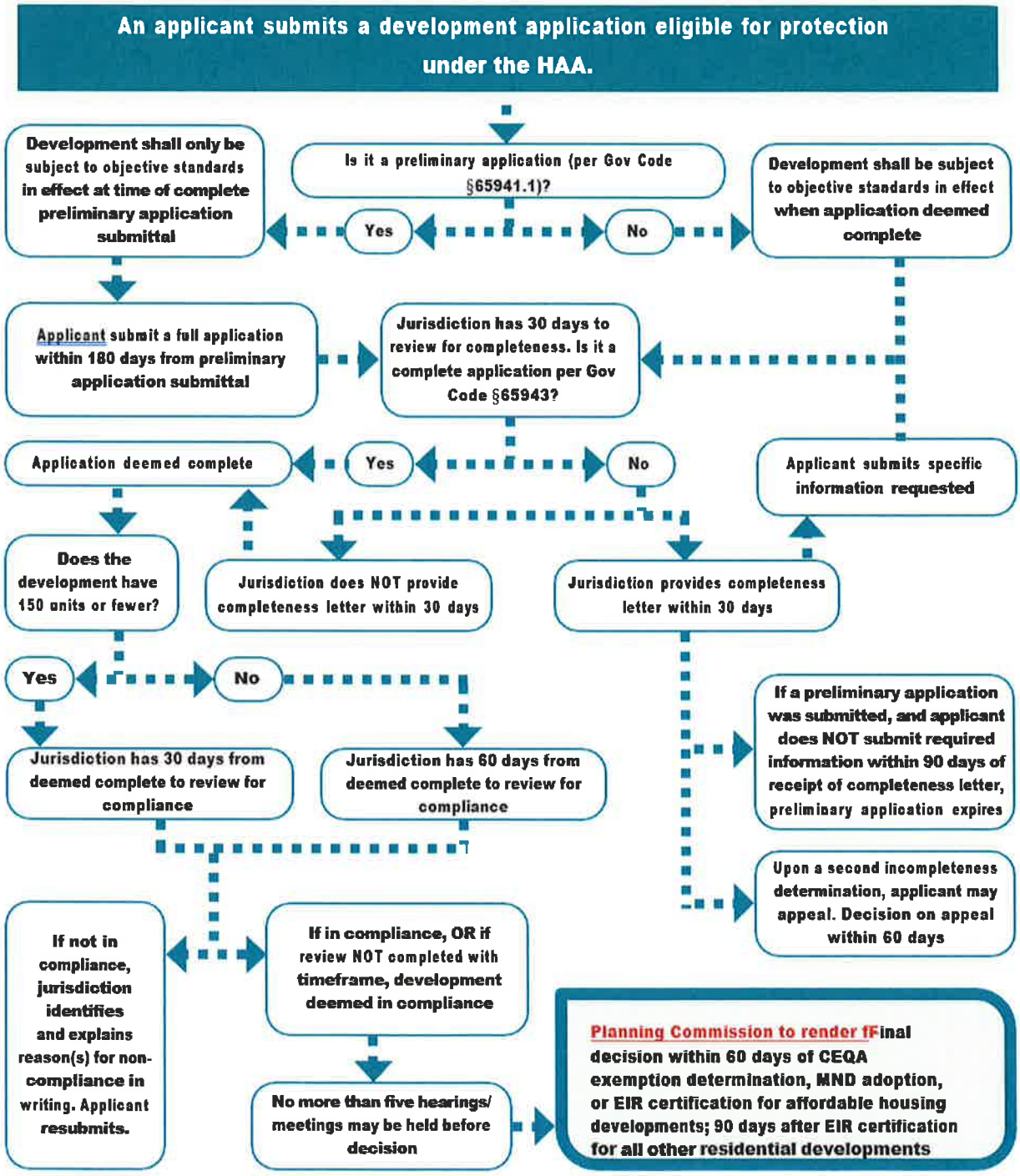


Figure 10-20.11.020.3: Process for Developments Eligible for Housing Accountability Act (HAA) Protection (Government Code §65589.5)



10-20.11.030 Adjustments to Standards

1. **Purpose.** This Section is intended to allow for minor deviations from certain standards in this Title for specific situations that make compliance not possible because of the prescriptive nature of the standards.

2. **Applicability.** This Section applies to developments subject to Section 10-20.11.020 (Procedures). The Planning ~~Director~~ Commission may grant an Adjustment for only the standards identified as follows:

   A. Development sites less than 6% slope. See Table A (Adjustments to Standards for Development Sites Less Than 6% Slope).

   B. Development sites over 6% slope. See Table B (Adjustments to Standards for Development Sites Over 6% Slope).

3. **Procedures.** Adjustment requests shall be reviewed and processed as follows:

   A. The Adjustment shall be processed concurrently with the development involving the request(s) for adjustment(s). The adjustment request(s) shall be processed in compliance with the applicable procedures in Section 10-20.11.020 (Procedures); or

   B. If the development for which an Adjustment is requested is beyond what is authorized in Table A (Adjustments to Standards for Development Sites Less Than 6% Slope) and/or Table B (Adjustments to Standards for Development Sites Over 6% Slope), the adjustment will be processed only up to the amount authorized in these Tables.

   C. Adjustment requests that involve any of the following features (i.e., historic building/feature, tree, rock outcrop, and/or utility ~~infastructure~~infrastructure) shall be accompanied by existing documentation identifying the feature(s).

   D. Depending on the unique characteristics and dimensions of an individual parcel, it is possible that the full ~~develoment~~development potential of the zone may not be ~~achieveable~~achievable even after applying the allowed adjustments ~~o~~in the Section.

Article 12 Amendments

4. **Measuring Bays**

A. **Applicability.** All buildings, with or without wings must have defined bays, as specified in Subsection 10-20.06.150.1 (Bay Composition).

B. **Bay Measurement.**

(1) Boundaries of each bay shall extend vertically from the lower boundary of the main body or wing to the upper boundary of the same division and shall not intersect any opening.

(2) Boundary is considered to lie at the midpoint between successive openings unless marked by an expression of vertical structure on the façade. Bay width shall be measured horizontally from one boundary to the next.

C. **Building Types and Bays**. Bays shall be placed according to the following methodology. An example of the methodology is shown in Figure 15 (Example of Massing Type and Bays).

(1) Select main body massing type from Subsection 3 (Building Size and Massing) of the selected building type (e.g., Sloped Roof L). See Figure 10-20.12.030.15A (Select Main Body Massing Composition).

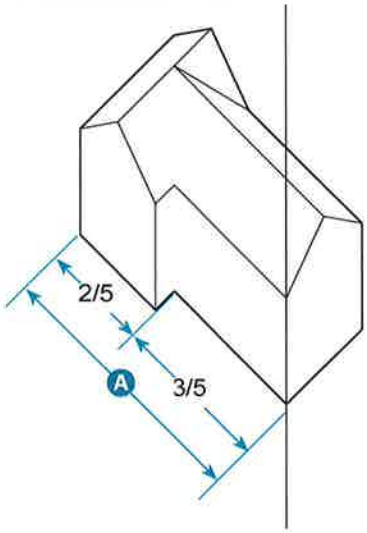
(2) Within each volume/facade of the main body massing, identify and apply a number of bays within the allowed range. See Figure 10-20.12.030.15B (Identify the Required Number or Range of Bays).

(3) See Figure 10-20.12.030.15C (Examples of Bay ~~Compostions~~Compositions in Compliance with Required Massing Proportions) for examples that are consistent with the intent of this standard.

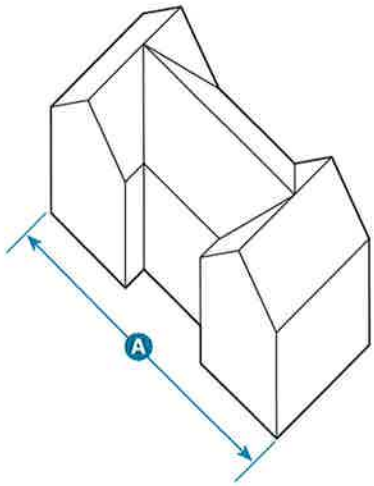
Figure 10-20.12.030.15: Example of Massing Type and Bays

A. Select Main Body Massing Composition

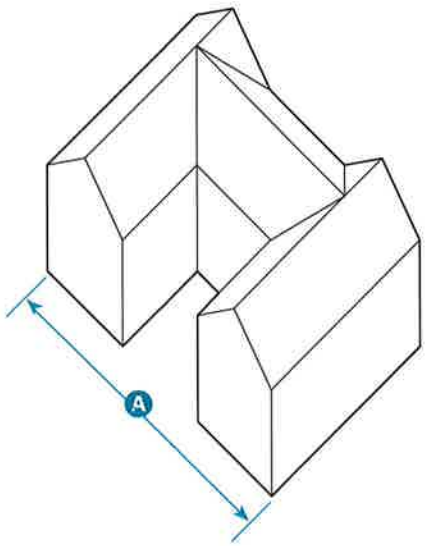
Sloped Roof L



Sloped Roof Forecourt

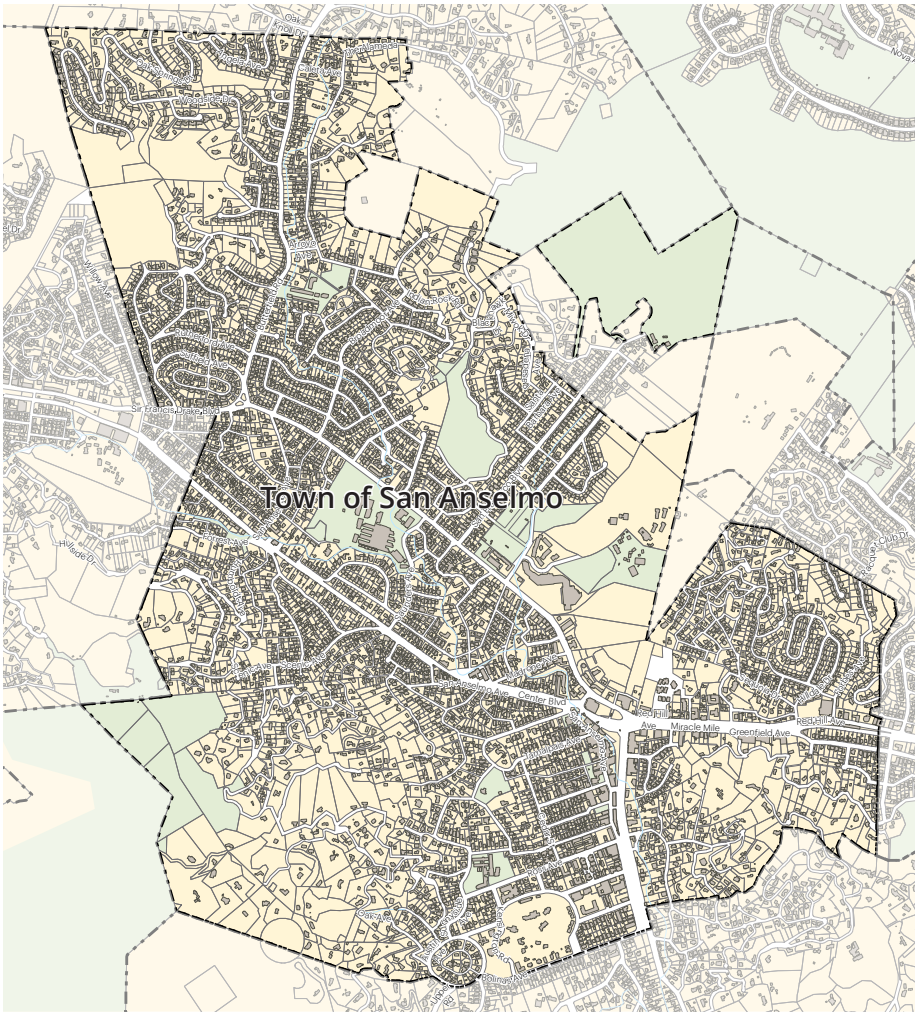


Sloped Front Courtyard



Key

A Required Massing Proportions and Number of Bays









Title 10, Chapter 20: Objective Design and Development Standards

Prepared for Town of San Anselmo

Amended July 2024

OPTICOS

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Quick Code Guide for Developments Less Than Three Acres

The following graphic is intended as a summary guide. Please refer to San Anselmo's written permit procedures and application standards for all necessary information.

1 Determine your Maximum Zoning Envelope[1]

Identify your zone, see Article 3 (Zones)	a. Select your building type(s)	Subsection 3 of the zone
	b. Comply with building placement standards	Subsection 5 of the zone
	c. Comply with building form and height standards	Subsection 4 of the zone
	d. Select from allowed uses	See Title 10, Chapter 3, Article 3 (Land Use Regulations) for the underlying zone's allowed uses
	e. Comply with parking standards	Subsection 7 of the zone
	f. Select your private frontage type	Subsection 8 of the zone
Identify your building type standards, see Article 6 (Specific to Building Types)	a. Select your detailed massing type	Subsections 3 of the building type
	b. Comply with the standards	Subsections 1, 2, 4-7 of the building type

[1] Developments that propose multiple development sites shall apply this process for each development site.

2 Connect Ground Floor to Adjacent Streetscape

Apply your private frontage type(s), see Article 7 (Specific to Private Frontage Types)	Based on your selected private frontage type(s), comply with the standards	Subsections 1-4 of the private frontage type

3 Design your Building

Identify your architectural standards, see Article 8 (Specific to Architectural Design)	Based on your selected detailed massing type, select your architectural style	Subsections 1-16 of the architectural style

Quick Code Guide for Developments Less Than Three Acres (Continued)

4 Proceed to Approval Process

If adjustments are proposed, see Section 10-20.11.030 (Adjustments to Standards)	Meet the required findings to be eligible for the adjustment to the standard(s)	Section 10-20.11.030 (Adjustments to Standards)
Identify your approval procedure, see Article 11 (Administration)	Comply with the procedure standards	Section 10-20.11.020 (Procedures)

Quick Code Guide for Developments Over Three Acres

The following graphic is intended as a summary guide. Please refer to San Anselmo's written permit procedures and application standards for all necessary information.

1 Design your Walkable Neighborhood Plan (WNP)

Identify your WNP design process, see Subsection 10-20.10.020.1	Comply with the standards	Section 10-20.10.020 (General to Walkable Community Design)
Prepare WNP	Comply with the standards	Section 10-20.10.030 (Walkable Neighborhood Plan)

2 Determine your Maximum Zoning Envelope[1]

Identify your zone(s), see Article 3 (Zones)	For each WNP: a. Select your building type(s)	Subsection 3 of the zone
	b. Comply with building placement standards	Subsection 5 of the zone
	c. Comply with building form and height standards	Subsection 4 of the zone
	d. Select from allowed uses	See Title 10, Chapter 3, Article 3 (Land Use Regulations) for the underlying zone's allowed uses
	e. Comply with parking standards	Subsection 7 of the zone
	f. Select your private frontage type for each building type	Subsection 8 of the zone
Identify your building type standards, see Article 6 (Specific to Building Types)	a. Select your detailed massing type for each building type	Subsections 3 of the building type
	b. Comply with the standards	Subsections 1, 2, 4-7 of the building type

[1] This process shall be applied to each development site.

Quick Code Guide for Developments Over Three Acres (Continued)

3 Connect Ground Floor of each Building Type to Adjacent Streetscape

Apply your private frontage types to each building type, see Article 7 (Specific to Private Frontage Types)	Based on your selected building types, comply with the standards	Subsections 1-4 of the private frontage type

4 Design your Buildings

Identify your architectural standards, see Article 8 (Specific to Architectural Design)	Select your architectural style standards for each building type	Subsections 1-16 of the architectural style

5 Proceed to Approval Process

If adjustments are proposed, see Section 10-20.11.030 (Adjustments to Standards)	Meet the required findings to be eligible for the adjustment to the standard(s)	Section 10-20.11.030 (Adjustments to Standards)
Identify your approval procedure, see Article 11 (Administration)	Comply with the procedure standards	Section 10-20.11.020 (Procedures)

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Article 1: Introduction

Sections:

10-20.01.010 Purpose
10-20.01.020 What is a Form-Based Code?
10-20.01.030 Guiding Principles
10-20.01.040 Applicability
10-20.01.050 Relationship to San Anselmo General Plan
10-20.01.060 Relationship to the San Anselmo Municipal Code
10-20.01.070 Application of the Form-Based Code

10-20.01.010 Purpose

This Form-Based Code (FBC) sets forth the objective design and development standards applicable to housing developments which qualify under California State law for streamlined review and is consistent with objectives of the San Anselmo General Plan to facilitate housing production and preserve the highly valued character and scale of the Town's walkable centers, neighborhoods, and corridors.

10-20.01.020 What is a Form-Based Code?

Form-Based Coding (FBC) represents a paradigm shift in the way that the built environment is regulated. The formal short definition of a FBC is as follows:

Form-Based Codes foster predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. These codes are adopted into city or county law as regulations, not mere guidelines. Form-Based Codes are an alternative to conventional zoning.

-Form-Based Codes Institute

Unlike conventional, use-based codes, FBCs utilize the intended form and character, rather than use as the organizing framework of the code. This FBC is informed by the three physical context types found in San Anselmo: Natural, Walkable, and Auto-Oriented Suburban. FBCs implement the key characteristics that comprise the physical character of different areas (place types) documented across the community. Further, FBCs regulate a series of important elements not just to create a good individual building, but a high-quality place. The terminology in FBCs reflects the intended physical form and hierarchy of different places. For example, instead of a zone being labeled "commercial" or "mixed use," it might be called "main street." The term "main street" ties back to the intended physical form or place, which includes a mix of uses, civic spaces, streets, frontages, and building types that create walkable urbanism.

It is also important to note that while FBCs primarily regulate the intended physical form, they regulate use secondarily. FBCs allow a range of uses that are carefully chosen to maximize compatibility between uses and the intended physical form of the zone. The use-tables in a FBC are simplified and categorized by use-type, and clearly defined, to allow a greater degree of administrative decision-making related to particular uses.

10-20.01.030 Guiding Principles

The FBC is guided by the following principles in implementing the San Anselmo General Plan:

1. Across the Town, the FBC:
    A. Provides clear and effective development standards that allow for streamlined review processes and the predictable production of housing;
    B. Supports a diversity of housing choices appropriate to their location;
    C. Ensures appropriately-scaled infill development;
    D. Reinforces and enhances community design and character in support of the community's vision with: a variety of neighborhoods; main street areas as the cultural and commercial heart of the community; and neighborhoods with centers along pleasant and convenient corridors that interconnect the Town;
    E. Removes barriers to revitalization and reinvestment through clear, objective, and context-sensitive standards;
    F. Ensures that each building plays a role in creating a better whole, not just a good building; and
    G. Promotes development patterns that support safe, effective, and multi-modal transportation options for all users and help reduce greenhouse gas emissions.
2. Within the Downtown area, the FBC:
    A. Reinforces the main street as a cultural and commercial destination accommodating appropriately-scaled infill housing, mixed-use, and cultural development compatible with existing historic buildings; and
    B. Facilitates transitions from single-use areas to mixed-use employment centers that are compatible with adjacent residential neighborhoods and public access.
3. Within residential neighborhoods, the FBC:
    A. Protects the character of established neighborhoods and builds upon and reinforces the unique physical characteristics of the Town's walkable neighborhoods;
    B. Supports new walkable neighborhood patterns through new networks of well-designed multi-modal streets that are safe for pedestrians and cyclists; and
    C. Promotes neighborhoods with quality housing and diverse, context-sensitive housing choices.
4. Along major transportation corridors, the FBC:
    A. Promotes a variety of housing choices;
    B. Promotes small local businesses as an important part of the Town's economy;
    C. Promotes incremental infill and revitalization;
    D. Reinforces neighborhood main streets as centers to continue as social and commercial focal points, with services and amenities for the surrounding neighborhoods located within a safe, comfortable walking distance of homes;
    E. Balances pedestrian comfort and place-making with traffic efficiency; and
    F. Promotes and accommodates high-quality community design.

10-20.01.040 Applicability

1. In areas subject to this FBC, the standards in this FBC prevail unless stated otherwise.
2. This FBC applies to proposed development as identified in Table A (Applicability).

Table 10-20.01.040.A: Applicability

Development Type	Housing Accountability Act (HAA) Applies[1]	Senate Bill 35 (SB 35) Applies[2]	Assembly Bill 2011 (AB 2011) Applies[3]	Government Code §65583.2 (h) and (i) Applies[4]
Single-Unit House	No	No	No	No
Transitional Housing	Yes	See Multi-Family Housing		
Supportive Housing	Yes			
Emergency Shelter	Yes			
Farmworker Housing	Yes			
Multi-Family Housing	**2 or more residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 20% of the units are affordable to lower income households**
Affordable	Yes	Yes	Yes	Yes
Market Rate[3]	Yes	No[2]	No[3]	Yes
Mixed-Use Development	**2 or more residential units and at least 2/3 of square footage designated for residential units**		**5 or more residential units on commercially zoned parcel on commercial thoroughfare[3]**	**At least 50% of the very low and low-income housing needs to be accommodated and that the residential use occupies at least 50% of the total floor area of a mixed-use project**
Affordable	Yes	Yes	Yes	Yes
Market Rate	Yes	No[2]	No[3]	Yes
Other Development				
Non-Residential	No	No	No	No

[1] See Government Code §65589.5 for additional eligibility criteria and specific protections by development type.

[2] See Government Code §65913.4(a) for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[3] See Government Code §65912.100-131 for additional eligibility criteria (e.g., site standards, affordability provisions, and labor provisions).

[4] See Government Code § 65583.2(h) and (i) for additional eligibility criteria (e.g., affordability provisions).

3. This FBC also applies to additions or modifications to structures previously approved under the provisions of this Title or under the provisions of the San Anselmo Municipal Code.
4. SB 35, AB 2011, and Government Code Section 65583.2 applications shall be processed as a ministerial permit, not considered to be a "project" pursuant to Division 13 (commencing with Section 2100) of the

Public Resources Code (AKA the California Environmental Quality Act (CEQA)) and shall comply with all provisions of this FBC unless otherwise stated or permitted pursuant to California state law. For development projects which do not comply with all provisions of this FBC and are therefore ineligible for ministerial processing, the applicant may elect to submit an application for the applicable discretionary review provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance) and Article 15 (Design Review) and regulations in Article 4 (Development Standards).

5. An HHA application shall be processed as a discretionary project, subject to the CEQA Guidelines, and shall comply with the provisions of this FBC unless otherwise stated or permitted pursuant to California state law.

10-20.01.050 Relationship to San Anselmo General Plan

Maximum densities and floor area ratios established by the General Plan shall apply to all development projects subject to this Title.

10-20.01.060 Relationship to the San Anselmo Municipal Code

1. **Superseded Development Standards.** Development standards contained in the San Anselmo Municipal Code shall apply to all development projects subject to this Article except for the following sections which are replaced by provisions of this Article unless otherwise noted herein:
   A. Title 10, Article 4 (Development Standards)
   B. Section 10-3.506 (Parking Spaces: Location)
   C. Section 10-3.508 (Parking Spaces: Siting)
   D. Section 10-3.510 (Parking Spaces: Screening)
   E. Section 4-13.04 (Private Trees - Developed Parcels)
2. **Conflicts.** Where the provisions of this Article conflict with other requirements of the San Anselmo Municipal Code, the regulations of this Title shall prevail.
3. **Nonconforming Situations.** The standards of Section 10-3.607 (Nonconforming Uses and Improvements) shall apply to all nonconforming situations.

10-20.01.070 Application of the Form-Based Code

1. The following shall be selected for each development site:
   A. Only one building type per development site is allowed, except an Auxiliary Building (Section 10-20.060.040) may be included within a development site in addition to the primary building type. Parcels with enough land area to meet the zone standards for minimum development site width and depth may have multiple building types, and
   B. At least one private frontage type shall be incorporated.
2. New development on a parcel of at least three acres or at least 700 feet long or deep shall be required to comply with the provisions of Article 10 (Specific to Large Sites).

Article 2: Establishment of Zones

Sections:

10-20.02.010 Purpose
10-20.02.020 Zones Established
10-20.02.030 Sub-Zones
10-20.02.040 Zone Map

10-20.02.010 Purpose

This Article establishes the form-based zones ("zones") to implement the San Anselmo General Plan. The zones are for the purpose of generating and supporting the variety and physical character of existing and new walkable environments.

10-20.02.020 Zones Established

This Section identifies the zones, based on the intended physical form and character of the environments. These zones focus on mixed-use, walkable environments and range in function and intensity from primarily residential areas with a mix of moderate intensity neighborhoods (Neighborhood.Small and Neighborhood. Medium), to moderate-intensity corridors (Main Street.Small).

10-20.02.030 Sub-Zones

1. Sub-zones are slight variations of the base zone (e.g., Neighborhood.Small), are development-site-specific, and mapped on the Town of San Anselmo Objective Design and Development Standards Zone Map. The FBC includes one type of sub-zone:

   A. **Open.** The open sub-zone is applied for either or both of the following purposes:

      (1) To allow more uses than the base zone allows in specific areas but within the same form and character of the base zone (e.g., Neighborhood.Small), except that sometimes additional frontages and signage are allowed within the same form and character of the base zone; and/or

      (2) To more easily allow certain uses that are already allowed in the base zone. In this way, the open sub-zone can provide additional flexibility to development sites located at or near intersections that function or are intended to function as a neighborhood node of non-residential uses.

10-20.02.040 Zone Map

The zones established in this Section are mapped on the Town of San Anselmo Objective Design and Development Standards Zone Map. When any of these zones are applied, the Zone Map shall be updated to reflect such changes.

Article 3: Zones

Sections:

10-20.03.010 Purpose
10-20.03.020 General Requirements
10-20.03.030 Overview of Zones
10-20.03.040 Neighborhood.Small (N.S)
10-20.03.050 Neighborhood.Medium (N.M)
10-20.03.060 Main Street.Small (MS.S)
10-20.03.070 Adjacency Requirements

10-20.03.010 Purpose

This Article provides zones and standards to implement the San Anselmo General Plan to generate and support the variety of physical character of the intended development.

10-20.03.020 General Requirements

1. The FBC uses three form-based zone districts to regulate and generate the intended physical character. Each zone district ("zone") regulates the following eight topics:
    A. Intent: the intended physical character and range of uses;
    B. Sub-zones: whether or not a sub-zone applies, allowing a broader list of building types and/or frontage types in specific geographic areas;
    C. Building type and development site size: the menu of allowed building types and the associated minimum site dimensions.
    D. Building form: the maximum overall building height, minimum ground floor height, and maximum building footprint (coverage);
    E. Building placement: the minimum to maximum building setbacks and requirements for façade design;
    F. Encroachments: allowed encroachments into required setbacks;
    G. Parking: the required location and design requirements for parking and vehicle access; and
    H. Frontages: the menu of allowed frontage types required at building entries along thoroughfares and public/common open spaces.

2. Parcels that vary in width or depth shall be measured using the average width and/or depth to apply the standards of this Article.
3. Development standards in this Article apply to primary buildings.
4. For parcels located in the 100 year floodplain, except within the Historic Core as identified on the Town of San Anselmo Objective Design and Development Standards Zone Map, overall maximum height is the sum of the Base Flood Elevation plus 12 inches plus the maximum overall height allowed by the zone.
5. Individual building types have specific standards in Article 6 (Specific to Building Types) in addition to the zone standards to further calibrate each type for its context.
6. Facade Zone
    A. Each building type is required to be placed on the parcel in compliance with the requirements for facade zone defined by primary building/frontage in Subsection 5 of the zone.
    B. Facades are allowed to be in any configuration if in compliance with the facade zone requirements and the selected architectural style.
    C. In the Cottage Court and Pocket Neighborhood building types, only the front most building(s) are subject to the facade zone requirements except for the minimum length (percentage) in Subsection 5 of the zone.
    D. In the Neighborhood Courtyard type, the front most portions of the building are subject to the facade zone requirements except for the minimum length (percentage) in Subsection 5 of the zone.
7. Encroachments at grade not allowed within a street ROW, alley ROW, or across a development site line.
8. On-Site Parking
    A. Bicycles may be parked anywhere on development site, in compliance with pedestrian and vehicular access standards.
    B. Driveways may be shared between adjacent development sites but shall not exceed maximum allowed width.
    C. Front access not allowed on corner development sites, except where side street access cannot be provided.
    D. Parking spaces may be grouped with those on adjacent development sites [See Figure 2(Example of Applying Development Sites on a Pedestrian Circulation Network)] and may be detached from development sites within the same block, in compliance with parking setbacks and access standards.
    E. Where structured parking is provided, buildings are allowed to abut the parking structure and are exempt from minimum development site depth and rear building setbacks.
    F. Subterranean Parking. Subterranean and semi-subterranean garages are subject to the following, in compliance with the requirement for habitable ground floor nonresidential space in Subsection 4 of the zone:
        (1) Subterranean garages are exempt from the required parking and building setbacks in compliance with the frontage requirements.
        (2) Semi-subterranean garages may project above the adjacent finished grade by up to 2 feet.

(3) Development sites that provide all required parking in a subterranean or semi-subterranean garage are exempt from minimum development site depth.

9. Development Site. A development site is a parcel or portion of land within a parcel that is delineated from other development sites and/or parcels to accommodate one primary building or building type. A parcel can include multiple development sites, in compliance with Subsection 3 of the zone. Development sites are treated like parcels for the purpose of applying development standards, but are not required to be legally subdivided into individual parcels.

   A. Each development site is required to front onto the adjacent street or internal pedestrian circulation network, whichever is closer. Where Public Frontage Standards apply, development sites shall not include the area of the Public Frontage Assembly.

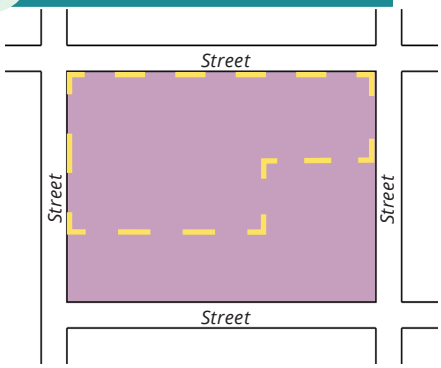
   B. Table A (Applicability of Development Site Requirements) identifies the requirements for projects which include a portion of a parcel, an entire parcel, or multiple parcels.

Table 10-20.03.020.A Applicability of Development Site Requirements

Project Criteria	Requirement
Project area is at least three net developable acres; or	Walkable Neighborhood Plan in compliance with Section 10-20.10.030 (Walkable Neighborhood Plan)
The linear dimension of the project area along or perpendicularly to an existing thoroughfare is at least 700 feet; or	
Project area is through lot of at least three acres; or	
Project area includes development site(s) which do(es) not front onto an existing public street, within a parcel of at least three net developable acres.	
Project area includes development site(s) which front(s) onto an existing public street, within a parcel of less than three net developable acres.	Compliance with the standards in Figure 1 (Example of Applying Development Sites on Existing Right of Way Network)
Project area includes development site(s) which do(es) not front onto an existing public street, within a parcel of less than three acres.	Compliance with the standards in Figure 2 (Example of Applying Development Sites on a Pedestrian Circulation Network)

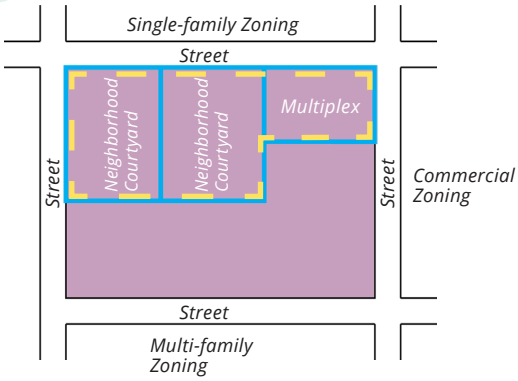
Figure 10-20.030.020.1 Example of Applying Development Sites on Existing Right of Way Network

1 Identify Zone(s)



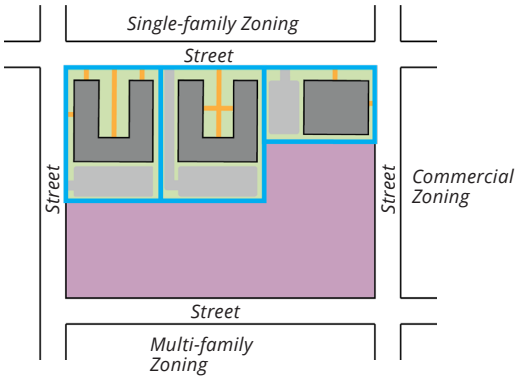
- See Form-Based Zone Map.
- See Article 3 (Zones) for development site requirements.

2 Apply Development Sites



- Select only 1 building type for each development site from the allowed building types for the zone. Apply the dimensional standards for the development sites of each allowed building type. (See Subsection 3 of each zone in Article 3).
- Development sites are allowed to occupy some or all of a parcel in compliance with the standards.

3 Place Buildings

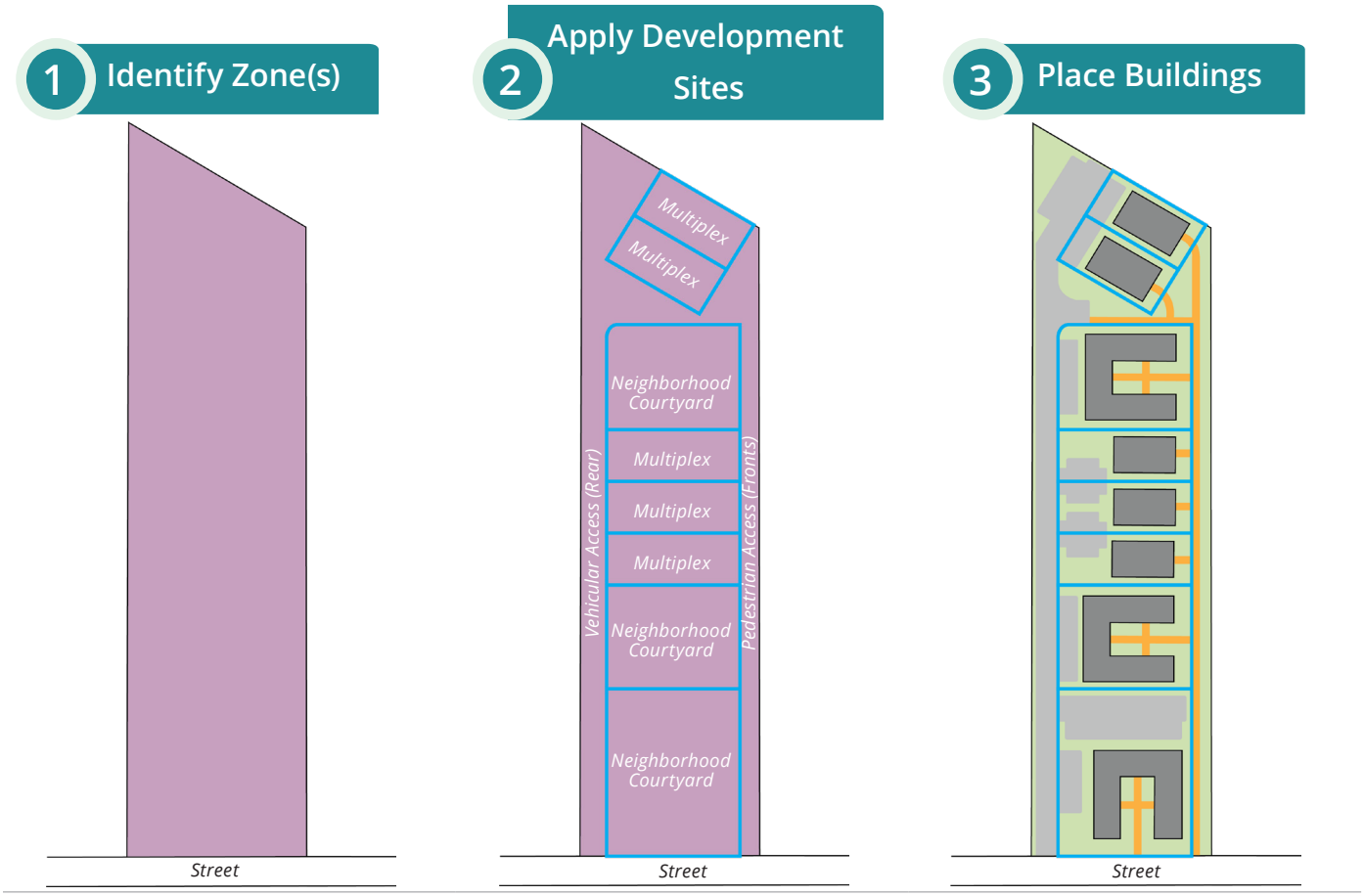


- Place each primary building on its development site in compliance with the required setbacks and other standards of the zone (see Article 3).
- Each building is required to front onto the adjacent street or civic space.
- Select and apply frontage types to each building/unit entry (see Subsection 8 of the zone).

Key

- Project Area
- Development Site Line
- Primary Building
- Example Zone
- Vehicle Access & Parking
- Pedestrian Circulation
- Landscaping

Figure 10-20.030.020.2 Example of Applying Development Sites on a Pedestrian Circulation Network



- See Form-Based Zone Map.
- See Article 3 (Zones) for development site requirements.

- Select only 1 building type per development site from the allowed building types for the zone. Apply the dimensional standards for the development sites of each allowed building type. (See Subsection 3 of each zone in Article 3).
- Projects of at least three acres must include 2 or more building types.
- Development sites are allowed to occupy some or all of a parcel in compliance with the standards.

- Place each primary building on its development site in compliance with the required setbacks and other standards of the zone (see Article 3).
- Each development site is required to front onto the adjacent street or pedestrian circulation network, whichever is closer. The pedestrian circulation network is contiguous and separate from vehicular circulation.
- Vehicular and pedestrian circulation is allowed to be grouped and independent of development sites.
- It is not required that parking for a building occur on the same development site.
- Select and apply frontage types to each building/unit entry (see Subsection 8 of the zone).

Key

Project Area
Development Site Line
Primary Building
Example Zone
Vehicle Access & Parking
Pedestrian Circulation
Landscaping

10-20.03.030 Overview of Zones

Table A (Zones Overview) provides an overview of each zone and its intent.

Table 10-20.03.030.A: Zones Overview

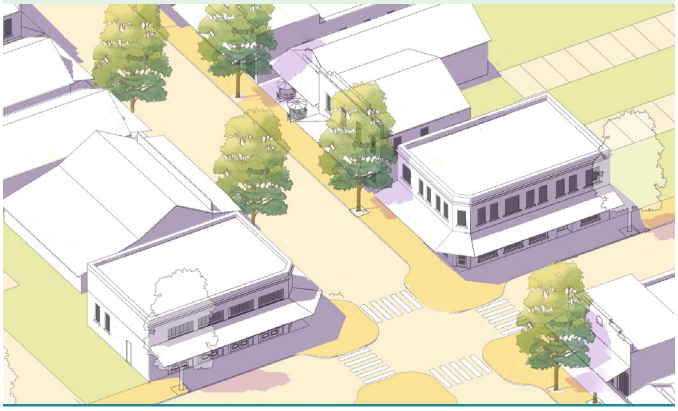
Less Urban

Neighborhood.Small 10-20.03.040	Neighborhood.Medium 10-20.03.050
	
Zone Abbreviation	**Zone Abbreviation**
N.S	N.M
Sub-Zone(s)	**Sub-Zone(s)**
N.S-Open. The open sub-zone allows non-residential uses within the same building form and character of the base zone.	None
Intent	**Intent**
A walkable neighborhood environment of small-to-medium footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.	A walkable neighborhood environment with medium-to-large footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.
Desired Form	**Desired Form**
House-Scale Buildings	Mix of House-Scale and Block-Scale Buildings
Primarily Detached Buildings	Primarily Detached Buildings
Small-to-Medium Building Footprint	Medium-to-Large Building Footprint
Small-to-Medium Front Setbacks	Small Front Setbacks
Small-to-Medium Side Setbacks	Small Side Setbacks
Up to 2.5 Stories	Up to 3 Stories
House, Duplex Side-by-Side, Duplex Stacked, Cottage Court, Fourplex, Neighborhood Townhouse, Neighborhood Courtyard, Pocket Neighborhood, and Multiplex	Duplex Side-by-Side, Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Porch Projecting, Porch Engaged, and Dooryard Frontage Types; Shopfront in Open Sub-Zone	Porch Projecting, Porch Engaged, Dooryard, Shopfront and Terrace Frontage Types

Table 10-20.03.030.A: Zones Overview (Continued)

More Urban

Main Street.Small 10-20.03.060



Zone Abbreviation
MS.S
Sub-Zone(s)
None

Intent
A walkable, district of small-to-medium footprint, moderate intensity, mixed-use buildings and housing choices, supporting neighborhood-serving ground floor retail, food and services.

Desired Form
Mix of House-Scale and Block-Scale Buildings
Primarily Attached Buildings
Small-to-Medium Building Footprint
None-to-Small Front Setbacks
None-to-Small Side Setbacks
Up to 3 Stories (Up to 2 Stories in Historic Core)
Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Porch Projecting, Porch Engaged, Dooryard, Forecourt, Maker Shopfront, Shopfront, Terrace, and Gallery Frontage Types.

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10-20.03.040 Neighborhood.Small (N.S)



General note: the illustrations above are intended to provide a brief overview of the zone and are descriptive in nature.

1. Intent

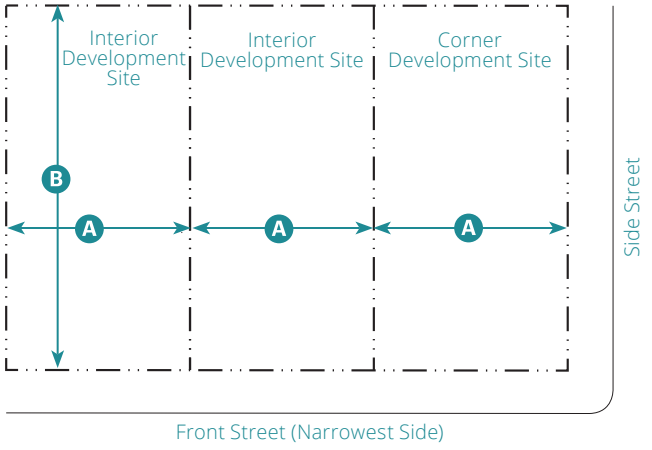
A walkable neighborhood environment of small-to-medium footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.

The following are generally appropriate form elements in the zone.

House-Scale Buildings	House, Duplex Side-by-Side, Duplex Stacked, Cottage Court, Fourplex, Neighborhood Townhouse, Neighborhood Courtyard, Pocket Neighborhood, and Multiplex
Primarily Detached Buildings	
Small-to-Medium Building Footprint	
Small-to-Medium Front Setbacks	
Small-to-Medium Side Setbacks	Porch Projecting, Porch Engaged, and Dooryard Frontage Types; Shopfront in Open Sub-Zone
Up to 2.5 Stories	

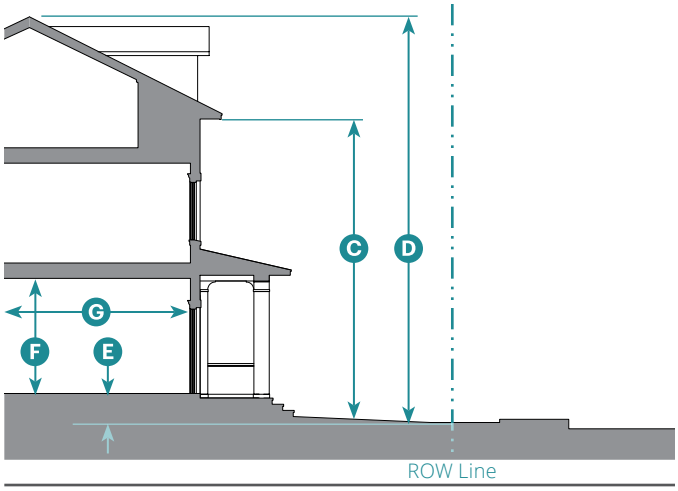
2. Sub-Zone(s)

N.S-Open. The open sub-zone allows non-residential uses within the same building form and character of the base zone.



Key

ROW/ Development Site Line



Key

ROW Line

3. Building Types and Development Site Size			
Allowed Building Types	**Development Site[1] Width (A)**	**Depth (B)**	**Standards**
House-Scale			
Ancillary Building[2]	N/A	N/A	10-20.06.040
House	50' min.	100' min.	10-20.06.050
Duplex Side-by-Side	55' min.	110' min.	10-20.06.060
Duplex Stacked	50' min.	100' min.	10-20.06.070
Cottage Court	90' min.	120' min.	10-20.06.080
Fourplex	50' min.	110' min.	10-20.06.090
Neighborhood Townhouse	18' min.[3]	100' min.	10-20.06.100
Neighborhood Courtyard	70' min.[4]	150' min.	10-20.06.110
Pocket Neighborhood	170' min.; 300' max.	260' min.; 500' max.	10-20.06.120
Multiplex	75' min.	125' min.	10-20.06.130
Block-Scale			
None			

Each development site shall have only one primary building type.

[1] Development sites of at least 3 acres or over 700' long or deep are required to include civic space and new street(s) per Article 10 (Specific to Large Sites).

[2] The Ancillary Building is not a primary building type.

[3] Represents one townhouse

[4] For an L-shaped building; 100' min. for a U-shaped building

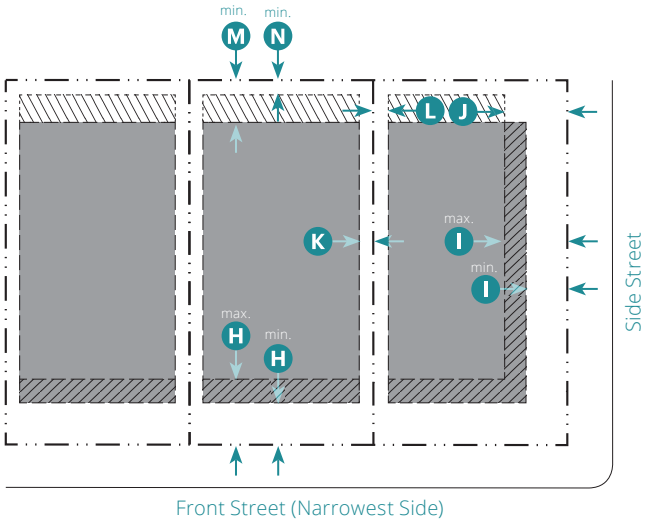
4. Building Form		
Height		
Primary Building[5]		
Stories	2.5 max.	
To Highest Eave/Parapet	24' max.	C
Overall	30' max.	D
Ground Floor Finish Level		E
Residential	6" min.[6]	
Non-Residential	6" max.	
Ground Floor Ceiling		F
Residential	9' min.	
Non-Residential	12' min.	
Accessory Structure(s)[7]	**2 max.**	
Footprint		
Max. Development Site Coverage	See standards in Article 6 (Specific to Building Types)	
Depth, Ground-Floor Space		G
Cottage Court	12' min.[8]	
All Building Types	20' min.[8]	

[5] See Article 6 (Specific to Building Types) for refinements to massing and height standards.

[6] Common entries may be set at grade in compliance with local and federal accessibility standards.

[7] Each accessory structure 120 sf max. and 8' max. height if located in required setback areas.

[8] For habitable/occupiable space only



Key

- ROW/ Dev't Site Line
- Building Setback Line
- Buildable Area
- Acc. Structures Only
- Facade Zone

5. Building Placement

Setback (Distance from ROW/ Development Site Line)[9]		
Front (Facade Zone)		H
Interior Development Site	10' min.[10]; 20' max.	
Corner Development Site	10' min.[10]; 20' max.	
Side Street (Facade Zone)		
Primary Building	10' min.; 20' max.	I
Accessory Structure(s)	20' min.	J
Side		
Primary Building	7' min.	K
Accessory Structure(s), Pools, and Hot Tubs	5' min.	L
Rear		
Primary Building	15' min.	M
Accessory Structure(s), Pools, and Hot Tubs	5' min.	N

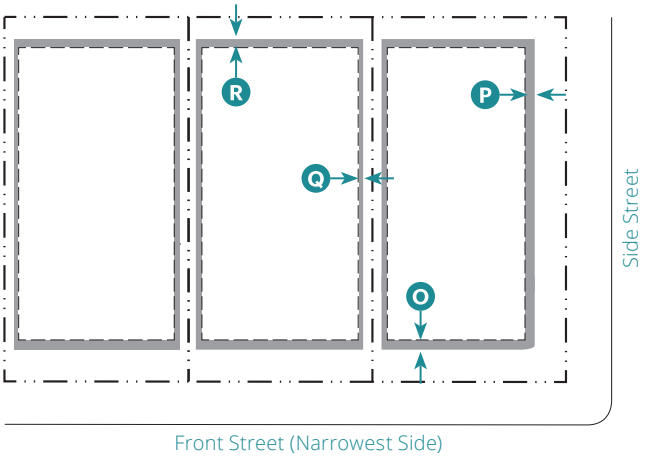
Building Facade		
Facade Zone	**Front St.**	**Side St.**
Façade Zone Defined by Primary Building/Frontage (See Subsection 10-20.12.030.2)	65% min.	55% min.

Facade Design

All building facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[9] Development sites with slopes ≥ 6% shall comply with Section 10-20.05.050 (Slope Standards).

[10] Within N.S. 15' Front Setback Overlay, min. 15' for existing parcels



Key

- ROW/ Dev't Site Line
- Setback Line
- Encroachment Area

6. Encroachments

Encroachments into Minimum Setbacks

Encroachment Type	Front O	Side St. P	Side[11] Q	Rear[11] R
Architectural Features	3' max.	3' max.	3' max.	5' max.
Private Frontages	P[12]	P[12]	X	X
Patio Covers	X	X	3' max.	5' max.
Stairs/Ramps	P[12]	P[12]	3' max.	5' max.
Decks (Max. 3' Above Grade)	X	X	5' max.	2' max.

Ramps providing ADA or FHA visitability are allowed within setbacks but shall not encroach within public ROWs.

Fences, hedges, and other screen devices are allowed within setbacks as identified in Section 10-20.05.020 (Screening).

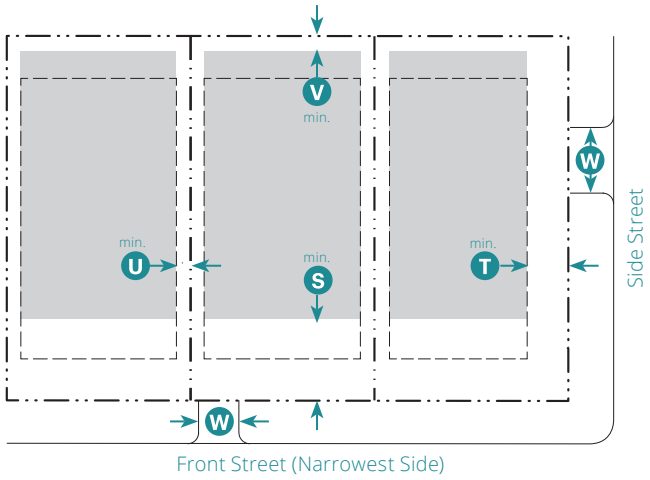
[11] No encroachment allowed for Accessory Structures.

[12] See Subsection 2 of the selected private frontage type

Encroachments into Public Right of Ways (ROW)

Upper story encroachments on front and side street require 8' min. of vertical clearance.

Key P = Allowed X = Not Allowed N/A = Not Applicable



Key

ROW/ Dev't Site Line

Building Setback Line

Parking Area

7. Parking		
Vehicular Spaces[13]		
All Uses[14]	See Section 10-3.502 (Parking Standards)	
Bicycle Spaces[15]		
Residential Uses		
Long Term	1 min. per bedroom (incl. Studios)	
Short Term	1 per 10 bedrooms; min. 2 per project	
Setback (Distance from ROW/ Development Site Line)		
Front	40' min.[16]	S
Side Street	20' min.	T
Side	5' min.	U
Rear	5' min.	V
Driveway[17]		
Curb Cut/Width	See Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges)	W

Curb cut width along alley may exceed 8'.

[13] See Subsection 10-20.05.040.4 for additional standards.

[14] See Article 4 (Use Standards) for the underlying zone's allowed uses and permit requirements.

[15] See Subsection 10-20.05.040.3 for additional standards.

[16] 10' min. allowed for parking courts of 6 or fewer spaces. See Subsection 10-20.05.040.8.C.(2).

[17] See Subsection 10-20.05.040.8.B for additional standards.

8. Frontages	
Allowed Private Frontage Type	**Standards**
Porch Projecting	10-20.07.040
Porch Engaged	10-20.07.050
Dooryard	10-20.07.060
Shopfront[18]	10-20.07.090
Allowed Public Frontage Type	**Standards**
Street	10-20.05.060.C.1

[18] Open sub-zone only

10-20.03.050 Neighborhood.Medium (N.M)



General note: the illustrations above are intended to provide a brief overview of the zone and are descriptive in nature.

1. Intent

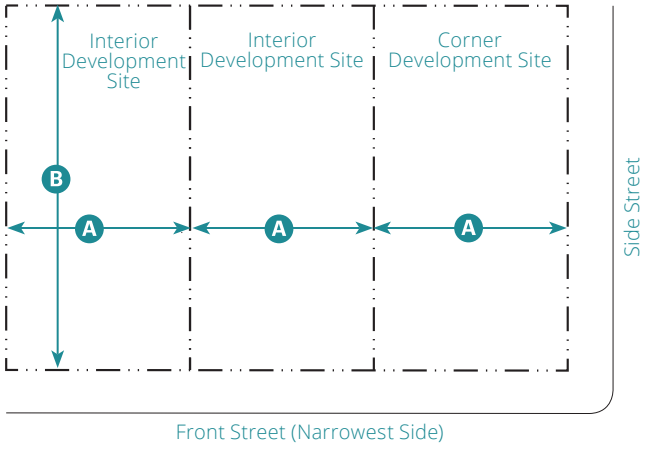
A walkable neighborhood environment with medium-to-large footprint, moderate-intensity housing choices, including mixed-use buildings with neighborhood-serving retail and services.

The following are generally appropriate form elements in the zone.

Mix of House-Scale and Block-Scale Buildings	Duplex Side-by-Side, Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Primarily Detached Buildings	
Medium-to-Large Building Footprint	
Small Front Setbacks	Porch Projecting, Porch Engaged, Dooryard, Shopfront and Terrace Frontage Types
Small Side Setbacks	
Up to 3 Stories	

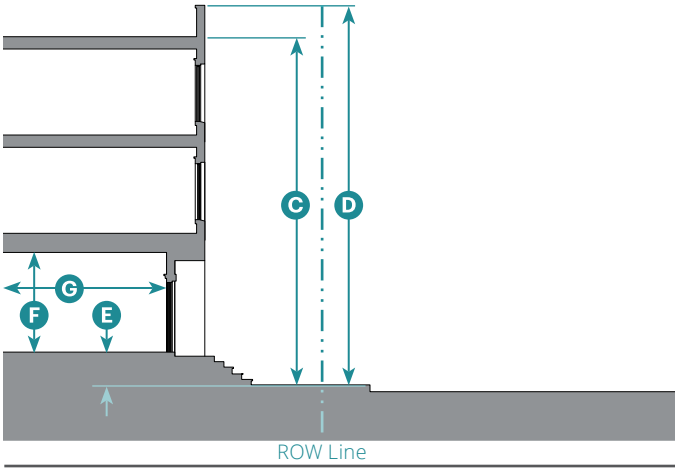
2. Sub-Zone(s)

None



Key

ROW/ Dev't Site Line



Key

ROW Line

3. Building Types and Development Site Size			
Allowed Building Types	**Development Site[1]** Width A	Depth B	**Standards**
House-Scale			
Ancillary Building[2]	N/A	N/A	10-20.06.040
Duplex Side-by-Side	55' min.	110' min.	10-20.06.060
Neighborhood Townhouse	18' min.[3]	100' min.	10-20.06.100
Neighborhood Courtyard	70' min.[4]	150' min.	10-20.06.110
Multiplex	75' min.	110' min.	10-20.06.130
Block-Scale			
Main Street Building	25' min.	100' min.	10-20.06.140

Each development site shall have only one primary building type.

[1] Development sites of at least 3 acres or over 700' long or deep are required to include civic space and new street(s) per Article 10 (Specific to Large Sites).

[2] The Ancillary Building is not a primary building type.

[3] Represents one townhouse

[4] For an L-shaped building; 100' min. for a U-shaped building

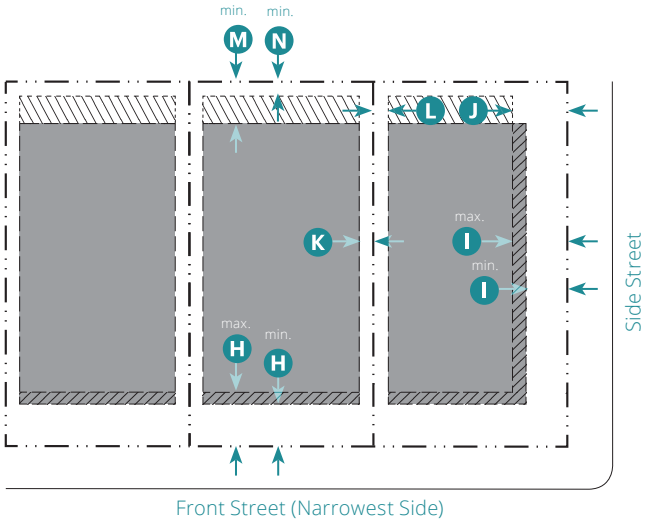
4. Building Form		
Height		
Primary Building[5]		
Stories	3 max.	
To Highest Eave/Parapet	26' max.	C
Overall	35' max.	D
Ground Floor Finish Level		E
Residential	6" min.[6]	
Non-Residential	6" max.	
Ground Floor Ceiling		F
Residential	9' min.	
Non-Residential	12' min.	
Accessory Structure(s)[7]	**1 max.**	
Footprint		
Max. Development Site Coverage	See standards in Article 6 (Specific to Building Types)	
Depth, Ground-Floor Space	20' min.[8]	G

[5] See Article 6 (Specific to Building Types) for refinements to massing and height standards.

[6] Common entries may be set at grade in compliance with local and federal accessibility standards.

[7] Each accessory structure 120 sf max. and 8' max. height if located in required setback areas.

[8] For habitable/occupiable space only



Key

- ROW/ Dev't Site Line
- Building Setback Line
- Buildable Area
- Acc. Structures Only
- Facade Zone

5. Building Placement

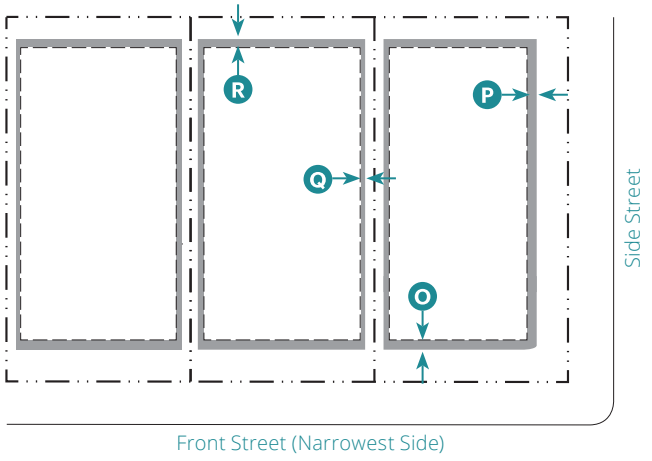
Setback (Distance from ROW/ Development Site Line)[9]		
Front (Facade Zone)		H
Interior Development Site	10' min.; 15' max.	
Corner Development Site	10' min.; 15' max.	
Side Street (Facade Zone)		
Primary Building	10' min.; 15' max.	I
Accessory Structure(s)	15' min.	J
Side		
Primary Building	5' min.	K
Accessory Structure(s)	5' min.	L
Rear		
Primary Building	15' min.	M
Accessory Structure(s)	5' min.	N

Building Facade		
Facade Zone	**Front St.**	**Side St.**
Façade Zone Defined by Primary Building/Frontage (See Subsection 10-20.12.030.2)	70% min.	60% min.

Facade Design

All building facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[9] Development sites with slopes ≥ 6% shall comply with Section 10-20.05.050 (Slope Standards).



Key

- ROW/ Dev't Site Line
- Setback Line
- Encroachment Area

6. Encroachments

Encroachments into Minimum Setbacks

Encroachment Type	Front O	Side St. P	Side[10] Q	Rear[10] R
Architectural Features	2' max.	2' max.	1' max.	5' max.
Private Frontages	P[11]	P[11]	X	X
Patio Covers	X	X	1' max.	5' max.
Stairs/Ramps	P[11]	P[11]	1' max.	5' max.
Decks (Max. 3' Above Grade)	X	X	5' max.	2' max.

Ramps providing ADA or FHA visitability are allowed within setbacks but shall not encroach within public ROWs.

Fences, hedges, and other screen devices are allowed within setbacks as identified in Section 10-20.05.020 (Screening).

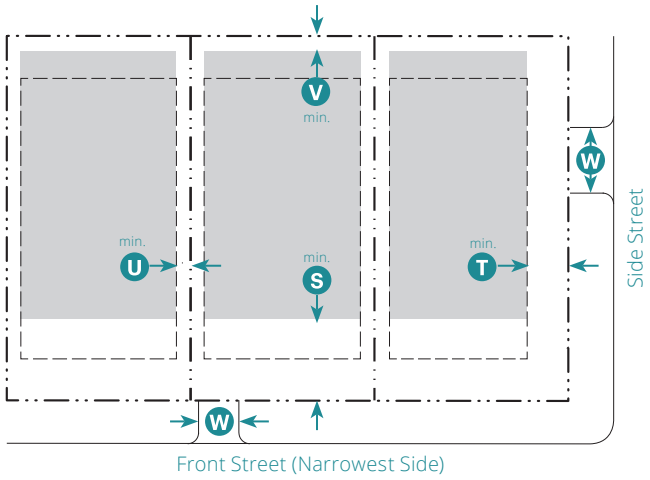
[10] No encroachment allowed for Accessory Structures

[11] See Subsection 2 of the selected private frontage type

Encroachments into Public Right of Ways (ROW)

Upper story encroachments on front and side street require 8' min. of vertical clearance.

Key P = Allowed X = Not Allowed N/A = Not Applicable



Key

ROW/ Dev't Site Line

Building Setback Line

Parking Area

7. Parking		
Vehicular Spaces[12]		
All Uses[13]	See Section 10-3.502 (Parking Standards)	
Bicycle Spaces[14]		
Residential Uses		
Long Term	1 min. per bedroom (incl. Studios)	
Short Term	1 per 10 bedrooms; min. 2 per project	
Setback (Distance from ROW/ Development Site Line)		
Front	40' min.[15]	S
Side Street	15' min.	T
Side	5' min.	U
Rear	5' min.	V
Driveway[16]		
Curb Cut/Width	See Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges)	W

Curb cut width along alley may exceed 8'.

[12] See Subsection 10-20.05.040.4 for additional standards.

[13] See Article 4 (Use Standards) for the underlying zone's allowed uses and permit requirements.

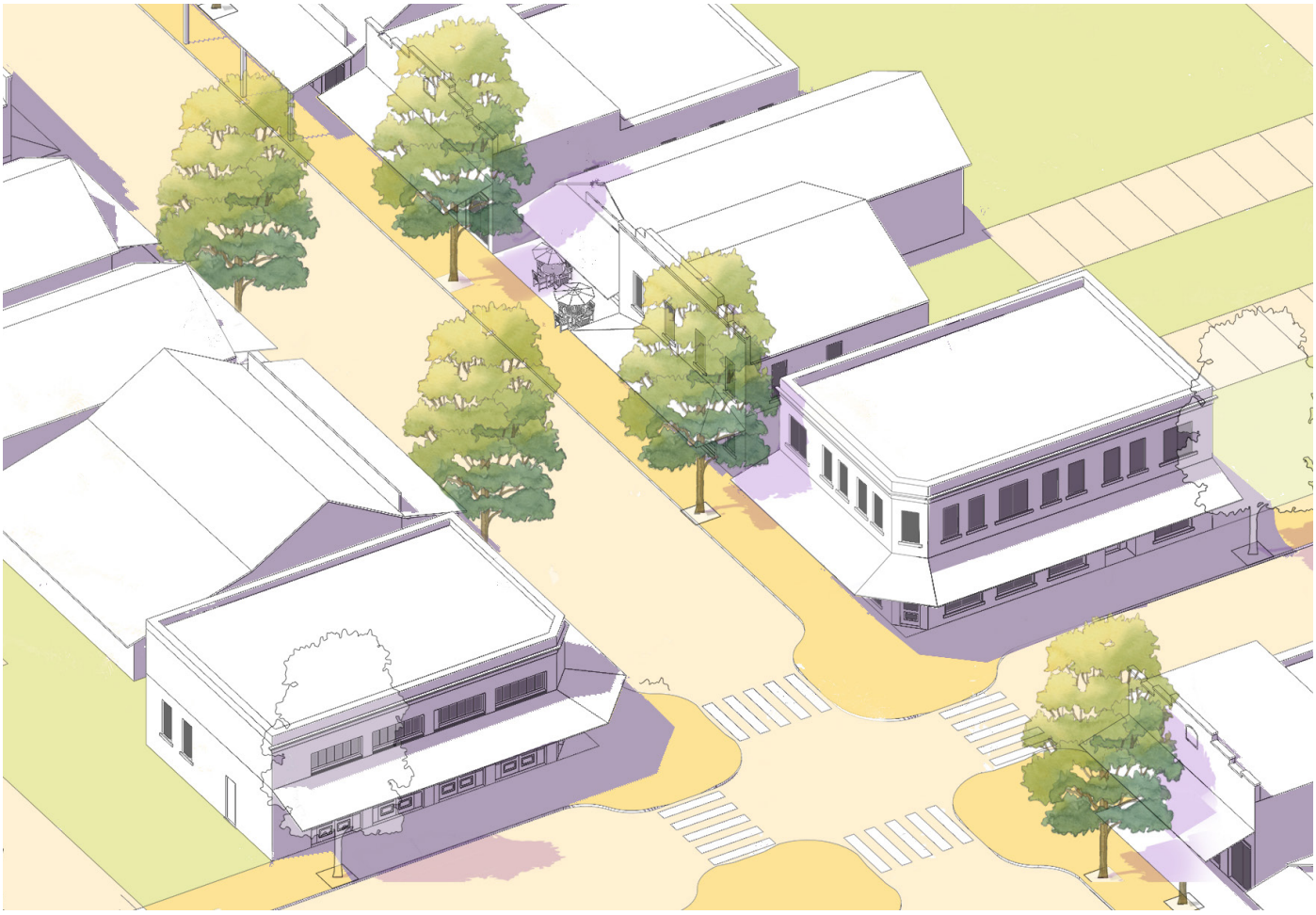
[14] See Subsection 10-20.05.040.3 for additional standards.

[15] 10' min. allowed for parking courts of 6 or fewer spaces. See Subsection 10-20.05.040.8.C.(2).

[16] See Subsection 10-20.05.040.8.B for additional standards.

8. Frontages	
Allowed Private Frontage Type	**Standards**
Porch Projecting	10-20.07.040
Porch Engaged	10-20.07.050
Dooryard	10-20.07.060
Shopfront	10-20.07.090
Terrace	10-20.07.100
Allowed Public Frontage Type	**Standards**
Street	10-20.05.060.C.1
Avenue/Boulevard	10-20.05.060.C.2

10-20.03.060 Main Street.Small (MS.S)



General note: the illustrations above are intended to provide a brief overview of the zone and are descriptive in nature.

1. Intent

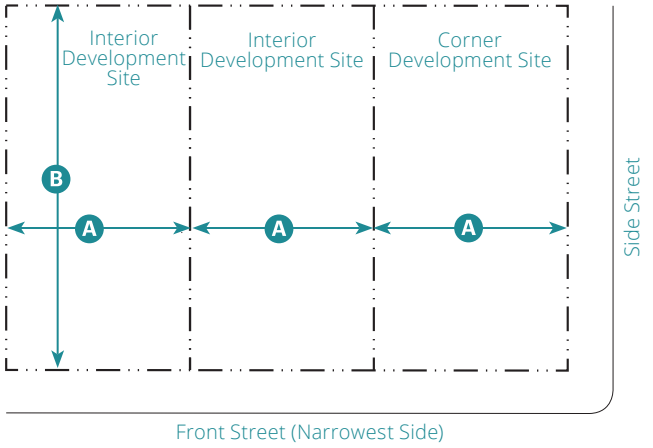
A walkable district of small-to-medium footprint, moderate intensity, mixed-use buildings and housing choices, supporting neighborhood-serving ground floor retail, food and services.

The following are generally appropriate form elements in the zone.

Mix of House-Scale and Block-Scale Buildings	Neighborhood Townhouse, Neighborhood Courtyard, Multiplex, and Main Street Building
Primarily Attached Buildings	
Small-to-Medium Building Footprint	
None-to-Small Front Setbacks	Porch Projecting, Porch Engaged, Forecourt, Shopfront, Terrace, and Gallery Frontage Types; Dooryard and Maker Shopfront Frontage Types on Side Street
None-to-Small Side Setbacks	
Up to 3 Stories (Up to 2 Stories in Historic Core)	

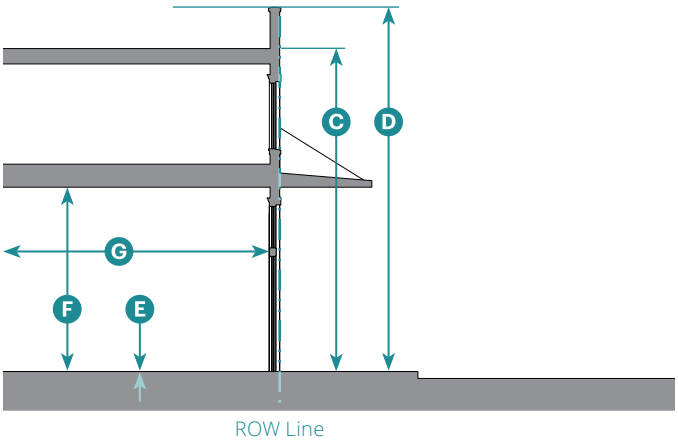
2. Sub-Zone(s)

None



Key

ROW/ Dev't Site Line



Key

ROW Line

3. Building Types and Development Site Size			
Allowed Building Types	**Development Site[1]**		**Standards**
	Width A	**Depth B**	
House-Scale			
Ancillary Building[2]	N/A	N/A	10-20.06.040
Neighborhood Townhouse	18' min.[3]	100' min.	10-20.06.100
Neighborhood Courtyard	70' min.[4]	150' min.	10-20.06.110
Multiplex	60' min.	110' min.	10-20.06.130
Block-Scale			
Main Street Building	25' min.	100' min.	10-20.06.140

Each development site shall have only one primary building type.

[1] Sites of at least 3 acres or over 700' long or deep are required to include civic space and new street(s) per Article 10 (Specific to Large Sites).

[2] The Ancillary Building is not a primary building type.

[3] Represents one townhouse

[4] For an L-shaped building; 100' min. for a U-shaped building

4. Building Form			
Height	**Historic Core**	**Not in Historic Core**	
Primary Building[5]			
Stories	2 max.	3	
To Highest Eave/Parapet		26' max.	C
Overall	30' max	35' max.	D
Ground Floor Finish Level			E
Residential	6" min.[6,7]		
Non-Residential	6" max.		
Ground Floor Ceiling	14' min.		F
Accessory Structure(s)[8]	**2 max.**		
Footprint			
Max. Development Site Coverage	See standards in Article 6 (Specific to Building Types)		
Depth, Ground-Floor Space	30' min.[9]		G

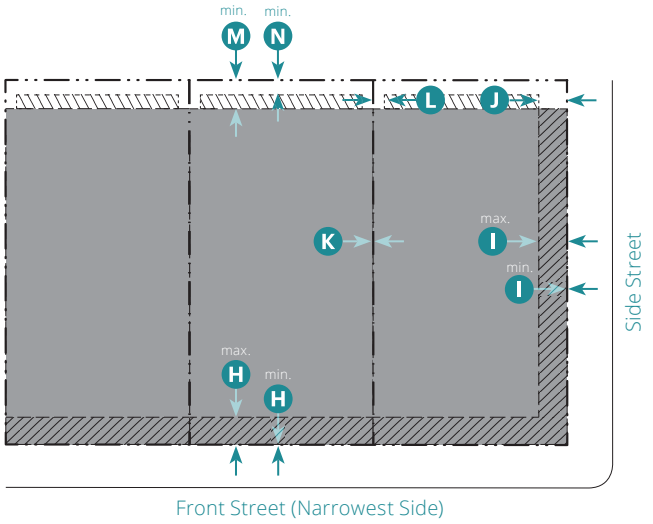
[5] See Article 6 (Specific to Building Types) for refinements to massing and height standards.

[6] Common entries may be set at grade in compliance with local and federal accessibility standards.

[7] Only on side street and at least 60' from front of development site

[8] Each accessory structure 120 sf max. and 8' max. height if located in required setback areas.

[9] For habitable/occupiable space only



Key

- ROW/ Dev't Site Line
- Building Setback Line
- Buildable Area
- Acc. Structures Only
- Facade Zone

5. Building Placement

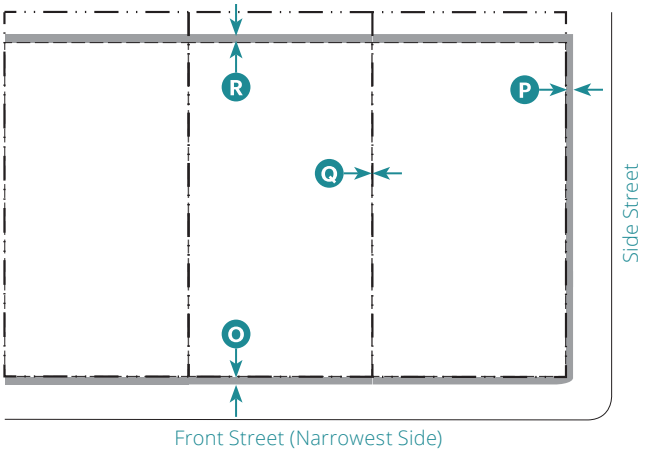
Setback (Distance from ROW/ Development Site Line)[10]		
Front (Facade Zone)		H
Interior Development Site	0' min.; 10' max.	
Corner Development Site	0' min.; 10' max.	
Side Street (Facade Zone)		
Primary Building	0' min.; 10' max.	I
Accessory Structure(s)	10' min.	J
Side		
Primary Building	0' min.	K
Adjacent to Res'l Zone	10' min.	
Accessory Structure(s), Pools, and Hot Tubs	3' min.	L
Rear		
Primary Building	15' min.	M
Adjacent to Res'l Zone	20' min.	
Accessory Structure(s), Pools, and Hot Tubs	5' min.	N

Building Facade		
Facade Zone	**Front St.**	**Side St.**
Façade Zone Defined by Primary Building/Frontage (See Subsection 10-20.12.030.2)	65% min.	55% min.

Facade Design

All building facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[10] Development sites with slopes ≥ 6% shall comply with Section 10-20.05.050 (Slope Standards).



Key

- ROW/ Dev't Site Line
- Setback Line
- Encroachment Area

6. Encroachments

Encroachments into Minimum Setbacks

Encroachment Type	Front O	Side St. P	Side[11] Q	Rear[11] R
Architectural Features	3' max.	3' max.	X	5' max.
Private Frontages[12]	X	X	X	X
Patio Covers	X	X	X	5' max.
Stairs/Ramps	X	X	X	5' max.
Decks (Max. 3' Above Grade)	X	X	3' max.	2' max.

Ramps providing ADA or FHA visitability are allowed within setbacks but shall not encroach within public ROWs.

Fences, hedges, and other screen devices are allowed within setbacks as identified in Section 10-20.05.020 (Screening).

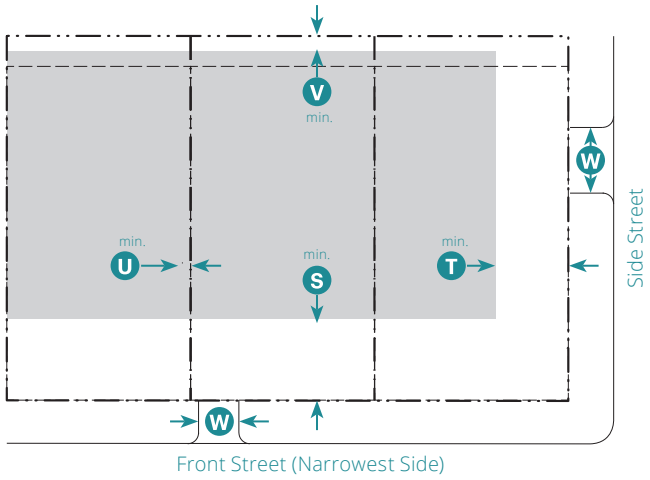
Encroachments into Public Right of Ways (ROW)

Upper story encroachments, including the Gallery (Section 10-20.07.110), on front and side street require 8' min. of vertical clearance.

[11] No encroachment allowed for Accessory Structures.

[12] The Gallery Frontage Type (Section 10-20.07.110) may encroach over the sidewalk to within 18" of the curb face.

Key P = Allowed X = Not Allowed N/A = Not Applicable



Key

ROW/ Dev't Site Line

Building Setback Line

Parking Area

7. Parking		
Vehicular Spaces[13]		
All Uses[14]	See Section 10-3.502 (Parking Standards)	
Bicycle Spaces[15]		
Residential Uses		
Long Term	1 min. per bedroom (incl. Studios)	
Short Term	1 per 10 bedrooms; min. 2 per project	
Setback (Distance from ROW/ Development Site Line)		
Front	40' min.[16]	S
Side Street	40' min.	T
Side	0' min.	U
Rear	5' min.	V
Driveway[17]		
Curb Cut/Width	See Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges)	W

Curb cut width along alley may exceed 12'.

[13] See Subsection 10-20.05.040.4 for additional standards.

[14] See Article 4 (Use Standards) for the underlying zone's allowed uses and permit requirements.

[15] See Subsection 10-20.05.040.3 for additional standards.

[16] 10' min. allowed for parking courts of 6 or fewer spaces. See Subsection 10-20.05.040.8.C.(2).

[17] See Subsection 10-20.05.040.8.B for additional standards.

8. Frontages	
Allowed Private Frontage Type	**Standards**
Porch Projecting	10-20.07.040
Porch Engaged	10-20.07.050
Dooryard[18]	10-20.07.060
Forecourt	10-20.07.070
Maker Shopfront[18]	10-20.07.080
Shopfront	10-20.07.090
Terrace	10-20.07.100
Gallery	10-20.07.110
Allowed Public Frontage Type	**Standards**
Avenue/Boulevard	10-20.05.060.C.2
Main Street	10-20.05.060.C.3

[18] Only on side street

10-20.03.070 Adjacency Requirements

A. Where a new building in a ODDS Zone is adjacent to the zone(s) or other physical feature identified in Table A, adjacency standards are required. The new building shall be designed in compliance with the requirements of this Table.

Table 10-20.03.070.A: Adjacency Requirements

Applicability	Standard
Where abutting a single-family residential district	
Height Limit	Max. 2.5 stories and 30' in height within 30' of shared side and/or within 50' of shared rear property line
Building Volumes	Max. 60' width per building volume; 20' min. separation between building volumes
Screen Landscaping	Screening trees are required along shared side and rear property lines at a quantity of one per 25 linear feet except where structures are located. Screening trees shall have a typical mature height of at least 25 feet and mature canopy width of 15 feet and shall be planted at 14-inch box size or larger and at least 8 feet in height. Existing trees to be retained that are at least 25 feet tall and 15 feet wide may substitute for required planting on a one-to-one ratio. Three closely spaced tall screening shrubs with a typical mature height of at least 20 feet and mature width of at least 5 feet may be substituted for one screening tree and shall be planted at 15-gallon size or larger and at least 8 feet in height. At least 30% of screening trees and shrubs shall be evergreen.
Landscape Buffer	A landscaped buffer of at least 5 feet in depth is required along the length of the rear property line except where structures are located
Where within 100' of a Creek	
Ground Floor	Ground floor frontage required using the frontage types allowed by the zone. Min. 15' building setback from the development site line.

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Article 4: Use Standards

Sections:

10-20.04.010 Use Standards

10-20.04.010 Use Standards

Allowed land uses are set forth in Article 10-3.03 (Land Use Regulations) as identified in Table A (Allowed Uses).

Table 10-20.04.010.A: Allowed Uses

Underlying Zone	Reference for Allowed Uses
Residential	Article 10-3.03 (Land Use Regulations)
Non-residential	Article 10-3.03 (Land Use Regulations)

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Article 5: General to Development Sites

Sections:

10-20.05.010 Purpose
10-20.05.020 Screening
10-20.05.030 Landscaping and Lighting
10-20.05.040 Parking and Loading
10-20.05.050 Slope Standards
10-20.05.060 Public Frontage Standards
10-20.05.070 Privacy Standards
10-20.05.080 Service and Utility Standards

10-20.05.010 Purpose

This Article provides standards to ensure that new development accomplishes the following:

1. Makes a positive contribution to the development pattern of the area;
2. New or altered structures are compatible with the design and use of existing structures on neighboring properties;
3. Respects the existing conditions of neighboring properties; and
4. Does not adversely affect neighboring properties, with "adversely affect" meaning to impact in a substantial, negative manner the habitability of these properties.

10-20.05.020 Screening

1. **Intent**. This Section provides standards for screening, fences, and walls for the protection of property, the enhancement of privacy, the attenuation of noise, and the improvement of the visual environment.
2. **Design Standards for Screening.** Except for wall- and ground-mounted equipment that is not visible from the public right-of-way or abutting development sites, all equipment shall comply with the following:
   A. **Screening Height Maximums.** Screening shall not exceed the maximums identified in Table A (Maximum Screening Height).
   B. **Screening Height Measurement.** Screening height shall be measured as the vertical distance between the finished grade at the base of the screen and the top edge of the screen material. No combination of wall and screen shall exceed the maximum height allowed in Table A (Maximum Screening Height).

Table 10-20.05.020.A: Maximum Screening Height					
Zone	**Item**	**Maximum Height Allowed**			
		Front	**Side St.**	**Side**	**Rear**
N.S, N.M	Fences[2]	3' max.	3' max.	8' max.	8' max.
	Free Standing Walls	3' max.	3' max.	8' max.	8' max.
	Landscaping[1]	4' max.	4' max.	No max.	No max.
MS.S	Fences	X	X	8' max.	8' max.
	Free Standing Walls	X	X	8' max.	8' max.
	Landscaping[1]	3' max.	3' max.	No max.	No max.

[1] Excludes trees

[2] 6' of solid material with 2 ' of open material (lattice, wrought iron, or grille work allowing visibility through 50% of the material) at the top

Key X = Not Allowed

3. **Courtyard Screening**

   A. Fences, walls and other screening installed to create a courtyard without a roof shall not exceed five feet in height and shall be set back a minimum of 10 feet from the front property line or back of sidewalk, whichever is the least.

   B. Landscaping installed in compliance with Section 10-20.05.030 (Landscaping and Lighting).

4. **Screening on Retaining Walls.** The total height of screens and the retaining walls they are mounted on or attached to shall not exceed six feet.

5. **Mechanical Equipment Screening**

   A. The following mechanical equipment is exempt from screening:

      (1) Free-standing or roof-mounted solar equipment; and

      (2) Vents less than two feet in height.

   B. For new installation or relocation of existing mechanical equipment, the equipment shall be screened.

      (1) **Roof-Mounted Equipment.** Building parapets or other architectural elements in the building's architectural style shall screen roof-mounted equipment.

         (a) New buildings shall be designed to provide a parapet or other architectural element that is as tall or taller than the highest point on any new mechanical equipment to be located on the roof of the building; and

         (b) For existing buildings with no parapet less than two feet in height, mechanical equipment shall be surrounded on all sides by an opaque screen wall as tall as the highest point of the equipment. The wall shall be architecturally consistent with the building and match the existing building with paint, finish, and trim cap detail.

(2) **Wall- and Ground-Mounted Equipment**

(a) Equipment is not allowed between front or side street facades and the street.

(b) All screen devices shall be as high as the highest point of the equipment being screened.

(c) Equipment and screening shall be in compliance with the setbacks of the zone.

(d) Screening shall be architecturally compatible and include matching paint, finish, and trim cap of the building.

6. **Barbed Wire and Razor Wire.** Barbed wire and razor wire screening are not allowed.

7. **Safety.** Fences, walls, and other screening and landscaping, whether provided in compliance with the provisions of this Subsection or provided in addition to those provisions, are subject to review by the Traffic Engineer in the following areas to ensure that visibility is maintained:

A. Within 10 feet of the point of intersection of:

(1) A vehicular access way or driveway and a street; and/or

(2) A vehicular access way or driveway and a sidewalk.

B. Within 20 feet of the point of intersection of two or more vehicular access ways, including driveways, alleys, or streets.

C. As used in this Subsection, "point of intersection" is measured from the face of curb or if none, from the edge of pavement.

10-20.05.030 Landscaping and Lighting

1. **Intent.** This Section prescribes landscaping and lighting standards for protection and enhancement of the environmental and visual quality of the community, enhancement of privacy, and the control of dust.

2. **Required Landscaping.** The landscaping required by this Section shall be installed as part of the development or improvement(s) requiring the landscaping. Standards for landscaping in parking areas shall be in combination with Section 10-20.05.040 (Parking and Loading).

A. Landscaping materials shall be integrated into the required setbacks, stream and wetland buffers, and design of the selected private frontage type(s).

B. Landscape materials shall be applied to the planting areas identified for public frontage type(s).

3. **Design Standards**

A. **Landscape Area.** A minimum percentage of a development site shall be landscaped in compliance with Table A:

Table 10-20.05.030.A: Landscape Area

Zone	Minimum percent of development site area composed of landscaped area	Minimum percent of facade zone composed of landscaped area
Neighborhood.Small	25%	70%
Neighborhood. Medium	10%	50%
Main Street.Small	10%	Not required

B. **Allowed Landscaping Materials**

(1) Required landscaped areas shall be composed of trees, shrubs and groundcover, and shall exclude areas occupied by structures, hardscape, and pools, in compliance with the following minimum standards:

(a) Trees shall be planted at 15-gallon size or larger;

(b) Shrubs shall be planted at one-gallon size or larger;

(c) Ground cover shall be planted at spacing of a minimum 12 inches on center;

(d) Decorative nonliving landscaping materials including, but not limited to, sand, stone, or gravel may be used up to 10 percent of required landscape areas.

(2) Street trees. Where the sidewalk abuts the subject property, street trees, of at least 15-gallon size, spaced no further than 35 feet apart, double-staked, shall be planted between the curb and the back of sidewalk, where missing. If there is no sidewalk, the street trees shall be placed in planters at least four feet by six feet without encroaching into the parking or travel lane.

C. **Species Selection**

(1) Native and drought tolerant species are required to meet the minimum standards, in conformance with Title 9, Chapter 22 (Water Efficient Landscaping).

(2) Landscaping shall be in compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan).

D. **Existing Vegetation**

(1) On-site trees of caliper size 12 inches minimum, measured at 52 inches above grade, shall be protected trees. On-site trees of caliper size 22 inches minimum, measured at 52 inches above grade, shall be heritage trees. In compliance with Ross Valley Fire Department Standard 220 (Vegetation Management Plan), Acacia, Eucalyptus, Plum, Privet, and Monterey Pine trees are neither protected trees nor heritage trees and may be removed.

(2) Protected trees shall be replaced at a ratio of two replacement protected or heritage trees to one removed protected tree (2:1). Heritage trees shall be replaced at a ratio of three replacement heritage trees to one removed heritage tree (3:1).

(3) All protected and heritage trees removed for construction of a residential unit shall be replaced on-site with a minimum 24-inch box tree. Table B below defines the tree types that qualify as eligible replacements.

Table 10-20.05.030.B: Tree Species	
Common Name	**Botanical Name**
Arroyo willow	*S. lasiolepis*
Big-leaf maple	*Acer macrophyllum*
Bishop pine	*Pinus muricata*
Blue oak	*Q. douglasii*
Box elder	*A. negundo var. californicum*
California bay	*Umbellularia californica*
California black oak	*Q. kelloggii*
California buckeye	*Aesculus californica*
California nutmeg	*Torreya californica*
Canyon live oak	*Q. chrysolepis*
Chaparral oak	*Q. wislizeni*
Coast live oak	*Quercus agrifolia*
Coast redwood	*Sequoia sempervirens*
Douglas-fir	*Pseudotsuga menziesii*
Giant Chinquapin	*Castanopsis chrysophylla*
Hawthorn	*Crataegus douglasii*
Mountain-mahogany	*Cercocarpus betuloides*
Narrow leaved willow	*Salix exigua*
Shreve's oak	*Q. parvula var. shrevei*
Oregon ash	*Fraxinus latifolia*
Oregon oak	*Q. garryana*
Pacific madrone	*Arbutus menziesii*
Pacific yew	*Taxus brevifolia*
Red alder	*A. rubra*
Red elderberry	*Sambucus racemosa*
Red willow	*S. laevigata*
Sargent cypress	*Cupressus sargentii*
Scouler's willow	*S. scouleriana*
Service-berry	*Amelanchier tahensis*
Shining willow	*S. lucida ssp. lasiandra*
Silk tassel	*Garrya elliptica*
Sitka willow	*S. sitchensis*
Tanbark oak	*Lithocarpus densiflorus*
Valley oak	*Q. lobata*
Wax myrtle	*Myrica californica*
White alder	*Alnus rhombifolia*

E. **Landscape Integration with Frontage Type(s).** Required landscaping shall be placed within and/or around the variety of frontage type elements in compliance with Table C:

Table 10-20.05.030.C: Landscape Integration with Frontage Type(s)

Frontage Type	Location
Porch: Projecting, Engaged	Containers within Porch, Planters at base of Porch and along building facade
Dooryard	Containers and/or planters within Dooryard
Forecourt	Containers and planters within Forecourt
Maker Shopfront	Containers along base of Shopfront
Shopfront, Gallery	Containers along base of Shopfront or Gallery
Terrace	Containers within Terrace, planters at base of Terrace

F. **Retaining Walls**

(1) Retaining walls within the front and/or side street façade zone(s) or visible from the public sidewalk adjoining the development site shall:

(a) Not exceed four feet in height as measured to the adjacent finished grade or sidewalk whichever is nearest;

(b) Include a landscape planter in front of the wall. The planter shall be at least 18 inches deep measured perpendicular to the wall; and

(c) Be finished with allowable wall material(s) of the selected architectural style for the primary building.

(2) Retaining walls along the interior development site line that are beyond the front and/or side street façade zone(s) shall:

(a) Not exceed three feet as measured to the adjacent finished grade;

(b) Include a landscape planter in front of the wall. The planter shall be at least three feet deep measured perpendicular to the wall; and

(c) Be finished with allowable wall material(s) of the selected architectural style for the primary building.

(3) Retaining walls along the rear development site line that are beyond the front and/or side street façade zone(s) shall:

(a) Not exceed eight feet as measured to the adjacent finished grade;

(b) If exposed, include a landscape planter in front of the wall. The planter shall be at least three feet deep measured perpendicular to the wall;

(c) Be finished with allowable wall material(s) of the selected architectural style for the primary building; and

(d) Not require landscaping or wall material finish(es) if within the building and not exposed.

G. **Landscape Maintenance**

(1) Required landscaping shall be maintained in a clean and healthy condition. This includes pruning, weeding, removal of litter, fertilizing, replacement of plants when necessary, and the appropriate watering of all landscaping.

(2) Automatic irrigation shall be provided to all planting areas in compliance with requirements of Title 9, Chapter 22 (Water Efficient Landscaping).

(3) Root barriers are required on all trees planted within 10 feet of paved areas.

4. **Required Lighting**

A. Site improvements, including lighting, as required to be consistent with the selected Architectural Style for the primary building.

B. Lighting shall be provided in compliance with the following:

(1) All parking lot lights shall be full cutoff luminaires, as certified by the manufacturer, with the light source directed downward and away from adjacent residences.

(2) Bollard lighting may be used to light walkways and other landscape features, but shall cast its light downward.

(3) Internally illuminated fascia, wall, roof, awning or other building parts are prohibited.

(4) Uplighting of landscaping is prohibited.

(5) All nonessential exterior lighting associated with non-residential uses shall be turned off or dimmed no more than 30 minutes after the close of business or when the non-residential use is not in use.

10-20.05.040 Parking and Loading

1. **Intent.** This Section prescribes standards for motor vehicle and bicycle parking areas, loading and access drives, and standards for reducing motor vehicle trips per capita to and from development. These standards are intended to ensure that new development accomplishes the following:

A. Consistency with the intended physical character of walkable environments;

B. Provision of bicycle parking to increase bicycle trips and reduce motor vehicle trips per capita; and

C. Appropriately limits, screens, and landscapes motor vehicle parking areas to protect and enhance the environmental and visual quality of the community, enhance privacy, attenuate noise, and control dust.

2. **On-site parking.** On-site parking is allowed in all zones subject to the standards in this Section**.**

3. **Bicycle Parking Standards.** Bicycle parking shall be provided in compliance with the standards of the zone.

4. **General Vehicular Parking Standards**

A. **Sharing of On-Site Parking.** Sharing of parking between different uses and developments is allowed.

B. **Sharing of Non-Residential Parking Required.** If on-site parking spaces for non-residential uses are provided, such spaces shall be made available for use by the general public during at least one of the following time periods:

(1) Monday through Friday, 8 AM to 5 PM; or

(2) Monday through Friday, 5 PM to 11 PM and all day on Saturday and Sunday.

C. **Larger Vehicle Parking**

(1) Trucks, tractors or tractor-trailers having a capacity of more than a 1.5-ton load, front- and rear-end loaders, or any kind of commercial, industrial, agricultural, or transportation vehicles/equipment used primarily for business purposes, shall not be parked or stored in any zone for purposes other than unloading, loading, or delivery services.

(2) Automobiles, small trucks, vans, and vehicle trailers allowed in conjunction with an approved home occupation (one per home occupation), and recreational vehicles are excluded from the provisions of this Subsection.

D. **Storage of Unregistered or Inoperable Motor Vehicles.** Automotive vehicles, trailers, or vehicles of any kind or type, requiring licenses that are without current license plates or are inoperable shall only be parked within completely enclosed buildings.

E. **Cargo or Freight Container.** Portable cargo or freight storage containers in any zone for purposes of loading or unloading may be parked or stored on-premise for a period not to exceed 10 days in any one calendar year.

5. **Number of Motor Vehicle Parking Spaces Required**

A. **Required Spaces.** Parking shall be provided in compliance with 10-3.502 (Parking Standards). For any use not addressed in 10-3.502 (Parking Standards), parking shall not exceed a ratio equivalent to the average peak parking occupancy rate for the most comparable use in the Institute of Transportation Engineers Parking Generation Manual.

B. **Required Number of Parking Spaces**

(1) **Calculating Required Parking for a Mixed-Use Development.** For a building with residential and non-residential uses, shared parking shall be calculated as follows. The sum of the required parking for the two use types as stated in Subsection 7 of the zone shall be divided by the factor listed in Table A (Shared Parking Factor for Two Uses). The required number of parking spaces shall be rounded up to the closest whole number.

Table 10-20.05.040.A: Shared Parking Factor for Two Uses

	Residential	Lodging	Office	Retail
Residential	1.0	1.1	1.4	1.2
Lodging	1.1	1.0	1.7	1.3
Office	1.4	1.7	1.0	1.2
Retail	1.2	1.3	1.2	1.0

6. **Electric Vehicle Charging.** Electric vehicle charging facilities shall be provided in compliance with Chapter 9-19 (Green Building Requirements).

7. **Traffic-Reducing Parking Standards**

A. **Carshare Parking Spaces**

(1) Carshare parking spaces shall be provided in the amounts specified in Table B (Required Carshare Parking Spaces).

Table 10-20.05.040.B: Required Carshare Parking Spaces	
Residential Uses	**Carshare Parking Spaces Required**
0-49 units	None
50-100 units	1
101 or more units	2 + 1 per additional 200 units
Office/Research & Development Uses	**Carshare Parking Spaces Required**
≤ 10,000 sf	None
> 10,000 sf	1 per 10,000 sf

(2) The required carshare space(s) shall be made available, at no cost, to a carshare service for purposes of providing carshare services to its members. At the election of the property owner, the carshare spaces may be provided:

(a) On the development site; or

(b) On another off-street site within 1,000 feet of the development site.

(3) Required carshare space or spaces shall be designed in a manner that will make the spaces accessible to non-resident subscribers from outside the building as well as building residents.

(4) Prior to approval of the building or Site Permit for a building subject to the carshare standard, a Notice of Special Restriction on the property shall be recorded indicating the nature of standards of this Subsection and identifying the minimum number and location of the required carshare parking spaces. The form of the notice and the location or locations of the carshare parking spaces shall be approved by the Jurisdiction.

(5) If it is demonstrated to the satisfaction of the Jurisdiction that no carshare service can make use of the dedicated carshare parking spaces, the spaces may be occupied by non-carshare vehicles; provided, however, that upon 90 days of advance written notice to the property owner from a carshare service, the property owner shall terminate any non-carsharing leases for such spaces and shall make the spaces available to the carshare service for its use of such spaces.

B. **Carpool Spaces.** If parking is provided at a development, parking spaces reserved for use by carpool/vanpool vehicles shall be designated in preferred locations (including, but are not limited to, closest to building entries). The locations of these spaces shall be approved by the Town. The minimum number of carpool spaces required is listed in Table C (Required Carpool Parking Spaces).

Table 10-20.05.040.C: Required Carpool Parking Spaces	
Office/Research & Development Uses	**Carpool Parking Spaces Required**
≤ 40 parking spaces	None
> 40 parking spaces	10% of the total number of spaces
Other Uses	**Carpool Parking Spaces Required**
All Other Uses	None

8. **Parking Spaces, Design and Layout**

A. **Access.** On-site parking areas shall be accessed per the following:

(1) On-site parking shall be designed with an appropriate means of vehicular access to a street or to an alley to cause the least interference with traffic flow.

(2) Ingress to and egress from parking spaces shall be from an on-site aisle or driveway, directly from the front, side street, public alley, or rear lane.

(3) On-site loading space(s) shall be in compliance with Title 10, Chapter 3, Article 5 (Parking and Loading).

B. **Driveways**

(1) Access to Driveways

(a) Driveway access to and from developments of two or fewer dwelling units onto public streets shall be where practical by forward motion of the vehicle; and

(b) Driveway access to and from developments of three or more dwelling units onto public streets shall be by forward motion of the vehicle.

(c) Minimum 30 feet separation between driveways for all uses except developments of two or fewer dwelling units.

(2) Number of Driveways. Table D (Number of Driveways) specifies the maximum number of driveways for a development site.

(3) Driveways shall be setback from development site lines as follows:

(a) For front access, minimum two feet from side development site lines; and/or

(b) For side street access, no less than the minimum rear parking setback per the zone; and/or

(c) Where driveway access is shared by abutting development sites, Subsections (a) and (b) above do not apply; minimum two feet from building(s), and in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

(4) Driveways shall extend to and include the area between the development site line and the edge of the street pavement.

(5) The design and construction of all on-site parking access drives shall be in compliance with Title 7, Chapter 1 (Driveways).

Table 10-20.05.040.D: Number of Driveways

Lot Frontage (Corner Parcel Applies Same Requirements as Side Street)	Maximum Number of Driveways
Up to 150'	1
150' to 299'	2
Each additional 300' over 299'	1

C. **Parking Techniques.** In compliance with Subsection 7 of the zone, the following techniques may be applied individually or in combination:

(1) Tandem Parking. Parking spaces are arranged in a series up to three spaces. Tandem parking is allowed in all zones for all uses. Tandem parking spaces are allowed for residential uses only when designated for use by occupants of the same dwelling unit.

(2) Parking Court. Parking spaces in groupings of covered or uncovered spaces or individual garages not in a podium configuration shared between two development sites. The maximum width of the parking court is 56 feet measured parallel to the adjacent street/right-of-way. The parking court is accessed from the adjacent street/right-of-way and the maximum width of the entrance to the parking court is determined by Subsection 7 of the zone. See Figure 1 (Parking Court(s).

(3) Podium Parking. Parking spaces are located in an at-grade garage under the rear and/or interior side of the building or under all of the building except for the required ground floor habitable space. Occupiable space is along the edges of and/or above the garage level. The podium is not visible or exposed along the front and side street building facades.

(4) Subterranean Parking. Parking spaces are located below the adjacent finished grade of the building. The subterranean garage is allowed to be up to 5 feet above the adjacent finished grade of the building in compliance with the building form (Subsection 3 of the zone) and frontage standards (Article 7).

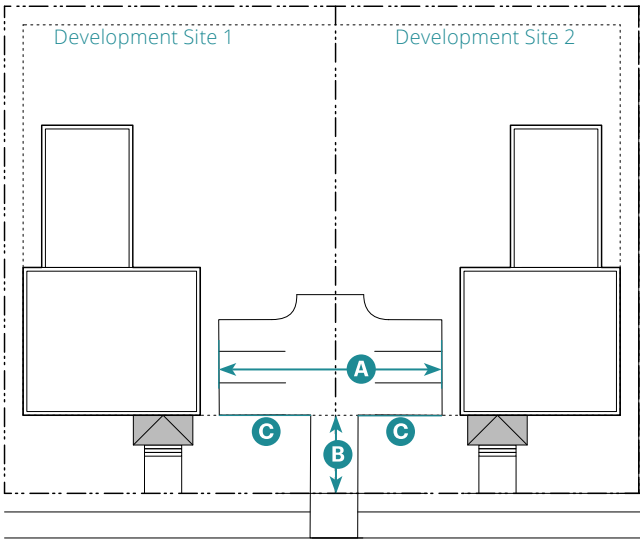
(5) Stacked Parking System. Parking spaces are arranged in a system that provides two to three spaces in the horizontal area of one space. This type of system is within a podium parking garage.

(a) Stacked parking spaces are allowed when designated for use by residents, except for parking designated for use by persons with disabilities.

(b) Mechanical lifts shall be accompanied by an on-site battery or electrical generator to provide sufficient power to clear the lift of all vehicles or shall be capable of manually clearing the lift without power.

(c) In parking systems that stack individual vehicles, each vehicle accommodated by the stacker counts as an individual parking space.

Figure 10-20.05.040.1: Parking Court(s)



- -	Development Site Line		
----	Building Setback Line		
A	Width 56' max.		
B	Parking Court Setback:	Small Parking Court (6 or fewer spaces Large Parking Court (& or more spaces)	15' min. Behind required ground floor habitable space required in Subsection 4 of the zone
C	Decorative wall and landscaping	36" max. height in compliance with Section 10-20.05.030 (Landscaping and Lighting)	

D. **Identification as to Purpose and Location.** On-site parking areas of four or more spaces shall include painted lines, wheel stops, or other methods of identifying individual parking spaces and loading areas, while distinguishing such spaces from aisle and other circulation features.

E. **Materials**

(1) All on-site parking areas and driveways shall be surfaced only with materials identified in Section 5-8.11 (Limitation of Impervious Surfaces, Flatwork Permits and Post-Construction Requirements) and Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

(2) Parking areas shall comply with Section 5-8.11 (Limitation of Impervious Surfaces, Flatwork Permits and Post-Construction Requirements), exclusive of required landscaping in Table E (Required Parking Lot Landscaping).

F. **Landscaping.** The landscaping standards identified in Table E (Required Parking Lot Landscaping) shall be applied with the standards of Subsection 10-20.05.020 (Screening) and Subsection 10-20.05.030 (Landscaping and Lighting).

(1) Parking and loading areas shall be screened from adjacent residential zones by a six foot wall, fence, or evergreen.

(2) Screening is not required when parking area(s) is adjacent to an alley.

(3) Landscaping areas shall integrate stormwater management features per Title 5 Chapter 8 (Urban Runoff Pollution Prevention).

(4) For portions of parking areas covered by photo-voltaic solar collectors that also function as shade structures, the minimum standard for trees does not apply.

G. **Location**

(1) Location of on-site parking is regulated by the required setbacks in Subsection 7 of the zone and the following:

(a) Parking lots with 11-20 spaces shall be separated at least by five feet from buildings to make room for a sidewalk, landscaping, and/or other planting between the building and the parking area;

(b) Parking lots with more than 20 spaces shall be separated by at least 12 feet from buildings to make room for a sidewalk, landscaping, and other planting between the building and the parking area; and

(c) The required separation may be eliminated to the rear of buildings in areas designed for unloading and loading of materials.

Table 10-20.05.040.E: Required Parking Lot Landscaping	
Number of Parking Spaces	**Percent of Gross Parking Area Required to be Landscaped**
10 or fewer	None
11 to 20	5' min. wide planter along property line
21 to 50	5%; 5' min. wide planter between every 5 spaces, property line, and building(s)
51 and over	10%; 5' min. wide planter between every 5 spaces, property line, and building(s)
General Landscaping	
Perimeter Planter	5' min. landscape buffer along property line(s) for the length of the parking area
Required Border	6" high curb or equivalent
Border and Stormwater	Curb or equivalent shall include breaks every 4" to provide drainage to retention and filtration areas.
Car Overhangs	Shall be prevented by stops
Required Quantity	1 tree per every 10 parking spaces, beginning at 11 total spaces
Tree Well Size[1]	5' min. in any direction
Tree Can Size	15 gallon min.
Tree Box Size	20% of required trees shall be 24" min.
Tree Caliper	1" min.
Tree Height at Installation	7' min. vertical clearance
Tree Location	Evenly spaced throughout parking lot to provide uniform shade

[1] Any vehicle overhang requires the minimum planter area width to be expanded by an equivalent dimension.

H. **Size of Parking Lot.** Parking lots larger than 10,000 square feet in size shall be broken down into smaller parking areas with planted landscape areas with a minimum width of 15 feet between them to minimize the perceived scale of the total field of stalls.

10-20.05.050 Slope Standards

1. **Intent.** This Section provides the standards for development in all zones on development sites with sloped topography. For the purposes of this Section, sloped topography is any slope of six percent or more.

   A. If there is a conflict between any provisions in this Section or the standards in Title 10, Chapter 3 (Zoning), the more restrictive provision shall apply.

   B. Table A (Amount of Sloped Areas Allowed to be Developed) identifies the amount of developable area for sloped portions of development sites. This, in combination with the standards in this Section and the maximum allowed building footprint shall be applied to the design of the sloped portions of development sites.

   C. Developments subject to Article 10 (Specific to Large Sites) requiring new streets shall be in compliance with maximum grade standards in Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

Table 10-20.05.050.A: Amount of Sloped Areas Allowed to be Developed

Portions of Development Site with Existing Slope	Development Site [1, 2]	
	Up to 3 acres	>3 acres
0–5.99%	100% max.	100% max.
6–9.99%	100% max.	70% max.
10–14.99%	100% max.	25% max.
15–19.99%	100% max.	5% max.
20–29.99%	50% max.	0% max.
> 30%	0% max.	0% max.

[1] In compliance with the setbacks of the zone, required on-site open space, this Section, and the maximum building footprint standards in Article 6 (Specific to Building Types).

[2] In compliance with required amount of civic space identified in Subsection 10-20.10.040.5.

2. **Building Height**

   A. **Maximum Building Height.** Building height is regulated by Subsection 4 of the zone. The maximum allowed height of a building shall follow the existing topography of the development site to ensure that each building is in compliance with the allowed building height.

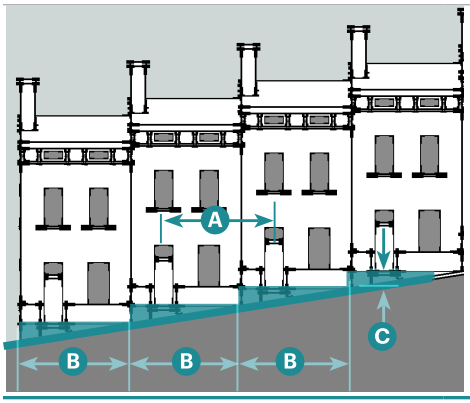
      (1) Figure 1 (Site Grading for Small-to-Medium Detached and Attached Building Forms) and Figure 2 (Site Grading for Large or Attached Building Forms) in this Section illustrate allowed and non-allowed site grading methods.

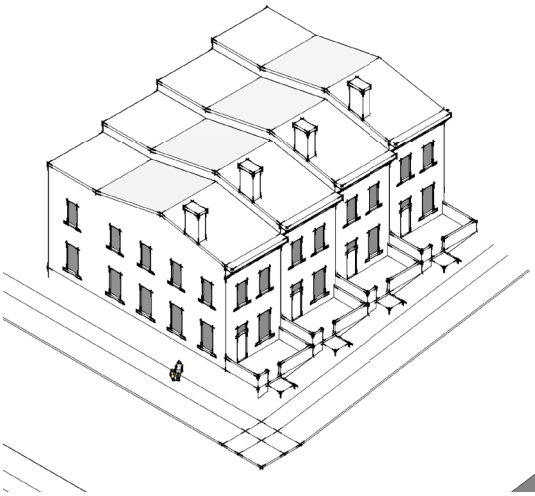
   B. **Exposed Basements.** Basements do not count toward the maximum stories allowed in the zone if exposed less than half of the basement's story height below the average adjacent finished grade.

Figure 10-20.05.050.1: Site Grading for Small-to-Medium Detached and Attached Building Forms

Allowed Site Grading. The following examples apply to the House, Duplex, Cottage Court, Fourplex, Neighborhood Townhouse, Multiplex, Pocket Neighborhood and Neighborhood Courtyard Building Types.

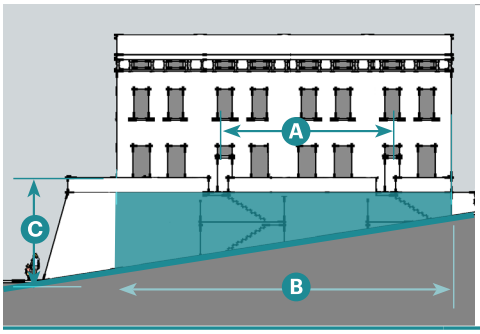
Allowed. Grading that results in each new modified building stepping and reflecting the topography of the parcel or development sites, and that connects each building with the adjacent street and public realm.

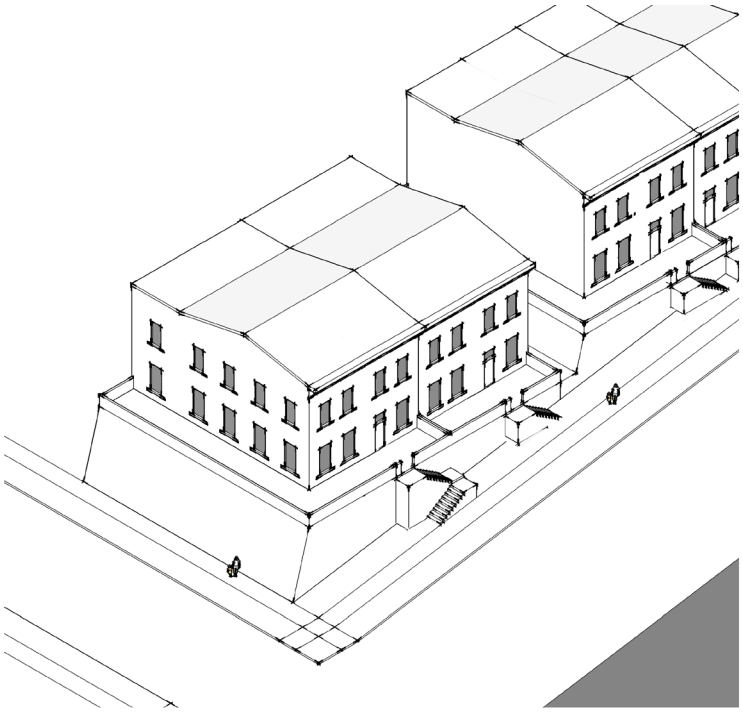




Distance between building entries on slopes greater than 6% shall not exceed 50'.	A
Building footprint width steps with slope.	B
Finished grade of terraced development site is less than 4 feet from the adjacent street/right-of-way.	C

Not Allowed. Grading that results in each new or modified building not following and reflecting the topography of the parcel or development sites, and disconnects each building from the adjacent street and public realm.



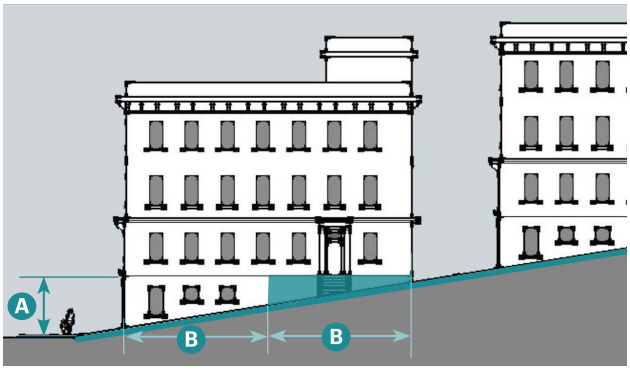


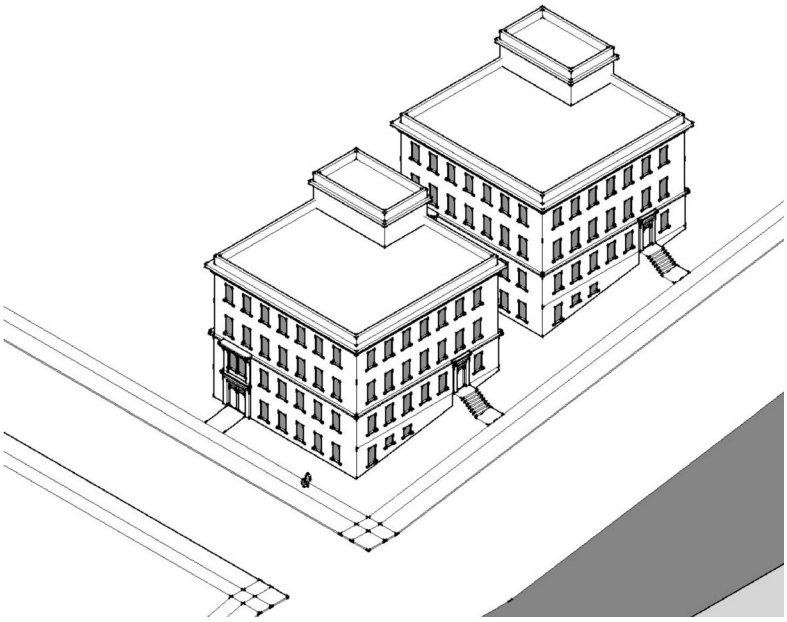
Distance between building entries on slopes greater than 6% exceeds 50'.	A
Building footprint width does not step with slope.	B
Finished grade of terraced development site is more than 4 feet from the adjacent street/right-of-way.	C

Figure 10-20.05.050.2: Site Grading for Large or Attached Building Forms

Allowed Site Grading. The following examples apply to the Multiplex and Main Street Building Types.

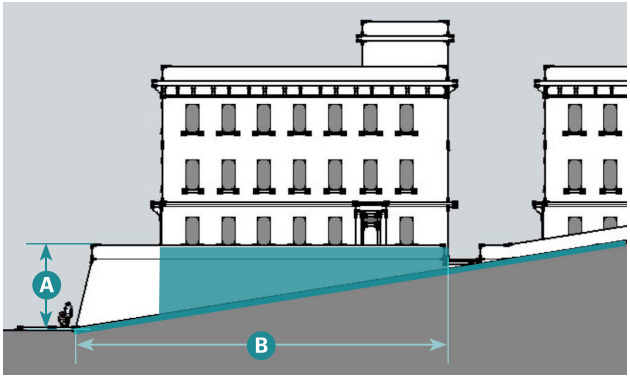
Allowed. Grading that results in each new or modified building fronting on the adjacent street(s), and that connects the building facades to the adjacent street and public realm, and avoids large blank retaining walls.

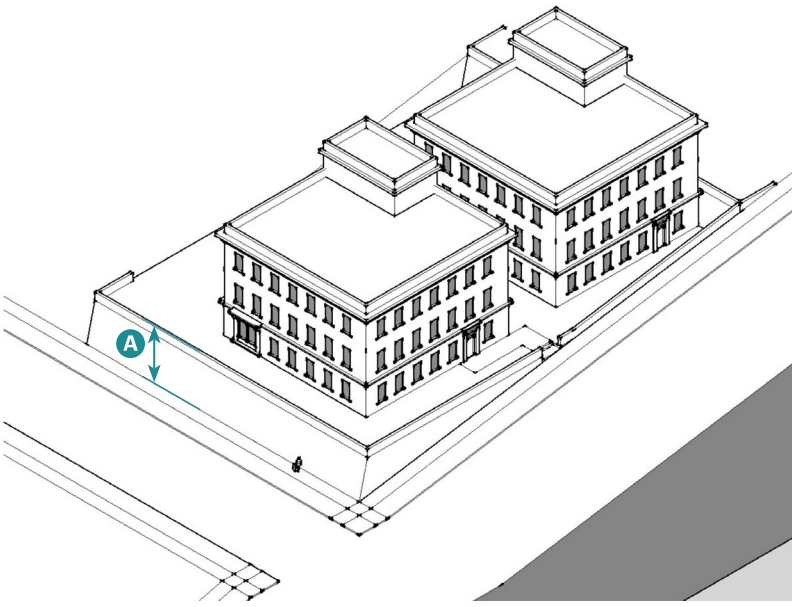




Slope is used to express the ground floor.	A
Building footprint steps with slope through a partial ground story.	B

Not Allowed. Grading that disconnects new and modified building facades from the adjacent public realm, and that results in large blank retaining walls.





Height does not create building with frontage and entries along adjacent streets; terraced development site is more than 4 feet from adjacent sidewalk/street/right-of-way.	A
Building footprint does not step with slope.	B

3. **Topography and Required Location of Primary Building.** Sloped topography can present issues with locating the primary building on a development site in compliance with Subsection 5 of the zone. Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less than 6% Slope) and Table 10-20.11.030.B (Adjustments to Standards for Development Sites Over 6% Slope) identify allowed administrative variations for issues arising from sloped topography, subject to the required findings.

4. **Topography and Required Location of Parking.** Sloped topography can present issues with locating parking on a development site in compliance with Subsection 7 of the zone. Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less than 6% Slope) and Table 10-20.11.030.B (Adjustments to Standards for Development Sites Over 6% Slope) identify allowed administrative variations for issues arising from sloped topography, subject to the required findings.

5. **Grading or Regrading of Development Sites.** When existing development site topography is proposed to be changed, grading shall not result in any of the following:

    A. Creation of retaining walls or blank walls taller than four feet within required front or side street facade zones;

    B. Retaining walls on side development site lines taller than three feet;

    C. Retaining walls on rear development site lines not within the building footprint, taller than 10 feet;

    D. Building(s) that do not reflect the existing topography of the development site;

    E. Terraced development sites that result in a vertical difference of more than 4 feet between the adjacent right-of-way and the finished grade of the development site;

    F. Grading beyond the building pad(s) and the required access drive(s);

    G. Cut exceeding 16 feet in height from top to toe; or

    H. Cut slope exceeding two horizontal to one vertical.

6. **Graded Slopes**

    A. Graded slopes shall be screened from view under or behind buildings with landscaping or natural topographic features.

7. **Drainage Facilities.** All proposed drainage facilities shall preserve major drainage channels in their natural state and be designed in such a manner as to minimize soil erosion and to otherwise preserve the public health, safety, and welfare, in compliance with Title 7, Chapter 12 (Watercourses).

8. **Massing.** Buildings on sloped development sites shall reflect the existing topography of the development site.

   A. Buildings with footprints 36 feet wide or less shall have a simple water table element or change in material between the basement and the ground floor.

   B. Buildings with footprints wider than 36 feet and 2.5 stories or taller shall have a minimum of one story tall defined base. The base shall be defined through the use one of the following methods:

      (1) Change in material;

      (2) A continuous horizontal band between the base and upper floors; and/or.

      (3) Use of a continuous shopfront frontage.

   C. All design shall be in compliance with the selected style for the building(s) in Article 8 (Specific to Architectural Design).

9. **Frontage.** Along front and side street facades, the primary building on each development site shall be designed in compliance with the standards for ground floor private frontage as required by Subsection 8 of the zone.

10. **Administrative Relief.** Section 10-20.11.030 (Adjustments to Standards) provides for administrative variations from the standards in this Section due to topographic constraints.

10-20.05.060 Public Frontage Standards

1. **Intent.** Public frontage types provide a coordinated approach to design standards for the area between each development site's private frontage(s) and the adjoining right-of-way or private driveway easement. Public frontage types consist of planters, walkways, curbs, planters, and planting as illustrated in Table C (Public Frontage Assemblies).

2. **Required Improvements.** The public frontage along the development site(s) shall be improved per Table A (Required Improvements) and the development scenario that applies to the project.

Table 10-20.05.060.A: Required Improvements

Required Improvements	Development Scenario	
	Infill Development Site on Existing Block	**New Block(s)**
	Development consists of one development site.	Development creates one or more new blocks.
a. **Sidewalk.** Add missing segment(s) along abutting front and/or side street.	R	R
b. **Sidewalk.** Repair uneven segments along abutting front and/or side street.	R	N/A
c. **Street trees.** Add street trees along abutting front and/or side street where there is adequate room to also maintain sufficient width for traffic lanes, pedestrian sidewalks, and bicycle facilities. See Subsection 04.030.4.A.(2).	R	R
d. **Crosswalk improvements.** Add crosswalk.	X	Including adjacent and new intersection(s).
e. **Bicycle facilities.** Add bicycle facilities required in Bicycle and Pedestrian Master Plan.	X	Including bike lanes.

Key R = Required X = Not Required

3. **Design Standards for Public Frontages.** Public frontages shall be designed and maintained in compliance with the following standards:

   A. For new streets or new blocks, the required elements are identified in and shall be configured according to Table C (Public Frontage Assemblies) and in compliance with Title 7, Chapter 10 (Street Improvements Conditions to Building Permits).

   B. For infill projects, the required elements shall be configured consistent with those existing on immediately adjacent parcels, along the subject parcel's front street and side street frontage. Where the configuration differs on adjacent parcels, the development site shall transition dimensions of required elements between those existing on adjacent parcels.

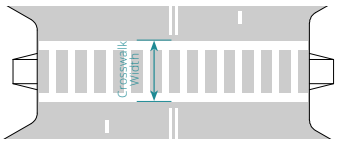
   C. Planting and landscape selection shall be in compliance with Title 9, Chapter 22 (Water Efficient Landscaping).

4. Pedestrian Crossings

   A. **Curb Ramps.** Perpendicular corner curb ramps with a separate ramp installed in each direction are required.

   B. **Crosswalks.** Crosswalks shall be designed per the Town's applicable standards and applicable State guidelines and standards.

      (1) Standard Crosswalk.



5. **Allowed Public Frontage Types**

   A. **Street.** The Street Frontage includes raised curbs drained by inlets with sidewalks separated from vehicular lanes by individual or continuous planters. Landscaping consists of street trees of a single or alternating species aligned and spaced at 35' intervals on average.

   B. **Avenue/Boulevard.** The Avenue/Boulevard Frontage includes raised curbs drained by inlets with wide sidewalks separated from the vehicular lanes by a continuous planter, and parking on both sides. Landscaping consists of single or double rows of a single or alternating tree species aligned and spaced at 35' intervals on average.

   C. **Main Street.** The Main Street Frontage includes raised curbs drained by inlets with very wide sidewalks along both sides separated from the vehicular lanes by individual tree wells with grates. Landscaping consists of a single tree species aligned and spaced at 35' intervals on average.

Table 10-20.05.060.B: Public Frontage Types Overview

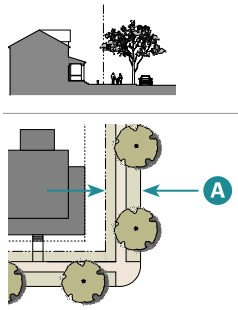
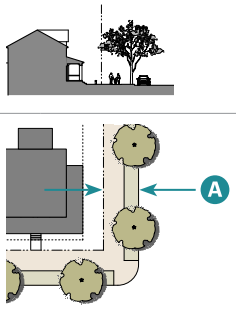
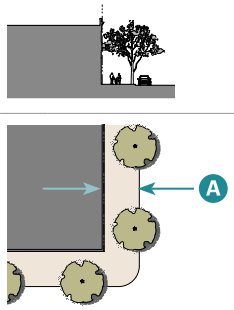
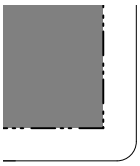
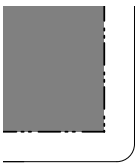
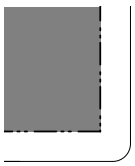
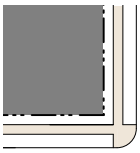
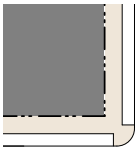
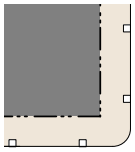
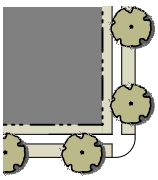
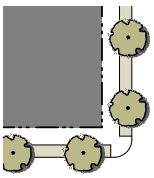
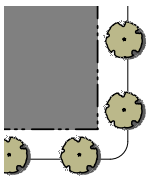
Table B (Public Frontage Types Overview) provides an overview of the allowed public frontage types in or abutting each zone.

Public Frontage Types	Specific Standards	N.S	N.M	MS.S
Street	10-20.05.060.C.1	P	P	X
Avenue/Boulevard	10-20.05.060.C.2	X	P	P
Main Street	10-20.05.060.C.3	X	X	P

Key	P = Allowed	X = Not Allowed

Table 10-20.05.060.C: Public Frontage Assemblies

Table C (Public Frontage Assemblies) identifies the required elements and dimensions of each public frontage type.

	Street 10-20.05.060.C.1	Avenue/Boulevard 10-20.05.060.C.2	Main Street 10-20.05.060.C.3
Assembly. The type and dimension of curbs, walkways, and planters.			
Total Width	A 11' min.	A 13' min.	A 16' min.
Note: See below for required elements of each assembly			
a. **Curb.** The detailing of the edge of the vehicular pavement, incorporating drainage.			
i. Type	Raised Curb	Raised Curb	Raised Curb
b. **Walkway.** The pavement dedicated exclusively to pedestrian activity.			
i. Type	Walkway	Walkway	Walkway
ii. Width	6' min.	8' min.	12' min.
Note: Placement of curb ramps shall match the desired path of pedestrian travel. See Marin County Standard Plans for curb ramp design.			
c. **Planter.** The area that accommodates street trees and other landscaping.			
Arrangement	Regular	Regular	Regular
Types	Planting Strips along curb edge and R.O.W. edge	Planting Strips along curb	Tree Wells (must be located between walkway and curb)
Width	5' min.	5' min.	4' min.

10-20.05.070 Privacy Standards

1. **Intent.** These standards are designed to provide privacy between primary living spaces of buildings on each side of a development site line in neighborhood zones (N.S or N.M). Windows and balconies along the side of a building within 20 feet of an interior side development site line in N.S or N.M zones are subject to these standards.

2. **Standards**

   A. Primary living spaces adjoining an interior side setback shall either:

      (1) Orient principal/main windows/glazed openings toward the front and rear of the building, away from interior side development site lines; or

      (2) Set the window/glazing openings:

         (a) Perpendicular to interior side development site lines; or

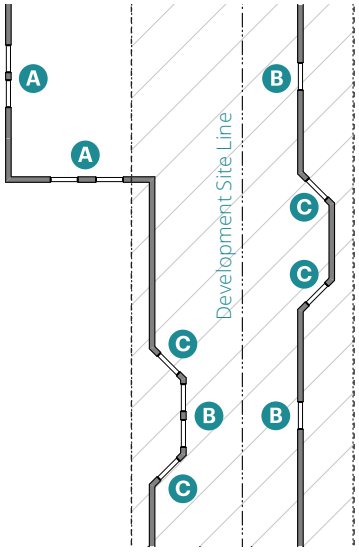
         (b) More than six feet from interior side development site lines

   B. Windows and balconies openings within 6 feet of an interior side development site line shall either:

      (1) Have a minimum sill height of 44 inches; or

      (2) Place the window at an angle of at least 30 degrees, measured perpendicular to the adjacent side development site line.

Figure 10-20.05.070.1: Sill Height Standards along Interior Development Site Line



– · –	Development Site Line
- - - -	Sideyard Setback Line
	Area Within 6' of Development Site Line
A	Principal Window
B	44" min. Sill Height
C	No Limitation on Sill Heights (Window at 30° angle)

10-20.05.080 Service and Utility Standards

1. **Mailboxes**

   A. Maximum 5 feet tall from finished grade.

   B. Minimum setback of 3 feet from property line.

   C. Mailbox(es) shall incorporate colors used on the nearest primary building(s) they serve.

2. **Trash Enclosures**

   A. Trash enclosures shall be integrated into the building or located a minimum of 50 feet from a public right of way or adjacent offsite parcel and designed to match the primary building's roof style, exterior finish materials and colors.

   B. Trash enclosures shall be designed to achieve the minimum size required to fit the number and size of trash bins and containers needed to accommodate the waste generated by the building user.

   C. Proposed bins and containers shall be indicated on the plans to demonstrate compliance with this requirement

   D. Trash enclosures shall include a gate opening and doorway in addition to any gate opening. Gate openings shall be at least 9 feet wide.

3. **Utilities Cabinets, Meters, and Backflow Preventers**

   A. Utility cabinets and meters shall be contained within the building or fully screened from view by a solid wall of equal height of the utility cabinet or meter.

   B. Backflow preventers and fire department connections (FDC) within 50 feet of a public right of way shall be screened from the public right of way by landscaping of equal height and width as the backflow preventer and/or fire department connection (FDC).

4. **Service Areas**

   A. Service areas (for loading and unloading) shall be integrated into the building or screened from public view by a six-foot high solid masonry wall. Service bay doors shall not be oriented toward the public right of way.

5. **Trash Receptacles/Cans**

   A. Mixed-use projects with a commercial component other than office shall provide at least one trash receptacle/can per public frontage. The trash receptacle/can shall be placed within 10 feet of a pedestrian walkway connection to the public right of way (i.e. sidewalk).

6. **Pedestrian Pathways**

   A. Pedestrian pathways shall be comprised of durable, all-weather, dustless paving material that is differentiated in regard to material, texture (i.e. stamped patterns, and/or colors) from the private street and public sidewalk.

7. **Truncated Domes**

   A. Truncated domes shall be imbedded (flush) with the pavement and not tacked onto the surface of the ground.

Article 6: Specific to Building Types

Sections:

10-20.06.010 Purpose
10-20.06.020 Building Types
10-20.06.030 Overview of Building Types
10-20.06.040 Ancillary Building
10-20.06.050 House
10-20.06.060 Duplex Side-by-Side
10-20.06.070 Duplex Stacked
10-20.06.080 Cottage Court
10-20.06.090 Fourplex
10-20.06.100 Neighborhood Townhouse
10-20.06.110 Neighborhood Courtyard
10-20.06.120 Pocket Neighborhood
10-20.06.130 Multiplex
10-20.06.140 Main Street Building
10-20.06.150 Massing Compositions

10-20.06.010 Purpose

This Article provides the standards for development of individual building types to achieve the intended physical character of each zone, offer housing choices and affordable housing opportunities, and incubate small businesses as amenities within walkable neighborhoods.

10-20.06.020 Building Types

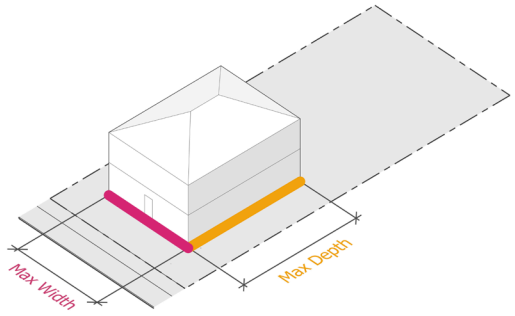
1. Building types are used to articulate size, scale, and intensity according to the intent of each zone.
2. Building types are categorized into two groups: House-Scale Buildings and Block-Scale Buildings. See Figure 1 (Example of House-Scale and Block-Scale Buildings) for examples.
    A. **House-Scale Buildings.** Buildings that are the size of a house, typically ranging in footprint from as small as 25 feet up to 80 feet overall; and
    B. **Block-Scale Buildings.** Buildings that are individually as large as most or all of a block or, when arranged together along a street, appear as long as most or all of a block.
3. The development site size standards for each building type are set in each zone to generate pedestrian-oriented buildings within the overall intended physical character of each zone. The development site size standard identifies the range of development site sizes on which the given building type is allowed to be built.
4. Certain building types have additional standards beyond the zone standards to further calibrate the type for its context.

5. Each development site shall have only one primary building type, except as follows, and in compliance with all standards:
    A. Where allowed by the zone, one Ancillary Building (Section 10-20.06.040) is allowed in addition to the primary building type;
    B. The Cottage Court (Section 10-20.06.080) may consist of up to nine individual buildings;
    C. The Pocket Neighborhood (Section 10-20.06.120) may consist of up to 10 individual buildings; and
6. In N.S-O and MS.S, detached buildings are allowed to be connected in compliance with the following:
    A. The connection is at least 30 feet behind the building façade nearest to the street;
    B. The area of connection is at least 15 feet and up to 30 feet wide;
    C. The building façade nearest to the street is in compliance with the required façade zone;
    D. Upper story connections are at least 10 feet above the finished grade of the building and at least 13 feet, 6 inches above if the area below accommodates vehicle access.
7. On-site open space. The standards identify only the required type (private or common) and amount. For example, if the type only has standards for private open space, common open space is not required for that building type. The identified amount is for the entire building unless specified otherwise.
8. Parking may be designed as tuck-under, detached garage(s), podium or subterranean, in compliance with the zone standards for parking placement.
9. Wings are allowed for certain building types to allow an increase in building square footage without increasing the maximum allowed footprint of the main body.
    A. Wings are required to be smaller in footprint, one story less and 10 feet less to highest eave/parapet than the main body to visually reduce the overall size of a building.
    B. The building type standards specify the amount that wings are required to be offset from the main body so that their facades are not aligned.
    C. Wing offset from Main Body required only on all facades.
    D. Wings may be the same number of stories and height as the main body when a density bonus is applied to the building.
10. The maximum number of units identified for each building type is dependent on the development site being large enough to accommodate the zone's standards (e.g., parking).
11. Individual designs may vary from the diagrams for each building type in compliance with the standards of this Article and Article 8 (Specific to Architectural Design).
12. New buildings and their improvements are subject to the Town's local standards for Fire Safety including the Wildland Urban Interface Code and Building Safety.

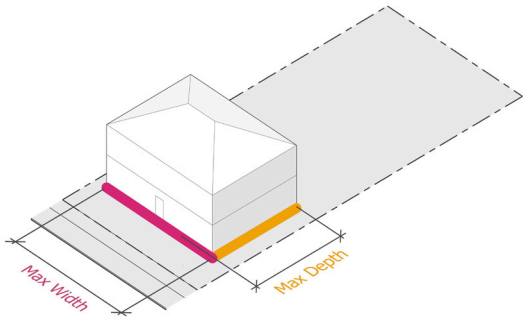
Figure 10-20.06.020.1 Example of House-Scale and Block-Scale Buildings

House-Scale Buildings

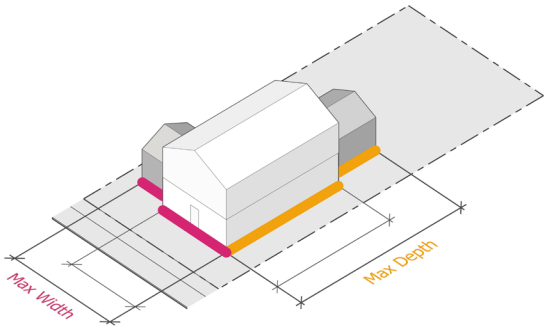
Main body only



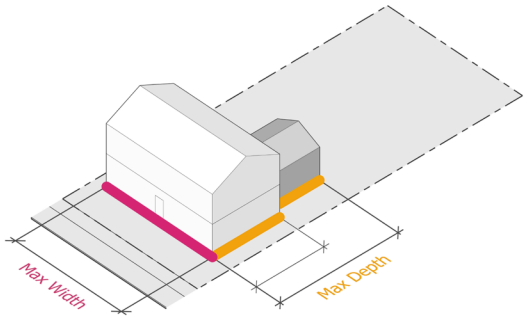
Main body only



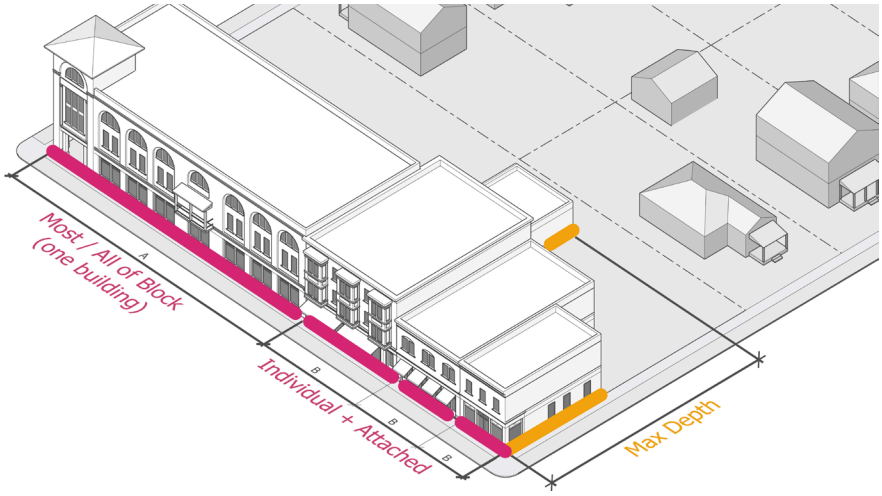
Main body with side and rear wings



Main body with rear wing



Block-Scale Buildings



10-20.06.030 Overview of Building Types

Table A (Building Types Overview) provides an overview of the allowed building types in each zone. The names of the building types are not intended to limit uses within a building type. For example, a Duplex may have non-residential uses within it as allowed by the zone.

Table 10-20.06.030.A: Building Types Overview

	Specific Standards	N.S	N.M	MS.S
House Scale				
Ancillary Building	10-20.06.040	P	P	P
House	10-20.06.050	P	X	X
Duplex Side-by-Side	10-20.06.060	P	P	X
Duplex Stacked	10-20.06.070	P	X	X
Cottage Court	10-20.06.080	P	X	X
Fourplex	10-20.06.090	P	X	X
Neighborhood Townhouse	10-20.06.100	P	P	P
Neighborhood Courtyard	10-20.06.110	P	P	P
Pocket Neighborhood	10-20.06.120	P	X	X
Multiplex	10-20.06.130	P	P	P
Block Scale				
Main Street Building	10-20.06.140	X	P	P

Key P = Allowed X = Not Allowed

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10-20.06.040 Ancillary Building



Example of Ancillary Building



Example of Ancillary Building



Example of Ancillary Building

1. Description

An accessory structure located at the rear of a development site, above or abutting a detached garage that provides a small residential unit (accessory apartment), home office space, or other small commercial or service use, as allowed by the zone. When used for residential purposes, this housing type is one form of an Accessory Dwelling Unit (ADU).

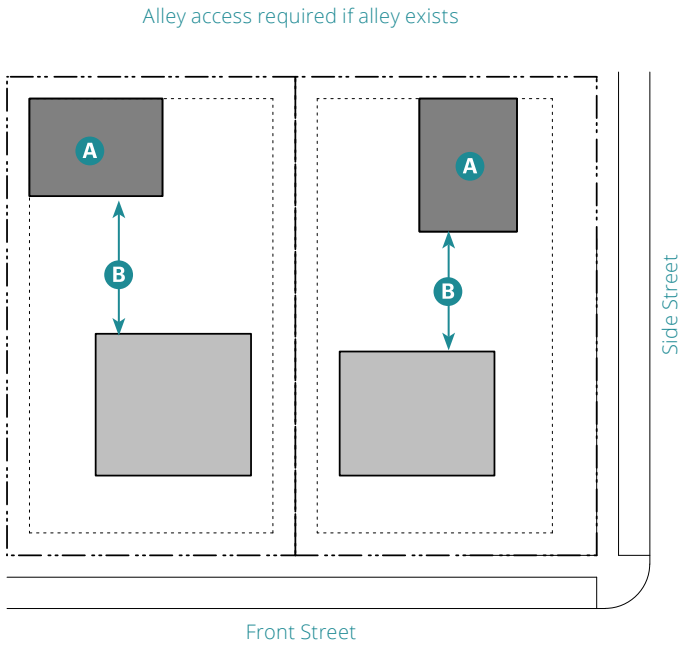
Synonym: Granny Flat, Carriage House

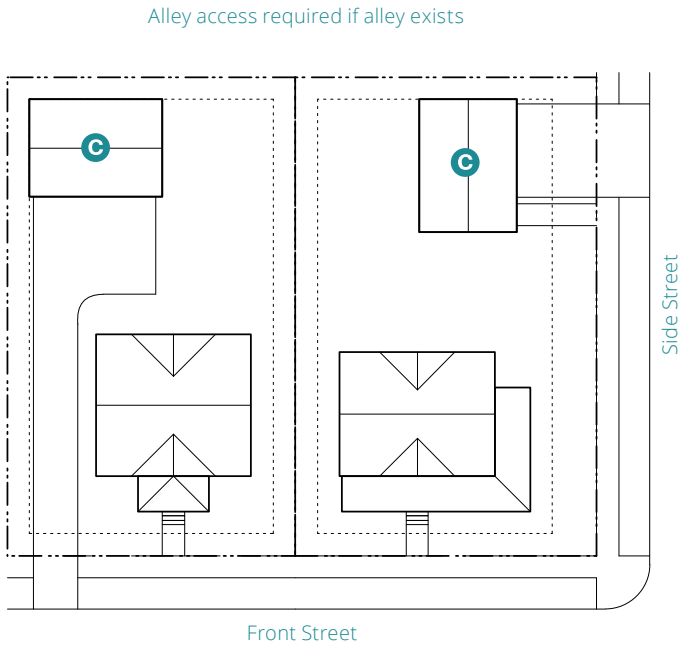
2. Number of Units

Units per Building	1 max.
Ancillary Buildings per Dev't Site	1 max.

Not allowed on the development site of a Cottage Court

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Ancillary Building

Primary Building Type

3. Building Size and Massing

Height		
Stories	2.5 max.[1]	
Main Body[2]		
Area	1,000 sf max.	A
Depth	24' max.	
Separation from Primary Building[3]	10' min.	B
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	

[1] Includes garage story

[2] In compliance with the setbacks of the zone

[3] An Ancillary Building may be connected to the primary building by an uninhabitable space including, but not limited to, a breezeway.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

4. Pedestrian Access

The main entrance shall not be through a garage.

5. Vehicle Access and Parking

Driveway and parking location shall comply with standards in Subsection 7 of the zone. C

Parking may be covered, uncovered, or in a garage.

6. Open Space

Private Open Space

Not required

10-20.06.050 House



Example of House



Example of House



Example of House

1. Description

A small-to-medium-sized, detached, House-Scale Building with one unit, small-to-medium setbacks, a rear setback, and located within a low-intensity, walkable neighborhood.

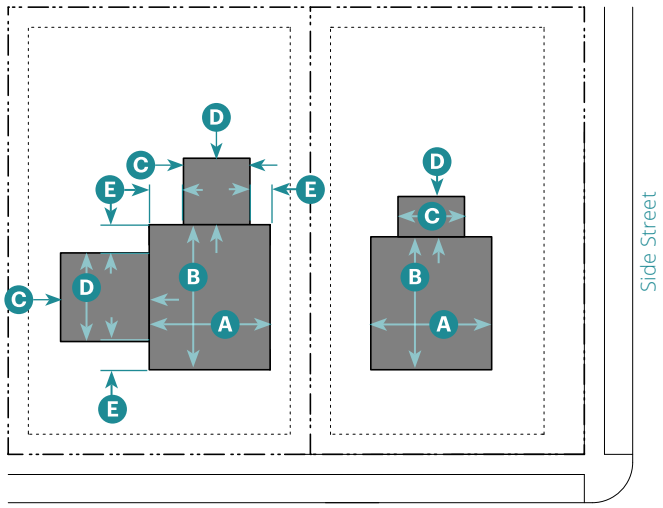
2. Number of Units

Units per Building	1 max.
Buildings per Development Site	1 max.[1]

[1] Not including ADU

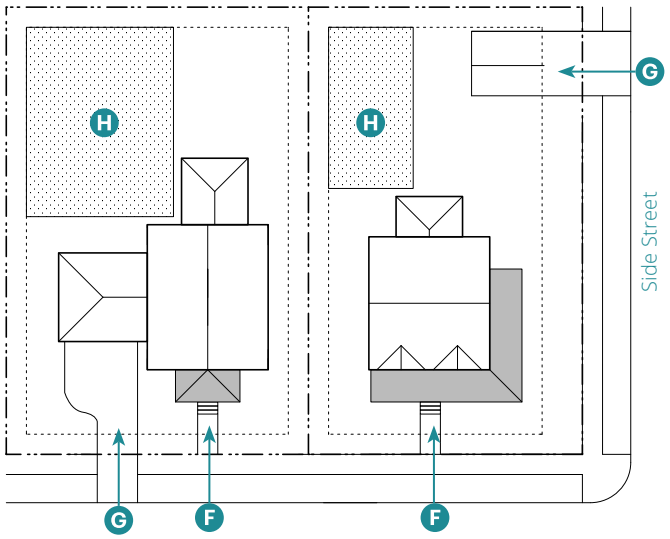
General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Front Street

Alley access required if alley exists



Front Street

Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[2]		
Width	36' max.	A
Depth	48' max.	B
Wing(s)[2,3]		
Width	20' max.	C
Depth	20' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	E
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[2] In compliance with Subsection 5 of the zone

[3] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Private Open Space

4. Pedestrian Access		
Main Entrance Location	Front Street	F
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		G
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Private Open Space		
Area	300 sf min.	H
Required setbacks and driveways do not count toward open space.		
Required private open space shall be located behind the main body of the building.		

10-20.06.060 Duplex Side-by-Side



Example of Duplex Side-by-Side



Example of Duplex Side-by-Side



Example of Duplex Side-by-Side

1. Description

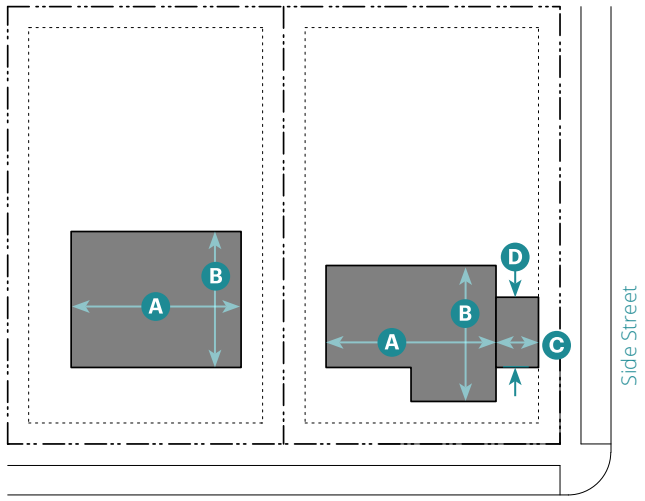
A small-to-medium-sized, detached, House-Scale Building with small-to-medium setbacks and a rear setback. The building consists of two side-by-side units, both facing the street and within a single Building massing. The type has the appearance of a medium-to-large, single-unit house and is scaled to fit within lower-intensity neighborhoods.

2. Number of Units

Units per Building	2 max.
Buildings per Development Site	1 max.

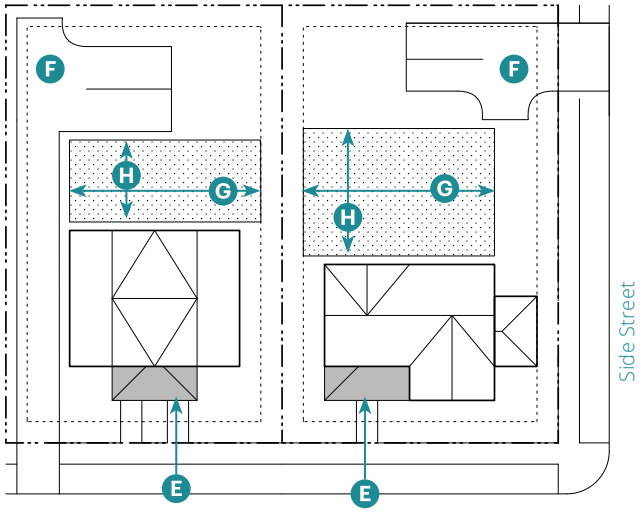
General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Front Street

Alley access required if alley exists



Front Street

Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	48' max.	A
Depth	36' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	24' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[1] In compliance with Subsection 5 of the zone

[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Private Open Space

4. Pedestrian Access		
Main Entrance Location	Front Street[3]	E

Each unit shall have an entry facing the street on or within 15' of the front facade.

[3] On corner development sites, each unit shall front a different street.

5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F

Parking may be covered, uncovered, or in a garage.

6. Open Space		
Common Open Space		
Width	15' min.	G
Depth	15' min.	H

Required setbacks and driveways do not count toward open space.

Required private open space shall be located behind the main body of the building.

10-20.06.070 Duplex Stacked



Example of Duplex Stacked



Example of Duplex Stacked



Example of Duplex Stacked

1. Description

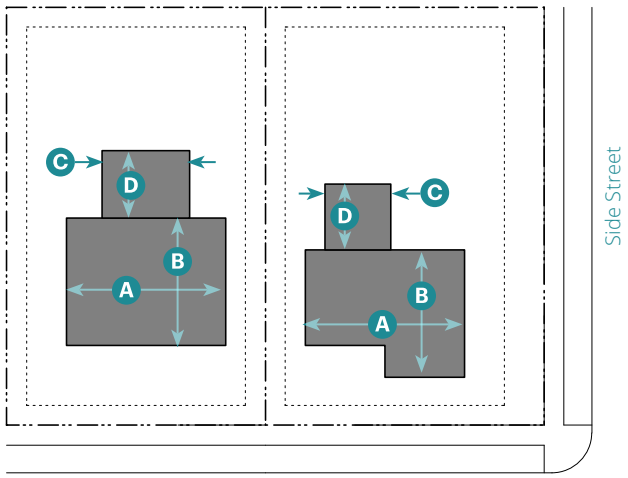
A small-to-medium-sized, detached, House-Scale Building with small-to-medium setbacks and a rear setback. The building consists of two stacked units, both facing the street and within a single building massing. The type has the appearance of a medium-to-large, single-unit house and is scaled to fit within lower-intensity neighborhoods.

2. Number of Units

Units per Building	2 max.
Buildings per Development Site	1 max.

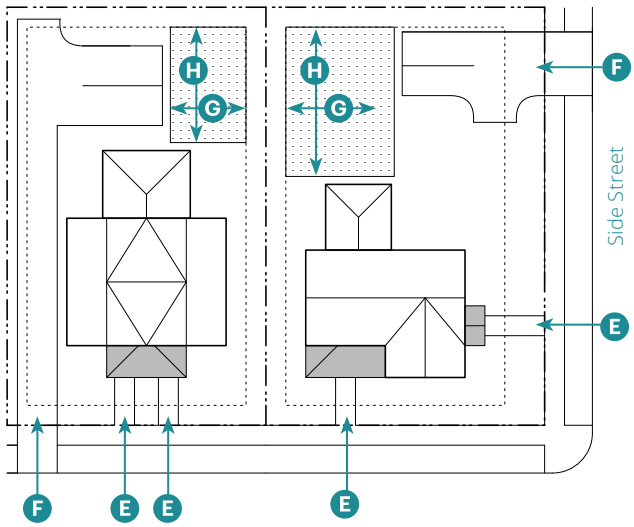
General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Front Street

Alley access required if alley exists



Front Street

Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	36' max.	A
Depth	48' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	24' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[1] In compliance with Subsection 5 of the zone

[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Private Open Space

4. Pedestrian Access		
Main Entrance Location	Front Street[3]	E

Each unit shall have an entry facing the street on or within 15' of the front facade.

[3] On corner development sites, each unit shall front a different street.

5. Vehicle Access and Parking	
Driveway and parking location shall comply with standards in Subsection 7 of the zone.	F

Parking may be covered, uncovered, or in a garage.

6. Open Space		
Private Open Space		
Width	15' min.	G
Depth	15' min.	H

Required setbacks and driveways do not count toward open space.

Required private open space shall be located behind the main body of the building.

10-20.06.080 Cottage Court



Example of Cottage Court



Example of Cottage Court



Example of Cottage Court

1. Description

A group of up to nine small, detached, House-Scale Buildings arranged to define a shared court open to and visible from the street. The shared court is common open space and takes the place of a private rear setback, thus becoming an important community-enhancing element. The type is scaled to fit within low-to-moderate-intensity neighborhoods and in non-residential contexts.

Synonym: Bungalow Court

2. Number of Units

Units per Building	1 max.
Buildings per Development Site	3 min.; 9 max.[1]

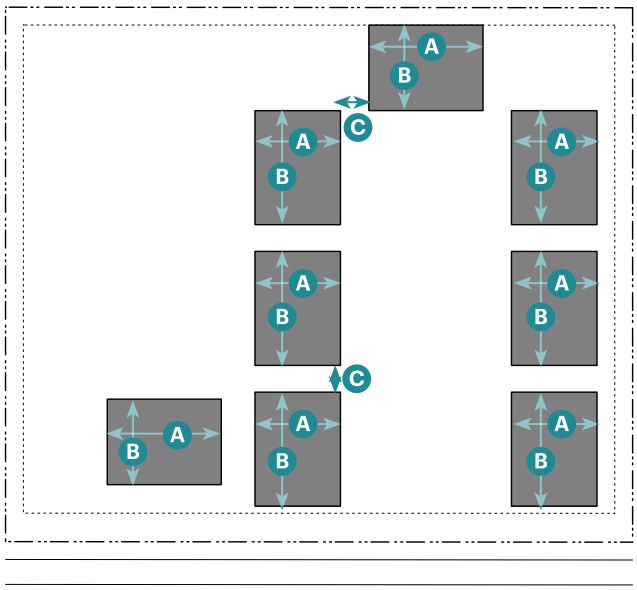
[1] In the N.S zone, the rearmost Cottage may contain up to 2 units, for a total of 10 units.

3. Building Size and Massing

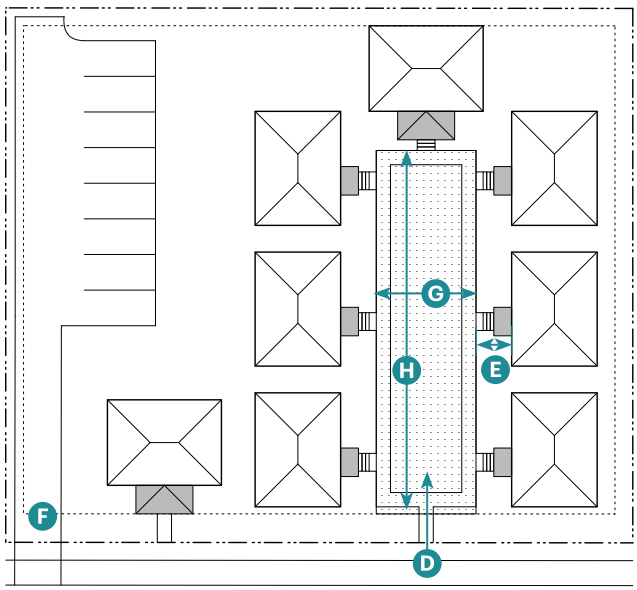
Stories	1.5 max.
To Highest Eave/parapet	18' max.

General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Alley access required if alley exists



Key

ROW/ Dev't Site Line

Building Setback Line

Building

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Common Open Space

3. Building Size and Massing (Continued)		
Main Body (per Cottage) [2]		
Width	32' max.	A
Depth	32' max.	B
Separation between Cottages	7' min.	C
Wing(s)		
Not Allowed		
Massing Types (per Cottage)		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	

4. Pedestrian Access		
Shared court shall be accessible from front street.		D
Pedestrian Path Setbacks		
From Building Entrance	6' min.	E
Pedestrian connections shall connect all buildings to the public ROW, shared court, and parking areas.		
Main entrance to units required from shared court.		
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		
Units on a corner may enter from the side street.		

[2] In compliance with Subsection 5 of the zone

5. Vehicle Access and Parking	
Driveway and parking location shall comply with standards in Subsection 7 of the zone.	F
Parking may be covered, uncovered, or in a garage.	
Spaces may be individually accessible by the units and/or common parking area(s) at rear or side of development site.	

6. Open Space		
Common Open Space		
Width	20' min. clear	G
Depth	75' min. (3-4 units) 90' min. (5-9 units)	H
Required setbacks and driveways do not count as open space.		
Up to 1/3 of the shared court(s) may be used for stormwater management if designed as a rain garden or bioswale.		

7. Miscellaneous
Fencing
Fencing only allowed around or between individual buildings and shall not exceed 36" in height.
Visibility shall be maintained through the fencing.

10-20.06.090 Fourplex



Example of Fourplex



Example of Fourplex



Example of Fourplex

1. Description

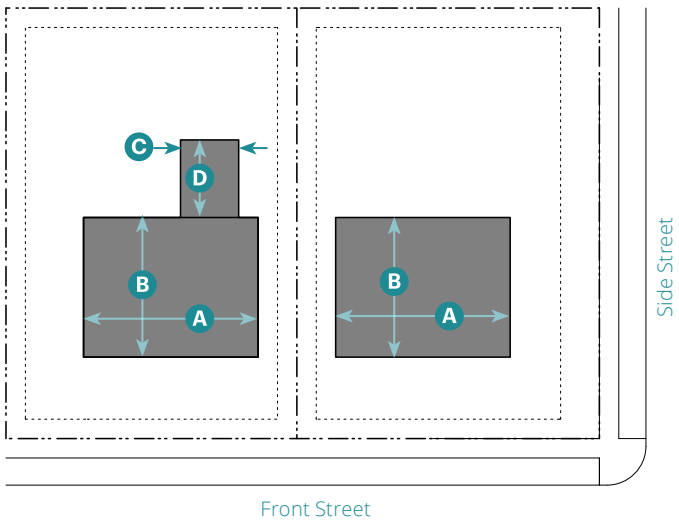
A small-to-medium-sized, detached, House-Scale Building that consists of three to four side-by-side and/or stacked units, typically with one shared entry or individual entries along the front. The type has the appearance of a medium-sized, single-unit house and is scaled to fit within low- to moderate-intensity neighborhoods.

2. Number of Units

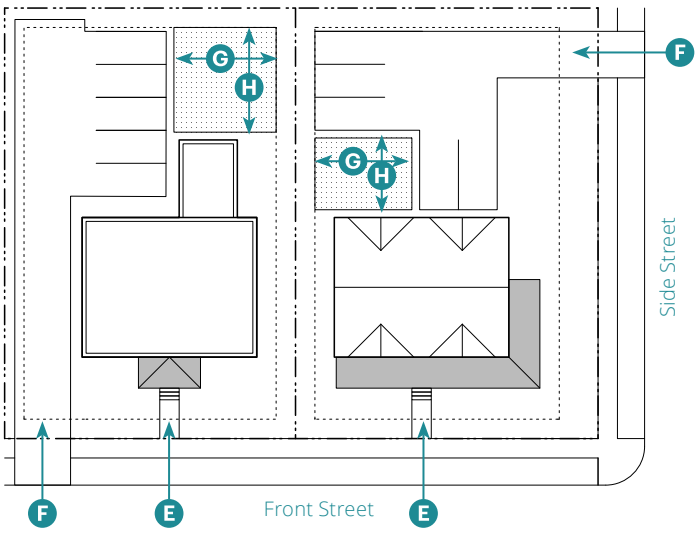
Units per Building	3 min.; 4 max.
Buildings per Development Site	1 max.

General Note: Photos on this page are illustrative, not regulatory.

Alley access required if alley exists



Alley access required if alley exists



Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	48' max.	A
Depth	48' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	20' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Flat Roof Box	Subsection 10-20.06.150.2.H	
Flat Roof L	Subsection 10-20.06.150.2.I	
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Common Open Space

3. Building Size and Massing (Continued)		
[1] In compliance with Subsection 5 of the zone		
[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.		
4. Pedestrian Access		
Main Entrance Location	Front Street	E
Each unit may have an individual entry.		
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Common Open Space[3]		
Width	15' min.	G
Depth	15' min.	H
Required setbacks and driveways do not count toward open space.		
Required common open space shall be located behind the main body of the building.		
[3] None is required if the building is within 800' of public open space		

10-20.06.100 Neighborhood Townhouse



Example of Neighborhood Townhouse



Example of Neighborhood Townhouse



Example of Neighborhood Townhouse

1. Description

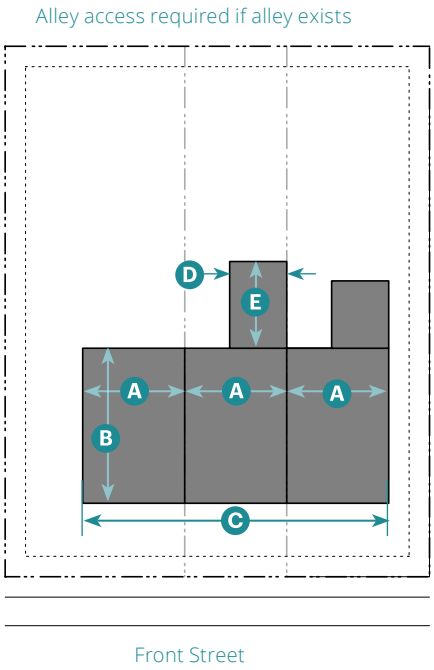
A small-sized, typically attached, House-Scale Building (up to four units side-by-side) with a rear setback. Each Neighborhood Townhouse consists of one unit. As allowed by the zone, the type may also be detached with minimal separations between buildings. The type is typically located within low-to-moderate-intensity neighborhoods.

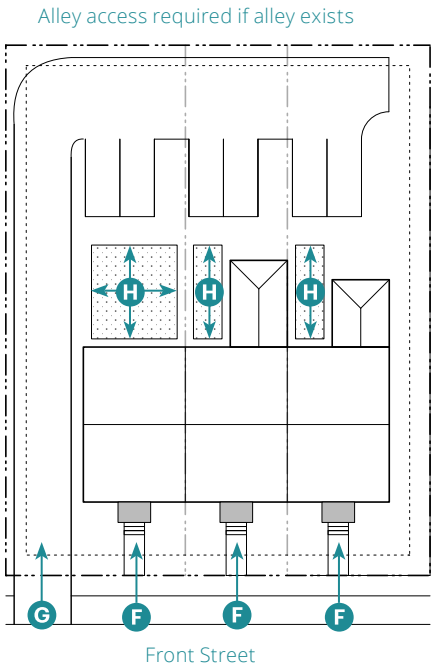
Synonym: Rowhouse

2. Number of Units

Units per Building	1 max. (up to 4 side-by-side)
Buildings per Dev't Site	1 max.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height	**N.S** **MS.S**	**N.M**
Stories	2.5 max.[1]	3 max.
Main Body (per Townhouse)[2]		
Width per Unit	18' min.	A
Depth per Unit	40' max.	B
Width per Building	120' max.	C
Wing(s)[2,3]		
Width	14' max.	D
Depth	25' max.	E
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types (per Run)		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		

[1] 2 stories max. in Historic Core

Key

ROW/Dev't Site Line

Building Setback Line

Frontage

Private Open Space

3. Building Size and Massing (Continued)		
[2] In compliance with Subsection 5 of the zone		
[3] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.		
4. Pedestrian Access		
Main Entrance Location	Front Street	F
Each unit shall have an individual entry facing a street.		
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		G
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Private Open Space		
Width	8' min.	H
Depth	8' min.	H
Required setbacks and driveways do not count toward open space.		
Required private open space shall be located behind the main body of the building.		

10-20.06.110 Neighborhood Courtyard



Example of Neighborhood Courtyard



Example of Neighborhood Courtyard



Example of Neighborhood Courtyard

1. Description

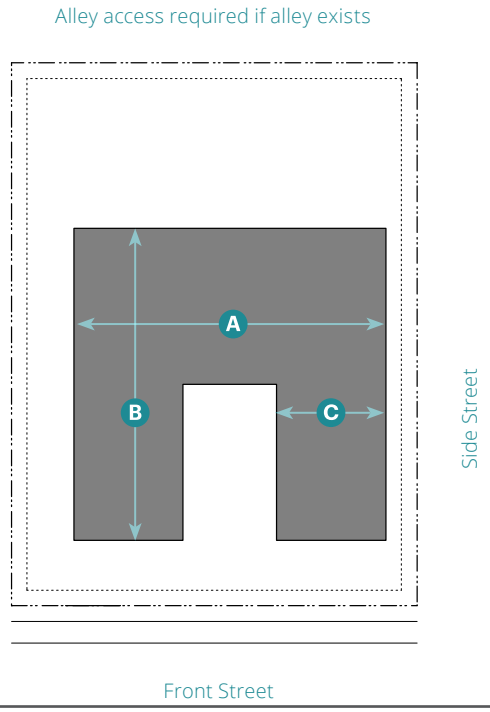
A detached, House-Scale Building that consists of up to 16 multiple attached and/or stacked units, accessed from a shared courtyard. The shared court is common open space and takes the place of a rear setback. The type is typically integrated as a small portion of lower-intensity neighborhoods or more consistently into moderate-intensity neighborhoods.

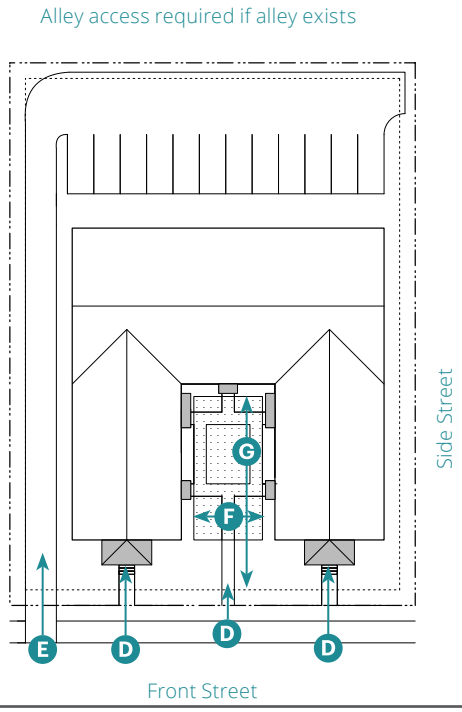
Synonym: Courtyard Apartment

2. Number of Units

	N.S	MS.S
Units per Building	12 max.	16 max.
Buildings per Dev't Site	1 max.	

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Common Open Space

3. Building Size and Massing

Height	**N.S** **MS.S**	**N.M**	
Stories	2.5 max.[1]	3 max.	
Main Body[2]			
Width	100' max.		A
Depth	100' max.	120' max	B
	45' max.		C
Massing Types			
Sloped L Courtyard	(L shaped) Subsection 10-20.06.150.2.E		
Sloped Front Courtyard	(U-shaped) Subsection 10-20.06.150.2.F		

Building shall be designed in an L-shape or U-shape

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

[1] 2 stories max. in Historic Core

[2] In compliance with Subsection 5 of the zone

4. Pedestrian Access

Main Entrance Location[3]	Courtyard or Street	D

[3] The main entry of ground floor units shall be directly off of a courtyard or street, whichever is closer.

5. Vehicle Access and Parking

Driveway and parking location shall comply with standards in Subsection 7 of the zone. E

Parking may be covered, uncovered, or in a garage.

6. Open Space

Common Open Space	**L-shaped**	**U-shaped**	
Width	20' min.	25' min.	F
Depth	30' min.	60' min.	G

Courtyard(s) shall be accessible from the front street.

Multiple courtyards are required to be connected via a Passage through or between buildings.

Up to 1/3 of the shared court(s) may be used for stormwater management if designed as a rain garden or bioswale.

Front of courtyard not defined by building shall be defined by 2'-6" to 5' tall wall with entry gate/door.

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10-20.06.120 Pocket Neighborhood



Example of Pocket Neighborhood



Example of Pocket Neighborhood



Example of Pocket Neighborhood

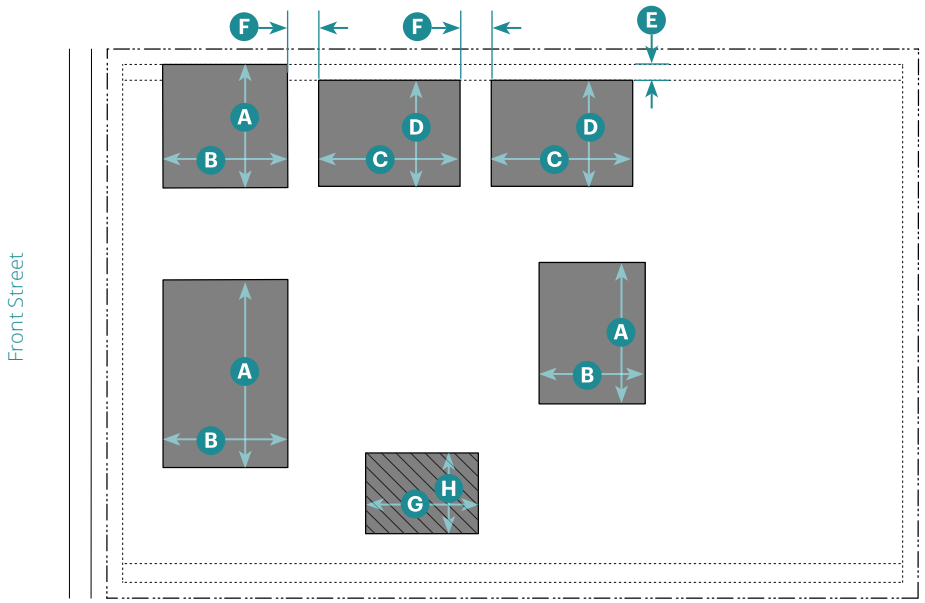
1. Description

A group of 5 to 10 detached, House-Scale Buildings each containing one to four units, arranged to define a shared open space. The shared open space is common open space and takes the place of a private rear setback, trees become an important community-enhancing element. The type is scaled to fit within low-to-moderate intensity neighborhoods.

2. Number of Units

Units per Building	4 max.
Buildings per Development Site	5 min.; 10 max.

General Note: Photos on this page are illustrative, not regulatory.



Key

ROW/ Dev't Site Line

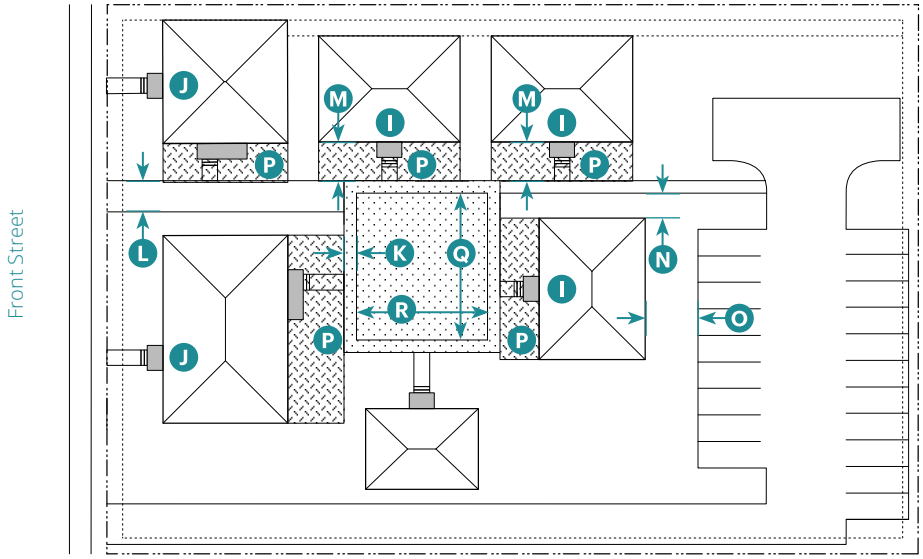
Building Setback Line

Building

Community Building

3. Building Size and Massing		
Main Body (per Building)[1]		
Stories	2.5 max.	
Buildings along Front and Side Street		
Width	60' max.	A
Depth	40' max.	B
Buildings along Side and Rear		
Width	36' max.	C
Depth	48' max.	D
Side Setback in Addition to Zone Setback	5' min.	E
Building Separation[2]		F
Between 1-story Buildings	10' min.	
Between Buildings > 1-story	15' min.	
Community Building[1,3]		
Stories	2.5 max.	
Width	40' max.	G
Depth	30' max.	H
Wing(s)		
Not Allowed		

3. Building Size and Massing (Continued)		
Massing Composition Types (per Building)		
Sloped Roof Box	1-4 Units per Building	Subsection 10-20.06.150.2.A
Sloped Roof Bar	1-4 Units per Building	Subsection 10-20.06.150.2.B
Sloped Roof L	1-4 Units per Building	Subsection 10-20.06.150.2.C
Sloped Roof Forecourt	2-4 Units per Building	Subsection 10-20.06.150.2.D
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		
No single-unit buildings allowed along the front or side street		
[1] In compliance with Subsection 5 of the zone		
[2] Including community building		
[3] Shall front on common open space and is not allowed along front or side street		



Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

4. Pedestrian Access

Main Entrance Location		
Buildings with 1 Unit[4]	At Common Open Space	I
Buildings with 2 or more Units	At Front or Side Street	J
Pedestrian Path Width		
Along Buildings and Open Space	5' min.	K
At Front or Side Street Connection	10' min.	L
Pedestrian Path Setbacks		
From Building Entrance	12' min.	M
From Side of Building	8' min.	N

[4]Max. 40' from edge of common open space

5. Vehicle Access and Parking

Offset from Buildings	5' min.	O

Driveway and parking location shall comply with standards in Subsection 7 of the zone.

Parking not allowed along private or common open space.

Parking may be covered, uncovered, or in a garage.

Turnaround access required in compliance with Fire Department standards.

Key

Private Open Space

Common Open Space

6. Open Space

Private Open Space per Building

Required for full length of building at all facades adjacent or abutting a pedestrian path or common open space P

Common Open Space[5]	**5 Bldgs.**[6]	**6-10 Bldgs.**[6]	
Width	30' min.	50' min.	Q
Depth	40' min.	100' min.	R

7. Miscellaneous

Fencing

Fencing only allowed around or between individual buildings and shall not exceed 36" in height.

Visibility shall be maintained through the fencing.

[5]Shall provide access from front or side street

[6]Not including community building

10-20.06.130 Multiplex



Example of Multiplex



Example of Multiplex



Example of Multiplex

1. Description

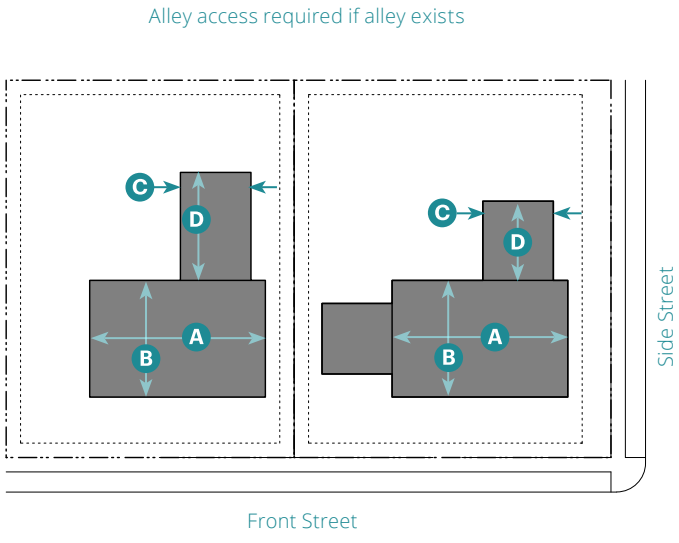
A medium-to-large-sized, detached, House-Scale Building that consists of 5 to 18 side-by-side and/or stacked units, typically with one shared entry. The type is scaled to fit within moderate-intensity neighborhoods.

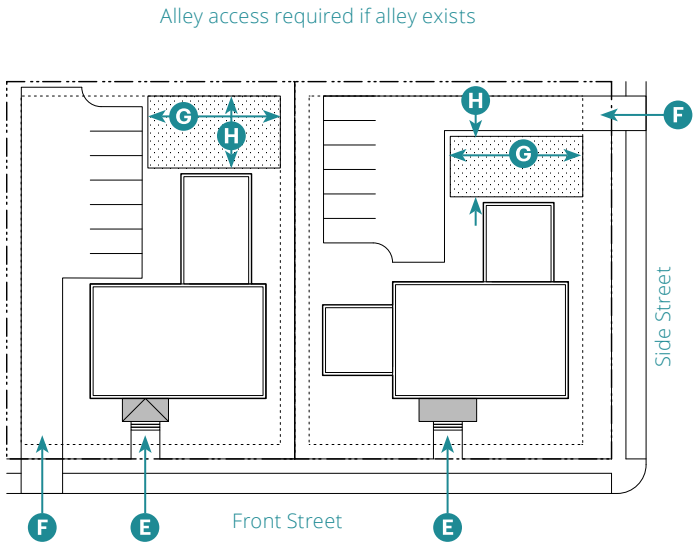
Synonym: Mansion Apartment

2. Number of Units

	N.S	MS.S
Units per Building	8 max.	12 max.
Buildings per Development Site	1 max.	

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building

Building Setback Line

3. Building Size and Massing		
Height	**N.S** **MS.S**	**N.M**
Stories	2.5 max.[1]	3 max.
Main Body[2]		
Width	60' max.	A
Depth	60' max.	B
Wing(s)[2,3]		
Width	24' max.	C
Depth	40' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Flat Roof Box	Subsection 10-20.06.150.2.H	
Flat Roof L	Subsection 10-20.06.150.2.I	
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).		
[1] 2 stories max. in Historic Core		

Key

ROW/ Dev't Site Line

Frontage

Building Setback Line

3. Building Size and Massing (Continued)		
[2] In compliance with Subsection 5 of the zone		
[3] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.		
4. Pedestrian Access		
Main Entrance Location	Front Street	E
Units located in the main body shall be accessed by a common entry along the front street.		
On corner development sites, units in a wing may enter from the side street.		
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Common Open Space		
Width	30' min.	G
Depth	20' min.	H

10-20.06.140 Main Street Building



Example of Main Street Building



Example of Main Street Building



Example of Main Street Building

1. Description

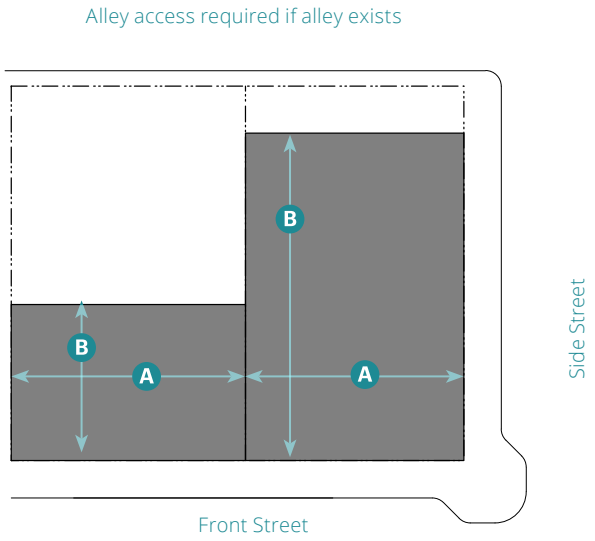
A small-to-large-sized, Block-Scale Building, typically attached, but may be detached. The type is intended to provide a vertical mix of uses with ground-floor retail, office, or service uses and upper-floor service or residential uses. The type makes up the primary component of neighborhood and downtown main streets, therefore being a key component to providing walkability.

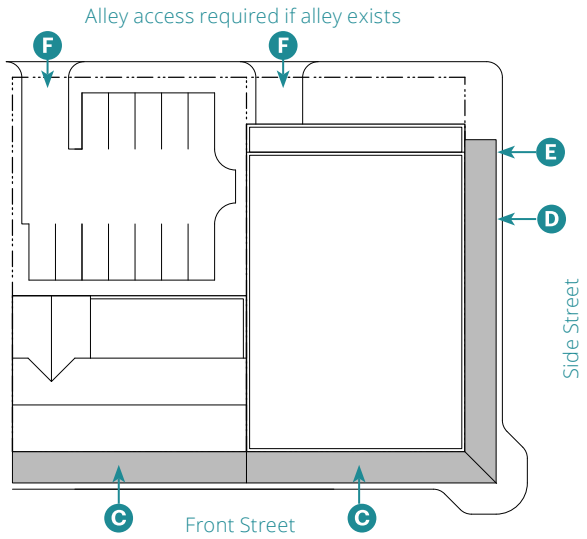
2. Number of Units

Units per Building	Unrestricted[1]
Buildings per Dev't Site	1 max.

[1] Number of units restricted by International Building Code (IBC) and Uniform Fire Code (UFC) standards.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing			
Height	**N.S**	**N.M MS.S**	
Stories	2.5 max.	3 max.[2]	
Main Body[3]			
Width	100 max.	140 max.	A
Depth	90 max.	180 max.	B
Wing(s)			
Not Allowed			
Massing Types			
Sloped Roof Bar	Subsection 10-20.06.150.2.B		
Flat Roof Box	Subsection 10-20.06.150.2.H		
Flat Roof L	Subsection 10-20.06.150.2.I		
Flat Roof T	Subsection 10-20.06.150.2.J		
Flat Roof Front Courtyard	Subsection 10-20.06.150.2.K		
Flat Roof Rear Courtyard	Subsection 10-20.06.150.2.L		
Flat Roof Closed Courtyard	Subsection 10-20.06.150.2.M		
Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).			

[2] 2 stories max. in Historic Core

[3] In compliance with Subsection 5 of the zone

Key

ROW/ Dev't Site Line

Building Setback Line

Frontage

Outline of Building above

4. Pedestrian Access	
Distance between Entries to Ground Floor Shops	50' max.
Upper floor units shall be accessed by a common entry along the front street.	C
Ground floor shops shall have individual entries along the adjacent street.	D
Ground floor units allowed along side street at least 60' from front of development site.	
On corner development sites, units in a wing or accessory structure may enter from the side street.	E
5. Vehicle Access and Parking	
Driveway and parking location shall comply with standards in Subsection 7 of the zone.	F
Parking may be covered, uncovered, or in a garage.	
6. Open Space	
Common or private open space is not required.	

10-20.06.150 Massing Compositions

1. **Bay Composition**. Each façade shall be arranged according to a pattern of bays. See Subsection 10-20.12.030.4 (Measuring Bays) for details on the application of bays to façades.

   A. Each bay shall be at least 5′ wide and no wider than 15'.

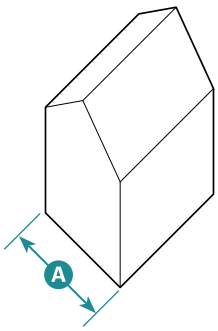
   B. Each façade shall contain at least 2 bays and no more than 9 bays.

   C. All bays within the same main body or wing shall be the same height.

2. Main Body Massing Types

For each building type, select from the allowed massing types and apply the standards to the main body width facades along a street or civic space in compliance with the following standards. Façades of intersecting volumes shall be offset by a minimum of 3 feet.

A. Sloped Roof Box

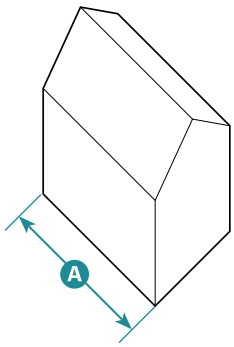


This massing type is a simple rectilinear form that is deeper than it is long. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of the building type (A)

B. Sloped Roof Bar



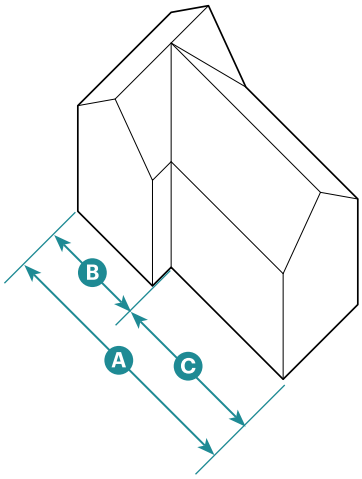
This massing type is a simple rectilinear form that is longer than it is deep. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of the building type (A)

2. Main Body Massing Types (Continued)

C. Sloped Roof L

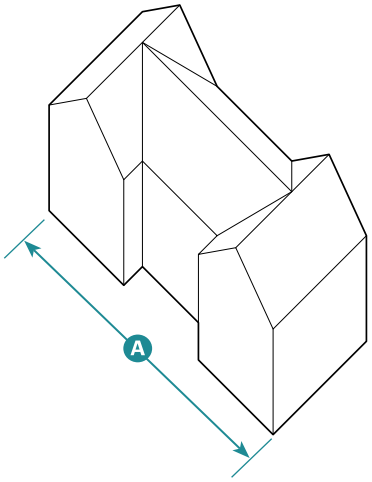


This massing type divides the façade into two parts, with one part projecting and one part set back to create a shallow forecourt. The roof is sloped and may be either hipped, gabled, or shed on each volume.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	1 bay min.; 5 bays max.	B
Recessed Façade	1 bay min; 7 bays max.	C

D. Sloped Roof Forecourt



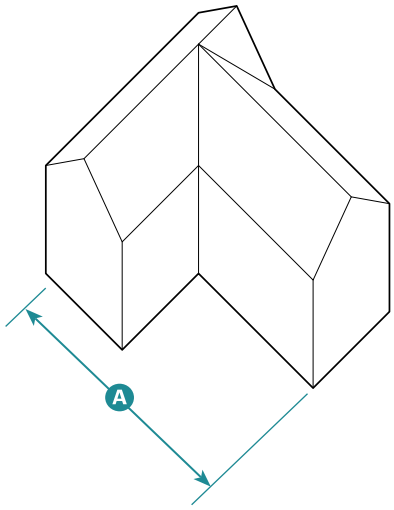
This massing type divides the façade into three parts, with the middle part set back slightly to create a shallow open space. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	1 bay min.; 5 bays max.	
Recessed Façade	1 bay min; 9 bays max.	

2. Main Body Massing Types (Continued)

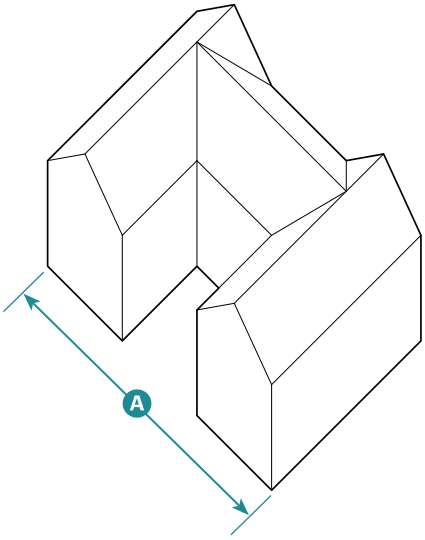
E. Sloped L Courtyard



This massing type divides the façade into two parts, with one part set back substantially to create a deep open space. The roof is sloped and may be either hipped, gabled, or shed.

Main Body	
Main Body Width	Max. allowed by Subsection 3 of this building type (A)
Projecting Volume	1 bay min.; 5 bays max.
Recessed Façade	1 bay min; 9 bays max.

F. Sloped Front Courtyard

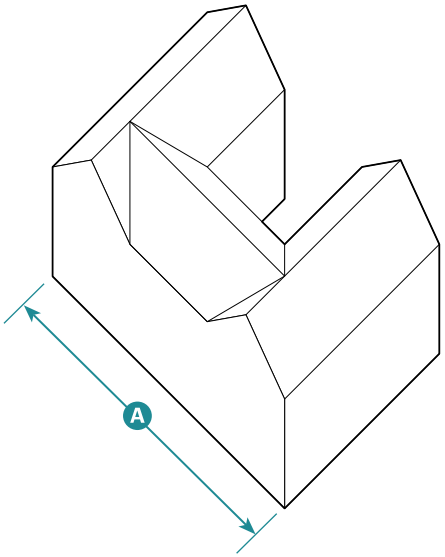


This massing type divides the façade into three parts, with the middle part set back substantially to create a deep open space. The roof is sloped and may be either hipped, gabled, or shed.

Main Body	
Main Body Width	Max. allowed by Subsection 3 of this building type (A)
Projecting Wing	1 bay min.; 5 bays max.
Center Façade	1 bay min; 7 bays max.

2. Main Body Massing Types (Continued)

G. Sloped Rear Courtyard

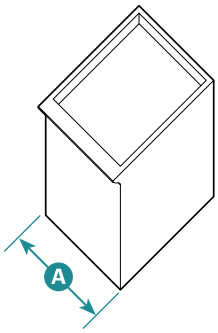


This massing type divides the rear façade into three parts, with the middle part set back substantially to create a deep courtyard not visible from the street. The roof is sloped and may be either hipped, gabled, or shed.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A

H. Flat Roof Box

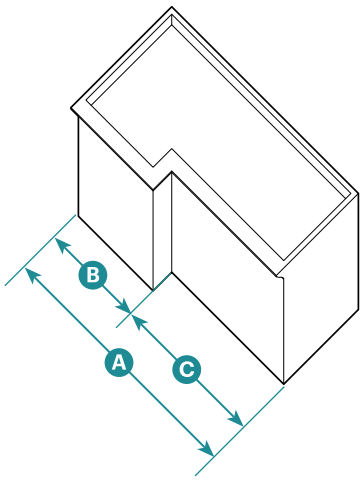


This massing type is a simple rectilinear form with a flat roof.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A

I. Flat Roof L



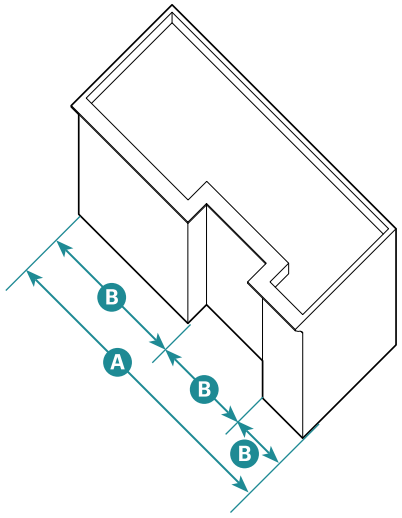
This massing type divides the façade into two parts, with one part projecting and one part set back to create a shallow forecourt. The roof is flat.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	2 bays min.; 5 bays max.	B
Recessed Façade	1 bay min; 7 bays max.	C

2. Main Body Massing Types (Continued)

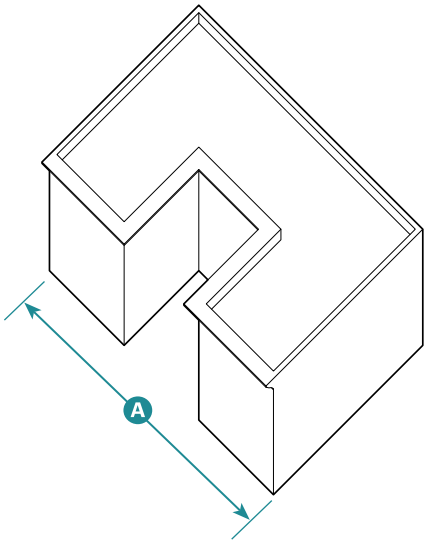
J. Flat Roof T



This massing type divides the façade into three parts, with the middle part projecting. The roof is flat.

Main Body		
Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	2 bays min.; 5 bays max.	B
Recessed Façade	1 bay min; 7 bays max.	C

K. Flat Roof Front Courtyard

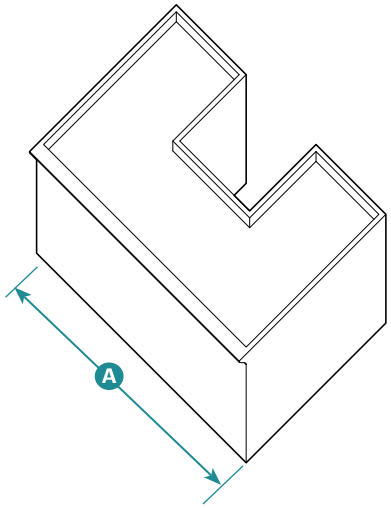


This massing type divides the façade into three parts, with the middle part set back substantially to create a deep open space. The roof is flat.

Main Body		
Main Body Width	Max. allowed by Subsection 3 of this building type	A
Projecting Volume	1 bay min.; 5 bays max.	
Recessed Façade	1 bay min; 9 bays max.	

2. Main Body Massing Types (Continued)

L. Flat Roof Rear Courtyard

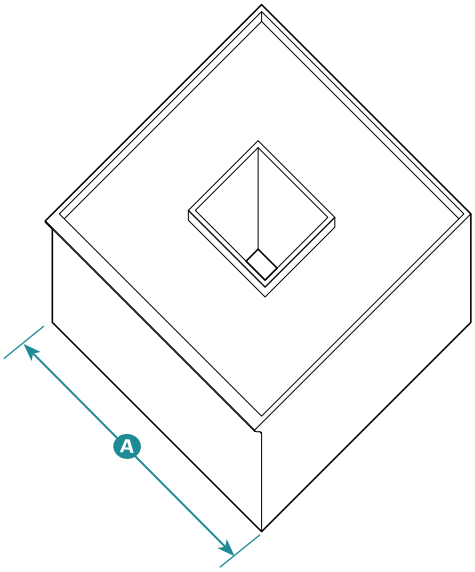


This massing type divides the rear façade into three parts, with the middle part set back substantially to create a deep courtyard not visible from the street. The roof is flat.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type (A)

M. Flat Roof Closed Courtyard



This massing type fronts a courtyard with building façades in all 4 sides. Courtyard not visible from the street. The roof is flat.

Main Body

Main Body Width	Max. allowed by Subsection 3 of this building type (A)

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Article 7: Specific to Private Frontage Types

Sections:

10-20.07.010 Purpose
10-20.07.020 Private Frontage Types
10-20.07.030 Overview of Private Frontage Types
10-20.07.040 Porch Projecting
10-20.07.050 Porch Engaged
10-20.07.060 Dooryard
10-20.07.070 Forecourt
10-20.07.080 Maker Shopfront
10-20.07.090 Shopfront
10-20.07.100 Terrace
10-20.07.110 Gallery

10-20.07.010 Purpose

This Article provides the standards for private frontages ("frontages"). Private frontages are the components of a building that provide the transition and interface between the public realm (street and sidewalk) and the private realm (setback or building).

10-20.07.020 Private Frontage Types

1. The names of the private frontage types indicate their particular configuration or function and are not intended to limit uses within the associated building. For example, a Porch may be used by non-residential uses including, but not limited to, a restaurant or office, as allowed by the zone.
2. Each building is required to include at least one private frontage type along the front street or adjacent civic space. Buildings with entries along a side street are required to include at least one private frontage type on those facades.
3. The ground floor, for a minimum depth as identified in Subsection 4 of the zone, is required to be habitable/occupiable space in compliance with this Article. Accessibility is provided through the allowed private frontage types for each zone.
4. Private frontage types not listed in Subsection 8 of the zone are not allowed in that zone.
5. Each building may have multiple private frontage types in compliance with the allowed types in Subsection 8 of the zone.
6. Each private frontage type shall be located in compliance with the facade zone per Subsection 5 of the zone.
7. Standards are stated for the front and side street facades of a development site.

8. In addition to the zone's standards, each private frontage is further refined through these standards to further calibrate the type for its context.
9. Certain types are only allowed in the open sub-zone (e.g., N.S-O) or on a side street in the base zone (e.g., N.S) to implement the intended physical character.

10-20.07.030 Overview of Private Frontage Types

Table A (Private Frontage Types Overview) provides a summary of the allowed private frontage types in each zone. See referenced Section(s) for standards.

Table 10-20.07.030.A: Private Frontage Types Overview

Private Frontage Type	Specific Standards	N.S	N.M	MS.S
Porch Projecting	10-20.07.040	P	P	P
Porch Engaged	10-20.07.050	P	P	P
Dooryard	10-20.07.060	P	P	O
Forecourt	10-20.07.070	X	X	P
Maker Shopfront	10-20.07.080	X	X	O
Shopfront	10-20.07.090	O	P	P
Terrace	10-20.07.100	X	P	P
Gallery	10-20.07.110	X	X	P

Key P = Allowed O = Allowed Only in Open Sub-Zone or Side Street X = Not Allowed

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10-20.07.040 Porch Projecting



Example of a Projecting Porch



Example of a Projecting Porch

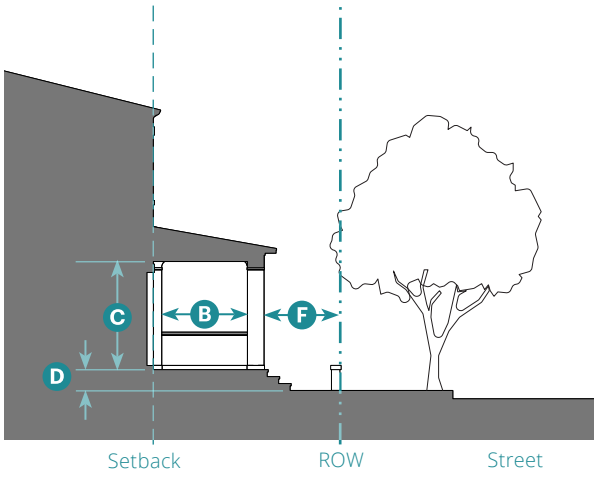


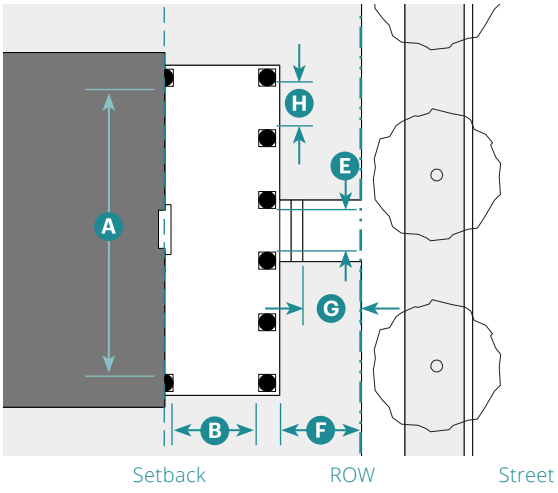
Example of a Projecting Porch

1. Description

The main facade of the building is set back from the front development site line with a covered structure encroaching into the front setback. The resulting setback area may be defined by a fence or hedge to spatially maintain the edge of the street. The Porch may be one or two stories, is open on three sides, with all habitable space located behind the building setback line.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Development Site Line

Setback Line

2. Size		
Width, Clear	12' min.[1]	A
Depth, Clear	8' min.	B
Height, Clear	8' min.	C
Stories	2 stories max.	
Finish Level above Sidewalk	12" min.[2]	D
Pedestrian Access	3' wide min.	E
Distance between Porch and Sidewalk	5' min.	F
Distance between Stairs and Sidewalk	3' min.	G
Distance between Porch columns shall be in compliance with selected architectural style in Article 8 (Specific to Architectural Design).		H

[1] Reduce to 8' min. and maximum 1 story when applied to Cottage Court Building Type

[2] Common entries may be set at grade per local and federal accessibility standards.

3. Miscellaneous
Porch shall be open on three sides and have a roof. Clear glass may be installed between the porch columns if the minimum size of individual panes is in compliance with the standards in Article 8 (Specific to Architectural Design).
The Porch is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Projecting Porch.
The Porch shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.050 Porch Engaged



Example of an Engaged Porch



Example of a two-story Engaged Porch

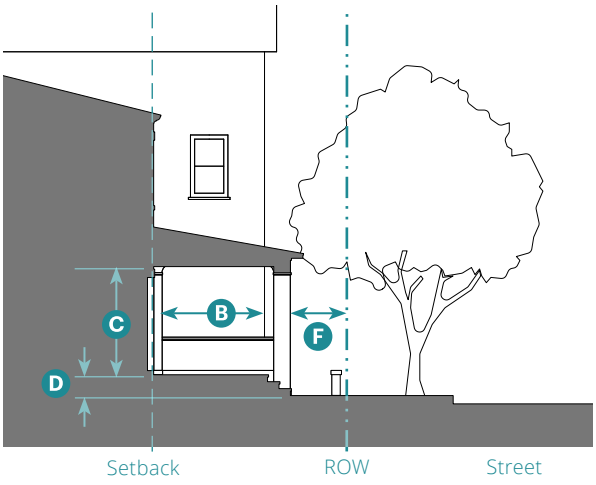


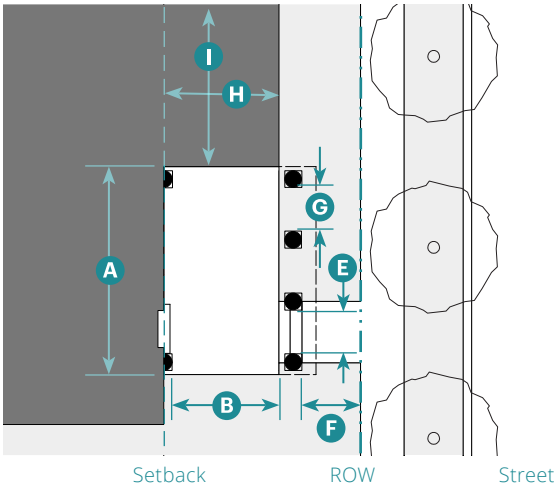
Example of an Engaged Porch

1. Description

A portion of the main facade of the building is set back from the front development site line to create an area for a covered structure that projects from the facade that is set back. The Porch may project into the front setback. The resulting setback may be defined by a fence or hedge to spatially maintain the edge of the street. The Porch may be one or two stories and has two adjacent sides that are engaged to the building, while the other two sides are open.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line Setback Line

2. Size		
Width, Clear	8' min.	A
Depth, Clear	8' min.	B
Height, Clear	8' min.	C
Stories	2 stories max.	
Finish Level above Sidewalk	12" min.[1]	D
Pedestrian Access	3' wide min.	E
Distance between Porch and Sidewalk	5' min.	F
Distance between Stairs and Sidewalk	3' min.	F
Distance between Porch columns shall be in compliance with selected architectural style in Article 8 (Specific to Architectural Design).		G
Encroachment area of Building Facade		
Depth	6' max.	H
Width	1/3 min. of overall building facade	I

[1] Common entries may be set at grade per local and federal accessibility standards.

3. Miscellaneous
Up to 20% of the building facade and porch(es) may project into the front setback line for the zone.
Porch shall be open on two sides and have a roof. Clear glass may be installed between the porch columns if the minimum size of individual panes is in compliance with the standards in Article 8 (Specific to Architectural Design).
The Porch is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Engaged Porch.
The Porch shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected Architectural Style.

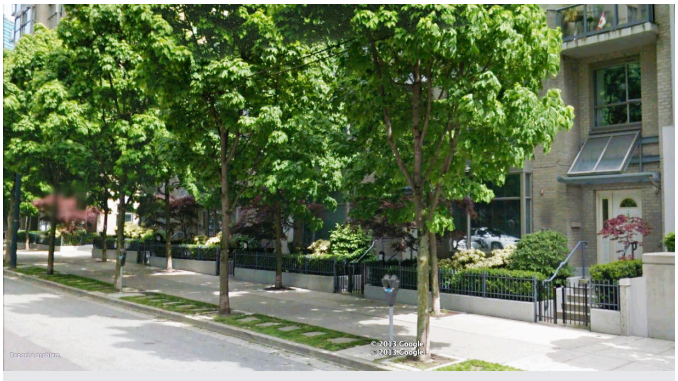
10-20.07.060 Dooryard



Example of a residential Dooryard



Example of a commercial Dooryard

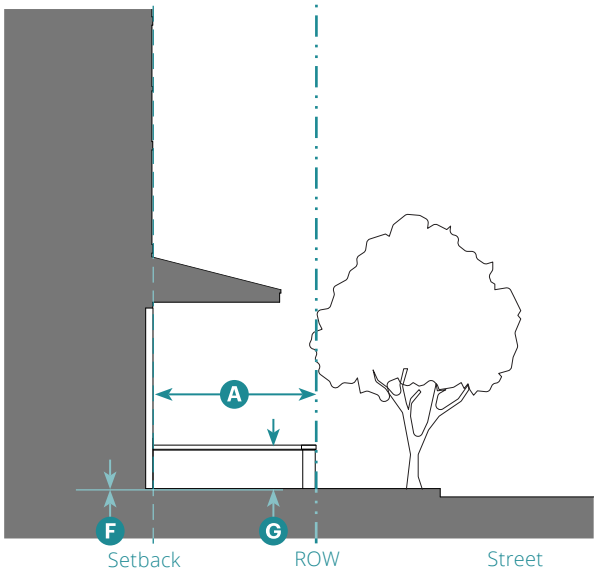


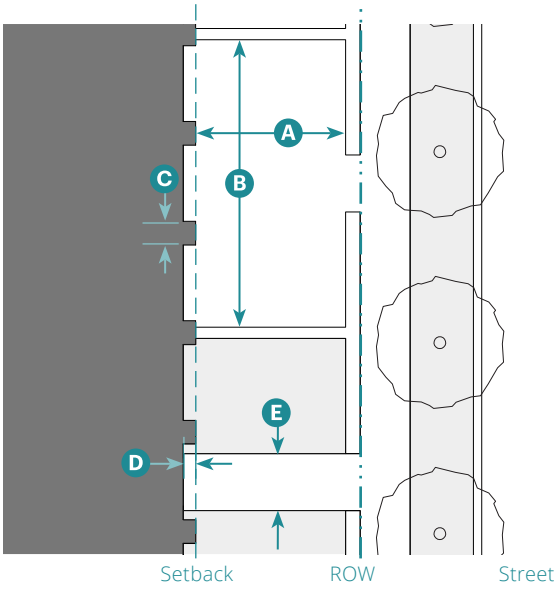
Example of a residential Dooryard

1. Description

The main facade of the building is set back from the front development site line, which is defined by a low wall or hedge, creating a small private area between the sidewalk and the facade. Each Dooryard is separated from adjacent Dooryards. The Dooryard may be raised or at grade.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Depth, Clear	6' min.	A
Length	15' min.	B
Distance between Glazing	4' max.	C
Depth of Recessed Entries	3' max.	D
Pedestrian Access	3' wide min.	E
Finish Level above Sidewalk	12" max.[1]	F
Height of Dooryard Fence/Wall above Finish Level	36" max.	G

[1] Common entries may be set at grade per local and federal accessibility standards.

3. Miscellaneous
For live/work, retail, service, and restaurant uses, the Shopfront Frontage Type (10-20.07.090) may be applied.
Each Dooryard shall provide access to only one ground floor entry.
The Dooryard is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Dooryard.
The Dooryard shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.070 Forecourt



Example of a Forecourt with Shopfronts



Example of a Forecourt with outdoor dining

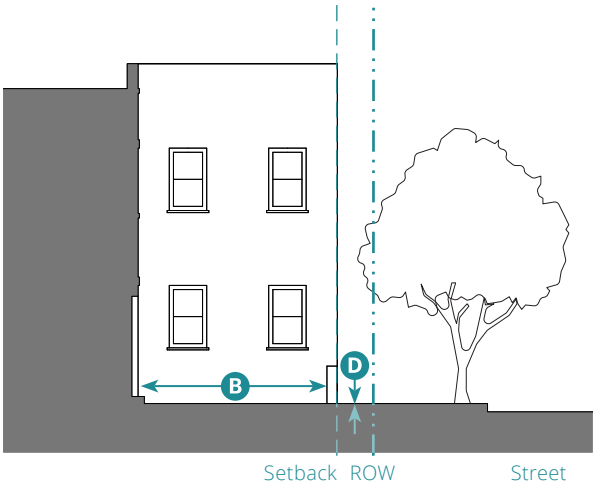


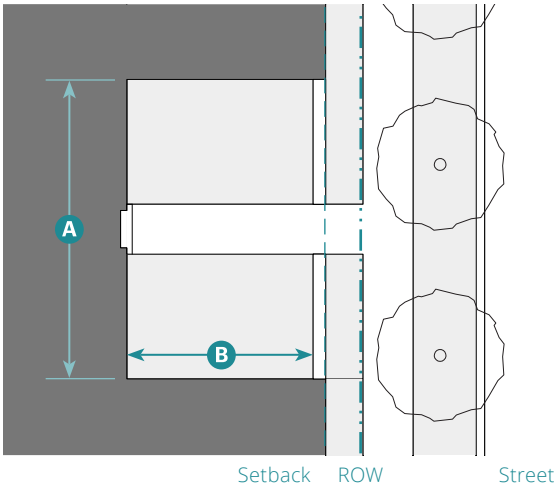
Example of Forecourt

1. Description

The main facade of the building is at or near the front development site line and a portion is set back, extending the public realm into the development site to create an entry court or shared garden space for housing, or an additional shopping or restaurant seating area within retail and service areas.

General Note: Photos on this page are illustrative, not regulatory.





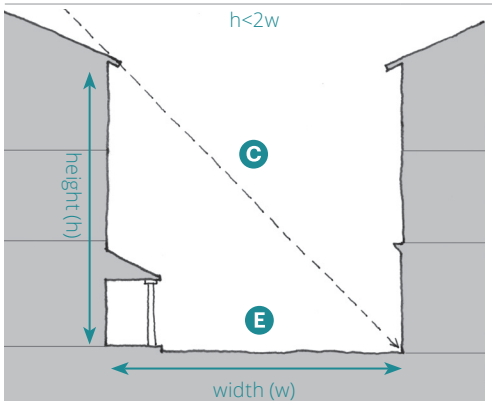
Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Width, Clear	15' min.	A
Depth, Clear	15' min.	B
Ratio, Height to Width	2:1 max.	C
Finish Level above Sidewalk	12" max.	D
Gallery frontages, awnings, balconies and porches may encroach into Forecourt on all sides.	Max 1/2 width of Forecourt	E

3. Miscellaneous
Forecourts may be utilized to group several entries at a common elevation in compliance with the zones' ground floor finish level standards.
The proportions and orientation of a Forecourt shall be in compliance with the diagram below for solar orientation and user comfort.
Ramps are required to be integrated along the side of the building to connect with the Forecourt.
The Forecourt shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.



10-20.07.080 Maker Shopfront



Example of a Maker Shopfront



Example of a Maker Shopfront

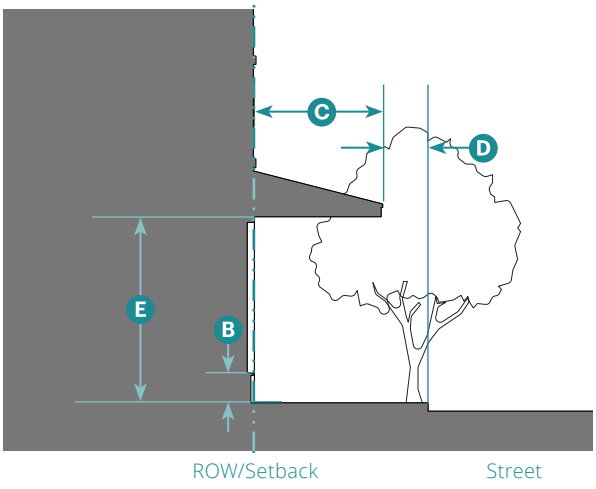


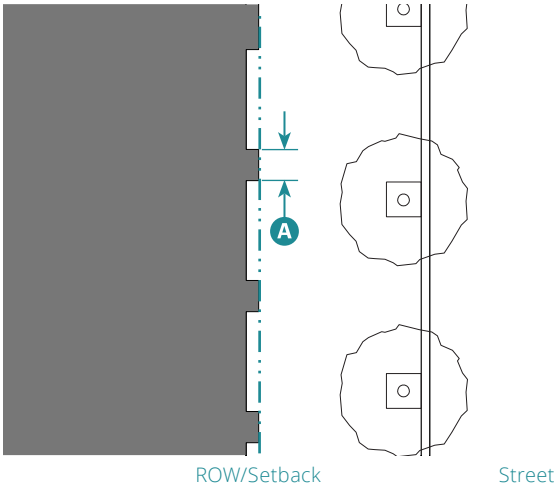
Example of a Maker Shopfront

1. Description

The main facade of the building is at or near the front development site line with an at-grade or elevated entrance from the sidewalk. The type is only allowed on side streets from the adjacent main street and is intended for industrial artisan businesses to show their activity to pedestrians, as well as for retail sales of products made on-site. The Maker Shopfront may include a decorative roll-down or sliding door, including glazing and an awning that overlaps the sidewalk.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Distance between Glazing	10' max.	A
Ground Floor Glazing between Sidewalk and Finished Ceiling Height	30% min.	
Shopfront Base (if used)	48" max.	B
Recessed entries are allowed		

3. Awning (Allowed/Not Required)		
Depth	5' min.	C
Setback from Curb	2' min.	D
Height, Clear	8' min.	E

4. Miscellaneous

Decorative accordion-style doors/windows or other operable windows that allow the space to open to the street are allowed in compliance with Article 8 (Specific to Architectural Design).

The Maker Shopfront shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.090 Shopfront



Example of Shopfronts



Example of a Shopfront

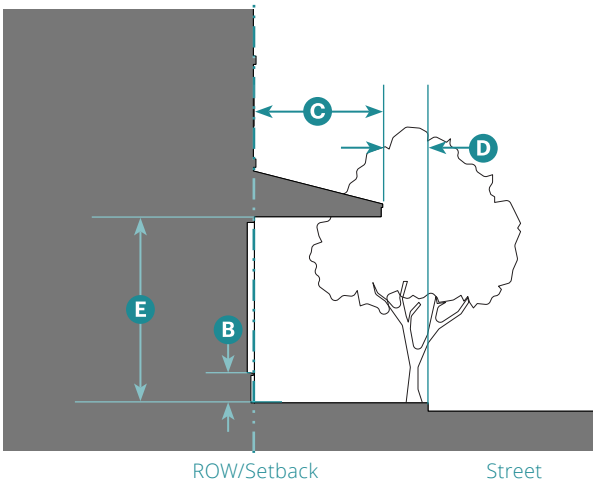


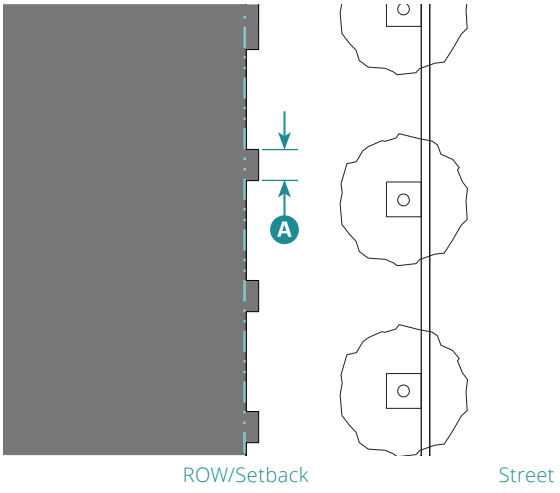
Example of a Shopfront

1. Description

The main facade of the building is at or near the front development site line with at-grade entrance from the sidewalk. The type is intended for service, retail, or restaurant use and includes substantial glazing between the Shopfront base and the ground floor ceiling. This type may include an awning that overlaps the sidewalk.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

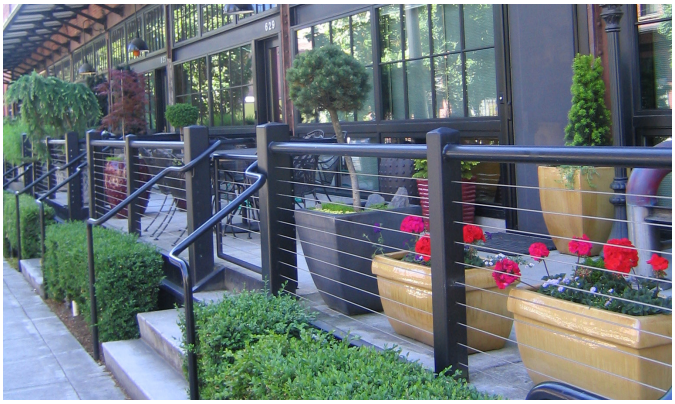
2. Size		
Distance between Glazing	2' max.	A
Ground Floor Glazing between Sidewalk and Finished Ceiling Height	75% min.	
Depth of Recessed Entries	5' max.	
Shopfront Base	6" min.; 24" max.	B
3. Awning		
Depth	5' min.	C
Setback from Curb	2' min.	D
Height, Clear	8' min.	E

4. Miscellaneous
Decorative accordion-style doors/windows or other operable windows that allow the space to open to the street are allowed in compliance with Article 8 (Specific to Architectural Design).
Ramps are required to be integrated along the side of the building to connect with the Shopfront.
The Shopfront shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.100 Terrace



Example of a Terrace with low-wall seating



Example of a Terrace

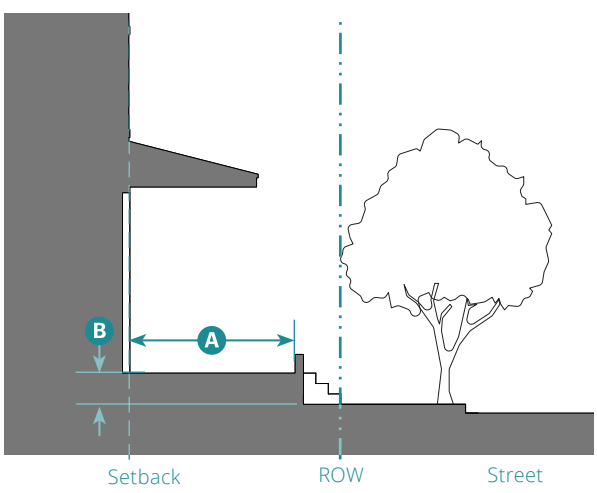


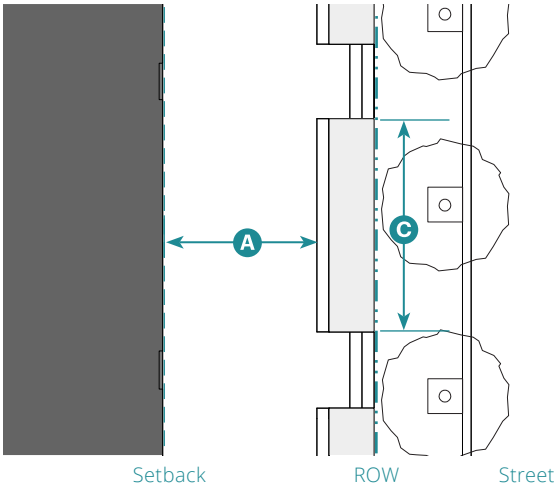
Example of a residential Terrace along a courtyard

1. Description

The main facade is at or near the front development site line with steps leading to an elevated area providing pedestrian circulation along the facade. The type is used for retail, service, office uses, or housing to provide outdoor areas along the sidewalk and/or to accommodate an existing or intended grade change.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Depth of Terrace	8' min. residential; 12' min. non-residential	A
Finish Level above Sidewalk	36" max.	B
Distance between Stairs	25' max.	C

3. Miscellaneous
These standards are to be used with those for the Shopfront Frontage Type where the zone requires the Shopfront Frontage Type (10-20.07.090).
Where the zone requires the Shopfront Frontage Type (10-20.07.090) and the ground floor is flush with the sidewalk, the Terrace shall be considered to be the sidewalk.
May be utilized to group several entries at a common elevation in compliance with the zones' ground floor finish level standards.
The Terrace is allowed to encroach into the front and side street setbacks in compliance with Subsection 6 of the zone.
Ramps are required to be integrated along the side of the building to connect with the Terrace.
The Terrace shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.

10-20.07.110 Gallery



Example of a two-story Gallery with an uncovered second story.



Example of a Gallery providing covered outdoor dining

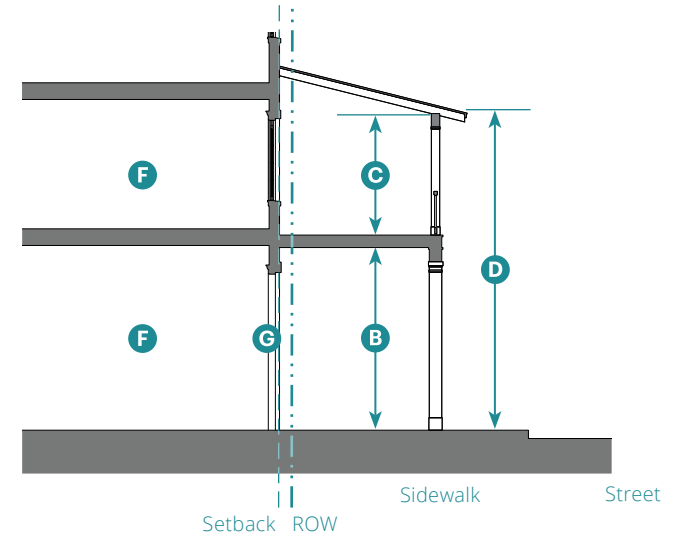


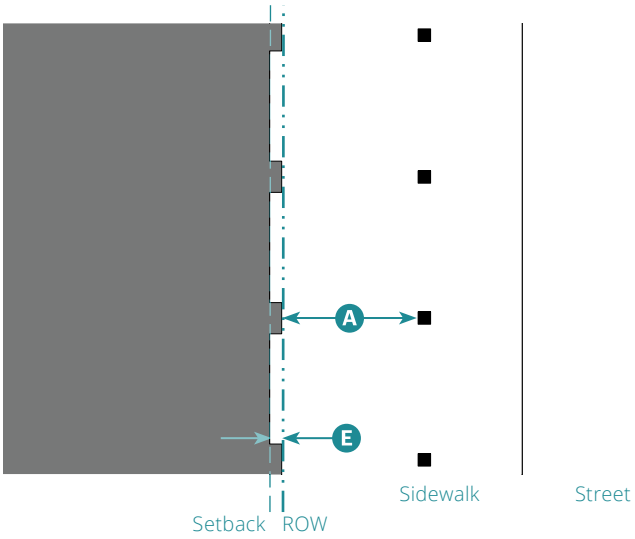
Example of a Gallery with shopfronts

1. Description

The main facade of the building is set back from the front development site line and an at-grade covered structure, articulated with colonnade or arches, overlaps the sidewalk. The type may be one or two stories. When used in nonresidential settings, the Shopfront Type is included; when used in residential settings, Dooryards and Forecourts may be included as allowed by the zone.

General Note: Photos on this page are illustrative, not regulatory.





Key

ROW/ Dev't Site Line

Setback Line

2. Size		
Depth, Clear	8' min.	A
Ground Floor Height, Clear	12' min.	B
Upper Floor Height, Clear	9' min.	C
Height	2 stories max.	D
Gallery Setback from Public ROW	18" min. (clear)	E

3. Miscellaneous	
Habitable space	F
Galleries shall also follow the standards for the Shopfront Frontage Type (10-20.07.090).	G
Galleries shall have a consistent depth across the entire front and/or side street facade.	
Galleries are allowed to project over the sidewalk in the public ROW.	
The second story of the Gallery may be covered.	
Planting is not required. Lighting is required within the gallery in compliance with Section 10-20.05.030 (Landscaping and Lighting).	
Ramps are required to be integrated along the side of the building to connect with the Gallery, where applicable.	
The Gallery shall be designed in compliance with the standards in Article 8 (Specific to Architectural Design) for the selected architectural style.	

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Article 8: Specific to Architectural Design

Sections:

10-20.08.010 Purpose
10-20.08.020 Applicability
10-20.08.030 Architectural Design Standards
10-20.08.040 Overview of Architectural Styles
10-20.08.050 Contemporary
10-20.08.060 Craftsman
10-20.08.070 Main Street Classical
10-20.08.080 Mediterranean

10-20.08.010 Purpose

This Article sets forth standards that supplement the zone standards to further refine the intended building form and physical character.

10-20.08.020 Applicability

Unless stated otherwise, all subsections within each architectural style ("style") identified in this Article apply to all facades of a building, including front facades, side street facades, side interior facades, and rear facades.

10-20.08.030 Architectural Design Standards

This Article contains architectural design standards for the four allowed styles. The standards for each style address a range of topics based on local architectural examples. The standards address the following aspects of individual building design: Roofs and roof pitch, eaves, cornices, walls, base of walls, dormers, openings and doors, storefronts, porches, and balconies.

1. Each building is required to be designed in compliance with one of the allowed architectural styles.
2. The architectural style standards are coordinated with the building types allowed by this FBC and the intended physical character of each zone.
3. Any facade greater than 75 feet in length along a street (public or private) or civic space shall include more than one architectural style, with a maximum 75 feet in length of any one style. This regulation does not apply across property lines.
4. Diagrams are for illustrative purposes only and do not constrain the expression of listed elements with respect to style. Only aspects keyed to standards listed in the tables are regulated.

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10-20.08.040 Overview of Architectural Styles

Table A (Architectural Styles Overview) provides an overview of the allowed architectural styles.

Table 10-20.08.040.A: Architectural Styles Overview

Contemporary 10-20.08.050	Craftsman 10-20.08.060	Main Street Classical 10-20.08.070
		
Typical Characteristics	**Typical Characteristics**	**Typical Characteristics**
Long, low-sloped roof forms with simple eaves with deep overhangs	Low-pitched roofs with deep eaves and exposed rafter tails	Symmetrical facade composition with proportions that imply load-bearing masonry structure
Asymmetrical facade compositions with square and horizontal openings often made from ganged vertical windows	Horizontally proportioned openings made from ganged vertical windows	Prominent cornice with classical detailing and parapet or pedimented roof forms
Mix of exterior materials to differentiate massing forms, with prevalent natural materials including wood siding	Emphasis on natural materials including wood shingles	Regular pattern of vertically proportioned openings
Horizontally proportioned balconies and terraces with minimalist vertical supports	Asymmetrical composition with wall plane broken by projecting gable ends	Brick and stucco as primary facade materials
Applicable Standards	**Applicable Standards**	**Applicable Standards**
Wall	Wall	Base
Building Roof	Base	Building Roof
Rake	Building Roof	Parapet
Eave	Rake	Windows
Parapet	Eave	Bay Windows
Windows	Parapet	Entry Doors
Bay Windows	Windows	Balconies
Dormers	Bay Windows	Porches
Entry Doors	Dormers	Storefronts
Balconies	Entry Doors	Materials
Porches	Balconies	
Storefronts	Porches	
Materials	Storefronts	
	Materials	

Table 10-20.08.040.A: Architectural Styles Overview (Continued)

Mediterranean 10-20.08.080



Typical Characteristics
Low-pitched gabled or hipped roofs clad in red tile with open eaves
Flat, rectilinear wall plane with vertically proportioned punched openings without trim
Stucco as primary facade material with stucco or wood attached elements

Applicable Standards
Building Roof
Eave
Parapet
Windows
Bay Windows
Dormers
Entry Doors
Balconies
Porches
Storefronts
Materials

Quick Code Guide: Specific to Architectural Design

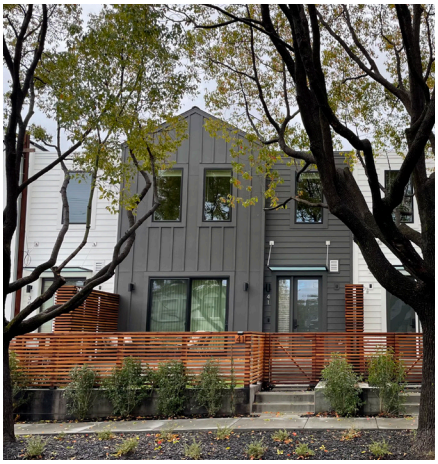
The following graphic is intended as a summary guide. Please refer to San Anselmo's written permit procedures and application standards for all necessary information.

Before you begin

Identify your zone, building type, and detailed massing type. If you have not done this yet, go back to the Table of Contents and follow the Quick Code Guide.

Instructions	Location
Identify your architectural style	**Table 10-20.08.040.A (Architectural Styles Overview)**
Comply with wall, base, and building roof form standards *Dependent on zone, detailed massing type, and architectural style*	**Subsections 3-8 of Architectural Style**
Comply with window and door standards *Dependent on architectural style*	**Subsections 9-12 of Architectural Style**
Comply with external elements standards and material standards *Dependent on architectural style*	**Subsections 13-16 of Architectural Style**

10-20.08.050 Contemporary









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

Contemporary style buildings have a streamlined aesthetic and minimal ornamentation. This style focuses on combining simple rectilinear massing forms with changes in material and color. The use of glass and cantilevered elements imbues buildings with a sense of lightness and simplicity. This style is prevalent throughout Marin County.

2. Typical Characteristics

- Long, low-sloped roof forms with simple eaves with deep overhangs
- Asymmetrical facade compositions with square and horizontal openings often made from ganged vertical windows
- Mix of a limited number of exterior materials to differentiate massing forms, with prevalent natural materials including wood siding
- Horizontally proportioned balconies and terraces with minimalist vertical supports

Elements of Contemporary Style – Multifamily Prototype

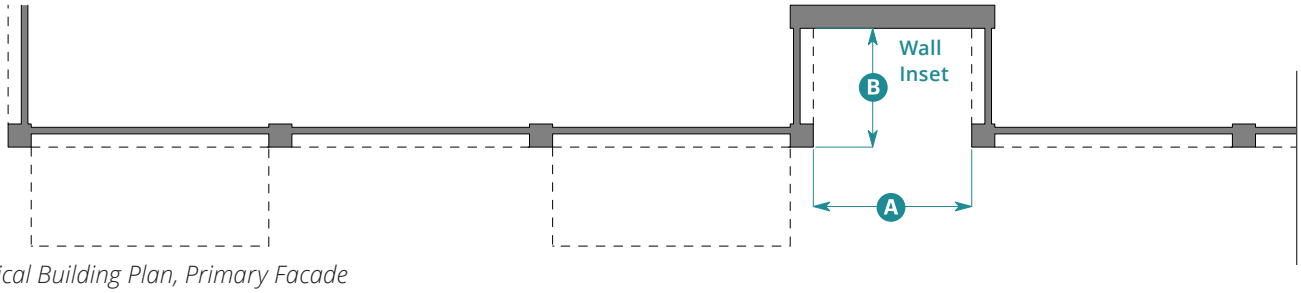
Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Elevation

Elements of Contemporary Style – Mixed-Use Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Plan, Primary Facade

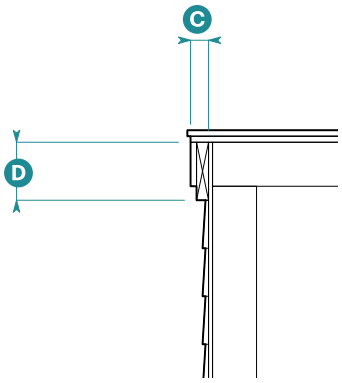


Prototypical Building Elevation

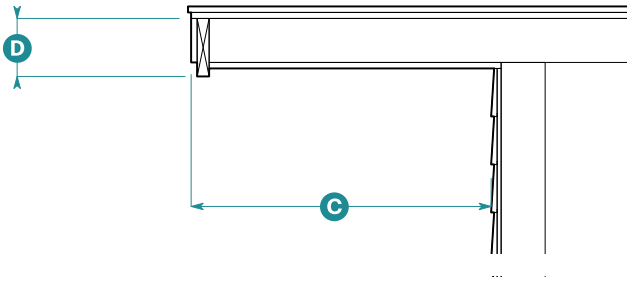
3. Wall	
Wall Inset	
A wall inset from the primary facade is required for buildings greater than 75' in width.	
Wall inset shall be continuous for the full height of the building.	
Roof and wall projections may encroach into wall inset.	

3. Wall (Continued)		
Wall Inset Dimensions		
Width	8'0" min.; 12'0" max.	A
Depth	6'0" min.	B

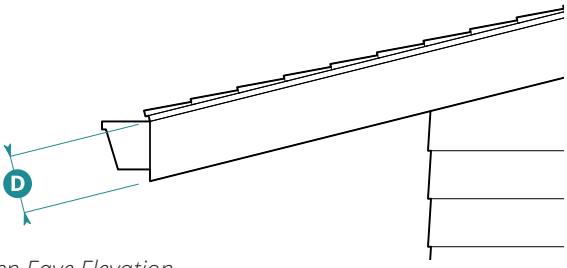
4. Base
No base is required for this style.



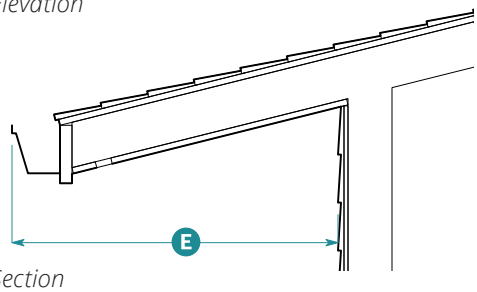
Flush Profile Rake Section



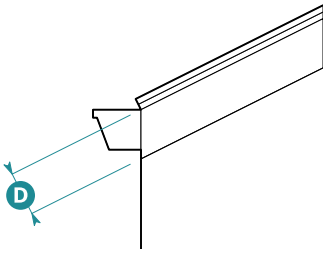
Projecting Profile Rake Section



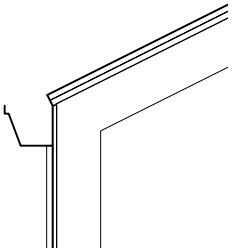
Open Eave Elevation



Open Eave Section



Closed Eave Elevation



Closed Eave Section

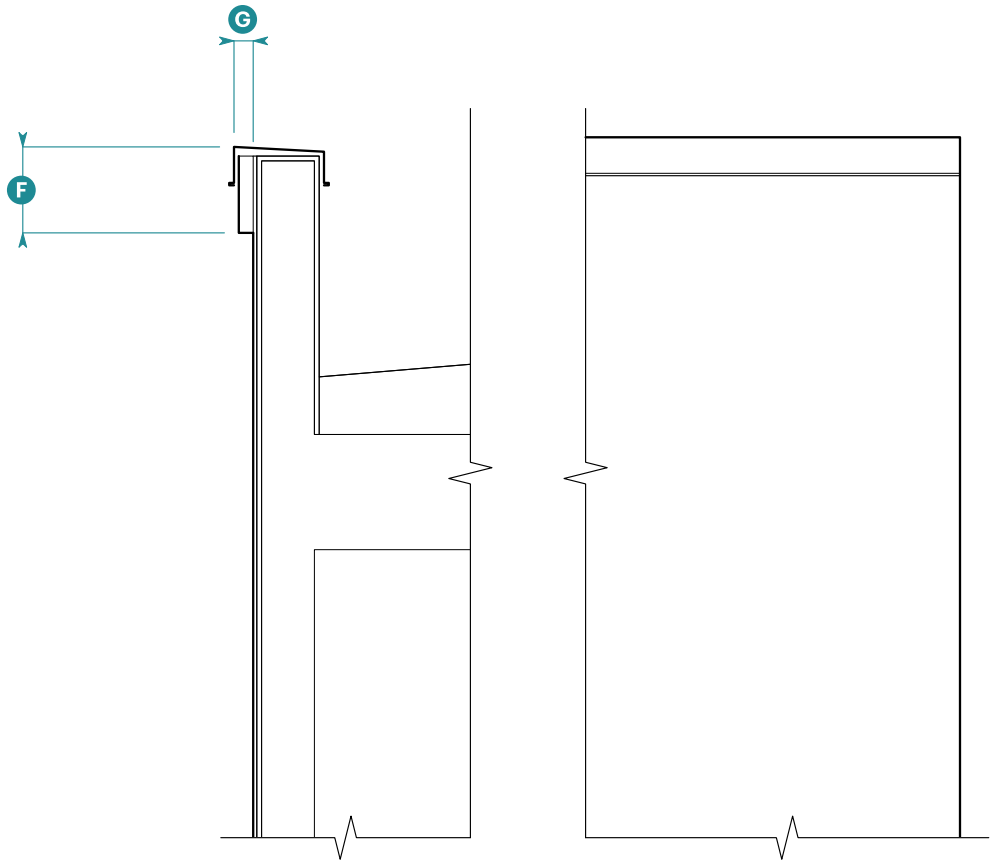
5. Building Roof		
Building Roof Standards	**Buildings with Half-Story Heights**	**Buildings with Full-Story Heights**
Roof Form		
Type	Shed	Flat
Pitch	2:12 min.; 6:12 max.	N/A
Applicable Subsections		
6. Rake	A	A
7. Eave	A	N/A
8. Parapet	N/A	A

6. Rake			
Standards	**Flush Profile**	**Projecting Profile**	
Horizontal Projection	No min.; 2" max.	2'6" min.; No max.	C

See Subsection 7 (Eave) for height standards.

7. Eave			
Standards	**Open**	**Closed**	
Height			
Fascia	6" min.	6" min.	D
Horizontal Projection			
Overall	36" min.; No max.	N/A	E

A = Applicable N/A = Not Applicable



Parapet Section *Parapet Elevation*

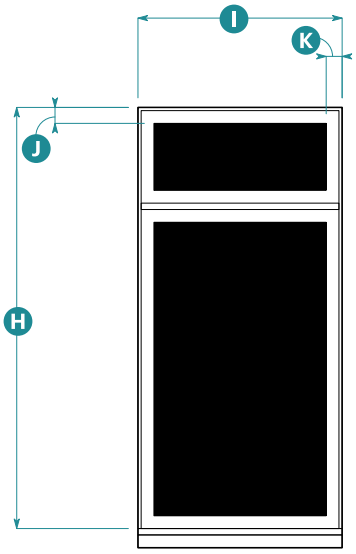
8. Parapet		
Height		
Projection	0" min.; 6" max.	F
Horizontal Projection		
Overall	0" min.; 3" max.	G

9. Windows	
Opening	
Proportion, Height (H) to Width (I) [1]	
Ground floor	2.2 min.
Upper floor	2.0 min.
Dormer	See Subsection 11 (Dormers) for standards.
Typical Sizes, Width (I) x Height (H)	
Ground Floor, Typical	3'0" x 6'0"
Ground Floor, Ganged	3'0" x 6'0"
Ground Floor, Picture	4'6" x 6'0"
Upper Floor, Typical	3'0" x 5'6"
Upper Floor, Ganged	3'0" x 5'6"
Upper Floor, Picture	4'6" x 5'6"
Privacy	2'0" x 4'6"
Shape	Square
Operation	Double-Hung, Single-Hung, Awning, Casement
Window	
Glazing Divisions	None
Frame Width (Frame + Sash)	
At Rail	2.5" min. ± 1/4" (J)
At Stile	2.5" min. ± 1/4" (K)
Trim Widths [2]	
Head	3" min.
Jamb	3" min.
Apron	3" min.
Window Frame Recess	
Depth	2" min.
Sill	
Depth	3" min.
Pediment	
Allowed	No
Mullions	
Mullions required between ganged windows.	

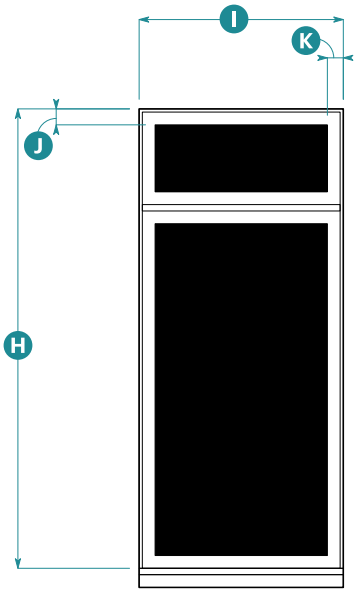
"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

[1] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.

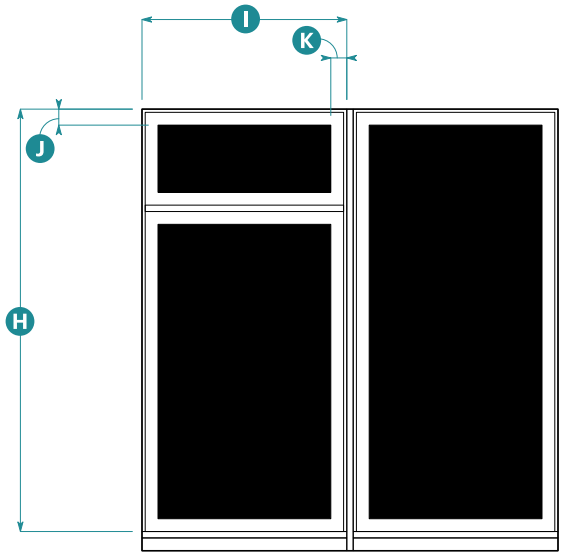
[2] Trim required for windows only on buildings or parts of buildings with lap siding.



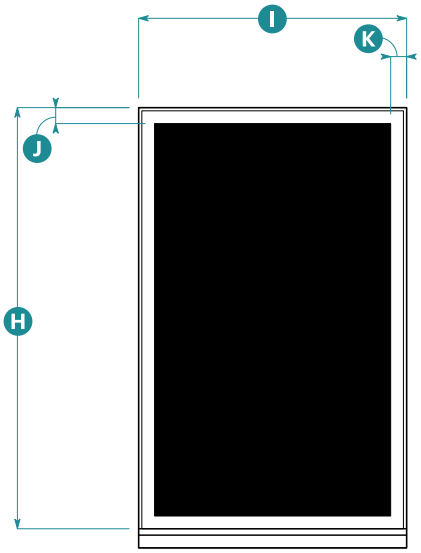
Upper Floor Typical Window Elevation



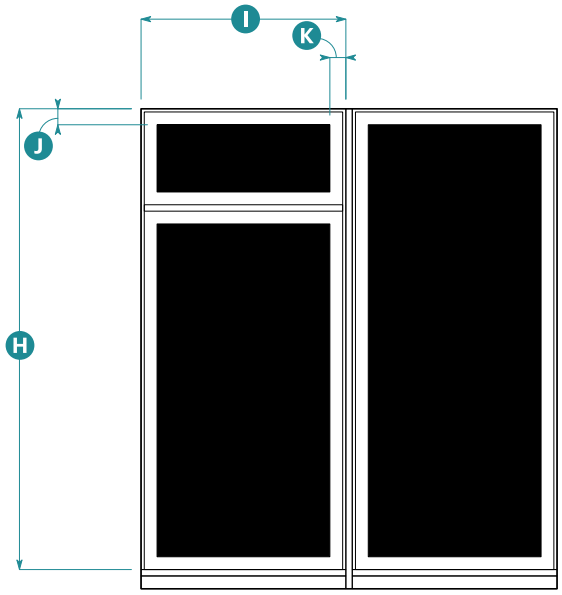
Ground Floor Typical Window Elevation



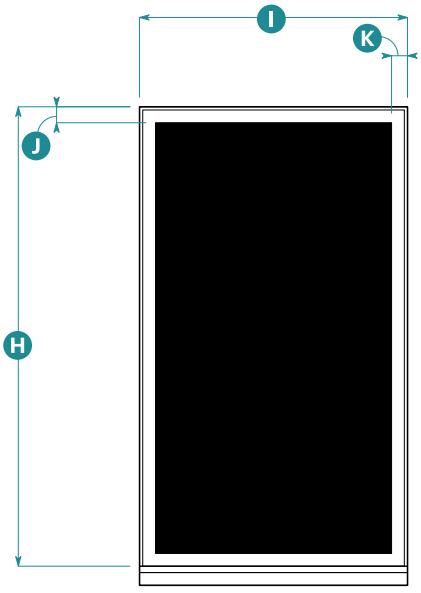
Upper Floor Ganged Window Elevation



Upper Floor Picture Window Elevation



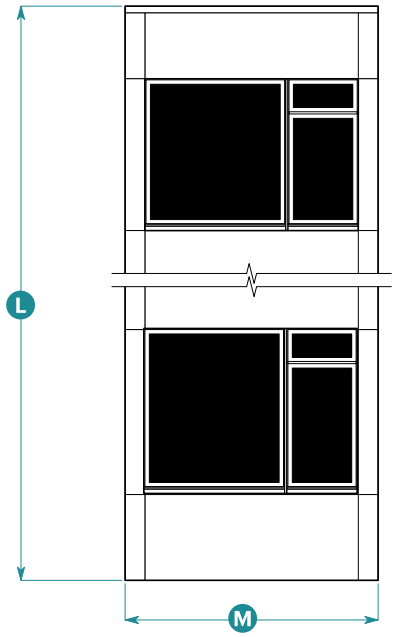
Ground Floor Ganged Window Elevation



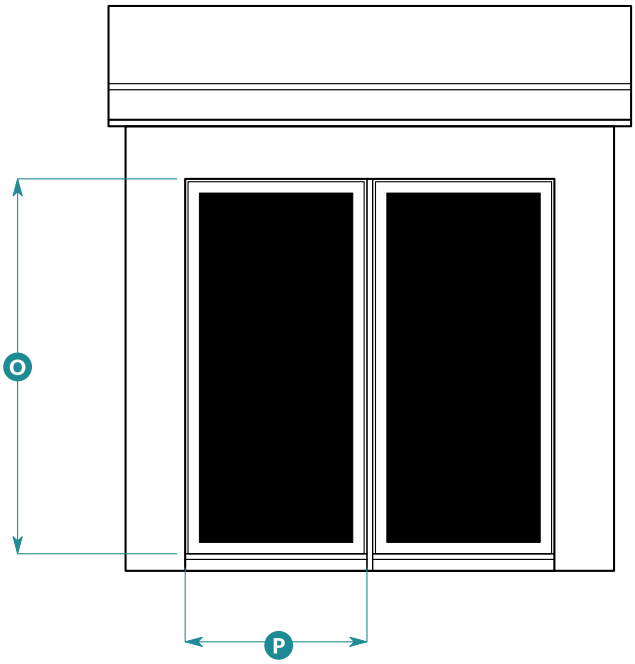
Ground Floor Picture Window Elevation



Bay Window Plan



Bay Window Elevation

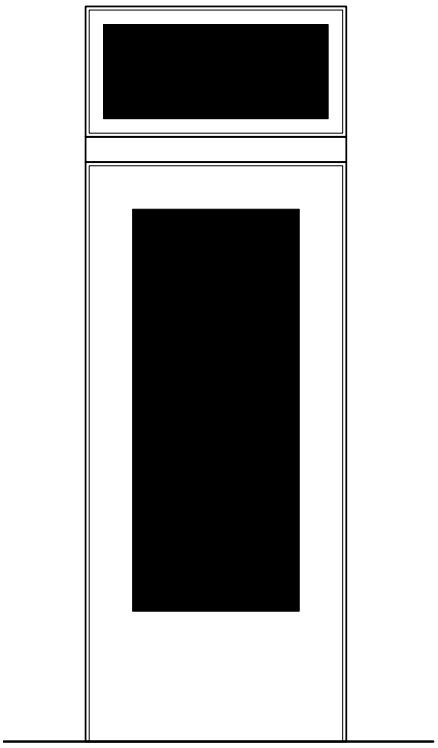


Dormer Elevation

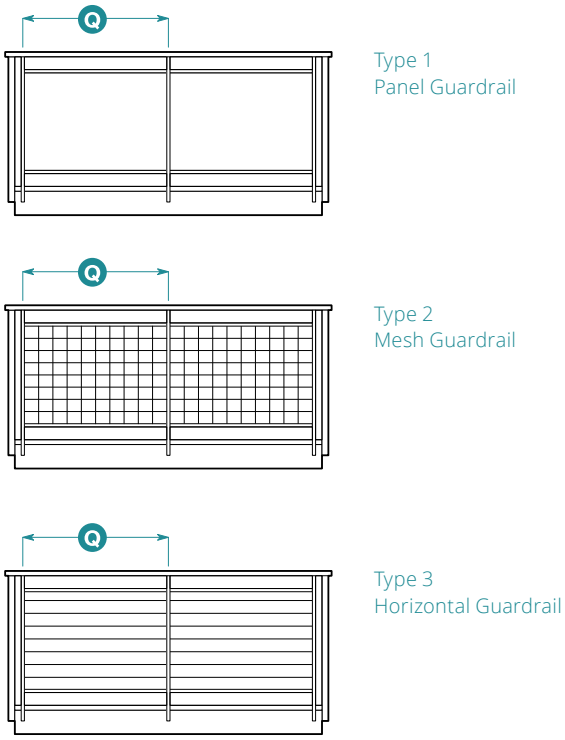
10. Bay Windows		
Form		
Type	Square	
Size		
Height[3]		L
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	M
Depth	1'0" min.; 3'0" max.	N
Additional Standards		
Multi-story bay window form shall be vertically continuous.		
Continuous horizontal articulation on building shall wrap bay form.		

[3] On buildings with heights up to 2 stories, the bottom of the bay window may not extend to the ground plane and the top of the bay window may not extend to the top of parapet or eave.

11. Dormers		
Roof Form		
Type	Shed	
Pitch	2:12 min.; 6:12 max.	
Window		
Proportion, Height O to Width P	2.0 min.	
Width	3'0" min.	P
Dormers allowed only for buildings with half stories.		
See Subsections 6 (Rake), 7 (Eave), and 9 (Windows) for additional standards.		



Entry Door Elevation



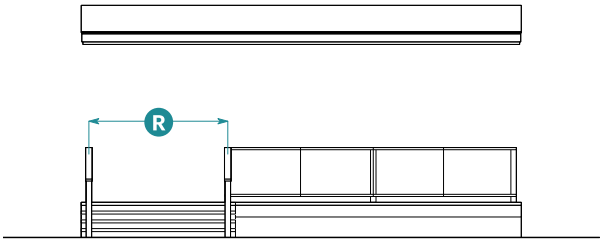
Balcony Front Elevation

12. Entry Doors	
Surround[4]	
Head Width	4" min.
Jamb Width	4" min.
Additional Elements	
Transom	Allowed
Pediment	Not Allowed

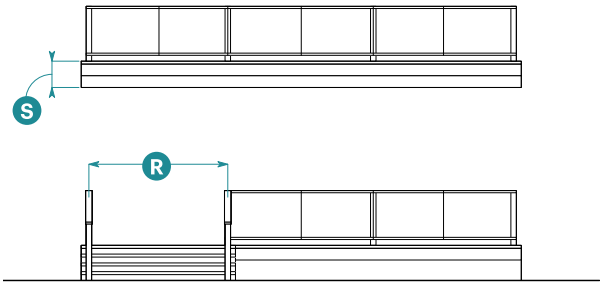
[4] Surround required for doors only on buildings or parts of buildings with lap siding.

13. Balconies	
Allowed Materials	
Type 1 - Panel Guardrail	
Post	Metal
Baluster	Metal panel
Handrail	Metal, glass
Fascia	Metal, composite wood, wood
Type 2 - Mesh Guardrail	
Post and Handrail	Metal
Baluster	Metal mesh
Fascia	Metal, composite wood, wood
Type 3 - Horizontal Guardrail	
Post and Handrail	Metal
Baluster	Metal, steel cable
Fascia	Metal, wood
Size	
Overall Balcony Width	10'0" max.
Width Between Posts	3' min. Q

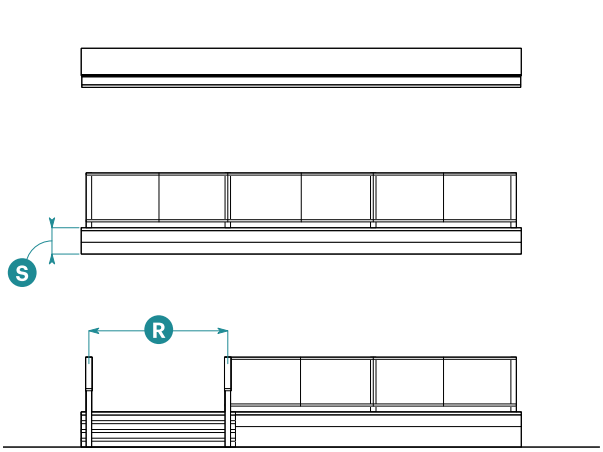
Faux composite wood printed with simulated wood grain is prohibited



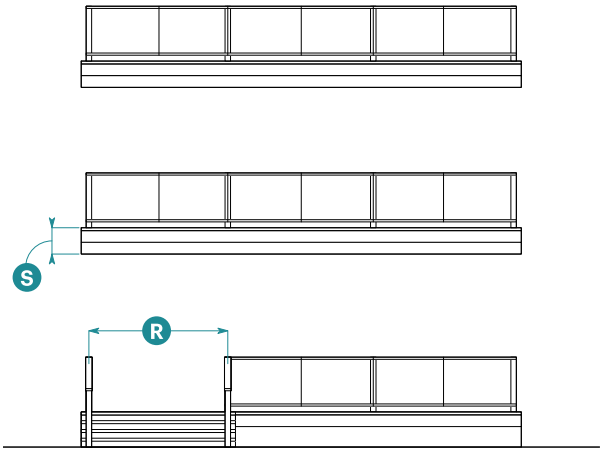
One-Story Porch



One-Story Porch with Deck Above

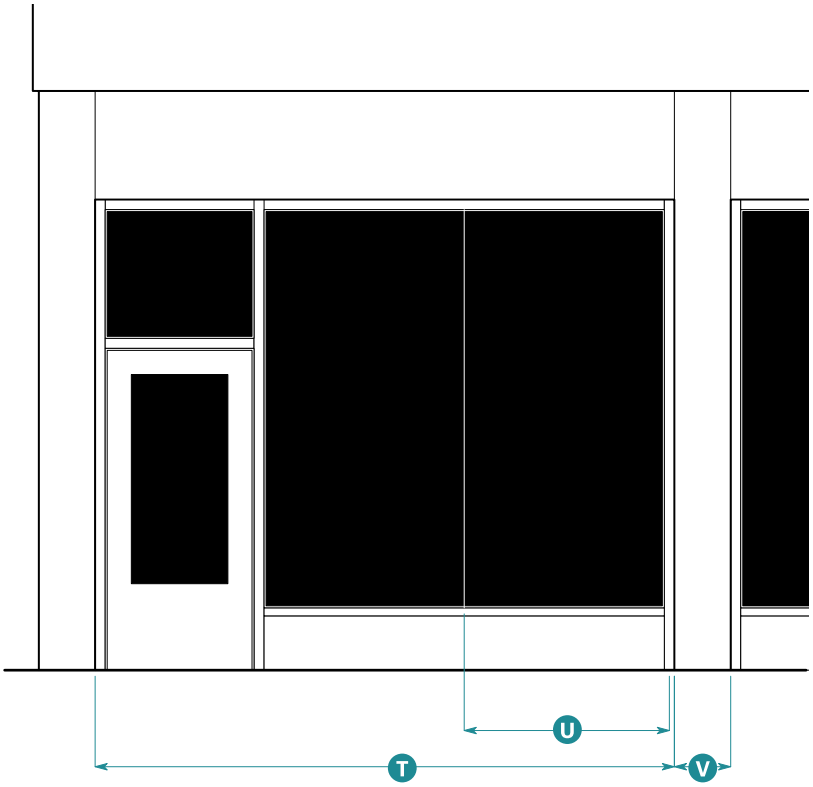


Two-Story Porch

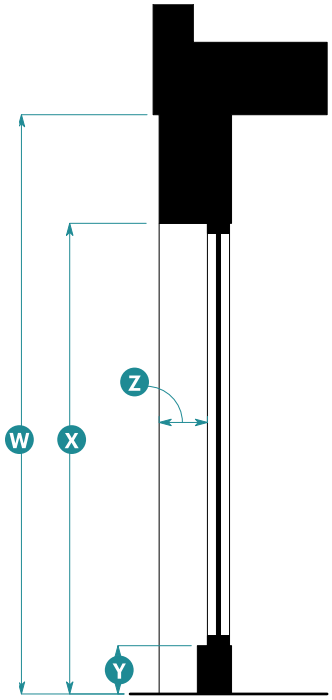


Two-Story Porch with Deck Above

14. Porches		
Columns		
Shape	Cantilevered (no columns) or Pilotis	
Diameter	4" max.	
Spacing	8'0" max. on center	R
Entablature		
Height of Entablature Supporting Deck		
Overall	10" min.	S



Storefront Elevation



Storefront Section

15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	T
Display Window	3'0" min.; 4'0" max.	U
Distance Between Storefront Modules	1'0" min.; 2'0" max.	V
Height		
Overall	12'0" min.	W
Head Height	11'0" min.	X
Base	8" min.; 2'0" max.	Y
Horizontal Recess		
Depth	6" min.; 3'0" max.	Z

Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding[5]	Lap siding, composite wood, wood, fiber cement, stucco, metal panel
Base or Foundation	
Base or Foundation	Brick, concrete, stucco, composite wood, wood, fiber cement, architectural block
Roof and Roof Elements	
Roofing	Asphalt shingles, wood shingles, standing seam metal
Rake and Eave	Composite wood, wood, steel
Gutter	Metal box
Windows, Bay Windows, and Entry Doors	
Entry Door	Wood, aluminum, fiberglass, composite wood
Window Frames	Wood, aluminum clad wood, aluminum, fiberglass
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, fiberglass, metal
Railing	Composite wood, wood, metal
Storefronts	
Storefront	Composite wood, wood, metal
Storefront Base	Stucco, concrete
Prohibited materails: faux composite wood printed with simulated wood grain, fiber cement, and faux printed stone.	
Wood shingles shall be in compliance with the Wildland Urban Interface Code.	

[5] Exterior cladding shall be limited to no more than 3 materials, of which 65% or more of the facade area shall be one of those materials.

10-20.08.060 Craftsman









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

The Craftsman style emerged in the American west inspired by the English Arts and Crafts movement. The Craftsman bungalow house was prevalent from the 1900's to the 1940's. Since that time, it has adapted to multifamily and mixed-use prototypes.

2. Typical Characteristics

- Low-pitched roofs with deep eaves and exposed rafter tails
- Horizontally proportioned openings made from ganged vertical windows
- Emphasis on natural materials including wood shingles
- Asymmetrical composition with wall plane broken by projecting gable ends
- Wall plane broken by projecting and/or recessed elements

Elements of Craftsman Style – Multifamily Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Roof (See Subsection 5 for standards)

Rake (See Subsection 6 for standards)

Dormer (See Subsection 11 for standards)

Eave (See Subsection 7 for standards)

Window (See Subsection 9 for standards)

Wall (See Subsection 3 for standards)

Porch (See Subsection 14 for standards)

Entry Door (See Subsection 12 for standards)

Base (See Subsection 4 for standards)

Prototypical Building Elevation

3. Wall		
Trim [1, 2]		
Width	4" min.	A

[1] Trim not required on buildings or portions of buildings where stucco or shingle is the primary wall material.

[2] Trim is required at openings and surrounds.

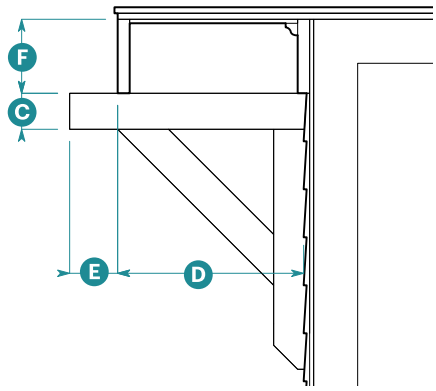
4. Base		
Height	1'0" min.; 1/2 story max.	B

Elements of Craftsman Style – Mixed-Use Prototype

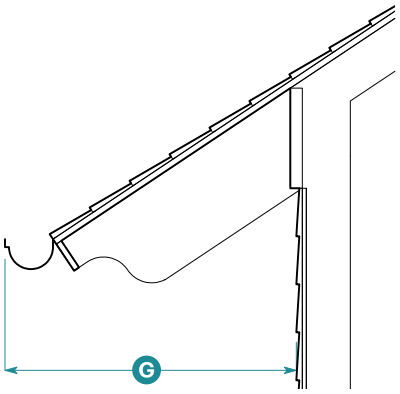
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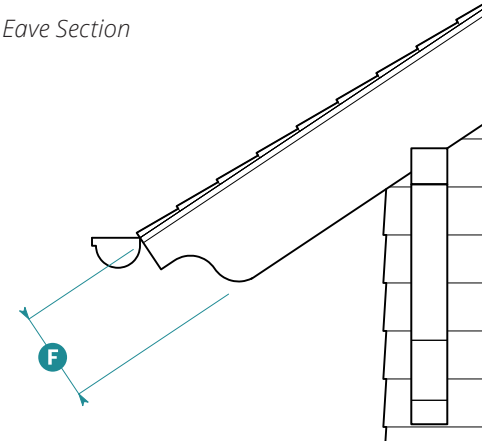
Prototypical Building Elevation



Rake Section



Eave Section



Eave Elevation

5. Building Roof		
Building Roof Standards	**Sloped Roof**	**Flat Roof**
Applicable Subsections		
Subsection 6 (Rake)	A	N/A
Subsection 7 (Eave)	A	N/A
Subsection 8 (Parapet)	N/A	A
Form		
Pitch	4:12 min.; 10:12 max.	N/A

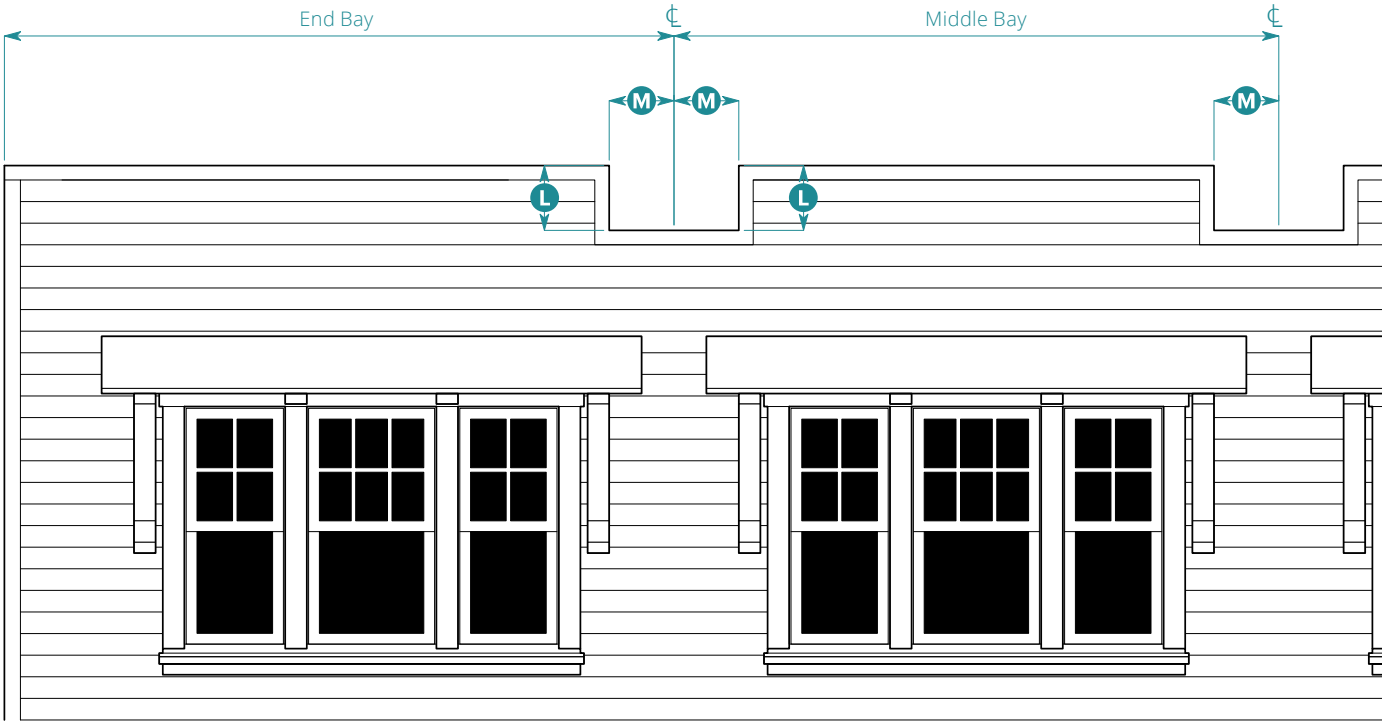
6. Rake		
Height		
Bracket Bracing Member	4" min.	C
Horizontal Projection		
Projection to Fascia	1'8" min. 3'0" max;	D
Bracket Projection Beyond Fascia	No min.; 1'0" max.	E

See Subsection 7 (Eave) for height standards.

7. Eave		
Allowed Types		
Eave Types	Open	
Height		
Fascia	10" min.	F
Horizontal Projection [3]		
Overall	2'6" min.	G

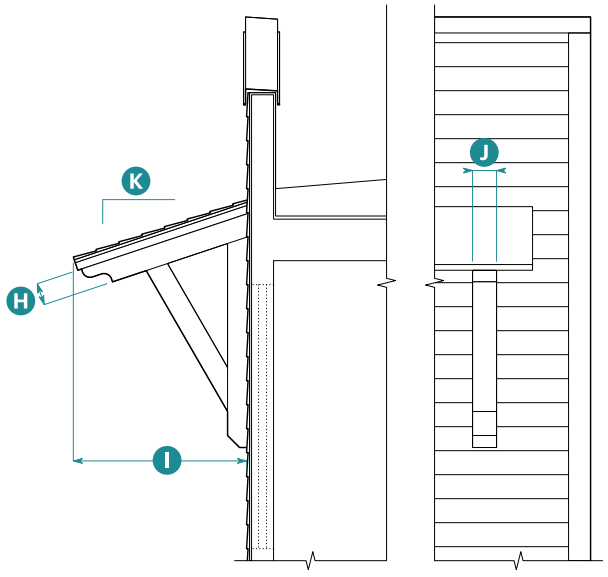
[3] Horizontal projection includes gutter.

A = Applicable N/A = Not Applicable



8. Parapet		
Canopy		
Parapet may include canopy.		
Eave Height	6" min.	H
Horizontal Projection[4]	3'0" min.	I
Required Support Elements	Brackets	
Bracket Width	4" min.	J
Roof Pitch	3:12 min.	K
Crenellation		
Crenel Height	1'0" min.	L
Width, from Center Line	1'0" min.	M
Crenel may not occur at building corner or end bays.		

[4] Horizontal projection includes gutter.



Parapet Section *Parapet Elevation*

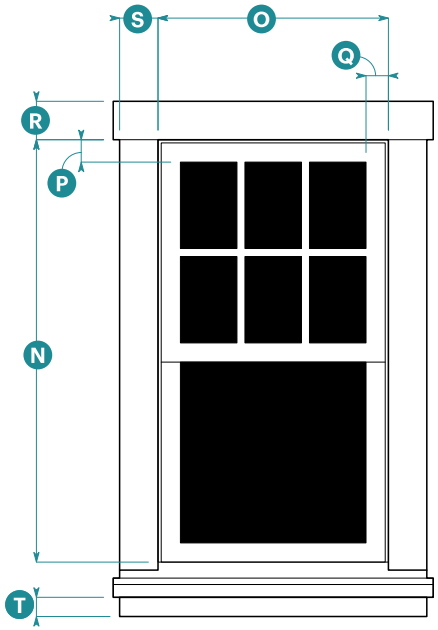
9. Windows

Opening		
Proportion, Height N to Width O [5]		
Ground Floor	2.0 min.	
Upper Floor	1.75 min.	
Dormer	See Subsection 11 (Dormers) for standards.	
Typical Sizes, Width O x Height N		
Ground Floor, Typical	3'0" x 6'0"	
Ground Floor, Ganged	2'4" x 6'0"	
Ground Floor, Picture	4'6" x 6'0"	
Upper Floor, Typical	3'0" x 5'6"	
Upper Floor, Ganged	2'4" x 5'6"	
Upper Floor, Picture	4'6" x 5'6"	
Privacy	2'0" x 4'0"	
Shape	Square	
Operation	Single Hung, Double Hung, Casement	
Window		
Glazing Divisions	6 over 1; 4 over 1; 10 over 1	
Frame Width (Frame + Sash)		
At Rail	2.5" min. ± 1/4"	P
At Stile	2.5" min. ± 1/4"	Q
Trim Widths[6]		
Head	6" min.	R
Jamb	4" min.	S
Apron	3" min.	T
Window Frame Recess		
Depth	2" min.	
Sill		
Depth	3" min.	
Pediment		
Allowed	No	
Mullions		
Mullions required between ganged windows.		

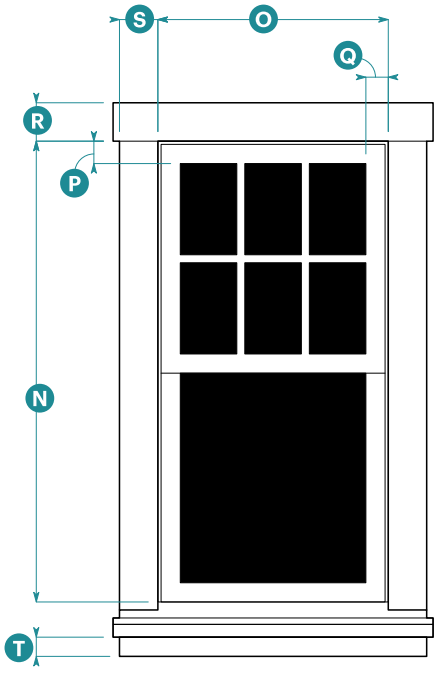
"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

[5] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.

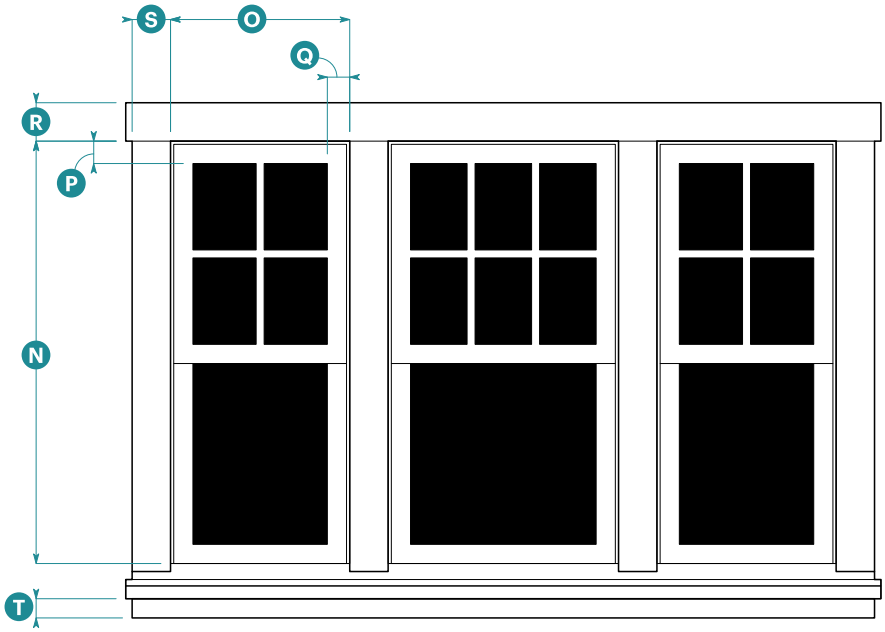
[6] Jamb shall be narrower than header



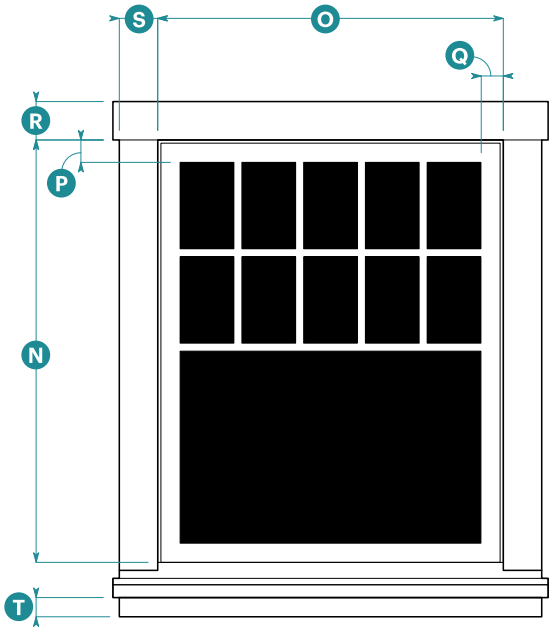
Upper Floor Typical Window Elevation
6 over 1



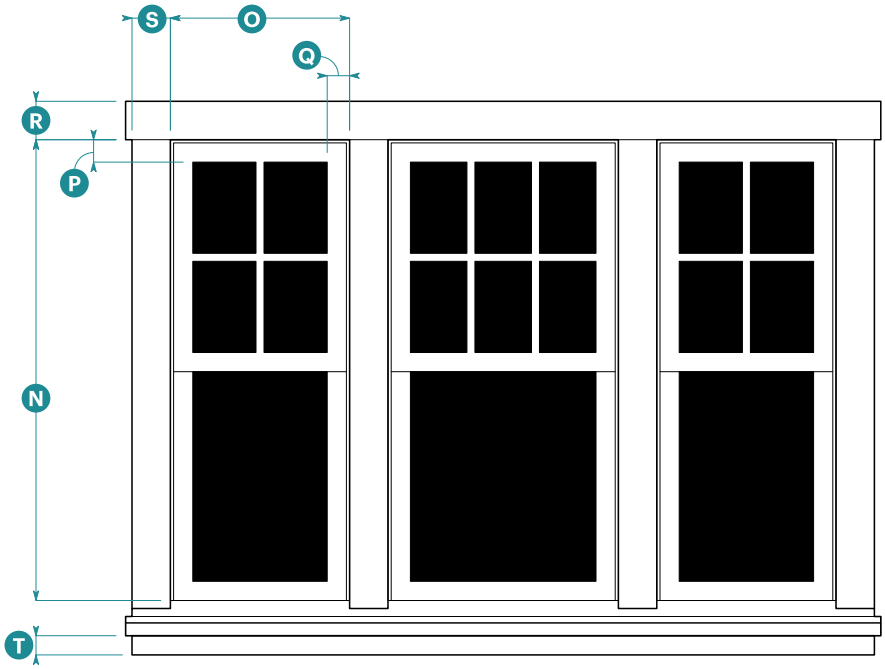
Ground Floor Typical Window Elevation
6 over 1



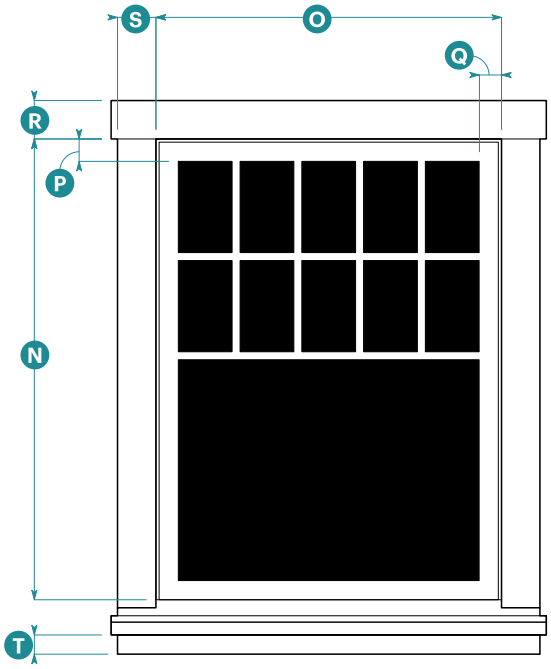
Upper Floor Ganged Window Elevation
4 over 1 and 6 over 1



Upper Floor Picture Window Elevation
10 over 1



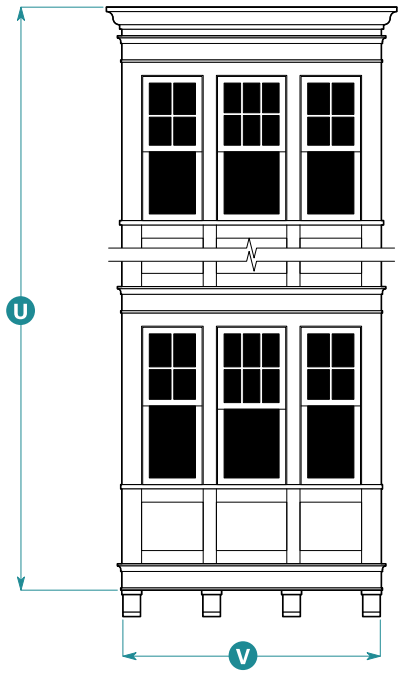
Ground Floor Ganged Window Elevation
4 over 1 and 6 over 1



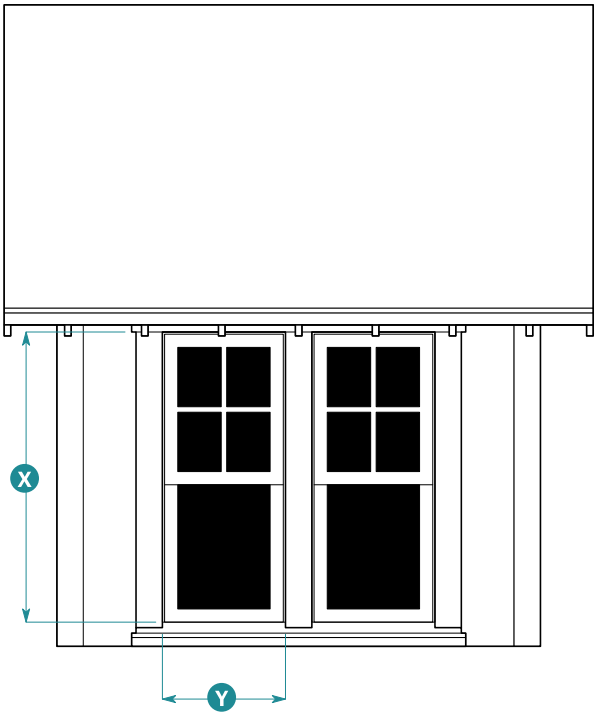
Ground Floor Picture Window Elevation
10 over 1



Bay Window Plan



Bay Window Elevation

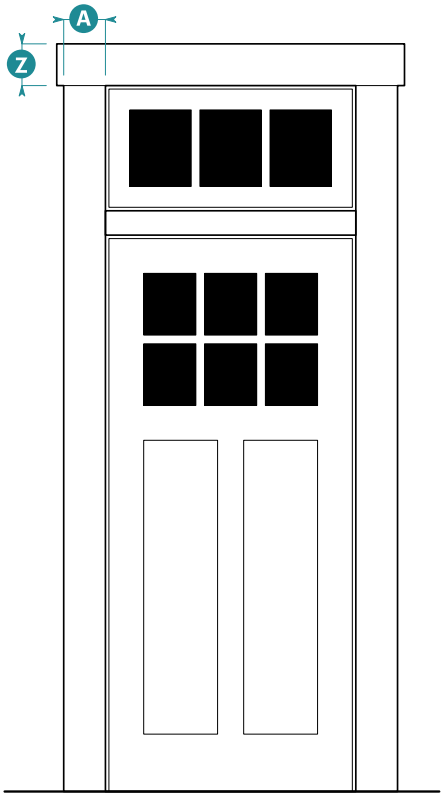


Dormer Elevation

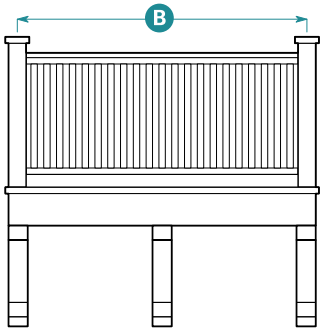
10. Bay Windows		
Form		
Type	Square	
Size		
Height		U
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	V
Depth	1'0" min.; 3'0" max.	W
Cornice Types		
Building parapet wraps bay.		
Bay stops below building eave (bay has own cornice).		
Bay returns into building eave (bay never projects above the building eave).		
Additional Standards		
Bay depth not allowed to project beyond eave depth.		
Multi-story bay window form shall be vertically continuous.		

10. Bay Windows (Continued)
Continuous horizontal articulation on building shall wrap bay form.
Corner bay may be turned on side to be rotated 45 degrees from building corner.

11. Dormers		
Roof Form		
Type	Shed or Gable	
Pitch	2:12 min.; 5:12 max.	
Horizontal Projection		
Eave	8" min.	
Rake	8" min.	
Window		
Proportion, Height X to Width Y	1.75 min.	
Width	3'0" min.	Y
Dormers allowed only for buildings with half stories.		
Pediment not allowed.		
See Subsections 6 (Rake), 7 (Eave), and 9 (Windows) for additional standards.		



Entry Door Elevation

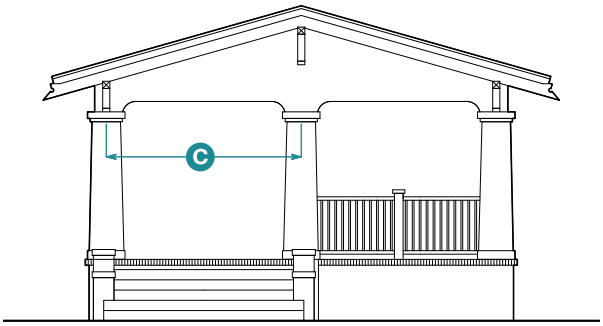


Balcony Front Elevation

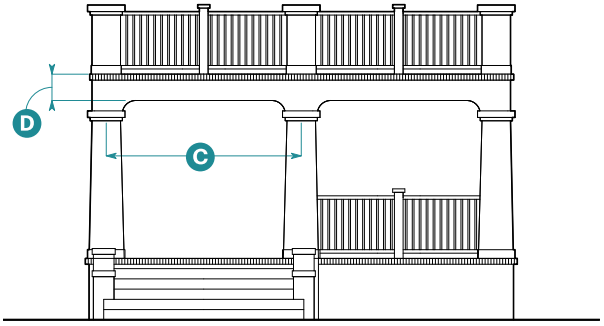
12. Entry Doors		
Door		
Number of Panels	2 min.	
Surround[7]		
Head Width	6" min.	Z
Jamb Width	4" min.	A
Additional Elements		
Transom	Allowed	
Pediment	Not Allowed	

[7] Jamb shall be narrower than header

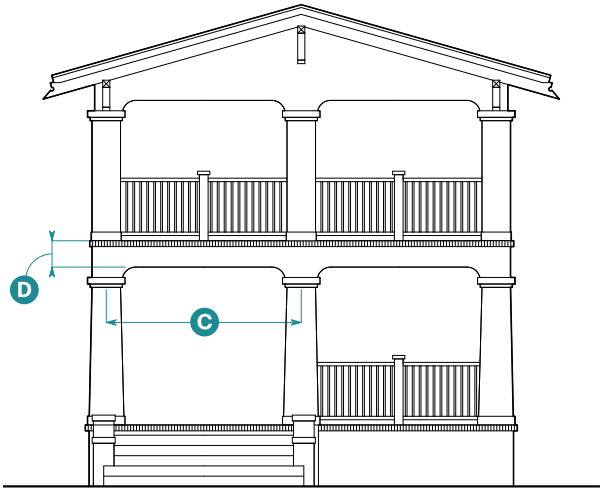
13. Balconies		
Allowed Materials		
Post, Baluster, Handrail, and Fascia	Metal, composite wood, wood	
Size		
Overall Balcony Width	10'0" max.	
Width Between Posts	3' min.	B



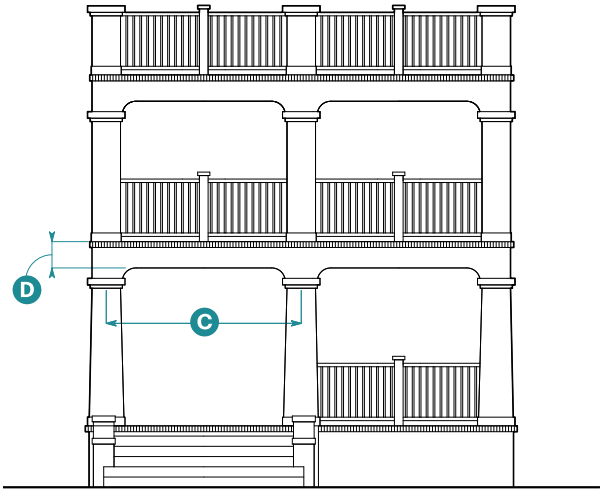
One-Story Porch



One-Story Porch with Deck Above



Two-Story Porch

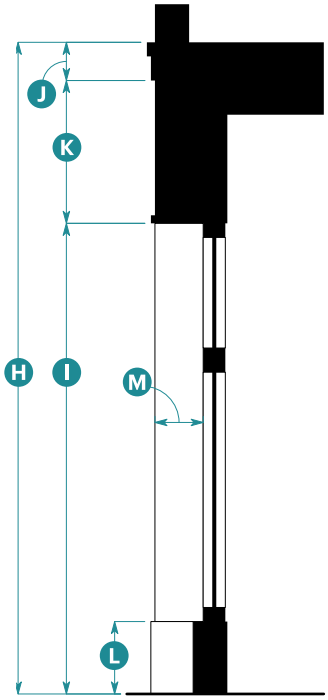


Two-Story Porch with Deck Above

14. Porches		
Columns		
Shape	Square-tapered	
Base Width	1'10" min.	
Spacing	9'6" min.; 12' max. on center	C
Entablature		
Height of Entablature Supporting Deck		
Overall	10" min.	D



Storefront Elevation



Storefront Section

15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	E
Display Window	3'0" min.; 4'0" max.	F
Distance Between Storefront Modules	1'0" min.; 2'0" max.	G
Height		
Overall	13'0" min.	H
Head Height	10'0" min.	I
Cornice	10" min.	J
Signage Band	1'6" min.	K
Base	1'0" min.; 2'0" max.	L
Horizontal Recess		
Depth	1'0" min.; 2'0" max.	M
Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).		
Cornice shall be continuous.		

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding	Shingle and lap siding: composite wood, wood, fiber cement; and stucco
Base	
Base or Foundation	Stone, cast stone, painted concrete
Roof and Roof Elements	
Roofing	Asphalt shingles, wood shingles, standing seam metal
Rake and Eave	Composite wood, wood
Cornice	Composite wood, wood
Brackets	Composite wood, wood, fiberglass
Gutter	Metal half-round
Windows, Bay Windows, and Entry Doors	
Trim or Surround	Composite wood, wood, fiber cement
Entry Door	Wood, aluminum, fiberglass, composite
Window Frames	Wood, aluminum-clad wood, aluminum, fiberglass
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, metal
Railing	Composite wood, wood, metal
Storefronts	
Columns	Composite wood, wood, fiberglass, metal
Storefront Base	Wood panels, brick, stone tile, fiber cement

Wood shingles shall be in compliance with the Wildland Urban Interface Code.

10-20.08.070 Main Street Classical









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

Main Street Classical style buildings combine influences from late 19th century Classical Revival and pre-war American main street architecture. With brick as a primary facade material, facades have a tripartite composition and often introduce ornament in a prominent cornice.

2. Typical Characteristics

- Symmetrical facade composition with proportions that imply load-bearing masonry structure
- Prominent cornice with classical detailing and parapet or pedimented roof forms
- Regular pattern of vertically proportioned openings
- Brick and stucco as primary facade materials

Elements of Main Street Classical Style – Mixed-Use Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



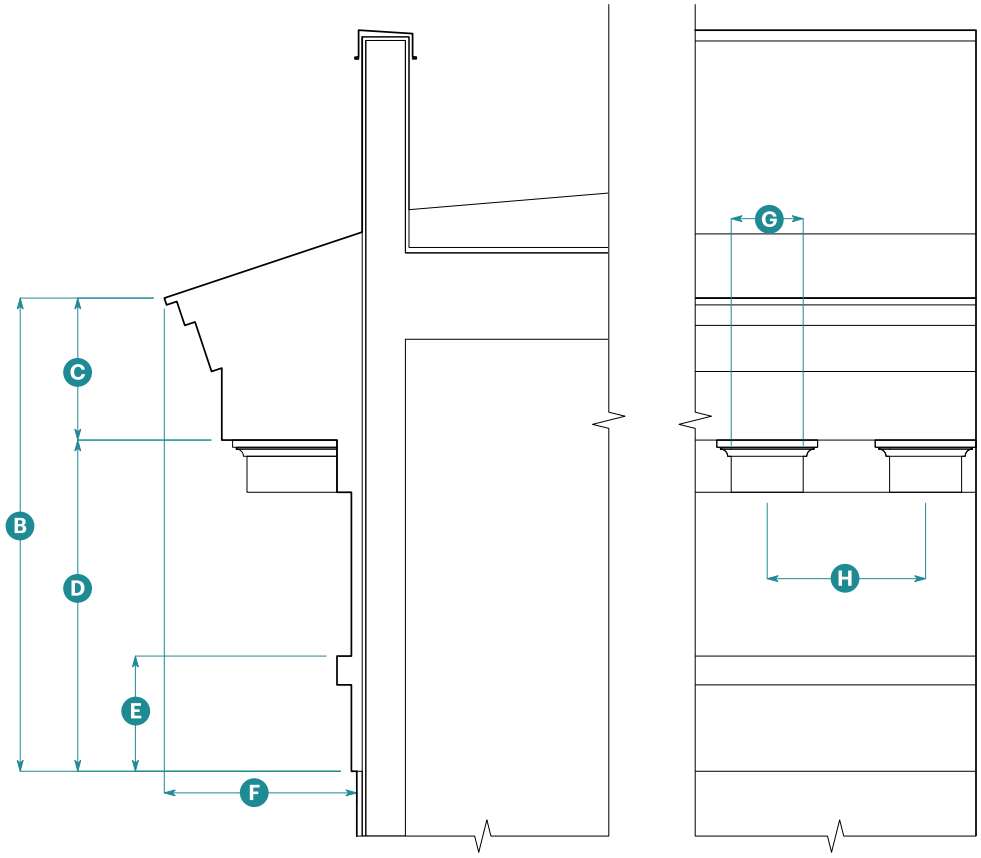
Prototypical Building Elevation

3. Wall

No wall standards apply to this style. See Subsection 16 (Materials) for materials standards.

4. Base

Height	1'0" min.; 2'0" max.	A



Parapet Section

Parapet Elevation

5. Building Roof

Form

Roof Type	Flat

6. Rake

Because this style does not allow sloped roofs, rake is not regulated. For wall-roof junction standards, see Subsection 8 (Parapet).

7. Eave

Because this style does not allow sloped roofs, eave is not regulated. For wall-roof junction standards, see Subsection 8 (Parapet).

8. Parapet

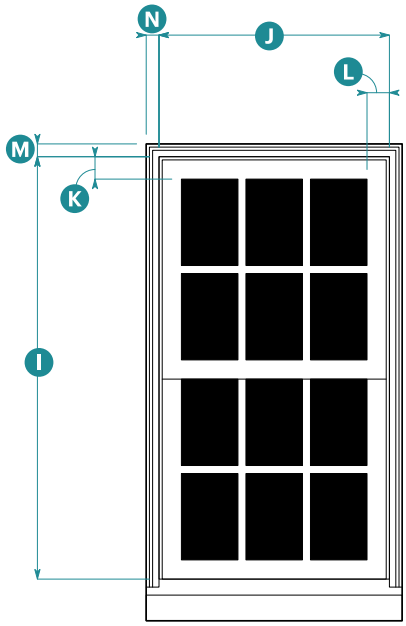
Height		
Overall	5'6" min.	B
Cornice	1'8" min.	C
Fascia		
Overall	3'6" min.	D
Lower Band	1'2" min.	E
Horizontal Projection [1]		
Overall	2'6" min.	F
Continuous cornice required on all street facing facades.		
Required Ornament		
Type	Dentils	
Width	10" min.	G
Spacing	2'0" max. on center	H
Placement	Below cornice at top of fascia	

[1] Horizontal projection includes gutter.

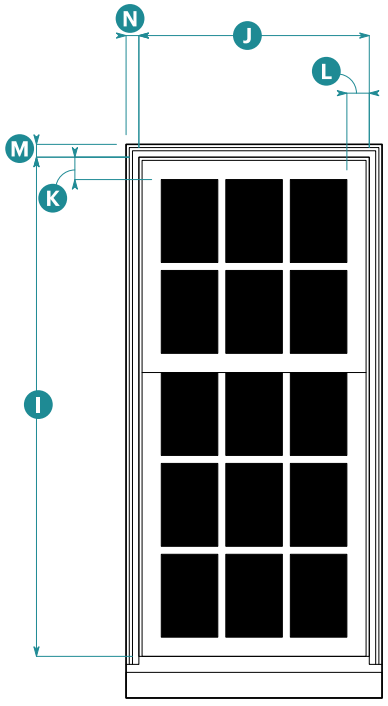
9. Windows		
Opening		
Proportion, Height (I) to Width (J) [2]		
Ground Floor	2.0 min.	
Upper Floor	1.75 min.	
Typical Sizes, Width (J) x Height (I)		
Ground Floor, Typical	3'0" x 6'6"	
Ground Floor, Picture	4'6" x 6'6"	
Upper Floor, Typical	3'0" x 5'6"	
Upper Floor, Picture	4'6" x 5'6"	
Privacy	2'0" x 4'0"	
Shape	Square	
Operation	Single Hung, Double Hung, Casement	
Window		
Glazing Divisions	6 over 9; 6 over 6	
Frame Width (Frame + Sash)		
At Rail	2.5" min. ± 1/4"	(K)
At Stile	2.5" min. ± 1/4"	(L)
Molding Widths		
Head	2" min.	(M)
Jamb	2" min.	(N)
Window Frame Recess		
Depth	2" min.	
Sill		
Depth	3" min.	
Pediment		
Allowed	Yes	

"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

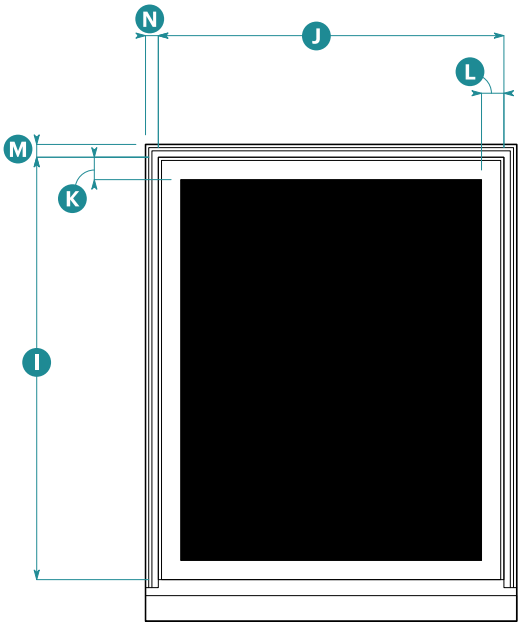
[2] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.



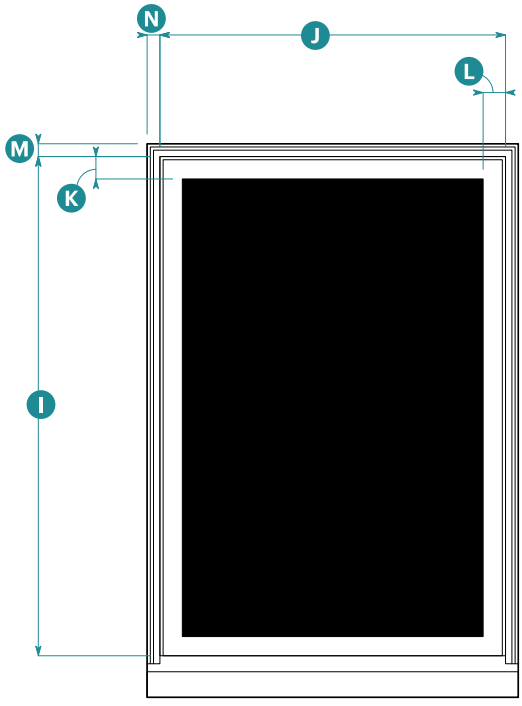
Upper Floor Typical Window Elevation
6 over 6



Ground Floor Typical Window Elevation
6 over 9



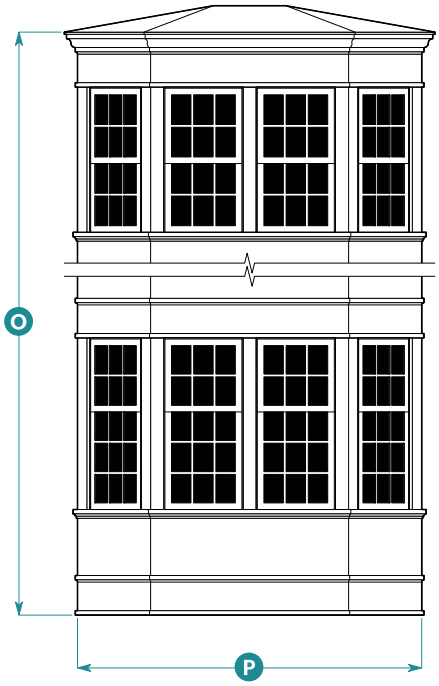
Upper Floor Picture Window Elevation



Ground Floor Picture Window Elevation



Bay Window Plan

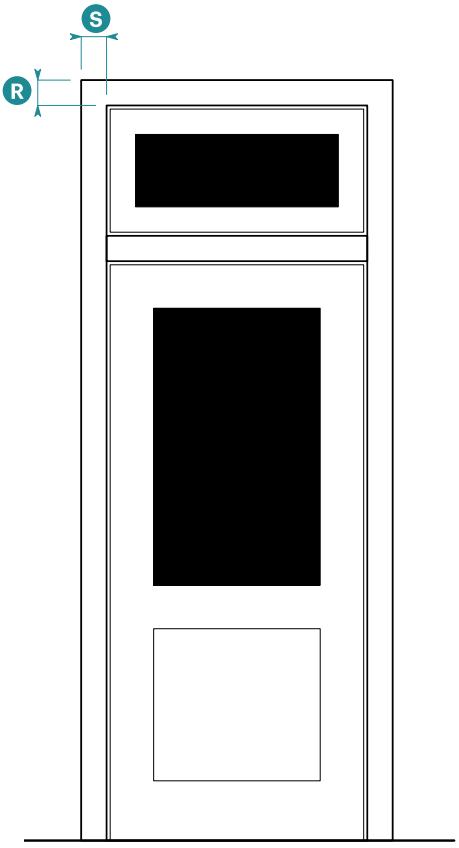


Bay Window Elevation

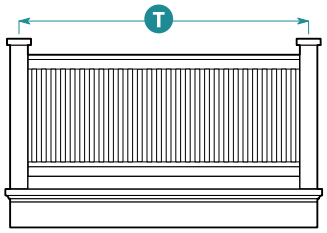
10. Bay Windows		
Form		
Type	Chamfered	
Interior Angle	30 degrees min.; 55 degrees max.	
Number of Faces	3 or 5	
Size		
Height		O
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	P
Depth	1'0" min.; 3'0" max.	Q
Cornice Types		
Cornice wraps bay.		
Bay stops below building cornice (bay has own cornice).		

10. Bay Windows (Continued)
Bay returns into building cornice (bay never projects above the building cornice).
Additional Standards
Bay depth not allowed to project beyond cornice depth.
Multi-story bay window form shall be vertically continuous.
Continuous horizontal articulation on building shall wrap bay form.

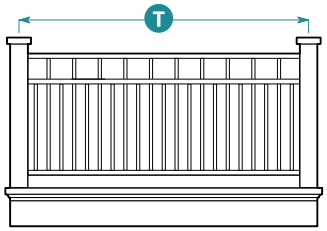
11. Dormers
Because this style does not allow sloped roofs, dormers shall not be used.



Entry Door Elevation



Type 1
Square Guardrail

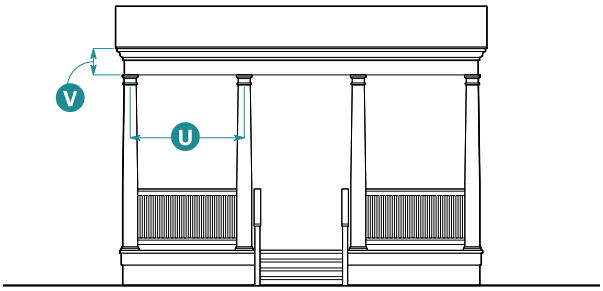


Type 2
Decorative Metal Guardrail

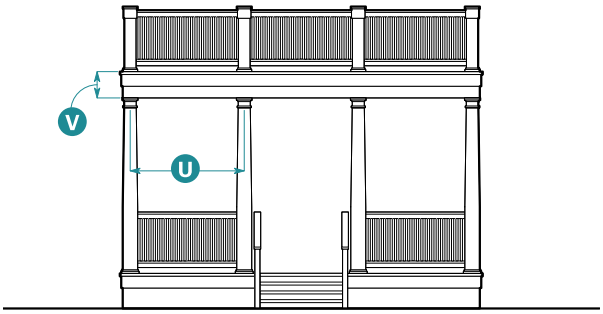
Balcony Front Elevation

12. Entry Doors		
Door		
Number of Panels	2 min.	
Surround		
Head Width	4" min.	R
Jamb Width	4" min.	S
Additional Elements		
Transom	Allowed	
Pediment	Allowed	

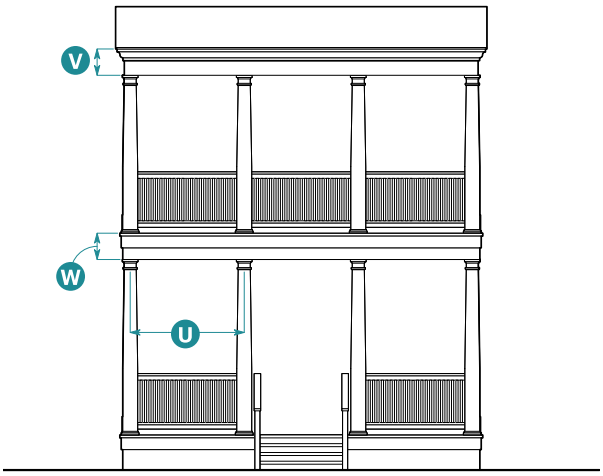
13. Balconies		
Allowed Materials		
Type 1 - Square Guardrail		
Post, Baluster, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Type 2 - Decorative Metal Guardrail		
Post, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Baluster	Metal	
Size		
Overall Balcony Width	10'0" max.	
Width Between Posts	3' min.	T



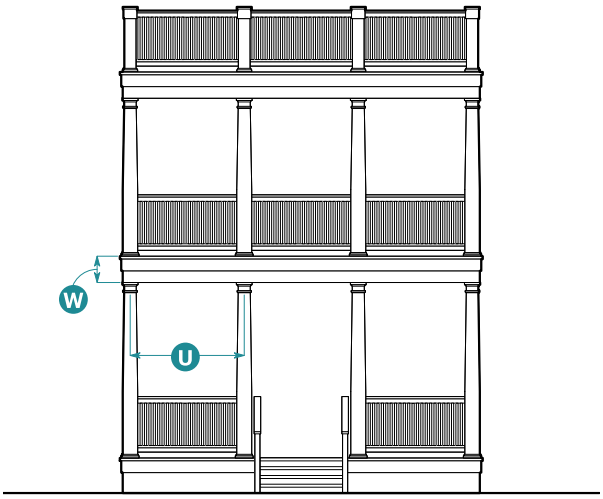
One-Story Porch



One-Story Porch with Deck Above

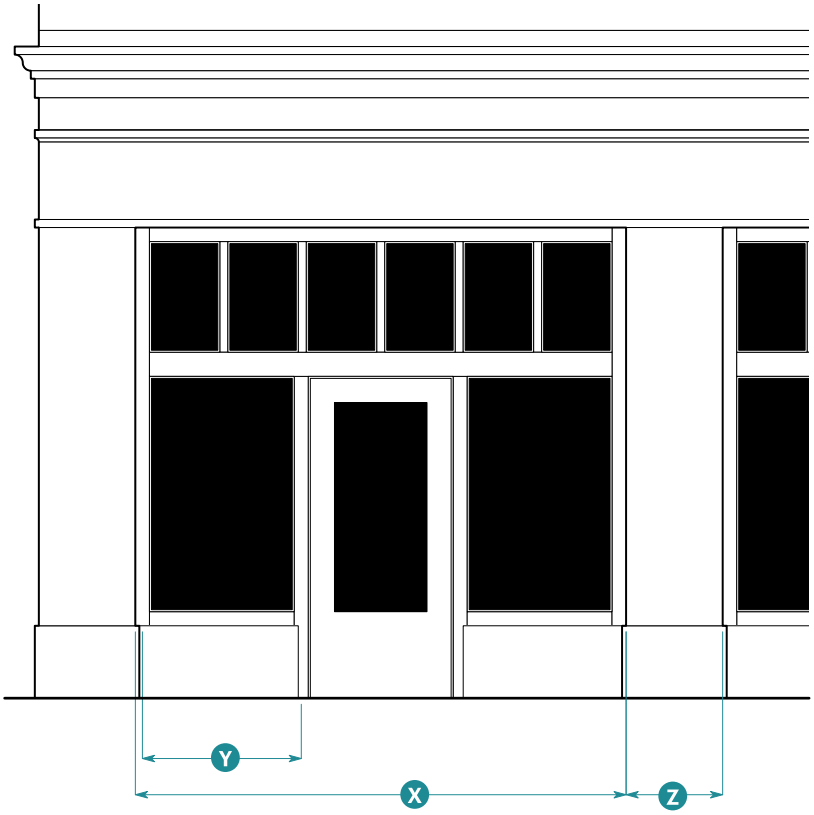


Two-Story Porch

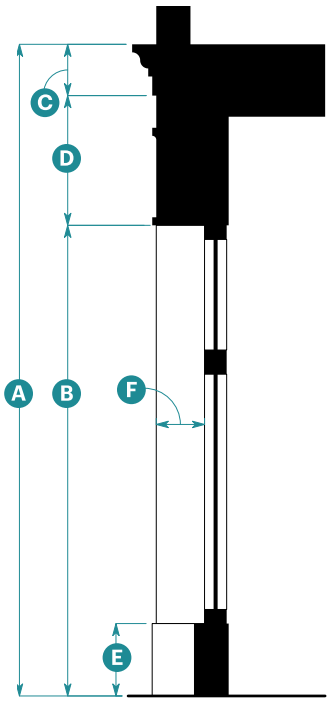


Two-Story Porch with Deck Above

14. Porches		
Columns		
Shape	Clearly defined capital, base, and shaft; shaft either turned with entasis or square stock with optional detailing	
Diameter	8" min.	
Spacing	6'6" max. on center	U
Entablature		
Height of Topmost Entablature		
Overall	1'6" min.	V
Fascia	10" min.	
Height of Floor-to-Floor Entablature		
Overall	10" min.	W



Storefront Elevation



Storefront Section

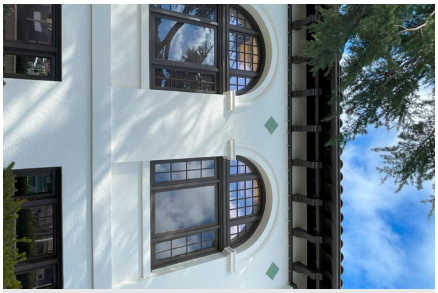
15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	X
Display Window	3'0" min.; 4'0" max.	Y
Distance Between Storefront Modules	1'6" min.; 2'6" max.	Z
Height		
Overall	13'0" min.	A
Head Height	10'0" min.	B
Cornice	10" min.	C
Signage Band	1'8" min.	D
Base	1'0" min.; 2'0" max.	E
Horizontal Recess		
Depth	6" min.; 2'0" max.	F

Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).

Cornice shall be continuous.

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding	Brick, stucco
Base	
Base or Foundation	Brick, stone
Windows, Bay Windows, and Entry Doors	
Lintel	Stone, concrete
Entry Door	Wood, aluminum-clad wood, aluminum
Window Frames	Wood, aluminum clad wood, aluminum, fiberglass
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, cast stone, metal
Railing	Composite wood, wood, metal
Storefronts	
Storefront	Composite wood, wood, metal
Storefront Base	Wood panels, brick, stone tile, fiber cement

10-20.08.080 Mediterranean









General note: The images above and the descriptions in Subsections 1 and 2 below are intended to provide a brief overview of the architectural style and are descriptive, not regulatory.

1. Description of Style

Mediterranean style buildings in Marin County draw from Spanish Colonial, Pueblo, and Spanish Revival influences. These buildings combine austere wall planes with punched, recessed openings for windows.

2. Typical Characteristics

- Low-pitched gabled or hipped roofs clad in red tile with open eaves
- Flat, rectilinear wall plane with vertically proportioned punched openings without trim
- Stucco as primary facade material with stucco or wood attached elements

Elements of Mediterranean Style – Multifamily Prototype

Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



Prototypical Building Elevation

3. Wall

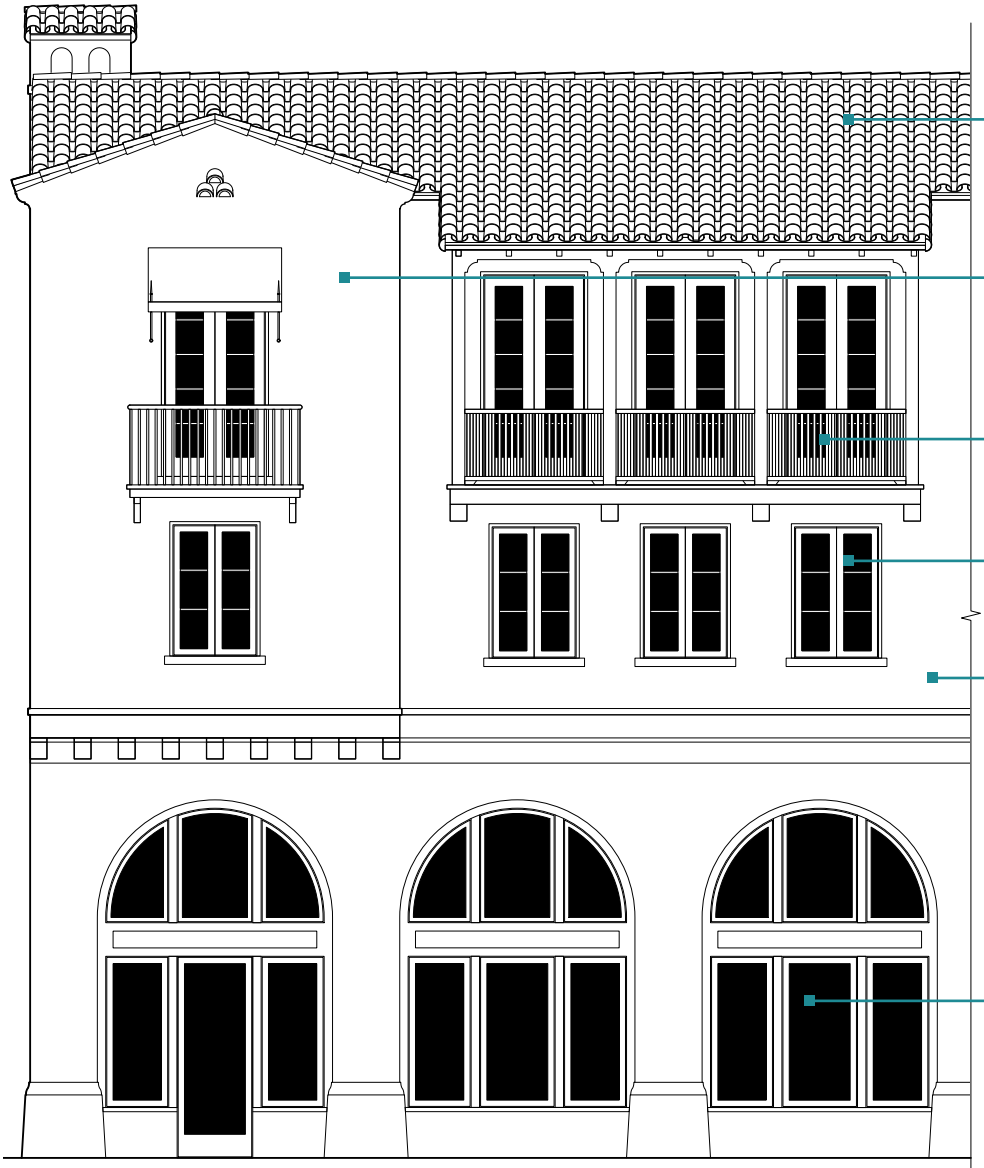
No wall standards apply to this style. See Subsection 16 (Materials) for materials standards.

4. Base

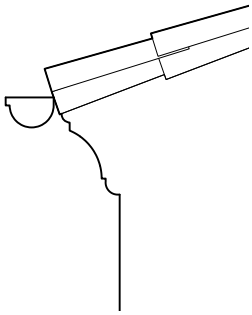
None required

Elements of Mediterranean Style – Mixed-Use Prototype

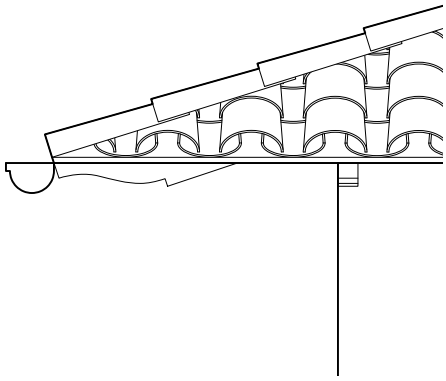
Note: The image below is intended to provide a reference for architectural elements and is illustrative, not regulatory. It is not an exhaustive list of applicable standards.



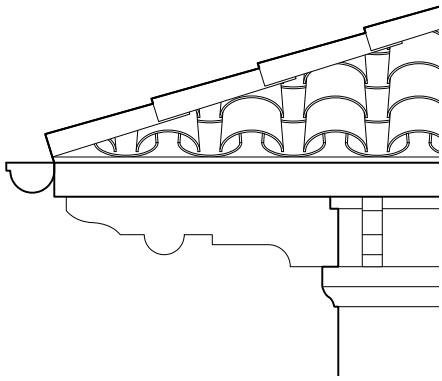
Prototypical Building Elevation



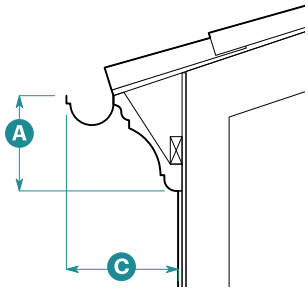
Closed Eave Elevation



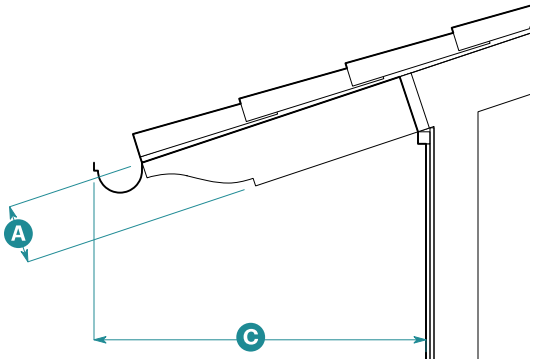
Open Eave Elevation



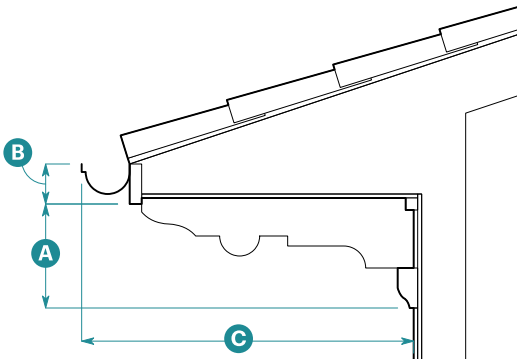
Returned Eave Elevation



Closed Eave Section



Open Eave Section



Returned Eave Section

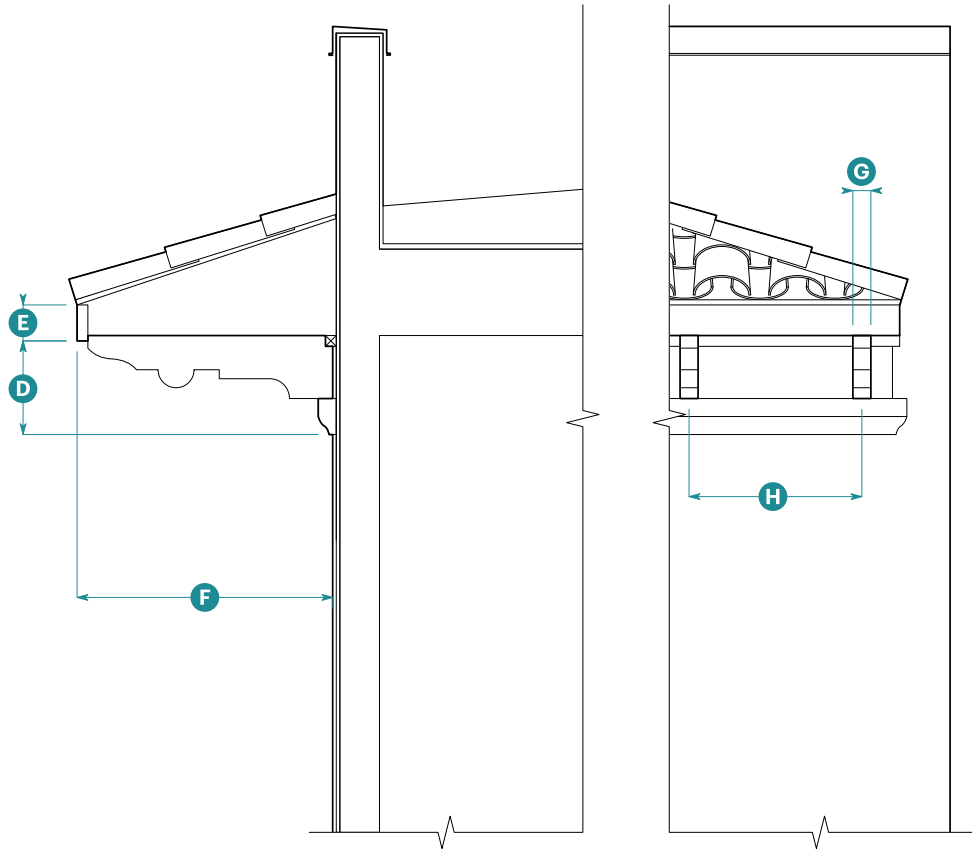
5. Building Roof		
Building Roof Standards	**Sloped Roof**	**Flat Roof**
Applicable Subsections		
Subsection 6 (Rake)	A	N/A
Subsection 7 (Eave)	A	N/A
Subsection 8 (Parapet)	N/A	A
Form		
Pitch	4:12 min.; 6:12 max.	N/A

6. Rake
No specialized rake profile

7. Eave				
Standards	**Closed**	**Open**	**Returned**	
Height				
Supporting Element	1'0" min.	8" min.	1'0" min.	A
Fascia	None	None	6" min.	B
Horizontal Projection [1]				
Overall	1'0" min.	3'0" min.	2'6" min.	C

[1] Horizontal projection includes gutter.

A = Applicable N/A = Not Applicable



Parapet Section

Parapet Elevation

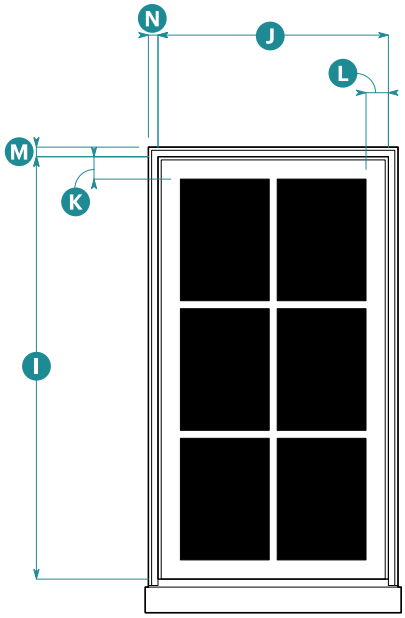
8. Parapet		
Height		
Supporting Element	1'8" min.	D
Fascia	6" min.	E
Horizontal Projection [2]		
Overall	2'0" min.	F
Continuous cornice required on all street facing facades.		
Required Ornament		
Type	Brackets	
Width	3" min.	G
Spacing	24" max. on center	H
Placement	Below fascia	

[2] Horizontal projection includes gutter.

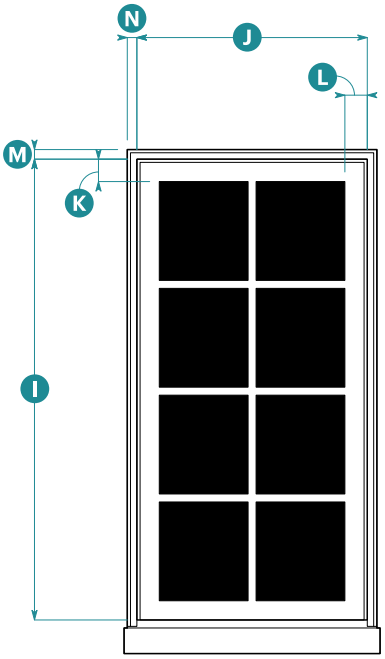
9. Windows		
Opening		
Proportion, Height (I) to Width (J) [3]		
Ground Floor	2.0 min.	
Upper Floor	1.75 min.	
Dormer	See Subsection 11 (Dormers) for standards.	
Typical Sizes, Width (J) x Height (I)		
Ground Floor, Typical	3'0" x 6'0"	
Ground Floor, Ganged	2'4" x 6'0"	
Ground Floor, Picture	4'6" x 6'0"	
Upper Floor, Typical	3'0" x 5'6"	
Upper Floor, Ganged	2'4" x 5'6"	
Upper Floor, Picture	4'6" x 5'6"	
Privacy	2'0" x 4'0"	
Shape	Square, arched	
Operation	Casement	
Window		
Glazing Divisions	6 parts or 8 parts	
Frame Width (Frame + Sash)		
At Rail	2.5" min. ± 1/4"	(K)
At Stile	2.5" min. ± 1/4"	(L)
Molding Widths		
Head	2" min.	(M)
Jamb	2" min.	(N)
Apron	None required	
Window Frame Recess		
Depth	2" min.	
Sill		
Depth	2" min.	
Pediment		
Allowed	No	
Mullions		
Mullions required between ganged windows.		

"Typical" refers to a regular recurring window (i.e., size or lite pattern) on a facade.

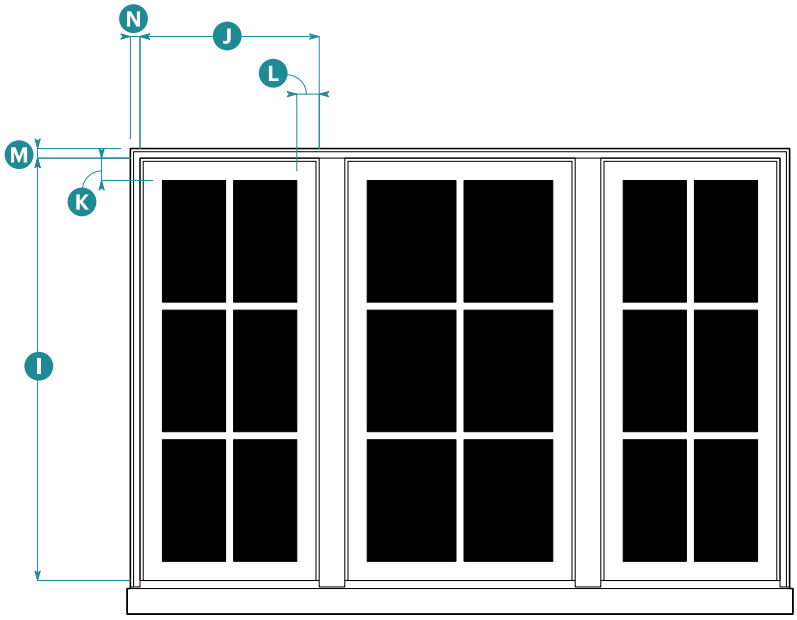
[3] Picture windows shall be wider than typical windows and equal in height to windows on the same floor.



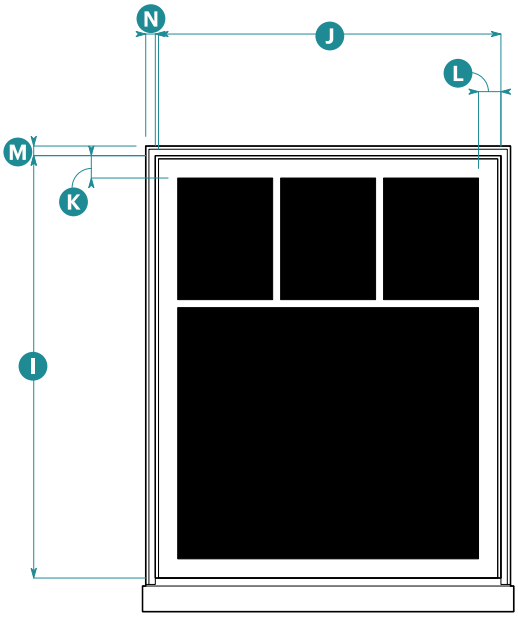
Upper Floor Typical Window Elevation
6 parts



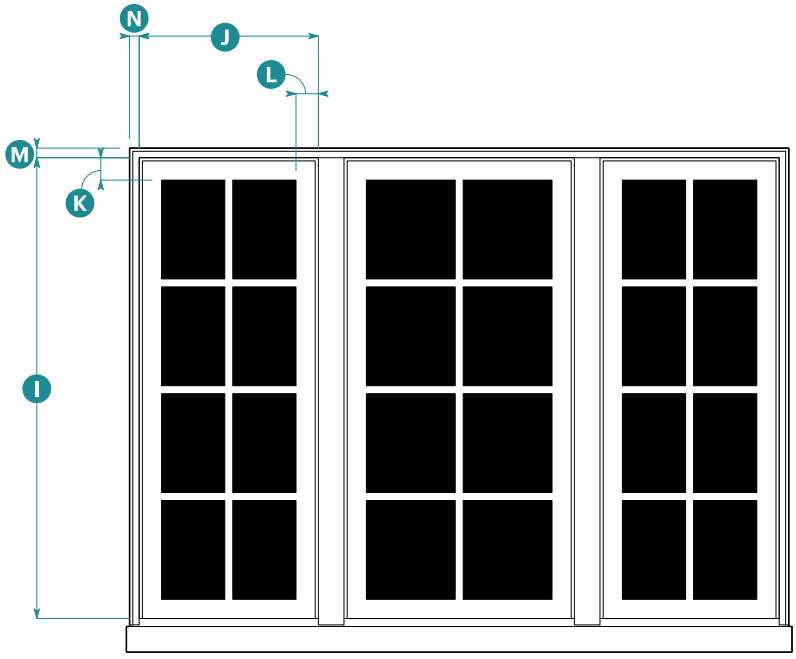
Ground Floor Typical Window Elevation
8 parts



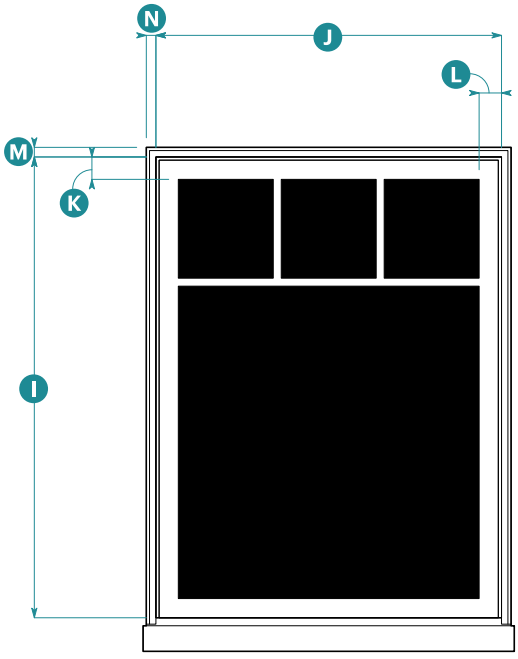
Upper Floor Ganged Window Elevation
6 parts



Upper Floor Picture Window Elevation



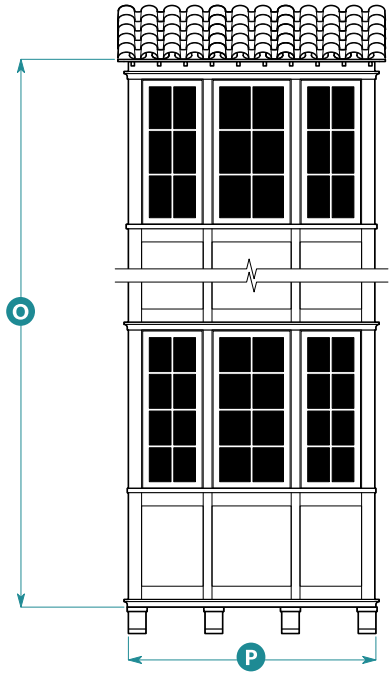
Ground Floor Ganged Window Elevation
8 parts



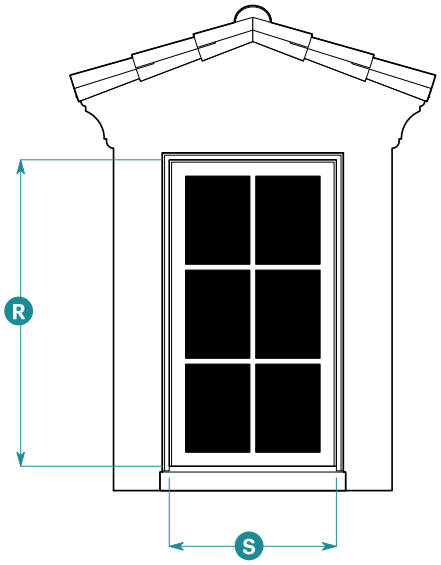
Ground Floor Picture Window Elevation



Bay Window Plan



Bay Window Elevation

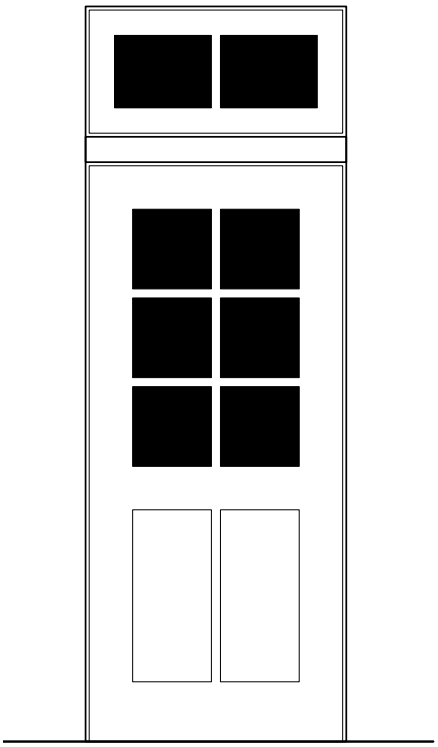


Dormer Elevation

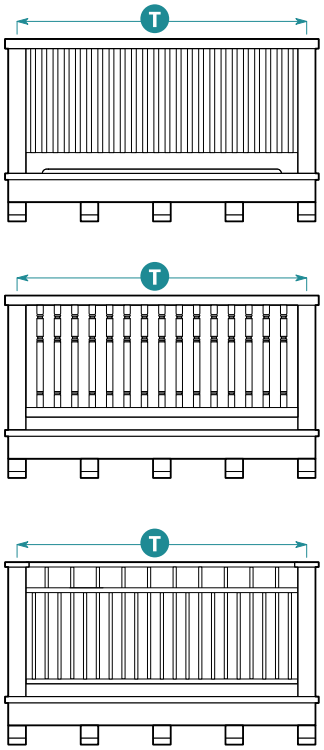
10. Bay Windows		
Form		
Type	Square	
Size		
Height		O
On buildings with heights up to 3 stories	2 stories max.	
On buildings with heights above 3 stories	2 stories plus 1 additional story for each building story over 3 max.	
Width	6'0" min.; 12'0" max.	P
Depth	1'0" min.; 3'0" max.	Q
Cornice Types		
Building eave wraps bay.		
Bay stops below building eave (bay has own cornice).		
Bay returns into building eave (bay never projects above the building eave).		
Additional Standards		
Bay depth not allowed to project beyond eave depth.		

10. Bay Windows (Continued)
Multi-story bay window form shall be vertically continuous.
Continuous horizontal articulation on building shall wrap bay form.
Corner bay may be turned on side to be rotated 45 degrees from building corner.

11. Dormers		
Roof Form		
Type	Gable	
Pitch	4:12 min.; 8:12 max.	
Window		
Proportion, Height R to Width S	1.75 min.	
Width	3'0" min.	S
Pediment		
Allowed	No	
Dormers allowed for buildings with half stories.		
See Subsections 6 (Rake), 7 (Eave), and 9 (Windows) for additional standards.		



Entry Door Elevation



Type 1
Square Guardrail

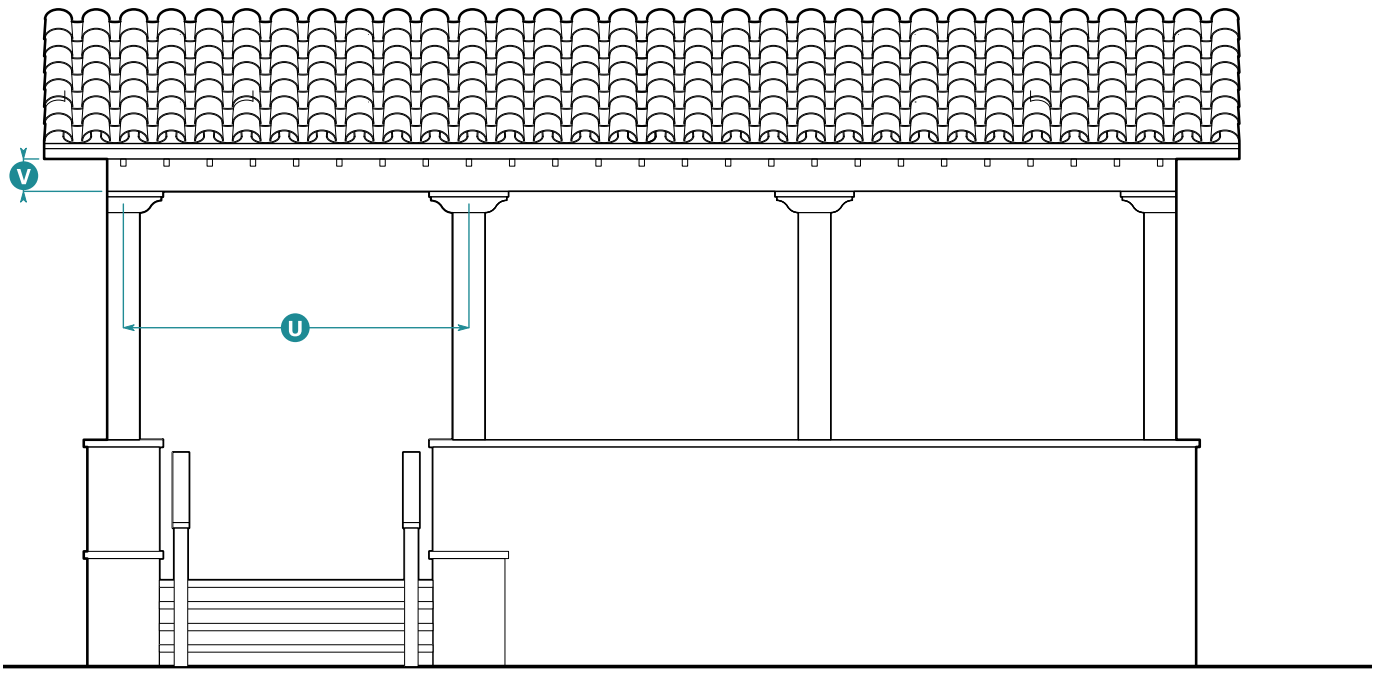
Type 2
Turned Guardrail

Type 3
Decorative Metal Guardrail

Balcony Front Elevation

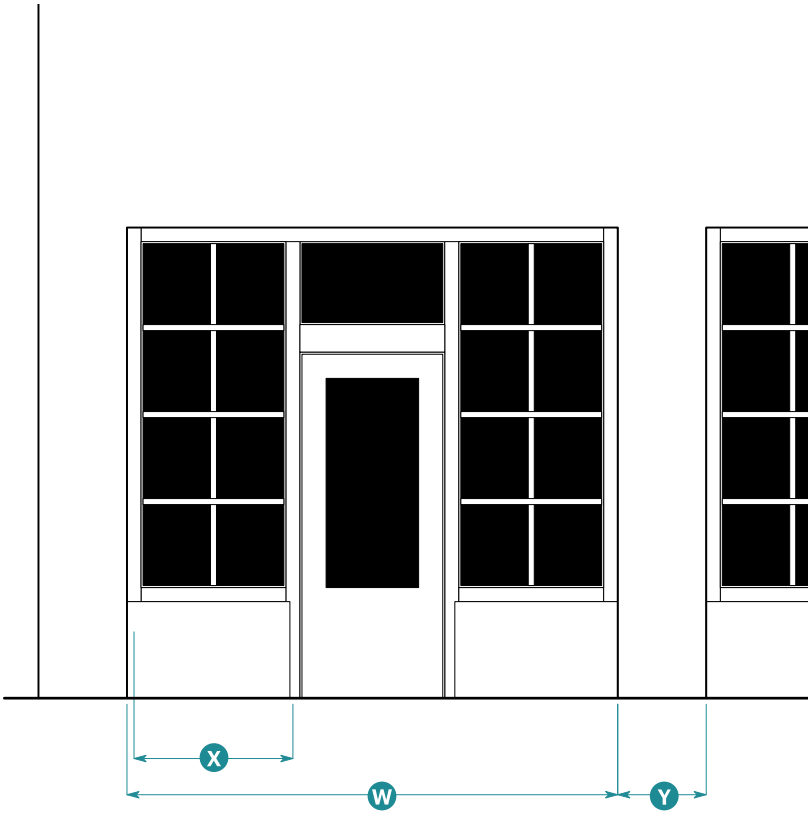
12. Entry Doors	
Door	
Number of Panels	2 min.
Surround	
None required	
Additional Elements	
Transom	Allowed
Pediment	Not Allowed

13. Balconies		
Allowed Materials		
Type 1 - Square Guardrail		
Post, Baluster, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Type 2 - Turned Guardrail		
Post, Baluster, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Type 3 - Decorative Metal Guardrail		
Post, Handrail, Fascia, and Brackets	Metal, composite wood, wood	
Baluster	Metal	
Size		
Overall Balcony Width	10'0" max.	
Width Between Posts	3' min.	T

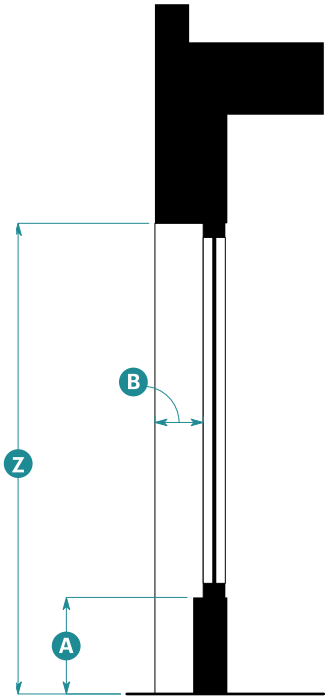


Porch Elevation

14. Porches		
Columns		
Shape	Square or round, with capitals or brackets	
Diameter	8" min.	
Spacing	9'0" max. on center	U
Entablature		
Overall	10" min.	V



Storefront Elevation



Storefront Section

15. Storefronts		
Width		
Storefront Module	10'0" min.; 15'0" max.	W
Display Window	3'0" min.; 4'0" max.	X
Distance Between Storefront Modules	1'6" min.; 2'6" max.	Y
Height		
Head Height	11'0" min.	Z
Cornice	None	
Signage Band	None	
Base	1'0" min.; 2'0" max.	A
Horizontal Recess		
Depth	6" min.; 9" max.	B

Base shall be continuous, unless divided by pilaster, and align with base height of building (if any).

16. Materials	
Element	**Allowed Materials**
Wall	
Wall Cladding	Stucco
Roof and Roof Elements	
Roofing	Terracotta clay barrel tiles
Rake and Eave	Wood, composite wood, stucco
Cornice	Wood, composite wood, stucco
Brackets	Composite wood, wood, or fiberglass
Gutter	Metal half-round
Windows, Bay Windows, and Entry Doors	
Entry Door	Wood, aluminum, fiberglass, composite
Window Frames	Wood, aluminum-clad wood, aluminum, fiberglass
Sill	Stucco, cast stone
Glazing	Clear glass; shall not be tinted, mirrored, or colored
Balconies	
See Subsection 13 (Balconies) for allowed materials.	
Porches	
Columns	Composite wood, wood, fiberglass, metal
Railing	Wood, wrought iron
Storefronts	
Storefront	Composite wood, wood, metal
Storefront Base	Stucco, tile

Article 9: Specific to Signage Types

Sections:

10-20.09.010 Signage Standards

10-20.09.010 Signage Standards

All signage shall comply with the standards in Title 10, Chapter 9 (Signs).

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Article 10: Specific to Large Sites

Sections:

10-20.10.010 Purpose
10-20.10.020 General to Walkable Community Design
10-20.10.030 Walkable Neighborhood Plan
10-20.10.040 General to Civic Space

10-20.10.010 Purpose

This Article establishes standards to create walkable neighborhoods.

1. Development subject to this Article is required to create and reinforce walkable neighborhoods with a mix of housing, civic, retail, and service uses within a compact, walkable, and transit-friendly environment.
2. Developments in compliance with this Section shall achieve the following goals:
    A. Improve the built environment and human habitat;
    B. Promote development patterns that support safe, effective, and multi-modal transportation options, including auto, pedestrian, bicycle, and transit;
    C. Reduce vehicle traffic and support transit by providing for a mixture of land uses, highly interconnected block and street network, and compact community form;
    D. Generate or reinforce neighborhoods with a variety of housing types to serve the needs of a diverse population;
    E. Promote the health benefits of walkable environments;
    F. Generate pedestrian-oriented and scaled neighborhoods where the automobile is accommodated but does not dominate the streetscapes;
    G. Reinforce the unique identity of the Town and build upon the local context, climate, and history;
    H. Realize development based on the patterns of existing walkable neighborhoods; and
    I. Design that suits specific topographical, environmental, development site layout, and design constraints unique to the development site.

10-20.10.020 General to Walkable Community Design

1. Developments of at least three acres or at least 700 feet long or deep shall be designed per the following standards:

   A. Developments of three acres or less, see Figure 1 [Walkable Neighborhood Plan Design Process Overview for Large Sites (1 to three acres)]; or

   B. Developments over three acres, see Figure 2 [Walkable Neighborhood Plan Design Process Overview for Large Sites (Over three acres)]; and

   C. **Walkable Neighborhood Plan (WNP).** Proposed development is required to include a Walkable Neighborhood Plan (WNP) in compliance with this Subsection that identifies the proposed and existing blocks, civic and open spaces, and streets within 1,500 linear feet of the proposed development. WNPs shall include the information required in Section 10-20.10.030 (Walkable Neighborhood Plan).

2. **Civic Space Required**

   A. Civic space shall be provided in compliance with Section 10-20.10.040 (General to Civic Space).

   B. A minimum of 10 percent of the total development area, after subtracting street right-of ways, is required.

3. **Streets.** Streets are to be applied to create walkable neighborhoods with redundant routes for vehicular, bicycle, and pedestrian circulation.

   A. New streets are required to meet the standards in Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges), including maximum slope.

   B. Required streets, indicated on the Zone Map or a Site Development Regulating Plan may be adjusted from their identified location by up to 100 feet in either direction.

   C. The WNP shall identify the proposed street and block network.

   D. Streets that pass from one zone to another may transition in their streetscape along the street's edges. For example, while a street within a more intense zone (e.g., MS.S) with retail shops may have wide sidewalks with trees in grates, it may transition to a narrower sidewalk with a planting strip within a less intense zone (e.g., N.S) with lower intensity residential building types.

4. **Alleys**

   A. Existing alleys may be removed if street access is provided to the development sites on those blocks in compliance with the access standards of the zone.

   B. Alleys may be added in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges) and in compliance with Table A (Block Size Standards).

   C. Development sites adjoining an alley and/or with a slope greater than six percent may be reduced in depth by up to 10 feet of the required depth. Rear setbacks may be reduced as allowed by Section 10-20.11.030 (Adjustment to Standards). Front setbacks shall not be reduced.

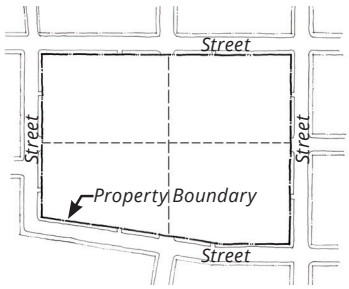
5. **External Connectivity**

   A. The arrangement of streets shall provide for the alignment and continuation of existing or proposed streets into adjoining lands where the adjoining lands are undeveloped and intended for future development, or where the adjoining lands are undeveloped and include opportunities for such connections.

Figure 10-20.10.020.1: Walkable Neighborhood Plan Design Process Overview for Large Sites (One to Three Acres)

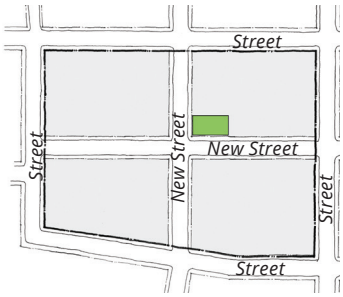
1 Blocks

Divide development area to create smaller blocks and a network of interconnected streets, see Table A (Block Size Standards).



2 Streets/Civic Space

A. Introduce new streets in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).
B. Identify at least 10% of the development area as new civic space. 10% is calculated after subtracting street ROWs.



3 Alleys

If rear vehicular access is preferred, introduce alleys to provide access to development sites and maintain a continuous streetscape without the interruption of driveways.



4 Zones

Apply zones to implement the intended physical character in compliance with Subsection 10-20.10.020.7.



Neighborhood.Small
Neighborhood.Medium
Main Street.Small

5 Development Sites

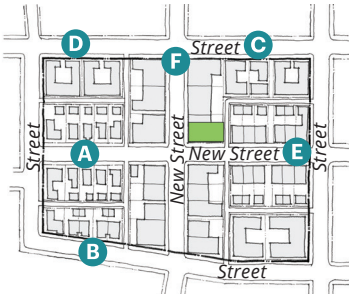
For each block, select at least two building types from the allowable building types in Subsection 3 of each zone and introduce development sites[1] within each block based on the required development site width and depth.



[1] Development site lines may be permanently recorded by the applicant.

6 Buildings

Show the different building types in each block, and identify the selected frontage types for each development site. See Subsection 8 of each zone and check Section 10-20.10.030 (Walkable Neighborhood Plan) for all standards.



A House
B Duplex
C Multiplex
D Neighborhood Courtyard
E Neighborhood Townhouse
F Main Street Building

Figure 10-20.10.020.2: Walkable Neighborhood Plan Design Process Overview for Large Sites (Over Three Acres)

1 Blocks

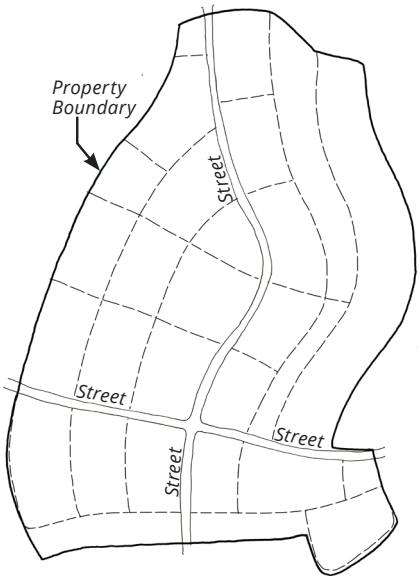
Divide development area to create smaller blocks and a network of interconnected streets, see Table A (Block Size Standards).

2 Streets/Civic Space

A. Introduce new streets in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).
B. Identify at least 10% of the development area as new civic space. 10% is calculated after subtracting street ROWs.

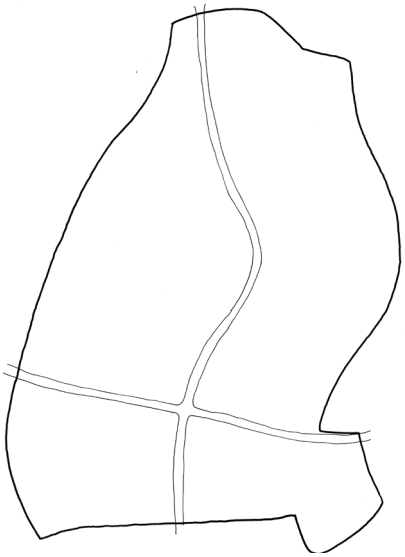
3 Alleys

If rear vehicular access is preferred, introduce alleys to provide access to development sites and maintain a continuous streetscape without the interruption of driveways.









Existing Site

Development area with existing streets and superblocks

Figure 10-20.10.020.2: Walkable Neighborhood Plan Design Process Overview for Large Sites (Over Three Acres) (Continued)

4 Zones

Apply zones to implement the intended physical character, in compliance with Subsection 10-20.10.020.7.

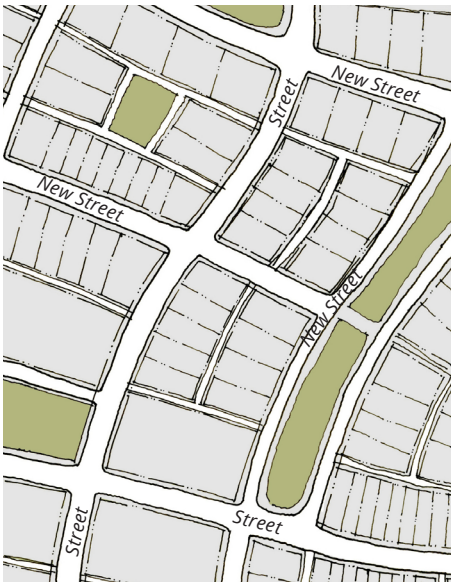
5 Development Sites

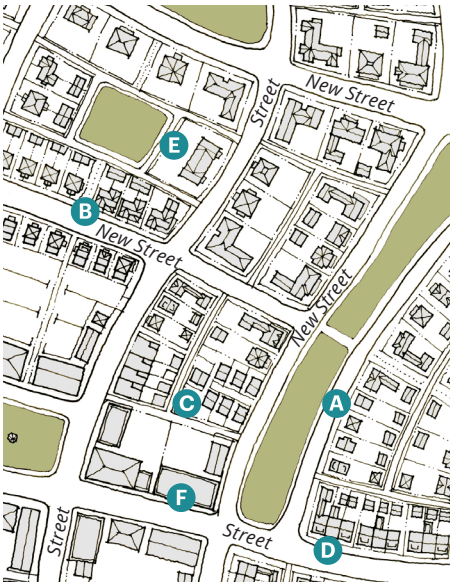
For each block, select at least two building types from the allowable building types in Subsection 3 of each zone and introduce development sites[1] within each block based on the required development site width and depth.

6 Buildings

Show the different building types in each block, and identify the selected frontage types for each development site. See Subsection 8 of each zone and check Section 10-20.10.030 (Walkable Neighborhood Plan) for all standards.







Neighborhood.Small
Neighborhood.Medium
Main Street.Small

[1] *Development site lines may be permanently recorded by the applicant.*

A *House*
B *Duplex*
C *Cottage Court*
D *Neighborhood Townhouse*
E *Multiplex*
F *Main Street Building*

B. Street rights-of-way shall be extended to or along adjoining property boundaries to provide a roadway connection or street stub for development, in compliance with Table A (Block Size Standards), for each direction (north, south, east, and west) in which development abuts vacant land.

C. Right-of-way stubs shall be identified and include a notation that all stubs are to connect with future streets on adjoining property and be designed to transition in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).

D. New dead-end streets and cul-de-sacs are not allowed, except when the grade of the new street exceeds 15 percent.

6. **Block Size** (New Blocks and Blocks to be Modified)

A. Individual block lengths and the total block perimeter shall be in compliance with the standards in Table A (Block Size Standards).

B. If a block contains multiple zones, the most intense zone is to be used to establish the standards for block size.

C. Blocks shall be a minimum width to result in two halves of developable development sites in compliance with the development site depth standards for the allowed building types in the zone. A single half is allowed when adjoining an existing half-block.

D. Blocks shall be designed so that new streets and building sites conform with Section 10-20.04.050 (Slope Standards).

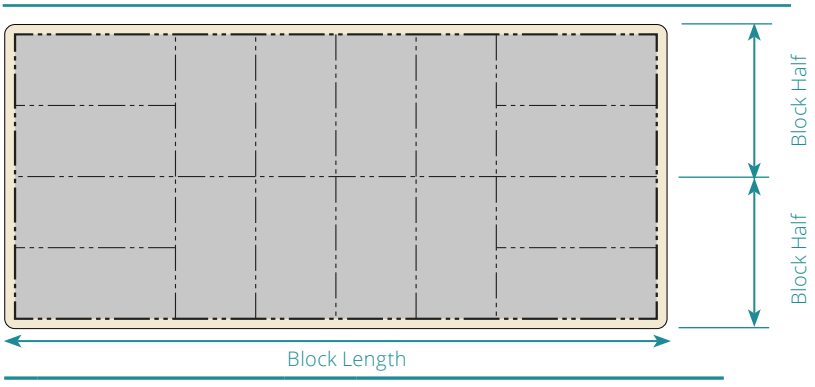
E. Blocks may be uniquely shaped in compliance with the standards in Table A (Block Size Standards), and the allowed adjustments in Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less Than 6% Slope) and Table 11.030.B (Adjustments to Standards for Development Sites Over 6% Slope).

Table 10-20.10.020.A: Block Size Standards

Zone	Length	Passage Required[1]	Perimeter Length
N.S	600' max.	Yes	2,000' max.
N.M	600' max.	Yes	2,000' max.
MS.S	600' max.	Yes	2,000' max.

[1] In compliance with the standards for a Passage in Subsection 10-20.10.040.13 (Passage)

Figure 10-20.10.020.3 Block Size



7. **Stormwater Management**

A. **Integrated Design**

(1) Stormwater management is required through a system that is integral to the streetscapes and/or the civic and open space(s) in the development.

(2) The WNP shall identify the area(s) being proposed for managing stormwater. These areas are required to be a combination of the following:

(a) Swale within a planted median;

(b) Swale within a continuous tree planter adjacent to the travel lane;

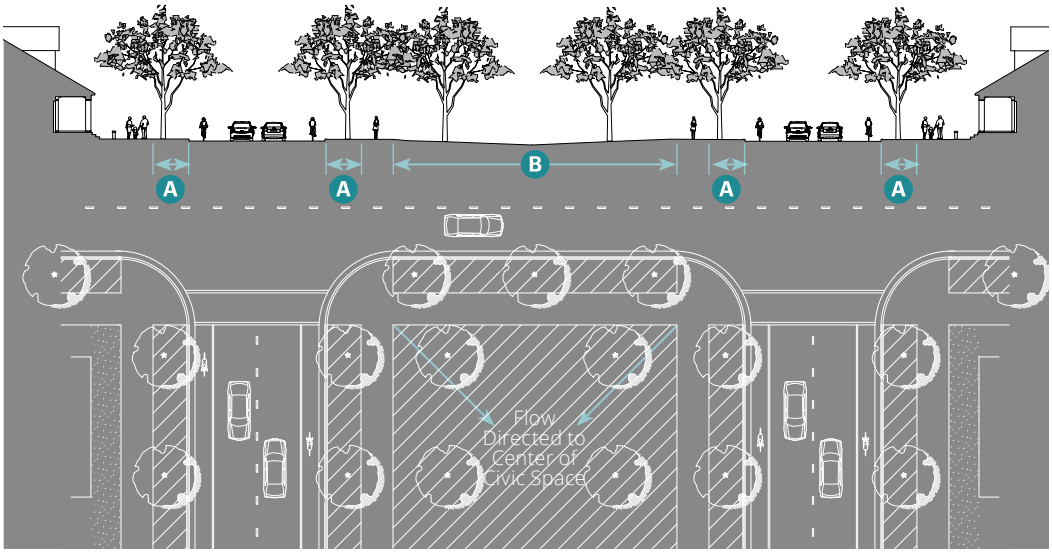
(c) Pond or other water body; and/or

(d) Areas within an allowed civic space type.

(3) The area(s) used for stormwater management is to be designed for both seasonal temporary on-site retention of stormwater and as public open space for the neighborhood(s) accessible to the public.

(4) The stormwater management area(s) may connect with those of adjacent development(s).

Figure 10-20.10.020.4 Stormwater Management Diagram



Potential Area for Stormwater Management

A Planted Swale

B Civic Space Graded to also Accommodate Stormwater

8. **Applying Zones**

A. **Allocation of Zones.** The WNP shall map the proposed zones on the proposed blocks and any existing blocks in the development in compliance with the following:

(1) Sites less than three acres are required to apply one zone, using only the zones established in Article 3 (Zones); or

(2) Sites greater than three acres and up to 20 acres shall apply at least two zones using only the zones established in Article 3 (Zones); or

(3) Sites over 20 acres shall apply zones in compliance with the allocation mix standards in Table B (Required Allocation Mix of Zones).

B. **Organization of Zones.** Zones shall be organized and mapped in a manner that responds appropriately to the various development site conditions. When applying or amending zone boundaries, more intense zones (i.e., MS.S) shall be organized around a neighborhood main street, civic or open space, transit stop, or civic building locations suitable for greater intensities. These areas shall not be located on slopes greater than six percent.

C. **Transition between Zones.** Transitions between zones shall occur within the block or across alleys along the adjacent prevailing slope.

Table 10-20.10.020.B: Required Allocation Mix of Zones

Zone	Minimum % of Land[1]	Maximum % of Land[1]
Walkable Development	**Total to not exceed 100%**	
N.S	10%	40%
N.M	25%	40%
MS.S	None	25%
Walkable Development within 1,500 feet of transit stop[2]	**Total to not exceed 100%**	
N.S	30%	50%
N.M	40%	70%
MS.S	None	30%

[1] Net area after subtracting rights-of-way for streets and open/civic space

[2] A high-frequency transit stop with approximately 15-minutes between arriving buses

10-20.10.030 Walkable Neighborhood Plan

1. **Walkable Neighborhood Plan (WNP) Standards**

   A. **Organization.** Each WNP is required to:

      (1) Identify the zone(s), civic space(s), street and block network, as allowed to be adjusted by Table 10-20.11.030.A (Adjustments to Standards for Development Sites Less than 6% Slope) and Table 10-20.11.030.B (Adjustments to Standards for Development Sites Over 6% Slope); and

      (2) Be in compliance with the design standards of Section 10-20.10.020 (General to Walkable Community Design).

2. **Required Content**

   A. **General.** Each WNP shall include the following information:

      (1) Boundaries of the proposed development;

      (2) Existing and proposed blocks within 1,500 linear feet of the development boundaries;

      (3) Open space not to be developed (if any);

      (4) Civic space, in compliance with Section 10-20.10.040 (General to Civic Space); and

      (5) Mapping of proposed zones in compliance with Subsection 10-20.10.020.8 (Applying Zones).

   B. **Illustrative Site Plan**

      (1) The proposed physical character of the WNP shall be identified on an Illustrative Plan showing, in plan view, the proposed building types and private frontage types on each block and the proposed public frontage types showing proposed trees and landscaping along streets and in civic space types.

      (2) As individual needs of a development may change over time, the building types specified in the WNP may be substituted with other building types allowed by the zone in compliance with the zone standards.

3. **Required Mix of Building Types and Private Frontage Types**

   A. The WNP shall maintain a mix of at least two different building types and two different private frontage types within each block, using only the types allowed in the zone(s).

   B. The WNP shall maintain a mix of at least two different architectural styles within each block.

   C. The WNP shall show dimensioned block depths for both halves of each block to demonstrate compliance with the minimum development site depth required for the building types in each zone.

   D. The applicant may choose to show the shortest minimum development site depth allowed in each zone with an acknowledgement that the selected depth may not accommodate the full range of building types allowed by the zone.

10-20.10.040 General to Civic Space

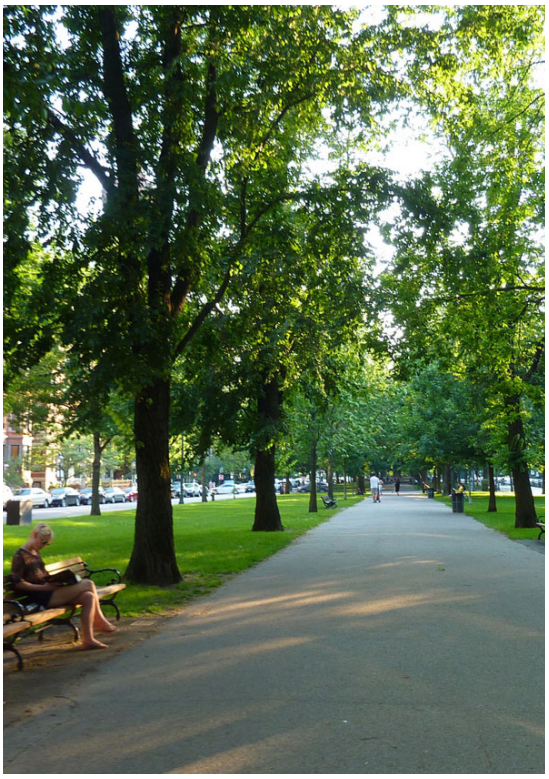
1. The WNP shall identify open spaces and civic space types in compliance with the following standards and the standards of Table A (Civic Space Types Overview).
2. When hillsides are within the development, the hillside ridge(s) shall be the location for civic and open space.
3. Required civic and open space identified on the Zone Map or Site Development Regulating Plan may be adjusted from its identified location by up to 100 feet in any direction.
4. Public access and visibility is required along public parks, natural open spaces, and civic uses, including creeks and drainages and stormwater management areas, and shall be fronted by:
    A. Single-loaded frontage streets (those with development on one side and open space on the other);
    B. Bike and pedestrian paths; or
    C. Other methods of frontage that provide similar access and visibility to the open space allowed in the zone. Such access may be provided through public easements or other similar methods.
5. **Amount of Civic Space Required.** As required by Subsection 10-20.10.020.2, development of development sites are required to set aside a minimum area of the development site as civic space. One or more civic spaces may be used to meet the required area.
6. **Building Frontage Along or Adjacent to a Civic Space.** The facades on building development sites attached to or across a street from a civic space shall be designed as a "front" on to the civic space, in compliance with Subsection 5 and Subsection 8 of the zone.
7. **Civic Space Types Overview.** This Subsection identifies the allowed civic space types and standards for improvements to existing civic spaces and for construction of new civic spaces. For each civic space type, Subsection 1 and Subsection 3 are regulatory, and Subsection 2 and Subsection 4 are non-regulatory. Allowed civic space types are identified in Table A (Civic Space Types Overview).

Table 10-20.10.040.A: Civic Space Types Overview

		Zones		
	Specific Standards	**N.S**	**N.M**	**MS.S**
Greenway	10-20.10.040.8	P	P	X
Green	10-20.10.040.9	P	P	X
Plaza	10-20.10.040.10	X	X	P
Playground	10-20.10.040.11	P	P	P
Community Garden	10-20.10.040.12	P	P	P
Passage	10-20.10.040.13	P	P	P

P = Allowed X = Not Allowed

8. Greenway







1. Description
A multiple-block long linear space for community gathering and strolling for nearby residents and employees, defined by a tree-lined street on at least one side, sometimes forming a one-way couplet on its flanks and by the fronting buildings across the street. Greenways serve an important role as a green connector between destinations.

2. General Character
Formal or informal dominated by landscaping and trees with integral stormwater management capacity
Hardscape path
Spatially defined by tree-lined streets and adjacent buildings

3. Size and Location	
Size	2 continuous blocks in length, min.
Width	60' min.
Shall front at least one street	

4. Typical Uses
Uses as allowed by the zone

9. Green







1. Description
A large space available for unstructured and limited amounts of structured recreation.
2. General Character
Formal or informal with integral stormwater management capacity
Primarily planted areas with paths to and between recreation areas and civic buildings
Spatially defined by tree-lined streets and adjacent buildings
3. Size and Location
Size 300' x 300' min.
Street required on at least one side of the Green.
Facades on development sites attached to or across a street shall "front" on to the Green.
4. Typical Uses
Uses as allowed by the zone

10. **Plaza**







1. Description
A community-wide focal point primarily for civic purposes and commercial activities.
2. General Character
Formal, urban
Hardscaped and planted areas in formal patterns
Spatially defined by buildings and tree-lined streets
3. Size and Location
Size 50' x 50' min.
Street required one of the Plaza's sides.
Facades on development sites attached to or across a street shall "front" on to the Plaza.
4. Typical Uses
Uses as allowed by the zone

11. Playground







1. Description

A small-scale space designed and equipped for the recreation of children. These spaces serve as quiet, places protected from the street and in locations where children do not have to cross any major streets. An open shelter, play structure(s), or interactive art and fountain(s) may be included. Playgrounds may be included within all other civic space types except Community Garden.

2. General Character

Play structure(s), interactive art, and/or fountain(s)

Shade and seating provided

May be fenced

Spatially defined by trees

3. Size and Location

Size	40' x 60' min.

4. Typical Uses

Uses as allowed by the zone

12. **Community Garden**



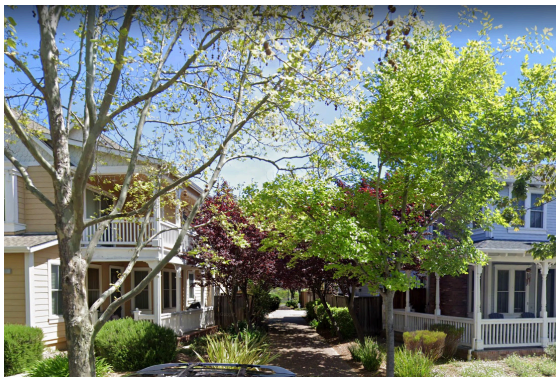




1. Description
A small-scale space designed as a grouping of garden plots available for small-scale cultivation. Community gardens may be fenced and may include a small accessory structure for storage. Community Gardens may be included within all other civic space types except Playgrounds.
2. General Character
Informal or Formal, urban
Combination of planted areas and hardscape
Spatially defined by building frontages and adjacent street trees
Walkways along edges or across space
3. Size and Location
Size No minimum; within any development site as allowed by the zone
4. Typical Uses
Uses as allowed by the zone

13. **Passage**







1. Description
A pedestrian pathway that extends from the public sidewalk into a civic space and/or across the block to another public sidewalk. The pathway is lined by non-residential shopfronts and/or residential ground floors and pedestrian entries as required by the zone.
2. General Character
Formal, urban
No accessory structure(s)
Primarily hardscape with landscape accents
Spatially defined by building frontages
Trees and shrubs in containers and/or planters
3. Size and Location
Size 20' min. clear width between or through buildings
Ground floor facades shall be in compliance with facade zone in Subsection 5 and frontages allowed in Subsection 8 of the zone.
Dooryards, porches, patios, and sidewalk dining shall not encroach into the minimum required width.
4. Typical Uses
Uses as allowed by the zone

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Article 11: Administration

Sections:

10-20.11.010 Purpose
10-20.11.020 Procedures
10-20.11.030 Adjustments to Standards

10-20.11.010 Purpose

This Article is intended to establish procedures for applications eligible for streamlined review consistent with State law (i.e., SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i)) and for reviewing applications under the Housing Accountability Act (HAA). The Town is responding to State mandates and including application procedures in the FBC that are compliant with State law but reflect the unique conditions and procedures within the Town. The intent of SB 35, AB 2011, Government Code Section 65583.2 (h) and (i), and the HAA is to facilitate and expedite the construction of housing through the application of objective standards and, with SB 35, AB 2011, and Government Code Section 65583.2 (h) and (i), ministerial and streamlined approval procedures. Applications under the HHA shall utilize discretionary streamlined approval procedures. These procedures shall be used in conjunction with the objective standards contained in this FBC as applicable.

10-20.11.020 Procedures

1. **Procedures for Applications Filed Under** SB 35

   A. **Applicability**

      (1) This Section applies to housing development projects applying for approval under Government Code §65913.4 and replaces the Town's procedures for reviewing discretionary applications.

      (2) This Section shall remain in effect for the same period as SB 35 provisions contained in Government Code §65913.4. Unless SB 35 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2036, and as of that date is repealed.

      (3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under SB 35.

      (4) The Department of Housing and Community Development is charged with developing guidelines for implementing SB 35. These procedures may change if required by changes in those guidelines or in Government Code §65913.4.

B. **Definitions.** Terms defined in Government Code §65913.4 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65913.4.

C. **Application Filing**

(1) **Preliminary Application Filing**. An applicant shall file a notice of intent to submit an SB 35 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form**. A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline**. Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full SB 35 application, provided scoping consultation has concluded consistent with Subsection (c), below.

(c) **Scoping Consultation**

i. Upon receipt of the preliminary application, the Town shall contact the Native American Heritage Commission for assistance in identifying any California Native American tribe that should be noticed. The Town shall provide a formal notice of the applicant's intent to submit a full application to each required California Native American tribe within 30 days of preliminary application submittal. The formal notice shall be consistent with Government Code §65913.4(b).

ii. If, within 30 days of receipt of the formal notice, any California Native American tribe that was formally noticed accepts the invitation to engage in scoping consultation, the Town shall commence scoping consultation within 30 days of receiving that response.

iii. Scoping consultation shall be conducted consistent with Government Code §65913.4(b). If, after scoping consultation is concluded, a development is not eligible for SB 35 streamlining, the Town shall provide written documentation as required by Government Code §65913.4(b) to the applicant and any California Native American tribe that is a party to that scoping consultation.

(2) **Full Application**. If the development remains eligible to apply under SB 35 after scoping consultation consistent with Government Code §65913.4(b) has concluded, an applicant may file a full SB 35 application on a form provided by the Town with the required fee.

D. **Completeness Review**. The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65913.4(a) shall be required.

E. **Compliance Review**

(1) **Scope of Review**. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65913.4(a) and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review**. The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65913.4(a) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, the Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for SB 35 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for SB 35 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65913.4(a) and all applicable objective standards, including objective subdivision standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee, shall process any approvals needed as required by Government Code §65913.4(h)(3).

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration.** An application approved consistent with this Section shall remain valid for three years; however, an application approval shall not expire if the development includes public investment in housing affordability, beyond tax credits, where 50 percent of the units are affordable to households making at or below 80 percent of the area median income consistent with Government Code §65913.4(g).

(4) **Extension.** At the discretion of the Planning Director, a one-year extension may be granted consistent with Government Code §65913.4(g)(2)(B).

2. **Procedures for Applications Filed Under** AB 2011

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65912 commencing with Section 65912.100 and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as AB 2011 provisions contained in Government Code §65912.104. Unless AB 2011 provisions are extended by the State Legislature, this Section shall remain in effect only until January 1, 2033, and as of that date is repealed.

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under AB 2011.

B. **Definitions.** Terms defined in Government Code §65912.101 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a notice of intent to submit an AB 2011 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full AB 2011 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review. Only the items necessary to determine compliance with the provisions contained in Government Code §65912 commencing with Section 100 shall be required.

E. **Compliance Review**

(1) **Scope of Review.** The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65912 commencing with Section 100 and the objective standards in effect at the time of preliminary application submittal.

(2) **Review Timeframes**

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65912 commencing with Section 100 and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) **Compliance Determination**

(a) **Compliant Application.** If the application complies with all of the provisions contained in Government Code §§65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall make the following determination:

i. If the application does not comply with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, the Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application for AB 2011 streamlining, and the Town shall review it for compliance with all of the provisions contained in Government §65912 commencing with Section 100 and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for AB 2011 streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with all of the provisions contained in Government Code §65912 commencing with Section 100 and all applicable objective standards, including objective subdivision standards within the following timeframes:

(a) Within 90 calendar days of application submittal for applications that include 150 or fewer housing units.

(b) Within 180 calendar days of application submittal for applications that include 151 or more housing units.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by 15 percent or more; or

ii. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

iii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) **Expiration**. An application approved consistent with this Section shall remain valid for three years.

(4) **Extension**. At the discretion of the Planning Director, a one-year extension may be granted.

3. **Procedures for Applications Filed Under** Government Code Section 65583.2 (h) and (i)

A. **Applicability**

(1) This Section applies to housing development projects applying for approval under Government Code §65583.2(h) and (i) and replaces the Town's procedures for reviewing discretionary applications.

(2) This Section shall remain in effect for the same period as contained in Government Code §65583.2(h) and (i).

(3) The California Environmental Quality Act (CEQA) does not apply to projects eligible under Government Code §65583.2(h) and (i).

B. **Definitions.** Terms defined in Government Code §65583.2 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC.

C. **Application Filing**

(1) Preliminary Application Filing (Optional). An applicant may file a notice of intent to submit a Government Code §65583.2 application in the form of a preliminary application consistent with Government Code §65941.1.

(a) **Form.** A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on

the standardized form adopted by the California Department of Housing and Community Development.

(b) **Timeline.** Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full Government Code §65583.2 application.

D. **Completeness Review.** The Town shall review an application for compliance consistent with Subsection 1.E; there shall be no separate or additional timeframe for completeness review.

E. **Compliance Review**

(1) Scope of Review. The Planning Commission's scope of review is limited to all of the provisions contained in Government Code §65583.2(h) and (i) and the objective standards in effect at the time of preliminary application submittal.

(2) Review Timeframes

(a) **Consistency Review.** The Planning Director, or designee, shall determine if the application complies with all of the provisions contained in Government Code §65583.2 (h) and (i) and applicable objective standards within the following timeframes:

i. Within 60 calendar days of application submittal for applications that include 150 or fewer housing units.

ii. Within 90 calendar days of application submittal for applications that include 151 or more housing units.

(3) Compliance Determination

(a) **Compliant Application.** If the application complies with all provisions contained in Government Code §§65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall complete any design review or public oversight and any subdivision approval within the timeframes listed in Subsection 1.E. Only objective design and subdivision standards may be applied. See Subsection 1.F.

(b) **Non-Compliant Application.** If the application does not comply with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards, the Planning Commission shall make the following determination:

i. The Planning Commission shall provide the applicant with written documentation of which standards the development conflicts with and an explanation of the reasons the development conflicts with each standard.

ii. Resubmitted Application. If the project was found to be non-compliant, the applicant may resubmit the application, and the Town shall review it for compliance with all of the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards subject to the same timelines in Subsection (2) above.

iii. Project Ineligible. If the project is ineligible for Government Code §65583.2 (h) and (i) streamlined processing, the applicant may elect to submit an application for the applicable discretionary approval under the provisions of Title 10, Chapter 3, Article 7 (Zoning Implementation Procedures), Article 14 (Variance), and Article 15 (Design Review).

F. **Decision on Project**

(1) **Project Approval and Findings.** The Planning Commission shall approve the application if the Planning Commission finds that the proposed development is compliant with the provisions contained in Government Code §65583.2 (h) and (i) and all applicable objective standards.

(2) **Conditions of Approval.** The Planning Commission may impose conditions of approval provided those conditions of approval are objective and broadly applicable to development within the Town.

G. **Post-decision Procedures**

(1) **Subsequent Permits.** Any necessary subsequent permits shall be issued on a ministerial basis subject to applicable objective standards; however, a commercial use located in a qualifying mixed-use project is subject to any additional Town permitting requirements and processes. If a public improvement is necessary to implement a development subject to this Section, and that public improvement is located on land owned by the Town, the Planning Director, or designee, shall process any approvals needed.

(2) **Post-Approval Modifications**

(a) **Post-Approval Modification Request.** An applicant or the Town may request a modification to an approved development if that request is made prior to the issuance of the final building permit.

(b) **Applicability of Objective Standards to Modifications.** The Planning Commission shall only apply objective standards in effect when the original application was submitted, except that objective standards adopted after the date of original submittal may be applied in any of the following instances:

i. The total number of residential units or total square footage of construction changes by five percent or more, and it is necessary to subject the development to an objective standard beyond those in effect when the application was submitted in order to mitigate or avoid a specific adverse impact upon public health of safety, for which there is no feasible alternative method to satisfactorily mitigate or avoid.

ii. Objective building standards contained in Title 24 may be applied to all modifications.

(c) **Post-Approval Modification Review Timeframe and Decision.** The Planning Commission shall determine if the modification is consistent with objective planning standards and issue a decision on the applicant's modification request within 60 days after submittal unless design review is required, in which case a decision shall be made within 90 days.

(3) Expiration. An application approved consistent with this Section shall remain valid for three years.

(4) Extension. At the discretion of the Planning Director, a one-year extension may be granted.

4. **Procedures for Applications Filed Under** the HAA

A. **Applicability**

(1) This Section applies to housing development projects as defined by Government Code §65589.5(h)(2).

(2) This Section shall remain in effect for the same period as provisions contained in the Government Code §65589.5 (HAA). Any provisions that are not extended by the State Legislature shall be repealed as of the date those provisions in the HAA are deemed null and void.

B. **Definitions.** Terms defined in Government Code §65589.5 shall apply to this Section and shall control in the event of a conflict between definitions in this FBC and definitions in Government Code §65589.5.

C. **Application Filing**

(1) **Preliminary Application Filing (Optional).** An applicant may file a preliminary application consistent with Government Code §65941.1.

(a) A preliminary application shall be filed on a form provided by the Town with the required fee. If the Town has not prepared a form, a preliminary application shall be filed on the standardized form adopted by the California Department of Housing and Community Development.

(b) Within 180 calendar days after submitting a preliminary application, an applicant shall submit a full application for the housing development.

(2) **Full Application.** An applicant may file a full application for a housing development without filing a preliminary application. The full application shall be filed on a form provided by the Town with the required fee.

D. **Conflicting Procedures.** This Section provides additional procedures that shall be followed for applicable projects. If conflicts occur between the Town's procedures and the procedures of this Section, this Section shall control.

E. **Completeness Review**

(1) **Preliminary Application.** If a preliminary application is filed, the preliminary application shall be deemed complete when the preliminary application containing all of the information listed in the preliminary application form is submitted. If all listed information is not provided, the Town shall request the missing information from the applicant.

(2) **Full Application**

(a) Once a full application is submitted, the Town shall inform the applicant in writing within 30 calendar days of submittal or resubmittal that the application is complete or incomplete and the additional information required consistent with Government Code §65943. Only information requested in the Town's application forms can be requested. If the Town does not provide written notification within this timeframe, the application shall be deemed complete. The Town shall review each resubmittal within the 30-day period and cannot request information that was not listed in the first incompleteness letter.

(b) If an applicant receives written notification that the application is incomplete, and a preliminary application was submitted for the housing development, the applicant shall submit the information needed to complete the application within 90 calendar days of receiving the written notification of incompleteness. If the applicant does not submit this information within this timeframe, the preliminary application shall expire and have no further force or effect.

(c) If a second determination of incompleteness is provided, the applicant shall be able to appeal the decision to the Planning Commission. The Town shall make a decision on the appeal no later than 60 calendar days after receipt of the applicant's written appeal. If the decision on the appeal is not made within this timeframe, the application shall be deemed complete.

F. **Compliance Review**

(1) **Scope of Review**

(a) **Housing Development with a Preliminary Application Submittal.** A housing development for which a preliminary application was submitted shall only be subject to the ordinances, policies, and standards adopted and in effect when the preliminary application is submitted, except in the following circumstances:

i. A fee, charge, or other monetary exaction increase resulting from an automatic annual adjustment based on an independently published cost index that is referenced in the ordinance or resolution establishing the fee or monetary exaction.

ii. A preponderance of the evidence in the record establishes that subjecting the housing development to an ordinance, policy, or standard beyond those in effect when the preliminary application was submitted is necessary to mitigate or avoid a specific, adverse impact upon the public health or safety, and there is no feasible alternative method to satisfactorily mitigate or avoid the adverse impact.

iii. Subjecting the housing development to an ordinance, policy, standard, or any other measure, beyond those in effect when the preliminary application was submitted is necessary to avoid or substantially lessen an impact consistent with CEQA.

iv. The housing development has not commenced construction within 2.5 years following the date of the housing development's final approval (as defined in Government Code §65589.5(o)(1)(D)).

v. The number of residential units or square footage of construction proposed changes by 20 percent or more, exclusive of any increase resulting from a density bonus, incentive, concession, waiver, or similar provision.

(b) **Housing Development without a Preliminary Application Submittal.** A housing development shall be subject to objective standards in effect when the application is deemed complete.

(2) **Review Timeframes**

(a) Applications for housing development containing 150 or fewer units shall be reviewed for compliance with applicable objective standards within 30 calendar days of being deemed complete.

(b) Applications for housing development containing more than 150 units shall be reviewed for compliance with applicable objective standards within 60 calendar days of being deemed complete.

(3) **Review Authority.** The Planning Commission shall be the Review Authority consistent with the Town's procedures for the full application for the application type(s) set forth in Title 10, Chapter 3, Articles 7 through 16 and shall comply with Review Timelines described in Subsection 2.F.

(4) **Compliance Determination**

(a) The Planning Commission shall identify the specific standard(s) that the project does not comply with and provide an explanation of the reason(s) why the housing development is considered to be inconsistent or non-compliant with identified provisions and shall provide the written determination to the applicant.

(b) A housing development is considered in compliance with this FBC, and shall not require a Zoning Map Amendment, if the housing development complies with objective General Plan standards but the zoning for the housing development site is inconsistent with the General Plan.

(5) **Limited Hearings/Meetings.** If a housing development complies with applicable objective standards, the Town shall not conduct more than five public hearings (including continuances), workshops, or similar meetings after the full application is complete in connection with the approval of the housing development consistent with Government Code §65905.5. Meetings required by CEQA are exempt from the limit.

G. **Findings and Decision**

(1) **Findings**

(a) If the proposed housing development complies with applicable objective General Plan, zoning, and subdivision standards and criteria, including design review standards, the Planning Commission may only deny the housing development or conditionally approve the housing development at a lower density if the Planning Commission makes written findings supported by a preponderance of the evidence in the record that:

i. The housing development would have a specific, adverse impact upon the public health or safety unless the housing development is denied or conditionally approved at a lower density. A "specific, adverse impact" means a "significant, quantifiable, direct, and unavoidable impact, based on identified written public health or safety standards, policies, or conditions as they existed on the date that the project was deemed complete"; and

ii. There is no feasible method to satisfactorily mitigate or avoid the adverse impact other than the denial of the housing development or conditional approval of the housing development at a lower density.

(b) If the housing development includes 20 percent of units affordable to very low or low-income households, 100 percent of units affordable or moderate or middle income households, or an emergency shelter, the Planning Commission shall approve the housing development unless the Planning Commission makes written findings supported by a preponderance of the evidence in the record, as to at least one of the findings in Government Code §65589.5(d).

(2) **Decision Timeframes.** The Planning Commission shall approve or deny the housing development within the following applicable period:

(a) 90 days from Environmental Impact Report certification;

(b) 60 days from Environmental Impact Report certification for an affordable housing development consistent with Government Code §65950(a)(3);

(c) 60 days from adoption of a Negative Declaration; or

(d) 60 days from determination of CEQA exemption.

H. **Post-Decision Procedures.** Post-decision procedures for the required permit (full application) shall be followed provided those procedures do not conflict with applicable Government Code sections for housing developments (i.e., HAA, Government Code §65589.5).

Figure 10-20.11.020.1: Process for Developments Eligible for SB 35 Streamlining with 150 units or Fewer (Government Code §65913.4)

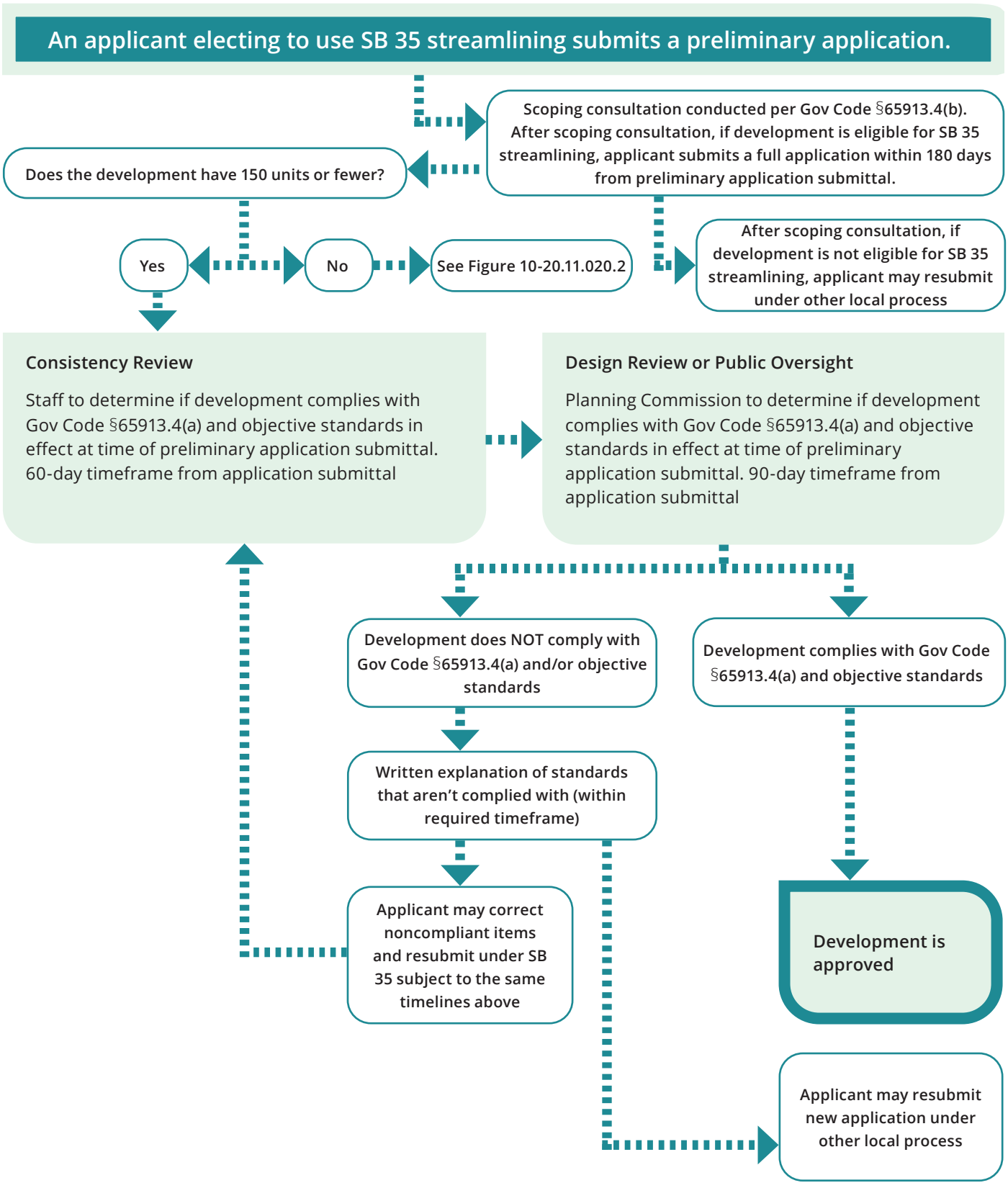


Figure 10-20.11.020.2: Process for Developments Eligible for SB 35 Streamlining with 151 units or More (Government Code §65913.4)

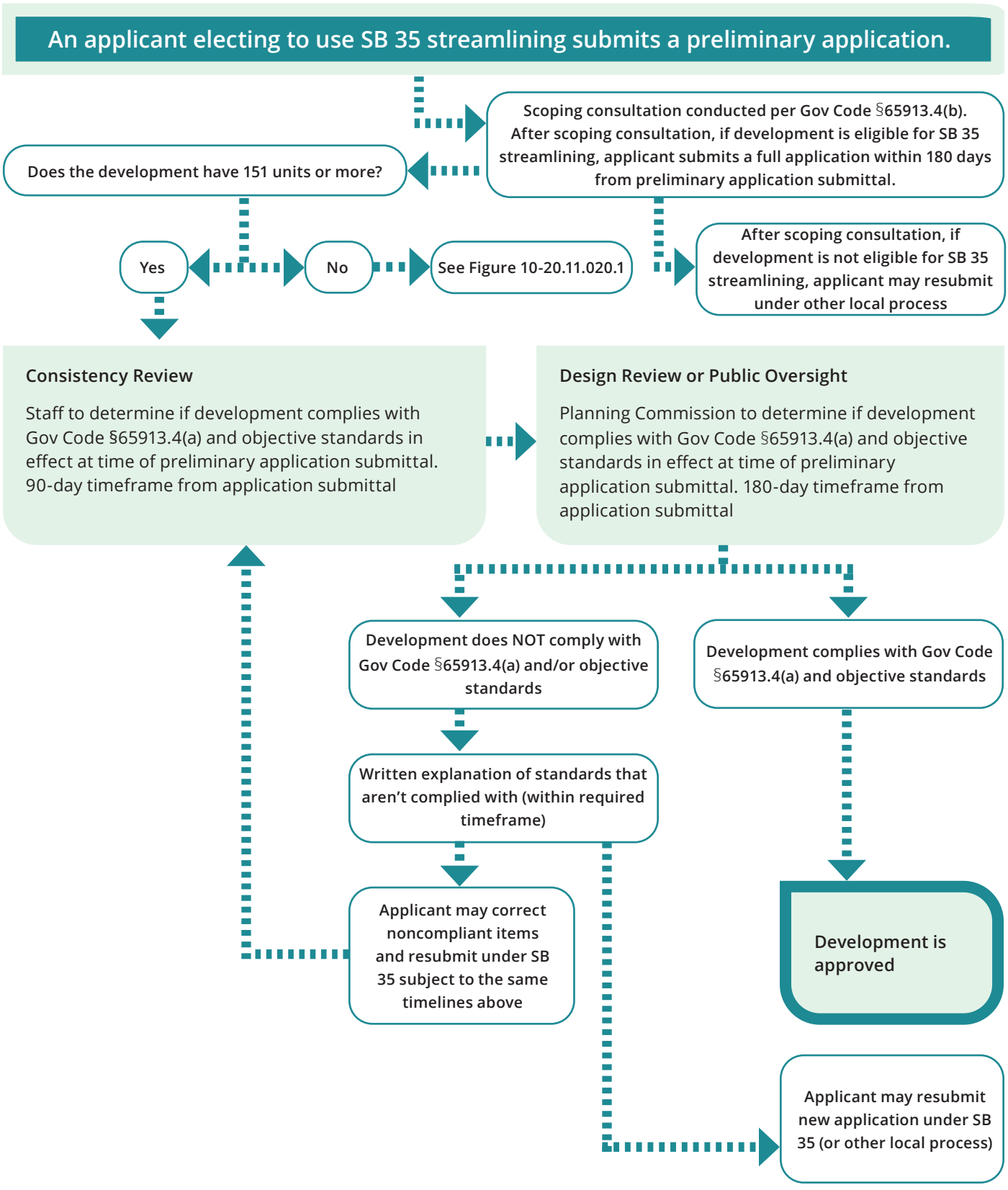


Figure 10-20.11.020.3: Process for Developments Eligible for AB 2011 Streamlining with 150 units or Fewer (Government Code §65912 Commencing with Section 65912.100)

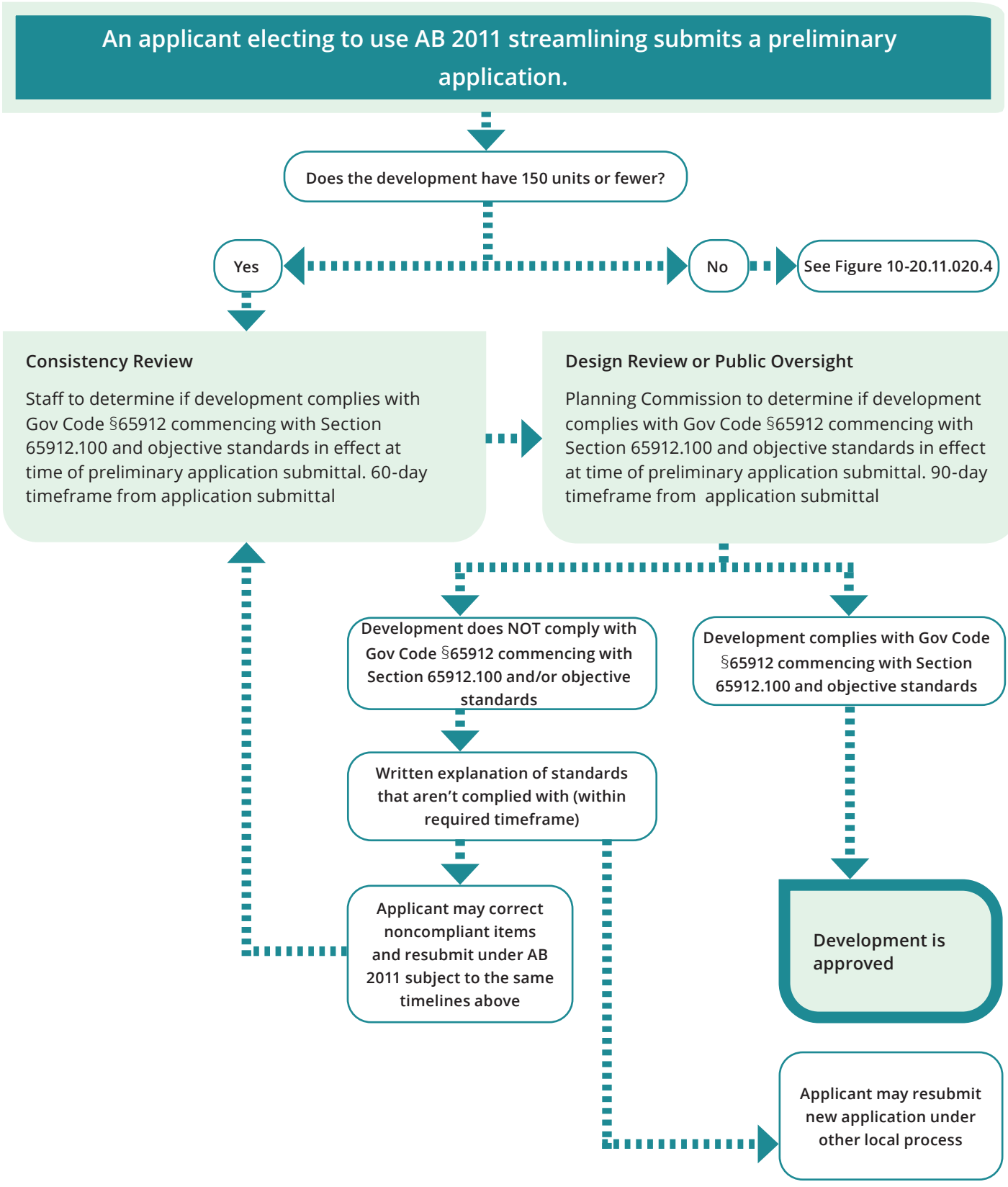


Figure 10-20.11.020.4: Process for Developments Eligible for AB 2011 Streamlining with 151 units or More (Government Code §65912 Commencing with Section 65912.100)

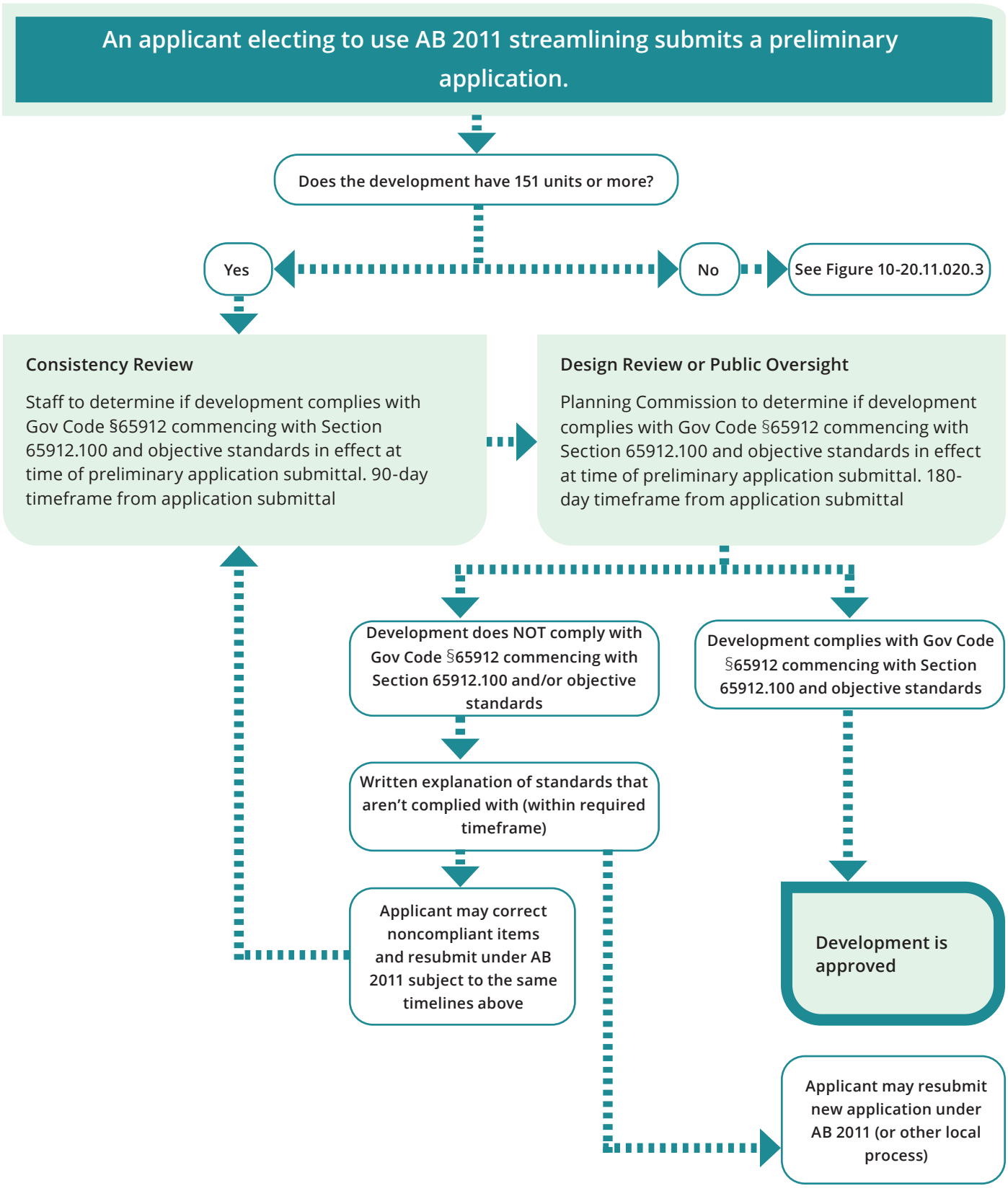
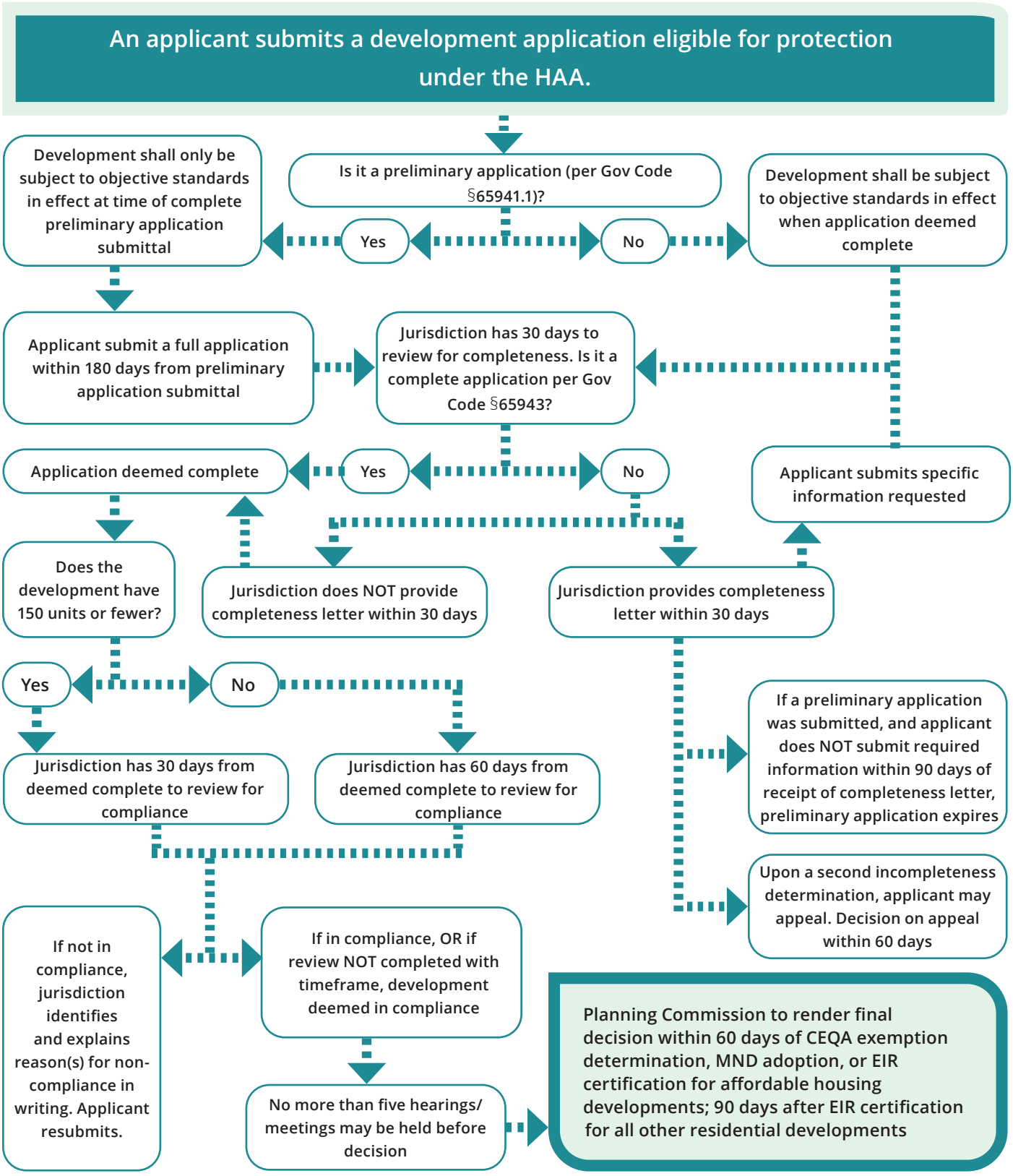


Figure 10-20.11.020.5: Process for Developments Eligible for Housing Accountability Act (HAA) Protection (Government Code §65589.5)



10-20.11.030 Adjustments to Standards

1. **Purpose.** This Section is intended to allow for minor deviations from certain standards in this Title for specific situations that make compliance not possible because of the prescriptive nature of the standards.
2. **Applicability.** This Section applies to developments subject to Section 10-20.11.020 (Procedures). The Planning Commission may grant an Adjustment for only the standards identified as follows:
   A. Development sites less than 6% slope. See Table A (Adjustments to Standards for Development Sites Less Than 6% Slope).
   B. Development sites over 6% slope. See Table B (Adjustments to Standards for Development Sites Over 6% Slope).
3. **Procedures.** Adjustment requests shall be reviewed and processed as follows:
   A. The Adjustment shall be processed concurrently with the development involving the request(s) for adjustment(s). The adjustment request(s) shall be processed in compliance with the applicable procedures in Section 10-20.11.020 (Procedures); or
   B. If the development for which an Adjustment is requested is beyond what is authorized in Table A (Adjustments to Standards for Development Sites Less Than 6% Slope) and/or Table B (Adjustments to Standards for Development Sites Over 6% Slope), the adjustment will be processed only up to the amount authorized in these Tables.
   C. Adjustment requests that involve any of the following features (i.e., historic building/feature, tree, rock outcrop, and/or utility infrastructure) shall be accompanied by existing documentation identifying the feature(s).
   D. Depending on the unique characteristics and dimensions of an individual parcel, it is possible that the full development potential of the zone may not be achievable even after applying the allowed adjustments in the Section.

Table 10-20.11.030.A: Adjustments to Standards for Development Sites Less Than 6% Slope

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
1. Development Site Dimensions			
a. **Depth or Width** Decrease in the minimum required or maximum allowed	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard.	Up to 10% of the standard	Subsection 3 of the zone
2. Building Setbacks			
a. **Front**[1]**, Side Street**[1]**, Side or Rear** Increase or decrease in the minimum to maximum required setback for a primary building and/or wing(s)	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The existing lot is 80' or less in depth, preventing compliance with the rear setback standard.	Up to 25% of the standard	Subsection 5 of the zone
b. **Facade within Facade Zone** Reduction of the minimum amount of facade required within or abutting the facade zone	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The horizontal unbuilt area resulting from this adjustment is landscaped per the standards in Section 10-20.05.030 (Landscaping and Lighting).	Up to 25% of the standard	Subsection 5 of the zone

[1] Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.A: Adjustments to Standards for Development Sites Less Than 6% Slope (Continued)

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
3. Building Footprint			
a. **Size of Main Body[1] or Wing(s)** Increase in the allowed width or length	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The wing(s) is one-story less in height than the main body; and iii. The building complies with the setbacks of the zone or as allowed to be adjusted by this Section.	Up to 10% of the standard	Subsection 3 of the building type
4. Parking Location			
a. **Front or Side Street Setback** Reduction in the required parking setback	i. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or ii. The driveway is in compliance with the zone standards; and iii. The ground floor space remains habitable in compliance with the zone standards, as allowed to be adjusted by this Section.	Up to 10% of the standard when the required setback is 20' or more. Up to 20% of the standard when the required setback is less than 20'.	Subsection 7 of the zone; Subsection 3 of the Zone

[1] Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.B: Adjustments to Standards for Development Sites Over 6% Slope

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
1. Development Site Dimensions			
a. **Depth** Increase or decrease in minimum to maximum development site depth	i. Existing slope exceeds 15% grade for at least 50% of development site depth; or	20% max. of the standard	Subsection 3 of the zone
	ii. An adjustment is granted for an increase in the main body and rear wing that results in the need to change the development site depth.		
b. **Width** Increase or decrease in minimum to maximum development site width	i. Existing slope exceeds 15% grade for at least 25% of development site width; or	10% max. of the standard	Subsection 3 of the zone
	ii. An adjustment is granted for an increase in the main body and rear wing that results in the need to change the development site width.	25% max. of the standard	
2. Building Setbacks			
a. **Front[1],Side Street[1], Side or Rear** Increase or decrease in minimum to maximum required setback areas for primary building and/or wing(s)	i. Existing slope exceeds 15% grade within at least the first 30' of development site depth; or	Reduction in the minimum setback to within 5' of the development site line. Where side street setback is 5' minimum, reduction in the minimum setback to within 3' of the development site line.	Subsection 5 of the zone
	ii. An existing historic building/feature, tree, rock outcrop, and/or utility infrastructure prevents compliance with the standard; or		
	iii. The existing lot depth is less than 80'.		

[1]Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.B: Adjustments to Standards for Development Sites Over 6% Slope (Continued)

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
3. Building Footprint			
a. **Size of Main Body[1] or Wing(s)** Increase in the allowed width or length	i. Existing slope exceeds 15% grade for at least 50% of the development site width or depth; and ii. The building is in compliance with the setbacks of the zone or as allowed to be adjusted by this Section.	Up to 25% of the standard	Subsection 3 of the building type
4. Site Grading			
a. **Retaining Wall (Height)** Increase in maximum retaining wall height or length	i. Existing slopes exceed 15% grade for at least 50% of development site width or depth; or ii. The retaining wall or series of retaining walls cannot be seen from the adjacent public sidewalk or adjacent property; or iii. Retaining walls not within the building footprint are less than 50' in total length along the rear development site line or any development site line.	Increase in retaining wall height up to 10' along rear and/or side development site line(s); Increase in retaining wall height up to 20' within the building footprint	Subsection 10-20.05.050.5
5. Block Face and Perimeter			
a. **Increase in maximum length of new or modified block**	i. Existing slope along at least one side of the block exceeds 15% grade, resulting in new street(s) that exceed maximum allowed grade, preventing compliance with the standards; and ii. The subject block(s) include a Passage in compliance with Subsection 10-20.10.040.13 (Passage); and iii. The block(s) is in compliance with Ross Valley Fire Department Standard 210 (Roadway and Driveway Bridges).	Up to 25% of the standard	Table 10-20.10.020.A (Block Size Standards)

[1]Standards for private frontage stillapply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Table 10-20.11.030.B: Adjustments to Standards for Development Sites Over 6% Slope (Continued)

Administrative Relief Type	Required Findings	Allowed Administrative Relief	Reference to Standard
6. Parking Location Setbacks			
a. **Front or Side Street** Reduction in a required parking setback.	One or more of the following techniques are applied, as allowed by this Section:		
	i. Existing lot depth that is less than 80' preventing compliance with the parking setbacks location; or	Front Setback: The parking location setbacks standards do not apply. Only one row of parking spaces allowed in the front setback for up to 75% of the parcel width.	Subsection 7 of the zone; Subsection 4 of the zone
	ii. The average slope of the parcel from the front to the rear exceeds 15%; or		
	iii. Surface: Parking is uncovered and located between the building and the street; or		
	iv. Podium: Parking under primary building is enclosed and access is only from one side of the development site for development sites 150' or less in width. Habitable space, in compliance with Subsection 4 of the zone or as allowed to be reduced by this Section, is between the front of the building and the parking spaces. The parking garage access is not greater than 10' in width; or	Front Setback: Reduction to 18' behind the primary building facade. Side Street Setback: Reduction to 5' behind the primary building facade. Habitable Space: Reduction in the minimum depth to 15'.	
	v. Tandem: Tandem parking spaces may be arranged in a series of up to 6 total parking spaces, but only up to 2 side-by-side, from the front development site line; or	Existing lot up to 100' wide: Allowed in front setback up to 75% of existing lot width. Existing lot up to 150' wide: Allowed in front setback up to 50% of existing lot width. Existing lot up over 150' wide: Allowed in front setback up to 20% of existing lot width or 50' whichever is less.	
	vi. Subterranean: Parking spaces are located below the adjacent finished grade of the building to the zone's building setbacks; or	All Setbacks: Reduced to match the building setbacks of the zone or as allowed to be reduced by this Section.	
	vii. Stacked: Parking spaces are arranged in a system that provides up to 3 spaces in the horizontal area of one space. The garage access is not greater than 10' in width.	Front and/or Side Street Setback: Reduced to be the same as the primary building setback. Reduction in the minimum habitable space depth to 18'.	

[1]Standards for private frontage still apply [See Article 7 (Specific to Private Frontages)], and any adjustment shall not preclude the application of a private frontage type.

Article 12: Definitions

Sections:

10-20.12.010 Purpose
10-20.12.020 Definitions
10-20.12.030 Measurement Methods

10-20.12.010 Purpose

This Article provides descriptions of specialized terms, phrases, and methods for measurements used in this Title.

10-20.12.020 Definitions

For specialized terms and phrases used in this Title, refer to the definitions in Title 10, Chapter 3, Article 17 (Definitions).

10-20.12.030 Measurement Methods

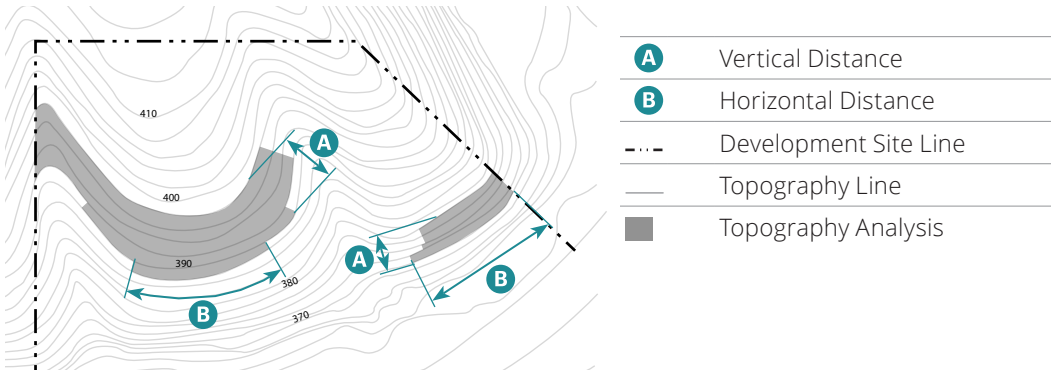
1. **Sloped and Steeply Sloped Development Sites**

   A. **Applicability.** The standards of Section 10-20.05.050 (Slope Standards) apply to sloped and steeply sloped development sites. Slope is measured by taking the vertical distance, or "rise", over the horizontal distance, or "run." The resulting fraction, or percentage, is the "slope" of the land. Sloped and steeply sloped development sites are those areas of land that exhibit slopes of six percent or greater.

B. **Methodology.** The following methodology shall be used to identify steep slopes protected in compliance with this Article. An example of the methodology is shown in Figure 1 (Example for Defining Sloped and Steeply Sloped Development Sites).

(1) **Steep Slope Determination.** To qualify as a steep slope, the slope shall be at least six percent with a 10-foot vertical drop over a 100-foot horizontal distance parallel to at least one common contour line. The horizontal measurement shall cross property lines to establish if a steep slope may exist on a development site (i.e., the 100-foot minimum width calculation shall cross a property line if necessary to achieve this minimum width).

Figure 10-20.12.030.1: Example for Defining Sloped and Steeply Sloped Development Sites



(2) **Area Calculation.** Steep slope areas are calculated based on the square feet of qualifying steep slope on the development site as determined in Subsection 1 above. There is no minimum square footage for each slope area.

(a) First, calculate the square footage of slopes 30 percent and greater. Determine the square footage of each area as well as the sum of these areas for the total site.

(b) Second, calculate the square footage of slopes between 29 and 25 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(c) Third, calculate the square footage of slopes between 24 and 20 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(d) Fourth, calculate the square footage of slopes between 15 percent and 19 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

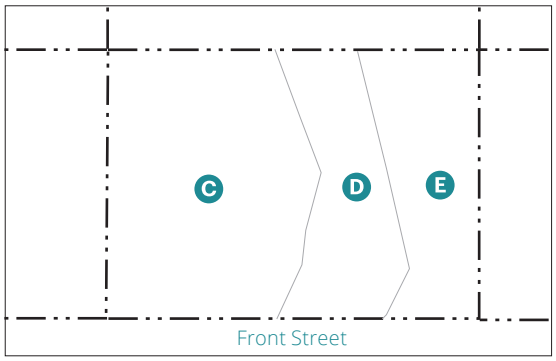
(e) Fifth, calculate the square footage of slopes between 10 and 14 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(f) Last, calculate the square footage of slopes between 6 and 9 percent. Determine the square footage of each area as well as the sum of these areas for the total site.

(3) **Steep Slope Resource Area.** Based on the area calculations in Subsection 2, above, Table 10-20.05.050.A (Amount of Sloped Areas Allowed to be Developed) identifies the percentage of sloped area that is developable. Figures 2 and 3 illustrate examples of the calculated slopes and the corresponding percentage allowed for development.

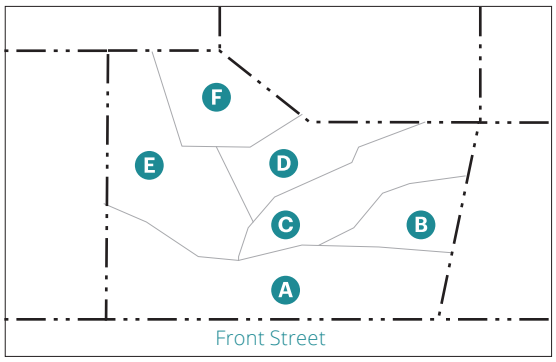
(4) **Sloping Development Site Building Height.** Development sites with slopes of six percent or more shall measure the maximum height of structures as set forth in the zone and measured vertically from ground level beginning at the front setback line, or if no setback is required, starting at the center of the development site.

Figure 10-20.12.030.2: Example for a Sloped Development Site (<3 acres)



Key	Existing Slope	Developable Area[1]
A	0-5.99%	100% max.
B	6-9.99%	100% max.
C	10-14.99%	100% max.
D	15-19.99%	100% max.
E	20-29.99%	50% max.
F	>30%	0% max.
	Development Site Line	
	Slope Designations	

Figure 10-20.12.030.3: Example for a Sloped Development Site (>3 acres)



Key	Existing Slope	Developable Area1
A	0-5.99%	100% max.
B	6-9.99%	70% max.
C	10-14.99%	25% max.
D	15-19.99%	5% max.
E	20-29.99%	0% max.
F	>30%	0% max.
	Development Site Line	
	Slope Designation	

[1] In compliance with the setbacks of the zone, required on-site open space, this Section, and the maximum building footprint standards in Article 6 (Building Type Standards).

C. **Average Slope.** The result of dividing the length of a slope by the difference in elevation at the top and bottom of the slope.

(1) **Development Sites with Even Slope.** Average slope for development sites with relatively even slope across the site and small development sites is determined by using the following formula:

(a) S = ((T - B) ÷ run) × 100

(b) S = average slope

(c) T = elevation at top of slope

(d) B = elevation at bottom of slope

(e) Run = horizontal distance between the top and bottom elevations

(2) **Development Sites with Uneven Slope.** Average slope of development sites with an uneven slope across the site before grading is determined by using the following formula:

(a) S = (1.0029 × I × L) ÷ A

(b) S = average slope

(c) I = contour interval in feet

(d) L = summation of length of the contour lines in scale feet

(e) A = area of the development site in acres

2. **Facade Zone Defined by Primary Building/Frontage Type(s)**

A. **Applicability.** The facade zone standards apply to new primary buildings and their additions along the front and side street of a development site.

B. **Methodology.** The required amount is expressed in the zone standards as a percentage. The percentage is calculated as follows through an example for the front facade zone. The same approach is to be applied to the side street, using the minimum front and rear building setbacks.

(1) Identify the width of development site (e.g., 50 feet) and apply required side building setbacks (e.g., 5 feet and 5 feet).

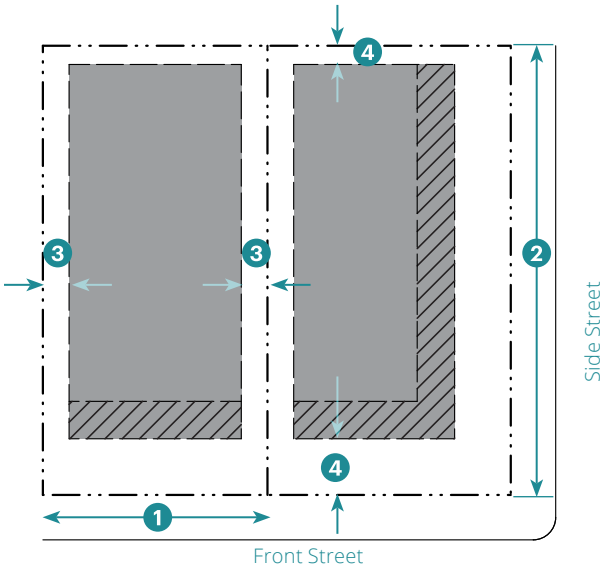
(2) Subtract the horizontal length between each side setback and the adjacent side development site line from the total width of the development site. The result is the net buildable width of the development site (e.g., 40 feet).

(3) Multiply the required minimum percentage in the zone standards (e.g., 50 percent) by the net buildable width of the development site (e.g., 50 feet).

(4) The result is the minimum length, in feet, of building facade and frontage type(s) that is required in or abutting the facade zone (e.g., 20 feet). Facades are allowed to be in any configuration if in compliance with the facade zone requirements and the selected architectural style.

(5) See Figure 5 (Applying the Required Amount to the Facade Zone) for examples that are consistent with the intent of this standard.

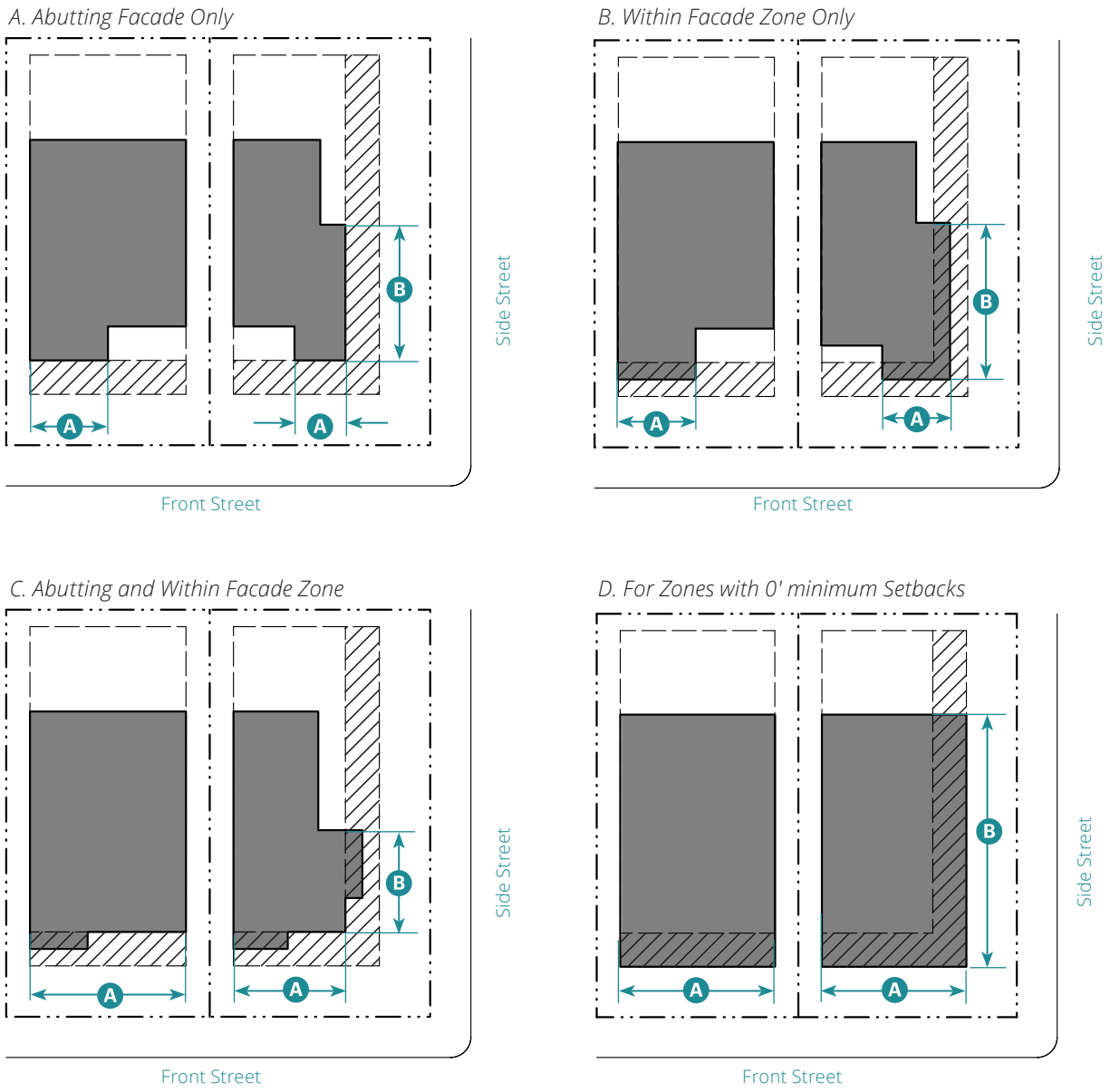
Figure 10-20.12.030.4: Determining the Required Amount Subject to the Facade Zone



Example Calculation	
50'	Development Site Width
- 5'	Side Setback
- 5'	Side Setback
= 40'	Net Buildable Width
40'	Net Buildable Width
x Zone Standard	(e.g., 50%)
= 20' Required In or Abutting the Facade Zone	

1. Width of Development Site
2. Depth of Development Site
3. Setback to be Subtracted from Development Site Width
4. Setback to be Subtracted from Development Site Depth

Figure 10-20.12.030.5: Applying the Required Amount to the Facade Zone



		Front Street	Side Street
▨	Facade Zone	50% min.[1]	50% min.[1]
■	Buildable Area for Building and Frontage Type(s)	A	B

[1] This is an example. See Subsection 5 of the zone for the required percentage.

3. **Measuring Building Types**

A. **Methodology.** Measurement of width, depth, and height.

(1) **Main Body.** The width and depth of the main body shall be measured as follows:

(a) The width shall be parallel to the front.

(b) The depth shall be perpendicular to the front.

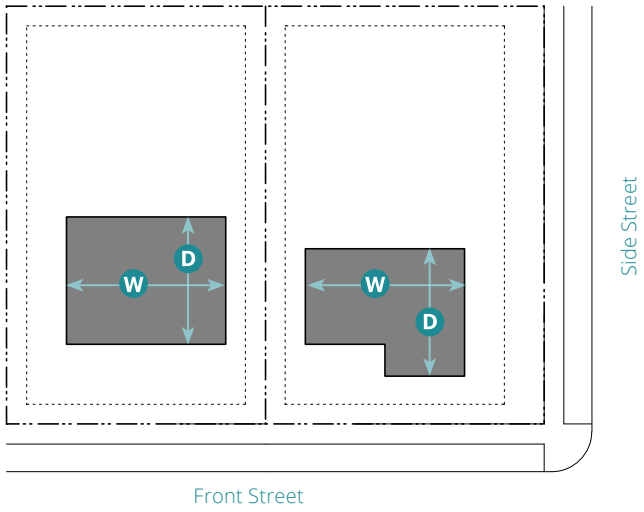


Figure 10-20.12.030.6: Main Body

W Width
D Depth

(2) **Wings and Ancillary Structures.** The width and depth of wings and ancillary structures, shall be measured as follows:

(a) The width shall be the greater of the two dimensions of the footprint.

(b) The depth shall be the lesser of the two dimensions of the footprint.

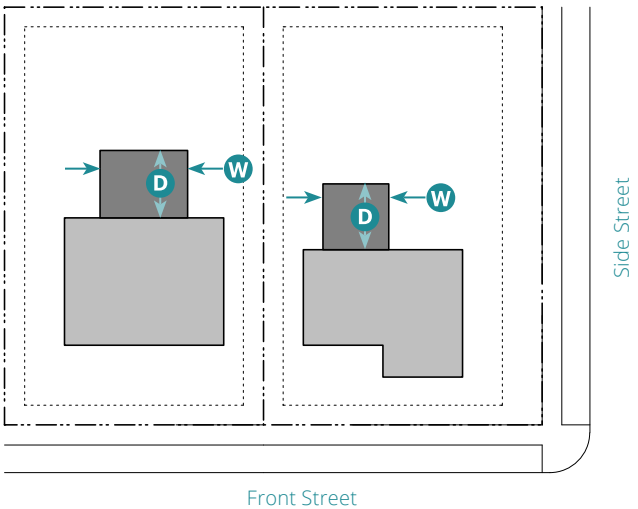


Figure 10-20.12.030.7: Wings and Ancillary Structures

W Width
D Depth

(3) **Open Space(s).** The width and depth of open spaces shall be measured as follows:

(a) The width shall be parallel to the front

(b) The depth shall be perpendicular to the front.

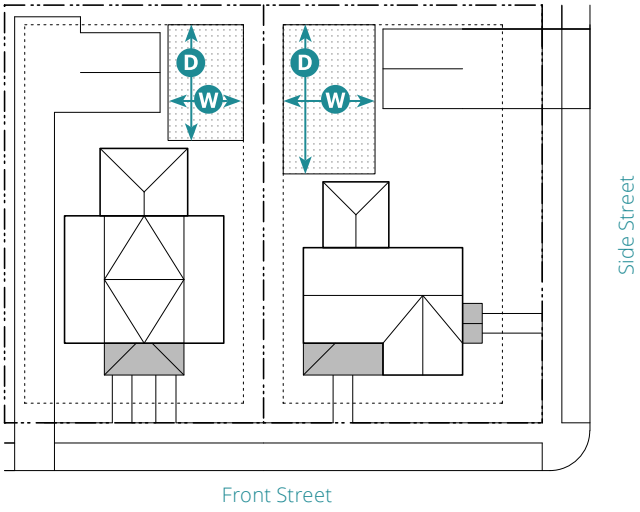


Figure 10-20.12.030.8: Open Space(s)

W Width

D Depth

(4) **Courtyard(s).** The width and depth of courtyards shall be measured as follows:

(a) The width shall be parallel to the front; unless the courtyard is a secondary courtyard accessed directly from a side street.

(b) If a secondary courtyard is accessed directly from the side street, the width shall be parallel to the side street.

(c) The depth shall be perpendicular to the width.

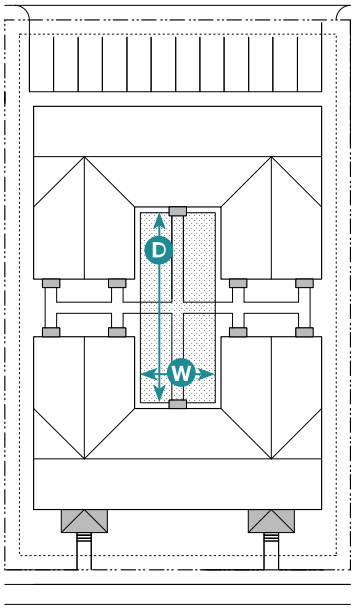


Figure 10-20.12.030.9: Courtyard(s)

W Width

D Depth

(5) **Width-to-Height Ratio.** Measurement of width-to-height ratio and depth-to-height ratio of forecourts.

(a) The width and depth of forecourts shall be measured per Figure 10 (Width-to-Height Ratio).

(b) The height of forecourts shall be a measurement of the vertical plane of the building that defines the forecourt.

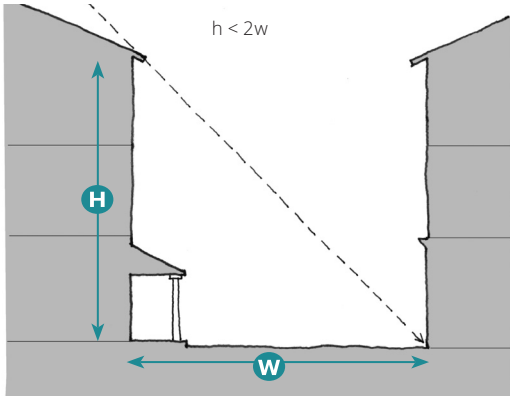


Figure 10-20.12.030.10: Width-to-Height Ratio

W Width
H Height

(6) **Highest Eave/Top of Parapet.**

(a) **Height, Overall.** The vertical distance between adjacent finished grade and the highest part of the structure directly above.

(b) **Height, Top of Parapet.** The vertical distance between adjacent finished grade and the top of the parapet of the primary building.

(c) **Height, Highest Eave.** The vertical distance between adjacent finished grade and the highest eave of the primary building.

(d) **Highest Eave Measurement.** The measurement is to bottom of the eave assembly.

(e) **Eave.** The edge of the roof that overhangs the face of the adjoining wall. The bottom of the eave can range from exposed rafters to a finished horizontal surface.

Figure 10-20.12.030.11: Top of Parapet and Flat Roof

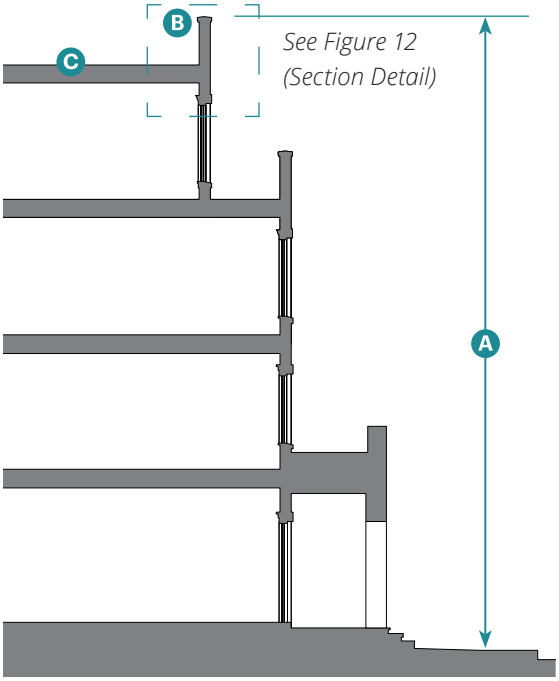
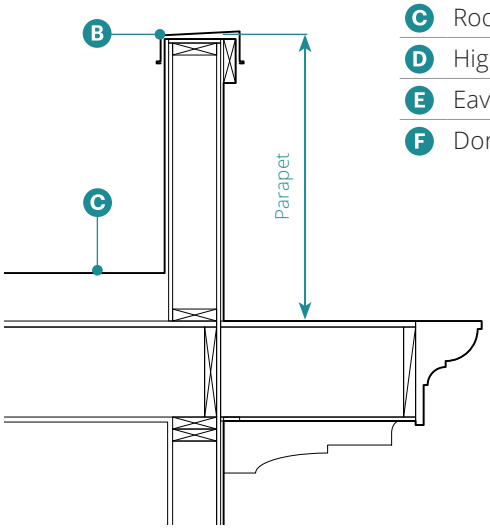


Figure 10-20.12.030.12: Section Detail of Top of Parapet and Flat Roof



Key	
A	Height, Overall
B	Top of Parapet
C	Roof Structure
D	Highest Eave Measurement
E	Eave Assembly
F	Dormer

Figure 10-20.12.030.13: Highest Eave for Pitched Roof

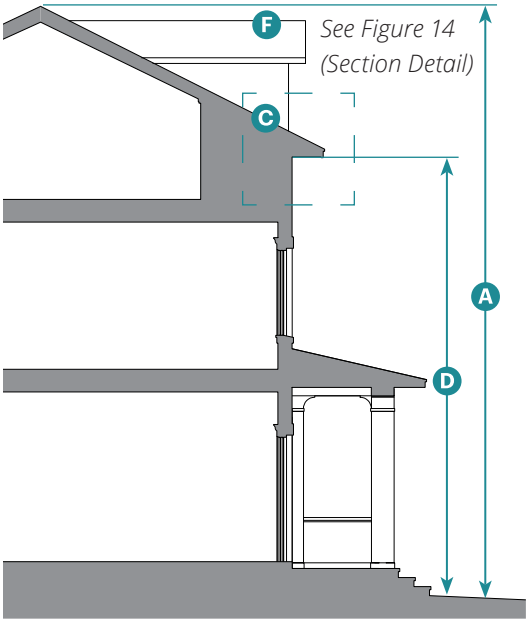
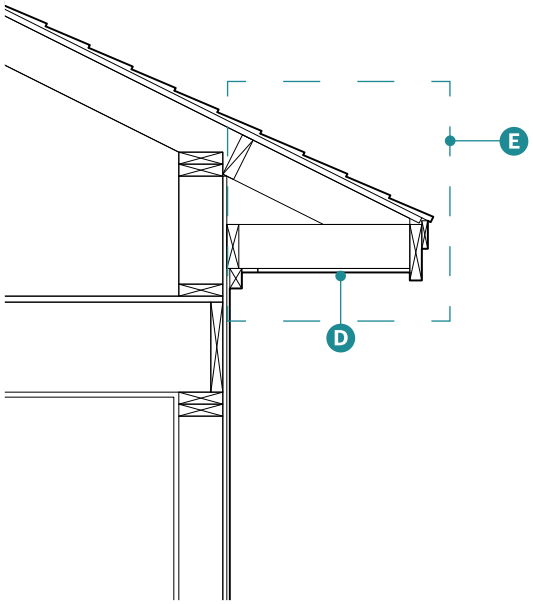


Figure 10-20.12.030.14: Section Detail of Highest Eave for Pitched Roof



4. **Measuring Bays**

A. **Applicability.** All buildings, with or without wings must have defined bays, as specified in Subsection 10-20.06.150.1 (Bay Composition).

B. **Bay Measurement.**

(1) Boundaries of each bay shall extend vertically from the lower boundary of the main body or wing to the upper boundary of the same division and shall not intersect any opening.

(2) Boundary is considered to lie at the midpoint between successive openings unless marked by an expression of vertical structure on the façade. Bay width shall be measured horizontally from one boundary to the next.

C. **Building Types and Bays**. Bays shall be placed according to the following methodology. An example of the methodology is shown in Figure 15 (Example of Massing Type and Bays).

(1) Select main body massing type from Subsection 3 (Building Size and Massing) of the selected building type (e.g., Sloped Roof L). See Figure 10-20.12.030.15A (Select Main Body Massing Composition).

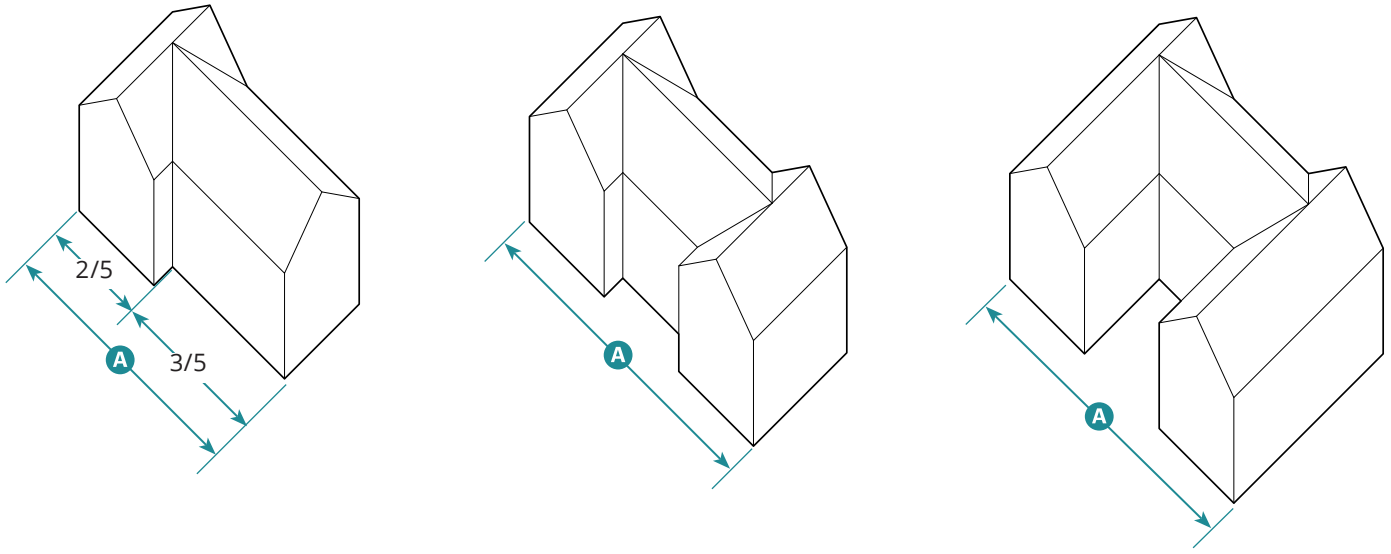
(2) Within each volume/facade of the main body massing, identify and apply a number of bays within the allowed range. See Figure 10-20.12.030.15B (Identify the Required Number or Range of Bays).

(3) See Figure 10-20.12.030.15C (Examples of Bay Compositions in Compliance with Required Massing Proportions) for examples that are consistent with the intent of this standard.

Figure 10-20.12.030.15: Example of Massing Type and Bays

A. Select Main Body Massing Composition

Sloped Roof L	Sloped Roof Forecourt	Sloped Front Courtyard

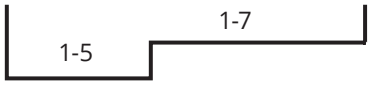


Key

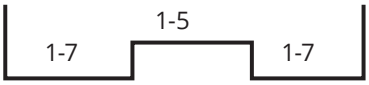
A Required Massing Proportions and Number of Bays

B. Identify the Allowed Range of Bays by Volume/Facade for Selected Massing Type

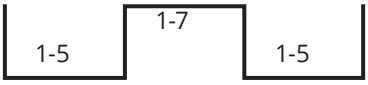
Sloped Roof L: 1-5 Bays + 1-7 Bays



Sloped Roof Forecourt: 1-7 Bays + 1-5 Bays + 1-7 Bays

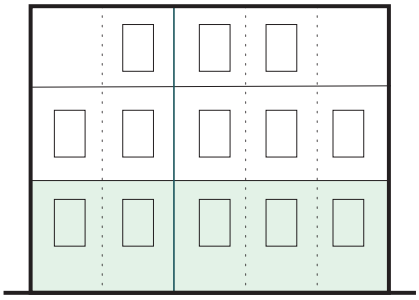


Gabled Courtyard: 1-5 Bays + 1-7 Bays + 1-5 Bays

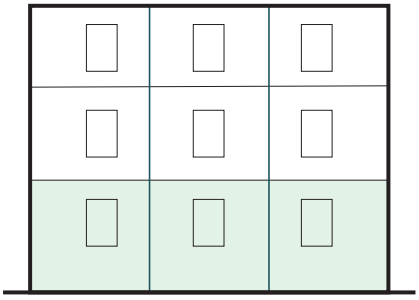


C. Examples of Bay Compositions in Compliance with Required Massing Proportions

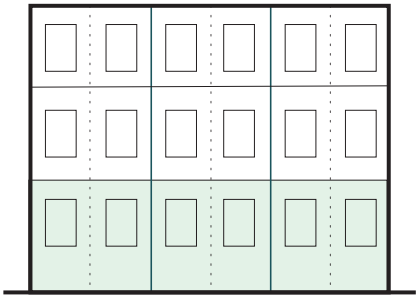
5-Bay Composition (2 + 3)



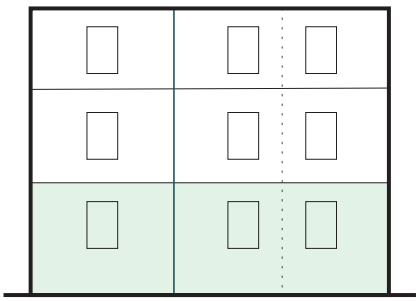
3-Bay Composition (1 + 1 + 1)



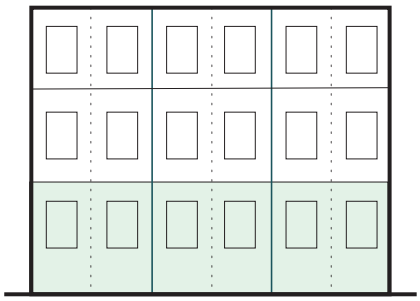
6-Bay Composition (2 + 2 + 2)



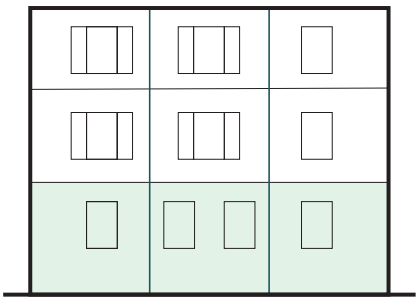
3-Bay Composition (1 + 2)



6-Bay Composition (2 + 2 + 2)



3-Bay Composition (1 + 1 + 1)



Key

☐ Ground Floor

Public Hearing to consider amendments to the

OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS

July 23, 2024
Town Council Meeting

Purpose:

Conduct a Public Hearing for consideration of amendments to Chapter 10.20, Objective Design and Development Standards of Zoning Code

Background:

- **What are the** Objectives Design and Development Standards (ODDS)
  - "A design standard that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal." (California Government Code, Section 65913.4)
  - Clear, measurable, predictable, and consistent
  - Example: Setbacks, floor area, height, % of landscaping, number of parking or bicycle spaces, specific square feet of outdoor area, etc.

Background:

- **Why** were they adopted?
  - Response to new State housing laws limit local discretion to encourage housing production.
  - For qualifying new residential or mixed-use projects, project **decisions must be based only on adopted objective standards**.

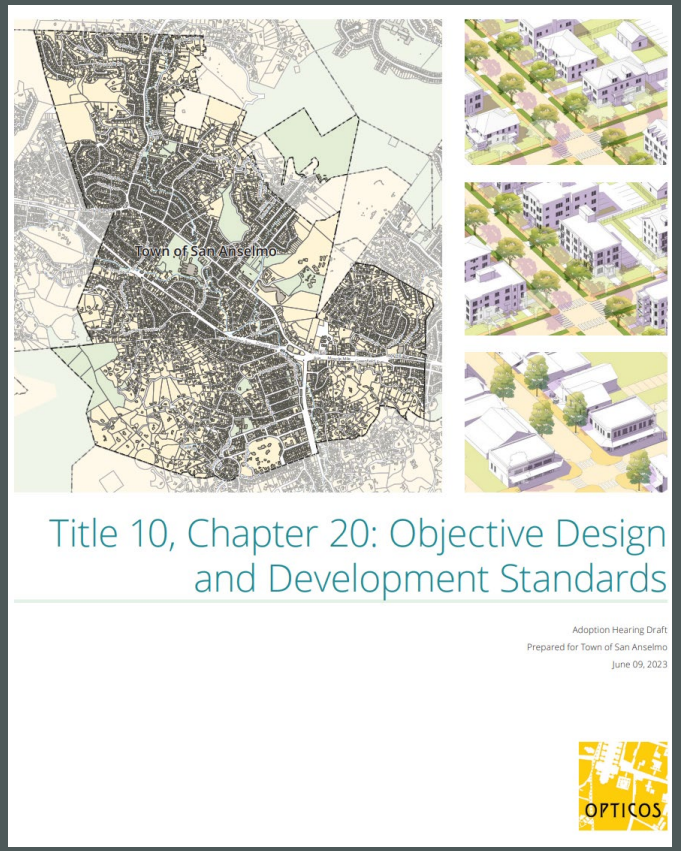
Background:

- **What** development projects would be eligible to use the ODDS?
  - Only to projects qualifying for HAA, SB 35, or AB 2011 (or future state laws requiring evaluations against ODDS).
  - Only to properties zoned for multi-family and commercial mixed-use development
  - Does not apply to single-family homes or to SB 9 projects on single-family zoned parcels.
  - Projects not complying with all ODDS standards would be subject to the Town's discretionary development review processes.

Background:

What is the history of the ODDS in San Anselmo?

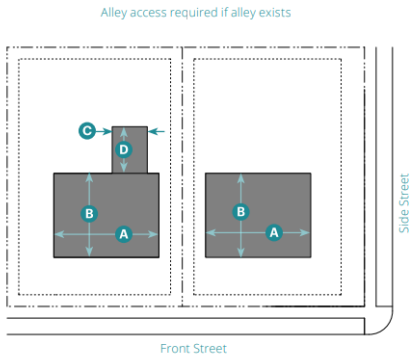
- Multijurisdictional effort to develop a customized ODDS Toolkit funded by an SB 2 Planning Grant awarded in 2019
- Planning Commission conducted a public hearing on July 17, 2023, to recommend Town Council approval of the ODDS
  - Requested an Annual Review once adopted
- Town Council introduced and waived the first reading of an Ordinance to adopt the ODD on July 25, 2023
- Town Council approved an Ordinance to adopt the ODDS on August 22, 2023
- ODDS went into effect on September 21, 2023
- Amendments to the ODDS to clean up and make more clear in January 2024
- Planning Commission considered amendments on July 15, 2024

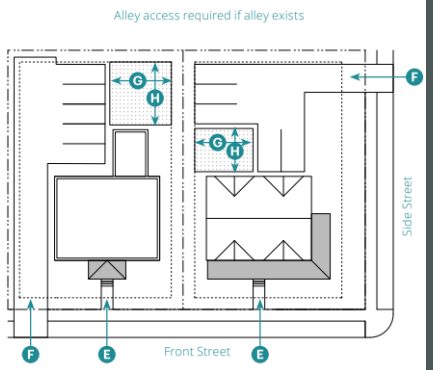


Background:

How do the ODDS work:

- Preapplication- Only required for SB 35 Projects
- Formal Application for Ministerial (Staff Level) Review
  - State Law Compliance Determination
  - ODDS Compliance
    - Checklist Facilitates Review
- Planning Director Acts as the Review Authority
- No Appeal Process





Key

ROW/ Dev't Site Line

Building Setback Line

Building

3. Building Size and Massing		
Height		
Stories	2.5 max.	
Main Body[1]		
Width	48' max.	A
Depth	48' max.	B
Wing(s)[1,2]		
Width	15' max.	C
Depth	20' max.	D
Separation between Wings on Same Facade	15' min.	
Offset from Main Body	5' min.	
Massing Types		
Sloped Roof Box	Subsection 10-20.06.150.2.A	
Sloped Roof Bar	Subsection 10-20.06.150.2.B	
Sloped Roof L	Subsection 10-20.06.150.2.C	
Sloped Roof Forecourt	Subsection 10-20.06.150.2.D	
Flat Roof Box	Subsection 10-20.06.150.2.H	
Flat Roof L	Subsection 10-20.06.150.2.I	

Facades shall be designed in compliance with Article 8 (Specific to Architectural Design).

Key

ROW/ Dev't Site Line

Building Setback Line

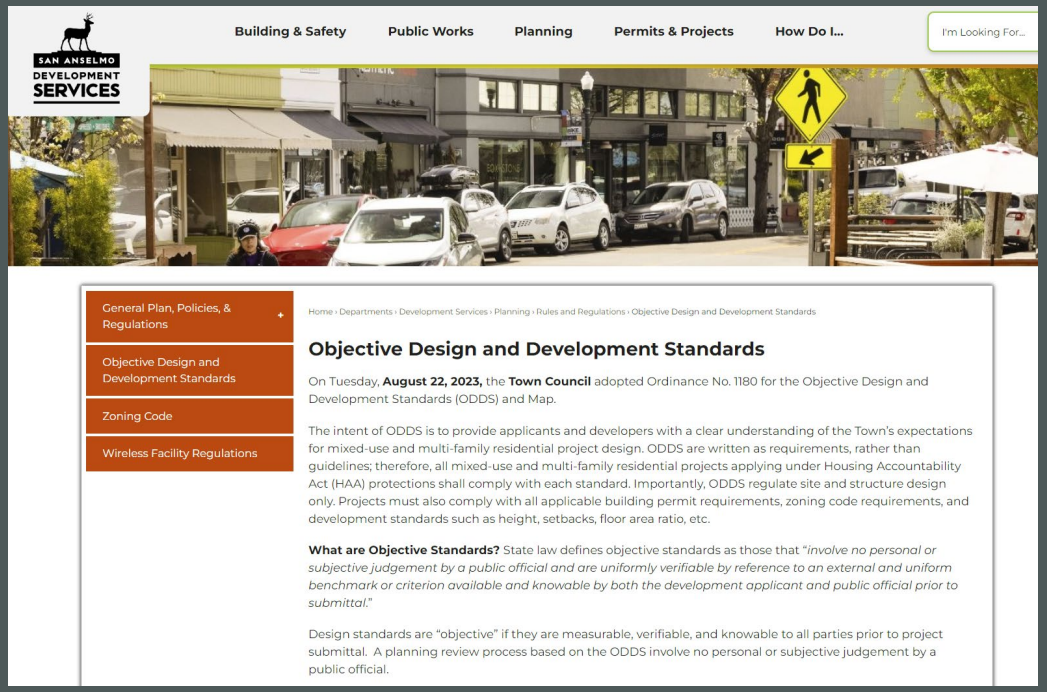
Frontage

Common Open Space

3. Building Size and Massing (Continued)		
[1] In compliance with Subsection 5 of the zone		
[2] Height is limited to 1 story less than main body and 10' less to highest eave/parapet.		
4. Pedestrian Access		
Main Entrance Location	Front Street	E
Each unit may have an individual entry.		
5. Vehicle Access and Parking		
Driveway and parking location shall comply with standards in Subsection 7 of the zone.		F
Parking may be covered, uncovered, or in a garage.		
6. Open Space		
Common Open Space[3]		
Width	15' min.	G
Depth	15' min.	H
Required setbacks and driveways do not count toward open space.		
Required common open space shall be located behind the main body of the building.		
[3] None is required if the building is within 800' of public open space		

Background:

Where can I find the ODDS:



- Chapter 20 - OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS | Code of Ordinances | San Anselmo, CA | Municode Library
- Objective Design and Development Standards | San Anselmo, CA - Official Website (townofsananselmo.org)
  - ODDS Policy Document, Maps, Application Checklist

Proposed Amendments:

- Change Review Authority from Planning Director to Planning Commission (**Article 11, Administration**)

- Add Government Code Section 65583.2 (h) and (i) as applicable projects (**Article 1, Introduction and Article 11, Administration**)

- Change HHA project reviews from allowing ministerial approval to requiring discretionary approval and CEQA compliance as permitted by state law (**Article 1, Introduction and Article 11, Administration**)

Proposed Amendments:

- Add procedures for AB 2011 and Government Code Section 65583.2 (h) and (i) projects (**Article 11, Administration**)

- Update state references and dates to address recent legislations or internal code refence (**Article 7, Specific to Frontage Types and Article 11, Administration**)

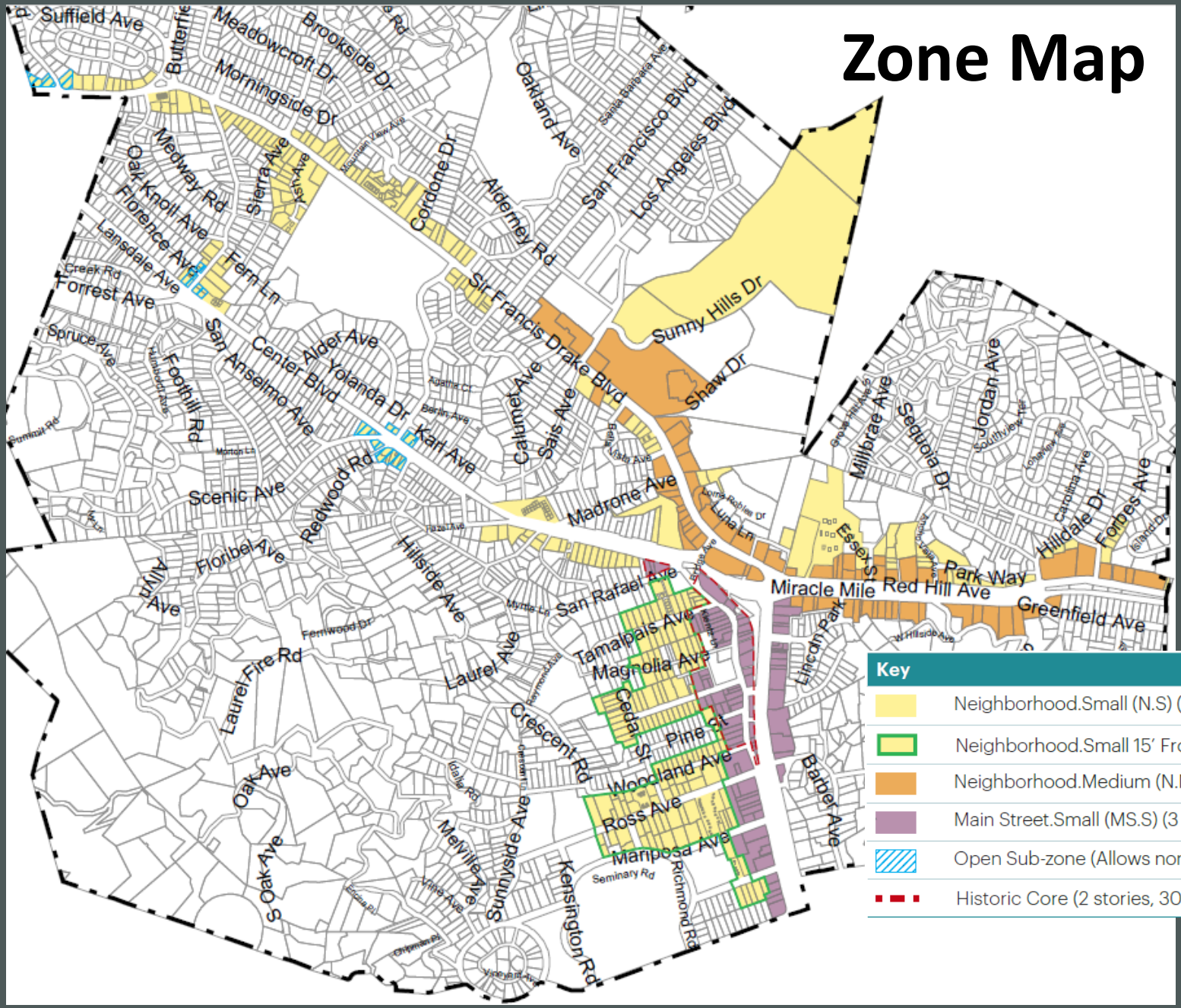
- Clean up typos (e.g., following, allowed, abuts, infrastructure development, achievable, in, composition (**Article 3, Zones; Article 5, General to Development Sites; Article 7, Specific to Frontage Types; Article 11 Administration; and Article 12 Definition**)

Recommendation:

The Town Council hold a public hearing and uphold the Planning Commission's July 15, 2024, recommendation to adopt an Ordinance amending the Zoning Code to allow changes to Title 10, Chapter 20, Objective Design and Development Standards.

Extra Slide

Zone Map



Key	
	Neighborhood.Small (N.S) (2.5 stories, 30ft max.)
	Neighborhood.Small 15' Front Setback Overlay
	Neighborhood.Medium (N.M) (3.0 stories, 35ft max.)
	Main Street.Small (MS.S) (3 stories, 35ft max)
	Open Sub-zone (Allows non-residential uses)
	Historic Core (2 stories, 30ft max.)

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: July 23, 2024

AGENDA TITLE: Appeal of Town Staff Determination to Require Undergrounding of Utilities for 76 Longwood Drive (APN 006-262-09)

FROM: Public Works, Town Attorney's Office

RECOMMENDATION

1. Hold a public hearing on the Appeal of Town Staff's Determination to Require Undergrounding of Utilities for 76 Longwood Drive (Attachment 1) and consider evidence and testimony from all parties and the public; and
2. Adopt the attached resolution denying the appeal and upholding staff's determination that undergrounding is required for this project (Attachment 2).

BACKGROUND

A. Factual Background.

Ilya Siegel, the appellant, purchased 76 Longwood Drive in the spring of 2021. That summer, she applied for Major Remodel permit. The appellant included in the application, a valuation of $100,000 for the Major Remodel project.

On September 3, 2021, the Town Building Department sent a letter to the appellant's representative identifying revisions required to the application and plans. Among the comments included in the letter was the following:

> Please add the following note to the cover sheet: *The cumulative work at your property triggers the Town's requirement to underground utilities. Your project is within the CBC's definition of a substantial improvement*, any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started.
>
> As such the Town's Municipal Code 9-4.01 Underground utilities requires buildings or structures that undergo a substantial improvement as defined by the CBC to

> place all electrical and communication service laterals including those for cable television service underground from the main service equipment. See Code 9-4.01 for all requirements.
>
> Please follow up with Public Works to coordinate undergrounding your utilities. ([emphasis added] September 3, 2021, comment letter for Building Permit application, Attachment 3).

On September 23, 2021, the appellant's representative provided the Town with an updated valuation of $131,500 (Attachment 4). However, the Building Department did not accept the valuation and instead set the value of the project at $251,000 based on a valuation of $250/sq. ft.

On November 23, 2021, the Town issued Permit B2021-0525 and appellant was charged a permit fee based on the Town's valuation (Attachment 5). In compliance with the September 3, 2021, comment letter, the Town added the following statement in red at the top of the plans under the heading "Approved with Conditions":

> The Town's Municipal Code section 9-4.01 requires buildings or structures that undergo a substantial improvement, as defined by the CBC [California Building Code] to place all electrical and communication service laterals, including those for cable television service, underground from the main service equipment. See code section 9-4.01 for all requirements. Properties are assessed for substantial improvement over three years (five years if within AE Flood zone or Floodway).

The appellant did not dispute the undergrounding condition associated with Permit B2021-0525.

On July 15, 2022, following several rounds of comments, the Town approved revisions to Permit B2021-0525. The valuation for the Project remained $251,000 and that amount has consistently appeared on the face of the building permit card that was issued to the applicant and posted on the Property (Attachment 6).

On June 9, 2022, the Town approved a separate building permit at the Property to cover the expansion of the decks and porch with an estimated project value of $18,000. (Permit B2022-0172, Attachment 7) In addition, the appellant secured a reroofing permit, as required by the conditions of approval for Permit B2021-0525, with an estimated value of $18,000. (Permit B2022-0283, Attachment 8).

In total, the estimated value of the projects on the Property since November 2021 is $287,000.

In 2023, appellant's attorney, John Sharp, called into question staff's determination that undergrounding was required for the project. Staff and the Town Attorney's office provided Mr. Sharp with information related to the project and the undergrounding requirement, including a calculation of the improvements based on the National Building Cost Estimator (Attachment 9). Nevertheless, Mr. Sharp disagreed with the Town's approach to calculating the value of improvements. After months of discussion, staff

provided Mr. Sharp with a final determination related to the undergrounding condition for the Property (Attachment 10).

On May 13, 2024, Mr. Sharp filed an appeal on behalf of his client arguing that undergrounding should not be required for the work permitted under the Major Remodel and related permits (Attachment 1).

B. Legal Background.

San Anselmo Municipal Code section 9-4.01 requires buildings or structures that undergo a "Substantial Improvement" as defined by the California Building Code to place all electrical and communication service laterals underground from the main service equipment. Section 202 of the California Building Code defines "Substantial Improvement" as follows:

> SUBSTANTIAL IMPROVEMENT. Any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. ….

The Town calculates the value of the improvements over a three or five year period (five year period in the AE Floodzone), depending on the location of the property, so that projects cannot be divided into smaller segments to avoid the undergrounding obligation.

DISCUSSION

The current appeal focuses exclusively on the Town's valuation of the project. Specifically, appellant's attorney, John Sharp, argues that staff should not have relied on the Marin County Assessor's records to determine the market value of the structure before the project was completed. Instead, he suggests that the Town should have relied on the appellant's appraisal of the improvements on the Property. The appellant does not provide any support for his assertion that an applicant's appraisal report is the exclusive method that should be considered when determining market value for purposes of a Substantial Improvement determination.

Mr. Sharp's appeal attaches an appraisal dated June 21, 2023, to assert that the market value of the structure is $739,900 ("2023 Appraisal" at Exhibit A to Attachment 1). However, the Substantial Improvement analysis focuses on the value of the structure *before the improvement or repair is started* and therefore, the 2023 Appraisal is irrelevant to the value of a project that started in 2021.

Mr. Sharp also attaches an appraisal dated May 26, 2021, which he argues, establishes the value of the dwelling at $716,400. However, the appraisal also includes a Cost Approach to Value calculation that values the dwelling at $501,762 ("2021 Appraisal" at Exhibit B to Attachment 1, at p. 43 of the Appeal).

Had the Town been presented with the appraisal in 2021 when the project valuation was being evaluated, staff could have considered this information, along with other

relevant documentation related to market value of the structure. However, the Town was not provided with appellant's 2021 Appraisal at the time the appellant applied for the Major Remodel Permit. Instead, given the recent sale of the property, the Town followed its practice of reviewing County tax records to determine the market value for the dwelling. Unlike an appraisal, the tax records are publicly available and provide an easily accessible and objective market valuation.

The August 2021 property tax bill indicating that the market value of the improvements on the property before the Project was completed was $475,000.[1] (Attachment 11). Therefore, the initial valuation set by the Town at the time the Major Remodel Permit was issued, $251,000, exceeded 50% of market value of the structure. As additional work was carried out on the Property, the valuation of the improvements permitted by the Town rose to $287,000 and further exceeded the 50% threshold.

Staff estimated the value of the improvements under the Major Remodel Permit by applying a $250/sq.ft. value to the project. Given the extent of the remodel carried out under the permit, this amount may be an underestimate. For example, per Mr. Sharp's request, staff used the National Building Cost Estimator to calculate the value of the Project at $423.69/square foot, which was shared with Mr. Sharp on August 8, 2023. Under that estimator, the value of the Project was calculated to be $410,637.54 which is well above 50% of the market value of the structure before the improvement, even if the 2021 Appraisal is used in that evaluation.

In other words, by any calculation, the project value exceeds 50% of the market value of the structure before the improvement was started and is considered a Substantial Improvement that triggers the Town's undergrounding requirement.

RECOMMENDATION

Staff respectfully requests that the Town Council hold a public hearing and adopt the attached resolution to deny the appeal and uphold staff's determination that undergrounding is required for this project.

In the alternative, the Town Council may take either of the following actions:

1. Grant the appeal thereby overturning Town staff's decision.
2. Request additional information from any of the parties and/or staff and continue this matter to a future date for consideration of the requested information.

FISCAL IMPACT

Appellant has paid the Town's appeal fee to cover the cost of these proceedings.

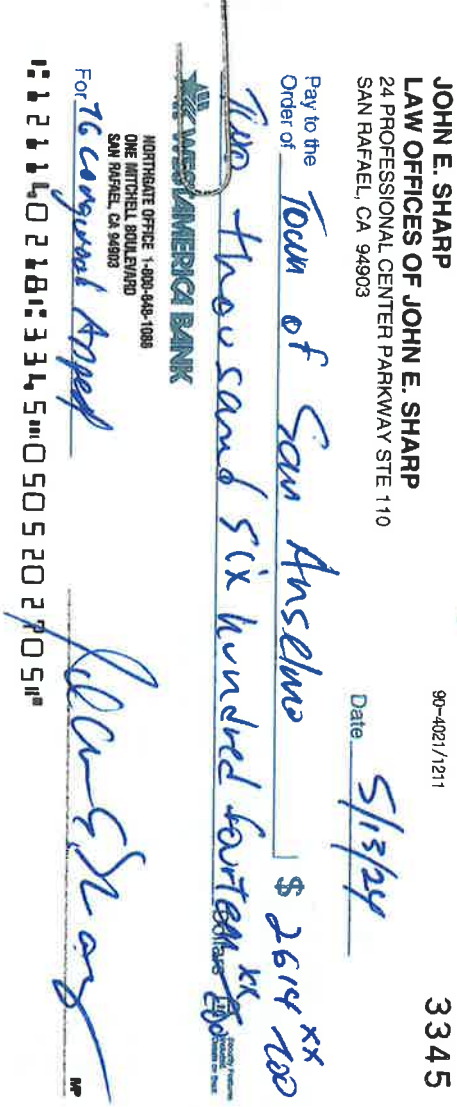
CEQA AND CLIMATE ACTION PLAN CONSISTENCY

[1] This is similar to the 2021 Appraisal's Cost Approach to Value calculation that values the dwelling at $501,762. (Exhibit B to Appeal at p. 43 of the Appeal).

This appeal does not constitute a “project” within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment.

ATTACHMENTS

Attachment 1:	May 13, 2024 Appeal of Town Staff’s Determination to Require Undergrounding of Utilities for 76 Longwood Drive
Attachment 2:	Proposed Resolution Denying Appeal
Attachment 3:	September 3, 2021, comment letter for Building Permit application
Attachment 4:	September 23, 2021, the appellant’s undated valuation
Attachment 5:	Permit B2021-0525
Attachment 6:	Building Permit Card for Permit B2021-0525
Attachment 7:	Permit B2022-0172
Attachment 8:	Permit B2022-0283
Attachment 9:	National Building Cost Estimator
Attachment 10:	Final Determination of Staff Decision
Attachment 11:	August 2021 property tax bill



JOHN E. SHARP
LAW OFFICES OF JOHN E. SHARP
24 PROFESSIONAL CENTER PARKWAY STE 110
SAN RAFAEL, CA 94903

Pay to the Order of Town of San Anselmo $ 2614.00

Two Thousand Six Hundred Fourteen and 00/100

Date 5/13/24

For 76 Longwood Appeal

3345

90-4021/1211

WESTAMERICA BANK
NORTHGATE OFFICE 1-800-848-1088
ONE MITCHELL BOULEVARD
SAN RAFAEL, CA 94903

⑈121140218⑈ 3345 ⑆050502205⑈

Received
MAY 13 2024
Town of San Anselmo

TOWN OF
SAN ANSELMO
EST. 1907

San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org
(415) 258-4600 | Fax (415) 459-2477

plicant: $837.00 **Appeal Fee for Applicant:** $2,614.00

MINISTRATIVE OR PLANNING COMMISSION ACTION

ddress: Daytime Phone and Email:

Offices of John E. Sharp. Tel. (415) 479-1645 john@johnsharplaw.com

ssional Center Parkway, STE #110, San Rafael, CA 94903

erty (if applicable): 76 Longwood Dr., San Anselmo, CA

ssion action or date of written notice of administrative action:

May 2, 2024

Action being appealed: Determination of Town Staff requiring undergrounding of utilities.

Reason(s) why the action should not be sustained. (San Anselmo Municipal Code Sec. 1-4.03)

Please see Attachment A, letter from John E. Sharp on behalf of Appellant, dated May 11, 2024. Also see exhibits A and B.

Signature of Appellant(s)
John E. Sharp, Esq.

May 12, 2024
Date

A written appeal shall be filed with the Town Clerk within 10 calendar days after receipt of written notice of the administrative decision which is being appealed or within 10 calendar days after the Planning Commission decision. (San Anselmo Municipal Code Section 1-4.02)

TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Avenue, San Anselmo, CA 94960-2682
www.townofsananselmo.org
(415) 258-4600 | Fax (415) 459-2477

Appeal Fee for Non-Applicant: $837.00 **Appeal Fee for Applicant:** $2,614.00

APPEAL OF ADMINISTRATIVE OR PLANNING COMMISSION ACTION

Appellant's Name and Address: Daytime Phone and Email:

Ilya Sigal by The Law Offices of John E. Sharp. Tel. (415) 479-1645 john@johnsharplaw.com

John E. Sharp, 24 Professional Center Parkway, STE #110, San Rafael, CA 94903

Address of Subject Property (if applicable): 76 Longwood Dr., San Anselmo, CA

Date of Planning Commission action or date of written notice of administrative action:
May 2, 2024

Action being appealed: Determination of Town Staff requiring undergrounding of utilities.

Reason(s) why the action should not be sustained. (San Anselmo Municipal Code Sec. 1-4.03)

Please see Attachment A, letter from John E. Sharp on behalf of Appellant,

dated May 11, 2024. Also see exhibits A and B.

Signature of Appellant(s) Date: May 12, 2024

John E. Sharp, Esq.

A written appeal shall be filed with the Town Clerk within 10 calendar days after receipt of written notice of the administrative decision which is being appealed or within 10 calendar days after the Planning Commission decision. (San Anselmo Municipal Code Section 1-4.02)

Law Offices of
JOHN E. SHARP
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903

John E. Sharp
john@johnsharplaw.com

Telephone: (415) 479-1645
Facsimile: (415) 295-7020

May 12, 2024

Mayor Eileen Burke
San Anselmo Town Council
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960

Hand-delivered

RE: 76 Longwood Drive permit # B2021-0525:
Appeal of Staff determination re final inspection

Dear Mayor Burke and Members of the Council:

As you know, this office represents Ilya (Eli) Sigal, ("Owner"), with reference to 76 Longwood Dr., San Anselmo, (the Property). This letter is submitted as attachment A to the Appeal filed contemporaneously herewith. Please include these documents in the administrative record.

For reasons set forth below, Owner requests that all building and other permits, and any conditions thereto, be immediately deemed fully satisfied, such that the property is deemed fully code compliant. Please arrange for final inspection and removal of any condition(s) by Public Works.

Factual Background

On July 9, 2021, in conjunction with Permit No. B2021-0525 , the Town accepted Owner's statement of costs, and the permit was issued, for remodeling at the Property. There ensued, over the course of approximately 2 years, various attempts by Staff to inflate the value of the project, apparently in order to seek to have utilities placed underground.

For example, on June 20, 2023, Mr. Condry wrote to Mr. Sigal, as follows: "Per your approved plans undergrounding is required based on Town code and valuation. This is required of everyone when they do a substantial remodel and you would not have received a permit without this on the plans". This statement is inaccurate. Moreover, it is a retroactive attempt to impose a new permit condition and, as such, is unlawful.

Such an after-the-fact attempt to nullify the rights afforded in the permit, particularly when the permittee has relied on the permit and spent substantial resources, is a violation of law, as set forth below.

Staff relies on Assessor's records to determine value. This is not the correct means of value, as stated in S.A.M.C. 9-4.01 and 9-4.02; rather, the means of valuation should be an appraisal of the improvements, (as opposed to the property as a whole), based on market value, and according to Uniform Standards of Professional Appraisal Practice (USPAP). When the permits were originally issued, Mr. Sigal's valuation was accurate, as identified in his appraisal, proximate to the application date in 2021. See discussion regarding Ex. B, below.

Attached hereto as Exhibit A, and incorporated herein by reference, is an appraisal performed by LaRocca Appraisals, in accordance with USPAP standards, which, at page 5, values the market value of the dwelling (the structure, less the value of the land) at $1,465,800. 50% of that value would be $739,900.

Attached as Exhibit. B is an appraisal dated May 26, 2021, by Appraiser Mark D. Waters, which values the dwelling at $716,400, 50% of which would be $358,200.

Under no analysis does the applicable value of the work reach the threshold required to invoke the "50% of value" rule, under Town or State law. Substantial improvement requiring undergrounding does not exist here.

Owners' request is based upon three theories:

1. Vested rights;

Avco Community Developers, Inc., Plaintiff and Appellant, v. South Coast Regional Commission (1976) 17 Cal.3d 785:

"If a property owner has performed substantial work and incurred substantial liabilities in good faith reliance on a permit issued by the government, he acquires a vested right to complete construction in accordance with the terms of the permit. Once a landowner has secured a vested right the government may not, by virtue of a change in the zoning laws, prohibit construction authorized by the permit on which he relied.

"It has long been the rule in this state and in other jurisdictions that if a property owner has performed substantial work and incurred substantial liabilities in good faith reliance upon a permit issued by the government, he acquires a vested right to complete construction in accordance with the terms of the permit. (Citations omitted). Once a landowner has secured a vested right the government may not, by virtue of a change in the zoning laws, prohibit construction authorized by the permit upon which he relied." 17 Cal.3d 785.

2. Inaccurate application of state and local law:

The Town misinterprets its own ordinance, with reference to the application of the definition of "substantial improvement". The California Building Code, incorporated in the Town Code by Section 9-4.01 and 9-4.02, does not base valuation upon tax assessor records, as the Town

suggests. Rather, state law defines substantial improvement as being based upon "market value". None of the valuation methods sought to be used by the Town, either as created by Staff, or from the National Building Cost Estimator are valid. Thus, the valuation of improvements is misapplied, resulting in my client having been singled out to underground utilities without a lawful basis.

3. Inverse Condemnation by over-regulation.

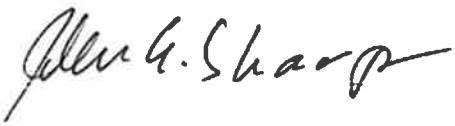
As you know, a taking of private property can occur via regulatory action. (CA Constitution, Article I, Section 19). Here, the Town has arbitrarily, and after the fact, sought to ascribe value to 76 Longwood, purely for the purpose of furthering the Town's apparent goal of forcing undergrounding of all properties in the Town.

While we do not wish to escalate the matter, we request that the Town reconsider its positions and honor the permit originally issued for this project, by finalizing said permit to reflect that all work performed pursuant thereto has been satisfactorily performed, and issuing a final inspection report, reflecting the closing of the permit.

Finally, understanding that staff has denied my client's request, we request that the matter be agendized for Town Council consideration, at the earliest available opportunity. On behalf of the Owner, we reserve the right to submit such other documentation and oral argument as may be relevant in conjunction with this appeal.

Thank you for your consideration of these matters. If you have any questions or comments, please do not hesitate to contact me.

Very truly yours,



John E. Sharp

c.c.: Ilya Sigal, Client; Megan Holt Acevedo, Town Attorney

Exhibit A

Certificate of Appraiser Independence
Lender Acknowledgement

Lender:	Guaranteed Rate, Inc.
Loan Number:	234682687
Borrower(s) name:	William L Green
Subject Address:	76 LONGWOOD DR SAN ANSELMO, CA 94901

Lender certifies and acknowledges that it has adopted and implemented the structure, policies and procedures required to comply with all current appraisal independence requirements as defined by the Dodd-Frank Wall Street Reform and Consumer Protection Act, the Interagency Appraisal and Evaluation Guidelines, Fannie Mae, Freddie Mac and the Federal Housing Administration ("AIR"), in strict adherence to our non-influence policy and process. Specifically, in addition to the above acknowledgment, as to this Loan, Lender acknowledges adherence to the following statements:

- No employee, director, officer or agent of the Lender or any other third party acting as joint venture, independent contractor, appraisal company, or appraisal management company on behalf of the Lender, has influenced or attempted to in influence the development, result, or review of the appraisal in any manner.
- The Lender/Client named on the appraisal report submitted the appraisal order through a secure self-managed appraisal software platform, or through an approved and AIR compliant appraisal ordering process.
- Appraiser selection was performed by a non-compensated member of Lender. Appraiser selection was performed utilizing a selection methodology of management-approved policies based on the location of the subject property, appraiser availability and historical quality and performance metrics.
- The appraiser's compensation was not in any way dependent on the value arrived at or the closing of the loan. The appraiser was compensated directly by the Lender and not by the borrower, property seller, real estate agent, or a Lender staff member that receives compensation based on loan sales.
- The terms and conditions of the engagement contract between the Lender and the appraiser prohibit the appraiser from inappropriate communication with Lender origination staff or attempting to obtain value/loan information from the borrower/property owner
- No estimate regarding the Subject Property's value, proposed loan amount or proposed loan-to-value ratio was provided or communicated by Lender to the appraiser. For purchase transactions, the purchase agreement was provided to the appraiser as required by USPAP Standards Rule 1-5(a).
- Lender's loan production staff is unaware of the identity of the appraiser until the final appraisal report is delivered. Likewise the appraiser is provided with only the Lender's company name and address for inclusion in the appraisal report and is never provided with the identity or contact information of the originator of the loan.
- All substantive communication relating to or having an impact on valuation, including ordering the appraisal, managing the appraisal assignment, or disputing any aspect of an appraisal between the selected appraiser and Lender was conducted through Lender's Appraisal Department or its agent. Lender is unaware of any communication to the appraiser for this appraisal assignment made by anyone that is in violation of the terms of current AIR.
- If the Lender accepted an appraisal prepared by an appraiser for another lender, including where the mortgage broker has facilitated the mortgage application (but not ordered the appraisal), the Lender obtained written assurances that the other lender followed AIR in connection with the loan being originated and determined that such appraisal conforms to the Lender's requirements for appraisals, is otherwise acceptable to Lender, and was prepared in accordance with AIR.
- Lender has, promptly upon completion, but in any event not less than three (3) business days prior to the loan closing, provided a copy of each appraisal report used (any and all appraisals that were used to establish value for lending purposes in connection with the underwriting of the loan).
    - Lender maintains in the loan file a copy of the dated appraisal report transmittal or cover letter, including the method of delivery, regarding delivery of the appraisal report(s) to, and receipt by, the borrower no less than three (3) business days prior to closing.
    - Lender maintains, if exercised by borrower, waiver documentation from the borrower in the loan file.

This Acknowledgment by Lender as to the above-referenced Loan is a covenant, representation and warranty of Lender and is incorporated into the Loan Purchase Agreement and Seller's Guide.

Acknowledgment By:

Lender - Guaranteed Rate, Inc.

Guaranteed Rate, Inc. NMLS#2611

Uniform Residential Appraisal Report

234682687
File # 0002399

The purpose of this summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.

SUBJECT

Property Address 76 Longwood Dr | City San Anselmo | State CA | Zip Code 94960
Borrower William L Green & Diane Whitney | Owner of Public Record 76 Longwood Drive LLC | County Marin
Legal Description Assessor's Map Bk. 6-Pg. 26, Block 262, Lot 69
Assessor's Parcel # 006-262-09 | Tax Year 2022 | R.E. Taxes $ 17,254
Neighborhood Name Rafael Racquet Club Estates | Map Reference 42034 | Census Tract 1170.00
Occupant ☐ Owner ☐ Tenant ☒ Vacant | Special Assessments $ 0 | ☐ PUD | HOA $ 0 | ☐ per year | ☐ per month
Property Rights Appraised ☒ Fee Simple ☐ Leasehold ☐ Other (describe)
Assignment Type ☒ Purchase Transaction ☐ Refinance Transaction ☐ Other (describe)
Lender/Client Guaranteed Rate | Address 3940 North Ravenswood, Chicago, IL 60613
Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? ☒ Yes ☐ No
Report data source(s) used, offering price(s), and date(s). DOM 12;Bareis, Realist. MLS #323036768 listed on 06/02/2023 for $1,995,000 and went into contract on 06/14/2023 for $2,450,000 with 6 offers, one of which was higher than the current contract price. No other listings or sales within 1 year.

CONTRACT

I ☒ did ☐ did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed. Arms length sale;Received 50 pages from Guaranteed Rate including 2 counter offers. The sale includes stove, refrigerator, dishwasher and bathroom mirrors which have no impact on value. Buyers signed on 06/13/2023 and seller on 06/14/2023.
Contract Price $ 2,450,000 | Date of Contract 06/14/2023 | Is the property seller the owner of public record? ☒ Yes ☐ No | Data Source(s) Cntrct, Rlist,See Pg 3
Is there any financial assistance (loan charges, sale concessions, gift or downpayment assistance, etc.) to be paid by any party on behalf of the borrower? ☐ Yes ☒ No
If Yes, report the total dollar amount and describe the items to be paid. $0;;

NEIGHBORHOOD

Note: Race and the racial composition of the neighborhood are not appraisal factors.

Neighborhood Characteristics			One-Unit Housing Trends			One-Unit Housing			Present Land Use %	
Location	☐ Urban	☒ Suburban ☐ Rural	Property Values	☐ Increasing	☒ Stable ☐ Declining	PRICE	AGE		One-Unit	95 %
Built-Up	☒ Over 75%	☐ 25-75% ☐ Under 25%	Demand/Supply	☒ Shortage	☐ In Balance ☐ Over Supply	$ (000)	(yrs)		2-4 Unit	2 %
Growth	☐ Rapid	☒ Stable ☐ Slow	Marketing Time	☒ Under 3 mths	☐ 3-6 mths ☐ Over 6 mths	885	Low	5	Multi-Family	1 %
Neighborhood Boundaries	Subject is bordered by San Rafael City limits to the north (at Fifth Ave) and east (at					3,420	High	120	Commercial	2 %
Tamal Vista Dr), to the south by Red Hill Ave and west by open space hills.						1,400	Pred.	70	Other	%

Neighborhood Description See page 3
Market Conditions (including support for the above conclusions) See Page 3

SITE

Dimensions 47 x 173 x 143 x 122 | Area 14260 sf | Shape Irregular | View B;Mtn;Vly,Res
Specific Zoning Classification R-1 | Zoning Description Residential, Single Family
Zoning Compliance ☒ Legal ☐ Legal Nonconforming (Grandfathered Use) ☐ No Zoning ☐ Illegal (describe)
Is the highest and best use of subject property as improved (or as proposed per plans and specifications) the present use? ☒ Yes ☐ No If No, describe

Utilities	Public	Other (describe)		Public	Other (describe)	Off-site Improvements - Type	Public	Private
Electricity	☒	☐	Water	☒	☐	Street Yes, Asphalt	☒	☐
Gas	☒	☐	Sanitary Sewer	☒	☐	Alley None	☐	☐

FEMA Special Flood Hazard Area ☐ Yes ☒ No | FEMA Flood Zone X | FEMA Map # 06041C0456F | FEMA Map Date 03/16/2016
Are the utilities and off-site improvements typical for the market area? ☒ Yes ☐ No If No, describe
Are there any adverse site conditions or external factors (easements, encroachments, environmental conditions, land uses, etc.)? ☐ Yes ☒ No If Yes, describe
Subject is a level and downsloping interior parcel at the top of a cul de sac street and is typical for the area. The site fronts, sides and backs similar properties creating good views, average privacy and average lot utility. No adverse site factors noted.

IMPROVEMENTS

General Description		Foundation		Exterior Description	materials/condition	Interior	materials/condition
Units	☒ One ☐ One with Accessory Unit	☐ Concrete Slab	☒ Crawl Space	Foundation Walls	concrete/good	Floors	hdwd/good
# of Stories	2	☐ Full Basement	☐ Partial Basement	Exterior Walls	wood side/good	Walls	drywall/good
Type	☒ Det. ☐ Att. ☐ S-Det./End Unit	Basement Area	0 sq.ft.	Roof Surface	comp shngl/good	Trim/Finish	wood/good
☒ Existing	☐ Proposed ☐ Under Const.	Basement Finish	0 %	Gutters & Downspouts	gl/good	Bath Floor	tile/good
Design (Style)	Contemp	☐ Outside Entry/Exit	☐ Sump Pump	Window Type	dp alum,vinyl/good	Bath Wainscot	tile/good
Year Built	1965	Evidence of ☐ Infestation	None	Storm Sash/Insulated	unknw	Car Storage	☐ None
Effective Age (Yrs)	3	☐ Dampness	☐ Settlement	Screens	yes/good	☒ Driveway	# of Cars 2
Attic	☐ None	Heating ☒ FWA	☐ HWBB ☐ Radiant	Amenities	☐ Woodstove(s) # 0	Driveway Surface	concrete
☐ Drop Stair	☐ Stairs	☐ Other	Fuel Gas	☒ Fireplace(s) # 1	☒ Fence wood	☐ Garage	# of Cars 0
☐ Floor	☒ Scuttle	Cooling ☐ Central Air Conditioning		☒ Patio/Deck compst	☒ Porch compste	☒ Carport	# of Cars 2
☐ Finished	☐ Heated	☐ Individual	☒ Other None	☐ Pool none	☒ Other unfin stor	☒ Att.	☐ Det. ☐ Built-in

Appliances ☒ Refrigerator ☒ Range/Oven ☒ Dishwasher ☒ Disposal ☒ Microwave ☒ Washer/Dryer ☒ Other (describe) Fan/Hood
Finished area above grade contains: 9 Rooms | 5 Bedrooms | 3.0 Bath(s) | 2,443 Square Feet of Gross Living Area Above Grade
Additional features (special energy efficient items, etc.). dual paned windows, high ceilings, recessed lights, skylights, gas fireplace, kitchen with quartz composite counters and stainless steel appliances, bathrooms with tile and composite finishes, large artificial grass lawn, landscaping and unfinished storage.
Describe the condition of the property (including needed repairs, deterioration, renovations, remodeling, etc.). C2;Kitchen-remodeled-one to five years ago;Bathrooms-remodeled-one to five years ago;See additional comments page 3
Are there any physical deficiencies or adverse conditions that affect the livability, soundness, or structural integrity of the property? ☐ Yes ☒ No If Yes, describe
Does the property generally conform to the neighborhood (functional utility, style, condition, use, construction, etc.)? ☒ Yes ☐ No If No, describe

Uniform Residential Appraisal Report

There are 2 comparable properties currently offered for sale in the subject neighborhood ranging in price from $ 2,880,000 to $ 2,895,000

There are 9 comparable sales in the subject neighborhood within the past twelve months ranging in sale price from $ 2,145,000 to $ 2,950,000

SALES COMPARISON APPROACH

FEATURE	SUBJECT	COMPARABLE SALE # 1		COMPARABLE SALE # 2		COMPARABLE SALE # 3	
Address	76 Longwood Dr San Anselmo, CA 94960	15 Rutherford Ave San Anselmo, CA 94960		217 Oak Springs Dr San Anselmo, CA 94960		257 Los Angeles Blvd San Anselmo, CA 94960	
Proximity to Subject		1.51 miles NW		2.05 miles NW		0.71 miles NW	
Sale Price	$ 2,450,000		$ 2,488,000		$ 2,301,000		$ 2,950,000
Sale Price/Gross Liv. Area	$ 1002.87 sq.ft.	$ 1023.03 sq.ft.		$ 920.40 sq.ft.		$ 1042.03 sq.ft.	
Data Source(s)		BAREIS#323009530;DOM 8		BAREIS#323011317;DOM 16		BAREIS#322097210;DOM 22	
Verification Source(s)		Realist Doc#2023-0012460		Realist Doc#2023-0008210		Realist Doc#2023-0000205	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment
Sales or Financing Concessions		ArmLth Conv;0		ArmLth Conv;0		ArmLth 1031 Exchng;0	
Date of Sale/Time		s05/23;c04/23		s03/23;c03/23		s01/23;c11/22	-23,000
Location	N;Res;	N;Res;		N;Res;		N;Res;Superior	-100,000
Leasehold/Fee Simple	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Site	14260 sf	6500 sf	0	7125 sf	0	7250 sf	0
View	B;Mtn;Vlly,Res	N;Res;Woods	+75,000	B;PnoHl;DstBay	0	N;Res;	+75,000
Design (Style)	DT2;Contemp	DT2;Spn,Medit	0	DT2;Contemp		DT2;Contemp	
Quality of Construction	Q4	Q3	-75,000	Q4		Q3	-75,000
Actual Age	58	64	0	8	0	76	0
Condition	C2	C2		C3	+150,000	C2	
Above Grade Room Count (Total / Bdrms. / Baths)	9 / 5 / 3.0	9 / 5 / 3.0		7 / 4 / 3.0	0	10 / 4 / 2.1	+20,000
Gross Living Area	2,443 sq.ft.	2,432 sq.ft.	0	2,500 sq.ft.	0	2,831 sq.ft.	-77,600
Basement & Finished Rooms Below Grade	0sf	0sf		0sf		0sf	
Functional Utility	Good	Good		Good		Good	
Heating/Cooling	FWA/None	FWA/None		FWA,Rad	0	FWA/CAC	0
Energy Efficient Items	dp windows	dp windows		dp windows		dp windows	
Garage/Carport	2cp2dw	2ga2dw	-20,000	2ga2dw	-20,000	1ga1dw	0
Porch/Patio/Deck	Prch,Patio,Dcks	Prch,Patio,Dck	0	Porch,Patio	0	Balc/Porch,Patio	0
Fireplace Count	1 Fireplace	1 Fireplace		1 Fireplace		1 Fireplace	
Additional Features	Storage	Storage		Storage		Storage	
Net Adjustment (Total)		☐ + ☒ -	$ -20,000	☒ + ☐ -	$ 130,000	☐ + ☒ -	$ -180,600
Adjusted Sale Price of Comparables		Net Adj. 0.8 % Gross Adj. 6.8 %	$ 2,468,000	Net Adj. 5.6 % Gross Adj. 7.4 %	$ 2,431,000	Net Adj. 6.1 % Gross Adj. 12.6 %	$ 2,769,400

I ☒ did ☐ did not research the sale or transfer history of the subject property and comparable sales. If not, explain

My research ☒ did ☐ did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s) Corelogic Public Records,BAREIS

My research ☐ did ☒ did not reveal any prior sales or transfers of the comparable sales for the year prior to the date of sale of the comparable sale.

Data Source(s) Corelogic Public Records,BAREIS

Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).

ITEM	SUBJECT	COMPARABLE SALE #1	COMPARABLE SALE #2	COMPARABLE SALE #3
Date of Prior Sale/Transfer	05/04/2021			
Price of Prior Sale/Transfer	$1,175,000			
Data Source(s)	Corelogic,BAREIS	Corelogic,BAREIS	Corelogic,BAREIS	Corelogic,BAREIS
Effective Date of Data Source(s)	06/16/2023	06/16/2023	06/16/2023	06/16/2023

Analysis of prior sale or transfer history of the subject property and comparable sales The subject sold on 05/04/2021 for $1,175,000 as an MLS sale; MLS #323036768. Shortly after the sale it was extensively remodeled and expanded which sharply increased its value. No other sales within 3 years of the appraisal effective date. Unless otherwise noted, comparables provided have not sold in the year prior to the date of comparable sale.

I have not performed any prior services regarding the subject property, as an appraiser, or in any other capacity, within a three year period immediately preceding acceptance of this appraisal assignment.

Summary of Sales Comparison Approach See Addendum...

Indicated Value by Sales Comparison Approach $ 2,450,000

RECONCILIATION

Indicated Value by: Sales Comparison Approach $ 2,450,000 **Cost Approach (if developed) $** 2,451,448 **Income Approach (if developed) $**

Sales Comparison approach is the best indicator. The income approach is not appropriate as typical buyers in this market purchase for the purpose of living in the house, not as income property. This appraisal report is intended for use in a mortgage finance transaction only and is not intended for any other use. This appraisal was completed in compliance with the Appraiser Independence Requirements.

This appraisal is made ☒ "as is", ☐ subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed, ☐ subject to the following repairs or alterations on the basis of a hypothetical condition that the repairs or alterations have been completed, or ☐ subject to the following required inspection based on the extraordinary assumption that the condition or deficiency does not require alteration or repair:

Based on a complete visual inspection of the interior and exterior areas of the subject property, defined scope of work, statement of assumptions and limiting conditions, and appraiser's certification, my (our) opinion of the market value, as defined, of the real property that is the subject of this report is $ 2,450,000 , as of 06/16/2023 , which is the date of inspection and the effective date of this appraisal.

Uniform Residential Appraisal Report

234682687
File # 0002399

SALES COMPARISON APPROACH

FEATURE	SUBJECT	COMPARABLE SALE # 4		COMPARABLE SALE # 5		COMPARABLE SALE # 6	
Address	76 Longwood Dr San Anselmo, CA 94960	153 Jordan Ave San Anselmo, CA 94960		60 Nokomis Ave San Anselmo, CA 94960		180 Crescent Rd San Anselmo, CA 94960	
Proximity to Subject		0.08 miles W		0.75 miles W		1.01 miles SW	
Sale Price	$ 2,450,000		$ 2,600,000		$ 2,204,140		$ 2,895,000
Sale Price/Gross Liv. Area	$ 1002.87 sq.ft.	$ 1206.50 sq.ft.		$ 1090.08 sq.ft.		$ 1096.59 sq.ft.	
Data Source(s)		BAREIS#322027815;DOM 0		BAREIS#323015408;DOM 9		BAREIS#323039222;DOM 6	
Verification Source(s)		Realist Doc#2022-0017242		Realist Doc#2023-0011492		BAREIS,Realist/Active	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment
Sales or Financing Concessions		ArmLth Conv;0		ArmLth Conv;0		Listing	
Date of Sale/Time		s04/22;c04/22	-45,000	s05/23;c04/23		Active	
Location	N;Res;	N;Res;		N;Res;	-100,000	N;Res;Superior	-300,000
Leasehold/Fee Simple	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Site	14260 sf	14700 sf	0	7500 sf	0	8450 sf	0
View	B;Mtn;Vlly,Res	B;Mtn;Vlly,DstBy	0	N;Res;	+75,000	N;Res;Woods	+75,000
Design (Style)	DT2;Contemp	DT2;Contemp		DT2;Traditional	0	DT1;Traditional	0
Quality of Construction	Q4	Q4		Q4		Q3	-75,000
Actual Age	58	67	0	67	0	55	0
Condition	C2	C2		C3	+150,000	C4	+280,000
Above Grade Room Count (Total / Bdrms. / Baths)	9 / 5 / 3.0	8 / 4 / 3.0	0	7 / 4 / 2.1	+20,000	8 / 4 / 2.0	+40,000
Gross Living Area	2,443 sq.ft.	2,155 sq.ft.	+57,600	2,022 sq.ft.	+84,200	2,640 sq.ft.	-39,400
Basement & Finished Rooms Below Grade	0sf	0sf		0sf		0sf	
Functional Utility	Good	Good		Good		Good	
Heating/Cooling	FWA/None	FWA/CAC	0	FWA/None		FWA/None	
Energy Efficient Items	dp windows	dp windows		dp windows		dp windows	
Garage/Carport	2cp2dw	2ga2dw	-20,000	1gd1dw	0	2ga2dw	-20,000
Porch/Patio/Deck	Prch,Patio,Dcks	Prch,Patio,Dcks		Porch,Patio	0	Porch,Patio/Deck	0
Fireplace Count	1 Fireplace	1 Fireplace		1 Fireplace		1 Fireplace	
Additional Features	Storage	Storage		Storage		Storage	
Net Adjustment (Total)		☐ + ☒ -	$ -7,400	☒ + ☐ -	$ 229,200	☐ + ☒ -	$ -39,400
Adjusted Sale Price of Comparables		Net Adj. 0.3 % Gross Adj. 4.7 %	$ 2,592,600	Net Adj. 10.4 % Gross Adj. 19.5 %	$ 2,433,340	Net Adj. 1.4 % Gross Adj. 28.6 %	$ 2,855,600

SALE HISTORY

Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).

ITEM	SUBJECT	COMPARABLE SALE # 4	COMPARABLE SALE # 5	COMPARABLE SALE # 6
Date of Prior Sale/Transfer	05/04/2021			
Price of Prior Sale/Transfer	$1,175,000			
Data Source(s)	Corelogic,BAREIS	BAREIS,Realist	BAREIS,Realist	BAREIS,Realist
Effective Date of Data Source(s)	06/16/2023	06/16/2023	06/16/2023	06/16/2023

Analysis of prior sale or transfer history of the subject property and comparable sales

ANALYSIS / COMMENTS

Analysis/Comments

Uniform Residential Appraisal Report

Owner of Public Record: public records noted 76 Longwood LLC however the contract shows Ilya Sigal, Manager (manager of the LLC). See Supplemental Addendum

Neighborhood Description:

San Anselmo is a suburban community of 12,500 located 15 miles north of San Francisco and set near the foot of Mount Tamalpais. The subject's neighborhood is a level and hillside area improved with mostly 1950's -1970's traditional and contemporary homes on level and sloping lots. Many homes have been remodeled and/or well maintained. Some large gated, estate style properties and commercial uses dot the area. Elevated areas afford good views of the surrounding hills, distant bay, valley and Mount Tamalpais. The subject's area within 15-20 minute walking distance of downtown San Anselmo and San Rafael (subject is on the border of both towns) boutique shops and restaurants, a private tennis/swim club. Mount Tamalpais open space hiking trails, historic Seminary grounds and highly rated, public and private schools and within 1 mile. Overall average to good market appeal. All services located within 5 miles, freeway access is within 3 miles and commute to major bay area employment centers is 25-60 minutes depending on traffic. No adverse factors noted.

Neighborhood Market Factors:

Recent MLS data indicates the subject's market is currently stable with typical seasonal decreases/increases despite increased interest rates. REOs and short sales are not a factor in this market. Over the past 2.5 years, it was not uncommon for single family homes to sell above the list price with multiple offers and/or overbidding as a result of the low inventory, low interest rates and strong buyer demand. Within the past year, the entry level market under $1,400,000 has shown stable values with 21 days on market and median sale price of $1,135,000 (68% of sales under 30 DOM for 104% over list price) despite increased interest rates (see trend graphs). Several local realtors have confirmed consistent strong buyer demand and low inventory for the summer selling season. Monthly and seasonal fluctuations are common in Marin county thus longer term trends are more meaningful than short term trends.

Within the subject's price range of $1,900,000-$2,600,000 the median sale price was $2,200,000 and 16 days on market which is slightly lower than the same period in 2022 (01/2022-06/2022) of $2,250,000. Overall the San Anselmo market is expected to remain stable overall. Inventory is currently limited and multiple offers/overbidding are still occurring which is typical for the San Anselmo market.

Condition of Improvements:

Average quality 1963 wood frame construction in a contemporary 2 story style. The subject was purchased in original condition in 2021 and was then completely remodeled and expanded with permits. All finishes are new. Overall the subject shows very good condition with good quality finishes. No apparent repairs needed at the time of the appraisal.

The utilities were on however appraiser did not check mechanical systems, i.e. plumbing, heat, hot water heater.
Carbon monoxide and smoke detectors present: yes
Hot water heater double strapped: N/A; tankless system

No functional or external obsolescence noted. No physical inadequacies of any kind. Estimated remaining economic life using the straight line method and 75 year total life span is 72 years.

ANSI: this appraisal report was completed in adherence with ANSI standards and all dimensions were measured and reported to the nearest inch or tenth of a foot.

ADDITIONAL COMMENTS

COST APPROACH TO VALUE (not required by Fannie Mae)

Provide adequate information for the lender/client to replicate the below cost figures and calculations.

Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value) Not required by Fannie Mae in areas of limited land sales as is the case in much of the Bay Area. With no recent and similar land sales cost approach is completed based upon our data files. This approach is an ineffective method of determining an opinion of value. No weight given to cost approach in final reconciliation. This is not intended for use in insurance purposes. Land value by extraction.

ESTIMATED ☐ REPRODUCTION OR ☒ REPLACEMENT COST NEW	OPINION OF SITE VALUE		=$	900,000
Source of cost data Local builders' costs/Marshall & Swift	DWELLING	2,443 Sq.Ft. @ $ 600.00	=$	1,465,800
Quality rating from cost service Avg-g Effective date of cost data current		0 Sq.Ft. @ $	=$	
Comments on Cost Approach (gross living area calculations, depreciation, etc.)	pto,prc,rtnwl,stps		=$	100,000
	Garage/Carport	365 Sq.Ft. @ $ 75.00	=$	27,375
High land value ratio (30%+) is typical and due to the lack of buildable land in the greater area.	Total Estimate of Cost-New		=$	1,593,175
	Less Physical / Functional / External Depreciation	71,727	=$(	71,727)
NOT for insurance purposes.	Depreciated Cost of Improvements		=$	1,521,448
	"As-is" Value of Site Improvements		=$	30,000
Estimated Remaining Economic Life (HUD and VA only) 72 Years	**INDICATED VALUE BY COST APPROACH**		=$	2,451,448

COST APPROACH

INCOME APPROACH TO VALUE (not required by Fannie Mae)

Estimated Monthly Market Rent $ X Gross Rent Multiplier = $ Indicated Value by Income Approach

Summary of Income Approach (including support for market rent and GRM)

INCOME

PROJECT INFORMATION FOR PUDs (if applicable)

Is the developer/builder in control of the Homeowners' Association (HOA)? ☐ Yes ☐ No Unit type(s) ☐ Detached ☐ Attached

Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.

Legal Name of Project

Total number of phases Total number of units Total number of units sold

Total number of units rented Total number of units for sale Data source(s)

Was the project created by the conversion of existing building(s) into a PUD? ☐ Yes ☐ No If Yes, date of conversion.

Does the project contain any multi-dwelling units? ☐ Yes ☐ No Data Source

Are the units, common elements, and recreation facilities complete? ☐ Yes ☐ No If No, describe the status of completion.

Are the common elements leased to or by the Homeowners' Association? ☐ Yes ☐ No If Yes, describe the rental terms and options.

Describe common elements and recreational facilities.

PUD INFORMATION

This report form is designed to report an appraisal of a one-unit property or a one-unit property with an accessory unit; including a unit in a planned unit development (PUD). This report form is not designed to report an appraisal of a manufactured home or a unit in a condominium or cooperative project.

This appraisal report is subject to the following scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. Modifications, additions, or deletions to the intended use, intended user, definition of market value, or assumptions and limiting conditions are not permitted. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment. Modifications or deletions to the certifications are also not permitted. However, additional certifications that do not constitute material alterations to this appraisal report, such as those required by law or those related to the appraiser's continuing education or membership in an appraisal organization, are permitted.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the interior and exterior areas of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

INTENDED USE: The intended use of this appraisal report is for the lender/client to evaluate the property that is the subject of this appraisal for a mortgage finance transaction.

INTENDED USER: The intended user of this appraisal report is the lender/client.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.

2. The appraiser has provided a sketch in this appraisal report to show the approximate dimensions of the improvements. The sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.

3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.

5. The appraiser has noted in this appraisal report any adverse conditions (such as needed repairs, deterioration, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing the appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

6. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that the completion, repairs, or alterations of the subject property will be performed in a professional manner.

APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.

2. I performed a complete visual inspection of the interior and exterior areas of the subject property. I reported the condition of the improvements in factual, specific terms. I identified and reported the physical deficiencies that could affect the livability, soundness, or structural integrity of the property.

3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.

5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.

6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.

7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.

8. I have not used comparable sales that were the result of combining a land sale with the contract purchase price of a home that has been built or will be built on the land.

9. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.

10. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale or financing of the subject property.

11. I have knowledge and experience in appraising this type of property in this market area.

12. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.

13. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.

14. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.

15. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.

16. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.

17. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

18. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event (such as approval of a pending mortgage loan application).

19. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.

20. I identified the lender/client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

21. The lender/client may disclose or distribute this appraisal report to: the borrower; another lender at the request of the borrower; the mortgagee or its successors and assigns; mortgage insurers; government sponsored enterprises; other secondary market participants; data collection or reporting services; professional appraisal organizations; any department, agency, or instrumentality of the United States; and any state, the District of Columbia, or other jurisdictions; without having to obtain the appraiser's or supervisory appraiser's (if applicable) consent. Such consent must be obtained before this appraisal report may be disclosed or distributed to any other party (including, but not limited to, the public through advertising, public relations, news, sales, or other media).

22. I am aware that any disclosure or distribution of this appraisal report by me or the lender/client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

23. The borrower, another lender at the request of the borrower, the mortgagee or its successors and assigns, mortgage insurers, government sponsored enterprises, and other secondary market participants may rely on this appraisal report as part of any mortgage finance transaction that involves any one or more of these parties.

24. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

25. Any intentional or negligent misrepresentation(s) contained in this appraisal report may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq., or similar state laws.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

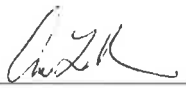
2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.

4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature 
Name Amanda LaRocca
Company Name LaRocca Appraisals
Company Address 119 Humboldt St
San Rafael, CA 94901-1022
Telephone Number 415-302-6418
Email Address laroccaappraisal@gmail.com
Date of Signature and Report 06/21/2023
Effective Date of Appraisal 06/16/2023
State Certification # AR031132
or State License #
or Other (describe) State #
State CA
Expiration Date of Certification or License 09/13/2024

ADDRESS OF PROPERTY APPRAISED
76 Longwood Dr
San Anselmo, CA 94960
APPRAISED VALUE OF SUBJECT PROPERTY $ 2,450,000

LENDER/CLIENT
Name No AMC
Company Name Guaranteed Rate
Company Address 3940 North Ravenswood, Chicago, IL 60613
Email Address

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature
Name
Company Name
Company Address
Telephone Number
Email Address
Date of Signature
State Certification #
or State License #
State
Expiration Date of Certification or License

SUBJECT PROPERTY

☐ Did not inspect subject property
☐ Did inspect exterior of subject property from street
Date of Inspection
☐ Did inspect interior and exterior of subject property
Date of Inspection

COMPARABLE SALES

☐ Did not inspect exterior of comparable sales from street
☐ Did inspect exterior of comparable sales from street
Date of Inspection

Addendum

File No. 0002399

Borrower	William L Green & Diane Whitney				
Property Address	76 Longwood Dr				
City	San Anselmo	County Marin	State CA	Zip Code 94960	
Lender/Client	Guaranteed Rate				

SUMMARY OF SALES COMPARISON APPROACH

Key factors in comparable selection were location, square footage and condition. Parcel adjustments are based on utility as well as total square footage; some adjustments were warranted and explained below. Size adjustments were not based upon the number of total rooms, units, or bedrooms, but were adjusted for total square footage at $200 per square foot. Age adjustments were not warranted unless noted otherwise as all have similar effective ages due to updating that has occurred to all properties. Adjustments were made at $20,000 per half bath and $15,000 per garage space. One car garages are considered similar to the subject's 2 carports. The market difference for fireplaces and air conditioning are negligible therefore adjustments were not warranted. The subject's larger partially sloping lot is considered similar in utility to smaller, mostly level lots therefore adjustments were not warranted.

San Anselmo is a geographically small, mature town with limited annual sales therefore it is not uncommon to search the entire town for comparables when necessary. Also, the subject is located on the border of San Anselmo and San Rafael (the property is access by driving on San Rafael streets) therefore the western end of San Rafael is considered in search parameters when necessary. The subject's neighborhood is near the flats having good market demand due to ease of access to schools, shopping and commuting. The primary search was for recent sales within a half mile, similar square footage, condition and Mount Tamalpais views. Secondary search was for room count and lot size/utility. There were no sales in the subject's immediate area in the past 7 months within reasonable square footage therefore it was necessary to expand parameters to the greater San Anselmo market area (potential buyers typically search in all parts of town).

Sale #1 is included for its recent sale date, square footage, room count and condition. It is adjusted for its inferior views and superior quality construction.
Sale #2 is included for its similar views, square footage and bath count and is adjusted for its inferior condition reflecting older updated finishes throughout.
Sale #3 is included for its similar,extensively updated condition and is adjusted for its superior location in the flats on San Anselmo within easy walking distance to local schools, inferior neighborhood views and superior quality construction.
Sale #4 is an older sale only included for its location in the subject greater area, similar lot size/utility, views and condition.
Sale #5 is included for its recent sale date and is adjusted for its superior location in the flats and within walking distance to downtown shops and restaurants, inferior views and inferior condition reflecting older updated finishes throughout.
Listing #6 is an active listing and is one of only 9 listings in San Anselmo within reasonable square footage. This listing is the closest of all listings to the subject and is adjusted for its superior location in the flats within walking distance to downtown shops and restaurants, historic Seminary grounds and custom vintage homes. It is further adjusted its for inferior neighborhood views, superior quality construction attributed to extensive use of old wood. This represents the high end of the range of values.

Most weight given to sales #1-3; #1 for its recent sale date, room count and condition, #2 for its views and square footage and #3 for its condition. Consideration given to sale #4 for its proximity to the subject.

Appraiser acknowledges some figures are outside guidelines including date/distance of sale, age, a gross adjustment and a % line adjustment however the sales included were considered the most similar, recent and proximate to the subject. The subject is valued above the neighborhood predominant figure noted on page 1 due to its large square footage and room count, extensively remodeled condition and good views. There are other properties similar to the subject in the immediate area however few have sold recently. The subject is not an over improvement.

Based on the comparables provided the greater San Anselmo market can support the subject's estimated value.

GENERAL COMMENTS

A copy of the appraiser's E&O is on file with the specific lender or AMC; if needed, send a request for copy directly to lender/AMC.

Definition of Appraisal per Uniform Standards of Professional Appraisal Practice (USPAP): The act or process of developing an opinion of value; an opinion of value. This appraiser has adhered to USPAP's 3 main rules of appraisal practice:

1. The Ethics Rule which states that an appraiser must promote and present the public trust inherent in appraisal practice by observing the highest standards of professional ethics. An appraiser must perform assignments with impartiality, objectivity and independence and without accommodation of personal interest.
2. The Competency Rule requires that an appraiser must be competent to perform the assignment, acquire the necessary competency to perform the assignment; or decline or withdraw from the assignment.
3. The Scope of Work Rule requires that for each appraisal, appraisal review and appraisal consulting assignment an appraiser must (1) identify the problem to be solved, (2) determine and perform the scope of work necessary to develop credible assignment results, and (3) disclose the scope of work in the report.

Purpose of Appraisal: This appraisal is to derive an estimate of current or retrospective market value based on recent closed comparable sales in the subject's market area for federal loan purposes only. It is not intended for any other use. The intended users are the lender/client noted on page 1 of the URAR and/or their assigns. It is not intended for any other users.

Scope of Work: Stating the problem, considering the data needed, scrutinizing recent home sale data from the subject's market area, inspecting the property (interior and exterior or just exterior for a drive-by assignment), determining highest and best use and the appropriate value approach (sales comparison, income or cost approaches or a combination of some/all).

The Sales Comparison is the main supporter of value. It is primarily based on sales of similar type properties in the subject's area, this is known as the Principle of Substitution. The adjustments being made for the differences in the comparables, compared to the subject property, is based upon an extensive research of Paired Sales Analysis. This determines what the market would return in value, of that particular difference, or possible amenity, to the subject property. This is known as the Principle of Contribution. The weight was given to the most comparable sale or sales, as noted in the report.

Highest and Best Use: A summary in the support of the rationale for the opinion of the subject's highest and best use is presented here. The subject as it is improved meets the acceptability of the following tests of physical possibility, legal permissibility, financial feasibility and maximum productivity that are consistent with the continued use as improved residential property.
* A high physical possibility of the use of the structure as a residence as it exists.
* Current zoning and local ordinance support continued residential use.
* The current use as improved is financially feasible.
* The Subject is maximally productive in its current use and supportive of the other three tests in the highest and best use analysis.

Extraordinary Assumption: All structures given value are assumed to be legally permitted. The physical characteristics of the comparables were either verified through county records, multiple listing service, and/or homeowner verification, assumed to be as stated. The comparables are assumed to have no sales concessions. The current zoning is assumed to be as stated in this report. The legal age of the home is assumed to

Addendum

File No. 0002399

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						

be as stated. The foundation is assumed to be as stated. The appraisal is based on the assumption that no physical deficiencies exist and that the subject home is in good condition. If any of these items are found not to be true or incorrect, I reserve the right to change my appraisal.

Data: Subject data is collected from statements of the client and/or owner, public records, and multiple listing service (MLS) as available. The physical inspection includes observation of general building materials and conditions for comparison only, but does not include the type of investigation normally performed by property inspectors, environmental assessors, pest and termite inspection, and other such experts. Any such problems undisclosed to the appraiser are to be considered conditions of this report, and the appraiser reserves the right to modify the value opinion upon discovery or disclosure.

Square Footage: The square footage from the county records compared to the actual measurements as shown in this report differ slightly. Appraiser physically measured the building at the time of inspection and thus the appraiser's measurements were used in this report. It is not uncommon for there to be small discrepancies between county records and actual measurements.

This report contains a digitally produced signature which is a true representation of appraiser's original signature and is password protected.

Market Conditions Addendum to the Appraisal Report

234682687
File No. 0002399

The purpose of this addendum is to provide the lender/client with a clear and accurate understanding of the market trends and conditions prevalent in the subject neighborhood. This is a required addendum for all appraisal reports with an effective date on or after April 1, 2009.

Property Address 76 Longwood Dr City San Anselmo State CA ZIP Code 94960

Borrower William L Green & Diane Whitney

Instructions: The appraiser must use the information required on this form as the basis for his/her conclusions, and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. It is recognized that not all data sources will be able to provide data for the shaded areas below; if it is available, however, the appraiser must include the data in the analysis. If data sources provide the required information as an average instead of the median, the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.

MARKET RESEARCH & ANALYSIS

Inventory Analysis	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend
Total # of Comparable Sales (Settled)	4	1	4	☐ Increasing ☒ Stable ☐ Declining
Absorption Rate (Total Sales/Months)	0.67	0.33	1.33	☐ Increasing ☒ Stable ☐ Declining
Total # of Comparable Active Listings	1	2	2	☐ Declining ☒ Stable ☐ Increasing
Months of Housing Supply (Total Listings/Ab.Rate)	1.5	6.1	1.5	☐ Declining ☒ Stable ☐ Increasing
Median Sale & List Price, DOM, Sale/List %	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend
Median Comparable Sale Price	2,487,500	2,950,000	2,252,570	☐ Increasing ☒ Stable ☐ Declining
Median Comparable Sales Days on Market	44	22	9	☐ Declining ☒ Stable ☐ Increasing
Median Comparable List Price	2,695,000	2,285,000	2,887,500	☐ Increasing ☒ Stable ☐ Declining
Median Comparable Listings Days on Market	33	16	13	☐ Declining ☒ Stable ☐ Increasing
Median Sale Price as % of List Price	97	91	108	☐ Increasing ☒ Stable ☐ Declining
Seller-(developer, builder, etc.)paid financial assistance prevalent? ☐ Yes ☒ No				☐ Declining ☒ Stable ☐ Increasing

Explain in detail the seller concessions trends for the past 12 months (e.g., seller contributions increased from 3% to 5%, increasing use of buydowns, closing costs, condo fees, options, etc.). Seller credits do occur however they are not prevalent in this area. Typically if they do occur they are in the range of .2 - .3%.

Are foreclosure sales (REO sales) a factor in the market? ☐ Yes ☒ No If yes, explain (including the trends in listings and sales of foreclosed properties).

Cite data sources for above information. Bareis MLS

Summarize the above information as support for your conclusions in the Neighborhood section of the appraisal report form. If you used any additional information, such as an analysis of pending sales and/or expired and withdrawn listings, to formulate your conclusions, provide both an explanation and support for your conclusions.

An MLS search of the past year of all comparable properties within the greater San Anselmo area and reasonable square footage yielded 9 sales.

The number of comparable sales within subject's market is too low to be statistically significant creating unreliable market trend data. Minimal weight is placed on the above data.

CONDO/CO-OP PROJECTS

If the subject is a unit in a condominium or cooperative project, complete the following: Project Name:

Subject Project Data	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend
Total # of Comparable Sales (Settled)				☐ Increasing ☐ Stable ☐ Declining
Absorption Rate (Total Sales/Months)				☐ Increasing ☐ Stable ☐ Declining
Total # of Active Comparable Listings				☐ Declining ☐ Stable ☐ Increasing
Months of Unit Supply (Total Listings/Ab.Rate)				☐ Declining ☐ Stable ☐ Increasing

Are foreclosure sales (REO sales) a factor in the project? ☐ Yes ☐ No If yes, indicate the number of REO listings and explain the trends in listings and sales of foreclosed properties.

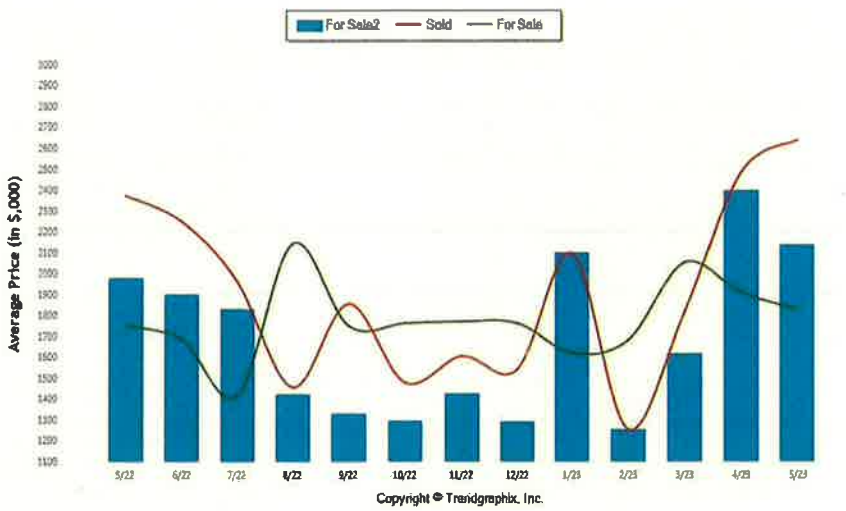
Summarize the above trends and address the impact on the subject unit and project.

APPRAISER

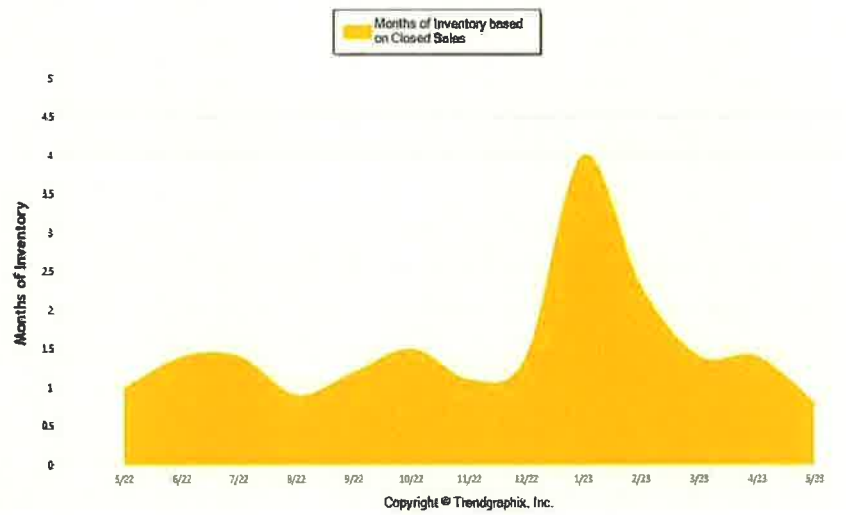
Signature	Signature
Appraiser Name Amanda LaRocca	Supervisory Appraiser Name
Company Name LaRocca Appraisals	Company Name
Company Address 119 Humboldt St, San Rafael, CA 94901-1022	Company Address
State License/Certification # AR031132 State CA	State License/Certification # State
Email Address laroccaappraisal@gmail.com	Email Address

Trend Graphs

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



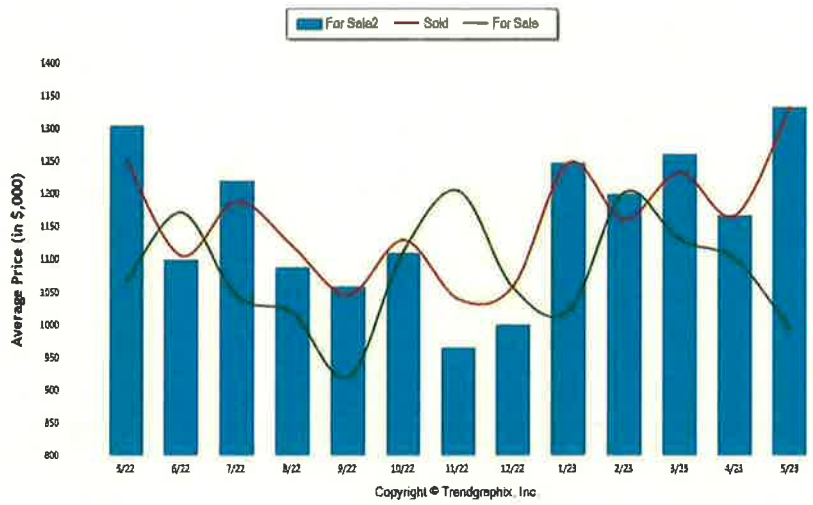
All detached SFRs in San Anselmo within 1 year.



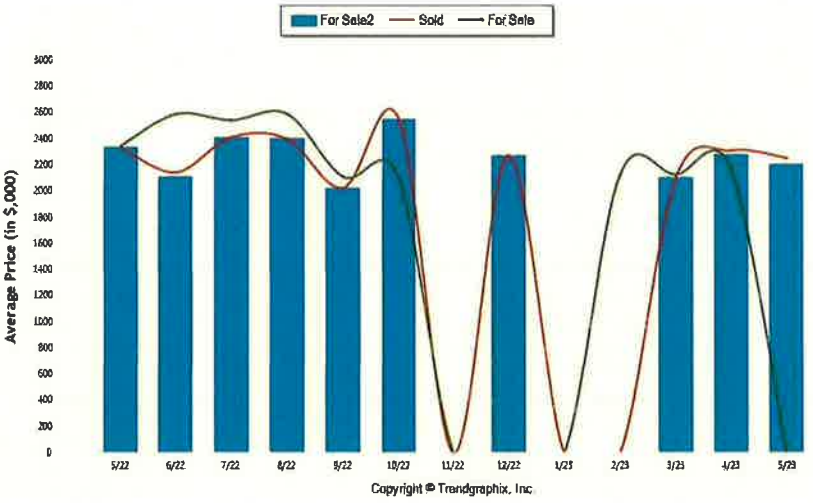
Months of inventory

Trend Graphs

Borrower	William L Green & Diane Whitney				
Property Address	76 Longwood Dr				
City	San Anselmo	County Marin	State CA	Zip Code 94960	
Lender/Client	Guaranteed Rate				



All detached SFRs in San Anselmo up to $1,400,000 (entry level market price).



All detached SFRs in San Anselmo within subject's price range of $1,900,000 - $2,600,000

Trend graphs

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



San Anselmo sales as of 02/2022 within $1,900,000-$2,600,000 shows slight downward trend of $108/day.

Time adjustments were assigned to 2022 sales.

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Condition Ratings and Definitions

C1

The improvements have been recently constructed and have not been previously occupied. The entire structure and all components are new and the dwelling features no physical depreciation.

Note: Newly constructed improvements that feature recycled or previously used materials and/or components can be considered new dwellings provided that the dwelling is placed on a 100 percent new foundation and the recycled materials and the recycled components have been rehabilitated/remanufactured into like-new condition. Improvements that have not been previously occupied are not considered "new" if they have any significant physical depreciation (that is, newly constructed dwellings that have been vacant for an extended period of time without adequate maintenance or upkeep).

C2

The improvements feature no deferred maintenance, little or no physical depreciation, and require no repairs. Virtually all building components are new or have been recently repaired, refinished, or rehabilitated. All outdated components and finishes have been updated and/or replaced with components that meet current standards. Dwellings in this category are either almost new or have been recently completely renovated and are similar in condition to new construction.

Note: The improvements represent a relatively new property that is well maintained with no deferred maintenance and little or no physical depreciation, or an older property that has been recently completely renovated.

C3

The improvements are well maintained and feature limited physical depreciation due to normal wear and tear. Some components, but not every major building component, may be updated or recently rehabilitated. The structure has been well maintained.

Note: The improvement is in its first-cycle of replacing short-lived building components (appliances, floor coverings, HVAC, etc.) and is being well maintained. Its estimated effective age is less than its actual age. It also may reflect a property in which the majority of short-lived building components have been replaced but not to the level of a complete renovation.

C4

The improvements feature some minor deferred maintenance and physical deterioration due to normal wear and tear. The dwelling has been adequately maintained and requires only minimal repairs to building components/mechanical systems and cosmetic repairs. All major building components have been adequately maintained and are functionally adequate.

Note: The estimated effective age may be close to or equal to its actual age. It reflects a property in which some of the short-lived building components have been replaced, and some short-lived building components are at or near the end of their physical life expectancy; however, they still function adequately. Most minor repairs have been addressed on an ongoing basis resulting in an adequately maintained property.

C5

The improvements feature obvious deferred maintenance and are in need of some significant repairs. Some building components need repairs, rehabilitation, or updating. The functional utility and overall livability is somewhat diminished due to condition, but the dwelling remains useable and functional as a residence.

Note: Some significant repairs are needed to the improvements due to the lack of adequate maintenance. It reflects a property in which many of its short-lived building components are at the end of or have exceeded their physical life expectancy but remain functional.

C6

The improvements have substantial damage or deferred maintenance with deficiencies or defects that are severe enough to affect the safety, soundness, or structural integrity of the improvements. The improvements are in need of substantial repairs and rehabilitation, including many or most major components.

Note: Substantial repairs are needed to the improvements due to the lack of adequate maintenance or property damage. It reflects a property with conditions severe enough to affect the safety, soundness, or structural integrity of the improvements.

Quality Ratings and Definitions

Q1

Dwellings with this quality rating are usually unique structures that are individually designed by an architect for a specified user. Such residences typically are constructed from detailed architectural plans and specifications and feature an exceptionally high level of workmanship and exceptionally high-grade materials throughout the interior and exterior of the structure. The design features exceptionally high-quality exterior refinements and ornamentation, and exceptionally high-quality interior refinements. The workmanship, materials, and finishes throughout the dwelling are of exceptionally high quality.

Q2

Dwellings with this quality rating are often custom designed for construction on an individual property owner's site. However, dwellings in this quality grade are also found in high-quality tract developments featuring residence constructed from individual plans or from highly modified or upgraded plans. The design features detailed, high quality exterior ornamentation, high-quality interior refinements, and detail. The workmanship, materials, and finishes throughout the dwelling are generally of high or very high quality.

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Quality Ratings and Definitions (continued)

Q3

Dwellings with this quality rating are residences of higher quality built from individual or readily available designer plans in above-standard residential tract developments or on an individual property owner's site. The design includes significant exterior ornamentation and interiors that are well finished. The workmanship exceeds acceptable standards and many materials and finishes throughout the dwelling have been upgraded from "stock" standards.

Q4

Dwellings with this quality rating meet or exceed the requirements of applicable building codes. Standard or modified standard building plans are utilized and the design includes adequate fenestration and some exterior ornamentation and interior refinements. Materials, workmanship, finish, and equipment are of stock or builder grade and may feature some upgrades.

Q5

Dwellings with this quality rating feature economy of construction and basic functionality as main considerations. Such dwellings feature a plain design using readily available or basic floor plans featuring minimal fenestration and basic finishes with minimal exterior ornamentation and limited interior detail. These dwellings meet minimum building codes and are constructed with inexpensive, stock materials with limited refinements and upgrades.

Q6

Dwellings with this quality rating are of basic quality and lower cost; some may not be suitable for year-round occupancy. Such dwellings are often built with simple plans or without plans, often utilizing the lowest quality building materials. Such dwellings are often built or expanded by persons who are professionally unskilled or possess only minimal construction skills. Electrical, plumbing, and other mechanical systems and equipment may be minimal or non-existent. Older dwellings may feature one or more substandard or non-conforming additions to the original structure

Definitions of Not Updated, Updated, and Remodeled

Not Updated

Little or no updating or modernization. This description includes, but is not limited to, new homes.

Residential properties of fifteen years of age or less often reflect an original condition with no updating, if no major components have been replaced or updated. Those over fifteen years of age are also considered not updated if the appliances, fixtures, and finishes are predominantly dated. An area that is 'Not Updated' may still be well maintained and fully functional, and this rating does not necessarily imply deferred maintenance or physical/functional deterioration.

Updated

The area of the home has been modified to meet current market expectations. These modifications are limited in terms of both scope and cost.

An updated area of the home should have an improved look and feel, or functional utility. Changes that constitute updates include refurbishment and/or replacing components to meet existing market expectations. Updates do not include significant alterations to the existing structure.

Remodeled

Significant finish and/or structural changes have been made that increase utility and appeal through complete replacement and/or expansion.

A remodeled area reflects fundamental changes that include multiple alterations. These alterations may include some or all of the following: replacement of a major component (cabinet(s), bathtub, or bathroom tile), relocation of plumbing/gas fixtures/appliances, significant structural alterations (relocating walls, and/or the addition of) square footage). This would include a complete gutting and rebuild.

Explanation of Bathroom Count

Three-quarter baths are counted as a full bath in all cases. Quarter baths (baths that feature only a toilet) are not included in the bathroom count. The number of full and half baths is reported by separating the two values using a period, where the full bath count is represented to the left of the period and the half bath count is represented to the right of the period.

Example:
3.2 indicates three full baths and two half baths.

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Abbreviations Used in Data Standardization Text

Abbreviation	Full Name	Fields Where This Abbreviation May Appear
A	Adverse	Location & View
ac	Acres	Area, Site
AdjPrk	Adjacent to Park	Location
AdjPwr	Adjacent to Power Lines	Location
ArmLth	Arms Length Sale	Sale or Financing Concessions
AT	Attached Structure	Design (Style)
B	Beneficial	Location & View
ba	Bathroom(s)	Basement & Finished Rooms Below Grade
br	Bedroom	Basement & Finished Rooms Below Grade
BsyRd	Busy Road	Location
c	Contracted Date	Date of Sale/Time
Cash	Cash	Sale or Financing Concessions
Comm	Commercial Influence	Location
Conv	Conventional	Sale or Financing Concessions
cp	Carport	Garage/Carport
CrtOrd	Court Ordered Sale	Sale or Financing Concessions
CtySky	City View Skyline View	View
CtyStr	City Street View	View
cv	Covered	Garage/Carport
DOM	Days On Market	Data Sources
DT	Detached Structure	Design (Style)
dw	Driveway	Garage/Carport
e	Expiration Date	Date of Sale/Time
Estate	Estate Sale	Sale or Financing Concessions
FHA	Federal Housing Authority	Sale or Financing Concessions
g	Garage	Garage/Carport
ga	Attached Garage	Garage/Carport
gbi	Built-in Garage	Garage/Carport
gd	Detached Garage	Garage/Carport
GlfCse	Golf Course	Location
Glfvw	Golf Course View	View
GR	Garden	Design (Style)
HR	High Rise	Design (Style)
in	Interior Only Stairs	Basement & Finished Rooms Below Grade
Ind	Industrial	Location & View
Listing	Listing	Sale or Financing Concessions
Lndfl	Landfill	Location
LtdSght	Limited Sight	View
MR	Mid-rise	Design (Style)
Mtn	Mountain View	View
N	Neutral	Location & View
NonArm	Non-Arms Length Sale	Sale or Financing Concessions
o	Other	Basement & Finished Rooms Below Grade
O	Other	Design (Style)
op	Open	Garage/Carport
Prk	Park View	View
Pstrl	Pastoral View	View
PwrLn	Power Lines	View
PubTrn	Public Transportation	Location
Relo	Relocation Sale	Sale or Financing Concessions
REO	REO Sale	Sale or Financing Concessions
Res	Residential	Location & View
RH	USDA - Rural Housing	Sale or Financing Concessions
rr	Recreational (Rec) Room	Basement & Finished Rooms Below Grade
RT	Row or Townhouse	Design (Style)
s	Settlement Date	Date of Sale/Time
SD	Semi-detached Structure	Design (Style)
Short	Short Sale	Sale or Financing Concessions
sf	Square Feet	Area, Site, Basement
sqm	Square Meters	Area, Site
Unk	Unknown	Date of Sale/Time
VA	Veterans Administration	Sale or Financing Concessions
w	Withdrawn Date	Date of Sale/Time
wo	Walk Out Basement	Basement & Finished Rooms Below Grade
Woods	Woods View	View
Wtr	Water View	View
WtrFr	Water Frontage	Location
wu	Walk Up Basement	Basement & Finished Rooms Below Grade

Borrower	William L Green & Diane Whitney			File No.	0002399
Property Address	76 Longwood Dr				
City	San Anselmo	County	Marin	State CA	Zip Code 94960
Lender/Client	Guaranteed Rate				

APPRAISAL AND REPORT IDENTIFICATION

This Report is one of the following types:

☒ Appraisal Report (A written report prepared under Standards Rule 2-2(a) , pursuant to the Scope of Work, as disclosed elsewhere in this report.)

☐ Restricted Appraisal Report (A written report prepared under Standards Rule 2-2(b) , pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use only by the specified client and any other named intended user(s).)

Comments on Standards Rule 2-3

I certify that, to the best of my knowledge and belief:
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

Reasonable Exposure Time

(USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is: under 3 months

Comments on Appraisal and Report Identification

Note any USPAP-related issues requiring disclosure and any state mandated requirements:

APPRAISER:

Signature:
Name: Amanda LaRocca

State Certification #: AR031132
or State License #:
State: CA Expiration Date of Certification or License: 09/13/2024
Date of Signature and Report: 06/21/2023
Effective Date of Appraisal: 06/16/2023
Inspection of Subject: ☐ None ☒ Interior and Exterior ☐ Exterior-Only
Date of Inspection (if applicable): 06/16/2023

SUPERVISORY or CO-APPRAISER (if applicable):

Signature:
Name:

State Certification #:
or State License #:
State: Expiration Date of Certification or License:
Date of Signature:

Inspection of Subject: ☐ None ☐ Interior and Exterior ☐ Exterior-Only
Date of Inspection (if applicable):

License

Business, Consumer Services & Housing Agency

BUREAU OF REAL ESTATE APPRAISERS

REAL ESTATE APPRAISER LICENSE

Amanda L. La Rocca

has successfully met the requirements for a license as a residential real estate appraiser in the State of California and is, therefore, entitled to use the title:

"Certified Residential Real Estate Appraiser"

This license has been issued in accordance with the provisions of the Real Estate Appraisers' Licensing and Certification Law.

BREA APPRAISER IDENTIFICATION NUMBER: AR 031132

Effective Date: September 14, 2022
Date Expires: September 13, 2024

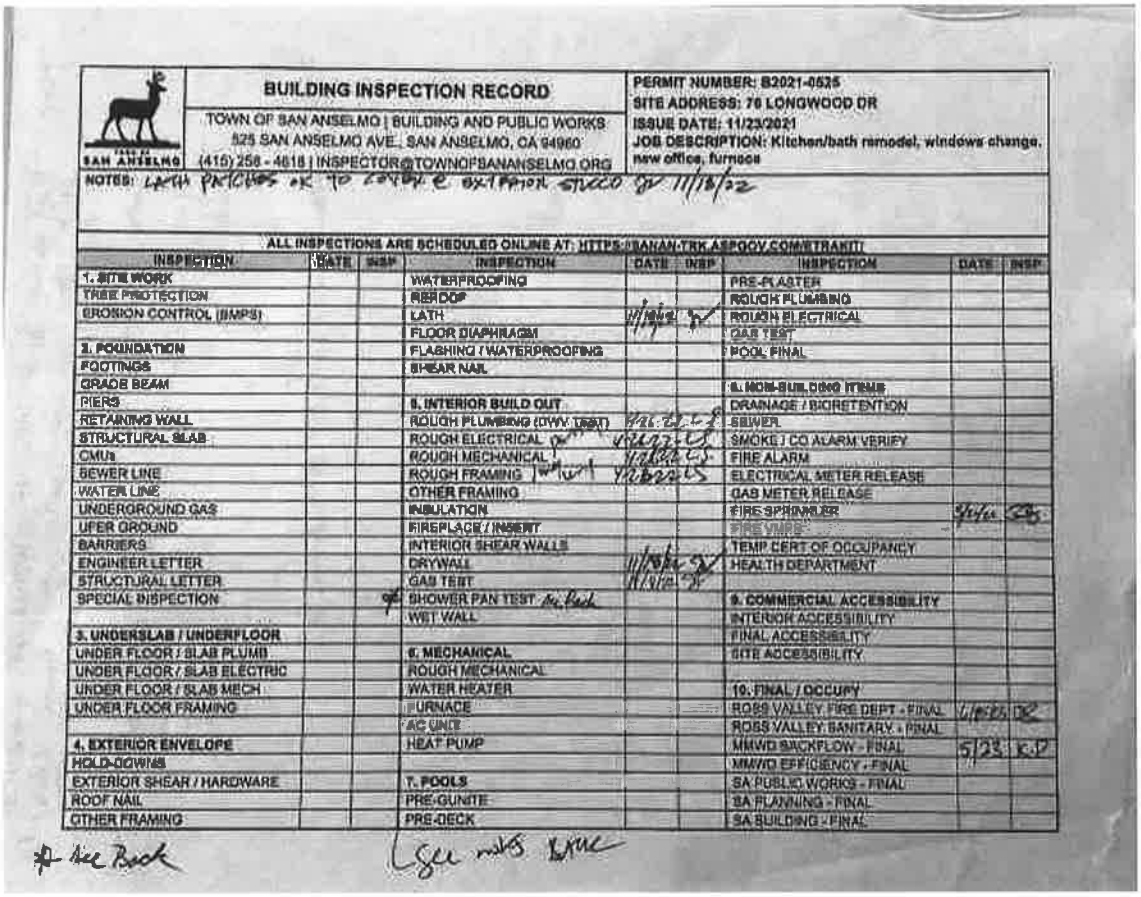
Loretta Dillon

Loretta Dillon, Deputy Bureau Chief, BREA

3067385

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO SEE "CHAIN LINK"

Form SCNLGL - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE



BUILDING INSPECTION RECORD

TOWN OF SAN ANSELMO | BUILDING AND PUBLIC WORKS
525 SAN ANSELMO AVE., SAN ANSELMO, CA 94960
(415) 258 - 4618 | INSPECTOR@TOWNOFSANANSELMO.ORG

PERMIT NUMBER: B2021-0525
SITE ADDRESS: 76 LONGWOOD DR
ISSUE DATE: 11/23/2021
JOB DESCRIPTION: Kitchen/bath remodel, windows change, new office, furnace

NOTES: LATH PATCHES OK TO COVER & EXTERIOR STUCCO OK 11/18/22

ALL INSPECTIONS ARE SCHEDULED ONLINE AT: HTTPS://SANAN-TRK.ASPGOV.COM/TRAKIT/

INSPECTION	DATE	INSP	INSPECTION	DATE	INSP	INSPECTION	DATE	INSP
1. SITE WORK			WATERPROOFING			PRE-PLASTER		
TREE PROTECTION			RE-ROOF			ROUGH PLUMBING		
EROSION CONTROL (BMPS)			LATH	11/18/22	JV	ROUGH ELECTRICAL		
			FLOOR DIAPHRAGM			GAS TEST		
2. FOUNDATION			FLASHING / WATERPROOFING			POOL FINAL		
FOOTINGS			SHEAR NAIL					
GRADE BEAM						8. NON-SUBJ.DOC ITEMS		
PIERS			5. INTERIOR BUILD OUT			DRAINAGE / BIORETENTION		
RETAINING WALL			ROUGH PLUMBING (DWV TEST)	11/16/22	JV	SEWER		
STRUCTURAL SLAB			ROUGH ELECTRICAL	11/22/22	JV	SMOKE / CO ALARM VERIFY		
CMUs			ROUGH MECHANICAL	11/16/22	JV	FIRE ALARM		
SEWER LINE			ROUGH FRAMING	11/22/22	JV	ELECTRICAL METER RELEASE		
WATER LINE			OTHER FRAMING			GAS METER RELEASE		
UNDERGROUND GAS			INSULATION			FIRE SPRINKLER	5/16/23	JV
UFER GROUND			FIREPLACE / INSERT			FIRE WIRE		
BARRIERS			INTERIOR SHEAR WALLS			TEMP CERT OF OCCUPANCY		
ENGINEER LETTER			DRYWALL	11/16/22	JV	HEALTH DEPARTMENT		
STRUCTURAL LETTER			GAS TEST	11/16/22	JV			
SPECIAL INSPECTION			SHOWER PAN TEST * See Back			9. COMMERCIAL ACCESSIBILITY		
			WET WALL			INTERIOR ACCESSIBILITY		
3. UNDERSLAB / UNDERFLOOR						FINAL ACCESSIBILITY		
UNDER FLOOR / SLAB PLUMB			6. MECHANICAL			SITE ACCESSIBILITY		
UNDER FLOOR / SLAB ELECTRIC			ROUGH MECHANICAL					
UNDER FLOOR / SLAB MECH			WATER HEATER			10. FINAL / OCCUPY		
UNDER FLOOR FRAMING			FURNACE			ROSS VALLEY FIRE DEPT - FINAL	5/16/23	JV
			AC UNIT			ROSS VALLEY SANITARY - FINAL		
4. EXTERIOR ENVELOPE			HEAT PUMP			MMWD BACKFLOW - FINAL	5/23	JV
HOLD-DOWNS						MMWD EFFICIENCY - FINAL		
EXTERIOR SHEAR / HARDWARE			7. POOLS			SA PUBLIC WORKS - FINAL		
ROOF NAIL			PRE-GUNITE			SA PLANNING - FINAL		
OTHER FRAMING			PRE-DECK			SA BUILDING - FINAL		

* See Back (See notes back)

WFG National Title Company
a Williston Financial Group company

4160 Dublin Blvd, Suite 100
Dublin, CA 94568
Phone Fax (415) 361-5736

June 20, 2023

Guaranteed Rate, Inc.

Buyer's Name: William L. Green and Diane Whitney
Order No.: 23-135344
Property: 76 Longwood Drive
San Anselmo, CA 94901

SUPPLEMENTAL REPORT

LLC documents have been reviewed and approved and below we confirmed that:

76 Longwood Drive LLC, a California limited liability company, that Ilya Sigal, is the manager and has the authority to sign for this sale.

Thank you,
Katerina Rosignuolo

76 Longwood Dr, San Anselmo, CA 94901-1063, Marin County Pending Listing

APN: 006-262-09 CLIP: 1561566490

OWNER INFORMATION

Owner Name Full	76 Longwood Drive LLC	Tax Billing Zip	94010
Tax Billing Address	329 Primrose Rd #11718	Tax Billing Zip+4	4093
Tax Billing City & State	Burlingame, CA	Owner Occupied	No

TAX INFORMATION

Tax ID	006-262-09	% Improved	40%
Parcel ID	00626209	Lot	69
Tax Area	7000		

ASSESSMENT & TAX

Assessment Year	2022	2021	2020
Assessed Value - Total	$1,198,500	$137,031	$135,590
Assessed Value - Land	$714,000	$27,179	$26,883
Assessed Value - Improved	$484,500	$109,852	$108,707
YOY Assessed Change ($)	$1,061,469	$1,441	
YOY Assessed Change (%)	774.62%	1.06%	

Tax Year	Total Tax	Change ($)	Change (%)
2020	$3,355		
2021	$4,558	$1,203	35.85%
2022	$17,254	$12,695	278.51%

CHARACTERISTICS

Approx Lot SqFt	14,620	MLS Total Baths	3
Lot Acres	0.3356	Full Baths	Tax: 2 MLS: 3
Land Use - County	1 Family Resid	Other Rooms	Family Room, Dining Room
Building Sq Ft	Tax: 1,775 MLS: 2,423	Fireplaces	1
Stories	2	Heat Type	Central
Style	Contemporary	Quality	Good
Year Built	1965	Assessor's Building Quality	7.0
Effective Year Built	1965	Total Units	1
Bedrooms	Tax: 3 MLS: 5	Land Use - Universal	SFR
Total Baths	Tax: 2 MLS: 3		

LISTING INFORMATION

MLS Listing Number	323036768	MLS Orig. List Price	$1,995,000
MLS Status	Pending	MLS On Market Date	06/02/2023
MLS Status Date	06/14/2023	MLS Listing Agent	804560-Tanya Dzhibrailova
MLS List Price	$1,995,000	MLS Listing Office	NHB REAL ESTATE, INC.

MLS Listing #	321015586
MLS Status	Closed
MLS On Market Date	04/05/2021
MLS Listing Price	$1,150,000
MLS Original Price	$1,150,000
MLS Selling Date	05/04/2021
MLS Selling Price	$1,175,000

LAST MARKET SALE & SALES HISTORY

Recording Date	05/04/2021	Seller	Herbert Family Trust
Sale Price	$1,175,000	Document Number	30122
Owner Name Full	76 Longwood Drive LLC	Deed Type	Grant Deed

Recording Date	10/08/2021	10/08/2021	05/04/2021	05/04/2021	02/27/1997
Sale Price			$1,175,000		
Nominal	Y	Y		Y	
Buyer Name	76 Longwood Drive LL C	Shapiro Trust	Shapiro Adel	Herbert Family Trust	Herbert Charles A Trus t
Seller Name	Shapiro Trust	Shapiro Adel	Herbert Family Trust	Herbert Charles A & Be tty H	Owner Record
Document Number	62006	62005	30122	30121	9692

Property Details Courtesy of Amanda La Rocca, Bay Area Real Estate Services

The data within this report is compiled by CoreLogic from public and private sources. The data is deemed reliable, but is not guaranteed. The accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

Property Detail Report - Page 2

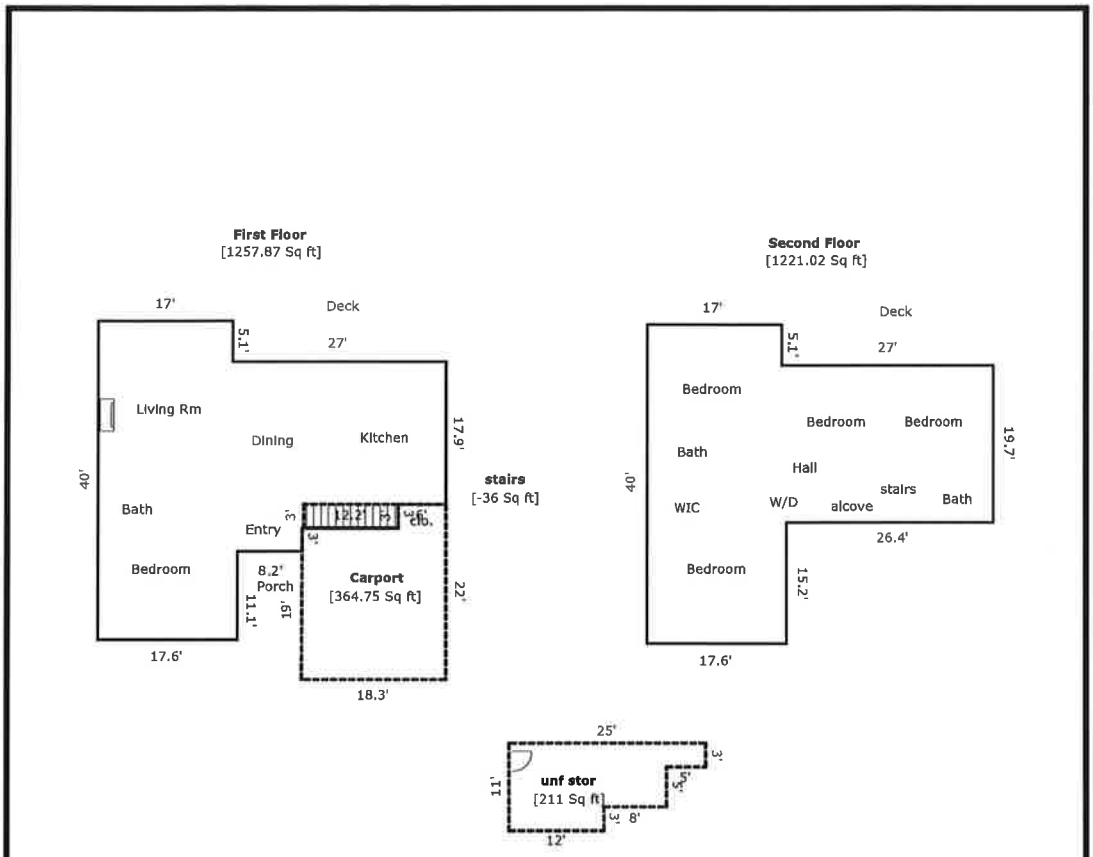
Document Type	Grant Deed	Grant Deed	Grant Deed	Affidavit	Deed (Reg)
Recording Date			01/10/1973		
Sale Price			$55,500		
Nominal					
Buyer Name					
Seller Name					
Document Number			2643-664		
Document Type			Deed (Reg)		

MORTGAGE HISTORY		
Mortgage Date	08/18/2022	06/15/2021
Mortgage Amt	$822,000	$822,000
Mortgage Lender	United Wholesale Mtg	United Wholesale Mtg
Mortgage Type	Conventional	Conventional
Borrower Name	Shapiro Adel	Shapiro Adel

The data within this report is compiled by CoreLogic from public and private sources. The data is deemed reliable, but is not guaranteed. The accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.

Building Sketch

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						

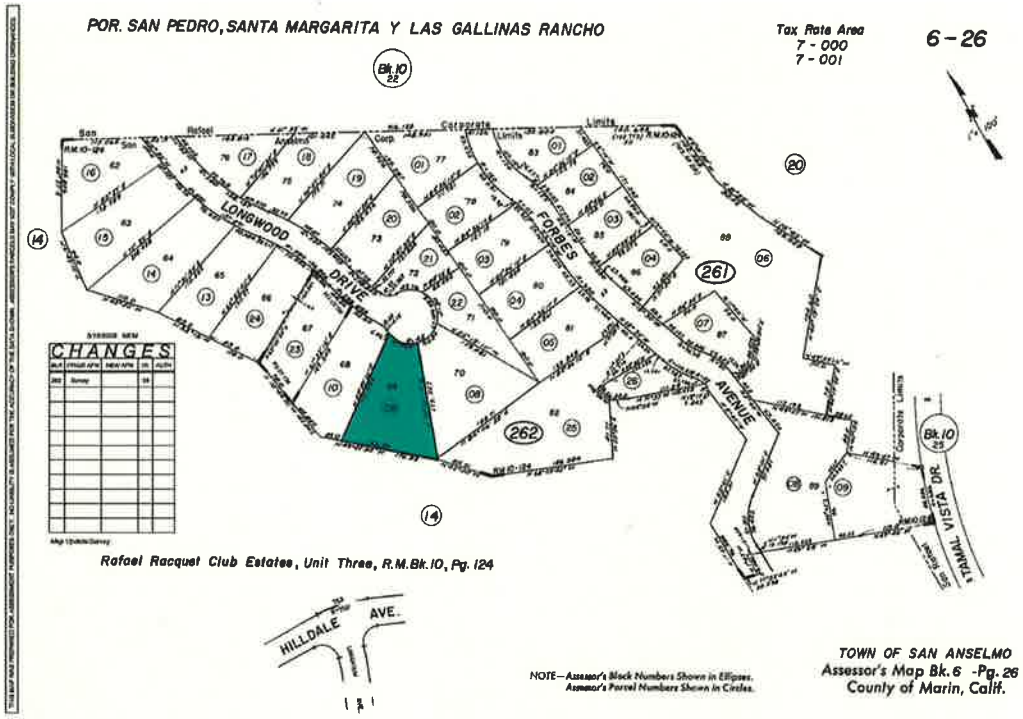


TOTAL Sketch by a la mode, inc.

Area Calculations Summary

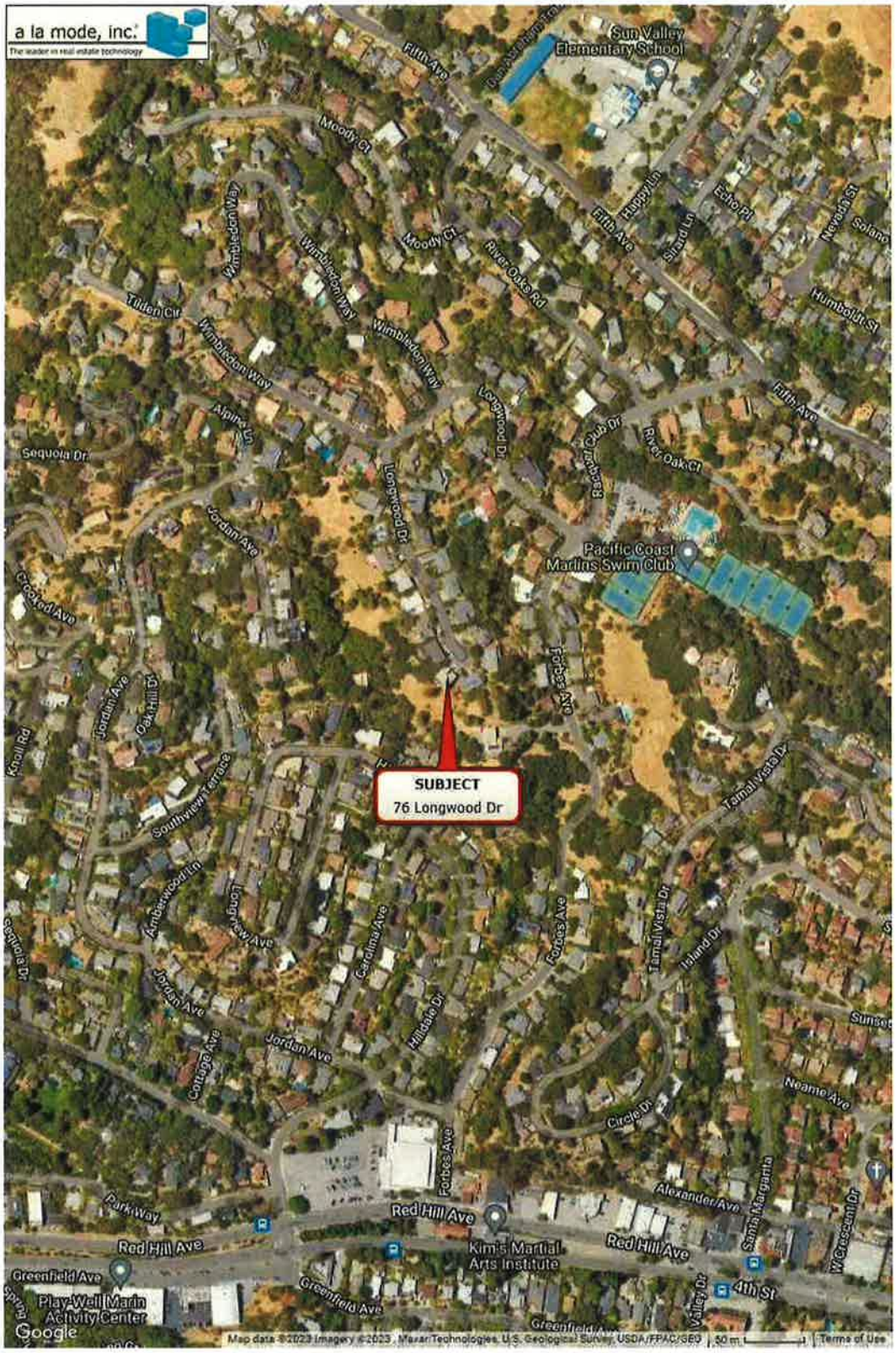
Living Area		Calculation Details		
First Floor	1257.87 Sq ft	17.6 × 11.1	=	195.36
		28.9 × 17	=	491.3
		27 × 17.9	=	483.3
		5.9 × 8.8	=	51.92
		12.2 × 2.9	=	35.38
		0.5 × 12.2 × 0.1	=	0.61
Second Floor	1221.02 Sq ft	17.6 × 15.2	=	267.52
		19.7 × 27	=	531.9
		17 × 24.8	=	421.6
stairs	-36 Sq ft	12 × 3	=	36
Total Living Area (Rounded):	**2443 Sq ft**			
Non-living Area				
unf stor	211 Sq ft	11 × 12	=	132
		8 × 8	=	64
		3 × 5	=	15
Carport	364.75 Sq ft	6 × 3	=	18
		19 × 18.2	=	345.8
		0.5 × 19 × 0.1	=	0.95

Plat Map


POR. SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS RANCHO
Tax Rate Area
7 - 000
7 - 001
6 - 26
Bk. 10
22
LONGWOOD
DRIVE
FORBES
AVENUE
261
262
Bk. 10
23
TAMALPAIS VISTA DR
CHANGES
Rafael Racquet Club Estates, Unit Three, R.M.Bk.10, Pg. 124
HILLDALE
AVE.
NOTE—Assessor's Block Numbers Shown in Ellipses.
Assessor's Parcel Numbers Shown in Circles.
TOWN OF SAN ANSELMO
Assessor's Map Bk. 6 -Pg. 26
County of Marin, Calif.

Aerial Map

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



Subject Photo Page

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



Subject Front

76 Longwood Dr

Sales Price	2,450,000
Gross Living Area	2,443
Total Rooms	9
Total Bedrooms	5
Total Bathrooms	3.0
Location	N;Res;
View	B;Mtn;Vlly,Res
Site	14260 sf
Quality	Q4
Age	58



Subject Rear



Subject Street

Photograph Addendum

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



street other way


view of Mount Tamalpais and valley


hill views


hill views


kitchen


living room


living room other way


entry


dining area


bathroom 1


bathroom 2


bathroom 2 shower

Photograph Addendum

Borrower	William L Green & Diane Whitney				
Property Address	76 Longwood Dr				
City	San Anselmo	County Marin	State CA	Zip Code 94960	
Lender/Client	Guaranteed Rate				


bathroom 3


bathroom 3 shower


bedroom 1


bedroom 2


bedroom 3


bedroom 4

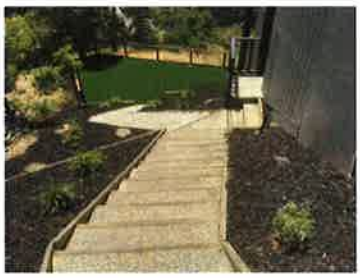

bedroom 5


alcove


walk in closet


upper rear deck


lower rear deck


stairs to lawn

Photograph Addendum

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



artificial grass lawn



artificial grass lawn other way



hot water heater



smoke & CO detector



laundry hook ups



unfinished storage



porch

Comparable Photo Page

Borrower	William L Green & Diane Whitney				
Property Address	76 Longwood Dr				
City	San Anselmo	County Marin	State CA	Zip Code 94960	
Lender/Client	Guaranteed Rate				



Comparable 1

15 Rutherford Ave

Prox. to Subject	1.51 miles NW
Sale Price	2,488,000
Gross Living Area	2,432
Total Rooms	9
Total Bedrooms	5
Total Bathrooms	3.0
Location	N;Res;
View	N;Res;Woods
Site	6500 sf
Quality	Q3
Age	64



Comparable 2

217 Oak Springs Dr

Prox. to Subject	2.05 miles NW
Sale Price	2,301,000
Gross Living Area	2,500
Total Rooms	7
Total Bedrooms	4
Total Bathrooms	3.0
Location	N;Res;
View	B;PnoHll;DstBay
Site	7125 sf
Quality	Q4
Age	8



Comparable 3

257 Los Angeles Blvd

Prox. to Subject	0.71 miles NW
Sale Price	2,950,000
Gross Living Area	2,831
Total Rooms	10
Total Bedrooms	4
Total Bathrooms	2.1
Location	N;Res;Superior
View	N;Res;
Site	7250 sf
Quality	Q3
Age	76

Comparable Photo Page

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						



Comparable 4

153 Jordan Ave

Prox. to Subject	0.08 miles W
Sale Price	2,600,000
Gross Living Area	2,155
Total Rooms	8
Total Bedrooms	4
Total Bathrooms	3.0
Location	N;Res;
View	B;Mtn;Vlly,DstBy
Site	14700 sf
Quality	Q4
Age	67



Comparable 5

60 Nokomis Ave

Prox. to Subject	0.75 miles W
Sale Price	2,204,140
Gross Living Area	2,022
Total Rooms	7
Total Bedrooms	4
Total Bathrooms	2.1
Location	N;Res;
View	N;Res;
Site	7500 sf
Quality	Q4
Age	67



Comparable 6

180 Crescent Rd

Prox. to Subject	1.01 miles SW
Sale Price	2,895,000
Gross Living Area	2,640
Total Rooms	8
Total Bedrooms	4
Total Bathrooms	2.0
Location	N;Res;Superior
View	N;Res;Woods
Site	8450 sf
Quality	Q3
Age	55

Comparable Photo Page

Borrower	William L Green & Diane Whitney				
Property Address	76 Longwood Dr				
City	San Anselmo	County Marin	State CA	Zip Code 94960	
Lender/Client	Guaranteed Rate				

Comparable 7

Prox. to Subject
Sale Price
Gross Living Area
Total Rooms
Total Bedrooms
Total Bathrooms
Location
View
Site
Quality
Age

Comparable 8

Prox. to Subject
Sale Price
Gross Living Area
Total Rooms
Total Bedrooms
Total Bathrooms
Location
View
Site
Quality
Age

Comparable 9

Prox. to Subject
Sale Price
Gross Living Area
Total Rooms
Total Bedrooms
Total Bathrooms
Location
View
Site
Quality
Age

Location Map

Borrower	William L Green & Diane Whitney						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94960
Lender/Client	Guaranteed Rate						

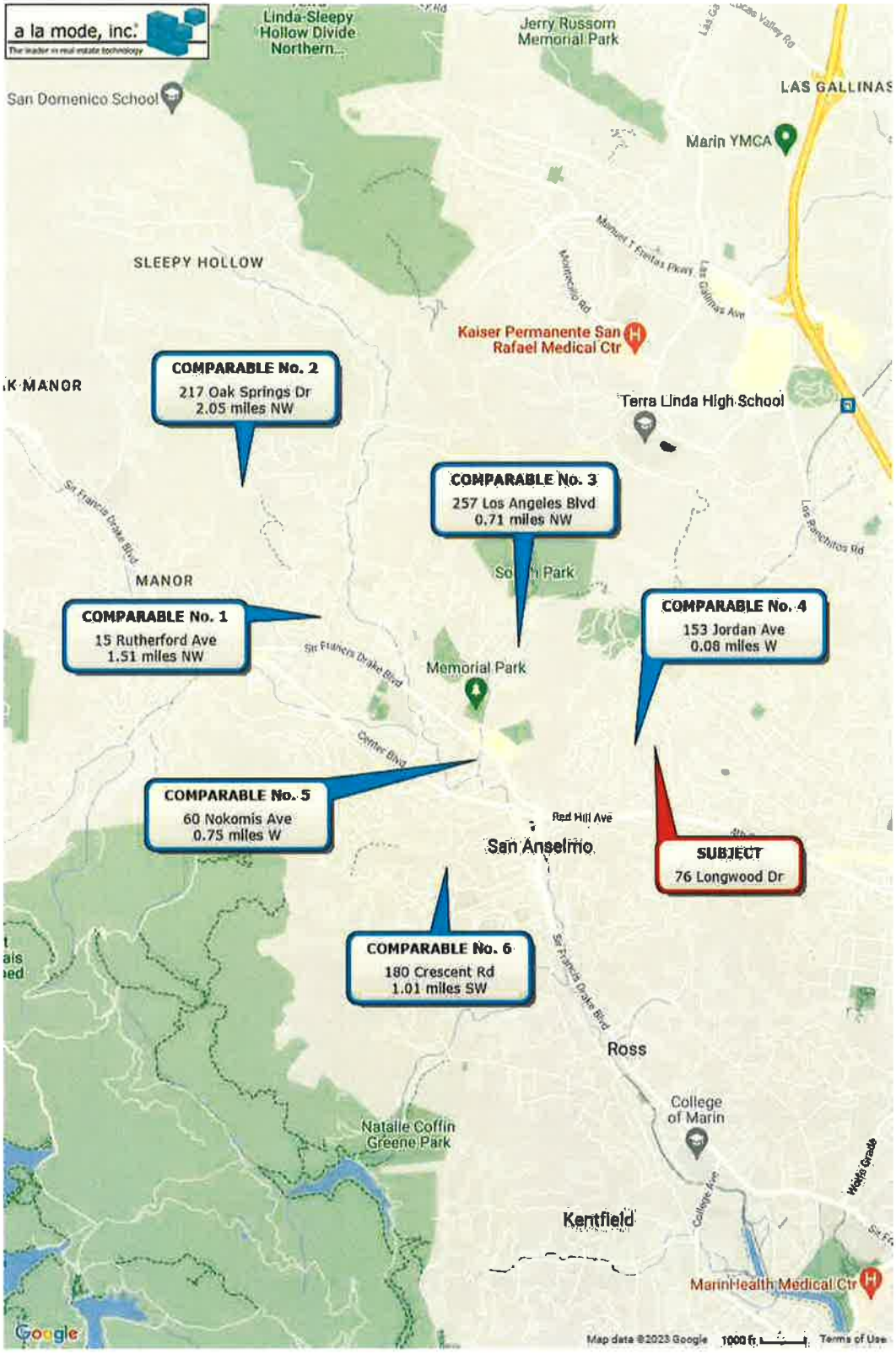
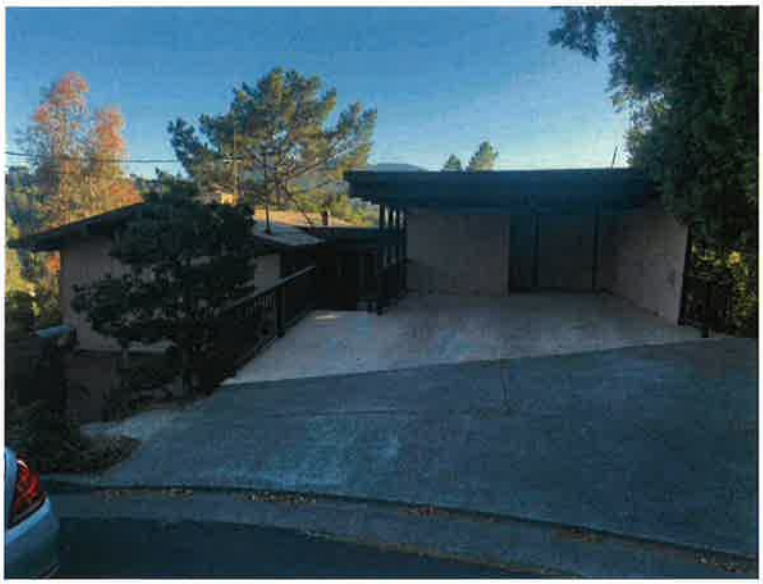


EXHIBIT B

APPRAISAL OF REAL PROPERTY



LOCATED AT
76 Longwood Dr
San Anselmo, CA 94901
See Attached Addendum

FOR
United Wholesale Mortgage, LLC
585 South Boulevard E
Pontiac, MI 48341

OPINION OF VALUE
1,200,000

AS OF
05/26/2021

BY
Mark Waters
MW Valuation
5422 Carolyn Ave
Santa Rosa, CA, 95409
(707 321-7584
mwvappraisal@gmail.com

Serial# B9D76E05
esign.alamode.com/verify

Uniform Residential Appraisal Report

1221556563
File # 1530480

The purpose of this summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.

SUBJECT

Property Address 76 Longwood Dr | City San Anselmo | State CA | Zip Code 94901
Borrower Adel Shapiro | Owner of Public Record Adel Shapiro | County Marin
Legal Description See Attached Addendum
Assessor's Parcel # 006-262-09 | Tax Year 2020 | R.E. Taxes $ 3,355
Neighborhood Name Rafael Racquet Club Ests Un 3 | Map Reference 42034 | Census Tract 1170.00
Occupant ☐ Owner ☐ Tenant ☒ Vacant | Special Assessments $ 0 | ☐ PUD | HOA $ 0 ☐ per year ☐ per month
Property Rights Appraised ☒ Fee Simple ☐ Leasehold ☐ Other (describe)
Assignment Type ☐ Purchase Transaction ☒ Refinance Transaction ☐ Other (describe)
Lender/Client United Wholesale Mortgage, LLC | Address 585 South Boulevard E, Pontiac, MI 48341
Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? ☐ Yes ☒ No
Report data source(s) used, offering price(s), and date(s). The subject recently sold on 05/04/2021 for $1,175,000, MLS#321015586, Doc#30122.

CONTRACT

I ☐ did ☐ did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed.

Contract Price $ | Date of Contract | Is the property seller the owner of public record? ☐ Yes ☐ No | Data Source(s)
Is there any financial assistance (loan charges, sale concessions, gift or downpayment assistance, etc.) to be paid by any party on behalf of the borrower? ☐ Yes ☐ No
If Yes, report the total dollar amount and describe the items to be paid.

NEIGHBORHOOD

Note: Race and the racial composition of the neighborhood are not appraisal factors.

Neighborhood Characteristics				One-Unit Housing Trends				One-Unit Housing			Present Land Use %	
Location	☐ Urban	☒ Suburban	☐ Rural	Property Values	☐ Increasing	☒ Stable	☐ Declining	PRICE	AGE		One-Unit	70 %
Built-Up	☐ Over 75%	☒ 25-75%	☐ Under 25%	Demand/Supply	☐ Shortage	☒ In Balance	☐ Over Supply	$ (000)	(yrs)		2-4 Unit	10 %
Growth	☐ Rapid	☒ Stable	☐ Slow	Marketing Time	☒ Under 3 mths	☐ 3-6 mths	☐ Over 6 mths	550	Low	0	Multi-Family	10 %
Neighborhood Boundaries	San Refael: Bret Harte Road to the West, Mclinns Parkway to the North, San Pablo Bay to the East and Sir Francis Drake Boulevard to the South.							20,000	High	120	Commercial	10 %
								1,050	Pred.	55	Other	%

Neighborhood Description San Rafael Is A Community Of Full Time Residents Located In Greater Marin County. Homes Range From Ranch To Large Custom Homes. Shopping, Schools, Hospitals And Public Transportation Are Located In The City Of San Rafael Less Than 5 Miles From The Subject Project.
Market Conditions (including support for the above conclusions) Loans Are Currently Available At Rates Purchasers Consider Attractive.

SITE

Dimensions See Attached Map | Area 14620 sf | Shape Irregular | View B;Good-Mtn;
Specific Zoning Classification R-1 | Zoning Description Low density residential
Zoning Compliance ☒ Legal ☐ Legal Nonconforming (Grandfathered Use) ☐ No Zoning ☐ Illegal (describe)
Is the highest and best use of subject property as improved (or as proposed per plans and specifications) the present use? ☒ Yes ☐ No If No, describe Per legal permissible, physically possible, financially feasible and maximally productive highest and best use is as Single Family Residence.

Utilities	Public	Other (describe)		Public	Other (describe)	Off-site Improvements - Type	Public	Private
Electricity	☒	☐	Water	☒	☐	Street Asphalt	☒	☐
Gas	☒	☐	Sanitary Sewer	☒	☐	Alley None	☐	☐

FEMA Special Flood Hazard Area ☐ Yes ☒ No | FEMA Flood Zone X | FEMA Map # 06041C0456F | FEMA Map Date 03/16/2016
Are the utilities and off-site improvements typical for the market area? ☒ Yes ☐ No If No, describe
Are there any adverse site conditions or external factors (easements, encroachments, environmental conditions, land uses, etc.)? ☐ Yes ☒ No If Yes, describe
See Title Report For Easements, Encroachments, Etc.

IMPROVEMENTS

General Description		Foundation		Exterior Description	materials/condition	Interior	materials/condition
Units	☒ One ☐ One with Accessory Unit	☐ Concrete Slab	☒ Crawl Space	Foundation Walls	Concrete/Average	Floors	HW/Crp/Vinyl/Avg
# of Stories	2	☐ Full Basement	☐ Partial Basement	Exterior Walls	Stucco/Wd/Avg	Walls	Drywall/Avg
Type	☒ Det. ☐ Att. ☐ S-Det./End Unit	Basement Area	0 sq.ft.	Roof Surface	Tile/Average	Trim/Finish	Avg/Avg
	☒ Existing ☐ Proposed ☐ Under Const.	Basement Finish	0 %	Gutters & Downspouts	Aluminum/Avg	Bath Floor	Tile/Average
Design (Style)	Custom	☐ Outside Entry/Exit	☐ Sump Pump	Window Type	Metal/Average	Bath Wainscot	Tile/Average
Year Built	1965	Evidence of ☐ Infestation		Storm Sash/Insulated	Aluminum/Avg	Car Storage	☐ None
Effective Age (Yrs)	20	☐ Dampness	☐ Settlement	Screens	Mesh/Average	☒ Driveway	# of Cars 2
Attic	☒ None	Heating ☒ FWA	☐ HWBB ☐ Radiant	Amenities	☐ Woodstove(s) # 0	Driveway Surface	Concrete
☐ Drop Stair	☐ Stairs	☐ Other	Fuel Gas	☒ Fireplace(s) # 1	☒ Fence Fence	☐ Garage	# of Cars 0
☐ Floor	☐ Scuttle	Cooling ☐ Central Air Conditioning		☒ Patio/Deck Deck	☒ Porch Porch	☒ Carport	# of Cars 2
☐ Finished	☐ Heated	☐ Individual	☒ Other None	☐ Pool None	☐ Other None	☒ Att.	☐ Det. ☐ Built-in

Appliances ☐ Refrigerator ☒ Range/Oven ☒ Dishwasher ☒ Disposal ☒ Microwave ☐ Washer/Dryer ☐ Other (describe)
Finished area above grade contains: 7 Rooms | 3 Bedrooms | 2.0 Bath(s) | 1,791 Square Feet of Gross Living Area Above Grade
Additional features (special energy efficient items, etc.). Formica Surface Kitchen Countertops, Tile Baths, Brick Hearth Fireplace And Average Trim And Finish.
Describe the condition of the property (including needed repairs, deterioration, renovations, remodeling, etc.). C4;No updates in the prior 15 years;Physical: Mvs Tables Utilized. Functional: None. The Floor Plan Is Adequate And Meets The Needs Of Buyers In This Price Range. External: None Apparent. Sales History: No Prior Sale In Last 3 Years . Estimated Marketing Time 0-3 Months. The Subject Property Is Of Average To Good Overall Condition And Quality. No Deffered Maintenance Noted At The Time Of The Inspection.

Are there any physical deficiencies or adverse conditions that affect the livability, soundness, or structural integrity of the property? ☐ Yes ☒ No If Yes, describe

Does the property generally conform to the neighborhood (functional utility, style, condition, use, construction, etc.)? ☒ Yes ☐ No If No, describe

Form 1004UAD - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE
Serial# B9D76E05
esign.alamode.com/verify

Uniform Residential Appraisal Report

1221556563
File # 1530480

There are 27 comparable properties currently offered for sale in the subject neighborhood ranging in price from $ 935,000 to $ 1,795,000

There are 72 comparable sales in the subject neighborhood within the past twelve months ranging in sale price from $ 965,000 to $ 1,798,000

SALES COMPARISON APPROACH

FEATURE	SUBJECT	COMPARABLE SALE # 1		COMPARABLE SALE # 2		COMPARABLE SALE # 3	
Address	76 Longwood Dr San Anselmo, CA 94901	189 Spring Grove Ave San Anselmo, CA 94960		23 Longview Ave San Anselmo, CA 94960		53 Monterey Ave San Anselmo, CA 94960	
Proximity to Subject		0.46 miles S		0.11 miles SW		0.68 miles NW	
Sale Price	$		$ 1,000,000		$ 1,375,000		$ 1,700,000
Sale Price/Gross Liv. Area	$ 509.28 sq.ft.	$ 609.01 sq.ft.		$ 813.13 sq.ft.		$ 943.40 sq.ft.	
Data Source(s)		BARIES#22018528;DOM 161		BARIES#321002253;DOM 7		BAREIS#321010374;DOM 7	
Verification Source(s)		Realist/Doc#5497		Realist/Doc#16636		Realist/Doc#18825	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment
Sales or Financing Concessions		ArmLth Conv;0		ArmLth Conv;0		ArmLth Cash;0	
Date of Sale/Time		s01/21;c01/21	+50,000	s03/21;c02/21		s03/21;c02/21	
Location	N;Res;	N;Res;		N;Res;		B;Historic;	-100,000
Leasehold/Fee Simple	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Site	14620 sf	25900 sf	-10,000	5700 sf	+10,000	12000 sf	0
View	B;Good-Mtn;	B;Mtn;	+50,000	B;Good-Mtn;		B;Good-Mtn;	
Design (Style)	DT2;Custom	DT2;Custom		DT2;Custom		DT2;Custom	
Quality of Construction	Q4	Q4	+50,000	Q4	-100,000	Q3	-300,000
Actual Age	56	80	0	62	0	57	0
Condition	C4	C4		C3	-50,000	C3	-50,000
Above Grade Room Count (Total / Bdrms. / Baths)	7 / 3 / 2.0	5 / 2 / 2.0	0	7 / 4 / 2.0	0	6 / 3 / 2.1	-10,000
Gross Living Area	1,791 sq.ft.	1,642 sq.ft.	+11,200	1,691 sq.ft.	+7,500	1,802 sq.ft.	0
Basement & Finished Rooms Below Grade	0sf	0sf		0sf		0sf	
Functional Utility	Average	Average		Average		Average	
Heating/Cooling	Fau/None	Fau/None		Fau/None		Fau/None	
Energy Efficient Items	None	None		None		None	
Garage/Carport	2cp2dw	2cp2dw		2gbi2dw	-20,000	2ga2dw	-20,000
Porch/Patio/Deck	Porch/Deck	Porch/Deck		Porch/Deck		Porch/Deck	
Work Shop	None	None		None		None	
Net Adjustment (Total)		☒ + ☐ -	$ 151,200	☐ + ☒ -	$ -152,500	☐ + ☒ -	$ -480,000
Adjusted Sale Price of Comparables		Net Adj. 15.1 % Gross Adj. 17.1 %	$ 1,151,200	Net Adj. 11.1 % Gross Adj. 13.6 %	$ 1,222,500	Net Adj. 28.2 % Gross Adj. 28.2 %	$ 1,220,000

I ☒ did ☐ did not research the sale or transfer history of the subject property and comparable sales. If not, explain Public records indicate the subject's most recent transfer occurred on 4/29/2021 (grant deed - doc #30122 recorded on 5/4/2021). Public records also indicate the following transfer(s) of the subject within the last three years: [affidavit on 5/1/2021, doc# 30121 recorded on 5/4/2021]. No Transfer Of Comps 1-6 Within The Last 12 Months.

My research ☒ did ☐ did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s) Public Records

My research ☐ did ☒ did not reveal any prior sales or transfers of the comparable sales for the year prior to the date of sale of the comparable sale.

Data Source(s) Realquest, Scmls

Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).

ITEM	SUBJECT	COMPARABLE SALE #1	COMPARABLE SALE #2	COMPARABLE SALE #3
Date of Prior Sale/Transfer	04/29/2021			
Price of Prior Sale/Transfer	$1,175,000			
Data Source(s)	Realist	Realist	Realist	Realist
Effective Date of Data Source(s)	05/26/2021	05/26/2021	05/26/2021	05/26/2021

Analysis of prior sale or transfer history of the subject property and comparable sales Public records indicate the subject's most recent transfer occurred on 4/29/2021 (grant deed - doc #30122 recorded on 5/4/2021). Public records also indicate the following transfer(s) of the subject within the last three years: [affidavit on 5/1/2021, doc# 30121 recorded on 5/4/2021]. No Transfer Of Comps 1-6 Within The Last 12 Months.

Summary of Sales Comparison Approach The comparables presented are from the subject market area and are in acceptable proximity to the subject. They are the most recent and most comparable properties found. Comparing the comparables to the subject all characteristics warranting adjustments are adjusted according to market reaction. The indicated range of values brackets the value of the subject. Most weight was place on comparable nos 1 & 2 due to proximity and similar overall characteristics. Secondary consideration was given to comparable sales 3 & 4 and listing nos 5 & 6. Reconciling the adjusted comparables, the appraiser's opinion of value by the sales comparison approach is well supported

Indicated Value by Sales Comparison Approach $ 1,200,000

RECONCILIATION

Indicated Value by: Sales Comparison Approach $ 1,200,000 **Cost Approach (if developed) $** 1,161,762 **Income Approach (if developed) $**

Both Approaches Were Considered In The Valuation. Most Weight Was Given The Sales Comparison Approach In Forming The Final Opinion Of Value For The Subject. The Income Approach Is Not Used Due To Insufficient Data.

This appraisal is made ☒ "as is", ☐ subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed, ☐ subject to the following repairs or alterations on the basis of a hypothetical condition that the repairs or alterations have been completed, or ☐ subject to the following required inspection based on the extraordinary assumption that the condition or deficiency does not require alteration or repair:

Based on a complete visual inspection of the interior and exterior areas of the subject property, defined scope of work, statement of assumptions and limiting conditions, and appraiser's certification, my (our) opinion of the market value, as defined, of the real property that is the subject of this report is $ 1,200,000 , as of 05/26/2021 , which is the date of inspection and the effective date of this appraisal.

ADDITIONAL COMMENTS

Extraordinary Assumptions - The comparables used contain confidential information related to pricing, motivations, negotiations, concessions, fees, etc, that are not typically made known. Even when provided an interview that confirms parts of a transaction, the values herein are based on the assumption that the data reported to the sources used is correct and reflects the specific marketable features. When more than one source is stated and there are differences in the levels/amounts of the features relevant for refinement, the source deemed most reliable and reflective of the comparable as of the date of that respective sale will be used for comparison.

A title report was not provided for review. It is an extraordinary assumption that there are no site conditions, external factors, easements, encroachments, environmental conditions, land uses, etc. adversely affecting the property. It is recommended that the client review a current title report prior to making any decisions regarding the property.

The appraiser's inspection is limited to the readily observable condition of the property; and is not a substitute nor should it be relied on, as a detail property inspection by a licensed property inspector or licensed general contractor. If deemed necessary the client/user of this appraisal report should engage and review a detailed property inspection report completed by an appropriate professional. Other than stated in the appraisal, there are no known conditions affecting the value and marketability of the property. It is an extraordinary assumption of this appraisal that there are no items or conditions affecting the value and/or marketability of the subject property. If subsequent information is available in this regard, the appraiser reserves the right to amend the appraisal report accordingly.

If subsequent information becomes available, the appraiser reserves the right to amend the appraisal accordingly. The use of extraordinary assumptions may affect the valuation.

Hypothetical Conditions- None

COST APPROACH

COST APPROACH TO VALUE (not required by Fannie Mae)

Provide adequate information for the lender/client to replicate the below cost figures and calculations.

Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value) Land Value Is Estimated By Comparable Sales.

Land To Vale Ratio Is Typical For This Area.

ESTIMATED ☐ REPRODUCTION OR ☒ REPLACEMENT COST NEW	OPINION OF SITE VALUE				=$	600,000
Source of cost data Marshal Swift	DWELLING	1,791 Sq.Ft. @ $	400.00		=$	716,400
Quality rating from cost service D/Avg Effective date of cost data CURRENT		0 Sq.Ft. @ $			=$	
Comments on Cost Approach (gross living area calculations, depreciation, etc.)					=$	
See Attached Sketch	Garage/Carport	335 Sq.Ft. @ $	25.00		=$	8,375
Land Value Estimated By Extraction Of Comparable Sales; Land To	Total Estimate of Cost-New				=$	724,775
Value Ratio Is Typical Of The Area.	Less	Physical	Functional	External		
Mvs Utilized To Estimated Replacement Cost.	Depreciation	223,013			=$(	223,013)
Remaining Economic Life: 45 Years	Depreciated Cost of Improvements				=$	501,762
Effective Age: 20 Years	"As-is" Value of Site Improvements				=$	60,000
Estimated Remaining Economic Life (HUD and VA only) 45 Years	INDICATED VALUE BY COST APPROACH				=$	1,161,762

INCOME

INCOME APPROACH TO VALUE (not required by Fannie Mae)

Estimated Monthly Market Rent $ X Gross Rent Multiplier = $ Indicated Value by Income Approach

Summary of Income Approach (including support for market rent and GRM)

PUD INFORMATION

PROJECT INFORMATION FOR PUDs (if applicable)

Is the developer/builder in control of the Homeowners' Association (HOA)? ☐ Yes ☐ No Unit type(s) ☐ Detached ☐ Attached

Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.

Legal Name of Project

Total number of phases	Total number of units	Total number of units sold
Total number of units rented	Total number of units for sale	Data source(s)

Was the project created by the conversion of existing building(s) into a PUD? ☐ Yes ☐ No If Yes, date of conversion.

Does the project contain any multi-dwelling units? ☐ Yes ☐ No Data Source

Are the units, common elements, and recreation facilities complete? ☐ Yes ☐ No If No, describe the status of completion.

Are the common elements leased to or by the Homeowners' Association? ☐ Yes ☐ No If Yes, describe the rental terms and options.

Describe common elements and recreational facilities.

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This report form is designed to report an appraisal of a one-unit property or a one-unit property with an accessory unit; including a unit in a planned unit development (PUD). This report form is not designed to report an appraisal of a manufactured home or a unit in a condominium or cooperative project.

This appraisal report is subject to the following scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. Modifications, additions, or deletions to the intended use, intended user, definition of market value, or assumptions and limiting conditions are not permitted. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment. Modifications or deletions to the certifications are also not permitted. However, additional certifications that do not constitute material alterations to this appraisal report, such as those required by law or those related to the appraiser's continuing education or membership in an appraisal organization, are permitted.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the interior and exterior areas of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

INTENDED USE: The intended use of this appraisal report is for the lender/client to evaluate the property that is the subject of this appraisal for a mortgage finance transaction.

INTENDED USER: The intended user of this appraisal report is the lender/client.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.

2. The appraiser has provided a sketch in this appraisal report to show the approximate dimensions of the improvements. The sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.

3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.

5. The appraiser has noted in this appraisal report any adverse conditions (such as needed repairs, deterioration, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing the appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.

6. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that the completion, repairs, or alterations of the subject property will be performed in a professional manner.

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APPRAISER'S CERTIFICATION: The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.

2. I performed a complete visual inspection of the interior and exterior areas of the subject property. I reported the condition of the improvements in factual, specific terms. I identified and reported the physical deficiencies that could affect the livability, soundness, or structural integrity of the property.

3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.

5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.

6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.

7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.

8. I have not used comparable sales that were the result of combining a land sale with the contract purchase price of a home that has been built or will be built on the land.

9. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.

10. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale or financing of the subject property.

11. I have knowledge and experience in appraising this type of property in this market area.

12. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.

13. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.

14. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.

15. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.

16. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.

17. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.

18. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event (such as approval of a pending mortgage loan application).

19. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.

20. I identified the lender/client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

Mark Wilson

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21. The lender/client may disclose or distribute this appraisal report to: the borrower; another lender at the request of the borrower; the mortgagee or its successors and assigns; mortgage insurers; government sponsored enterprises; other secondary market participants; data collection or reporting services; professional appraisal organizations; any department, agency, or instrumentality of the United States; and any state, the District of Columbia, or other jurisdictions; without having to obtain the appraiser's or supervisory appraiser's (if applicable) consent. Such consent must be obtained before this appraisal report may be disclosed or distributed to any other party (including, but not limited to, the public through advertising, public relations, news, sales, or other media).

22. I am aware that any disclosure or distribution of this appraisal report by me or the lender/client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

23. The borrower, another lender at the request of the borrower, the mortgagee or its successors and assigns, mortgage insurers, government sponsored enterprises, and other secondary market participants may rely on this appraisal report as part of any mortgage finance transaction that involves any one or more of these parties.

24. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

25. Any intentional or negligent misrepresentation(s) contained in this appraisal report may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq., or similar state laws.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.

3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.

4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.

5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

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APPRAISER

Signature Signature Password Protected Mark Waters

Name Mark Waters
Company Name MW Valuation
Company Address 5422 Carolyn Ave
Santa Rosa, CA, 95409
Telephone Number (707 321-7584
Email Address mwvappraisal@gmail.com
Date of Signature and Report 06/03/2021
Effective Date of Appraisal 05/26/2021
State Certification #
or State License # 3001557
or Other (describe) State #
State CA
Expiration Date of Certification or License 12/03/2022

ADDRESS OF PROPERTY APPRAISED
76 Longwood Dr
San Anselmo, CA 94901
APPRAISED VALUE OF SUBJECT PROPERTY $ 1,200,000

LENDER/CLIENT
Name Class Valuation
Company Name United Wholesale Mortgage, LLC
Company Address 585 South Boulevard E, Pontiac, MI 48341
Email Address

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature
Name
Company Name
Company Address
Telephone Number
Email Address
Date of Signature
State Certification #
or State License #
State
Expiration Date of Certification or License

SUBJECT PROPERTY

☐ Did not inspect subject property
☐ Did inspect exterior of subject property from street
Date of Inspection
☐ Did inspect interior and exterior of subject property
Date of Inspection

COMPARABLE SALES

☐ Did not inspect exterior of comparable sales from street
☐ Did inspect exterior of comparable sales from street
Date of Inspection

Borrower	Adel Shapiro			File No.	1530480
Property Address	76 Longwood Dr				
City	San Anselmo	County	Marin	State CA	Zip Code 94901
Lender/Client	United Wholesale Mortgage, LLC				

Appraisal And Report Identification

This Report is one of the following types:

☒ Appraisal Report (A written report prepared under Standards Rule 2-2(A) , pursuant to the Scope of Work, as disclosed elsewhere in this report.)

☐ Restricted Appraisal Report (A written report prepared under Standards Rule 2-2(B) , pursuant to the Scope of Work, as disclosed elsewhere in this report, restricted to the stated intended use by the specified client or intended user.)

Comments On Standards Rule 2-3

I Certify That, To The Best Of My Knowledge And Belief:
- The Statements Of Fact Contained In This Report Are True And Correct.
- The Reported Analyses, Opinions, And Conclusions Are Limited Only By The Reported Assumptions And Limiting Conditions And Are My Personal, Impartial, And Unbiased Professional Analyses, Opinions, And Conclusions.
- Unless Otherwise Indicated, I Have No Present Or Prospective Interest In The Property That Is The Subject Of This Report And No Personal Interest With Respect To The Parties Involved.
- Unless Otherwise Indicated, I Have Performed No Services, As An Appraiser Or In Any Other Capacity, Regarding The Property That Is The Subject Of This Report Within The Three-Year Period Immediately Preceding Acceptance Of This Assignment.
- I Have No Bias With Respect To The Property That Is The Subject Of This Report Or The Parties Involved With This Assignment.
- My Engagement In This Assignment Was Not Contingent Upon Developing Or Reporting Predetermined Results.
- My Compensation For Completing This Assignment Is Not Contingent Upon The Development Or Reporting Of A Predetermined Value Or Direction In Value That Favors The Cause Of The Client, The Amount Of The Value Opinion, The Attainment Of A Stipulated Result, Or The Occurrence Of A Subsequent Event Directly Related To The Intended Use Of This Appraisal.
- My Analyses, Opinions, And Conclusions Were Developed, And This Report Has Been Prepared, In Conformity With The Uniform Standards Of Professional Appraisal Practice That Were In Effect At The Time This Report Was Prepared.
- Unless Otherwise Indicated, I Have Made A Personal Inspection Of The Property That Is The Subject Of This Report.
- Unless Otherwise Indicated, No One Provided Significant Real Property Appraisal Assistance To The Person(S) Signing This Certification (If There Are Exceptions, The Name Of Each Individual Providing Significant Real Property Appraisal Assistance Is Stated Elsewhere In This Report).

Reasonable Exposure Time

(USPAP defines Exposure Time as the estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.)

My Opinion of Reasonable Exposure Time for the subject property at the market value stated in this report is: 0-3 Months

Reasonable Exposure Time For The Subject Property As Of The Effective Date Of This Appraisal Report Is Generally 0-3 Months.

Comments On Appraisal And Report Identification

Note Any Uspap-Related Issues Requiring Disclosure And Any State Mandated Requirements:

I Have Performed No Other Services, As An Appraiser Or In Any Other Capacity, Regarding The Property That Is The Subject Of The Work Under Review Within The Three Year Period Immediately Proceeding Acceptance Of This Assignment.

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APPRAISER:



Signature:
Name: Mark Waters
State Certification #:
or State License #: 3001557
State: CA Expiration Date of Certification or License: 12/03/2022
Date of Signature and Report: 06/03/2021
Effective Date of Appraisal: 05/26/2021
Inspection of Subject: ☐ None ☒ Interior and Exterior ☐ Exterior-Only
Date of Inspection (if applicable): 05/26/2021

SUPERVISORY or CO-APPRAISER (if applicable):

Signature:
Name:
State Certification #:
or State License #:
State: Expiration Date of Certification or License:
Date of Signature:
Inspection of Subject: ☐ None ☐ Inter ☐ Exterior-Only
Date of Inspection (if applicable):

Mark Waters
Serial# B9D76E05
esign.alamode.com/verify

Uniform Residential Appraisal Report

1221556563
File # 1530480

SALES COMPARISON APPROACH

FEATURE	SUBJECT	COMPARABLE SALE # 4		COMPARABLE SALE # 5		COMPARABLE SALE # 6	
Address	76 Longwood Dr San Anselmo, CA 94901	18 Sunset Way San Rafael, CA 94901		7 Grove Hill Ave N San Anselmo, CA 94960		73 Bella Vista Ave San Anselmo, CA 94960	
Proximity to Subject		0.31 miles SE		0.33 miles W		0.74 miles W	
Sale Price	$		$ 1,400,000		$ 1,495,000		$ 1,395,000
Sale Price/Gross Liv. Area	$ 509.28 sq.ft.	$ 806.92 sq.ft.		$ 559.72 sq.ft.		$ 693.00 sq.ft.	
Data Source(s)		BAREIS#321022750;DOM 7		BARIES#321031638;DOM 9		BARIES#321041768;DOM 4	
Verification Source(s)		Realist/Realtor		Realist		Realist	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment	DESCRIPTION	+(-) $ Adjustment
Sales or Financing Concessions		ArmLth Conv;0		Listing		Listing	
Date of Sale/Time		s05/21;c04/21		c05/21		c05/21	
Location	N;Res;	N;Res;		N;Res;		N;Res;	
Leasehold/Fee Simple	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Site	14620 sf	6111 sf	+10,000	5750 sf	+10,000	7244 sf	+10,000
View	B;Good-Mtn;	B;Mtn;	+50,000	B;Mtn;	+50,000	B;Mtn;	+50,000
Design (Style)	DT2;Custom	DT1;Custom	0	DT3;Custom	0	DT2;Custom	
Quality of Construction	Q4	Q3	-200,000	Q3	-200,000	Q3	-200,000
Actual Age	56	65	0	63	0	33	0
Condition	C4	C3	-50,000	C3	-50,000	C3	-50,000
Above Grade Room Count (Total / Bdrms. / Baths)	7 / 3 / 2.0	6 / 3 / 2.0	0	7 / 4 / 3.0	-20,000	7 / 3 / 2.0	
Gross Living Area	1,791 sq.ft.	1,735 sq.ft.	0	2,671 sq.ft.	-66,000	2,013 sq.ft.	-16,700
Basement & Finished Rooms Below Grade	0sf	0sf		0sf		0sf	
Functional Utility	Average	Average		Average		Average	
Heating/Cooling	Fau/None	Fau/None		Fau/None		Fau/None	
Energy Efficient Items	None	None		None		None	
Garage/Carport	2cp2dw	2ga2dw	-20,000	2cp2dw		2gbi2dw	-20,000
Porch/Patio/Deck	Porch/Deck	Porch/Deck		Porch/Deck		Porch/Deck	
Work Shop	None	None		None		Work Shop	-10,000
Net Adjustment (Total)		☐ + ☒ -	$ -210,000	☐ + ☒ -	$ -276,000	☐ + ☒ -	$ -236,700
Adjusted Sale Price of Comparables		Net Adj. 15.0 % Gross Adj. 23.6 %	$ 1,190,000	Net Adj. 18.5 % Gross Adj. 26.5 %	$ 1,219,000	Net Adj. 17.0 % Gross Adj. 25.6 %	$ 1,158,300

SALE HISTORY

Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).

ITEM	SUBJECT	COMPARABLE SALE # 4	COMPARABLE SALE # 5	COMPARABLE SALE # 6
Date of Prior Sale/Transfer	04/29/2021			
Price of Prior Sale/Transfer	$1,175,000			
Data Source(s)	Realist	Realist	Realist	Realist
Effective Date of Data Source(s)	05/26/2021	05/26/2021	05/26/2021	05/26/2021

Analysis of prior sale or transfer history of the subject property and comparable sales: Public records indicate the subject's most recent transfer occurred on 4/29/2021 (grant deed - doc #30122 recorded on 5/4/2021). Public records also indicate the following transfer(s) of the subject within the last three years: [affidavit on 5/1/2021, doc# 30121 recorded on 5/4/2021]. No Transfer Of Comps 1-6 Within The Last 12 Months.

ANALYSIS / COMMENTS

Analysis/Comments: See Supplemental Addendum

Supplemental Addendum

File No. 1530480

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						

Urar: summary of sales comparison approach - market analysis and adjustments
basis for adjustments - a fundamental component of real estate valuation involves identifying and quantifying differences between comparable properties and the subject. In a structured analysis, these differences are known as elements of comparison. Elements of comparison are defined as the primary characteristics of a property (and its sale transaction) that cause prices to vary. These elements are considered and compared to the subjects for possible adjustments. The survey and analysis of comparable sales and listings indicates that several factors affected their ultimate sales or listing price. The appraiser attempted to identify and quantify each of these factors, however, the number of comparables available does not allow for "textbook" use of paired sales. The six common elements of comparison that are always considered are presented below.

1. property Rights conveyed
2. financing terms
3. conditions of sale
4. market conditions
5. location
6. physical characteristics

Urar: summary of sales comparison approach - adjustment analysis
the summary discussion below outlines the quantitative adjustments estimated for each comparable.

Property rights conveyed - this adjustment considers the differences in the legal estate (interest) conveyed in a given sales transaction. The interest transferred can reflect a variety of rights that may affect the value of a property. The interest transferred can be defined in many ways, ranging from fee simple estates to leasehold estates.

All of the sales involved the transfer of the fee simple estate of ownership and no adjustments are required.

Financing Terms - financing affects real estate values as the availability of financing helps determine the demand for real estate. In most cases, the cost and availability of financing have an inverse relationship; high interest rates or limited availability of financing is usually accompanied by a decrease in the demand for credit and/or real estate. This element is particularly significant in sales involving non-market and/or seller financing.

None of the comparables sold where the seller paid closing costs . Based on conversations with broker and builders, seller paid financial assistance is not predominant in the subject market area however buyers paid closing costs ranging from 1%-2% is not typical of homes in the subjects sub market.

Conditions of sale - adjustment for conditions of sale are justified when the circumstances of a specific sale result in a price that is higher or lower than that of a normal market transaction. This adjustment reflects the motivations of a buyer and seller in the transfer of real property. Circumstances requiring adjustments for conditions of sale includes sales made under duress, auctions, and sales that were not arm's-length. This adjustment is also utilized for listings, negotiations, offers, and/or non-closed escrows (as appropriate).

No adjustments are warranted for conditions of sale.

Market Conditions - this adjustment reflects market conditions as of the comparable's date of sale versus the date of value for the subject. It is necessary to reflect any changes in market conditions between a comparable's date of sale and the date of value of the appraisal. This adjustment is utilized to reflect changes in market conditions caused by inflation, deflation, fluctuations in supply and demand, and other similar factors.

Comparable 1 i adjusted upward for improving market conditions. This adjustment is based on paired sales analysis.

Location - adjustments for location consider the comparables' locations within their respective market area as well as their surrounding land uses as compared to the subject. The subject market area consists of a wide range of home including small a-frames to large custom homes. Comparables located in excess of one mile from the subject are typical in the subject's mountain community.

No Adjustments are required.

Lot Size - this adjustment considers the underlying lot size of the comparable in relation to the subject. Homes situated on larger or small lots typically sell for a higher or lower total price and a higher or lower price per square foot of building area when compared to a comparable home on a smaller lot.

Comparable 1, 2, 4, 5 & 6 are adjusted for difference in lot size.

Lot amenity/view/nuisance - this adjustment considers the fact that the subject or comparable property may has an amenity/view or nuisance.

Comparables 1, 2, 4, 5 & 6 are adjusted upward for inferior mountain view/setting.

Design/style - this adjustment considers the exterior appearance, design and style. If a home has an unattractive appearance or the design is unusual or atypical in the market the achievable sale price is affected.

No adjustments are warranted for design/style

Quality of construction - this adjustment relates directly to the cost of construction, on a price per square foot basis, of the subject versus the comparables. Close attention is paid on visual inspection of the improvements for workmanship, quality and quantity of materials used, and design. We have based our estimate of quality for the subject property based on Marshall & swift costs as well as market perceptions reported by broker in the market. The adjustment is intended to account for the contributory value.

A upward adjustment is made for comparable no 1 for inferior overall amenities, updates and remodeling. Downward adjustment are made for comparable nos 2-6 for superior overall amenities.

Mark Wilson

Supplemental Addendum

File No. 1530480

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						

Comparable nos 1 rated with the same overall "Q4" rating however based on relative comparison upward adjustments are made for inferior level of updates and remodeling.

Age/Condition - an older home in inferior condition would typically sell at a lower price relative to a new home. Close attention is paid to visual inspection of the photographs in Mls and conversations with the brokers as well as the actual vs. Effective age. no adjustments were required for condition.

Comparable nos 2-6 are adjusted downward for superior overall condition and remaining economic life.

Home Size - typically, smaller homes sell for a higher price per square foot when compared to larger homes. The size adjustments are made for differences of $150 square feet. The contributory value adjustment typically ranges from $75 to $250 per square foot. It is our opinion that a price in about the middle of the range would be appropriate for the size adjustment. This adjustment effectively converts the size of each of the comparables to be equivalent to the subject.

Comparable nos 1 & 2 are adjusted upward for inferior smaller home size. Comparables 5 & 6 are adjusted downward for superior larger home size.

Total Rooms - due to the number and variety of rooms of the subject and the comparables, we have not adjusted for differences in room or bedroom count beyond the adjustment for total square footage.

No Adjustments are required.

Bathrooms - due to the additional cost associated with the fixtures in a bathroom, home buyers will typically pay a higher price for homes with an extra half-bathroom or full bathroom. For the purpose of this analysis, we have made a $20,000 per full bath adjustment for the difference in the number of bathrooms. This adjustment is $10,000 for 1/2 baths.

Comparables 3 & 5 are adjusted for difference in bathroom count.

Functional Utility - the functional utility of a home can impact the sales price. Specifically, a home that does not have a functional design will sell at a discount relative to a home with an attractive layout.

No adjustments where required.

Parking - this adjustment considers the number of garage parking spaces in the comparables versus the subject. Homes with a three-car garage will achieve a premium over the same home with a two-car garage, and conversely homes with a one-car garage or no garage warrant deductions to their sales prices.

Comparables 2, 3, 4 & 6 are adjusted for difference in covered garage/carport parking spaces.

Porch/patio/deck/exterior Amenities
exterior amenities that can impact the achievable price of the home are deck, landscaping, boat docks, buoys, etc.

All of the comparable are similar to the subject and no adjustments were warranted.

Community Amenities - this adjustment considers the quality of amenities offered in the comparable projects relative to those offered at the subject. If a subdivision has a community pool, park or other amenity, the achievable sale price of a home in the project would likely be greater than the same home in a project not having this amenity. The overall impact of the adjustment is mitigated by the fact that the majority of the community amenities are maintained through a homeowner association dues which increases the cost of home ownership.

All Of the comparable are similar to the subject with respect to community amenities.

Adjustments are estimated based on a number of factors and considerations including the Marshall & swift cost guide, comparative/paired sales analysis and local broker survey.

Work Shop
Comparable 6 is adjusted downward for having a workshop.

other -

I am in compliance with the appraiser independence requirements.

The Utilities where on during the time of inspection.

Even though the subjects value is above the predominant value it is not considered an over improvement.

Per California health and safety codes:

Carbon monoxide detectors were present on both levels within the subject property at the time of the inspection.

The subjects water heater was double strapped.

The Subject property contained smoke detectors on both levels at the time of the inspection.

Per Public Records the subjects city name is San Anselmo

Mark Wilson

Subject Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject Front

76 Longwood Dr

Sales Price	
Gross Living Area	1,791
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	14620 sf
Quality	Q4
Age	56



Subject Rear



Subject Street

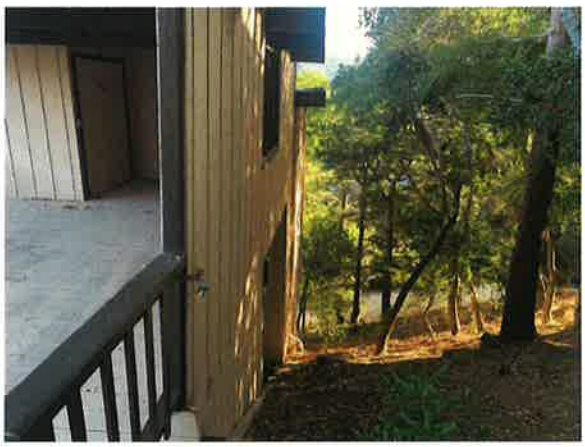
Subject Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject Side/South Elevation

76 Longwood Dr
Sales Price
Gross Living Area 1,791
Total Rooms 7
Total Bedrooms 3
Total Bathrooms 2.0
Location N;Res;
View B;Good-Mtn;
Site 14620 sf
Quality Q4
Age 56



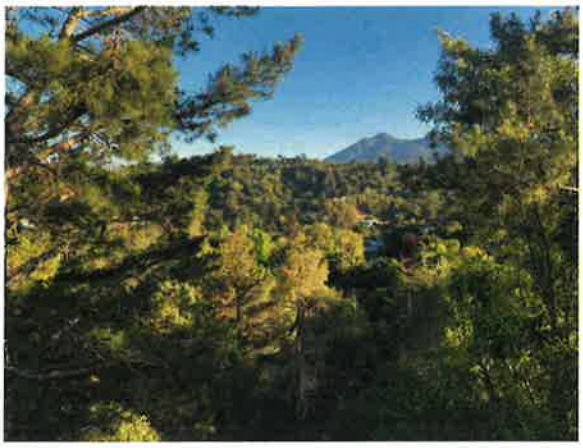
Subject Side/North Elevation



Subject Street

Subject Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject View/Setting

76 Longwood Dr	
Sales Price	
Gross Living Area	1,791
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	14620 sf
Quality	Q4
Age	56

Subject Interior Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject Interior Family Room

76 Longwood Dr

Sales Price	
Gross Living Area	1,791
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	14620 sf
Quality	Q4
Age	56



Subject Interior Kitchen



Subject Interior Dining Room

Subject Interior Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject Interior Rec Room

76 Longwood Dr	
Sales Price	
Gross Living Area	1,791
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	14620 sf
Quality	Q4
Age	56



Subject Interior Bedroom



Subject Interior Bedroom

Subject Interior Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject Interior Bedroom

76 Longwood Dr	
Sales Price	
Gross Living Area	1,791
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	14620 sf
Quality	Q4
Age	56



Subject Interior Bathroom



Subject Interior Bathroom

Subject Interior Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Subject Water Heater

76 Longwood Dr	
Sales Price	
Gross Living Area	1,791
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	14620 sf
Quality	Q4
Age	56



CO/Smoke Detector

Comparable Photos

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Comparable 1

189 Spring Grove Ave

Prox. To Subject	0.46 miles S
Sales Price	1,000,000
Gross Living Area	1,642
Total Rooms	5
Total Bedrooms	2
Total Bathrooms	2.0
Location	N;Res;
View	B;Mtn;
Site	25900 sf
Quality	Q4
Age	80



Comparable 2

23 Longview Ave

Prox. To Subject	0.11 miles SW
Sales Price	1,375,000
Gross Living Area	1,691
Total Rooms	7
Total Bedrooms	4
Total Bathrooms	2.0
Location	N;Res;
View	B;Good-Mtn;
Site	5700 sf
Quality	Q4
Age	62



Comparable 3

53 Monterey Ave

Prox. To Subject	0.68 miles NW
Sales Price	1,700,000
Gross Living Area	1,802
Total Rooms	6
Total Bedrooms	3
Total Bathrooms	2.1
Location	B;Historic;
View	B;Good-Mtn;
Site	12000 sf
Quality	Q3
Age	57

Comparable Photo Page

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Comparable 4

18 Sunset Way

Prox. To Subject	0.31 miles SE
Sales Price	1,400,000
Gross Living Area	1,735
Total Rooms	6
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Mtn;
Site	6111 sf
Quality	Q3
Age	65



Comparable 5

7 Grove Hill Ave N

Prox. To Subject	0.33 miles W
Sales Price	1,495,000
Gross Living Area	2,671
Total Rooms	7
Total Bedrooms	4
Total Bathrooms	3.0
Location	N;Res;
View	B;Mtn;
Site	5750 sf
Quality	Q3
Age	63



Comparable 6

73 Bella Vista Ave

Prox. To Subject	0.74 miles W
Sales Price	1,395,000
Gross Living Area	2,013
Total Rooms	7
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	B;Mtn;
Site	7244 sf
Quality	Q3
Age	33

Market Conditions Addendum to the Appraisal Report

1221556563
File No. 1530480

The purpose of this addendum is to provide the lender/client with a clear and accurate understanding of the market trends and conditions prevalent in the subject neighborhood. This is a required addendum for all appraisal reports with an effective date on or after April 1, 2009.

Property Address 76 Longwood Dr | City San Anselmo | State CA | ZIP Code 94901

Borrower Adel Shapiro

Instructions: The appraiser must use the information required on this form as the basis for his/her conclusions, and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. It is recognized that not all data sources will be able to provide data for the shaded areas below; if it is available, however, the appraiser must include the data in the analysis. If data sources provide the required information as an average instead of the median, the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.

MARKET RESEARCH & ANALYSIS

Inventory Analysis	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend
Total # of Comparable Sales (Settled)	37	15	20	☐ Increasing ☒ Stable ☐ Declining
Absorption Rate (Total Sales/Months)	6.17	5.00	6.67	☐ Increasing ☒ Stable ☐ Declining
Total # of Comparable Active Listings	8	10	27	☐ Declining ☒ Stable ☐ Increasing
Months of Housing Supply (Total Listings/Ab.Rate)	1.3	2.0	4.0	☐ Declining ☒ Stable ☐ Increasing

Median Sale & List Price, DOM, Sale/List %	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend
Median Comparable Sale Price	1,350,000	1,272,000	1,443,000	☐ Increasing ☒ Stable ☐ Declining
Median Comparable Sales Days on Market	16	14	16	☐ Declining ☒ Stable ☐ Increasing
Median Comparable List Price	1,229,000	1,350,000	1,435,000	☐ Increasing ☒ Stable ☐ Declining
Median Comparable Listings Days on Market	17	25	13	☐ Declining ☒ Stable ☐ Increasing
Median Sale Price as % of List Price	105.89	110.70	106.98	☐ Increasing ☒ Stable ☐ Declining
Seller-(developer, builder, etc.)paid financial assistance prevalent? ☐ Yes ☒ No				☐ Declining ☒ Stable ☐ Increasing

Explain in detail the seller concessions trends for the past 12 months (e.g., seller contributions increased from 3% to 5%, increasing use of buydowns, closing costs, condo fees, options, etc.). The Subject Is Located In San Rafael A Sub Market Of The Greater Marin County Market Area, Which Is Served By Baries Multiple Listing Service. Based On Conversations With Broker And Builders, Seller Paid Financial Assistance Is Not Predominant In The Subject Market Area However Buyers Paid Closing Costs Ranging From 1%-2% Is Not Typical Of Homes In The Subjects Sub Market.

Are foreclosure sales (REO sales) a factor in the market? ☐ Yes ☒ No If yes, explain (including the trends in listings and sales of foreclosed properties). Specific Data Is Not Available From Baries Multiple Listing Service; However, Based On Conversations With Local Brokers And Title Companies, There Are Relatively Low Number Of Reo Sales In The Market Area, And They Are Not Believed To Be A Significant Factor In The Market.

Cite data sources for above information. Marin County Multiple Listing Service/Bareis MLS

Summarize the above information as support for your conclusions in the Neighborhood section of the appraisal report form. If you used any additional information, such as an analysis of pending sales and/or expired and withdrawn listings, to formulate your conclusions, provide both an explanation and support for your conclusions.

As Noted In The Neighborhood Analysis And Supported By The Data Presented In This Market Conditions Addendum, Demand And Supply Are In Balance And Marketing Time Varies But Is Generally 0-3 Months. It Is Noted That The Total Number Of Sales Over The Past Year Within A 1 Miles Radius Which Were 72 Sales Which Is 6 Sales Per Month, However The Average Number Of Days On The Market Was 15 And The Median Sales Price Was $1,355,000.

CONDO/CO-OP PROJECTS

If the subject is a unit in a condominium or cooperative project, complete the following: N/A Project Name: N/A

Subject Project Data	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend
Total # of Comparable Sales (Settled)				☐ Increasing ☐ Stable ☐ Declining
Absorption Rate (Total Sales/Months)				☐ Increasing ☐ Stable ☐ Declining
Total # of Active Comparable Listings				☐ Declining ☐ Stable ☐ Increasing
Months of Unit Supply (Total Listings/Ab.Rate)				☐ Declining ☐ Stable ☐ Increasing

Are foreclosure sales (REO sales) a factor in the project? ☐ Yes ☐ No If yes, indicate the number of REO listings and explain the trends in listings and sales of foreclosed properties.

Summarize the above trends and address the impact on the subject unit and project.

esign.alamode.com/verify Serial B9D76E05

APPRAISER

Signature	Signature
Appraiser Name Mark Waters	Supervisory Appraiser Name
Company Name MW Valuation	Company Name
Company Address 5422 Carolyn Ave, Santa Rosa, CA, 95409	Company Address
State License/Certification # 3001557 State CA	State License/Certification # State
Email Address mwvappraisal@gmail.com	Email Address

Mark Waters
Serial# B9D76E05
esign.alamode.com/verify

Form 1004MC2 - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Condition Ratings and Definitions

C1

The improvements have been very recently constructed and have not previously been occupied. The entire structure and all components are new and the dwelling features no physical depreciation.*

*Note: Newly constructed improvements that feature recycled materials and/or components can be considered new dwellings provided that the dwelling is placed on a 100% new foundation and the recycled materials and the recycled components have been rehabilitated/re-manufactured into like-new condition. Recently constructed improvements that have not been previously occupied are not considered "new" if they have any significant physical depreciation (i.e., newly constructed dwellings that have been vacant for an extended period of time without adequate maintenance or upkeep).

C2

The improvements feature no deferred maintenance, little or no physical depreciation, and require no repairs. Virtually all building components are new or have been recently repaired, refinished, or rehabilitated. All outdated components and finishes have been updated and/or replaced with components that meet current standards. Dwellings in this category either are almost new or have been recently completely renovated and are similar in condition to new construction.

C3

The improvements are well maintained and feature limited physical depreciation due to normal wear and tear. Some components, but not every major building component, may be updated or recently rehabilitated. The structure has been well maintained.

C4

The improvements feature some minor deferred maintenance and physical deterioration due to normal wear and tear. The dwelling has been adequately maintained and requires only minimal repairs to building components/mechanical systems and cosmetic repairs. All major building components have been adequately maintained and are functionally adequate.

C5

The improvements feature obvious deferred maintenance and are in need of some significant repairs. Some building components need repairs, rehabilitation, or updating. The functional utility and overall livability is somewhat diminished due to condition, but the dwelling remains useable and functional as a residence.

C6

The improvements have substantial damage or deferred maintenance with deficiencies or defects that are severe enough to affect the safety, soundness, or structural integrity of the improvements. The improvements are in need of substantial repairs and rehabilitation, including many or most major components.

Quality Ratings and Definitions

Q1

Dwellings with this quality rating are usually unique structures that are individually designed by an architect for a specified user. Such residences typically are constructed from detailed architectural plans and specifications and feature an exceptionally high level of workmanship and exceptionally high-grade materials throughout the interior and exterior of the structure. The design features exceptionally high-quality exterior refinements and ornamentation, and exceptionally high-quality interior refinements. The workmanship, materials, and finishes throughout the dwelling are of exceptionally high quality.

Q2

Dwellings with this quality rating are often custom designed for construction on an individual property owner's site. However, dwellings in this quality grade are also found in high-quality tract developments featuring residence constructed from individual plans or from highly modified or upgraded plans. The design features detailed, high quality exterior ornamentation, high-quality interior refinements, and detail. The workmanship, materials, and finishes throughout the dwelling are generally of high or very high quality.

Q3

Dwellings with this quality rating are residences of higher quality built from individual or readily available designer plans in above-standard residential tract developments or on an individual property owner's site. The design includes significant exterior ornamentation and interiors that are well finished. The workmanship exceeds acceptable standards and many materials and finishes throughout the dwelling have been upgraded from "stock" standards.

Q4

Dwellings with this quality rating meet or exceed the requirements of applicable building codes. Standard or modified standard building plans are utilized and the design includes adequate fenestration and some exterior ornamentation and interior refinements. Materials, workmanship, finish, and equipment are of stock or builder grade and may feature some upgrades.

Mark Wilson

Serial# B9D76E05
esign.alamode.com/verify

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Quality Ratings and Definitions (continued)

Q5

Dwellings with this quality rating feature economy of construction and basic functionality as main considerations. Such dwellings feature a plain design using readily available or basic floor plans featuring minimal fenestration and basic finishes with minimal exterior ornamentation and limited interior detail. These dwellings meet minimum building codes and are constructed with inexpensive, stock materials with limited refinements and upgrades.

Q6

Dwellings with this quality rating are of basic quality and lower cost; some may not be suitable for year-round occupancy. Such dwellings are often built with simple plans or without plans, often utilizing the lowest quality building materials. Such dwellings are often built or expanded by persons who are professionally unskilled or possess only minimal construction skills. Electrical, plumbing, and other mechanical systems and equipment may be minimal or non-existent. Older dwellings may feature one or more substandard or non-conforming additions to the original structure

Definitions of Not Updated, Updated, and Remodeled

Not Updated

Little or no updating or modernization. This description includes, but is not limited to, new homes.

Residential properties of fifteen years of age or less often reflect an original condition with no updating, if no major components have been replaced or updated. Those over fifteen years of age are also considered not updated if the appliances, fixtures, and finishes are predominantly dated. An area that is 'Not Updated' may still be well maintained and fully functional, and this rating does not necessarily imply deferred maintenance or physical/functional deterioration.

Updated

The area of the home has been modified to meet current market expectations. These modifications are limited in terms of both scope and cost.

An updated area of the home should have an improved look and feel, or functional utility. Changes that constitute updates include refurbishment and/or replacing components to meet existing market expectations. Updates do not include significant alterations to the existing structure.

Remodeled

Significant finish and/or structural changes have been made that increase utility and appeal through complete replacement and/or expansion.

A remodeled area reflects fundamental changes that include multiple alterations. These alterations may include some or all of the following: replacement of a major component (cabinet(s), bathtub, or bathroom tile), relocation of plumbing/gas fixtures/appliances, significant structural alterations (relocating walls, and/or the addition of) square footage). This would include a complete gutting and rebuild.

Explanation of Bathroom Count

Three-quarter baths are counted as a full bath in all cases. Quarter baths (baths that feature only a toilet) are not included in the bathroom count. The number of full and half baths is reported by separating the two values using a period, where the full bath count is represented to the left of the period and the half bath count is represented to the right of the period.

Example:
3.2 indicates three full baths and two half baths.

Mark Wilson

Serial# B9D76E05
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UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Abbreviations Used in Data Standardization Text

Abbreviation	Full Name	Fields Where This Abbreviation May Appear
ac	Acres	Area, Site
AdjPrk	Adjacent to Park	Location
AdjPwr	Adjacent to Power Lines	Location
A	Adverse	Location & View
ArmLth	Arms Length Sale	Sale or Financing Concessions
ba	Bathroom(s)	Basement & Finished Rooms Below Grade
br	Bedroom	Basement & Finished Rooms Below Grade
B	Beneficial	Location & View
Cash	Cash	Sale or Financing Concessions
CtySky	City View Skyline View	View
CtyStr	City Street View	View
Comm	Commercial Influence	Location
c	Contracted Date	Date of Sale/Time
Conv	Conventional	Sale or Financing Concessions
CrtOrd	Court Ordered Sale	Sale or Financing Concessions
DOM	Days On Market	Data Sources
e	Expiration Date	Date of Sale/Time
Estate	Estate Sale	Sale or Financing Concessions
FHA	Federal Housing Authority	Sale or Financing Concessions
GlfCse	Golf Course	Location
Glfvw	Golf Course View	View
Ind	Industrial	Location & View
in	Interior Only Stairs	Basement & Finished Rooms Below Grade
Lndfl	Landfill	Location
LtdSght	Limited Sight	View
Listing	Listing	Sale or Financing Concessions
Mtn	Mountain View	View
N	Neutral	Location & View
NonArm	Non-Arms Length Sale	Sale or Financing Concessions
BsyRd	Busy Road	Location
o	Other	Basement & Finished Rooms Below Grade
Prk	Park View	View
Pstrl	Pastoral View	View
PwrLn	Power Lines	View
PubTrn	Public Transportation	Location
rr	Recreational (Rec) Room	Basement & Finished Rooms Below Grade
Relo	Relocation Sale	Sale or Financing Concessions
REO	REO Sale	Sale or Financing Concessions
Res	Residential	Location & View
RH	USDA - Rural Housing	Sale or Financing Concessions
s	Settlement Date	Date of Sale/Time
Short	Short Sale	Sale or Financing Concessions
sf	Square Feet	Area, Site, Basement
sqm	Square Meters	Area, Site
Unk	Unknown	Date of Sale/Time
VA	Veterans Administration	Sale or Financing Concessions
w	Withdrawn Date	Date of Sale/Time
wo	Walk Out Basement	Basement & Finished Rooms Below Grade
wu	Walk Up Basement	Basement & Finished Rooms Below Grade
WtrFr	Water Frontage	Location
Wtr	Water View	View
Woods	Woods View	View

Other Appraiser-Defined Abbreviations

Abbreviation	Full Name	Fields Where This Abbreviation May Appear

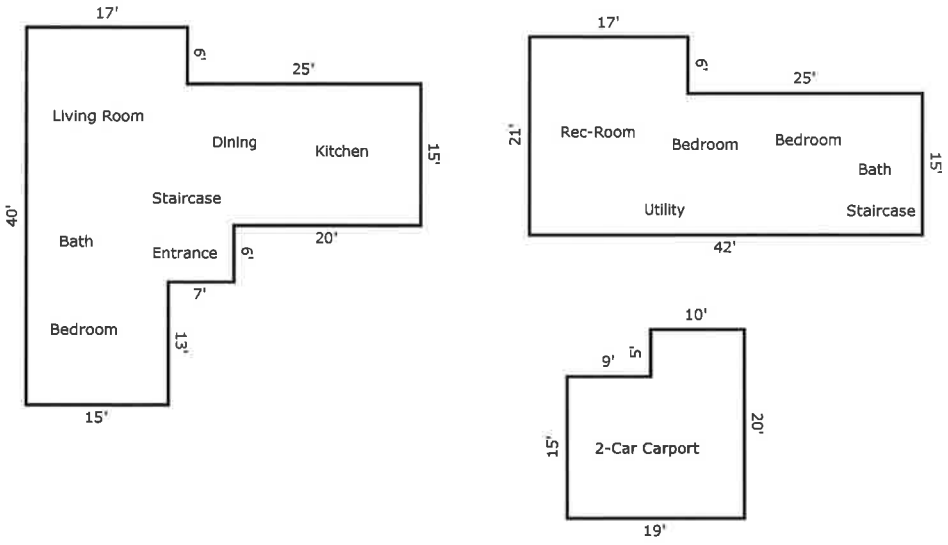
Mark Wiens

Serial# B9D76E05
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Building Sketch

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						

All Field Measurements Are Considered Approximate



TOTAL Sketch by a la mode, inc.

Area Calculations Summary

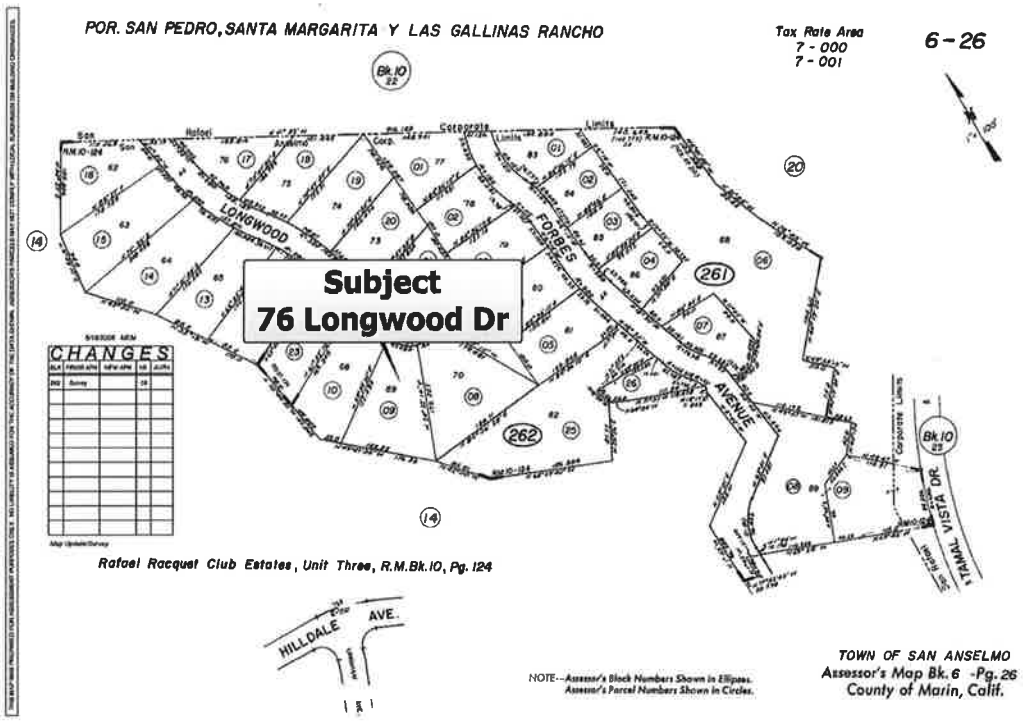
Living Area		Calculation Details
Undefined Area	1059 Sq ft	15 x 13= 195 15 x 20= 300 22 x 21= 462 17 x 6 = 102
Undefined Area	732 Sq ft	21 x 17= 357 25 x 15= 375
Total Living Area (Rounded):	**1791 Sq ft**	
Non-living Area		
2-Car Carport	335 Sq ft	19 x 15= 285 10 x 5 = 50

Mark Witek

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Plat Map


POR. SAN PEDRO, SANTA MARGARITA Y LAS GALLINAS RANCHO
Tax Rate Area
7 - 000
7 - 001
6 - 26
Bk. 10
22
Subject
76 Longwood Dr
LONGWOOD
FORBES
AVENUE
TAMAL VISTA DR.
261
262
CHANGES
Rafael Racquet Club Estates, Unit Three, R.M.Bk.10, Pg. 124
HILLDALE AVE.
NOTE--Assessor's Block Numbers Shown in Ellipses.
Assessor's Parcel Numbers Shown in Circles.
TOWN OF SAN ANSELMO
Assessor's Map Bk. 6 -Pg. 26
County of Marin, Calif.

HUDSON INSURANCE COMPANY
100 William Street, 5th Floor
New York, NY 10038

HUDSON INSURANCE GROUP

REAL ESTATE APPRAISERS ERRORS AND OMISSIONS INSURANCE
POLICY DECLARATIONS

NOTICE: THIS IS A "CLAIMS MADE AND REPORTED" POLICY. THIS POLICY REQUIRES THAT A CLAIM BE MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND REPORTED TO THE INSURER, IN WRITING, DURING THE POLICY PERIOD OR AUTOMATIC EXTENDED REPORTING PERIOD.

THIS POLICY MAY CONTAIN PROVISIONS WHICH LIMIT THE AMOUNT OF CLAIM EXPENSES THE INSURER IS RESPONSIBLE TO PAY IN CONNECTION WITH CLAIMS. CLAIM EXPENSES SHALL BE SUBJECT TO ANY DEDUCTIBLE AMOUNT. THE PAYMENT OF CLAIM EXPENSES WILL REDUCE THE LIMITS OF LIABILITY STATED IN ITEM 4. OF THE DECLARATIONS. PLEASE READ YOUR POLICY CAREFULLY.

PLEASE READ THIS POLICY CAREFULLY.

Policy Number: PRA-2AX-1000175 **Renewal of:**

1. **Named Insured:** Mark Waters
2. **Address:** 5422 Carolyn Ave
   Santa Rosa, CA 95409
3. **Policy Period:** **From:** January 5, 2021 **To:** January 5, 2022

   12:01 A.M. Standard Time at the address of the **Named Insured** as stated in Number 2 above
4. **Limit of Liability**

		Each **Claim**		Policy Aggregate
Damages Limit of Liability	**A.**	$1,000,000	**B.**	$1,000,000
Claims Expense Limit of Liability	**C.**	$1,000,000	**D.**	$1,000,000

5. **Deductible** (Inclusive of **Claims Expenses**):
   5A. $ 500 Each **Claim** **5B.** $ 1,000 Aggregate
6. **Policy Premium:** $716 **State Taxes/Surcharges:** $0.00
7. **Retroactive Date:** January 5, 2021
8. **Notice to Company:** Notice of a **Claim** or Potential **Claim** should be sent to:
   Hudson Insurance Group
   100 William Street, 5th Floor
   New York, NY 10038
   Fax: 646-216-3786
   Email: hudsonclaims300@hudsoninsgroup.com
   On weekends or holidays: **866-546-3981 (Toll Free)**
9. **A. Program Administrator:** Riverton Insurance Agency Corp.
   OREP- Organization of Real Estate Professionals
   B. Agent/Broker: Insurance Services

IN WITNESS WHEREOF, We have caused this policy to be executed by our President and our Corporate Secretary at New York, New York

President Secretary

Mark Waters
Serial# B9D76E05
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Business, Consumer Services & Housing Agency

BUREAU OF REAL ESTATE APPRAISERS

REAL ESTATE APPRAISER LICENSE

Mark D. Waters

has successfully met the requirements for a license as a residential real estate appraiser in the State of California and is, therefore, entitled to use the title:

"Residential Real Estate Appraiser"

This license has been issued in accordance with the provisions of the Real Estate Appraisers' Licensing and Certification Law.

BREA APPRAISER IDENTIFICATION NUMBER: 3001557

Effective Date: December 4, 2020
Date Expires: December 3, 2022

Loretta Dillon

Loretta Dillon, Deputy Bureau Chief, BREA

3055909

COPY

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO SEE "CHAIN LINK"

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Serial# B9D76E05
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Location Map

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Mark Wiese

Serial# B9D76E05
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76 Longwood Dr, San Anselmo, CA 94901-1063, Marin County



MLS Beds	MLS Baths	MLS Sale Price	MLS Sale Date
3	2	$1,175,000	05/04/2021
MLS Sq Ft	**Lot Sq Ft**	**Yr Built**	**Type**
1,775	14,620	1965	SFR

OWNER INFORMATION

Owner Name	Shapiro Adel	Tax Billing Zip	94010
Tax Billing Address	329 Primrose Rd #117118	Tax Billing Zip+4	4093
Tax Billing City & State	Burlingame, CA	Owner Occupied	No

LOCATION INFORMATION

Census Tract	1170.00	Zoning	R-1
Carrier Route	C105	Subdivision	Rafael Racquet Club Eats Un 3

TAX INFORMATION

Tax ID	006-262-09	% Improved	80%
Tax Area	7000	Lot	69

ASSESSMENT & TAX

Assessment Year	2020	2019	2018
Assessed Value - Total	$138,590	$132,932	$130,326
Assessed Value - Land	$29,883	$28,356	$25,839
Assessed Value - Improved	$108,707	$104,576	$104,487
YOY Assessed Change ($)	$2,658	$2,606	
YOY Assessed Change (%)	2%	2%	

Tax Year	Total Tax	Change ($)	Change (%)
2018	$3,005		
2019	$3,083	$78	2.59%
2020	$3,355	$273	8.84%

CHARACTERISTICS

Approx Lot SqFt	14,620	MLS Total Baths	2
Lot Acres	0.3356	Full Baths	2
Land Use - County	1 Family Resid	Total Rooms	7
Building Sq Ft	1,775	Other Rooms	Family Room, Dining Room
Stories	2	Fireplaces	1
Style	Contemporary	Heat Type	Central
Year Built	1965	Quality	Good
Effective Year Built	1965	Assessor's Building Quality	7.0
Bedrooms	3	Total Units	1
Total Baths	2	Land Use - Universal	SFR

SELL SCORE

Rating	High	Value As Of	2021-05-13 23:08:32
Sell Score	774		

ESTIMATED VALUE

RealAVM™	$1,167,000	Confidence Score	80
RealAVM™ Range	$1,085,310 - $1,248,690	Forecast Standard Deviation	7
Value As Of	05/24/2021		

(1) RealAVM™ is a CoreLogic® derived value and should not be used in lieu of an appraisal.

(2) The Confidence Score is a measure of the extent to which sales data, property information, and comparable sales support the property valuation analysis process. The confidence score range is 53 - 100. Clear and consistent quality and quantity of data drive higher confidence scores while lower confidence scores indicate diversity in data, lower quality and quantity of data, and/or limited similarity of the subject property to comparable sales.

(3) The FSD denotes confidence in an AVM estimate and uses a consistent scale and meaning to generate a standardized confidence metric. The FSD is a statistic that measures the likely range or dispersion an AVM estimate will fall within, based on the consistency of the information available to the AVM at the time of estimation. The FSD can be used to create confidence that the true value has a statistical degree of certainty.

LISTING INFORMATION

MLS Listing Number	321015586	MLS Selling Date	05/04/2021
MLS Status	Closed	MLS Selling Price	$1,175,000
MLS Status Date	05/04/2021	MLS Listing Agent	A011401-Carol Hudson

MLS List Price	$1,150,000	MLS Listing Office	COLDWELL BANKER REALTY
MLS Orig. List Price	$1,150,000	MLS Selling Agent	607691-Cecilia Z Mu
MLS On Market Date	04/06/2021	MLS Selling Office	CENTURY 21 REALTY ALLIANCE FINE HOMES AND ESTATES

LAST MARKET SALE & SALES HISTORY

Recording Date	05/04/2021	Seller	Herbert Family Trust
Sale Price	$1,175,000	Document Number	30122
Owner Name	Shapiro Adel	Deed Type	Grant Deed

Recording Date	05/04/2021	05/04/2021	02/27/1997	01/10/1973
Sale Price	$1,175,000			$55,500
Nominal		Y		
Buyer Name	Shapiro Adel	Herbert Family Trust	Herbert Charles A Trust	
Seller Name	Herbert Family Trust	Herbert Charles A & Betty H	Owner Record	
Document Number	30122	30121	9992	2643-004
Document Type	Grant Deed	Affidavit	Deed (Reg)	Deed (Reg)

PROPERTY MAP





*Lot Dimensions are Estimated

Mark Wilson

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Serial# B9D76E05
esign.alamode.com/verify

Aerial Map

Borrower	Adel Shapiro						
Property Address	76 Longwood Dr						
City	San Anselmo	County	Marin	State	CA	Zip Code	94901
Lender/Client	United Wholesale Mortgage, LLC						



Mark Wiser

Form MAP.LOC - "TOTAL" appraisal software by a la mode, Inc. - 1-800-ALAMODE

Serial# B9D76E05
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SAN ANSELMO TOWN COUNCIL
RESOLUTION NO. 2024-_____

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL DENYING APPEAL OF STAFF "SUBSTANTIAL IMPROVEMENT" DETERMINATION RELATED TO A CONDITION REQUIRING UNDERGROUNDING OF UTILITIES ASSOCIATED WITH A MAJOR REMODEL AT 76 LONGWOOD DRIVE (APN 006-262-09) AND UPHOLDING STAFF DECISION

WHEREAS, Illa Siegel ("Owner") is the owner of that certain real property located at 76 Longwood Drive in San Anselmo, California (APN 006-262-09); and

WHEREAS, SAMC section 9-4.01 requires the undergrounding of utilities by a property owner when a project constitutes a "substantial improvement"; and

WHEREAS, the definition of a "substantial improvement" is "[a]ny repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure the cost of which equals or exceeds 50% of the market value of the structure before the improvement or repair is started…" (California Building Code ["CBC"] section 202, incorporated by San Anselmo Municipal Code ["SAMC"] Title 9, Chapter 1); and

WHEREAS, on September 3, 2021, in response to Owner's Major Remodel permit application, the Town of San Anselmo (the "Town") Building Department sent a letter to Owner's representative which letter in part stated that the Project constituted a "substantial improvement" and triggered the requirement to underground utilities pursuant SAMC section 9-4.01; and

WHEREAS, on September 23, 2021, Owner's representative provided a new Project valuation of $131,500, however, the Town Building Department valued the Project at $251,000; and

WHEREAS, on November 23, 2021, the Town issued a permit for the Project, No. B2021-0525 (the "Permit"), with a condition of approval that utilities must be undergrounded per SAMC section 9-4.01, to which Owner and Owner's representative did not object; and

WHEREAS, on June 9, 2022, the Town approved a separate building permit at the Property for the expansions of decks and a porch with an estimated value of $18,000; and

WHEREAS, as required by conditions of approval for the Permit, Owner received a reroofing permit with an estimated value of $18,000; and

WHEREAS, on July 15, 2022 the Town approved revisions to the Permit and the Project valuation remained $251,000; and

WHEREAS, as set forth above, the total estimated cumulative value for the Project and related projects on the Property total $287,000; and

WHEREAS, in 2023 Owner's attorney first questioned the Town's determination of the Project's valuation and the related required undergrounding; and

WHEREAS, on May 13, 2024, pursuant to SAMC section 1-4.01, Owner's attorney requested an appeal to the Town Council of staff's determination of "substantial improvement"; and

WHEREAS, in reliance on County of Marin tax records, the Town has determined that the fair market value for the structure on the Property prior to start of construction of the Project is $475,000; and

WHEREAS, the Town has determined that the cumulative value of proposed improvements on the Property including the Project is $287,000; and

WHEREAS, the Town has determined that the Project and cumulative concurrent projects on the property constitute a "substantial improvement" and is subject to the undergrounding requirements of SAMC section 9-4.01, as a total valuation of the Project of $287,000 is over 50% of the value of fair market value of the structure on the Property prior to construction of $475,000; and

WHEREAS, the Town's determination that the Project constitutes a "substantial improvement" and is therefore subject to the undergrounding requirements is supported by substantial evidence in the record, as set forth above; and

WHEREAS, the appeal decision herein is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because it is not a "project" under CEQA and CEQA Guidelines section 15061(b)(3), the "common sense exemption" because it can be seen with certainty that it will not have a significant environmental effect; and

WHEREAS, on July 23, 2024 the Town Council held a duly noticed public hearing on the Owner's appeal of staff's determination of a "substantial improvement" for the Project.

NOW, THEREFORE, BE IT RESOLVED that:

1. The recitals set forth above and in the accompanying staff report for the subject appeal are true and correct and incorporated herein by reference. The recitals set forth above constitute findings in this matter and, together with the staff report, other written reports, oral staff presentation, public testimony, and other information contained in the record, are an adequate and appropriate evidentiary basis to support the Town Council's determination.
2. Property Owner's appeal of staff's determination that the Project constitutes a "substantial improvement" under the CBC and Town Municipal Code is hereby denied, and staff's determination of a "substantial improvement" is upheld.

INTRODUCED AND ADOPTED AT A PUBLIC HEARING at a regular meeting of the San Anselmo Town Council on July 23, 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSED:

APPROVED:_____
Eileen Burke, Mayor

ATTEST:_____
Serge Avila, Town Clerk

Planning and Building Department
Building Division
Phone: (415) 258-4616



525 San Anselmo Avenue
San Anselmo, CA 94960
Fax: (415) 454-4683

September 3, 2021

Project at: 76 Longwood Drive
San Anselmo, CA 94960

Dear APPLICANT:

The Building department in San Anselmo has reviewed the plans submitted on August 3, 2021, for compliance with the adopted building regulations. Based upon the review of the construction documents submitted, clarification or revision is required before plan check approval. Please address the items in the listed comments below. If a department has approved the project with conditions, it is strongly suggested but not mandatory to incorporate their conditions or comments into the project drawings in your resubmittal.

Identify (cloud) any changes made on your drawings and note the revision number next to them. Provide a letter along with your drawings identifying the detail or note and sheet that was added or changed in response to each comment. Resubmittals without the changes clouded and accompanied by a descriptive letter will not be accepted.

When reviewing your plan revisions, we may discover that there are new issues that were not evident on the previous submittal but must be addressed so we may contact you again for additional information, corrections, or clarification.

Please resubmit a complete set of revised plans and related documentation electronically. We ask that you forward this information to others as needed. Email permits@townofsananselmo.org to confirm receipt and activate the review process.

Sincerely,

Erica Freeman, P.E.
Building Official
efreeman@townofsananselmo.org
(415) 258-4604

Comments:

1) Please add: The Town of San Anselmo Municipal Code to the list of applicable codes on the cover sheet.

2) Please add the following note to the cover sheet: The cumulative work at your property triggers the Town's requirement to underground utilities. Your project is within the CBC's definition of a substantial improvement, any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started.

   As such the Town's Municipal Code 9-4.01 Underground utilities requires buildings or structures that undergo a substantial improvement as defined by the CBC to place all electrical and communication service laterals including those for cable television service underground from the main service equipment. See Code 9-4.01 for all requirements.

   Please follow up with Public Works to coordinate undergrounding your utilities.

3) Please add the seven listed items on the most recent resale report to the cover sheet along with a statement "The resale items listed will be addressed within this permit before the final inspection".

4) Item seven on the resale report is required before this permit can be issued. Please apply for a roof and a water heater permit. These are two separate permits.

5) Please add the following note to the Cover Sheet "A letter of conformance from the green building professional as named on sheet CG1 is required before the final inspection."

TEMPORARY ORDER TO SHELTER IN PLACE: RESIDENTIAL RESALE REPORT

PROPERTY ADDRESS: 76 Longwood Drive ____

This report was compiled from the records of the appropriate Town Departments. Though the Town will make every effort to provide accurate information, the Town will not warrant that the report lists every Building and Planning action for this property. Also, the report does not constitute a full disclosure of all the material facts affecting the property. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

- -

GENERAL PROPERTY INFORMATION

(Data reported by: AC Date: 3/30/21)

Assessor's parcel number: 006-262-09 Construction date: 1965

FEMA flood zone: [ ] Zone A* [ ] Floodway [X] Zone X

(*100-year floodplain, flood insurance required for federal mortgage)

Street Town maintained: Yes

Property located within Wildland Urban Interface Zone? Yes

Note: Property owners are responsible for maintenance of: 1) abutting sidewalks, 2) abutting parkway street trees and plants, 3) storm drains located on their property.

PLANNING/ZONING INFORMATION

(Data reported by: AC Date 3/30/21)

Planning Department staff did not conduct a physical inspection of the site. There are a number of issues that may arise during a discretionary planning review process that the Town will not identify in this report. For example, a structure may be considered "historic," or a site may contain sensitive archaeological resources, protected wildlife or habitat.

R-1 Single Family, Above 150 MSL (Mean Sea Level)

☐ Yes ☒ No

Planning Department Records *Planning files are available for review at the Planning Department.*

No Planning Entitlements on Record.

BUILDING PERMIT RECORDS

(Building records reported by: AC Date: 3/30/21)

Permit Number/Type	Date	Type of Work Done		Permit Number/Type	Date	Type of Work Done
2250/P	6/7/65	Plumbing		21105/B	5/22/91	Seismic bracing
2241/B	5/28/65	Building		31558/B	*	Reroof
2249/E	6/4/65	Electrical		51751/P	*	Water heater
10920/B	8/10/84	Deck repair				

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, Enc=Encroachment, F=Fence, G=Grading

* Indicates permit expired as inspections were not performed or not requested as required by the Code. Town cannot validate conformance to State laws or Town Ordinances.

STREET FRONT PHYSICAL INSPECTION OF PROPERTY

(Performed by: AC Date: 4/5/21)

NON-CONFORMING ITEMS

The following items are noted as not being in conformance with current State of California Building Codes, Town Ordinances or conflict with information in the Town records. Please note there may be other non-conforming items at the site that the Town is not aware of. It is recommended that the following items be corrected or resolved, but it is not required by the Town at this time, unless specifically stated. Planning issues must be

resolved immediately. **WARNING: In the future, when a permit for any repair or remodel work is requested, these Building Division items <u>will</u> be required to be corrected <u>before</u> any permit for additional work will be issued. For retroactive permits for work done without a permit, penalty fees/fines may be accessed.**

1. **Provide airgap at kitchen sink.**
2. **Add GFCI protection to outlets in the kitchen, bathrooms, and carport.**
3. **Ground outlet in dining room.**
4. **Correct hot neutral outlets in lower bathroom and lower rooms.**
5. **Add handrail to front stairs.**
6. **Provide guardrail to rear lower deck.**
7. **Finalize reroof and water heater permits by applying for new permits on the building department website.**

TOWN OF
SAN ANSELMO
EST. 1907

525 San Anselmo Ave, San
Anselmo, CA 94960
415-258-4616

Initial Total Project Cost Evaluation

Date: 9.23.21 APN: 006-262-09 Permit # B2021-0525

Project Address: 76 Longwood Drive, San Anselmo, CA 94960

Project Description: Remodel interior 2 bathrooms, kitchen, plunge windows and doors & convert unfinished space into habitable space

I certify, to the best of my knowledge, that the costs listed on the reverse page represent a true and correct statement of currently proposed total market cost of labor and materials on this project. The Town reserves the right to re-evaluate costs at any point during the project (before or after the permit is issued).

Print Name: Ilya Sigal

Signature:

Contractor's License No.*: — NA —

* Does not apply to Owner/Builder Permits

PROPERTY ADDRESS 76 Longwood PERMIT # B2021-0525

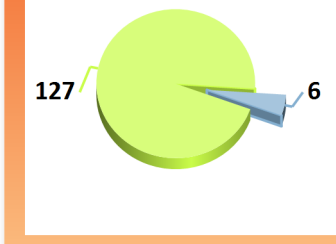
DIV #	DESCRIPTION	MATERIAL	LABOR	TOTAL
1	GENERAL REQUIREMENTS	$1K	$5000	$6000
2	SITEWORK			
3	CONCRETE			
4	MASONRY			
5	METALS, welding, structural metals, etc.			
6	CARPENTRY, rough and finish	12K	18K	30K
7	THERMAL AND MOISTURE PROTECTION, roofing etc.			
8	DOORS, HARDWARE, WINDOWS, AND GLAZING	9K/2.5K/16K	3K/1K/5K	36.5K
9	FINISHES, drywall, carpet, paint.	7/5/4	3K/2K/3K	24K
10	SPECIALTIES: SWIMMING POOL / SPA			
11	EQUIPMENT			
12	FURNISHINGS and CASEWORK	3K	1K	4K
13	SPECIAL CONSTRUCTION- items not otherwise listed.			
14	CONVEYING SYSTEMS: elevator / dumbwaiter			
15	PLUMBING and MECHANICAL SYSTEMS	5K/3K	6K/7K	21K
16	ELECTRICAL SYSTEMS	7K	3K	10K
	PROFIT AND OVERHEAD			
		74.5K	57K	131.5K

Permit Details
Town of San Anselmo

PERMIT NUMBER
B2021-0525

Description: **Kitchen/bath remodel, windows change, new office, furnace**			
Type: **REMODEL**	Subtype: **MAJOR REMODEL-50% OR MORE**	Status: **ISSUED**	Applied: **7/13/2021 EPRS**
Parcel No: **006-262-09**	Site Address: **76 LONGWOOD DR SAN ANSELMO,CA 94960**		Approved: **11/17/2021 JDOB**
Subdivision:	Block:	Lot:	Issued: **11/23/2021 LBOR**
Lot Sq Ft: **0**	Building Sq Ft: **0**	Zoning:	Finaled:
Valuation: **$251,000.00**	Occupancy Type:	Construction Type:	Expired: **5/28/2024 EFRE**
No. Buildings: **0**	No. Stories: **0**	No. Unites: **0**	
Details:			

Process Summary



ADDITIONAL SITES

CHRONOLOGY

CHRONOLOGY TYPE	STAFF NAME	ACTION DATE	COMPLETION DATE	NOTES
Check on reviews from all departments	Jackson Dobronyi	9/14/2021	9/17/2021	emailed all comments
Check on reviews from all departments	Jackson Dobronyi	11/18/2021	11/23/2021	ready to pay, contractor info needed LB to issue
Check on reviews from all departments	Jackson Dobronyi	4/21/2022	4/21/2022	emailed all comments
Check on reviews from all departments	Jackson Dobronyi	5/11/2022	5/13/2022	emailed all comments
Check on reviews from all departments	Jackson Dobronyi	7/1/2022	7/7/2022	emailed all comments
Check on reviews from all departments	Jackson Dobronyi	7/22/2022	7/21/2022	

Counter	Lavinia Bortis	6/8/2022	6/8/2022	applicant came to counter and wanted instructions on how to submit a revision. I changed the status from issued to action required so she can upload revised plans and transmittal for the changes to permit. Applicant was informed no inspections can be scheduled if not in issued status.
Email	Lavinia Bortis	8/24/2021	8/24/2021	Sent planning comments to applicant.
Email	Lavinia Bortis	9/14/2021	9/14/2021	Applicant requesting building comments. I sent building and planning comments and specified that fire has not completed their review and to wait to resubmit until fire has completed the review.
Email	Lavinia Bortis	12/7/2021	12/7/2021	Set up contractor account for COR _ emailed permit docs to applicant Checked with Jackson no conditions to stamp on plans resent all permit docs to applicant

CONDITIONS

CONTACTS

NAME TYPE	NAME	ADDRESS1	CITY	STATE	ZIP	PHONE	FAX	EMAIL
APPLICANT	Anna Oleinikova	38 Lenelle Ct	Moraga	CA	94556	(408)482-6677		olanna25@hotmail.com
CONTRACTOR	M AND D HOME IMPROVEMENT	PO Box 5743	Pleasant Hill	CA	94523	(510)909-2312		marius@manddhome.com
OWNER	Ilya Sigal	1325 Howard st., Suite 329	Burlingame	CA	94010	(650)400-9705		eli@drsgm.com

FINANCIAL INFORMATION

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
BUILDING PERMIT FEE	01.00.42202	0	$2,146.68	$2,146.68	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for BUILDING PERMIT FEE:			$2,146.68	$2,146.68						

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
BUILDING TECHNICAL FEE	01.00.48064	0	$188.91	$188.91	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for BUILDING TECHNICAL FEE:			$188.91	$188.91						
BUILDING TRAINING FEE	01.00.48065	0	$64.40	$64.40	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for BUILDING TRAINING FEE:			$64.40	$64.40						
DEMO FEE	01.00.42202	0	$236.00	$236.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for DEMO FEE:			$236.00	$236.00						
ELECTRICAL PERMIT WITH BUILDING	01.00.42204	0	$322.00	$322.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for ELECTRICAL PERMIT WITH BUILDING:			$322.00	$322.00						
FIRE ADDITIONAL PLAN REVIEW	01.00.20354	0	$190.00	$190.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for FIRE ADDITIONAL PLAN REVIEW:			$190.00	$190.00						
FIRE PLAN CHECK	01.00.20354	0	$350.01	$350.01	8/3/21	R12852	1363	CHECK	Adel Shapiro	LBOR
FIRE PLAN CHECK	01.00.20354	0	$293.99	$293.99	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for FIRE PLAN CHECK:			$644.00	$644.00						
GENERAL PLAN MAINTENANCE	01.00.48012	0	$85.87	$85.87	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for GENERAL PLAN MAINTENANCE:			$85.87	$85.87						
GREEN BUILDING FEE	01.00.20310	0	$11.00	$11.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for GREEN BUILDING FEE:			$11.00	$11.00						

TOWN OF SAN ANSELMO
EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
GROSS RECEIPT TAX	01.00.42001	0	$125.50	$125.50	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for GROSS RECEIPT TAX:			$125.50	$125.50						
MECHANICAL PERMIT WITH BUILDING	01.00.42205	0	$214.67	$214.67	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for MECHANICAL PERMIT WITH BUILDING:			$214.67	$214.67						
PLAN CHECK REVISION FEES	01.00.42201	0	$201.00	$201.00	7/20/22	R13657	671096238	EMV	Anna Oleinikova	JDOB
Total Paid for PLAN CHECK REVISION FEES:			$201.00	$201.00						
PLAN CHECKS WITH BUILDING	01.00.42201	0	$758.35	$758.35	7/21/21	R12819	133	CHECK	Ilya Sigal	LBOR
PLAN CHECKS WITH BUILDING	01.00.42201	0	$637.99	$637.99	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for PLAN CHECKS WITH BUILDING:			$1,396.34	$1,396.34						
PLAN STORAGE FEE	01.00.20313	13	$26.00	$26.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for PLAN STORAGE FEE:			$26.00	$26.00						
PLUMBING PERMIT WITH BUILDING	01.00.42203	0	$322.00	$322.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for PLUMBING PERMIT WITH BUILDING:			$322.00	$322.00						
ROAD BOND	01.00.20314	0	$2,510.00	$2,510.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for ROAD BOND:			$2,510.00	$2,510.00						
ROAD IMPACT FEE	19.00.48004	0	$3,765.00	$3,765.00	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for ROAD IMPACT FEE:			$3,765.00	$3,765.00						

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
STATE SEISMIC FEE	01.00.20302	0	$32.63	$32.63	11/23/21	R13141	103	CHECK	76 Longwood Drive LLC	LBOR
Total Paid for STATE SEISMIC FEE:			$32.63	$32.63						
TOTALS:			$12,482.00	$12,482.00						

INSPECTIONS

INSPECTION TYPE	INSPECTOR	SCHEDULED DATE	COMPLETED DATE	RESULT	REMARKS	NOTES
SLAB	INSP					
UNDERFLOOR FRAMING	INSP					
UNDERGROUND	INSP					
UNDERFLOOR						
SHEAR WALLS	INSP					
TEMPORARY POWER	INSP					
FOOTING	INSP					
RETAINING WALLS	INSP					
PIERS	INSP					
EROSION CONTROL	INSP					
PRE-CONSTRUCTION	INSP					
GRADE BEAM	INSP					
MOISTURE BARRIER	INSP					
BIO-RENTENTION	SSCH					

ROUGH ELECTRIC	INSP				eTRAKiT Inspection Request	11/4/2022 7:51 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com
FINAL**	INSP					
PRIOR TO FINAL BLDG	RVFD	3/30/2022				
PRIOR TO CLOSE-IN	RVFD	3/30/2022		PASS		
ROUGH ELECTRIC	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	4/18/2022 2:22 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:31 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:34 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH ELECTRIC	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	Lower level approval only. This was the only section that was on the approved set of plans. The upper level is still under revision. I told contractor he could keep working as long as the upper level is not covered up so it can be inspected when plans are revised. Special inspector still needs to inspect lower level hold down (epoxy inspection). All rough plumbing was under DWV test (upper and lower level)
ROUGH FRAMING	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	4/18/2022 2:23 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:31 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:34 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH FRAMING	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	Lower level approval only. This was the only section that was on the approved set of plans. The upper level is still under revision. I told contractor he could keep working as long as the upper level is not covered up so it can be inspected when plans are revised. Special inspector still needs to inspect lower level hold down (epoxy inspection). All rough plumbing was under DWV test (upper and lower level)
ROUGH MECHANICAL	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	4/18/2022 2:23 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:33 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:36 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH MECHANICAL	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	Lower level approval only. This was the only section that was on the approved set of plans. The upper level is still under revision. I told contractor he could keep working as long as the upper level is not covered up so it can be inspected when plans are revised. Special inspector still needs to inspect lower level hold down (epoxy inspection). All rough plumbing was under DWV test (upper and lower level)
ROUGH PLUMBING	LSAR	4/26/2022	4/26/2022	PARTIAL	eTRAKiT Inspection Request	4/18/2022 2:23 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 4/19/2022 8:32 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Lower level approval only. This was the only section that was on the approved set of plans. The upper level is still under revision. I told contractor he could keep working as long as the upper level is not covered up so it can be inspected when plans are revised. Special inspector still needs to inspect lower level hold down (epoxy inspection). All rough plumbing was under DWV test (upper and lower level)

ROUGH PLUMBING	INSP	9/8/2022	9/8/2022	RESCHEDULE	eTRAKiT Inspection Request	9/7/2022 2:14 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Corrections- 1. Not ready, insulation to be removed from all walls and ceiling for rough inspection. JP Note- See L.Sarto's notes from last inspection (4/22), only a partial inspection has been completed for the lower floor.
ROUGH MECHANICAL	INSP	9/8/2022	9/8/2022	RESCHEDULE	eTRAKiT Inspection Request	9/7/2022 2:14 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Corrections- 1. Not ready, insulation to be removed from all walls and ceiling for rough inspection. JP Note- See L.Sarto's notes from last inspection (4/22), only a partial inspection has been completed for the lower floor.
ROUGH FRAMING	INSP	9/8/2022	9/8/2022	RESCHEDULE	eTRAKiT Inspection Request	9/7/2022 2:15 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH FRAMING	INSP	9/8/2022	9/8/2022	RESCHEDULE	eTRAKiT Inspection Request	Corrections- 1. Not ready, insulation to be removed from all walls and ceiling for rough inspection. JP Note- See L.Sarto's notes from last inspection (4/22), only a partial inspection has been completed for the lower floor. EOR's observation letter to be on site for follow up inspection.
ROUGH ELECTRIC	INSP	9/8/2022	9/8/2022	RESCHEDULE	eTRAKiT Inspection Request	9/7/2022 2:15 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Corrections- 1. Not ready, insulation to be removed from all walls and ceiling for rough inspection. JP Note- See L.Sarto's notes from last inspection (4/22), only a partial inspection has been completed for the lower floor.
ROUGH PLUMBING	INSP	9/21/2022	9/22/2022	RESCHEDULE	eTRAKiT Inspection Request	9/19/2022 3:12 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH PLUMBING	INSP	9/21/2022	9/22/2022	RESCHEDULE	eTRAKiT Inspection Request	9/20/2022 10:32 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Reschedule, upper level in-progress. JP
ROUGH MECHANICAL	INSP	9/21/2022	9/22/2022	RESCHEDULE	eTRAKiT Inspection Request	9/19/2022 3:14 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 9/20/2022 10:33 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Reschedule, upper level in-progress. JP
ROUGH ELECTRIC	INSP	9/21/2022	9/22/2022	RESCHEDULE	eTRAKiT Inspection Request	9/19/2022 3:13 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH ELECTRIC	INSP	9/21/2022	9/22/2022	RESCHEDULE	eTRAKiT Inspection Request	9/20/2022 10:33 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Reschedule, upper level in-progress. JP
ROUGH FRAMING	INSP	9/21/2022	9/22/2022	RESCHEDULE	eTRAKiT Inspection Request	9/19/2022 3:13 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 9/20/2022 10:33 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Reschedule, upper level in-progress. JP Note- GC to provide observation & SI reports.
ROUGH PLUMBING	INSP	10/25/2022	10/25/2022	PASS	eTRAKiT Inspection Request	10/21/2022 2:48 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH MECHANICAL	INSP	10/25/2022	10/25/2022	IN PROGRESS	eTRAKiT Inspection Request	10/21/2022 2:48 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Complete mechanical. JP
ROUGH FRAMING	INSP	10/25/2022	10/25/2022	PARTIAL	eTRAKiT Inspection Request	10/21/2022 2:47 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Ceiling for top floor approved, spray foam subject to Fire hydro approval. JP
ROUGH ELECTRIC	INSP	10/25/2022	10/25/2022	PARTIAL	eTRAKiT Inspection Request	10/21/2022 2:48 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Ceiling for top floor approved. JP
INSULATION	INSP	11/8/2022	11/8/2022	PASS	eTRAKiT Inspection Request	11/4/2022 8:15 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

INSULATION	**INSP**	**11/8/2022**	**11/8/2022**	**PASS**	**eTRAKiT Inspection Request**	**11/7/2022 2:38 PM Marius Rotariu** **Contact Name: Marius Rotariu** **Site Address: 76 LONGWOOD DR** **Phone: 5109092312** **e-Mail: marius@manddhome.com** **Approval subject to QII certification. JP**
ROUGH FRAMING	**INSP**	**11/8/2022**	**11/8/2022**	**PASS**	**eTRAKiT Inspection Request**	**11/4/2022 7:52 PM Marius Rotariu** **Contact Name: Marius Rotariu** **Site Address: 76 LONGWOOD DR** **Phone: 5109092312** **e-Mail: marius@manddhome.com** **11/4/2022 7:59 PM Marius Rotariu** **Contact Name: Marius Rotariu** **Site Address: 76 LONGWOOD DR** **Phone: 5109092312** **e-Mail: marius@manddhome.com** **11/7/2022 2:39 PM Marius Rotariu** **Contact Name: Marius Rotariu** **Site Address: 76 LONGWOOD DR** **Phone: 5109092312** **e-Mail: marius@manddhome.com** **House approved. JP**

ROUGH ELECTRIC	INSP	11/8/2022	11/8/2022	PASS	eTRAKiT Inspection Request	11/4/2022 7:51 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 11/4/2022 8:00 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 11/7/2022 2:39 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Interior approved. JP
ROUGH MECHANICAL	INSP	11/8/2022	11/8/2022	PASS	eTRAKiT Inspection Request	11/4/2022 7:54 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com 11/4/2022 7:59 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com

ROUGH MECHANICAL	INSP	11/8/2022	11/8/2022	PASS	eTRAKiT Inspection Request	11/7/2022 2:40 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Interior approved. JP
WALLBOARD	JVAL	11/14/2022	11/14/2022	PASS	eTRAKiT Inspection Request	11/10/2022 8:38 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com
LATH	INSP	11/18/2022	11/18/2022	PASS	See inspection on B2022-0172	follow up Lath inspection was scheduled under B2022-0172 wrong permit. Inspection result for Lath was a Pass on 11-18-2022
LATH	INSP	2/28/2023	2/28/2023	PARTIAL	eTRAKiT Inspection Request	2/26/2023 11:55 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Wet wall approved for lower hall bathroom (Only). JP
SHOWER PAN	INSP	3/24/2023	3/24/2023	PASS		Inspection for shower pan passed under B2022-0172. Applicant scheduled under wrong permit.

FINAL**	INSP	1/25/2024	1/29/2024	IN PROGRESS	eTRAKiT Inspection Request	1/16/2024 9:19 AM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com Corrections: 1. Provide insulation and 1Hr. Fire rating at exposed underside of entry and master bedroom floors. 2. Provide 1Hr. Fire rating for exposed underside of lower floors. 3. Provide fire dampers or 26 GA. duct work for lower floor HVAC penetrations. 4. Provide lighting controls for all exterior lights. 5. Provide vacancy control for all bathrooms. 6. Bond water and gas lines at W.H. 7. Provide vacuum breakers for exterior hose bibs. 8. Provide undergrounding of utilities. 9. Provide all department finals and all final documents. JP

PARENT PROJECTS

REVIEWS

REVIEW TYPE	REVIEWER	SENT DATE	DUE DATE	RETURNED DATE	STATUS	REMARKS	NOTES
COMPLETENESS CHECK - BUILDING	Jackson Dobronyi	7/30/2021	7/30/2021	8/3/2021			fire fees
BUILDING	3RD PARTY	8/3/2021	8/24/2021	9/3/2021	RESUBMITTAL REQUIRED	Ballard Watkins, see comments	
FIRE	Ross Valley FD	8/3/2021	8/24/2021	9/17/2021	INCOMPLETE	See attached	

PLANNING	Elise Semonian	8/3/2021	8/24/2021	8/16/2021	INCOMPLETE		Show three required 9' x 19' on site parking spaces on the plan. One space can be tandem.
BUILDING	ERICA FREEMAN	10/13/2021	10/20/2021	10/20/2021	APPROVED	Ballard Watkins	
PLANNING	Elise Semonian	10/13/2021	10/20/2021	10/22/2021	APPROVED		
FIRE	Ross Valley FD	10/13/2021	10/22/2021	11/12/2021	APPROVED W/CONDITIONS	See attached	
BUILDING	ERICA FREEMAN	3/31/2022	4/14/2022	4/7/2022	RESUBMITTAL REQUIRED		Does Fire Need review? I don't think Fire review is necessary; they are adding sprinklers.
PLANNING	PLANNING	3/31/2022	4/14/2022	4/19/2022	APPROVED		
BUILDING	ERICA FREEMAN	5/2/2022	5/10/2022	5/12/2022	RESUBMITTAL REQUIRED	Submittal 2, see comments	
BUILDING	ERICA FREEMAN	6/21/2022	6/30/2022	6/28/2022	RESUBMITTAL REQUIRED	Submittal 3	
BUILDING	Jaime Valle	7/15/2022	7/21/2022	7/15/2022	APPROVED	Submittal 4	
BUILDING	ERICA FREEMAN	1/29/2024	1/29/2024	1/29/2024	UNDER REVIEW		Corrections: 1. Provide insulation and fire 1Hr. Fire rating at exposed underside of entry and master bedroom floors. 2. Provide 1Hr. Fire rating for exposed underside of lower floors. 3. Provide fire dampers or 26 GA. duct work for lower floor HVAC penetrations. 4. Provide lighting controls for all exterior lights. 5. Provide vacancy control for all bathrooms. 6. Bond water and gas lines at W.H. 7. Provide vacuum breakers for exterior hose bibs. 8. Provide undergrounding of utilities. 9. Provide all department finals and all final documents. JP

BOND INFORMATION

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	2/16/2022	Dmitriy Laptev	[TRANSMITTAL] SA-76 Longwood - Moratorium Status.pdf	SA-76 Longwood - Moratorium Status.pdf		0
DOC	9/17/2021	Derrick Shaw	21-0262 SR, SP,VMP.doc	21-0262 SR, SP,VMP.doc		0
DOC	11/12/2021	Derrick Shaw	21-0262 SR, SP,VMP-2.doc	21-0262 SR, SP,VMP-2.doc		0
DOC	9/3/2021	Erica Freeman	Longwood 76-MoreInfo.1.pdf	Longwood 76-MoreInfo.1.pdf		1
DOC	4/7/2022	Erica Freeman	Longwood 76-MoreInfo.1.pdf	Longwood 76-MoreInfo.1_1.pdf		1
DOC	5/12/2022	Erica Freeman	Longwood 76-MoreInfo.2.pdf	Longwood 76-MoreInfo.2.pdf		1
DOC	6/28/2022	Erica Freeman	Longwood 76-MoreInfo.2.pdf	Longwood 76-MoreInfo.2_1.pdf		1
DOC	7/13/2021	Etrakit Public Registration	Sub 1 - COMBINED PLANS	Sub 1 - 76 LONGWOOD COMBINED PLANS.pdf		1
DOC	7/13/2021	Etrakit Public Registration	SUB 1 - Plan Submittal Checklist	SUB 1 - Plan Submittal Checklist.pdf		1
DOC	7/13/2021	Etrakit Public Registration	Sub 1 - 2_Statement of Total Project Costs Evaluation	Sub 1 - 2_Statement of Total Project Costs Evaluation.pdf		1
DOC	7/13/2021	Etrakit Public Registration	Sub 1 - 3_Notice Special Inspection Requirements	Sub 1 - 3_Notice Special Inspection Requirments.pdf		1
DOC	7/13/2021	Etrakit Public Registration	Sub 1 - 4_Residential Developer Impact Fee Certification Application	Sub 1 - 4_Residential Developer Impact Fee Certification_Application.pdf		1

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	7/13/2021	Etrakit Public Registration	5_Pre-Construction and Demolition Recycling Plan	5_Pre-Construction and Demolition Recycling Plan_.pdf		1
DOC	7/13/2021	Etrakit Public Registration	6_Structural Calculations	6_Structural Calculations.PDF		1
DOC	7/13/2021	Etrakit Public Registration	7_Construction Management Plan	7_Construction Management Plan Guidelines.pdf		1
DOC	7/13/2021	Etrakit Public Registration	8_Disclosuresand Forms for Owner-Builders	8_Disclosuresand Forms for Owner-Builders Applying for Construction P.pdf		1
DOC	7/13/2021	Etrakit Public Registration	9_Expedited Third-Party Services Application	9_Expedited Third-Party Services Application.pdf		1
DOC	8/24/2021	Etrakit Public Registration	Third Party check approval letter	Plan Check Approval Letter for 76 Longwood Drive.pdf		1
DOC	8/24/2021	Etrakit Public Registration	BW approved - Architectural Plans	76 LONGWOOD DR Final Documents - Reviewed.pdf		1
DOC	8/24/2021	Etrakit Public Registration	BW approved - Structural Calculations	Struct Calcs Rev 1 San Anselmo.pdf		1
DOC	10/11/2021	Etrakit Public Registration	Sub 2 - Transmittal Letter	Transmittal Letter_signed.pdf		1
DOC	10/11/2021	Etrakit Public Registration	Sub 2 - Response Letter	76 LONGWOOD DR_Plan Check 1.2_updated.pdf		1
DOC	10/11/2021	Etrakit Public Registration	Sub 2 - Updated "Initial Total Project Cost Evaluation" sheet	76 Longwood Project Estimate_updated.pdf		1

TOWN OF SAN ANSELMO
EST. 1907

Permit Details
Town of San Anselmo

PERMIT NUMBER
B2021-0525

ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	10/11/2021	Etrakit Public Registration	Sub 2 - Plans	76 LONGWOOD DR. FULL SET REV 01 SET Oct 2021.pdf		1
DOC	10/11/2021	Etrakit Public Registration	Sub 2 - Plan Check Approval Letter	Plan Check Approval Letter for 76 Longwood Drive 9-20-21.pdf		1
DOC	6/8/2022	Etrakit Public Registration	Rev 1 Sub 3 - Engineers Response / Calcs	Rev 1 Sub 3 - Engineers Response and Calcs.pdf		1
DOC	7/13/2022	Etrakit Public Registration	Rev 1 Sub 4 - Calcs	Rev 1 Sub 4 - Calcs.pdf		1
DOC	7/13/2022	Etrakit Public Registration	Rev 1 Sub 4 - Response Letter	Rev 1 Sub 4 - Response Letter.pdf		1
DOC	9/17/2021	Jackson Dobronyi	76 LONGWOOD DR_Plan Check 1.pdf	76 LONGWOOD DR_Plan Check 1.pdf		1
DOC	3/31/2022	Jackson Dobronyi	Revision 1 - Letter	Transmittal letter 03_30_2022.pdf		0
DOC	3/31/2022	Jackson Dobronyi	Revision 1 - PLans	76 LONGWOOD DR. FULL SET REV 02 SET 03_15_2022.pdf		0
DOC	5/2/2022	Jackson Dobronyi	Revision 1 Sub 2 - Calcs.pdf	Revision 1 Sub 2 - Calcs.pdf		1
DOC	5/2/2022	Jackson Dobronyi	Revision 1 Sub 2 - Fire Place Specs 2.pdf	Revision 1 Sub 2 - Fire Place Specs 2.pdf		1
DOC	5/2/2022	Jackson Dobronyi	Revision 1 Sub 2 - Fire Place Specs.pdf	Revision 1 Sub 2 - Fire Place Specs.pdf		1
DOC	5/2/2022	Jackson Dobronyi	Revision 1 Sub 2 - Letter.pdf	Revision 1 Sub 2 - Letter.pdf		1
DOC	5/2/2022	Jackson Dobronyi	Revision 1 Sub 2 - Mech Specs.pdf	Revision 1 Sub 2 - Mech Specs.pdf		1

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	5/2/2022	Jackson Dobronyi	Revision 1 Sub 2 - Plans.pdf	Revision 1 Sub 2 - Plans.pdf		1
DOC	6/21/2022	Jackson Dobronyi	Rev 1 sub 3 - Transmittal Letter	Rev 1 sub 3.pdf		0
DOC	6/21/2022	Jackson Dobronyi	Rev 1 Sub 3 - Calcs (NOTE NO CHANGES).pdf	Revision 1 Sub 3 - Calcs.pdf		1
DOC	6/21/2022	Jackson Dobronyi	Rev 1 Sub 3 - Plans	76 LONGWOOD DR. FULL SET REV 03.pdf		0
DOC	7/21/2022	Jackson Dobronyi	B2021-0525_76 Longwood_Revision 1.pdf	B2021-0525_76 Longwood_Revision 1.pdf		1
DOC	5/23/2023	Jackson Dobronyi	FINAL ROUTING FORM	20230523120348_1.pdf		1
DOC	8/11/2021	Lavinia Bortis	signed 3rd party	20210811134944.pdf		1
DOC	11/23/2021	Lavinia Bortis	76 Longwood_B2021-2025_Issued.pdf	76 Longwood_B2021-2025_Issued.pdf		1
DOC	12/7/2021	Lavinia Bortis	11/23 email sent with all permit docs	copy of email sent.pdf		0
DOC	11/8/2022	Lavinia Bortis	insulation inspection report.pdf	insulation inspection report.pdf		1
DOC	11/10/2022	Lavinia Bortis	structural observation record	20221110101025.pdf		1
DOC	11/10/2022	Lavinia Bortis	special inspection field report	20221110101010.pdf		1
DOC	6/26/2023	Lavinia Bortis	4. Zero Waste Marin Form_Receipts.pdf	4. Zero Waste Marin Form_Receipts.pdf		0
DOC	6/26/2023	Lavinia Bortis	8. Green Building Final Letter From approved Rater.pdf	8. Green Building Final Letter From approved Rater.pdf		0

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2021-0525

ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	6/26/2023	Lavinia Bortis	6. Water fixture Conservation Form.pdf	6. Water fixture Conservation Form.pdf		0
DOC	6/26/2023	Lavinia Bortis	5. Smoke CO2 Self Certification Form.pdf	5. Smoke CO2 Self Certification Form.pdf		0
DOC	6/26/2023	Lavinia Bortis	7. Final Letter From Engineer of Record.pdf	7. Final Letter From Engineer of Record.pdf		0
DOC	6/26/2023	Lavinia Bortis	2.2 Special inspections Letters_Insulation.pdf	2.2 Special inspections Letters_Insulation.pdf		0
DOC	6/26/2023	Lavinia Bortis	2.3 Special Inspections Letter_Anchor Installation.pdf	2.3 Special Inspections Letter_Anchor Installation.pdf		0
DOC	6/26/2023	Lavinia Bortis	2.1 Special inspections Letters_Foundation_Wood Framing.pdf	2.1 Special inspections Letters_Foundation_Wood Framing.pdf		0
DOC	6/26/2023	Lavinia Bortis	3. Structural observation letters.pdf	3. Structural observation letters.pdf		0
DOC	6/26/2023	Lavinia Bortis	1. HERS FORMS.pdf	1. HERS FORMS.pdf		0
DOC	6/26/2023	Lavinia Bortis	1.1 HERS FORMS.pdf	1.1 HERS FORMS.pdf		0
DOC	6/26/2023	Lavinia Bortis	2. Special Inspections Letter_Shear Plywood Nailing.pdf	2. Special Inspections Letter_Shear Plywood Nailing.pdf		0
PHOTO	6/26/2023	Lavinia Bortis	Permit 2021-0190_ comment.jpg	Permit 2021-0190_ comment.jpg		0
PHOTO	6/26/2023	Lavinia Bortis	Handrails for Resale Permit__B2021-0190_2.jpg	Handrails for Resale Permit__B2021-0190_2.jpg		0
PHOTO	6/26/2023	Lavinia Bortis	Handrails for Resale Permit__B2021-0190_1.jpg	Handrails for Resale Permit__B2021-0190_1.jpg		0

TOWN OF SAN ANSELMO
BUILDING & PUBLIC WORKS
525 SAN ANSELMO AVE.,
SAN ANSELMO, CA 94960

INSPECTOR: (415) 258 - 4618
PERMITS: (415) 258 - 4616

PERMIT NO.: B2021-0525

DATE ISSUED: 11/23/2021

NOTES:

BUILDING PERMIT

THIS PERMIT CARD SHALL BE DISPLAYED SO AS VISIBLE FROM THE STREET AT ALL TIMES.

Plans and construction documents shall be on the job site at all times when work is in progress. After completion of work, retain this card for your records.

Property Address:	**76 LONGWOOD DR**	Parcel Number:	006-262-09
Permit Type:	**REMODEL**	Sub Type:	MAJOR REMODEL-50% OR MORE

Description of Work: **Kitchen/bath remodel, windows change, new office, furnace**

Project Valuation: $251000

Applicant	Anna Oleinikova	Phone No.	4084826677
Owner	Ilya Sigal	Phone No.	6504009705
Architect		Phone No.	
Engineer		Phone No.	
Contractor	M AND D HOME IMPROVEMENT	Phone No.	5109092312

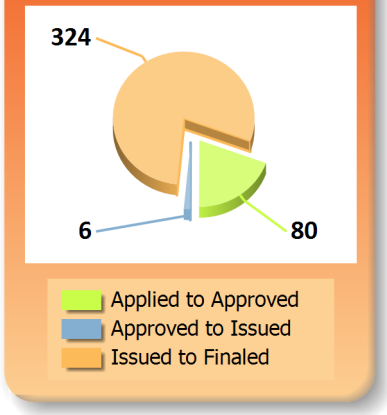
Work under this permit must commence within 180 days of issuance. The permit expires and becomes null and void in 180 days from date of issue if no inspections are passed, or if work is not performed in a continuous manner for in excess of a period of 60 days. The passing of each inspection extends the expiration date of this permit by 180 days. All work must be done in accordance with the 2019 editions of the California Building Code, California Residential Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Building Code, California Energy Code and the Town of San Anselmo Municipal Code. All approved work is subject to Town field inspection(s) and verification. All required inspections are scheduled online. A written appeal of permit fees or conditions of approval may be made to the Town within ten (10) days of the issuance of this permit.

Permit Details
Town of San Anselmo

PERMIT NUMBER
B2022-0172

Description: **Decks and Porch Expansion**			
Type: **BUILDING**	Subtype: **RESIDENTIAL**	Status: **FINALED**	Applied: **3/21/2022 EPRS**
Parcel No: **006-262-09**	Site Address: **76 LONGWOOD DR SAN ANSELMO,CA 94960**		Approved: **6/9/2022 JDOB**
Subdivision:	Block: Lot:		Issued: **6/15/2022 LBOR**
Lot Sq Ft: **0**	Building Sq Ft: **0**	Zoning:	Finaled: **5/5/2023 JVAL**
Valuation: **$18,000.00**	Occupancy Type:	Construction Type:	Expired:
No. Buildings: **0**	No. Stories: **0**	No. Unites: **0**	
Details:			

Process Summary



ADDITIONAL SITES

CHRONOLOGY

CHRONOLOGY TYPE	STAFF NAME	ACTION DATE	COMPLETION DATE	NOTES
Check on reviews from all departments	Jackson Dobronyi	5/9/2022	5/9/2022	
Check on reviews from all departments	Jackson Dobronyi	6/15/2022	6/15/2022	LB to issue
Consultant Review	Lavinia Bortis	4/15/2022	4/15/2022	Sent Sub. 1 to CSG_5 docs on 4-15-2022
Consultant Review	Lavinia Bortis	6/1/2022	6/1/2022	Sent Sub. 2 to CSG_ 2 docs. Sent the revised sub. 2 plans. 5-31-2022 after Jacksons attachment of sub. 2 transmittal.

CONDITIONS

CONTACTS

NAME TYPE	NAME	ADDRESS1	CITY	STATE	ZIP	PHONE	FAX	EMAIL
APPLICANT	Anna Oleinikova	38 Lenelle Ct	Moraga	CA	94556	(408)482-6677		olanna25@hotmail.com

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2022-0172

CONTACTS								
NAME TYPE	NAME	ADDRESS1	CITY	STATE	ZIP	PHONE	FAX	EMAIL
CONTRACTOR	Marius Rotaru			CA		(510)909-2312		manddhomeimprovement@yahoo.com
OWNER	Anna Oleinikova	38 Lenelle Ct	Moraga	CA	94556	(408)482-6677		olanna25@hotmail.com

FINANCIAL INFORMATION										
DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
BUILDING PERMIT FEE	01.00.42202	0	$364.26	$364.26	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for BUILDING PERMIT FEE:			$364.26	$364.26						
BUILDING TECHNICAL FEE	01.00.48064	0	$32.05	$32.05	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for BUILDING TECHNICAL FEE:			$32.05	$32.05						
BUILDING TRAINING FEE	01.00.48065	0	$10.93	$10.93	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for BUILDING TRAINING FEE:			$10.93	$10.93						
GENERAL PLAN MAINTENANCE	01.00.48012	0	$14.57	$14.57	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for GENERAL PLAN MAINTENANCE:			$14.57	$14.57						
GREEN BUILDING FEE	01.00.20310	0	$1.00	$1.00	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for GREEN BUILDING FEE:			$1.00	$1.00						
GROSS RECEIPT TAX	01.00.42001	0	$9.00	$9.00	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for GROSS RECEIPT TAX:			$9.00	$9.00						
PLAN CHECKS WITH BUILDING	01.00.42201	0	$236.77	$236.77	4/1/22	R13413	141	CHECK	Anna Oleinikova	JDOB

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2022-0172

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
PLAN CHECKS WITH BUILDING	01.00.42201	0	$573.48	$573.48	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for PLAN CHECKS WITH BUILDING:			$810.25	$810.25						
PLAN STORAGE FEE	01.00.20313	5	$10.00	$10.00	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for PLAN STORAGE FEE:			$10.00	$10.00						
ROAD IMPACT FEE	19.00.48004	0	$270.00	$270.00	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for ROAD IMPACT FEE:			$270.00	$270.00						
STATE SEISMIC FEE	01.00.20302	0	$2.34	$2.34	6/9/22	WEB4093	650280908	CREDIT	Anna Oleinikova	EPRS
Total Paid for STATE SEISMIC FEE:			$2.34	$2.34						
TOTALS:			$1,524.40	$1,524.40						

INSPECTIONS

INSPECTION TYPE	INSPECTOR	SCHEDULED DATE	COMPLETED DATE	RESULT	REMARKS	NOTES
EXTERIOR WALLS	INSP					
GRADE BEAM	INSP					
INSULATION	INSP					
MOISTURE BARRIER	INSP					
PIERS	INSP					
ROUGH ELECTRIC	INSP					
ROUGH MECHANICAL	INSP					
ROUGH PLUMBING	INSP					
SHEAR WALLS	INSP					
TEMPORARY POWER	INSP					
UNDERFLOOR FRAMING	INSP					

BIO-RENTENTION	SSCH					
LATH	JVAL	11/18/2022	11/18/2022	PASS	eTRAKiT Inspection Request	11/16/2022 12:04 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com should have been scheduled under B2021-0525
SHOWER PAN	JVAL	3/24/2023	3/24/2023	PASS	eTRAKiT Inspection Request	3/23/2023 3:57 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com no shower pan on deck or porch. This inspection should have been scheduled under B2021-0525
FOOTING	JVAL	5/5/2023	5/5/2023	PASS	eTRAKiT Inspection Request	Anna 408-482-6677 5/2/2023 5:08 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com
ROUGH FRAMING	JVAL	5/5/2023	5/5/2023	PASS	eTRAKiT Inspection Request	Anna 408-482-6677

ROUGH FRAMING	JVAL	5/5/2023	5/5/2023	PASS	eTRAKiT Inspection Request	5/2/2023 5:08 PM Marius Rotariu Contact Name: Marius Rotariu Site Address: 76 LONGWOOD DR Phone: 5109092312 e-Mail: marius@manddhome.com
FINAL**	JVAL	5/5/2023	5/5/2023	FINAL		

PARENT PROJECTS

REVIEWS

REVIEW TYPE	REVIEWER	SENT DATE	DUE DATE	RETURNED DATE	STATUS	REMARKS	NOTES
COMPLETENESS CHECK - BUILDING	Jackson Dobronyi	3/21/2022	4/7/2022	4/15/2022			1. On the Plans: a. Please note the Flood Zone on the cover sheet b. Please note the WUI Zone on the cover sheet 2. Drop off a check for the plan check fees in our drop box outside the townhall entrance. Please place all checks in envelopes and write in the permit number in the memo line. The amount due for the review is $236.77
							for the planning department: Please have your designer provide a site plan that includes the deck's distances to the property lines, as well as the height of the deck as well.
BUILDING	3RD PARTY	4/15/2022	5/2/2022	5/6/2022	RESUBMITTAL REQUIRED	CSG	1. See CSG comments 2. Applicant shall final expired permits before this permit can be issued. 3. Please provide resale report to applicant. All other items under non-conforming shall be addressed before this permit is issued.
PLANNING	PLANNING	4/15/2022	5/2/2022	4/22/2022	APPROVED		
BUILDING	3RD PARTY	5/31/2022	6/8/2022	6/9/2022	APPROVED	CSG	

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2022-0172

BOND INFORMATION

ATTACHMENTS

Attachment Type	CREATED	OWNER	DESCRIPTION	PATHNAME	SUBDIR	ETRAKIT ENABLED
DOC	3/21/2022	Etrakit Public Registration	Sub 1 - Plan Submittal Checklist	Sub 1 - Plan Submittal Checklist.pdf		1
DOC	3/21/2022	Etrakit Public Registration	Sub 1 - Initial Cost Evaluation	Sub 1 - Initial Cost Evaluation .pdf		1
DOC	3/21/2022	Etrakit Public Registration	Sub 1 - Structural Calcs	Sub 1 - Structural Calcs.pdf		1
DOC	3/21/2022	Etrakit Public Registration	Sub 1 - Recycling Form	Sub 1 - Recycling Form.pdf		1
DOC	3/21/2022	Etrakit Public Registration	Transmittal Letter	6_Transmittal Letter.docx		1
DOC	4/13/2022	Etrakit Public Registration	Sub 1 - PLans	Sub 1 - PLans.pdf		1
DOC	5/31/2022	Etrakit Public Registration	Sub 2 - PLans	Sub 2 - Plans.pdf		1
DOC	5/31/2022	Etrakit Public Registration	Sub 2 - Revised plan	B2022-0172_76_LONGWOOD_DRIVE_STRUCT_REV3.pdf		1
DOC	5/9/2022	Jackson Dobronyi	76 LONGWOOD DR_Plan Check 1.pdf	76 LONGWOOD DR_Plan Check 1.pdf		1
DOC	5/31/2022	Jackson Dobronyi	Sub 2- Transmittal Letter and Calcs.pdf	Sub 2- Transmittal Letter and Calcs.pdf		1
DOC	5/3/2022	Lavinia Bortis	Cover Page CSG.pdf	Cover Page CSG.pdf		0
DOC	5/3/2022	Lavinia Bortis	CSG Corrections.pdf	CSG Corrections.pdf		1
DOC	6/8/2022	Lavinia Bortis	CSG approved transmittal.pdf	CSG approved transmittal.pdf		0

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2022-0172

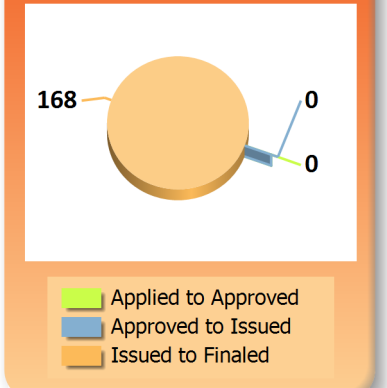
ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	6/15/2022	Lavinia Bortis	B2022-0172_76_LONGWOOD_Issued.pdf	B2022-0172_76_LONGWOOD_Issued.pdf		1
DOC	11/10/2022	Lavinia Bortis	special inspection field report	20221110101010.pdf		1
DOC	11/10/2022	Lavinia Bortis	Structural observation periodic compliance report	20221110101025.pdf		1
DOC	5/26/2023	Lavinia Bortis	3 special inspection reports	20230526103815.pdf		1

Permit Details
Town of San Anselmo

PERMIT NUMBER
B2022-0283

Description: **New Roof, Class A shngl, Trim back eaves 6-8", resale item**			
Type: **REROOF**	Subtype:	Status: **FINALED**	Applied: **5/12/2022 EPRS**
Parcel No: **006-262-09**	Site Address: **76 LONGWOOD DR SAN ANSELMO,CA 94960**		Approved: **5/12/2022 LBOR**
Subdivision:	Block: Lot:		Issued: **5/12/2022 LBOR**
Lot Sq Ft: **0**	Building Sq Ft: **0**	Zoning:	Finaled: **10/27/2022 INSP**
Valuation: **$18,000.00**	Occupancy Type:	Construction Type:	Expired:
No. Buildings: **0**	No. Stories: **0**	No. Unites: **0**	
Details:			

Process Summary



ADDITIONAL SITES

CHRONOLOGY

CHRONOLOGY TYPE	STAFF NAME	ACTION DATE	COMPLETION DATE	NOTES
Note To Record	Lavinia Bortis	11/4/2022	11/29/2022	requested gutter guards pictures

CONDITIONS

CONTACTS

NAME TYPE	NAME	ADDRESS1	CITY	STATE	ZIP	PHONE	FAX	EMAIL
APPLICANT	Anna Oleinikova	38 Lenelle Ct	Moraga	CA	94556	(408)482-6677		olanna25@hotmail.com
CONTRACTOR	Marius Rotariu			ca		(510)909-2312		marius@manddhome.com
OWNER	76 Longwood Drive LLC	1325 Howard Ave., Ste. 329	Burlingame	CA	94010	(650)400-9750		eli@drsgm.com

FINANCIAL INFORMATION

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2022-0283

DESCRIPTION	ACCOUNT	QTY	AMOUNT	PAID	PAID DATE	RECEIPT #	CHECK #	METHOD	PAID BY	CLTD BY
GEN PLAN MAINTENANCE FOR REROOFS	01.00.48012	0	$6.32	$6.32	5/12/22	WEB3939	635977362	CREDIT	Anna Oleinikova	EPRS
Total Paid for GEN PLAN MAINTENANCE FOR REROOFS:			$6.32	$6.32						
GREEN BUILDING FEE	01.00.20310	0	$1.00	$1.00	5/12/22	WEB3939	635977362	CREDIT	Anna Oleinikova	EPRS
Total Paid for GREEN BUILDING FEE:			$1.00	$1.00						
GROSS RECEIPT TAX	01.00.42001	0	$9.00	$9.00	5/12/22	WEB3939	635977362	CREDIT	Anna Oleinikova	EPRS
Total Paid for GROSS RECEIPT TAX:			$9.00	$9.00						
REROOF	01.00.42202	0	$158.00	$158.00	5/12/22	WEB3939	635977362	CREDIT	Anna Oleinikova	EPRS
Total Paid for REROOF:			$158.00	$158.00						
ROAD IMPACT FEE	19.00.48004	0	$270.00	$270.00	5/12/22	WEB3939	635977362	CREDIT	Anna Oleinikova	EPRS
Total Paid for ROAD IMPACT FEE:			$270.00	$270.00						
STATE SEISMIC FEE	01.00.20302	0	$2.34	$2.34	5/12/22	WEB3939	635977362	CREDIT	Anna Oleinikova	EPRS
Total Paid for STATE SEISMIC FEE:			$2.34	$2.34						
TOTALS:			$446.66	$446.66						

INSPECTIONS

INSPECTION TYPE	INSPECTOR	SCHEDULED DATE	COMPLETED DATE	RESULT	REMARKS	NOTES
ROOF (IN PROGRESS)	JVAL	8/19/2022	8/19/2022	PASS	eTRAKiT Inspection Request	8/17/2022 1:58 PM Anna Oleinikova Contact Name: Anna Oleinikova Site Address: 76 LONGWOOD DR Phone: 4084826677 e-Mail: olanna25@hotmail.com

FINAL**	INSP	9/20/2022	9/29/2022	RESCHEDULE	eTRAKiT Inspection Request	9/16/2022 12:34 PM Anna Oleinikova Contact Name: Anna Oleinikova Site Address: 76 LONGWOOD DR Phone: 4084826677 e-Mail: olanna25@hotmail.com Town rescheduled.
FINAL**	INSP	10/19/2022	10/19/2022	NO ONE ONSITE	eTRAKiT Inspection Request	10/18/2022 1:57 PM Anna Oleinikova Contact Name: Anna Oleinikova Site Address: 76 LONGWOOD DR Phone: 4084826677 e-Mail: olanna25@hotmail.com Final subject to C&D's /gutter guards. JP
FINAL**	INSP	10/27/2022	10/27/2022	FINAL		Final approved. JP

PARENT PROJECTS

REVIEWS

REVIEW TYPE	REVIEWER	SENT DATE	DUE DATE	RETURNED DATE	STATUS	REMARKS	NOTES
COMPLETENESS CHECK - PV/E/M/P	LAVINIA BORTIS	5/12/2022	5/13/2022	5/12/2022			

BOND INFORMATION

ATTACHMENTS

Attachment Type	CREATED	OWNER	DESCRIPTION	PATHNAME	SUBDIR	ETRAKIT ENABLED
DOC	10/24/2022	Lavinia Bortis	C and D Form	Scannable Document on Oct 14, 2022 at 9_53_23 AM.pdf		0
DOC	10/24/2022	Lavinia Bortis	image0.jpeg	image0.jpeg		0

TOWN OF SAN ANSELMO EST. 1907

Permit Details

Town of San Anselmo

PERMIT NUMBER
B2022-0283

ATTACHMENTS						
Attachment Type	**CREATED**	**OWNER**	**DESCRIPTION**	**PATHNAME**	**SUBDIR**	**ETRAKIT ENABLED**
DOC	10/24/2022	Lavinia Bortis	image1.jpeg	image1.jpeg		0
PHOTO	10/24/2022	Lavinia Bortis	pic 4.jpg	pic 4.jpg		0
PHOTO	10/24/2022	Lavinia Bortis	pic 3.jpg	pic 3.jpg		0
PHOTO	10/24/2022	Lavinia Bortis	pic 2.jpg	pic 2.jpg		0
PHOTO	10/24/2022	Lavinia Bortis	pic 1.jpg	pic 1.jpg		0

Property Valuation

Structure Information

Square Feet:	2423	Number of Corners:	10 Corners (or Four Building Masses)
Exterior Wall Type:	Frame		

Base Valuation

Basic Cost	General Description		Value
Foundation	Reinforced concrete, multiple grade changes		126,081.20
Wood or Metal Exterior Walls	Irregular walls, some parapets, large openings		117,890.13
Exterior Finish	Stone or masonry accents, good stucco or wood siding elsewhere		53,969.18
Roof and Soffit	Multi-level slate, tile or flat surface with decorative details, large enclosed soffit		84,207.24
Plumbing and Electrical	3 good plumbing fixtures per bathroom, recessed lighting, 6 built-in appliances		64,763.02
Floor Structure	Engineered wood or steel or reinforced concrete slab.		101,048.68
Special Features	5 standard built-in appliances, sliding glass or French doors, laundry room.		11,942.12
Windows and Doors	Several large (6’ x 8’) windows, 4-6 exterior doors, stain grade doors		70,045.11
Kitchen	30 LF of deluxe wall and base cabinets, stone counter top, island work area		112,072.17
Bathrooms	Tile shower with tub, 10’ of counter space, compartmented bathroom		21,587.67
Interior Finish	Many decorative details and offsets, framed openings, 12’ ceiling in main room		67,365.79
Floor Finish	Terrazzo, marble, granite, best hardwood or luxury carpet throughout		70,045.11
Single Family Residence		**RC:**	$901,017.42
Base Cost			$901,017.42

Additional Costs

Description	ExtCost
Outside Stairway Costs	7,315.20
Balcony Costs	24,134.06
Basement Costs	28,060.40
Garage Costs	9,641.40
Deck Costs	21,198.84
Heating and Cooling Costs	18,463.26
Appliance Costs	3,629.47
Fireplace Costs	13,133.80
Total Additional Costs	$125,576.43

Total Replacement Cost: ($423.69 per SF)	**$1,026,593.85**
Depreciation: (60%)	**$615,956.31**
Actual Cash Value: ($169.47 per SF)	**$410,637.54**

Subject: Re: 76 Longwood
Date: Thursday, May 2, 2024 at 3:12:41 PM Pacific Daylight Time
From: Megan Holt Acevedo
To: John Sharp
CC: Sean Condry, Erica Freeman

Hi John

Based on our discussion this afternoon, your client takes issue with the undergrounding requirement applicable to his property. Staff has affirmed that they will not change their position because you have not submitted any information to support your assertion that the project on the property did not constitute a substantial improvement; therefore, staff's final determination is consistent with the Town's position throughout the approval process. Specifically, the Town has determined that the cumulative work at your clients' property triggers the Town's requirement to underground utilities. Your clients' project is within the CBC's definition of a substantial improvement, as any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. As such, the Town's Municipal Code 9-4.01 requires buildings or structures that undergo a substantial improvement as defined by the CBC to place all electrical and communication service laterals, including those for cable television service, underground from the main service equipment. See Code 9-4.01 for all requirements.

You must file an appeal and pay the Town's appeal fee of $2,614 within 10 days.

Thanks
Megan

From: Megan Holt Acevedo <megan@ehc.law>
Date: Thursday, May 2, 2024 at 2:27 PM
To: John Sharp <john@johnsharplaw.com>
Subject: Re: 76 Longwood

Yes.

From: John Sharp <john@johnsharplaw.com>
Date: Thursday, May 2, 2024 at 2:25 PM
To: Megan Holt Acevedo <megan@ehc.law>
Subject: RE: 76 Longwood

Sorry for this—may I call you in 15?

From: Megan Holt Acevedo <megan@ehc.law>
Sent: Wednesday, May 1, 2024 2:27 PM
To: John Sharp <john@johnsharplaw.com>
Subject: Re: 76 Longwood

OK. 2:30 will work.

From: John Sharp <john@johnsharplaw.com>
Date: Wednesday, May 1, 2024 at 1:35 PM
To: Megan Holt Acevedo <megan@ehc.law>
Subject: Re: 76 Longwood

Sorry, I'm kind of fouled up in the morning.
How's the afternoon between 1 and 3:30?

Sent from my iPhone

> On May 1, 2024, at 1:32 PM, Megan Holt Acevedo <megan@ehc.law> wrote:
>
> I can talk tomorrow morning at 10:30 AM.
>
> > On May 1, 2024, at 12:54 PM, John Sharp <john@johnsharplaw.com> wrote:
> >
> > Hi Megan,
> > Thanks for reaching out.
> > It's getting pretty tight here. Are you around tomorrow?
> > John
> >
> > ---
> >
> > **From:** Megan Holt Acevedo <megan@ehc.law>
> > **Sent:** Wednesday, May 1, 2024 12:32 PM
> > **To:** John Sharp <john@johnsharplaw.com>
> > **Subject:** Re: 76 Longwood
> >
> > Hi John
> > Does 1:30 today still work for you?
> > Thanks
> > Megan
> >
> > > On Apr 26, 2024, at 10:34 AM, Megan Holt Acevedo <megan@ehc.law> wrote:
> > >
> > > 1:30 works. I'll talk to you then.
> > > Megan
> > >
> > > ---
> > >
> > > **From:** John Sharp <john@johnsharplaw.com>
> > > **Date:** Friday, April 26, 2024 at 10:31 AM
> > > **To:** Megan Holt Acevedo <megan@ehc.law>

Subject: Re: 76 Longwood

Any chance we could do 1:30 or after 3? I just noticed I have an appointment at 2.
Thanks,
John

Sent from my iPhone

> On Apr 26, 2024, at 10:27 AM, Megan Holt Acevedo <megan@ehc.law> wrote:
>
> Yes. Would 2pm work for you?
>
> ---
>
> **From:** John Sharp <john@johnsharplaw.com>
> **Date:** Friday, April 26, 2024 at 9:47 AM
> **To:** Megan Holt Acevedo <megan@ehc.law>
> **Subject:** RE: 76 Longwood
>
> Hi Megan,
> May you and I please set a time to talk during the afternoon of next Wednesday, 5/1?
> Thanks,
> John
>
> John E. Sharp
> Law Offices of John E. Sharp
> 24 Professional Center Parkway, Suite 110
> San Rafael, CA 94903
> (415) 479-1645 (phone)
> (415) 295-7020 (fax)
>
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From: Megan Holt Acevedo <megan@ehc.law>
Sent: Tuesday, April 16, 2024 3:06 PM
To: John Sharp <john@johnsharplaw.com>
Cc: Sean Condry <scondry@townofsananselmo.org>
Subject: Re: 76 Longwood

Hi John
Please provide the Town with an update on the undergrounding plans for 76 Longwood.
Thanks
Megan

From: John Sharp <john@johnsharplaw.com>
Date: Monday, April 8, 2024 at 2:30 PM
To: Megan Holt Acevedo <megan@ehc.law>
Cc: Sean Condry <scondry@townofsananselmo.org>
Subject: RE: 76 Longwood

Hi Megan,
I lost some time to an injury. We're still reviewing. I'll let you know our direction this week.
Thank you,

John E. Sharp
Law Offices of John E. Sharp
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903
(415) 479-1645 (phone)
(415) 295-7020 (fax)

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From: Megan Holt Acevedo <megan@ehc.law>
Sent: Monday, April 8, 2024 2:24 PM
To: John Sharp <john@johnsharplaw.com>
Cc: Sean Condry <scondry@townofsananselmo.org>
Subject: Re: 76 Longwood

Hi John
You have not responded to the email below, filed an appeal or paid the appeal fee. This leads me to believe that your client has chosen not to appeal the staff determination that obligates them to underground the utilities at 76 Longwood. Please provide me with an update on the steps that have been taken to satisfy this condition and an estimated date of completion.
Thanks,
Megan

From: Megan Holt Acevedo <megan@ehc.law>
Date: Thursday, February 29, 2024 at 2:42 PM
To: John Sharp <john@johnsharplaw.com>
Cc: Sean Condry <scondry@townofsananselmo.org>
Subject: Re: 76 Longwood

Hi John

I have PDFs of a few of the key documents I mentioned in connection with the permit for a "Major Remodel – 50% or More" on their property at 76 Longwood (B2021-0525). I have not included documents that relate to the second permit for additional decks and work that added to the value of the project, because even without the second permit, it is clear that undergrounding was required for a remodel of this

scale.

As I indicated on our call, the record demonstrates that this was not an "after-the-fact" attempt to nullify or in any way alter the rights conferred by the permit. Rather, these documents show that the Town consistently noted the substantial nature of the project and that undergrounding is required for such a remodel. Your clients were on notice from the fall of 2021 that the permit was conditioned on undergrounding the utilities. For example, in the September 3, 2021 comment letter from Erica Freeman to your clients, she noted:

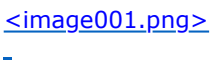
> Please add the following note to the cover sheet: The cumulative work at your property triggers the Town's requirement to underground utilities. Your project is within the CBC's definition of a substantial improvement, any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started.
> As such the Town's Municipal Code 9-4.01 Underground utilities requires buildings or structures that undergo a substantial improvement as defined by the CBC to place all electrical and communication service laterals including those for cable television service underground from the main service equipment. See Code 9-4.01 for all requirements.
> Please follow up with Public Works to coordinate undergrounding your utilities.

Accordingly, the Town's position is unchanged.

You suggest below that you wish to have this matter heard by the Town Council on appeal; however, my understanding from our call today is that you wish to review the property file before moving forward. If you decide to move forward with an appeal, you will have to file a formal appeal with the Town Clerk and pay the appeal fee to initiate such a proceeding.

Best,
Megan

Megan H. Acevedo
Attorney



Landlines: 628-240-3854 (main)
Mobile: 415-672-4416
Email: megan@ehc.law
Mail or Visit: 999 Fifth Avenue, Suite 420, San Rafael, CA 94901

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From: John Sharp <john@johnsharplaw.com>
Date: Friday, February 23, 2024 at 3:26 PM
To: Megan Holt Acevedo <megan@ehc.law>
Subject: Re: 76 Longwood

Thanks Megan. Have a good weekend.
John

Sent from my iPhone

> On Feb 23, 2024, at 3:00 PM, Megan Holt Acevedo <megan@ehc.law> wrote:
>
> Hi John
> I spoke with staff about your email yesterday and we have a follow-up meeting planned for Wednesday. I will be in touch after Wednesday.
> Thanks
> Megan
>
> ---
>
> **From:** John Sharp <john@johnsharplaw.com>
> **Date:** Thursday, February 15, 2024 at 12:55 PM
> **To:** Megan Holt Acevedo <megan@ehc.law>
> **Subject:** Re: 76 Longwood
>
> Thank you Megan,
> Have a good weekend.

John

Sent from my iPhone

On Feb 15, 2024, at 12:49 PM, Megan Holt Acevedo <megan@ehc.law> wrote:

Hi John
Thank you for this summary. It is helpful to see your arguments spelled out. Sean is out of the office for a few days, but I will be meeting with him next week to discuss this.
Best,
Megan

From: John Sharp <john@johnsharplaw.com>
Date: Friday, February 9, 2024 at 2:56 PM
To: Megan Holt Acevedo <megan@ehc.law>
Subject: RE: 76 Longwood

Megan,

The basis for the request is as follows:

On July 9, 2021, in conjunction with Permit No. B2021-0525 , the Town accepted Owner's statement of costs, and the permit was issued, for remodeling at the Property. There ensued, over the course of approximately 2 years, various attempts by Staff

to inflate the value of the project, apparently in order to seek to have utilities placed underground.

For example, on June 20, 2023, Mr. Condry wrote to Mr. Sigal, as follows:

"Per your approved plans undergrounding is required based on Town code and valuation. This is required of everyone when they do a substantial remodel and you would not have received a permit without this on the plans". This statement is inaccurate. Moreover, it is a retroactive attempt to impose a new permit condition and, as such, is unlawful.

Such an after-the-fact attempt to nullify the rights afforded in the permit, particularly when the permittee has relied on the permit and spent substantial resources, is a violation of law, as set forth below.

Further, Ms. Freeman relies on Assessor's records to determine value. This is not the correct means of value, as stated in S.A.M.C. 9-1.101 and 9-1.202; rather, the means of valuation should be an appraisal of the improvements, (as

opposed to the property as a whole), based on market value, and according to Uniform Standards of Professional Appraisal Practice (USPAP). When the permits were originally issued, Mr. Sigal's valuation was accurate, as identified in his appraisal, proximate to the application date in 2021.

Owners' request is based upon three theories:

Vested rights;

Avco Community Developers, Inc., Plaintiff and Appellant, v. South Coast Regional Commission (1976) 17 Cal.3d 785:

"If a property owner has performed substantial work and incurred substantial liabilities in good faith reliance on a permit issued by the government, he acquires a vested right to complete construction

in accordance with the terms of the permit. Once a landowner has secured a vested right the government may not, by virtue of a change in the zoning laws, prohibit construction authorized by the permit on which he relied.

"It has long been the rule in this state and in other jurisdictions that if a property owner has performed substantial work and incurred substantial liabilities in good faith reliance upon a permit issued by the government, he acquires a vested right to complete construction in accordance with the terms of the permit. (Citations omitted).

Once a landowner has secured a vested right the government may not, by virtue of a change in the zoning laws, prohibit construction authorized by the permit upon which he relied." 17 Cal.3d 785,

1. Inaccurate application of state and local law:

The Town misinterprets its own ordinance, with reference to the application of the definition of "substantial improvement". The California Building Code, incorporated in the Town Code by Section 9-1.101 and 9-1.201, does not base valuation upon tax assessor records, as the Town suggests. Rather, state law defines substantial improvement as being based upon "market value". None of the valuation methods sought to be used by the Town, either as created by Staff, or from the National Building Cost Estimator are valid. Thus, the valuation of improvements is

misapplied, resulting in my client having been singled out to underground utilities without a lawful basis therefor.

1. Inverse Condemnation by over-regulation.

    As you know, a taking of private property can occur via regulatory action. (CA Constitution, Article I, Section 19). Here, the Town has arbitrarily, and after the fact, sought to ascribe an inaccurate value to 76 Longwood, purely for the purpose of furthering the Town's apparent goal of forcing undergroundin g of all properties in the Town.

    While we do not wish to escalate the matter, we request that the Town reconsider its positions and

honor the permit originally issued for this project, by finalizing said permit to reflect that all work performed pursuant thereto has been satisfactorily performed, and issuing a final inspection report, reflecting the closing of the permit.

Finally, understanding that staff intends to deny my client's request, we request that the matter be agendized for Town Council consideration, at the earliest available opportunity.

Please feel free to let me know if staff will reconsider, or, in the alternative, formalize its denial so that we may file for appeal.

Thank you,

John E. Sharp
Law Offices of John E. Sharp
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903
(415) 479-1645 (phone)
(415) 295-7020 (fax)

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From: Megan Holt Acevedo <megan@ehc.law>
Sent: Monday, January 22, 2024 11:31 AM
To: John Sharp <john@johnsharplaw.com>
Subject: Re: 76 Longwood

Hi John

Before we can schedule an appeal hearing with the Council, you will have to file a written appeal of a staff determination and pay the appeal fee. Staff made its original undergrounding determination when the permit was issued with the undergrounding condition listed on the plans. You've suggested that the undergrounding requirement should not apply in this instance, but you have not provided a basis for your position. Without the ability to evaluate your argument, staff has no reason to believe that the undergrounding requirement should not apply to your client. If you would like staff to consider your argument before filing your appeal and fee, then you can send a letter explaining your position. Otherwise, you can request that staff make its final determination about undergrounding without taking your position into consideration, so that you may then appeal that decision by filing the appropriate paperwork and fee with the Town Clerk. You should be aware that the written appeal must include the grounds on which the appeal is based. Please let me know how you wish to proceed.
Thanks
Megan

From: John Sharp

<john@johnsharplaw.com>
Date: Thursday, January 18, 2024 at 8:44 AM
To: Megan Holt Acevedo <megan@ehc.law>
Subject: Re: 76 Longwood

Hi Megan,

I'm happy to share our reasoning, when time allows. Meanwhile, we really need to get a date with the Council.

Thanks,

John Sharp.

Sent from my iPhone

> On Jan 11, 2024, at 4:50 PM, Megan Holt Acevedo <megan@ehc.law> wrote:
>
> Hi John
> OK. I will talk to staff and I will be in touch early next week. Perhaps you could share your position with me and staff before filing your appeal. It would be useful for us to know what your arguments are.

Thanks
Megan

From: John Sharp <john@johnsharplaw.com>
Date: Thursday, January 11, 2024 at 4:40 PM
To: Megan Holt Acevedo <megan@ehc.law>
Subject: 76 Longwood

Hi Megan ,

Thank you for taking the time to speak with me this afternoon. Haven't confirmed with my client, we believe that the most efficient route forward will be to appear before the Town Council to present our case, as to why under grounding, should not apply in this instance.
We hope to do that at the earliest

available opportunity. If you are available tomorrow or Monday, I would appreciate talking about the logistics.

Thank you again,

John Sharp

Sent from my iPhone

Bill Details

Owner:	SHAPIRO ADEL
Parcel Number:	006-262-09
Bill Number:	21-1099963
Bill Date:	08/31/2021
Tax Rate Area:	007-000
Tax Roll Year:	2021/22
Bill Type:	Supplemental

Values

	New Value	Prior Value	Net Value
Land:	$700,000.00	$27,179.00	$672,821.00
Improvement:	$475,000.00	$109,852.00	$365,148.00
Business Property:	$0.00	$0.00	$0.00
Personal Property:	$0.00	$0.00	$0.00
Total Value:	$1,175,000.00	$137,031.00	$1,037,969.00
Home Exemption:	$0.00	$0.00	$0.00
Other Exemption:	$0.00	$0.00	$0.00
Net Value:	$1,175,000.00	$137,031.00	$1,037,969.00

Property Tax Charges

Levy	Name	Rate/Fund	Install 1	Install 2	Total
0	BASIC TAX	1.0000	$5,189.84	$5,189.84	$10,379.68
1	▸SCHOOL BONDS K12&COM	0.0968	$502.28	$502.28	$1,004.56
1	▸CITY BONDS	0.0150	$77.83	$77.83	$155.66
1	▸SA PENSION	0.0590	$306.20	$306.20	$612.40
1	▸HEALTH BONDS	0.0218	$113.13	$113.13	$226.26
	Total Tax:		$6,189.28	$6,189.28	$12,378.56
	Penalty:		$0.00	$0.00	$0.00
	Additional Penalty:		$0.00	$0.00	$0.00
	Amount Paid:		$6,189.28	$6,189.28	$12,378.56
	Delinquent Date:		12/10/2021	04/10/2022	
	Paid Date:		11/30/2021	03/25/2022	
	Total Due:		$0.00	$0.00	$0.00

Remarks

Use the **Property Tax Exemptions** application to identify agencies on your tax bill that offer exemptions. For questions about your property valuation, please contact the Assessor's office at (415) 473-7215.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 3.1

MEETING DATE: July 23, 2024

AGENDA TITLE: Consideration of designating Councilmember(s) to draft and submit argument regarding Just Cause Eviction and Tenant Protection ballot measure.

FROM: Administration

RECOMMENDATION: Consider motion to designate one or more Councilmembers to draft and submit an argument regarding the Just Cause Eviction and Tenant Protection ballot measure.

BACKGROUND AND DISCUSSION

For measures placed on the ballot by a legislative body, the legislative body or one or more of its members authorized by that body, may file a direct argument for or against the ballot measure. (Elec. Code, § 9282(b).) Additionally, written arguments may be submitted by a bona fide association of citizens, or any combination of voters and associations. A bona fide association of citizens is defined as a recognized group of citizens bound by a common interest or cause. The arguments will be distributed to voters in the voter information guide, which is mailed to each registered voter in the jurisdiction.

Direct arguments for or against a measure may not exceed 300 words and must be accompanied by the names and signatures of the authors. Arguments may be signed by up to 5 people, and signatories can identify themselves by name and affiliation. Additionally, councilmembers may identify themselves as members of a council with or without the consent of the council.

If one or more arguments are submitted for or against any ballot measure, the Clerk must select only one argument in favor, and one against, for distribution to voters using the following order of priority:

1. City council or any member(s) authorized by the council;
2. the bona fide sponsor of the measure;
3. bona fide associations of citizens; and

4. individual voters eligible to vote on the measure.

The deadline for filing arguments is set by the Clerk based on the time reasonably necessary to prepare and print arguments for the election. In San Anselmo, the deadline is August 15, 2024. Rebuttal arguments must be submitted to the Clerk within 10 days after the final filing dates for direct arguments. A rebuttal argument is limited to 250 words and refutes a direct argument in favor or against a measure. A rebuttal argument may be written by the author of the argument, or the author may authorize another person to do so in writing. Ten days following the final deadline for filing direct and rebuttal arguments, the documents will be available for public inspection.

On April 9, 2024, the Town Council adopted a Rent Stabilization Ordinance, which is the subject of a referendum. On May 28, 2024, the Town Council voted to place the Rent Stabilization Ordinance referendum on the November 5, 2024 General Election. Thereafter, on June 11, 2024, 3 of the 5 Councilmembers voted in favor of submitting a ballot argument in favor of upholding the Town's Rent Stabilization Ordinance.

On June 25, 2024, the Town Council voted in favor of a motion placing a measure on the November 5, 2024 General Election Ballot regarding Just Cause Eviction and Tenant Protections.

Staff returns with this item for the Council's consideration of voting to designate a Councilmember or members to draft and submit an argument regarding the Just Cause Eviction and Tenant Protection ballot measure.

FISCAL IMPACT

No significant fiscal impact.

CEQA AND CLIMATE ACTION PLAN

Submission of a ballot argument not subject to the California Environmental Quality Act ("CEQA") because it does not constitute a "project" within the meaning of Public Resources Code section 21065, and CEQA Guidelines sections 15060(c)(2), 15060(c)(3), or 15378 because there is no potential that it will cause a reasonably foreseeable direct or indirect physical change in the environment. The Climate Action Plan is not implicated.

RECOMMENDATION

Consider motion to designate one or more Councilmembers to draft and submit an argument regarding the Just Cause Eviction and Tenant Protection ballot measure.

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 3.2

MEETING DATE: July 23, 2023

AGENDA TITLE: Designation of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference- October 16-18, 2024

FROM: Administration

RECOMMENDATION: Appoint a Voting Delegate and Alternate for the League of California Cities Annual Conference— October 16-18, 2024.

BACKGROUND

The League of California Cities Annual Conference https://www.calcities.org/detail-pages/event/2024/10/16/default-calendar/annual-conference-and-expo is being held October 16-18, in Long Beach. At this meeting, the Cal Cities membership considers and acts on resolutions that will establish Cal Cities policy.

In order to vote, the Town Council must designate a voting delegate and alternate(s) if desired.

ANALYSIS

This conference provides training and information to elected officials and administrators from California Cities. The League of California Cities is organized to provide legislative advocacy and other support to municipal government at the State of California. It also serves as a forum for recognizing exemplary services and programs by cities.

When Councilmembers desire to attend the annual League Conference, voting delegates are appointed at a Town Council meeting.

Should one or more Councilmembers wish to attend this Conference, and wish to participate in the voting process, a formal action must be taken by Council to designate the voting delegate and alternate.

FISCAL IMPACT

Attendance to the annual League Conference is budgeted each year, therefore, no additional cost is associated.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Designating voting and alternates delegates to the annual conference 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- League Conference and Voting Delegate Designation Information Packet.

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by September 25, 2024

DATE: Wednesday, July 10, 2024

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 16-18, 2024
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 18, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Wed., Sept. 25. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the Cal Cities website.

LEAGUE OF CALIFORNIA CITIES

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' event and meeting policy in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 25. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

LEAGUE OF CALIFORNIA CITIES

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

LEAGUE OF CALIFORNIA CITIES

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates —one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly