TOWN OF
SAN ANSELMO
EST. 1907

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

Town Council
Agenda

Tuesday, January 28, 2025 **6:30 PM**

Meeting held In-Person and via Zoom:

https://us02web.zoom.us/j/81312839064

Or Telephone: +1 669 900 6833 | Webinar ID: 813 1283 9064

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.

I. Interviews for Open Space Commission 6:30 PM

3 Interviews by Time, Attachment No. and Applicant Name (10 Minutes Each)
Staff Report (DOC)
6:30 PM Attachment 1- Daniel (Danny) Krebs- Open Space Committee- Application no Resume (PDf)
6:40 PM Attachment 2- Jaime Mackie- Open Space Committee- Application w/Resume (PDF)
6:50 PM Attachment 3- Rene Voss- Open Space Committee- Application w/Resume (PDF)

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

recitation. 7:00 PM

Open time for public expression.

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

Written Public Comment
Public Comment-Collins- First Presbyterian San Anselmo (PDF)

Council requests for future agenda items.

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

Special Presentation- There are No Special Presentations

1. Consent Agenda:

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

1.1 Consider to Approve the Draft Minutes of the Regular Town Council Meeting of January 14, 2025
Staff Report (DOC)
Attachment 1- Draft Minutes of the January 14, 2025 Regular Town Council Meeting (DOC)

1.2 Consider to Approve a Special Event Application - Children for Change Challenge 2025
Staff Report (DOC)
Attachment 1 - Event Application (PDF)

1.3 Receive and File the 2024 Age and Disability Friendly Assessment Report
Staff Report (DOC)
Attachment 1 - Assessment Report (PDF)

1.4 Receive and File the Revenue and Expenditure Reports, December 2024
Staff Report (DOCX)
Attachment 1 Budget Comparison Report by Subcategory, December 2024 (PDF)
Attachment 2 Budget Comparison Report by Department, December 2024 (PDF)

2. Council Business Items:

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

•Town Council discussion/action

2.1 Consider to Approve a Special Event Application- Live on The Avenue 2025. Approving the 'Live on the Avenue' event series is not considered a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).
Staff Report (DOC)
Attachment 1 - Event Application (PDF)
Attachment 2 - Merchant Notification Letter (PDF)
Attachment 3 - Presentation (PDF)
Public Comment - McCollom (PDF)
Public Comment - Simon (PDF)
Public Comment - Stoeckley (PDF)
Public Comment - Yao-Cohen (PDF)
Public Comment- Berliner (PDF)
Public Comment- Chamber of Commerce (PDF)
Public Comment - Anderson (PDF)
Public Comment - Chamberlin (PDF)
Public Comment - Chigos (PDF)
Public Comment - Cico (PDF)
Public Comment - Edwards (PDF)

2.2 Receive and File the Public Works Department Update. This report is not a project and is only an update, so CEQA does not apply, and the various projects and programs are checked for Climate Action consistency on an individual basis.
Staff Report (DOC)
Attachment 1- PowerPoint Presentation (PDF)

2.3 Receive and File the Update on the Building Department and Permit Process. Receiving a presentation on the building permit process 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- PowerPoint Presentation (Draft) (PPT)
Attachment 2- 2025-01-22 Development Services Customer Satisfaction Survey (PDF)
PowerPoint Presentation Final (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 February 11, 2025.

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

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

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

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

STAFF REPORT

TOWN OF SAN ANSELMO Item #: Interviews

MEETING DATE: January 28, 2025

AGENDA TITLE: Conducting Three Interviews for the Open Space Committee

FROM: Administration, Serge Avila, Town Clerk

RECOMMENDATION

Staff recommends that the Town Council conducts three (3) interviews for the Open Space Committee.

Below are three (3) applicants scheduled to be interviewed by the Town Council.

Interview Time	Name	Board, Committee or Commission
6:30 PM	Daniel (Danny) Krebs	Open Space Committee
6:40 PM	Jamie Mackie	Open Space Committee
6:50 PM	Rene Voss	Open Space Committee

The Council will have the opportunity to interview one more applicant and make appointments at the February 11, 2025 regular Town Council meeting.

FISCAL IMPACT

None.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Conducting interviews is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

ATTACHMENTS

Attachment 1- Daniel (Danny) Krebs- Open Space Committee- Application
Attachment 2- Jamie Mackie- Open Space Committee- Application

Attachment 3- Rene Voss- Open Space Committee- Open Space Committee- Application

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards

If you are interested in applying for a Youth Commissioner opportunity, please click here. You will not need to fill out the below form to be considered for a Youth Commissioner position.

Daniel (First Name) | S (Middle Initial) | Krebs (Last Name)

Email Address

Home Address | Suite or Apt

City | State | Postal Code

Primary Phone | Alternate Phone

Occupation

Attorney

Employer's Address

810 Fifth Avenue, Suite 200 San Rafael, CA 94901

Which Boards would you like to apply for?

Open Space Committee: For Review

Number of years as resident of San Anselmo?

27

Number of years as a resident in Marin?

27

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

David Korol -- 415-717-4025 Barry Neal -- 415-806-0475 Alan Cascio -- 415-246-1785

Education Level Achieved *

- [x] Doctorate/PhD

Interests & Experiences

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

I served on the Planning Commission for almost 20 years and enjoyed the experience. I have been on the Open Space Committee for over 20 years, and I would like to continue to contribute to its success.

Reasons for this appointment:

I have worked on a number of projects for the Committee during my 20 years, and I would like to continue to preserve open space in San Anselmo.

What are your qualifications for this appointment?

I have extensive experience on the committee, combined with a professional background with real estate transactions and businesses of all types. I enjoy collaborating with people to reach a consensus and to solve challenging problems.

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

The first issue is to consider other methods to raise money for the projects that periodically are presented to the Town, and these require intense efforts by the Committee in conjunction with MOST. The other issue that faces the Town is the impact of the housing element requirements and potential development of areas close to open space. I want to stimulate housing opportunities, since it is critical to San Anselmo's future, and we also need to understand and balance its impact on open space and related areas.

LinkedIn Profile

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Daniel Krebs

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

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click here. You will not need to fill out the below form to be considered for a Youth Commissioner position.

James (jamie) — First Name
A — Middle Initial
Mackie — Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Electrophysiology Consultant

Employer's Address

Medline Industries Three Lakes Drive Northfield, IL

Which Boards would you like to apply for?

Open Space Committee: For Review

Number of years as resident of San Anselmo?

5

Number of years as a resident in Marin?

12

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

Maureen Durnell - 415-717-0054 Paul Johnson - 415-572-8391 Lesha McPeak - 949-433-7252

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

(•) Yes ( ) No

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

Department of Health - Loudon County Virginia: frequently required to attend board of supervisors meetings to explain technical issues to the board or the public. Frequently attend local MMWD, town council, planning commission meetings.

Reasons for this appointment:

Interested in the helping to manage the open space resources the town has in the interest of the public, wildlife, and the environment.

What are your qualifications for this appointment?

Previous career and personal interest: Undergraduate degree in Environmental and Engineering Geology, employment as an Environmental Consultant, employees with the Virginia Department of Environmental Quality, employees with Virginia Department of Health.

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

Serving the interest of the citizens that utilize the open space while protecting it for future generations. I'm concerned with environmental protection when trying to balance the need for recreation. I also have a significant interest in the integration of community members that don't feel comfortable in the open space, the continued use of the open space by seniors, and building community through the use of San Anselmo's open space.

LinkedIn Profile

My LinkedIn profile and resume are not up to date to reflect my current employment

NewRes6-20.pdf

Upload a Resume

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

James Mackie

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

Jamie Mackie
[redacted]. ● San Anselmo, CA 94960 ● [redacted] ●
[redacted]

Educational Experience

Cardiac Rhythm Management and Electrophysiology Certificate
Arrhythmia Technologies Institute, Greenville, South Carolina

Master of Science
California State University, Hayward, California

Bachelor of Science
James Madison University, Harrisonburg, Virginia

Professional Experience

Sr. Clinical Account Specialist – Biosense Webster *(2/19 - Present)*
Field Sales Trainer *(7/18 – Present)*
Clinical Account Specialist *(1/17 – 2/19)*
Associate Clinical Account Specialist *(2/16 – 1/17)*

*Provide sales support and expertise to optimize full utilization of the BWI electrophysiology product portfolio: including advanced software, intra-cardiac echocardiography (ICE) catheters, diagnostic and ablation catheters, as well as RF generators.
*Provide clinical support to physicians and healthcare providers on the safe and effective utilization of 3D electro-anatomical mapping software and accompanying RF generators.
*Act as the primary point of contact for sales and clinical considerations - including new product releases, inventory management, and product launches.
*Manage data collection and tracking to aid in research endeavors.
*Directly responsible for managing field sales and clinical training programs.
*Utilize marketing resources to develop and grow mutually beneficial relationships within and beyond the EP lab: including securing institutional/physician education and marketing contracts.
*Achieve individual sales goals as well as aid in team sales goals for the SF Bay Area region, deliver market share metrics for growth, as well as other key benchmarks.
*Recognized for outstanding achievement: Spotlight award, Inspire award, Credo award.

Cardiac Rehabilitation and Diabetes Prevention Manager - YMCA *(9/13 – 7/15)*
*Manage 24 employees comprised of registered nurses, Registered dietitians, Certified diabetes educators, and interns.
*Provide employee training and professional skill development.
*Grant management, budget management, curriculum development, and materials management.

Cardiac Rehabilitation - Seton Medical / John Muir Medical internship (6/11 – 10/13)
*Monitor and chart patient progress during program duration. Provide counseling on nutrition and lifestyle risk factor management.
*Utilize ScottCare telemetry systems, document abnormal EKG tracings and monitor blood pressure.

California State University, Hayward - *Graduate Teaching Assistant (Fall 2012)*
*Preparing and delivering lecture material, leading lab classes & study group sessions.
*Collaborating on exam creation & laboratory assignments.

Application for Appointment to a San Anselmo Board/Commission/Committee

Profile

Question applies to multiple boards
If you are interested in applying for a Youth Commissioner opportunity, please click here. You will not need to fill out the below form to be considered for a Youth Commissioner position.

Rene
First Name

Middle Initial

Voss
Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Occupation

Attorney at Law

Employer's Address

Self-employed, same as home address

Which Boards would you like to apply for?

Open Space Committee: For Review

Number of years as resident of San Anselmo?

15

Number of years as a resident in Marin?

15

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

Jonathan Braun - 415-446-9027 Kathy Sanders - 415-342-8654 Brian Crawford - 415-407-5776

Education Level Achieved *

- [x] Master's Degree

Interests & Experiences

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

◉ Yes ○ No

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

I currently serve on the Town of SA Open Space Committee as well as the Town's General Plan Advisory Committee

Reasons for this appointment:

Lifelong strong interests in the protection and conservation of natural resources and open space (see resume).

What are your qualifications for this appointment?

10 years of experience as a member of the Open Space Committee, knowledgeable about the law as it relates to conservation, detailed knowledge of the various Open Space Preserves as well as those we are working to protect; led the effort to craft the Open Space Committee's Action Plan (see attached file), approved by the Committee and the Town Council; passionate about protecting open space.

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

Continue the work to acquire and protect the remaining unprotected open space parcels in and around the Town of San Anselmo to preserve biodiversity, wildlife habitat, and assure public access. Enlist our citizens and the Town Council to support the goals of the committee and the town's priorities for open space protection.

LinkedIn Profile

Voss_Resume_-_2023.pdf
Upload a Resume

2025_10_25_SAOSC_Action_Plan_-_Final_Approved.pdf

You may attach other documentation which you believe would be helpful to the Council in its selection process.

Please Agree with the Following Statement

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

☑ I Agree

E-Signature:

Rene Voss

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

René Voss

[redacted]

Contact

[redacted]

Address

[redacted], San Anselmo, CA 94960

Profile

Qualifications

- ✓ Active Member of the State Bar of California (CA Bar # 255758), admitted May 22, 2008
- ✓ Admitted to practice in the E.D. Cal., N.D. Cal., C.D. Cal., Ninth Circuit Court of Appeals

Key Skills

- ✓ 15+ Years of public lands litigation experience in Federal Courts in California, Alaska, and the Ninth Circuit
- ✓ 27+ Years of public lands administrative law, advocacy, and policy work in California, Washington, D.C., and Georgia

Work Experience

Public Lands Natural Resources Attorney – Solo Firm, CA — **October 2009 to Present**

Federal Litigation and Administrative Law

- ✓ Clients: *Sequoia ForestKeeper, Greenpeace, Cascadia Wildlands Project, Sierra Club's Environmental Law Program, Kern-Kaweah and Tehipite Chapters of the Sierra Club, John Muir Project of Earth Island Institute, Cascade Resource Advisory Group (CRAG Law Center), Conservation Congress, Oregon Wild, Cascadia Wildlands, Ouachita Watch League, Utah Environmental Congress, Western Watersheds Project, WildEarth Guardians, Environmental Public Information Center (EPIC); Western Slope No Fees Coalition; Center for Biological Diversity; To' Nizhoni Ani, Black Mesa Water Coalition, DINÉ Care*, *Los Padres ForestWatch, Mountain Communities for Fire Safety, and various individuals*
- ✓ Claims litigated: ESA, NEPA, NFMA, MBTA, CWA, ARA, FLREA, APA, FACA, FOIA (see docket below)

Staff Attorney – John Muir Project of Earth Island Institute, CA — **March 2008 to October 2009**

Federal Litigation and Administrative Law

- ✓ National forest logging litigation focused on Sierra Nevada and North Coast national forests; ensuring scientific accuracy and integrity, maintaining species viability, enforcing forest plan standards
- ✓ Major issues concerned protecting old forest and post-fire habitats for declining species: Pacific fisher, California spotted owl, black-backed woodpecker, and various other species
- ✓ Administrative commenting, appeals in preparation for litigation, and negotiations with the Forest Service to revise projects to protect sensitive species' habitats

California Bar Exam Preparation, CA — **January to March 2008**

- ✓ Focused exclusively on passing the California Bar Exam

Consultant to Various Conservation Organizations, MD — **September 2005 to December 2007**

Law Clerk for Litigation and Administrative Law

- ✓ Clients: *Greenpeace, Sierra Club's Environmental Law Program, Vermont & New Hampshire Chapters of the Sierra Club, John Muir Project of Earth Island Institute, and Cascade Resource Advisory Group (CRAG Law Center)*
- ✓ Legal research and coordination in preparation for litigation for multiple clients and their attorneys
- ✓ Preparing and filing administrative appeals on behalf of multiple clients

Legal Department Coordinator/Assistant – Defenders of Wildlife, D.C. — **January to September 2005**

Support of ESA Cases, Administrative Law, and Organizational

- ✓ Filed administrative legal comments and appeals, prepared 60-day ESA notice letters
- ✓ Maintained docket of over 100 cases
- ✓ Assisted staff attorneys, law program, and other staff with organizational needs

Continued ...

Public Policy Director – John Muir Project of Earth Island Institute **2001-2004**

Public Lands Policy Advocate in Washington, D.C.

- ✓ Primarily responsible for influencing public policy in Washington, DC within the national environmental community, Congress, and the Administration
- ✓ Direct lobbying in support of proactive forest protection legislation (Wild Forest Protection, NFPRA, etc.) as well as lobbying against anti-environmental legislation meant to increase logging
- ✓ Administrative advocacy in support of good forest protection rules
- ✓ Supporting legal advocacy to halt logging projects on our national forests

Legislative Director - John Muir Project of Earth Island Institute **1998-2000**

Lobbyist and Public Lands Policy Advocate in Washington, D.C.

- ✓ Primarily responsible for shepherding the introduction and promotion of the National Forest Protection and Restoration Act (NFPRA)
- ✓ Direct lobbying, administrative and legal advocacy to influence public policy in Washington, DC to protect national forests from logging and other forms of exploitation

Campaign Director – Georgia Forest Watch **1996-1998**

Directing the Forest Plan Revision and Assisting in Litigation

- ✓ Primarily responsible for campaign planning and implementation to influence a better revision of the Chattahoochee and Oconee National Forest land management plan in Georgia that provided greater protection of public resources
- ✓ Coordination of forest watch activities designed to provide interim protection for roadless and old growth forest resources from logging using appeals and litigation as tools

Consulting Business – VIP Sales, GA **1994-1995**

Publishing and Sales

- ✓ Published advocacy booklets for The Wilderness Society, titled “Georgia’s Mountain Treasures” and “Tennessee’s Mountain Treasures”; included design, writing, production, printing, and distribution
- ✓ Commissioned sales consultant for a computer components representative in the Southeast (GA, S.C. and N.C)

Sales Engineer – M/A-Com, Inc., GA **1990-1993**

- ✓ Southeastern sales representative of electronic component sales for communications and computer products

Components Engineer – Electromagnetic Sciences, Inc., GA **1986-1989**

- ✓ Entry-level engineer, responsible for components engineering in microwave communications satellite applications

Education

2003 to 2007	**Juris Doctor, with honors (December 2007)** Concord Law School, Los Angeles, CA Honors: Moot court Best Brief & Best Oral Argument; Honors Society Awards: Dean’s List, Distinguished Scholar (top 10% of class)
1980 to 1986	**Bachelor of Science, Electrical Engineering** Iowa State University, Ames, IA

Community and Professional Associations

Community	Town of San Anselmo, CA – Open Space Committee
Non-Profit Boards	Wilderness Watch – Missoula, MT; Coho Salmon Land Trust – Marin County, CA

Activities, Interests, & Other

Outdoor Recreation	Hiking and backpacking in National Forests and National Parks
Certifications	FAA Part 107 sUAS Remote Pilot, FAA Single Engine Land Pilot
Languages	German (fluent)
Author & Photographer	Build Your Own Solar Panel System in 2020: … Using Enphase Energy Microinverters First Photo Exhibit – Town Books, San Anselmo Jan-Feb 2023

Major Accomplishments

Legal

- ✓ Worked on 32+ cases as attorney of record during my first 13 years as a California Bar licensed attorney
- ✓ Helped secure 16+ litigation victories, and worked on 7 cases at the 9th Circuit Court of Appeals
- ✓ As a law clerk, wrote legal arguments for *Earth Island Institute v. U.S. Forest Service (Earth Island II)* victory in the 9th Circuit for Management Indicator Species, and helped push back a challenge at the Supreme Court
- ✓ Worked as part of a legal team that reduced logging levels in the Forest Service's Southern Region (Texas to Virginia) from over 1 billion board feet to less than 230 million board feet per year from 1990 to 2001
- ✓ As part of the same legal team, convinced the US Forest Service to withdraw 91 timber sales across the Southern Region as part of a legal settlement based on previous legal theories that I pioneered (2000)
- ✓ Crafted winning legal strategy for a case, known as *Sierra Club v. Martin*, setting a major legal precedent in the 11th Circuit Federal Court of Appeals, protecting the viability of rare wildlife and requiring population inventories for indicator species before commencing logging (1996-1999)

Administrative

- ✓ Lead 4-year effort to provide advice to clients, submit comments, and file lengthy appeal of the Giant Sequoia National Monument Plan
- ✓ Filed 100+ administrative appeals of U.S. Forest Service Projects in various national forest in California, Alaska, Wyoming, New Hampshire, and Georgia
- ✓ Filed hundreds of comments on various logging, recreation, watershed, road-building, and other projects

Legislative

- ✓ Working on legislation in the 118th Congress re National Park Plan Compliance to be introduced in 2023
- ✓ Helped secure a Republican lead sponsor for National Forest Protection and Restoration Act (NFPRA) for the 108th Congress for 2003
- ✓ Lobbied and helped gain 113 co-sponsors for the NFPRA (1998 to 2002)
- ✓ Influenced Congress to reject disastrous fire risk reduction logging and forest health logging legislation that would have suspended laws to increase commercial logging (1998 and 2002)
- ✓ Helped build a coalition of 4 national and a network of over 100 grassroots environmental organizations in support of the NFPRA (1997-2002)
- ✓ Crafted legislation and convinced a Democratic member of Congress to be the primary Champion of the NFPRA, and helped gain 36 co-sponsors for the bill in 105th Congress as well as 79 more in the 106th Congress, as sole lobbyist in DC focusing on the issue of ending the federal timber sales program

Personal

- ✓ Service as Appointed Member to the Town of San Anselmo's Open Space Committee since 2010
- ✓ Service on the Board of Directors for Wilderness Watch since 2018, helping protect federally-designated Wilderness from agency actions inconsistent with The Wilderness Act
- ✓ Service on the Board of the Coho Salmon Land Trust (C-SALT) in Marin County, working to protect small tracts of land as habitat for rare and sensitive species
- ✓ Started my own solo law firm in Marin County, California, supporting various public lands clients with legal and administrative law services (2009-present)
- ✓ Started my own business as contractor for environmental publication services and sales consulting for electronic components (1994-1995)
- ✓ Created both the Georgia ForestWatch and John Muir Project positions described above and helped secure funding for those positions (1998-2004)
- ✓ Elected and served a successful term on the Sierra Club's Board of Directors, in which I contributed to changes to the Club's policies on land exchanges, grazing, and logging on public lands (1999-2001)
- ✓ Extensive volunteer leadership in the Sierra Club at all levels, including the Georgia Chapter, Board Conservation Governance, Board Nominating Committee, and National Forest Committee (1994-2007)

Case Docket

CA Licensed – Attorney of Record, Lead Attorney, where indicated (2008-Present)

- ✓ *Sequoia ForestKeeper v. U.S. Forest Service* (NEPA) – Lead, roadside hazard logging, Kern Plateau
- ✓ *Unite the Parks v. U.S. Forest Service* (ESA, NEPA) – logging in Pacific fisher habitat in S. Sierras
- ✓ *Mountain Communities for Fire Safety v. Elliott* (NEPA, NFMA) – Lead, logging Los Padres NF
- ✓ *EPIC v. Carlson* (NEPA) – Lead, post-fire roadside hazard logging, Mendocino NF
- ✓ *Earth Island Institute v. Nash* (NEPA) – Local Counsel, post-fire logging of Rim Fire near Yosemite
- ✓ *Los Padres ForestWatch v. USDI* (FOIA) – document requests, Carrizo Plain NM
- ✓ *Center for Biological Diversity v. Illiano* (NEPA, NFMA) – Co-Lead, logging CA spotted owl habitat
- ✓ *Earth Island Institute v. Elliott* (NEPA, NFMA) – Lead, post-fire roadside hazard logging, Sequoia NF
- ✓ *Sequoia ForestKeeper v.LaPrice* (NEPA) – Lead, logging in Pacific fisher habitat, Sequoia NF
- ✓ *To' Nizhoni Ani v. Blumenfeld (FACA)* – Co-Lead; challenge of meetings & docs re EPA & DOI
- ✓ *Western Watersheds v. Jewell (ESA)* – Co-Lead; 12-mo finding Eagle Lake rainbow trout
- ✓ *Conservation Congress v. Kelley (ESA, NEPA, NFMA)* – Co-Lead; Kelsey timber sale, Six Rivers NF
- ✓ *Sequoia ForestKeeper v. Benson (NFMA, NEPA)* – Lead; hazard tree logging in Giant Sequoia Monument
- ✓ *Sequoia ForestKeeper v. Elliott (NEPA)* – Lead; large timber sale, Sequoia NF
- ✓ *Wiechers v. Moore (FLREA, APA)* – Lead; Southern Sierra Pass challenge, Sequoia NF
- ✓ *Fragosa v. Moore (FLREA, APA)* – Adventure Pass challenge, So. California NFs
- ✓ *Conservation Congress v. Finley (9th Circuit Appeal)* – appeal of matter below, briefing completed
- ✓ *Conservation Congress v. Finley (ESA, NEPA, & NFMA)* – Lead; Beaverslide timber sale, Six Rivers NF
- ✓ *Conservation Congress v. Heywood (ESA Owl & NEPA)* – Gemmill timber sale, Shasta-Trinity NF
- ✓ *Sequoia ForestKeeper v. Tidwell (ARA Regs)* – challenge of Appeal Reform Act Regulations
- ✓ *Greenpeace v. Cole (9th Circuit Appeal)* – appeal of matter below; won remand to agency
- ✓ *Greenpeace v. Cole (Tongass Deer-Wolf)* – scientific integrity case on wolf viability/deer model
- ✓ *Earth Island Institute v. Carlton (Moonlight-Wheeler)* – large post-fire salvage sale in Plumas NF
- ✓ *Earth Island Institute v. Carlton (Moonlight Roadside)* – roadside hazard logging using CE from NEPA
- ✓ *Earth Island Institute v. Morse (Champs)* – scientific accuracy & integrity, density reduction challenge
- ✓ *Sequoia ForestKeeper v. U.S. Forest Service (Fay Creek)* – special use permit stream diversion
- ✓ *Sequoia ForestKeeper v. Exline (Hume Roadside) – Lead;* hazard tree logging, Giant Sequoia Monument
- ✓ *Sequoia ForestKeeper v. U.S. Forest Service (Clear Creek)* – old growth logging in CA spotted owl hab.
- ✓ *Klamath Siskiyou Wildlands v. Grantham (Panther)* – post-fire salvage in N. spotted owl habitat
- ✓ *Klamath Siskiyou Wildlands v. Heywood (Trough)* – post-fire salvage in N. spotted owl habitat

During Law School as Law Clerk

- ✓ *Earth Island Institute v. U.S. Forest Service (Earth Island II)* – large post-fire salvage, Sierra Nevada
- ✓ *Summers v. Earth Island Institute (Burnt Ridge)* – post-fire salvage, appeal regulations challenge
- ✓ *WildSouth v. Jacobs & The Chattooga Conservancy v. Jacobs (11th Cir.)* – SE MIS plan amendments
- ✓ *Sierra Club v. Wagner (N.H. & 1st Cir.)* – White Mountain NF roadless logging

Before Law School, applying my legal theories

- ✓ *Sierra Club v. Martin (11th Cir.)* – MIS & PETS species population monitoring precedent
- ✓ *Sierra Club v. Estill (follow-up to Martin)* – settled, with 91 timber sales withdrawn, many under contract
- ✓ *Rabun County Coalition to Save the Forest v. Martin (Tuckaluge)* – also withdrawn after Martin case

References

Supervisory:

Rachel Fazio – Litigation Coordinator, John Muir Project of Earth Island Institute
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Tel: (530)273-9290 e-mail: cthanson1@gmail.com, Big Bear City, CA

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Join us for a presentation and conversation about

The Present Impacts of Settler Colonialism on Palestine

2:00 PM Saturday February 8

First Presbyterian Church of San Anselmo

72 Kensington Road, San Anselmo



Baha Hilo is a native Palestinian from Beit Sahour near Bethlehem. He has worked with advocacy and education groups in the West Bank and internationally and appears in the Al Jazeera documentary, "Israelism" along with other international productions.

Baha is a graduate of Birzeit University in Ramallah and has worked for the United Nations Works and Relief Agency in the West Bank. He has been the Campaigns Officer for the Joint Advocacy Initiative of the East Jerusalem YMCA and the YWCA of Palestine. He oversaw olive harvesting and tree planting programs in the West Bank.



Rev. Marietta Macy, is currently the co-moderator of the Palestine Justice Network of the Presbyterian Church (U.S.A.). She has led educational and solidarity delegations to Palestine and Israel and has spent over a decade working in Christian Education ministries for children, youth, and adults. She was part of a 20-person delegation that went to the West Bank and Israel this year to be a witness to what is happening on the ground and to be in solidarity with Palestinians.

Rev. Macy was first introduced to the subject of Palestine and Israel while serving as a Youth Advisory Delegate for the PC(USA) General Assembly in 2004 and has stayed connected ever since.

There is no admission cost, but donations will be taken to support Baha's one month speaking tour across the United States. A reception with refreshments will follow the speaking event.

You can find out more about Baha Hilo's work at: linktr.ee/bahahilo
You can find out more about the Palestine Justice Network of the PC(USA) at https://thepjn.org/donations
You can financially support Baha Hilo's speaking tour by going to https://thepjn.org/donations and put "Baha Hilo speaking tour" in the comments box.

This Event is sponsored by:

First Presbyterian SAN ANSELMO

Palestine Justice Network *of the* Presbyterian Church (U.S.A.)
peacemaking through partnerships, education and advocacy

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.1

MEETING DATE: January 28, 2025

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

FROM: Serge Avila, Town Clerk

RECOMMENDATION: For Council to consider the approval of the Draft Minutes of the Regular Town Council meeting of January 14, 2025

ATTACHMENT:

Attachment 1- January 24, 2025, Draft Minutes

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

Interviews for the Historical Commission and Parks and Recreation Commission- 6:20 p.m.

The Council interviewed Marcie Miller, Ryan Lafrenz, and Nate (Charles) Marsh.

Call to Order: Optional Pledge of Allegiance

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

STAFF MEMBERS PRESENT: Dave Donery, Town Manager
Megan Acevedo, Town Attorney
Serge Avila, Town Clerk
Heidi Scoble, Planning Director
Linda Kenton, Town Librarian
Mattie O'Grady, Community Services Director
Kelly Warner, Community Engagement

Mayor Kullaway announced that agenda item #2.1 has been continued to a date uncertain.

M/s, Burdo/Burke, Motion to modify the agenda with the removal of item #2.1.
AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

Open Time for Public Expression

Mr. Ross Asselstine, San Anselmo Avenue, discussed Flood Zone 9 and detention basins.

Mr. Benedetto Chico, representing the Chamber of Commerce, stated there are currently 150 members of the Chamber with a goal of 200 members by the end of 2025. He discussed recent activities of the Chamber.

Ms. Rosanne dalBello discussed a proposed flood control project near Creek Park and her concern about the impacts to the Redwood trees

Mr. Brian Crawford, Chair of the Sorich Park Residents group, discussed a development application submitted to the County by Mr. Mike Folk. It includes the development of 96 units which will result in many negative impacts to the surrounding neighborhoods.

Mr. Leo Barry, Ms. Liz Huntington, and Mr. Jonathon Braun agreed with the concerns expressed by Mr. Crawford. Concerns include emergency evacuation, quality of life, congestion, narrow streets, and parking.

Mr. Gene Ang, San Anselmo representative to the County Commission on Aging, agreed with Mr. Crawford's concerns. He discussed the rise in the aging population in Marin County and

whether the County is prepared to meet its needs.

Mr. Janet Bosnecker, Tamal Avenue, discussed the Town's construction hours and was surprised that construction is allowed on Sundays. She asked the County to consider prohibiting construction on Sundays.

Eva discussed the background and affiliations of one of the Councilmembers. She discussed First Amendment rights.

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

Councilmember Burdo reported he attended the Ross Valley Paramedic Authority (RVPA) meeting, the Ross Valley Fire Board meeting; urged everyone to sign up for Alert Marin; acknowledged the courage displayed by Ms. dalBello.

Councilmember Burke reported she attended the Hanukah Celebration; supported the creation of an Ad Hoc Housing Committee and wanted to see this item on a future agenda; the Council supported this request.

Councilmember Walker reported she attended the Menorah Lighting Celebration; stated her priorities are emergency preparedness, infrastructure work, activities for teens, connecting the community, and affordable housing development.

Councilmember Schlesinger reported he attended the Menorah Lighting Celebration; the Winter Market Walk Event.

Mayor Kullaway reported she attended the Friday night Archie Williams Varsity Basketball Game (Go Falcons!); participated in the search for a new director of the Marin County Parks Department; she would like the following to be place on an upcoming agenda: 1) Construction times; 2) The 96 unit development proposed in the Count near Sorich Park; 3) The Sais crossing; 4) Crosswalk daylighting (red zones).

Special Presentation

Adopt a Mayor's Proclamation Recognizing Nancy Altman for her Exemplary Years of Community Service.

Mayor Kullaway read and presented the Proclamation to Ms. Altman.

Ms. Altman thanked the Council for the recognition and stated it was a pleasure to serve. She introduced her neighbor who will be taking over the Flower Basket Project.

1. Consent Agenda

1.1 Approve the Draft Minutes of the Regular Town Council Meeting- December 10, 2024

1.2 Receive and File the Fiscal Year 2023/2024 Audited Annual Financial Report

1.3 Receive and File the Report of Checks Issues, December 2024

1.4 Approve the Town of San Anselmo Downtown Hanging Flower Basket Funding Request

1.5 Recreation Fund Revenue and Expenditure Reports December 2024

1.6 Accept the Resignation of Ginny Svigals from the Economic Development Committee and Promote Mark Jeffrey to a Full Voting Member Position

1.7 Consider Canceling the Regular Town Council Meetings Scheduled for July 8, August 12, November 25, and December 23, 2025

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

Public Hearings

2.1 Public Hearing to Consider Adoption of Ordinance Amendments to Title 10 "Planning and Zoning", Chapter 6 "Accessory Dwelling Units"; and associated CEQA Exemption Finding

Mayor Kullaway stated this item has been continued to an uncertain date.

Council Business Items

3.1 Live on the Avenue 2024 Recap and Review

Recreation Director O'Grady and Community Engagement staff member Warner presented the staff report and a PowerPoint presentation. Staff answered questions from the Council regarding hard costs; community survey results; cost of an event consultant; methods of communication including the Town Newsletter; food options and vendors; Movie Night and restrictions placed on films; movie licensing; total number of visitors and where they come from; how to think about and measure the economic impact from this event; direct and indirect impacts to the merchants; possible increase in property values; the Parade; how to advertise business hours; the budget.

Mayor Kullaway opened the meeting to public comments

Mr. Frank Gomez, owner of Wink Optics, stated the event is beneficial to the retailers. He suggested closing the street at 5:00 p.m. instead of 4:30 p.m. and more diversity in terms of the music.

Mayor Kullaway closed the meeting to public comments.

Vice Mayor Burdo did not support the idea of having music without closing the street- it would not be safe.

Mayor Kullaway supported hiring professional fundraisers and also opposed having the streets open for safety reasons. There should be more bike parking.

Councilmember Burke suggested starting the event in June and perhaps scheduling it for Friday and Saturday nights.

The Council thanked staff for the presentation and wonderful event!

3.2. Consider Making Appointments to the Historical Commission and to the Parks and Recreation Commission

Town Clerk Avila presented the staff report. Five appointments should be made to the Historical Commission and two to the Parks and Recreation Commission. There were no questions from the Council.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burdo/Schlesinger, Motion to appoint Marcie Miller and all of the incumbents to the Historical Commission.
AYES: Burdo, Schlesinger, Walker, Vice Mayor Kullaway, Mayor Burke

M/s, Burdo/Walker, Motion to appoint Ryan Lafrenz and Nate Marsh to the Parks and Recreation Commission.
AYES: Burdo, Schlesinger, Walker, Vice Mayor Kullaway, Mayor Burke

3.3 For the Council to Review the List of Town Council Committee Assignments and Make Appointments for 2025

Town Clerk Avila presented the staff report. He answered questions from the Council regarding whether all assignments are open or just the vacancies; the process that will be used.

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

Councilmember Burke noted there has not been a natural rotation for the desirable committees and this is not beneficial to the Town. She would support some sort of rotation system.

The Committee assignments are as follows:

1. Infrastructure Fiscal Monitoring Committee- Mayor Kullaway and Councilmember Walker, Councilmember Burdo as alternate

2. Chamber of Commerce- Councilmember Schlesinger

3. Economic Development Committee- Mayor Kullaway and Councilmember Schlesinger

4. Flood Committee- Councilmembers Burke and Burdo

5. Racial Equity Committee- Councilmember Burdo, Mayor Kullaway as alternate

6. Reimagine Creek Park- Councilmember Burke, Councilmember Schlesinger and Councilmember Burdo as alternate

7. Climate Action Commission- Councilmember Burdo, Councilmember Walker as alternate

8. Memorial Park Master Plan Review- Councilmember Burke and Councilmember Burdo

9. ABAG General Assembly- Councilmember Walker and Mayor Kullaway as alternate

10. CDBG for Ross Valley- Councilmember Walker

11. Central Marin Police Authority- Councilmembers Burdo and Schlesinger, Councilmember Walker as alternate

12. Flood Zone 9- no longer part of Flood Zone 9 this item should be deleted

13. League of California Cities North Bay- Councilmember Burdo, Councilmember Walker as alternate

14. MCCMC Climate Action Commission- Mayor Kullaway and the alternate position remains vacant

15. MCCMC Disaster Preparedness- Councilmember Burdo, Councilmember Burke as alternate

16. MCCMC Homeless Committee- Mayor Kullaway

17. MCCMC Legislative Committee- Mayor Kullaway and Councilmember Burdo as alternate

18. Marin Clean Energy- Mayor Kullaway, Councilmember Burdo as alternate

19. Marin Emergency Radio Authority (MERA)- Councilmember Burdo and Sean Condry as 1st alternate and Dave Donery as 2nd alternate

20. Marin Wildfire Prevention Authority (MWPA)- Councilmember Schlesinger, Councilmember Burdo as alternate

21. Refuse and Recycling Subcommittee- Councilmembers Burke and Burdo

22. Ross Valley Fire Authority- Councilmembers Burdo and Walker and Councilmember Burke as alternate

23. Ross Valley School District- Councilmember Burdo

24. Ross Valley Yellow School Bus JPA- Councilmember Burdo, Mayor Kullaway as alternate and Dave Donery as staff representative

25. Safe Routes to Schools- Councilmember Burke, Councilmember and Schlesinger as alternate

26. Transportation Authority of Marin- Councilmember Burdo, Councilmember Walker as Alternate

Added to the list- General Plan Advisory Committee (GPAC)- Councilmember Burke and Burdo

Mayor Kullaway opened the meeting to public comments.

There were no comments.

Mayor Kullaway closed the meeting to public comments.

M/s, Burdo/Burke, Motion to adjourn the meeting at 9:41 p.m.

AYES: Burke, Schlesinger, Walker, Vice Mayor Burdo, Mayor Kullaway

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.2

MEETING DATE: 1/28/25

AGENDA TITLE: Consideration of Special Event Application -Children for Change Challenge 2025

FROM: Mattie O'Grady – Community Services Director

RECOMMENDATION: That Council approve the Children for Change's application for the Children for Change Challenge scheduled for Sunday, April 27th, 2024, from 9:00 a.m. – 2:00 p.m. on the Town Hall Plaza and Tunstead Avenue.

BACKGROUND

This event is sponsored by the Children for Change which is a nonprofit based in San Anselmo and serves students across Marin. C4C empowers young people to become change-makers with the knowledge, confidence and empathy to make a positive impact in their world.

DISCUSSION/ANALYSIS

The 7th annual C4C Community Challenge will bring families from across to engage in our community through advocacy and volunteering. It attracts approximately 400 people from the Ross Valley area. Applicant is requesting the closure of Tunstead from San Anselmo Ave to Library Place and the use of the Town Hall Plaza. More than 15 Marin nonprofits will be at The Community Challenge with hands-on advocacy activities and games. There will be local food vendors, a student-led bake sale, music, and community building. This year The Community Challenge will not include a hike this year and will center around a "block party" in downtown San Anselmo.

Public works staff will provide no parking signs and stage barricades for the day of the event.

The following conditions are required of the applicant:

- Applicant must deliver notices to merchants affected by the street closure
- No PA or amplified sound is allowed before 9:00 a.m.
- If no town staff are available to assist with the street closure, the applicant will need to coordinate and block off the street themselves.

- Requires compliance with all ADA regulations, including providing ADA-approved cord covers on all cords located on public right of way.
- Special Event insurance is required

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

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

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

ATTACHMENTS
Attachment 1- Event Application

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

APPLICATION FOR COMMUNITY-BASED EVENTS

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

EVENT INFORMATION

Name of event: 2025 Children for Change Community Challenge

Organization(s) presenting the event: Children for Change (C4C)

Other event sponsor(s), if any:

Contact Person: gretchen ellis **Phone Number:** 7146142549

Address: PO Box 2211, San Anselmo (**Email:** gretchen@children4change.org

Event Date(s): 4/27/25

Start and end times: 9 - 2 **Number of attendees (estimate):** 300

Location: Town Hall Park and Tunstead Ave between Library Pl and San

Will alcohol be served or sold?

Yes ☐ No ☑

Brief Event Description:

Children for Change (C4C) is a nonprofit based in San Anselmo and serves students across Marin. C4C empowers young people to become change-makers with the knowledge, confidence and empathy to make a positive impact in their world. The 7th annual C4C Community Challenge brings families from across to engage in our community through advocacy and volunteering. More than 15 Marin nonprofits will be at The Community Challenge with hands-on advocacy activities and games. There will be local food vendors, a student led bake sale, music, and community building gathering at this block party for good.

Public space requested:

- ☐ **Creek Park**
- ☐ **Pine Street Parking Lot**
- ☑ **Town Hall Lawn**
- ☐ **Imagination Park**
- ☐ **Other:** access to town hall restrooms
- ☐ **Creek Park Parking Lot**
- ☐ **Magnolia Parking Lot**
- ☐ **Council Chamber**
- ☐ **Memorial Park**

☐ **San Anselmo Avenue: from (cross streets)** _____ **to** _____
☑ **Tunstead Avenue: from (cross streets)** Library Pl **to** San Anselmo Ave
☐ **Other street(s): from (cross streets)** _____ **to** _____
☐ **Other space use (e.g. parking spaces)** _____
☑ **Other Facilities:** Folding tables, chairs, electricity, access to public restrooms

Additional Comments on the Public Space Requested:

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

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

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

Standards & Objectives

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

Does the event:

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

CONDITIONS OF APPROVAL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name: gretchen ellis Date: 12/16/24

NAME OF EVENT: C4C Community Challenge DATE OF EVENT: 4/27/25

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE		M. Norton
FIRE		D. Mahoney
RECREATION		M. O'Grady
PUBLIC WORKS		S. Condry & J. Healy
ADMINISTRATION		D. Donery
TOWN COUNCIL		

Conditions:

-Applicant must deliver notices to surrounding businesses affected by the street closure
-No PA or amplified sound is allowed before 9:00 am
-Requires compliance with all ADA regulations, including providing ADA appproved cord covers on all cords located in the public right of way
-Event insurance is required with the following language:

Comprehensive General Liability Insurance, in the minimum amount of one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate for death, bodily injury, personal injury or property damage.
A. for death, bodily injury, personal injury, and property damage. Said policy shall be endorsed with the following specific language:
a. “The Town of San Anselmo, its officers, employees and volunteers, are named as additional insureds under this policy.”

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 1.3

MEETING DATE: 1/28/25

AGENDA TITLE: 2024 Age and Disability Friendly Assessment Report

FROM: Mattie O'Grady – Director of Community Services

RECOMMENDATION: That Council review and file the 2024 Age and Disability Friendly Assessment Report.

BACKGROUND

In 2019, the Town applied to the AARP Network of Age-Friendly Communities, joining the World Health Organization's Age-Friendly Cities initiative. This led to the creation of the Age-Friendly San Anselmo committee.

In 2020, the committee conducted an assessment of older residents' needs and presented it to the Town Council. In response to the COVID pandemic, the committee quickly developed emergency resources and support programs from April to October. While working on a needs assessment in 2020, the committee realized it would be more inclusive to expand the focus to both age and disability-friendly initiatives. As a result, the committee partnered with The Marin Aging and Disability Institute (MADI).

In 2023, the Marin Aging and Disability Institute received a California Department of Aging (CDA) grant to complete the process.

DISCUSSION/ANALYSIS

From June to August 2024, a new Age & Disability Friendly survey was conducted, targeting older adults, people with disabilities, and caregivers. Over 490 surveys were completed. Waypoint Strategies, in partnership with MADI, reviewed the data and produced a summary report (Attachment 1). This report will serve as a foundation for developing a three-year action plan. While the attached document provides an overview of the survey results, the detailed goals, policies, objectives, and actions will be outlined in the action plan which will align with the General Plan.

This report is one of several background documents contributing to the existing conditions analysis for the General Plan Update (GPU). Combined with input from

GPU-focused community engagement, the existing conditions analysis provides a foundation for shaping the vision of the updated General Plan.

Remaining Project Timeline

- Drafting of Plan in Alignment with the General Plan: February – April 2025
- Age and Disability Action Plan presented to Town Council: May 2025
- Multi-generational Town Celebration (condition of grant): June 2025
- Submit the Final Report and Action Plan to the CDA: June 2025

FISCAL IMPACT

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

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

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

ATTACHMENTS

Attachment 1 - Assessment Report

Thriving Together in San Anselmo Assessment Report

Prepared by

Waypoints Strategies

MADI Marin Aging and Disability Institute

FOR

Age and Disability Friendly San Anselmo

October 2024

Table of Contents

Executive Summary
1 Age-Friendly Framework
2 Launching Age-Friendly During the Pandemic
4 A Grant for a Planning Process
6 General Background, Methodology
8 Key Findings
9 Thriving in San Anselmo
10 Age and Disability Friendly Livability Domains
11 Housing
12 Transportation
13 Community Health, Caregiving
16 Disability in our Community
18 Respect, Inclusion
19 Civic Participation, Employment
20 Emergency Preparedness
Communication and Information
21 Outdoor Places and Spaces
22 Activities and Programs
23 Next Step: Building a Plan
24 Survey Respondent Demographics
25 California Department of Aging 2020 Profile of Marin Older Adults

References

ASSESSMENT EXECUTIVE SUMMARY

In 2019 the Town of San Anselmo launched an initiative to become a designated Age-Friendly Community by the World Health Organization (WHO) and the American Association of Retired Persons (AARP). The first phase of this initiative was to complete a Community Assessment gathering the experiences and perspectives of older adults and information from the Town departments to provide the context for a three-year strategic plan. The COVID-19 pandemic interrupted the presentation of the assessment to the broader community.

In 2023, the Marin Aging and Disability Institute received a California Department of Aging grant to complete this process and to develop a local Age and Disability Friendly Plan in partnership with the Town. A new assessment process and survey were developed to include older adults, people with disabilities and caregivers. Over 490 completed surveys were collected (12% of the older adults and 12% of the people with disabilities). Only 3.5% of the estimated caregivers responded. The primary goal of the survey process was to learn about the town's "age and disability-friendly" strengths and opportunities for improvement. This data and qualitative data from stakeholder focus groups, resident interviews, conversations and a staff survey will inform the San Anselmo Age and Disability Friendly three-year action plan.

Survey Findings: Strengths

- **Health:** The majority of the respondents report being in "Good" to "Excellent" health. This is an indicator of overall well-being and is influenced by psycho-social factors and life satisfaction. The majority are completely mobile. Over half of the respondents report walking as a main mobility mode.

- **Social connectedness and respect**: Most respondents live with others and feel included and welcomed in San Anselmo. Respondents mention the events, businesses, friendly neighborhoods and people.

- **Remaining in the community:** An overwhelming majority wish to remain in their homes if financially possible and if home modifications are made.

- **Use of Technology:** A majority use mobile phones and computers so text or voicemail communications are good for urgent communications. However, since 38% would like technology support or training, the town can't assume that the phone apps are used or that the town websites are easily accessed by all.

- **Home Sharing:** Twenty percent would consider shared housing options to stay in their homes or town.

- **Volunteerism:** One fifth of our population volunteers in some capacity in our town

Survey Findings: Opportunities for improvement

- **Emergency Preparedness:** A high percentage of respondents said they are only somewhat or not prepared and would like preparedness classes Many need help with registering for Alert Marin or don't have someone to provide emergency assistance in a power and phone outage. 21% need transportation assistance in an evacuation.

- **Mobility and transportation options:** While not accessible and affordable for some, sharing public transit information and volunteer driver options could address the transportation assistance needs that some respondents have.

- **Ageism and Ableism:** Offering education, and building a culture of kindness and respect are all mentioned as ways to develop inclusion and safety for all ages and abilities.

- **Caregivers:** Caregivers seek respite opportunities, training and educational programming and places they can easily and safely take their care recipients in town for outings and activities. Despite the caregiver shortage and remote family members, most respondents want to stay at home or have family and friendly care for them if they become dependent.

- **People with Disabilities:** Respondents see improvement possibilities in programs, parks and outdoor spaces to welcome and address all ability levels.

- **Information and Communications:** Residents noted that receiving unsolicited program and service information on aging, caregiving, and more detailed information on town events for the disabled population would be supportive. Caregivers, older adults and the disabled population noted that small peer groups would be helpful in addressing isolation.

AGE-FRIENDLY FRAMEWORK

Reimagining Aging and Ability

The World Health Organization (WHO) regards active aging as a life-long process shaped by several factors that, alone and acting together, favor health, participation and security in older adult life. Older people are a resource for their families, communities and economies in supportive and enabling living environments.

As with age, disability touches every demographic category - gender, age, race, sexual orientation, etc. and impacts most people eventually through accident, illness or aging, if not from birth. Many disabilities are invisible.

In response to global population aging, the WHO established and Age-Friendly network to support all communities in supporting healthy and active aging. The AARP Network of Age-Friendly States and Communities guides members and local leaders to adapt structures and services to be more inclusive of the varying needs and capacities of people from all age groups. The network provides national research, planning models and best practices to help members committed to making their community an age-friendly place to live.

As of October 2024:
11 States and the U.S. Virgin islands are members, California joined in 2021
16 California counties are members. Marin joined in 2019.
10 of Marin's 11 municipalities, including San Anselmo have joined the network.

LAUNCHING AGE-FRIENDLY DURING A PANDEMIC

2019-2022 Creating Community Programs

- Age Friendly San Anselmo is a sub-committee of the Parks and Recreation Department initially established in 2019 when the town Age Friendly application was approved by the AARP. Committing to a multistep process, the committee began planning for a community survey and began staff and resident interviews in October.
- The assessment summary was presented to the Parks and Recreation Commission and to the Town Council in February 2020. A community Age-Friendly Open Forum was planned for March 19th, but the COVID shelter-in-place order canceled that event.
- April 2020 The committee developed a Age Friendly email newsletter for survey respondents and interested residents.

Covid Response Program Development: With the knowledge that members of our community would need assistance, support and contact to prevent isolation and to ensure safety, Age-Friendly San Anselmo sprang into action without a plan and created emergency resources and support programs based on the immediate needs in the community from April -August 2020.

Age Friendly

- **Recruited essential service volunteers for a check-in and chat program**
- **Developed and distributed emergency information flyers by a large volunteer corps to most San Anselmo households**

- **Developed new programs** with the creativity and labor of many volunteers
    - **Petal Pushers (flower** arrangement order service and delivery by bike and car bringing sunshine and smiles to home-bound residents
    - **Online Emergency Resources and Information**
    - **A Volunteer match program** pairing residents with various support needs from dog walking to grocery or library book delivery with service-oriented neighbors.
    - **The Mask Tree Program** in town parks: Countless volunteers made and hung masks on the park trees for months from 2020-2021.
    - Offered online educational and exercise events, and **personalized social services support of residents** with unique needs that couldn't be met by the County.
    - **Assisted residents affected by the heatwaves and fire seasons** in 2020-2021

Age-Friendly formed partnerships with Cedars, Children for Change, the Age-Friendly Marin Network, the N2N Network of the VOAD, the Marin NRG Network, Marin Villages, the Good Fairy Marin Group, the Marin County Aging & Adult Information and Assistance Line and Whistlestop (now Vivalon).

A Grant to Develop an Age and Disability Friendly San Anselmo Plan

The **Marin Aging and Disability Institute** is the fiscal sponsor and town partner in the new Age and Disability Initiative. The grant timeline runs from July 2023 to June 2025. The three year action plan developed under this grant program will aim to improve the town's livability and address the current, emerging, and future needs of California's older adults, people with disabilities, and caregivers through cross-sector collaboration with new and enhanced programs, services and policies.

Success through Widespread Community Involvement

Age and Disability Friendly will be engaging with community partners and service providers along with the town to develop the most effective, wide-reaching feasible actions to advance change. In many cases, these strategic actions will be merely enhancing the good work that is already being done in the town and building awareness of what is available. There are many resources in our County that we can use to help our residents. As demonstrated in other communities, these actions need not require many resources but many times rely on ingenuity, creativity and volunteerism. Policy change can be an effective contribution by any municipality when the town leaders deem it necessary. Ultimately, Stakeholder partnerships are the key to successful Age and Disability Friendly plan development and implementation.

The grant program goals align with the California Master Plan for Aging and our State's commitment to diversity, equity, inclusion, and accessibility. At the time of this writing, the Town is preparing a General Plan Update. The Age and Disability Friendly Action Plan will share some areas of alignment with the Update elements but will likely have more detailed actions for implementation under shorter timeframes.

An Age and Disability Friendly community ensures all ages and abilities can participate in all aspects

GENERAL BACKGROUND

In 2023, Marin County was declared one of the fastest-aging counties in the US.[1] Since 2014 the Marin County population 60 years and older has increased by 44 percent.[2] We expect an additional 30 percent increase in this demographic in the next 10 years.[3] Marin residents aged 60 and over are projected to reach 42 percent of the population in 2041.[4] As the longevity movement expands, more people are living to 100. Since 2010 San Anselmo has had a 42% increase in the portion of the population 60 years and older.[5]

As the population ages, the need for caregiving increases. Approximately 89% of adults who care for older adults and persons with disabilities are family caregivers (including friends, and neighbors). The median age for these caregivers is 49 years. [6]

The work that family caregivers do is difficult, essential, and contributes significantly to society. Caregivers often assume the responsibility of providing care with little or no training or support. Communities need to find ways to support the health and well-being of family caregivers.

Increasing proportions of older persons in communities have brought similar changes in disability demographics.[7] According to the World Health Organization, “Disability is part of the human condition. Almost everyone will be temporarily or permanently impaired at some point in life, and those who survive to old age will experience increasing difficulties in functioning. Most extended families have a disabled member, and many non-disabled people take responsibility for supporting and caring for their relatives and friends with disabilities.”[8]

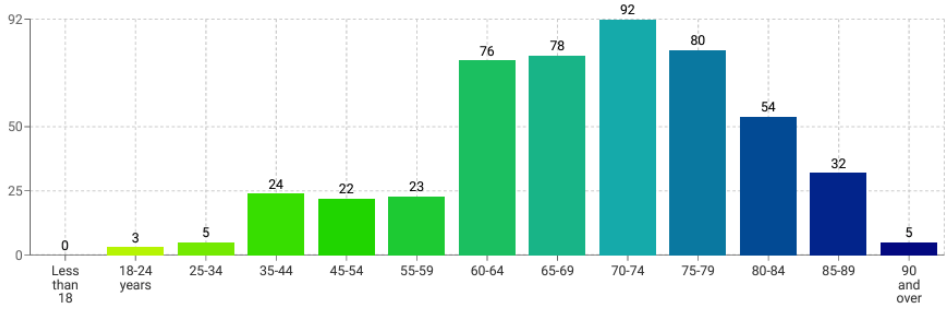
Assessment Methodology.

The data for this report was collected using a paper and an online survey taking a convenience sample of the San Anselmo population. The survey was open to residents and caregivers 18 years and older. The survey tool featured 77 questions across 11 sections and was mailed to 1500 randomly selected registered voters aged 60 and older with stamped return envelopes allowing five weeks to complete them. Paper surveys were left in various locations in town. The paper surveys and all promotion materials offered a link to an online version. The final dataset includes 499 valid responses (263 paper surveys and 236 online).

In research it is known that some target populations are difficult to reach. For this reason we have begun focus groups and listening sessions for older adults, the disabled population and caregivers. We hope to engage youth and young adults in the action plan discussions.

This survey has a 95% confidence level with a 5% margin of error. The survey sample size was larger than needed. The survey response provides a representative statistical sample of the total target population.

*REQUIRED Q3. What is your age bracket? If you are filling out for another person, choose their age bracket.



Response	Count	%
1. Less than 18	0	0.00%
2. 18-24 years	3	0.61%
3. 25-34	5	1.01%
4. 35-44	24	4.86%
5. 45-54	22	4.45%
6. 55-59	23	4.66%
7. 60-64	76	15.38%
8. 65-69	78	15.79%
9. 70-74	92	18.62%
10. 75-79	80	16.19%
11. 80-84	54	10.93%
12. 85-89	32	6.48%
13. 90 and over	5	1.01%

Key Correlations from 2019-2023 Surveys

Age-Friendly San Anselmo surveyed residents in 2019, 2021 and 2024. There are a few notable comparisons between the 2019 data and this year's data.

In 2019 and 2024 80% of residents said they wished to stay in their homes as long as possible

From 2019 to the present, driving, walking and having others drive have remained the three main modes of transportation



There has been a dramatic shift in the need for home improvements in order to have an accessible home to remain in as one ages:

2019	2024
15%	61%



Fewer residents are feeling prepared for emergencies than they did in 2019

Yes, I feel prepared.

2019	2024
69%	32%



People requesting more time in crosswalks doubled

2019	2024
15%	31%

The activity in 2019 and 2024 that most people said they would participate in a physical class/strength for aging class



Thriving in San Anselmo

San Anselmo resident's are mostly active and rate their physical health as very good or excellent. (63%) 44 percent of people 80 years and older rate their health as very good or excellent. One fifth report that they are a volunteer in our town. People report feeling welcomed and included in our Town. Many mentioned the Library, the shops, the parks and say that San Anselmo is a friendly place.

The community shared these thoughts:

"San Anselmo is a great little town." " I have lived in San Anselmo for 53 years and love it. I am beginning to realize that I am a senior."

"Just thank you for caring about these issues"

"Live on the Avenue, Sip and Stroll...events like these bring cohesion"

"San Anselmo is an amazing and vibrant town that we are overjoyed to be a part of"

The community indicated some needs:

"Doors to businesses with accessible/automatic openers. Accessible bathrooms for scooters, wheelchairs with automatic doors."

"Recreational activities offered are too expensive, we need weekly group gatherings that don't cost money (games, walks, yoga)

"Speed enforcement of weekend bikers who make us stay on high alert to keep me and my disabled adult daughter from getting hit."

"Intergenerational activities"

Livability Domains for an Age and Disability Friendly San Anselmo (ADFSA)

(Adapted from WHO/AARP)

OUTDOOR SPACES AND BUILDINGS

An ADFSA has outdoor spaces that are safe, clean and enjoyable. Parks enable people of all ages and abilities use them. Public buildings and businesses should be secure, welcoming and accessible for all ages.

RESPECT, INCLUSION, CIVIC PARTICIPATION

An ADFSA as affordable and accessible events, activities, and opportunities for social engagement, employment and volunteering.

MOBILITY AND TRANSPORTATION

An ADFSA has a variety of reliable, accessible and affordable transportation options along with mobility education that allows residents to be connected to all areas and services in the community.

HOUSING

An ADFSA has housing that is affordable, safe, and conveniently located near public transportation, businesses, and services. Additionally, affordable home maintenance, safety modifications, and support to live at home are needed.

AGE AND DISABILITY FRIENDLY SUSTAINABILITY

An ADFSA community develops plans to sustain the volunteer and town initiative with attention to funding, membership, achievable goals and strong partnerships.

EMERGENCY PREPAREDNESS

An ADFSA provides access to the tools, resources and education to be ready and resilient during emergencies of all types with special attention to the most vulnerable populations.

COMMUNITY SUPPORT FOR HEALTH AND WELLNESS

An ADFSA connects residents to the programs, services and education they need to stay healthy, live long and live well.

COMMUNICATION AND INFORMATION

An ADFSA has information that is timely, multilingual, is available in multiple formats, is accessible and is distributed widely.

HOUSING



Housing options are suitable for differing incomes, ages, and life stages.

Remaining in Our Homes

Most (80%) of San Anselmo's residents want to remain in their homes as they age but one third believe that finances may prevent them from staying. While 27% live alone most of them are women (78%). 64% of the renters were over 65 and most (73%) were women. Most women renters (85%) claim that finances and lack of affordable housing might prevent them from remaining in their home or in San Anselmo. This is verified by the 2023 County Older Adult Needs Assessment findings that 26% of women report that they are struggling with housing affordability.[9] Many in this group have been living on low to very-low incomes throughout their lives.

In Marin, we know that economic issues continue to be the most frequently cited cause of homelessness. 18% of survey respondents would want information or would consider shared housing options. San Anselmo can create a campaign to promote use of additional units, ADUs and extra bedrooms for preventing homelessness of our own population. The best way and the most affordable way to address homelessness for older adults is to prevent it from occurring and to actively connect people to the County and provider services and information before they are one month away from living in their car.

Home and Yard Maintenance

While medical issues are cited as the primary factor that will prevent people from remaining in their homes or our community, finances, home and yard maintenance and inaccessible homes are also ranked as top concerns. Many older adults realize that over time their income isn't sufficient to cover their living costs, medical needs and home repairs. This deferred maintenance leads to accidents, unsafe conditions, and poor fire mitigation. Many need to be connected to the home modification and hardening subsidy programs available. in the County. Volunteer groups, Scouts and Marin Villages can be partners and good neighbors for the smaller jobs.

Transportation



Access to safe sidewalks and safe crossable streets, dedicated bicycle lanes, and public transit closer to neighborhoods are necessary to age in community. Depending on age, health and mobility, travel and mobility needs will vary considerably among the older adult and disabled populations.

While 95 percent in San Anselmo say driving is their main mode of transportation, many remain active and walk (59%) or bike (24%) in our community.

Independent and public transit are the key for older adults and people with disabilities to get to necessary services and tasks. 37 percent don't use public transit because it doesn't go to their destinations or has an inconvenient schedule. Many people don't use it because the routes take too long and they can't spend a long time sitting on a bus or at bus stops without a bathroom.

Figure 1 How often do you use public transportation in Marin?

Response	Count	%
1. Never	269	55.24%
2. Sometimes	206	42.30%
3. Frequently	12	2.46%

As driving skills decline with age and physical changes, older adults may need to limit or stop driving. Many begin to ask family and friends to provide rides when needed. 41 percent of people over 80 years are more likely to ask friends and family for rides compared to 16 percent of those aged 60-79 years. While carpooling may not be something younger adults think about within our small communities, as the population ages more will look towards friends for trips to the doctor or shopping. However as we see in West Marin, as the population ages fewer friends will be driving and there will be few volunteer drivers. Our communities in Marin need to establish alternative, affordable and accessible door to door transit with mobility transit companions.

Community Health and Caregiving



Assisting those who need information on local resources, home health supports, and services for basic needs due to injury, surgery, illness, aging and disability.

Physical Health

Most rate their physical health as very good. 9 percent indicate that they are in fair to poor physical health. 91 percent say they can mostly or completely carry out their mobility-related activities. Since people of all ages can have disabilities or functional limitations those rating their physical health as fair to poor cross the age ranges. 13 percent do say they have difficulty with mobility some or all of the time.

Cognitive Health

One fifth of residents report having changes in their cognitive abilities that have begun to impact their daily life. Half of Marin residents over 85 are currently experiencing some form of dementia, and by 2020, the county is expected to see a 49% increase in residents with Alzheimer's disease—not including other related conditions. Most adults with memory loss are cared for by a family member. Marin residents are significantly more likely to have concerns over losing memory and cognition than when surveyed in 2019. [9]

Food Insecurity and Eating Alone

Food insecurity among older adults in Marin rose 8 points since 2019 (18% vs. 10%)[9] People are worried that food will run out before getting more money. Often food runs out or people don't have money to buy more.[9] Attendance at congregant meals and food banks is up since 2019. In San Anselmo 45% are interested in a town congregant (subsidized group meal). 31 percent of our residents always or usually eat alone. These group meals provide a setting for engaging in group activities, nutrition education, socializing, falls prevention education, wellness checks and a connection to health and service providers. Creating a place where isolated older and disabled residents can share a meal is a very effective preventative health measure to address physical and cognitive and social-emotional health issues.

Caregiving in our Community

Despite the survey being open to caregivers who care for someone in San Anselmo, but live outside of the town, all data collected reflects caregivers that reported living in San Anselmo. 33 individuals indicated that they are caregivers.

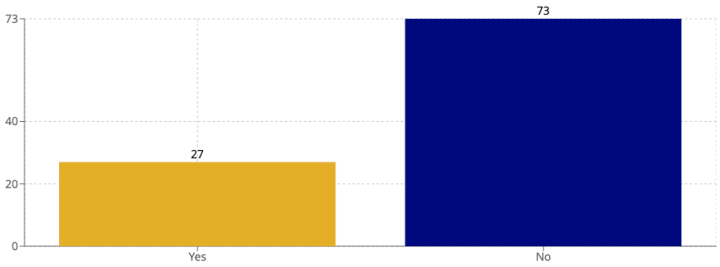


Figure 2 Are you part of a support team or group working together for your care recipient?

73 percent are caregiving on their own.

50% of their caregiving duties are related to researching services and coordination.

22 percent are not family, but friends or neighbors.

4 respondents were hired caregivers

.

Caregiver Profiles

Caregivers have many different profiles of experiences. Their experiences are unique and diverse, and the stages of care they provide are distinct and complex. Navigating an initial diagnosis for an aging parent, is different from managing medication and skilled care for a disabled child, is different from end-of-life care for a spouse. [10.] As the National Alliance for Caregivers has stated, these unpaid caregivers are the invisible frontline of our healthcare system-and their experience is not the focus of society as much as the diagnosis of the care recipient. Almost as much time is spent researching care services or medical information or managing financial matters as personal care.

Figure 3 My usual caregiving tasks include:

Response	Count	%
1. Shopping, food preparation, housekeeping, laundry, transportation, and giving medication	34	68.00%
2. Feeding, dressing, grooming, walking, bathing, and assistance toileting	11	22.00%
3. Researching care services or medical information, coordinating physician visits or managing financial matters	25	50.00%
4. Medical and nursing tasks for complex chronic care	9	18.00%

- 48% - intend on staying home with paid assistance if they can't care for themselves (We have a large caregiver shortage in Marin.)
- 42% intend on relying friends or family to help them
- 44% haven't thought about or don't know what they would do if they couldn't care for themselves

Caregiver Finances and Relief

89 percent of caregivers are not paid. A few qualify for pay through the County In Home Supportive Services or are paid by the family or Golden Gate Regional Center. 85 percent of care recipients do not go to a day, rehabilitation or activity center persons with disabilities.

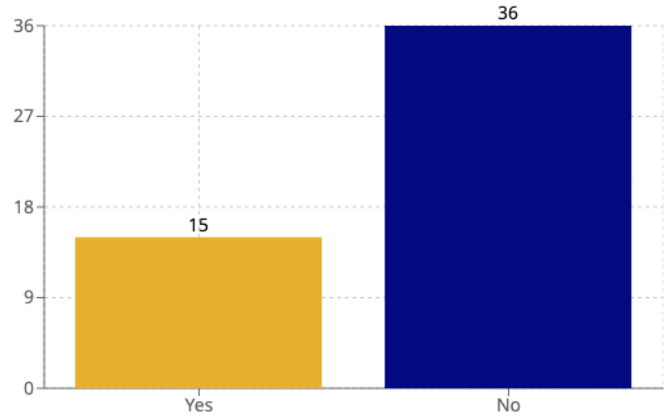


Figure 4 : Have you found any caregiver resources or support?

Response	Count	%
1. Child/children with a disability	7	15.91%
2. Child/children with a medical/health issue	3	6.82%
3. Adult(s) with a disability	17	38.64%
4. Adult(s) with a medical/health issue	20	45.45%
5. Adult who needs help with non medical aging-related issues	15	34.09%

Figure 5 Who do you provide caregiving for?

The Most Challenging Aspects of Caregiving

- **First:** Getting relief from caregiving
- **Second:** The emotional challenges, negative emotions, depression, anxiety, etc.
- **Third**: The social challenges-e.g. isolation, defining new familial roles as a care provider with the recipient.

Experiencing Caregiver Burnout

30 percent report very often or always.
43 percent report sometimes

NOTE: 58% of caregivers do not have an alternate care plan if they were unable to be the caregiver.

Caregivers frequently requested a peer support group and access to caregiver information and resources

Being A Disabled Child in San Anselmo



The US Census Bureau undercounts the number of disabled people in the US identifying it as a hard-to-count population due to low participation rates, but this data is critical to making decisions about resources, policies and services.[12] We do know that the prevalence of disabilities is increasing in the US. The number is growing due to a increase in chronic diseases and people living longer.[13]

2022	Marin County	San Anselmo
Disabled population[11]	28,000 (11%)	981(8%)
Over 65 years	54%	40%

The Disabled Child's Experience (as reported by their caregiver/parent)

Report caring for

7-Children with disabilities

3-Children with a medical/health issue

2-18 and over with disability (High School)

Other Schools: COM, Cedars, Archie, Cypress, Drake, Novato, a different County

Response	Count	%
1. Preschool	3	27.27%
2. Elementary	4	36.36%
3. Middle School	3	27.27%
4. High School	2	18.18%

Response	Count	%
1. Ross Valley School District (RSVD)	10	55.56%
2. Marin County Office of Education Programs (MCOE) on RVSD campuses	2	11.11%
3. MCOE programs off RVSD campuses	0	0.00%
4. Private	4	22.22%
5. Oak Hill or Irene Hunt (nonpublic)	0	0.00%
Name other:	8	44.44%

1. 60 percent say they and their child/children have relationships with other San Anselmo children.
2. 60 percent say they participate in community activities with other San Anselmo families.
   (Live on the Avenue, Artist Within Receptions, Outdoor Library events, gymnastics)

3. Requests for neurodivergent and disabled programs and events with typical kids, quiet kid zones for townwide events, afterschool programs should have scholarships, adaptive sports program
4. 14 have an IFSP, IEP or 504 plan.
5. 17 caregivers also care for an an adult with disability, medical issue or non-medical aging issues.
6 .Requests for allowing children with disabilities early access to town events with games
7.Requests for parent involvement in program planning to allow for best practices in inclusion.

Being A Disabled Adult in San Anselmo



Disability inclusion means understanding the relationship between the way people function, how they can participate in society, and making sure everybody has the same opportunities to participate in every aspect of life to the best of their abilities and desires.[14]

Response	Count	%
1. I have had a disability since birth	2	0.54%
2. I have had a disability since birth and I realized it later in life	0	0.00%
3. I acquired or realized that I had a disability in my youth or as an adult	12	3.23%
4. Yes, I have aged into disability	18	4.84%
5. I do not think of myself as disabled, but I have developed some functional challenges and/or chronic health conditions (visible or invisible) that limit or impact my life	54	14.52%
6. No	286	76.88%

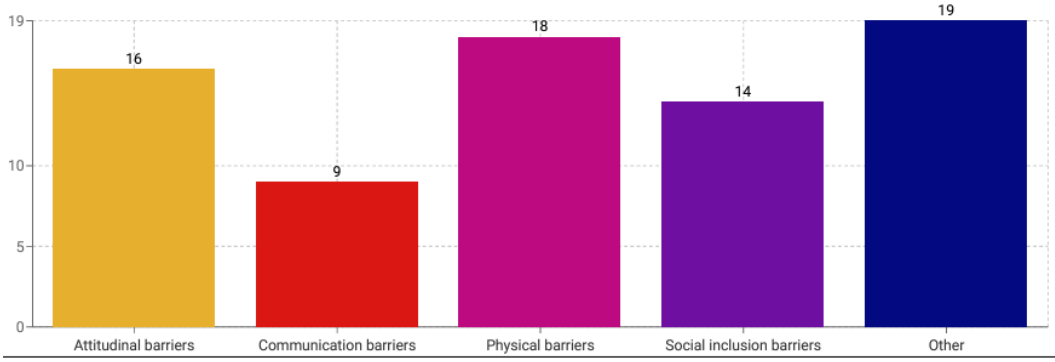
32 reported being a person with a disability

<u>54 reported having functional impairments or challenges with</u>

-thinking, memory, concentration
-mobility difficulties -personal care
-independent living -hearing difficulties
-vision

Other comments: ageism, uneven surfaces, crossing streets scary, construction difficult to get around, residents who assume that people with disabilities don't live her, there is so much stigma here about disability, the school system is restricted, some are discriminatory

Q48 Do you experience any of the following barriers in San Anselmo?



Response	Count	%
1. Attitudinal barriers	16	32.00%
2. Communication barriers	9	18.00%
3. Physical barriers	18	36.00%
4. Social inclusion barriers	14	28.00%
Other	19	38.00%

How these barriers affect your life? "Limited, suffered, burden, difficulties, concerned, not belonging, unable, participation, barriers, scary walking in town, walkways difficult to navigate, can't take autistic child to events since they aren't inclusive or have places for neurodiverse children, I had no recreation or social opportunities in SA as a child since I couldn't participate in typical kid programs.

Where do you feel welcome in San Anselmo?

Most places, my neighborhood, the Library, most businesses, Andronico's, MH Dog play at memorial park, Cedar's, Imagination park benches, church

We need to more spaces, events, peer groups and programs where the disabled population are able to attend because thoughtful planning has created the right environment and can meet their needs.

Respect, Inclusion



To ensure that people of all ages and abilities feel valued, respected and have opportunities to participate in affordable, fun social intergenerational activities.

The places in San Anselmo where people feel welcomed and included: The Library The parks. Places where hearing isn't an issue The Dog Park Some restaurants and businesses Neighborhoods Churches

Barriers to inclusion:
Feelings of ageism
No support group for caregivers, kids with disabilities
No spaces for kids with sensory sensitivities
Doors to businesses do not have automatic openers
Fear of speeding bikes that don't stop prevent downtown walking

Civic Participation, Employment



Providing opportunities for people of all ages and abilities to contribute to their communities through paid work, volunteering and civic engagement.

Response	Count	%
1. I work In San Anselmo	57	11.92%
2. I work outside of San Anselmo	99	20.71%
3. I utilize employment job coaching/employment support	0	0.00%
4. I am not employed, but I am an intern in San Anselmo	1	0.21%
5. I am not employed, but I am an intern outside of San Anselmo	0	0.00%
6. I am self-employed	68	14.23%
7. I would like to work part-time locally	25	5.23%
8. I am retired	279	58.37%
9. I will probably need to look for a job for income in the coming year	15	3.14%
10. none of the above	22	4.60%

20% of respondents said they are volunteers in the community

Since 14 percent say they are concerned that their income doesn't cover their expenses and some want to work, businesses could broadly promote part time work within the town through channels available to these communities. Commissions and committees highlight that meetings are accessible with captions, mics .and printed materials.

Some ideas from other Age and Disability Friendly towns in the US: Consider

A "Gifting" or buy one-give one program that can be promoted as being a good San Anselmo neighbor enabling low-income residents to participate in Parks and Recreation programming and town events

Providing an Age and Disability Friendly town information kiosk for people who don't use technology. It becomes the place to go to learn about local jobs, commission and committee and volunteer opportunities, local events and local information resources?

Developing an Age and Disability Friendly Business award has been a successful strategy to educate business owners and encourage good business practices.

Providing residents a technology workshops and continued training offered now throught the Commission on Aging and the County.

Consider providing a few headsets for the Council Chambers that allow people who have hearing and vision impairments to participate in the meetings.

Emergency Preparedness



Emergency preparedness and response should be a community priority with older adults and people with disabilities who are at the highest risk of death.

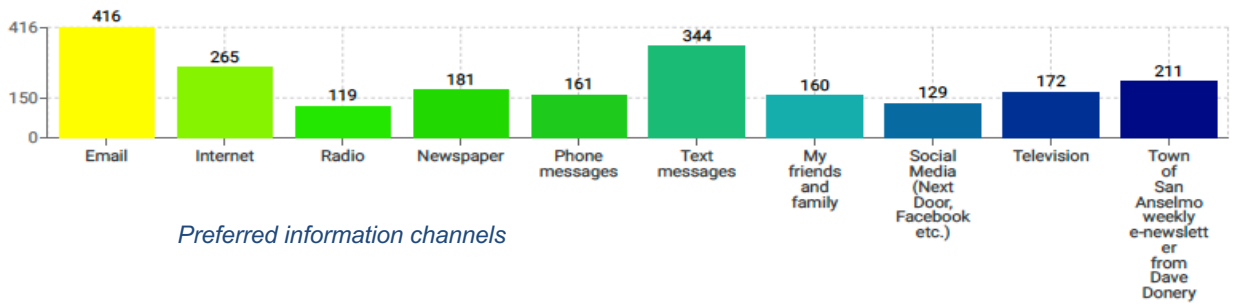
- 68% - feel only somewhat or not prepared
- 49% - would likely participate in a preparedness class for older adults
- 29% - would like help putting together a disaster preparedness kit
- 56% -have not or only somewhat become familiar with evacuation routes
- 21% - will need transportation assistance for an emergency evacuation.
- 20% are not registered with Alert Marin
- 12% do not have fans or a place to go in an extended heat wave
- 14% don't know who could give them assistance if the power and cell phones are out and emergency services are available

Communication and Information



Communication and Information as information needs to be accessible. Websites, documents, pdfs, presentations all need to be ready for screen readers and accessible by a low-vision reader.

38 percent would participate in a technology support class offered in town.



Preferred information channels

Outdoor Spaces and Places



Striving to be safe, walkable, accessible, inviting, educational and comfortable for people of all ages and abilities. Having pedestrian infrastructure accessible for wheelchairs, scooters and walkers.

Top choices for making the town more accessible (in order)

- 63% bike speed enforcement and regulation
- 51% safer Sidewalks
- 35% more outdoor seating in public areas
- 33% Pedestrian flags at certain crossings to alert cars
- 31% More time and more flashing crosswalks

Most popular resident ideas for new community places and spaces

- 58% large covered pavilion for recreational and educational use
- 51% outdoor permanent gameplay area, game tables, and seats
- 45% space for intergenerational programming and drop-in gatherings in the town center

Community Wish List from Comments

1. **Community Centers:** Many suggestions highlight the need for impro ved or new community centers that are inclusive, offer diverse progra ms, and cater to all age groups.
2. **Public Swimming Pools**: There's a strong desire for accessible swi mming facilities for all community members.
3. **Parks and Recreational Areas:** Improved parks with features like playgrounds, pickleball courts, bocce courts, and botanical gardens.
4. **Accessible Playgrounds:** Calls for more inclusive playgrounds that cater to children of all abilities.
5. **Event Spaces:** Spaces for outdoor music, performing arts facilities, a nd toer communal events.

Activities and Programs

Proposing various accessible and multigenerational programs and activities to determine potential participation.

Many of these can be brought to the town by partnering with local nonprofits, community groups, volunteers and using community spaces around the town.

Response	Count	%
1. Organized Walking groups	151	43.39%
2. Musical fun: Sing-alongs, jam sessions, and dance evenings for all ages!	101	29.02%
3. Group art time in town (a gathering not a class)	79	22.70%
4. Cooking classes	120	34.48%
5. Game play (board game, cards, chess, etc.)	82	23.56%
6. Strength for aging strong exercise class	186	53.45%
7. Dementia caregiver support group/ resource & education	28	8.05%
8. Adaptive sports programming for the disabled	16	4.60%
9. Volunteer, intern or employment opportunities in town for people with disabilities	28	8.05%
10. Social clubs for youth of all abilities	33	9.48%
11. After school/weekend rec. programs for abled and disabled youth	22	6.32%
12. Annual multicultural and disability celebration in town	53	15.23%
13. Annual public safety event and fair for the disability community	34	9.77%
14. Maker space activities: Collaborative creativity for all ages.	63	18.10%
15. Fix-it-Fest event: Experts repair broken items, helping those who bring them in	153	43.97%

Next Steps: Building a Plan

We will continue to collect qualitative information on the lived experiences of our community members through listening sessions and table talks to provide context for the survey data.

Following the Assessment presentation to the Parks and Recreation Commission, the Age and Disability Friendly Advisory Committee will plan focus groups and guided discussions with community members and Countywide stakeholders to share the *Thriving in Our Town Assessment Report* and to identify the community's strengths and opportunities. These discussions will take place in early 2025. The assessment report will be the springboard for developing the conversations on plan action opportunities. Department staff will receive a survey providing them the means to share the inclusive policies and programs already in place and any future planning that could also be shared in the action plan 3-year timeline. A small group of the initiative will also meet with the other town commissions and committees to ensure that the plan domains and actions align with their goals and develop partnerships on some actions, including the new General Plan.

In this continued community engagement process, the Advisory hopes to identify volunteer members of new working groups that will form the plan around the key themes and actionable concerns. The staff will review and provide feedback on actions that include their departments. The advisory will decide the final plan actions and timeline and present the draft to the town for review before making the final version. The new Age and Disability Friendly San Anselmo Action Plan will be presented to the leadership and the community in the Spring. A new permanent subcommittee of the Age and Disability Friendly initiative will be formed simultaneously. This committee will be responsible for overseeing the implementation of the plan.

SURVEY RESPONDENTS DEMOGRAPHICS

Older Adults

60+ 2022 ACS Census population: 3460
85% (417) **60+ respondents**

Caregivers

National Caregiving Alliance estimates 12% of community populations are caregivers (12% of 12,761): 1531possible caregivers in San Anselmo
7 % are **caregivers,** 33 respondents self-identified as caregivers (2% of possible total)
53 respondents described their relationship to a care recipient (3.5% of caregivers)

- 11% (4) were professional caregivers
- 89% unpaid caregivers
- 10 caring for child with disability or medical issue
- 20 caring for adult(s) 17 with disability, 20 with medical issues, 9 with only non-medical issues.
- 3 for adult and child(ren)
- 1 for adult and adult child/sibling
- 2 for more than one adult

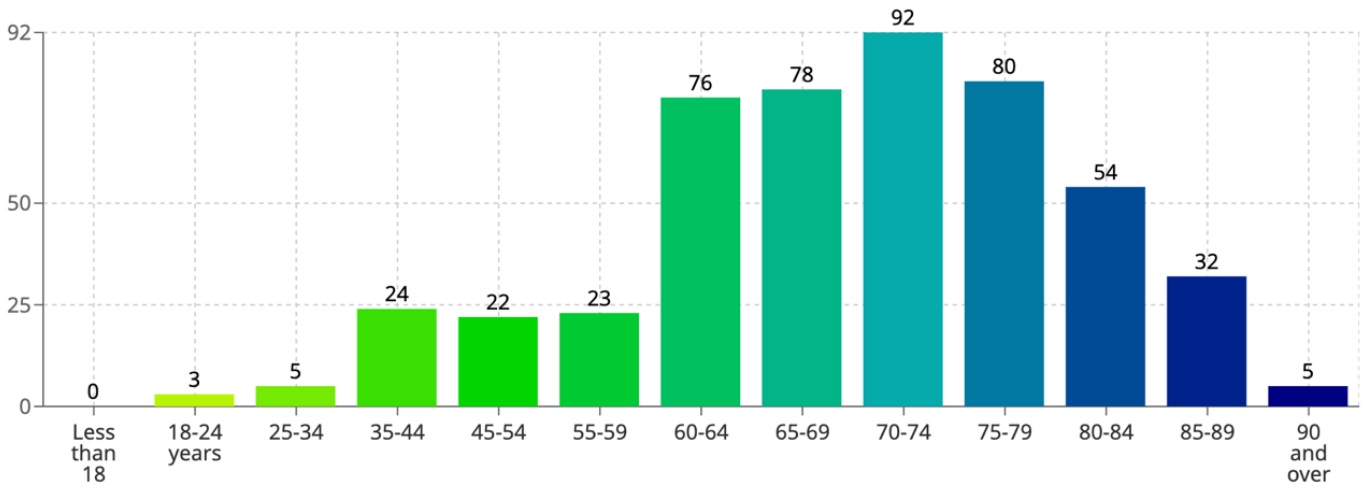
Disability Population

Estimated Town 2022 ACS Census population 1+ years with disability: 981
108 respondents were children and adults with disability or functional impairments (12%)

- 7 Children with disability (as reported by parent)
- 6% (31) Adults with Disability
  - 17 Adults with Disability (as reported by caregiver)
  - 14 Adults with Disability
- 14% 72 Adults have aged into disability, or developed functional challenges

Survey population general demographics

- 65% identified as female
- 35% identified as male
- 2 nonbinary, 2 other
- 84% of respondents own their residence
- 26% of respondents live alone
- 12% live with 4 or more
- 11% reported living with grown children and/or grandchildren

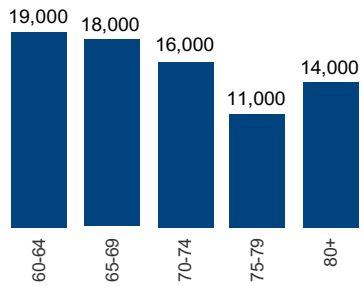


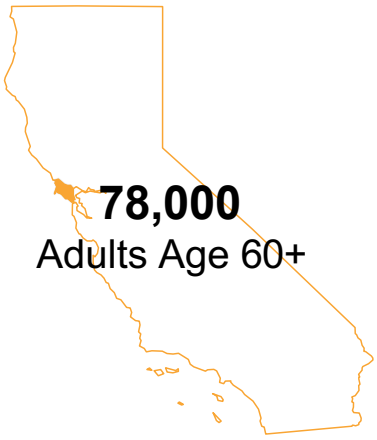
2020 Profile of Older Adults

Marin County

Age Distribution

Adults Age 60+

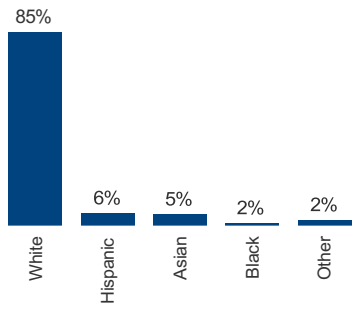




78,000
Adults Age 60+

Race/Ethnicity

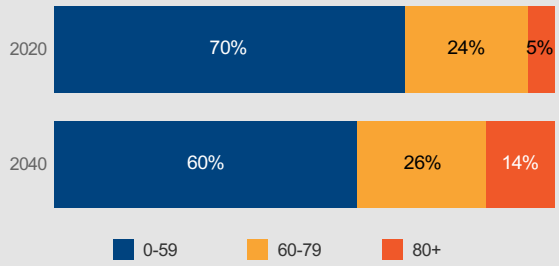
Adults Age 60+



*Multiracial 2.1%
*AIAN 0.2%
*NHPI 0.2%

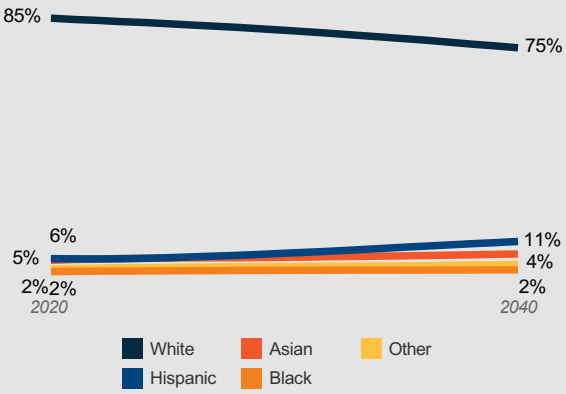
Projected Population Shifts

Population Share



Race/Ethnicity

Adults Age 60+



Social and Economic Needs

9% *of adults age 60+* — live in poverty — *Below State Average*

26% *of adults age 60+* — live alone — *Above State Average*

1% *of adults age 60+* — speak English 'not at all' — *Below State Average*

11% *of adults age 65+* — estimated to have Alzheimer's dementia — *Near State Average*

56% *of low-income households* — are housing cost burdened — *Near State Average*

California Department of AGING

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STAFF REPORT

TOWN OF SAN ANSELMO Item #:1.4

MEETING DATE: January 28, 2024

AGENDA TITLE: Revenue and Expenditure Reports, December 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 December 31, 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 December 31, 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 December 2024 reporting period end, the Town's General Fund revenue has increased its base relative to the prior year by $0.497M. A majority of the Town's revenue is collected at specific times.

Category	DEC YTD FY25	DEC YTD FY24	$ Change	% Change
Property Tax	8,996,020.43	8,802,196.84	193,823.59	2.20%
Sales Tax	478,566.79	500,589.11	(22,022.32)	-4.40%
Property Transfer Tax	59,874.09	47,094.83	12,779.26	27.14%
Franchise Taxes	307,671.34	297,567.54	10,103.80	3.40%
Licenses & Permits	605,329.23	485,846.89	119,482.34	24.59%
Fines	29,320.84	51,313.60	(21,992.76)	-42.86%
Cash & Investment Interest	36,015.04	(45,181.95)	81,196.99	-179.71%
Intergovernmental	147,174.18	36,270.76	110,903.42	305.77%
Other Fees	170,326.15	166,522.83	3,803.32	2.28%
Transfers In	201,577.57	192,189.17	9,388.40	4.88%
Total	11,031,875.66	10,534,409.62	497,466.04	4.72%

As shown above, the Town's overall revenue base increased by $0.497M as its

- The Town receives property tax disbursements from the County of Marin in December (55%), April (40%), and June (5%). Property Tax revenue increased by $0.194M. The Town is expecting a 3.0% increase in property taxes in fiscal year 2024-2025. The 2022-2023 excess Education Revenue Augmentation Fund (ERAF) payment to the Town is offsetting that increase in Property Tax revenue. The payment is usually received in August however it was received in October 2023. That is outside of 60 days of year-end, so it was not recorded back into 2022-23 but rather recorded as revenue in 2023-24.
- The Town receives disbursements monthly from the State for Sales Tax. The collections for the fiscal year 2024-25 will begin in September. Revenues from Sales Tax decreased by $0.022M compared to the previous period individuals adjusting their dining habits as menu prices climbed, purchases of non-essential merchandise; and general consumer goods slumped, and a weaker return from grocers.
- Revenue from Licenses & Permits increased by $0.119M compared to the previous period, due to construction activity in the Town and the timing of business license collections.
- Intergovernmental revenue increased by $0.110M compared to the previous period due to receiving $0.065M Leap grant for the Housing Element from the State.

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 December 2024 reporting period end, the Town's General Fund expenditures have increased by $0.425M compared to the prior year. This is primarily from increases in retirement, outside services, and debt service. All other activity is either flat year-over-year or nets correspondingly to an immaterial change—all of which are within management's expectations.

Category	DEC YTD FY25	DEC YTD FY24	$ Change	% Change
Compensation	2,187,599.09	2,053,814.00	133,785.09	6.51%
Retirement	245,356.93	143,647.81	101,709.12	70.80%
Training	20,914.69	17,715.91	3,198.78	18.06%
Outside Services	6,569,978.48	6,316,062.42	253,916.06	4.02%
Maintenance	94,346.20	144,463.55	(50,117.35)	-34.69%
Utilities	60,408.69	52,568.94	7,839.75	14.91%
Supplies	93,643.28	120,393.75	(26,750.47)	-22.22%
Debt Service	638,811.71	585,985.33	52,826.38	9.01%
Other Expenditure	1,111,514.95	1,068,176.88	43,338.07	4.06%
Transfers Out	605,000.00	699,500.00	(94,500.00)	0.00%
Total	11,627,574.02	11,202,328.59	425,245.43	3.80%

As shown above, the Town's expenditures base overall increased by $0.425M of which is driven by retirement, outside services, and debt service:

- Compensation (Salaries & Wages and Benefits) increased by $0.133M compared to the prior fiscal year primarily due to the 3.0% cost of living adjustment effective July 1, 2024, step adjustments, staffed positions, and health insurance premiums.
- Retirement increased by $0.101M compared to the prior period due to the Town's CalPERS unfunded liability payment, cost of living, step adjustments, and fully staffed positions.
- Outside Services increased by $0.253M compared to the previous fiscal year due to payments for Public Safety JPA's, Central Marin Police Authority, and Ross Valley Fire Department.
- Debt Service increased by $0.052M compared to the previous fiscal year due to the repayment of the 2021 Pension Obligation Bonds. The bond payments are due in August and February.
- Transfers Out decreased by $0.094M compared to the previous fiscal year due to the Town, not budgeting transfers to the Special Events ($0.029M), Downtown Revitalization Fund ($0.015M), and Vehicle Replacement Fund ($0.100M) offset by including a transfer to the Parks Capital Improvement Fund ($0.050M).

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

FISCAL IMPACT

None

GENERAL PLAN CONSISTENCY

Not applicable

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Council's discussion and approval of this report is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has

the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

ATTACHMENTS

Attachment #1: Budget Comparison Report by Subcategory, December 2024
Attachment #2: Budget Comparison Report by Department, December 2024

Town of San Anselmo
2024-2025 Rev & Exp Report
as of 12/31/2024
Fund: 01 - GENERAL FUND

	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Revenue								
400 - PROPERTY TAX GENERAL	9,609,527.00	9,721,536.77	5,311,021.97	54.63%	10,030,351.00	10,030,351.00	5,501,458.67	54.85%
401 - PENSION	2,756,290.00	2,920,096.50	1,457,341.88	49.91%	3,020,000.00	3,020,000.00	1,513,566.80	50.12%
402 - PROPERTY TAX OTHER	4,097,971.00	4,029,898.65	2,080,927.82	51.64%	3,998,058.00	3,998,058.00	2,040,869.05	51.05%
410 - OTHER TAXES	1,503,000.00	1,542,571.04	500,589.11	32.45%	1,559,106.00	1,559,106.00	478,566.79	30.69%
411 - FRANCHISE TAXES	848,000.00	933,022.37	297,567.54	31.89%	936,500.00	936,500.00	307,671.34	32.85%
420 - BUSINESS LICENSE	290,000.00	277,534.46	33,662.32	12.13%	290,000.00	290,000.00	43,707.03	15.07%
421 - PARKING	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
422 - CONSTRUCTION	1,141,000.00	1,047,323.09	452,184.57	43.18%	1,016,000.00	1,016,000.00	561,622.20	55.28%
430 - VEHICLE CODE	10,000.00	4,354.86	703.76	16.16%	15,000.00	15,000.00	5,096.76	33.98%
431 - LIBRARY	1,250.00	2,512.30	655.21	26.08%	1,500.00	1,500.00	715.54	47.70%
432 - PARKING	115,000.00	109,148.12	49,954.63	45.77%	117,990.00	117,990.00	23,508.54	19.92%
440 - USE OF MONEY AND PROPERTY	100,000.00	453,141.00	-45,181.95	-9.97%	100,000.00	100,000.00	36,015.04	36.02%
450 - STATE REVENUE	297,500.00	313,861.71	36,270.76	11.56%	170,500.00	170,500.00	147,174.18	86.32%
460 - FEDERAL REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
470 - LOCAL AGENCY REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
480 - FEES FOR SERVICES	178,250.00	176,557.66	80,363.61	45.52%	198,500.00	198,500.00	110,129.64	55.48%
490 - MISCELLANEOUS REVENUE	102,772.00	179,796.79	86,159.22	47.92%	115,555.00	115,555.00	60,196.51	52.09%
519 - TRANSFERS IN	384,030.00	386,731.87	192,189.17	49.70%	403,318.00	403,318.00	201,577.57	49.98%
520 - SOURCE OF PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Revenue:	**21,434,590.00**	**22,098,087.19**	**10,534,409.62**	**47.67%**	**21,972,378.00**	**21,972,378.00**	**11,031,875.66**	**50.21%**
Expense								
600 - SALARIES AND WAGES	3,336,127.00	3,286,881.51	1,620,010.35	49.29%	3,552,174.00	3,552,174.00	1,738,667.97	48.95%
601 - RETIREMENT	561,590.00	293,531.19	143,647.81	48.94%	428,706.00	428,706.00	245,356.93	57.23%
602 - EMPLOYEE BENEFITS	890,116.00	737,406.43	388,726.72	52.72%	872,566.00	872,566.00	405,952.71	46.52%
604 - RETIREE BENEFITS	164,779.00	164,779.00	45,076.93	27.36%	180,796.00	180,796.00	42,978.41	23.77%
610 - TRAINING	55,750.00	38,490.19	17,715.91	46.03%	68,750.00	68,750.00	20,914.69	30.42%
611 - OUTSIDE SERVICES	13,506,864.00	12,737,023.56	6,316,062.42	49.59%	13,633,637.00	13,633,637.00	6,569,978.48	48.19%
613 - PUBLICATION / DUES	25,272.00	17,472.68	3,753.00	21.48%	27,522.00	27,522.00	5,893.56	21.41%
614 - MAINTENANCE	119,135.00	102,103.92	55,516.84	54.37%	123,485.00	123,485.00	43,415.43	35.16%
615 - BUILDING MAINTENANCE	50,000.00	146,978.67	85,110.79	57.91%	60,000.00	60,000.00	9,428.11	15.71%
616 - VEHICLE MAINTENANCE	2,000.00	25,231.23	3,835.92	15.20%	76,050.00	76,050.00	41,502.66	54.57%
617 - UTILITIES	0.00	100,123.67	52,568.94	52.50%	0.00	0.00	60,408.69	0.00%
618 - HIRING	1,000.00	3,168.83	2,242.59	70.77%	1,000.00	1,000.00	12,687.10	1,268.71%
619 - MISCELLANEOUS	50,000.00	50,285.97	5,000.00	9.94%	25,000.00	25,000.00	3,225.00	12.90%
620 - OFFICE SUPPLIES	0.00	21,326.13	12,864.36	60.32%	32,754.00	32,754.00	22,916.71	69.97%
622 - DEPARTMENT SUPPLIES	202,450.00	195,447.55	91,712.25	46.92%	133,197.00	133,197.00	58,833.77	44.17%
623 - BOOKS / MAGAZINES / VIDEOS	27,500.00	38,714.81	15,817.14	40.86%	29,000.00	29,000.00	11,892.80	41.01%
629 - MISCELLANEOUS	1,371,875.00	1,378,895.26	1,057,181.29	76.67%	1,483,312.00	1,483,312.00	1,089,709.29	73.46%
630 - EQUIPMENT	500.00	0.00	0.00	0.00%	500.00	500.00	0.00	0.00%
631 - CAPITAL OUTLAY - CONSTRUCTION	0.00	381,015.63	0.00	0.00%	0.00	0.00	0.00	0.00%
640 - PRINCIPAL	410,000.00	410,000.00	410,000.00	100.00%	465,000.00	465,000.00	465,000.00	100.00%
641 - INTEREST	176,067.00	175,985.33	175,984.43	100.00%	173,929.00	173,929.00	173,811.71	99.93%
670 - TRANSFERS OUT	2,464,500.00	2,464,895.72	699,500.00	28.38%	605,000.00	605,000.00	605,000.00	100.00%
Total Expense:	**23,415,525.00**	**22,769,757.28**	**11,202,327.69**	**48.81%**	**21,972,378.00**	**21,972,378.00**	**11,627,574.02**	**52.92%**
Total Fund: 01 - GENERAL FUND:	**-1,980,935.00**	**-671,670.09**	**-667,918.07**		**0.00**	**0.00**	**-595,698.36**	
Report Total:	**-1,980,935.00**	**-671,670.09**	**667,918.07**		**0.00**	**0.00**	**-595,698.36**	

Town of San Anselmo
2024-2025 Rev & Exp Report
as of 12/31/2024

	2023-2024 Revised Budget	2023-2024 Audited Actuals	2023-2024 YTD Actuals	% of Audited Actuals	2024-2025 Adopted Budget	2024-2025 Revised Budget	2024-2025 YTD Actuals	% of Actual / Budget
Fund: 01 - GENERAL FUND								
Expense								
00 - UNDESIGNATED	2,464,500.00	2,464,895.72	699,500.00	28.38%	605,000.00	605,000.00	605,000.00	100.00%
11 - TOWN COUNCIL	63,255.00	54,954.93	13,639.98	24.82%	71,446.00	71,446.00	24,687.75	34.55%
12 - ADMINISTRATION	1,565,944.00	1,556,055.62	779,776.90	50.11%	1,669,529.00	1,669,529.00	758,930.99	45.46%
16 - LEGAL SERVICES	425,000.00	259,765.00	122,048.50	46.98%	330,000.00	330,000.00	74,259.00	22.50%
18 - PLANNING	1,050,401.00	1,005,737.96	277,670.09	27.61%	1,169,800.00	1,169,800.00	414,172.92	35.41%
21 - NON-DEPARTMENTAL	2,120,808.00	1,775,454.55	1,088,335.39	61.30%	1,488,431.00	1,488,431.00	1,127,629.94	75.76%
30 - POLICE	5,184,636.00	5,204,393.04	2,602,196.52	50.00%	5,474,469.00	5,474,469.00	2,739,684.50	50.04%
32 - ROSS VALLEY FIRE SERVICE	5,088,722.00	5,090,465.78	2,538,115.05	49.86%	5,559,703.00	5,559,703.00	2,753,447.53	49.53%
40 - DEBT SERVICE	587,567.00	587,285.33	587,284.43	100.00%	640,429.00	640,429.00	640,111.71	99.95%
41 - ENGINEERING AND INSPECTION	1,809,804.00	1,660,231.03	819,322.48	49.35%	1,699,695.00	1,699,695.00	833,775.44	49.05%
42 - STREETS	1,185,909.00	1,220,177.31	684,102.80	56.07%	1,278,642.00	1,278,642.00	628,699.55	49.17%
71 - LIBRARY	847,839.00	868,149.87	466,922.54	53.78%	899,716.00	899,716.00	487,474.60	54.18%
81 - PARKS	694,458.00	725,146.27	377,377.27	52.04%	768,688.00	768,688.00	368,031.20	47.88%
82 - RECREATION/GENERAL FUND	326,682.00	297,044.87	146,035.74	49.16%	316,830.00	316,830.00	171,668.89	54.18%
Total Expense:	**23,415,525.00**	**22,769,757.28**	**11,202,327.69**	**49.20%**	**21,972,378.00**	**21,972,378.00**	**11,627,574.02**	**52.92%**
Total Fund: 01 - GENERAL FUND:	**23,415,525.00**	**22,769,757.28**	**11,202,327.69**	**49.20%**	**21,972,378.00**	**21,972,378.00**	**11,627,574.02**	**52.92%**
Report Total:	**23,415,525.00**	**22,769,757.28**	**11,202,327.69**	**49.20%**	**21,972,378.00**	**21,972,378.00**	**11,627,574.02**	**52.92%**

STAFF REPORT

TOWN OF SAN ANSELMO Item #:2.1

MEETING DATE: 1/28/25

AGENDA TITLE: Consideration of Special Event Application – Live on The Avenue 2025

FROM: Mattie O'Grady – Community Services Director
Kelley Warner – Community Engagement Coordinator

RECOMMENDATION:

1. Approve the 'San Anselmo Live on the Avenue' music series event application (Attachment 1) scheduled for Fridays and Saturdays from June 20, 2025, through September 27, 2025.
2. Approve closing San Anselmo Avenue Friday and Saturday evenings, June 20, 2025, through September 27, 2025, during one of the proposed timeframes. Street closure to include San Anselmo Avenue from Tunstead to Tamalpais.
3. Approve proposed budget for event expenses.

BACKGROUND

On June 9, 2020, the Town Council approved an urgency ordinance and resolution authorizing the Town Manager to allow temporary outdoor activities, encroachment agreements for outdoor dining areas, other outdoor uses for businesses, street closures for outdoor events, and the temporary suspension of certain fees. With the approval of the ordinance and resolution staff created the "On the Avenue" program which closed parts of San Anselmo Avenue Friday night through Sunday. However, based on feedback from merchants, this was revised to limit closures to Friday and Saturday evenings.

On May 25, 2021, Council approved the 'On the Avenue' music series and street closures for summer 2021. San Anselmo Avenue was closed from Tunstead Avenue to Tamalpais Avenue Friday nights from 6:00pm to 10:30pm and Saturday nights from 5:00pm to 10:30pm. The Recreation Department booked bands during August and September and the community responded by filling the downtown area every weekend. As a result of the popularity of these events, 'On the avenue 'was extended through the month of October.

In April 2022, Council approved the 'Live on the Avenue' music series and street closure of San Anselmo Avenue from Tunstead Avenue to Tamalpais Avenue Friday and Saturday nights from 6:00-10:00pm while bands played from 6:00-8:30pm. The Recreation Department booked bands from July 1st through October 15th. The Chamber of Commerce was approved to host and coordinate the series during the month of June.

In February 2023, Council approved the 'Live on the Avenue' music series and street closure of San Anselmo Avenue from Tunstead Avenue to Tamalpais Avenue Friday and Saturday nights from 4:30-9:30pm while bands played from 5:30-8:30pm. The Recreation Department booked bands from June 9th through September 30th.

In February 2024, Council approved the 'Live on the Avenue' music series and street closure of San Anselmo Avenue from Tunstead Avenue to Tamalpais Avenue Friday and Saturday nights from 4:30-9:30pm while bands played from 5:30-8:30pm. The Recreation Department booked bands from July 5th through September 28th.

DISCUSSION/ANALYSIS

In preparation for this meeting staff presented a 2024 season recap and community survey results to the Town Council on January 14th.

Over 300 people responded to the survey and 93% of the respondents said they would return next year.

82% of respondents loved or liked the timing of the music from 5:30-8:30pm (10% were neutral), and 82% loved or liked the timing of the street closures from 4:30-8:30pm (7% were neutral). The top three elements' respondents liked the most were the live music, community vibe, and the food and beverage options.

The 2024 business survey did not receive enough responses to be statistically significant, however, in the 2023 business survey 74% of 23 businesses were satisfied with the timing of the street closures. In order to garner feedback about the 2024 series, staff along with councilmember Burke met with the business community on October 14thand January 23rd. The discussions included concern around the street closure times and availability of parking.

Staff distributed the attached letter (Attachment 3) notifying the merchants about the event application and street closures with a notification of the January 28, 2025, Town Council meeting.

Town staff is recommending the music series and street closures on Fridays and Saturdays for summer 2025 from June 20th through September 27th, which includes 15 weekends. The music series will provide a diverse range of musical genres and family entertainment. The Town will maintain responsibility for all event logistics, staffing, infrastructure, and entertainment.

Regarding the street closure and timing of musical performances, staff is presenting two possibilities for 2025 and requesting direction from the Town Council. The first option is to continue with the existing format of street closures from 4:30-9:30pm and music from 5:30-8:30pm. This has been a successful model from the community's perspective and the survey results show they would like to continue with this format. Additionally, this option gives public safety time to clear cars from the Avenue while giving the community a place to gather earlier in the evening. The second option is to shift the street closure to 5:00-9:30pm and the music to 6:00-8:30pm. This is recommended and preferred by most of the attendees to the downtown businesses January meeting as well as the Chamber of Commerce. The goal is to find the balance between the needs of the community, staff, public safety, and businesses.

Entertainment

Staff would like to propose the same format of entertainment with two concerts on Fridays, and two concerts on Saturdays. In order to make four concerts per weekend possible, the Town would have to reach the fundraising goals set-forth under fiscal impact. There is a possibility that the top fundraising goal will not be met. In addition to the musical and family-friendly entertainment this year, staff is exploring additional teen and adult programming options.

Permitting

In order keep the event safe and under control staff will continue with the existing permitting process for anyone who wants to have something on the Avenue – which includes food, activities, and vendors. The permit will be a simple form, similar to an encroachment permit. The town will require commercial activity to claim the Town of San Anselmo as additional insured and a minimal fee for the season will be implemented. No fees will be implemented for non-commercial activity.

Under consideration is a new decibel level policy to allow additional amplified music outside of the town's designated music venues.

Event Signage

As we did from 2022-2024 we will have Live on the Avenue light post banners along the Avenue, along with a large banner across Tunstead Avenue at the entrance to downtown. Banners will be posted at concert locations and at the Hub. Depending on the street closures, traffic calming and no parking signs may need to be updated.

30-minute Parking Space

To help resolve any hardship for merchants if the closures take place prior to 6:00pm, the Town will provide three parking areas with multiple spaces each in the downtown with free and enforced 30-minute parking spaces from 4:30-6:00pm on Fridays & Saturdays to help with customer parking. These designated parking areas are in the Town Hall parking lot (2 spaces closest to Magnolia Avenue), the Creek Park lot (2 spaces closest to Creekside), and the Creek Park lot (2 spaces closest to the Coffee Roaster's Bridge). All the spaces will be clearly marked.

Local Restaurants/Food
Once again, the community survey results reflected the need for more to-go food options and more variety.

Janitorial Services/Trash
The Town's contracted janitorial service will continue with event sanitation, general waste management, and street attendance services.

FISCAL IMPACT

Staff is recommending a town contribution of $62,381 to cover the infrastructure costs of the series.

Town Funding Request
Staff recommends continuing to schedule nightly attendants through the Town's janitorial company to provide nightly restroom, plaza, and refuse and recycling services. The attendant would also be responsible for helping with the closure and opening of the Avenue at all entrances and exits of the street closure. Staff also recommends continuing to book portable restrooms with regular servicing for the duration of the series. The estimated cost for these services is $15,891.

Staff recommends having a dedicated public works crew member onsite each evening. Staff also recommends having both Public Works and Recreation crews onsite during the annual community parade. The estimated cost for these services is $27,542 with a recommended contingency of $5,000.

Staff recommends allocating a budget for updating signage and other marketing materials. The estimated cost for these services is $13,948.

The total request for Town funds this year is $62,381.

Staff is currently working on quotes for removeable bollards at either end of the Avenue and will have more information on this at a later date.

Private Fundraising/Sponsorships
This event series is largely dependent upon private sponsorships and resident donations. In the event the fundraising goal below is not met and does not cover the cost of the series, the Town can elect to cover the remaining costs or scale back the duration and/or program offerings.

The sponsorship/fundraising goal for this year is $93,000.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

Approving the 'Live on the Avenue' event series is not considered a "project" under the California Environmental Quality Act (CEQA), because it does not involve an activity

which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Attachment 1 – Event Application
Attachment 3 – Merchant Notification Letter
Attachment 4 – Presentation

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: Live on The Avenue 2025

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

Other event sponsor(s), if any: Sponsors & Donors TBD

Contact Person: Mattie O'Grady **Phone Number:** 415-258-4661

Address: 1000 SFD Blvd, Suite #14 **Email:** mogrady@sananselmo.gov

Event Date(s): Fridays & Saturdays 6/20/25 - 9/27/25

Start and end times: See staff report **Number of attendees (estimate):** 450-1,100/evening

Location: San Anselmo Avenue, Town Hall Plaza, Imagination Park, and Creek Park

Will alcohol be served or sold?

Yes ☐ No ☑

Brief Event Description:

The this event application includes both the street closures and live music. Town staff is proposing street closures occur on San Anselmo Ave between Tunstead and Tampalpais on Fridays and Saturdays from June 20th rough September 27th. The soft closure will start at 4:30pm and the official closure will be from 5:30-9:30pm. Live music will take place on Fridays and Saturdays between 5:30-9:00pm at both Town Hall Plaza and Creek Park. There will be a diverse range of musical genres as well as some family entertainment. The goal of this event is to create community while uplifting our businesses and local economy. This event series will uplift the private sector through sponsorships, merchant participation, and local vendors.

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 Ave. **to** Tamalpais Ave.
☐ **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: Mattie O'Grady Date: 1.22.25

NAME OF EVENT: DATE OF EVENT:

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

January 23, 2025

Dear San Anselmo Business Owners & Property Owners:

Live on the Avenue 2024 concluded at the end of September, offering us valuable insights into our program. The program has become more established and enmeshed in our community culture. The goal for each season is to provide a high-quality free experience for our community with safety and smooth operations. We're pleased to share with you that preparations are well underway for this upcoming summer's 2025 Live on the Avenue series in downtown San Anselmo.

The Vibe is to Be Together – Play, Listen, Stroll, Eat, Drink and Visit!

The community has grown accustomed to spending their summer weekend evenings downtown on the closed Avenue and in the Town parks listening to music, visiting with friends and family, playing on the Avenue, and enjoying our downtown restaurants, food & beverage venues and shops that stay open for the festivities. This year we were able to count nearly 30,000 attendees over the course of the entire series.
We heard from 300 people who took the community survey about the event series – 86% of the respondents were San Anselmo residents.

93% said they would **definitely return** in 2025.

- 82% were satisfied with the timing of the music
- 82% were satisfied with street closure and timing
- 82% were satisfied with the number of concerts offered
-

People came downtown for the music, and they loved the variety. **This year we added another movie night (3 total)** and all of them were double features with kid-friendly early selections and older family-friendly options for the second show.

Food:
We know from past surveys that the community wants a greater variety of take-away food. This past year we instituted a new permitting program, and more San Anselmo food purveyors stepped up to fill the need. The crowds loved it! And of course, they still want more. Most survey respondents said they come to Live on the Avenue at least 5 times during the series. We heard from many of you in the business community that you liked this new permitting program and the fact that we are keeping the food booth permitting to only local restaurants/food purveyors.

More Stores Open:
62% of the community respondents said they visited stores that were open. People are looking for more to do on the Avenue. While they stroll between music venues, visiting stores that are open is a highlight.

Safety:
The safety of our residents is always paramount. We've made great strides in addressing issues that have arisen with regard to cyclists on the closed streets and traffic redirection. We value our partnership with Central Marin Police Authority, and they really stepped up this year to help clear the Avenue in a timely manner as the community was eager to stroll down the closed Avenue and enter the parks as soon as possible. We will

continue to make car, bike and pedestrian safety a top priority in 2025.

Sponsorship Opportunities:
For the 2023 series, we created a sponsorship program with levels and benefits and continued that in 2024. Thank you to those of you who were sponsors. Additionally, we added a Friends & Family program for our community. We will be making some slight tweaks and returning with those programs this year. Please let us know if you would like some more information on becoming a sponsor – there are many ways to get involved.

Dates:
The 2024 series was adjusted to run July through the end of September. The three-month span seemed to work well – with fairly consistent attendance each weekend. And this year, for the first time, attendance on Friday and Saturday nights were equal.
The series will still conclude at the end of September, a timeframe that proved effective these past two years in avoiding unpredictable weather and diminishing daylight.

2025 Series Program Plan to be approved by Town Council:

With all the valuable feedback in mind we have developed a plan for this year's series:

When: Friday and Saturday Nights

Dates: June 20 – September 27, 2024 (New: extending two weekends into June. Note: July 4th – pending due to staffing and conflict considerations)

Street Closure Timing: Regarding the street closure and timing of musical performances, staff is presenting two possibilities for 2025 to the Town Council. The first option is to continue with the existing format of street closures from 4:30-9:30pm and music from 5:30-8:30pm. This has been a successful model from the community's perspective and the survey results show they would like to continue with this format. Additionally, this option gives public safety time to clear cars from the Avenue while giving the community a place to gather earlier in the evening. The second option is to shift the street closure to 5:00-9:30pm and the music to 6:00-8:30pm. This is recommended and preferred by a majority of the downtown businesses as well as the Chamber of Commerce. The goal is to find the balance between the needs of the community, staff, public safety, and businesses.
Live Music: Times may vary, but most entertainment will occur between 5:30-8:30 pm

Music Location: Town Hall Plaza and Creek Park

Avenue Pedestrian Safety:
- The Town will once again have dedicated Central Marin Police Authority staff to monitor street closure and safe vehicle removal and cyclists walking bikes on the closed Avenue.
- Closure on San Anselmo Avenue; from Tunstead to Tamalpais Avenues:
    - No parking zone and soft closure both start at 4:30 pm to clear the Avenue

  New: Staff is investigating bollard installation at Avenue ends for extra safety

Customer Parking:
- The Town will once again be providing multiple zones with free and enforced 30-minute parking spaces from 4:30-6:00 pm on Fridays & Saturdays to help with end of day customer parking.
- The designated zones are the Town Hall parking lot (2 spaces), the Creek Park lot (2 spaces close to the Redwood Grove), and the Creek Park lot (2 spaces closest to the Coffee Roaster's Bridge). All the spaces will be clearly marked.

Music & Family Entertainment:
- Live music will take place on Fridays and Saturdays between at Town Hall Plaza and Creek Park.

- There will be a diverse range of musical genres as well as more family entertainment up and down the Avenue.
- Family entertainment programing continued
- Staff is brainstorming additional Teen and Adult programming ideas
- Information about all evening entertainment will be available at: www.LiveOnTheAvenue.org

Event Information for businesses:

- The Town is happy to provide each San Anselmo business with tools to help promote Live on the Avenue, and clear up any confusion over parking, Avenue closure timing and traffic flow. Please let us know if you would like any of this information delivered to your location, including: posters for your storefront.

Other Promotions:

- Live on the Avenue website with detailed and updated information (easily found via QR code on all materials) + Information on Town website.
- Light post banners down the Avenue and a large banner strung across Tunstead Avenue at the Town entrance.
- Social media posts - Town manager weekly newsletter (Saturdays), Live on the Avenue weekly newsletter (Fridays), Instagram (@townofsananselmo and @sananselmorec), Facebook, and Next Door
- Updated parking notices and signage along the Avenue – highlighting the Friday and Saturday closures.
- Signage in the pedestrian crosswalks that promotes the series and highlights the street closure information.

Food Options:

We are continuing to meet and communicate with the Town's restaurants & food/beverage purveyors to discuss the options for providing the Live on the Avenue audience with more grab and go food/beverage options. We would love to have any restaurant owners/managers join in on the discussion so we can work towards solutions to feed the hungry crowds. Please contact: kwarner@sananselmo.gov – to be added to the distribution list.

Permits:

In order to keep the event safe and under control, we are continuing the encroachment permits for anyone who wants to have something on the Avenue – this includes food, activities, and nonprofits. The permit is a quick form that includes a certificate of insurance and a minimal fee for the entire season.

Questions/Comments?

We'd like to hear from you! Please email us at: recreation@sananselmo.gov

The Town Council will be considering and taking action on the details of the 2025 Live on the Avenue series plans at their meeting on Tuesday, January 28, 2025 at 7:00pm. It would be helpful to hear your questions and comments prior to that meeting and we encourage you to attend the meeting to show your support. Check the Town website for the complete meeting agenda.

It's going to be another amazing summer in San Anselmo with Live on the Avenue!

Respectfully,

Mattie O'Grady & Kelley Warner

Mattie O'Grady – Community Services Director
Kelley Warner – Community Engagement Coordinator



TOWN OF
SAN ANSELMO
EST. 1907

SAN ANSELMO
CHAMBER OF COMMERCE

2025 Event Series

2025 Season
Framework

Fridays + Saturdays June 20th– September 27th

- 29 Evenings of Street Closures (July 4th – due to staffing considerations)
- Continue with live music in Creek Park + Town Hall Plaza
- Family Entertainment
- Parade
- Corn Hole Tournaments
- 6 California Film Institute Movies (3 Nights)





2025 Season
New Considerations Summary

- Extend into last two weekends of June
- Brainstorm additional Teen and Adult programming
- Staff is investigating bollard installation
- Consideration of street closure and music timing





2025 Season
New Considerations



Consideration of Timing

Option 1

- **Street Closures 4:30-9:30pm**
- **Music Sets 5:30-8:30pm**

Option 2

- **Street Closures 5:00-9:30pm**
- **Music Sets 6:00-8:30pm**



Finding balance between the needs of the community, staff, public safety, and businesses

Calendar Adjustments

	2024	2025
Dates:	July 5 – Sept 28, 2024 Friday & Saturday nights	June 20– September 27, 2025 Friday & Saturday nights

Rational for Adjustments:

Mid June start date:

- Businesses and community both asked for more of the summer months
- Last two weekends are after graduations and Father's Day

Continue to end in September:

- Cooler evenings, less daylights, and risk of weather makes planning difficult in October

LIVE ON THE AVENUE

TOWN OF SAN ANSELMO
EST. 1907

SAN ANSELMO CHAMBER OF COMMERCE



Budget Proposal

Proposed Town Budget

Event Staffing:

COST: $27,542

+ $5,000 staffing contingency

Contract Services (restrooms & janitorial):
COST: $15,891

Misc. (signage & marketing):

COST: $13,948

TOTAL: $62,381



Proposed Fundraising Budget

Music/Entertainment:

GOAL: $75,000

Banners, Marketing Photography:

GOAL: $5,000

Additional programming and parade:

GOAL: $11,000

Chamber of Commerce:

GOAL: $2,000

TOTAL: $93,000



2025 Theme:

Building on Success



Permitting + Oversight

Town staff will continue implementing simple permitting process in order to maintain safety and control.

- Worked very well last year
- Maintain clearance for public safety
- Cover liability for the Town
- Allows for curation of programming
- Consideration of decibel level policy for additional amplified music



LIVE ON THE AVENUE

TOWN OF SAN ANSELMO
EST. 1907

SAN ANSELMO CHAMBER OF COMMERCE



Flicks & Food

Partnership with CALFilm

Three double- feature movie nights on the LED screen in 2024 were a huge success!

Partnership and sponsorship is secured for 2025

- 3 Movie nights
- All double features
- Bright LED Screen
- Working on diverse offerings and availability of distribution rights
- Will occur on Saturdays



Food for a Hungry Crowd

In the 2024 event series survey people indicated they want even more quick food options – more **takeout** offerings from the local restaurants and more **variety**

Staff will continue engaging with **the restaurant community**



Recommendations

1. Approve the ‘San Anselmo Live on the Avenue’ music series event application, for Fridays and Saturdays from **June 20th– September 27th, 2025**
2. Approve closing San Anselmo Avenue during one of the proposed timeframes.
3. Approve proposed 2025 Town Budget for operations and event expenses.





LIVE ON THE AVENUE

TOWN OF SAN ANSELMO
EST. 1907

SAN ANSELMO CHAMBER OF COMMERCE



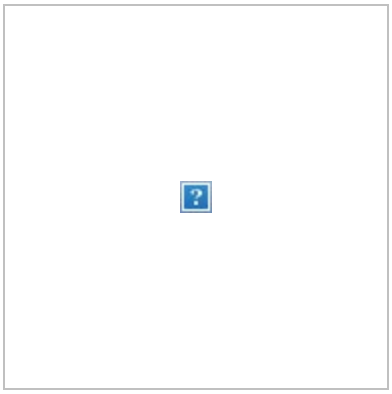
Questions?

From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: Live on the Ave
Date: Monday, January 27, 2025 10:26:51
Attachments: Outlook-peysqytv.png

FYI below.

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: Kevin McCollom <kevin.mccollom@compass.com>
Sent: Saturday, January 25, 2025 10:26 AM
To: Recreation <recreation@sananselmo.gov>
Subject: Live on the Ave

CAUTION: External Sender

To whom it may concern,

My name is Kevin McCollom and our family of 4 lives in San Anselmo on Spring Grove. We absolutely love live on the ave and are excited to hear it's going to be starting earlier this year. It brings the whole community together and we love seeing all our friends. Our kids enjoy it just as much as we do and we encourage you to please keep it going and start it earlier than last year.

Thank you,

Kevin McCollom
Residential & Multi-Family Real Estate

(415) 710-8713
DRE#1947291
www.KevinSF.com

3899 24th Street
San Francisco CA 94114





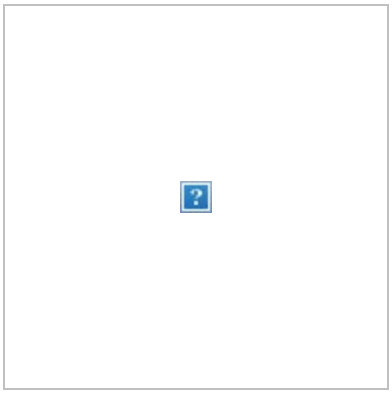
From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw:
Date: Monday, January 27, 2025 10:25:23
Attachments: text_0.txt
Outlook-d0g3hr41.png

Text attached, copied below:

"I support the 5 - 9 and 5:30 - 8:30 time. We need to support our business first! Ann Simon, San Anselmo"

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: 4158193782@mypixmessages.com <4158193782@mypixmessages.com>
Sent: Saturday, January 25, 2025 9:24 PM
To: Recreation <recreation@sananselmo.gov>
Subject:

CAUTION: External Sender

This picture message or video message was sent using Multimedia Messaging Service.

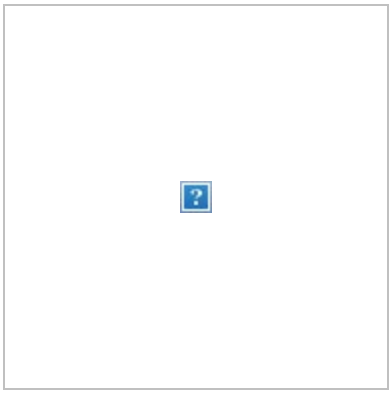
To play video messages sent to email, Apple QuickTime 6.5 or higher is required. Visit www.apple.com/quicktime/download to download the free player or upgrade your existing QuickTime Player. Note: During the download process when asked to choose an installation type (Minimum, Recommended or Custom), select Minimum for faster download.

From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: Comments and Concerns - 2025 Summer Series San Anselmo
Date: Monday, January 27, 2025 10:26:20
Attachments: Outlook-ov23mzkl.png

FYI below.

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: heather stoeckley <hstoeck@hotmail.com>
Sent: Saturday, January 25, 2025 12:56 PM
To: Recreation <recreation@sananselmo.gov>
Subject: Comments and Concerns - 2025 Summer Series San Anselmo

CAUTION: External Sender

Thank you for sending the results of the survey/feedback for the 2024 summer series. It was an interesting read.

In general, we agree with the positive comments about the series as a whole... About how it is a great thing for the community, kids, music lovers and businesses. Indeed, San Anselmo has really set itself apart from the rest of Marin County, largely through these events, as the ideal place for families to feel like part of the community.

That said, as residents we have experienced several of the negative consequences of the summer series mentioned in the survey, which unfortunately will persist in 2025 and after. **This of course has to do with parking, increased congestion and road hazards in the**

surrounding area (directly west of San Anselmo Avenue). Particularly affected are Cedar Street, Ross Avenue, Tunstead Avenue, Tamalpais Avenue, Magnolia Avenue and Pine Street... Which become thoroughfares every Friday and Saturday night during the summer. These streets are not wide enough for two-lane traffic, so cars seeking parking spots pile up and invariably people start honking/yelling at each other and accidents occur. Each of our vehicles was hit last summer, albeit with minor damage. The danger extends not only to vehicles (parked or otherwise), but to pedestrians and children (like my 6-year-old daughter). When the events conclude at 8:30pm or later and people who have been drinking get behind the wheel of their cars, matters only get worse.

So while this summer series is no doubt good for business and fun for the community, it has morphed into a stressful and somewhat dangerous situation for the nearby residents, who end up paying the price (in addition to property taxes) of damaged vehicles, increased insurance rates, and all the other consequences of a mass influx of locals *every* Friday and Saturday night for three months.

When the summer series first started years ago, it was only Saturday nights... And it was much more manageable. Why not revert back to that format? Does it really have to be both nights?

Better yet, why not block off the streets to the west of the Avenue so that only residents can park there? The town of San Anselmo could issue summer parking permits (2 per household) to residents, thereby avoiding the aforementioned traffic/parking issues for people who pay to live here. I've seen this done for many local festivals, like in Pacifica or San Francisco or San Rafael.

For direct answers the questions mentioned in your email, we personally think that starting *after the July 4th holiday* is much better... And pushing the start time back by an hour, both for blocking off the streets and music performances, would be better and result in better attendance.

We truly hope that the Town of San Anselmo will take these comments seriously, and that these concerns (echoed, to be sure, by many local residents) will weigh heavily in the decision-making process.

Thank you.

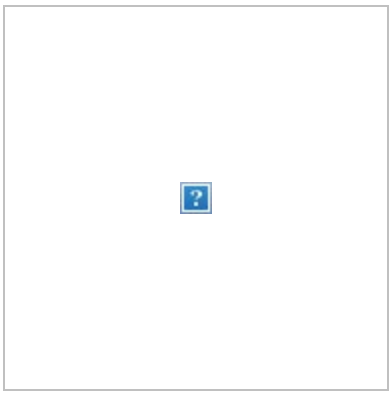
-Heather Stoeckley and Brendan Doyle
Residents from Cedar Street

From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: Live on the ave 2025
Date: Monday, January 27, 2025 10:26:13
Attachments: Outlook-qyfss2g3.png

FYI below.

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: Morgen Yao-Cohen <myaocohen@gmail.com>
Sent: Saturday, January 25, 2025 3:02 PM
To: Recreation <recreation@sananselmo.gov>
Subject: Live on the ave 2025

CAUTION: External Sender

Hello,
I can not attend the town meeting, but as someone who attended very frequently the past two years, there are many young families who attend and the later start time would not be ideal for young children.

Thanks,
Morgen

Outlook

re Town Council meeting 1/28 - Item 2.1 - business comment re Live on The Avenue 2025

From Laurie Berliner <madgeandmehats@gmail.com>
Date Tue 1/28/2025 4:18 PM
To Town Council <towncouncil@sananselmo.gov>
Cc Benedetto Cico <cico@usabound.com>; Frank Gomez <winkoptics@gmail.com>

CAUTION: External Sender

Honorable Town Council Members,

I respectfully ask for you to support the Chamber of Commerce's request for a 1/2 hour modification of the "soft closure" start time to 5:00 pm. for this year's "Live on the Avenue" event. This minimal modification would go a long way to support your hard working small businesses.

As we explained to staff at the LOTA business forum last week, the Friday and Saturday summer long LOTA event has a negative impact on many of your small business merchants, myself included. Boutique businesses like mine rely on customers from all over the Bay Area and beyond. During the summer we have to advise our customers to come early to reach us otherwise they will have difficulty finding parking due to the street closure. I certainly understand how popular this event is for residents and families with small children as it allows adults an opportunity to eat, drink, enjoy free live music and allow their children to run around on the car-free closed street. However, for a boutique business like mine and many others, intoxicated adults and unsupervised children are not our target market. Purveyors of high end, one-of-a-kind handmade merchandise cannot be expected to put our stock into the street and risk damage or theft.

I have been operating my business for 5 years since before the inception of LOTA. The original intent of the event, prompted by the Coronavirus pandemic, was to provide an outdoor space for residents and visitors to gather and for businesses to thrive. The latter purpose has been eclipsed by the popularity of the event and consideration of the needs of the business community where this event takes place have largely been ignored.

I welcome LOTA adult-focused programming targeted to promote boutique businesses and help us to thrive. Certainly your Economic Development Committee

supports this. I would be happy to gather fellow merchants together to collaborate with town officials (Ms. Warner and Ms. O'Grady) on the type of entertainment and activities that would bring our customers to town and for which we would stay open late.

This one small request, a mere 1/2 hour adjustment, would go a long way to help us meet our sales target in very challenging economic times. A 5:00 pm closure in the summer still affords residents plenty of time to gather in the early evening and is a more balanced approach that takes into account the needs of your small businesses.

Please adopt this one small adjustment.

Thank you.

--
/Laurie Berliner
Madge & Me Hats
506 San Anselmo Avenue
San Anselmo, CA 94960 USA
+1 415-717-9624

SAN ANSELMO
CHAMBER OF COMMERCE

January 27th, 2025

Mattie O'Grady
Director of Community Services
Town of San Anselmo

Ref. Live on the avenue 2025

Dear Mattie:

For years the majority of the merchants on San Anselmo Avenue have been very clear: they would like the Town to move the "soft closure" of the avenue from 4:30 pm to 5:00 pm. On several occasions they have pleaded with you to have in mind the negative economic impact that the 4:30 pm avenue closure has on small business owners, particularly on Fridays, the most important business day of the week. Last Thursday, our merchants and the Chamber again requested the Town to make this minimal time adjustment in consideration of the needs of small business owners.

As we have said repeatedly, this minimal, ½ hour change to "Live on the Avenue" would go a long way to encourage more merchants to stay open and satisfy the common goal to offer the public more shopping choices. This ½ hour modification still gives plenty of time for public safety officers time to clear the cars, and in no way conflicts with the community desire for early evening gathering. We, the business community and the Chamber of Commerce, strongly believe this small adjustment will not affect the overall popularity of the summer long event. We are confident the community will support this.

On behalf of the Chamber of Commerce, I formally ask that you properly consider and accordingly include in your department's proposal to the Town Council, the unanimous request by merchants and San Anselmo Avenue businesses to move the soft closing for "Live on the Avenue 2025" from 4:30 to 5 pm.

Many thanks for your consideration

Benedetto Cico
President
San Anselmo Chamber of Commerce

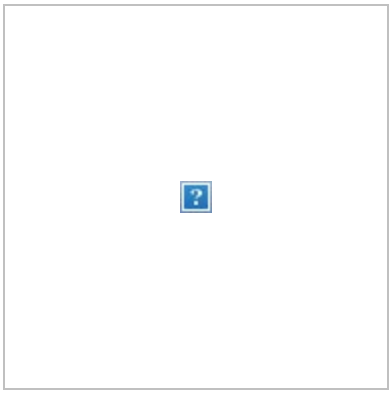
P.O. Box 2844 San Anselmo, CA 94979-2844 | Phone 415.454.2510 | Fax 415.258.9458
info@sananselmochamber.org | www.sananselmochamber.org

From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: Live on the avenue
Date: Monday, January 27, 2025 10:26:42
Attachments: Outlook-ekbgbls1.png

FYI below.

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: Leslie Anderson <leslieltaylor@gmail.com>
Sent: Saturday, January 25, 2025 10:46 AM
To: Recreation <recreation@sananselmo.gov>
Subject: Live on the avenue

CAUTION: External Sender

Those of us with young families really appreciate the 5:30 pm music start time so we can enjoy the festivities and still get the little ones to bed before it gets too late :)
We are huge fans of the two nights a week all summer long. Thank you so much for making this a special San anselmo tradition year after year

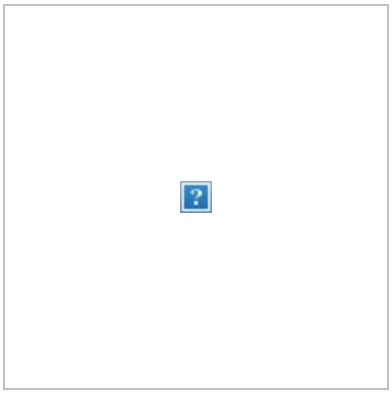
Leslie Anderson
415.250.8171

From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: Live on the Ave. 2025 Proposal Feedback
Date: Monday, January 27, 2025 10:25:51
Attachments: Outlook-qtcfwlod.png

FYI below.

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: Johnnie Chamberlin <johnnie.chamberlin@gmail.com>
Sent: Saturday, January 25, 2025 4:30 PM
To: Recreation <recreation@sananselmo.gov>
Subject: Live on the Ave. 2025 Proposal Feedback

CAUTION: External Sender

Thank you for emailing the information about the different plans for this year's Live on the Ave! Given a binary choice between the options provided, I would prefer Option 1 (with the normal/longer timing). While I appreciate the reported preference of many downtown businesses, I think what the residents and visitors want should take priority. For parents of young children, it is wonderful to be able to get in live music and fun before early bedtimes. Bumping the timing back eats a huge fraction of the time young families have to enjoy the event.

Additional Questions and Feedback:
1. Is there a way to assuage the business owner concerns while keeping the extended hours? (Free shuttle / trolley / fun train / party bike from nearby parking area (St. Anselm's or Greenfield Ave)? This might also allow more people to join the fun of Live on the Ave.)

2. I would like Live on the Ave. to last as many weekends as possible. The weather is nice here and running later in the year allows for darker conditions earlier for movies or bands with light shows.

3. It would be great for there to be more food available on the street, with more local restaurants having stands. Is the lack of them because they haven't proven profitable or because of permitting or something else? Getting food from swamped restaurants can take a really long time during Live on the Ave. and the stands have often offered great food, while the number of stands seemed to fluctuate greatly.

4. I'd love for the main street to actually be closed more of the time or made one way or something to make it better for bikes and pedestrians. Figuring out how to allow people who need cars to visit stores to do so while improving the street for everyone else should be a priority and Live on the Ave. days could be a good time to experiment with temporary tests of different ideas.

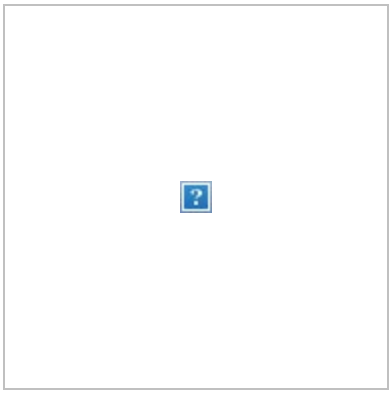
5. If you do go with the business owner-preferred hours, why not extend the music and close time back 15 or 30 minutes to keep the overall duration the same?

From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: San Anselmo Business News - Live on the Avenue 2025 Plans
Date: Monday, January 27, 2025 10:27:01
Attachments: Outlook-zifu02qn.png

FYI below.

Thanks,
Teresa

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: Philip Chigos <philchigos@gmail.com>
Sent: Friday, January 24, 2025 3:32 PM
To: Recreation <recreation@sananselmo.gov>
Subject: Fwd: San Anselmo Business News - Live on the Avenue 2025 Plans

CAUTION: External Sender

Hello

RE: Live on the Avenue
I wanted to follow up on a few points from the meeting on Thursday morning.

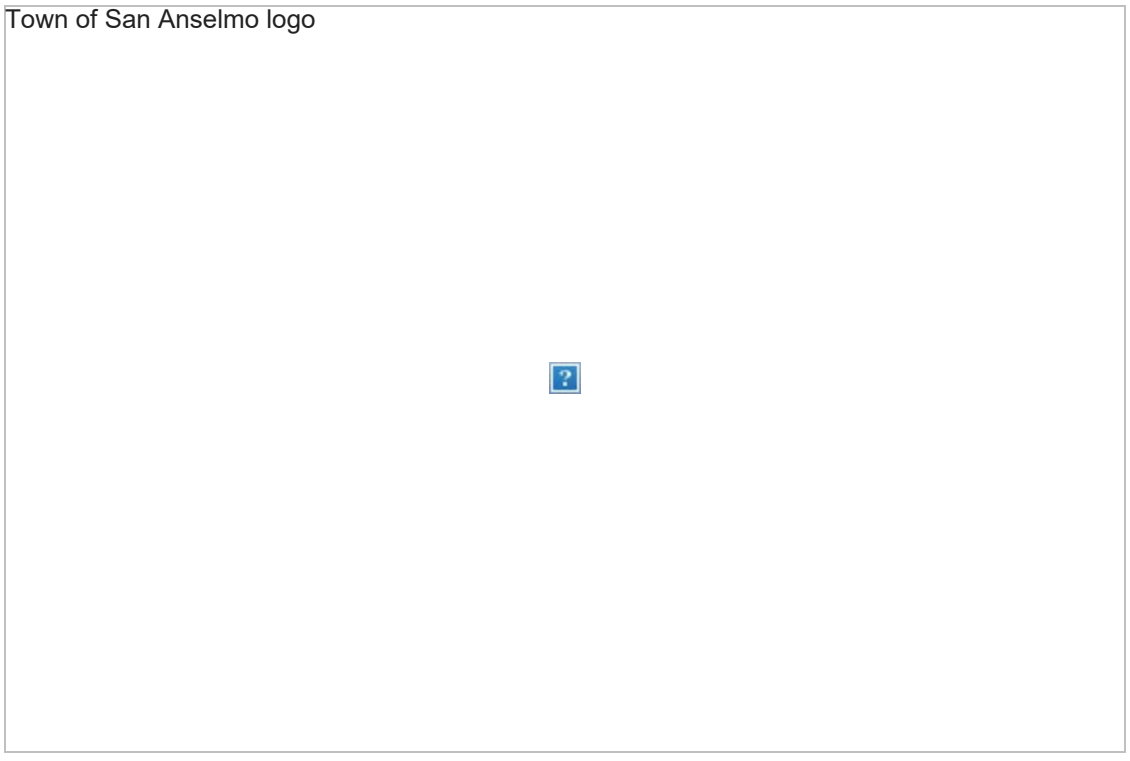
1. **Designated Family Meeting Spot:** It was suggested that a specific location be designated for families to reunite in case children become separated from their parents. Please consider adding this to the ongoing discussions.
2. **Midweek Storage of Barriers:** Regarding the bollards and other materials used for blocking off the street, I'd like to bring up an issue from last year. The barriers were stored on the sidewalk in front of my building at 321 San Anselmo Ave (at Woodland), which caused some inconvenience. It will be important to find an alternative location for

midweek storage that doesn't block the public right-of-way.

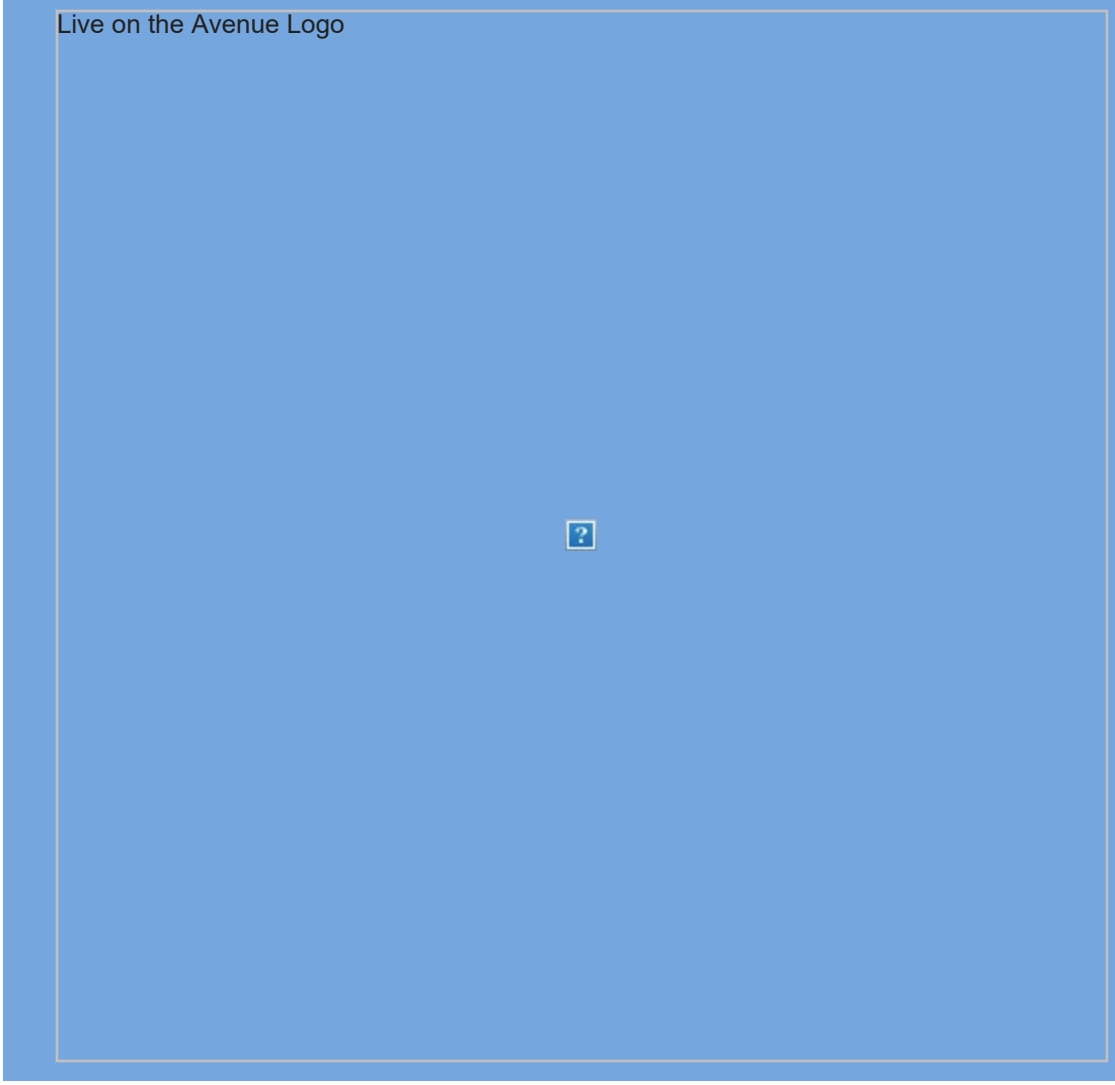
3. **Preferential Access for Tenants:** Lastly, I would appreciate some clarification regarding the allocation of space for vendors. One of your photos shows the Taco Janes booth set up directly in front of my building, and I'd like to confirm that tenants on the Avenue will have preferential access to the space in front of their retail locations. Please be prepared to discuss how designated vendor locations will be assigned.

Thank you for your attention to these matters. Please confirm receipt of this message and I look forward to hearing from you.
Best regards,
Philip Chigos
415-710-6655

---------- Forwarded message ---------
From: **David P. Donery - Town Manager** <listserv@civicplus.com>
Date: Thu, Jan 23, 2025 at 5:14 PM
Subject: San Anselmo Business News - Live on the Avenue 2025 Plans
To: <philchigos@gmail.com>



Special Merchant News Update
Live on the Avenue 2025 Planning Information



Dear San Anselmo Business Owners & Property Owners:

Live on the Avenue 2024 concluded at the end of September, offering us valuable insights into our program. The program has become more established and enmeshed in our community culture. The goal for each season is to provide a high-quality free experience for our community with safety and smooth operations. We're pleased to share with you that preparations are well underway for this upcoming summer's 2025 Live on the Avenue series in downtown San Anselmo.

The Vibe is to Be Together – Play, Listen, Stroll, Eat, Drink and Visit!
The community has grown accustomed to spending their summer weekend evenings downtown on the closed Avenue and in the Town parks listening to music, visiting with friends and family, playing on the Avenue, and enjoying our downtown restaurants, food & beverage venues and shops that stay open for the

festivities. This year we were able to count nearly 30,000 attendees over the course of the entire series.

We heard from 300 people who took the community survey about the event series – 86% of the respondents were San Anselmo residents.

93% said they would **definitely return** in 2025.

- 82% were satisfied with the timing of the music
- 82% were satisfied with street closure and timing
- 82% were satisfied with the number of concerts offered

People came downtown for the music, and they loved the variety. **This year we added another movie night (3 total)** and all of them were double features with kid-friendly early selections and older family-friendly options for the second show.

Food:
We know from past surveys that the community wants a greater variety of takeaway food. This past year we instituted a new permitting program, and more San Anselmo food purveyors stepped up to fill the need. The crowds loved it! And of course, they still want more. Most survey respondents said they come to Live on the Avenue at least 5 times during the series. We heard from many of you in the business community that you liked this new permitting program and the fact that we are keeping the food booth permitting to only local restaurants/food purveyors.

More Stores Open:
62% of the community respondents said they visited stores that were open. People are looking for more to do on the Avenue. While they stroll between music venues, visiting stores that are open is a highlight.

Safety:
The safety of our residents is always paramount. We've made great strides in addressing issues that have arisen with regard to cyclists on the closed streets and traffic redirection. We value our partnership with Central Marin Police Authority, and they really stepped up this year to help clear the Avenue in a timely manner as the community was eager to stroll down the closed Avenue and enter the parks as soon as possible. We will continue to make car, bike and pedestrian safety a top priority in 2025.

Sponsorship Opportunities:
For the 2023 series, we created a sponsorship program with levels and benefits and continued that in 2024. Thank you to those of you who were sponsors.

Additionally, we added a Friends & Family program for our community. We will be making some slight tweaks and returning with those programs this year. Please let us know if you would like some more information on becoming a sponsor – there are many ways to get involved.

Dates:
The 2024 series was adjusted to run July through the end of September. The three-month span seemed to work well – with mostly consistent attendance each weekend. And this year, for the first time, attendance on Friday and Saturday nights were equal.

The series will still conclude at the end of September, a timeframe that proved effective these past two years in avoiding unpredictable weather and diminishing daylight.

2025 Series Program Plan to be approved by Town Council:

With all the valuable feedback in mind we have developed a plan for this year's series:

When: Friday and Saturday Nights

Dates: June 20 – September 27, 2025 (New: extending two weekends into June. Note: July 4th–pending due to staffing and conflict considerations)

Street Closure Timing: Regarding the street closure and timing of musical performances, staff is presenting two possibilities for 2025 to the Town Council.

1. The first option is to continue with the existing format of street closures from 4:30-9:30pm and music from 5:30-8:30pm. This has been a successful model from the community's perspective and the survey results show they would like to continue with this format. Additionally, this option gives public safety time to clear cars from the Avenue while giving the community a place to gather earlier in the evening.
2. The second option is to shift the street closure to 5:00-9:30pm and the music to 6:00-8:30pm. This is recommended and preferred by most of the downtown businesses who attended the meeting this morning as well as the Chamber of Commerce.

The goal is to find the balance between the needs of the community, staff, public safety, and businesses.

Live Music: Will be dependent on street closure timing, but most entertainment will occur between 5:30-8:30 pm.

Music Location: Town Hall Plaza and Creek Park

Avenue Pedestrian Safety:

- The Town will once again have dedicated Central Marin Police Authority staff to monitor street closure and safe vehicle removal and cyclists walking bikes on the closed Avenue.
- Closure on San Anselmo Avenue; from Tunstead to Tamalpais Avenues
- New: Staff is investigating bollard installation at Avenue ends for extra safety

Customer Parking:

- The Town will once again be providing multiple zones with free and enforced 30-minute parking spaces from 4:30-6:00 pm on Fridays & Saturdays to help with end of day customer parking.
- The designated zones are the Town Hall parking lot (2 spaces), the Creek Park lot (2 spaces close to the Redwood Grove), and the Creek Park lot (2 spaces closest to the Coffee Roaster's Bridge). All the spaces will be clearly marked.

Music & Family Entertainment:

- Live music will take place on Fridays and Saturdays between at Town Hall Plaza and Creek Park.
- There will be a diverse range of musical genres as well as more family entertainment up and down the Avenue.
- Family entertainment programing continued
- Staff is brainstorming additional Teen and Adult programming ideas
- Information about all evening entertainment will be available at: www.LiveOnTheAvenue.org

Event Information for Businesses:
The Town is happy to provide each San Anselmo business with tools to help promote Live on the Avenue, and clear up any confusion over parking, Avenue closure timing and traffic flow. Please let us know if you would like any of this information delivered to your location, including posters for your storefront.

Other Promotions:

- Live on the Avenue website with detailed and updated information (easily found via QR code on all materials) + Information on Town website.
- Light post banners down the Avenue and a large banner strung across Tunstead Avenue at the Town entrance. Banners at the hub shed, both music

venues and at the Rec Department building (ICCC)

- Social media posts - Town manager weekly newsletter (Saturdays), Live on the Avenue weekly newsletter (Fridays), Instagram (@townofsananselmo and @sananselmorec), Facebook, and Next Door
- Updated parking notices and signage along the Avenue – highlighting the Friday and Saturday closures.
- Signage in the pedestrian crosswalks that promotes the series and highlights the street closure information.

Food Options:
We are continuing to meet and communicate with the Town's restaurants & food/beverage purveyors to discuss the options for providing the Live on the Avenue audience with more grab and go food/beverage options. We would love to have any restaurant owners/managers join in on the discussion so we can work towards solutions to feed the hungry crowds. Please contact: kwarner@sananselmo.gov – to be added to the distribution list.

Permits:
In order to keep the event safe and under control, we are continuing the encroachment permits for anyone who wants to have something on the Avenue – this includes food, activities, and nonprofits. The permit is a quick form that includes a certificate of insurance and a minimal fee for the entire season.

Questions/Comments?
We'd like to hear from you! Please email us at: recreation@sananselmo.gov

The Town Council will be considering and taking action on the details of the 2025 Live on the Avenue series plans at their meeting on Tuesday, January 28, 2025 at 7:00pm. It would be helpful to hear your questions and comments prior to that meeting and we encourage you to attend the meeting to show your support. Check the Town website for the complete meeting agenda.

It's going to be another amazing summer in San Anselmo with Live on the Avenue!

Respectfully,

Mattie O'Grady & Kelley Warner

Mattie O'Grady – Community Services Director
Kelley Warner – Community Engagement Coordinator

Live on the Avenue image



Taco Jane's tiki bar at Live on the Avenue image



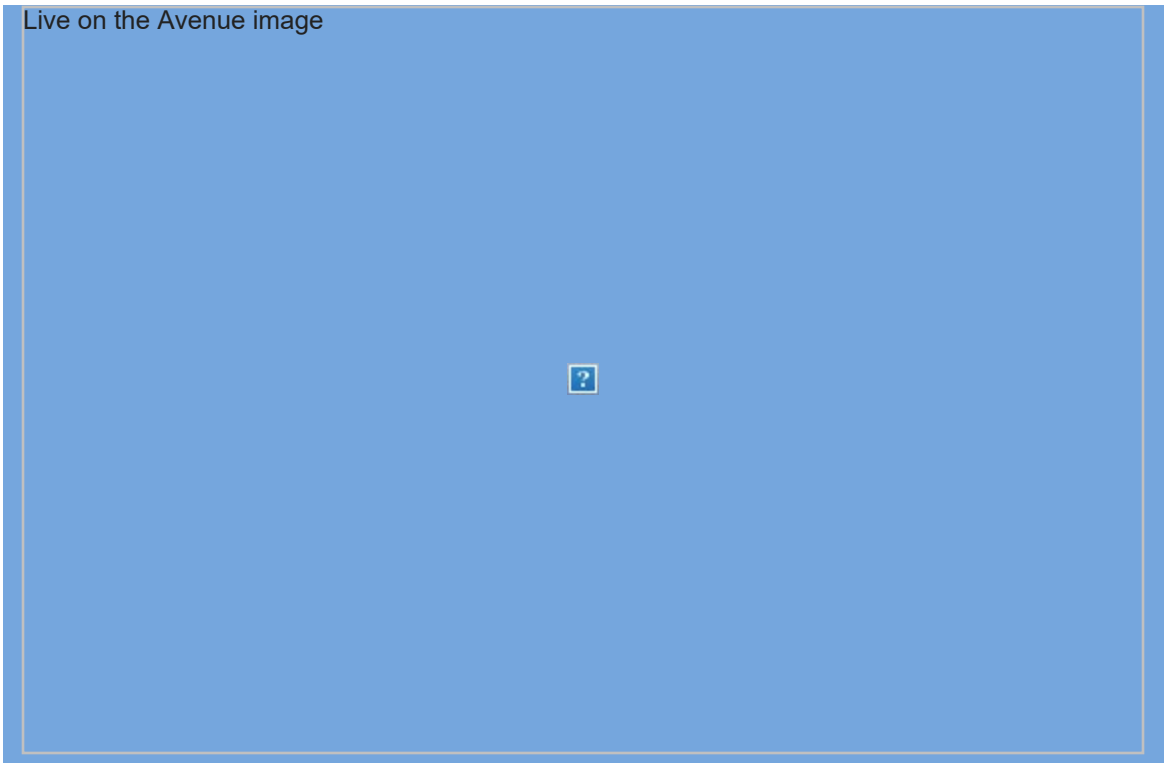
Live on the Avenue image



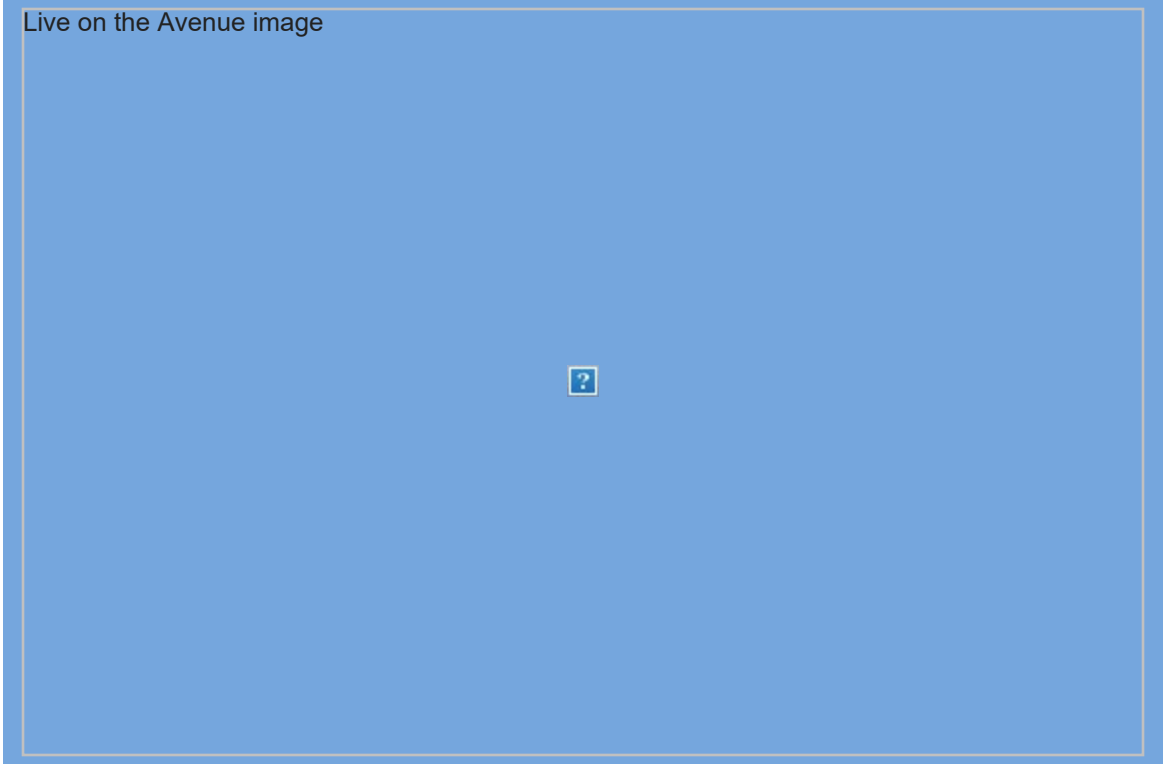
Live on the Avenue Movie Night



Live on the Avenue image



Live on the Avenue image



TOWN WEBSITE

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Email not displaying correctly? View it in your browser.

From:	Benedetto Cico
To:	Mattie O"Grady
Subject:	Live on The Avenue 2025
Date:	Monday, January 27, 2025 09:47:19
Attachments:	SACC_LOTA2025_LetterMattieOG_Jan2025.pdf

CAUTION: External Sender

Hello Mattie:

See attached, on behalf of the Chamber of Commerce

Many thanks for your consideration

Sincerely

Benedetto Cico
President
San Anselmo Chamber of Commerce

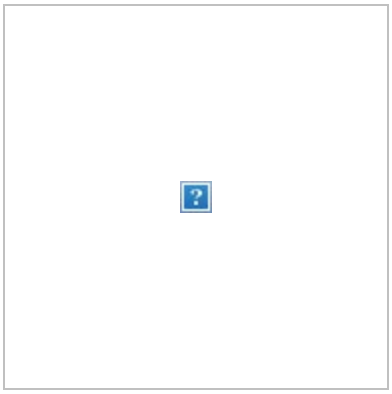
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From: Teresa Marmorella
To: Mattie O"Grady
Subject: Fw: Live on the Avenue comment
Date: Monday, January 27, 2025 10:24:36
Attachments: Outlook-g0f1zvlx.png

Warmly,

Teresa Marmorella
Administrative Assistant
Town of San Anselmo | 1000 Sir Francis Drake Blvd. Suite 14| San Anselmo, CA 94960
(415) 258-4640 | tmarmorella@sananselmo.gov



From: Kathleen Edwards <kathwards@comcast.net>
Sent: Monday, January 27, 2025 8:34 AM
To: Recreation <recreation@sananselmo.gov>
Subject: Live on the Avenue comment

CAUTION: External Sender

Hi all,
Re the 2 options for timing of Live on the Avenue this year, I would vote for the second option (5-9:30 with music 6-8:30). If that's what the merchants prefer, let's keep them happy! A half hour isn't going to make much difference.
Cheers,
Kathleen Edwards
Arts Commission Co-Chair

https://www.kathleenedwardsartist.com/
https://www.instagram.com/kathleenedwardsartist/

STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.2

MEETING DATE: January 28, 2025

AGENDA TITLE: Public Works Department Update

FROM: Sean Condry, P.E., Public Works and Building Director

RECOMMENDATION: That the Town Council acknowledge and file an update about the Public Works Department

BACKGROUND AND DISCUSSION

The Public Works Department is responsible for the design, construction, and maintenance of public infrastructure and facilities. It also oversees utilities and activities within the public right-of-way, ensuring safety and coordination. Additionally, the department plays a critical role in emergency preparedness and response, addressing events such as floods, landslides, and fallen trees. Public Works supports the community and town departments by managing the daily operations and upkeep of public rights-of-way, parks, buildings, and other essential infrastructure.

On June 25, 2024 Council reviewed and approved the current 5 Year Capital Improvement Plan. While past plans were mainly focused on roads, flooding, and some building work the current plan with the help of measure J includes Streets, Active Transportation, Parks, Buildings, Bridges, Stormwater/Flood Control, and Climate. There are over 90 projects and programs that the Town is currently working on and overseeing. This fiscal year funding is approximately $3.6 million not including grant funds for these projects.

Although staffing has increased with the addition of new assistant engineers, the workload remains substantial, and our capacity to manage all projects is limited. With approximately 27 committees, there are numerous project requests each year. To streamline efforts, staff have asked the committees to prioritize their top three projects. Despite this, if every committee submits requests, there can still be close to 100 new project proposals in any given year.

Day-to-day work includes managing the public right of way to ensure work by various utilities, contractors, etc. is done according to Town standards to protect the integrity of

our roads, the stormwater system, traffic signals functioning, streetlights working, keep traffic flowing smoothly, reduce liability and overall manage the dynamic and ever-changing infrastructure throughout town.

In addition, Public Works must review and approve the following types of permits daily:

1. Encroachment permits
2. Grading permits
3. Watercourse permits
4. Tree permits
5. Fence Permits
6. Public works review of Planning applications and/or Building Permits

In addition to reviewing and approving permits, Public Works staff conduct daily inspections of approved work associated with these permits. These inspections cover a range of activities, including private paving projects in the public right-of-way, sidewalks, driveways, drainage, grading, watercourse work, tree removal, and fencing. Daily responsibilities also include code enforcement to ensure compliance with regulations for work performed by residents, private companies, and utility providers.

Various programs that Public Works oversees are the following:

1. Sidewalk Improvement Program
2. ADA Transition Plan
3. Stormwater Management/State Stormwater Permit compliance
4. Floodplain Management
5. Vegetation Management and Fuel Fire Reduction with Ross Valley Fire Department (RVFD) and Marin Wildfire Prevention Authority (MWPA)
6. Homeless Encampment Oversight with CMPA
7. Integrated Pest Management
8. Red Curb Fire Access Program
9. Traffic Calming and Traffic Signal Programs
10. Parking management on public streets and parking lots
11. Non-Maintained Paving and Drainage Assistance Programs
12. Flood Gate Inspection Program

Public Works staff oversee all Town infrastructure projects, including street paving, drainage, active transportation, parks, buildings, bridges, stormwater management, flood control, and climate-related initiatives. Managing these projects involves community engagement, obtaining Town approvals, design, and construction. From start to finish, projects can take months or even years to complete, as they progress through public outreach, approval processes, detailed design, and construction phases.

Public Works crew oversee the maintenance, repair and construction of facilities throughout Town including the following:

1. Park maintenance
2. Street minor repairs
3. Traffic control
4. Building maintenance
5. Drainage repairs
6. Street and curb painting
7. Signage
8. Assistance with Special Events

Emergency preparedness and response are priorities for the Town, with staff working around the clock to ensure community safety. Public Works staff collaborate with RVFD and MWPA to maintain fire fuel breaks throughout the Town and open spaces. For over six years, Public Works has managed the goat and sheep grazing program for vegetation management in San Anselmo. Additionally, Public Works and RVFD work together to improve emergency vehicle access on the Town's narrow streets.

In terms of flood control and preparedness, Public Works and the Building Department partner with commercial and residential property owners year-round to mitigate risks. Each year, the Town hosts an all-staff Emergency Preparedness meeting to reinforce the roles and responsibilities of Disaster Service Workers during natural disasters and other emergencies at the Town or State level.

FISCAL IMPACT

The overall fiscal impact for Public Works projects, programs, and day-to-day work is approved by Council on an annual basis.

CONCLUSION

The Town is managing more projects and programs than ever before, alongside an increasingly demanding daily workload. While balancing day-to-day operations, long-term projects, and community initiatives, Town staff remain committed to continuous improvement throughout the year, all while striving to meet and manage community expectations.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

This report is not a project and is only an update, so CEQA does not apply, and the various projects and programs are checked for Climate Action consistency on an individual basis.

ATTACHMENTS

Attachment 1 – PowerPoint presentation



Town of San Anselmo

Department of Public Works Update

Infrastructure Public Works Oversees

- Streets-Public works plan, design, and maintain roads, bridges, and other transportation systems for cars, bikes and pedestrians
- Stormwater-Maintain, design, and plan stormwater drains throughout Town
- Parks and Open Space-create and maintain parks, play fields, and other public landscapes
- Emergency Response-Flooding, landslides, downed trees, accidents, hazardous spills, and other threats to life and limb

San Anselmo Infrastructure

- 40 Miles (80 Lane Miles) of Roads
- 20 Bridges
- 5 Ped Bridges
- 6 Buildings
- 6 Parks
- 3 Public Parking Lots
- 3 Major Medians
- 12 Traffic Signals
- 4 Rapid Flash Lighted Crosswalks
- 600+ Street Lights
- Storm Drainage Pipes/Catch Basins

Funding Sources

- General Fund (State gas tax – GF/operations)
- Measure J local sales tax (replacing Measure D)
- Measure AA county sales tax (replacing Measure A)
- Measure B – vehicle license fee (for bike/ped)
- Measure A Parks county sales tax
- SB1 – state gas tax
- Road Impact Fees (building permits/garbage trucks)
- ARPA (one time)
- Grants

Grants - competitive

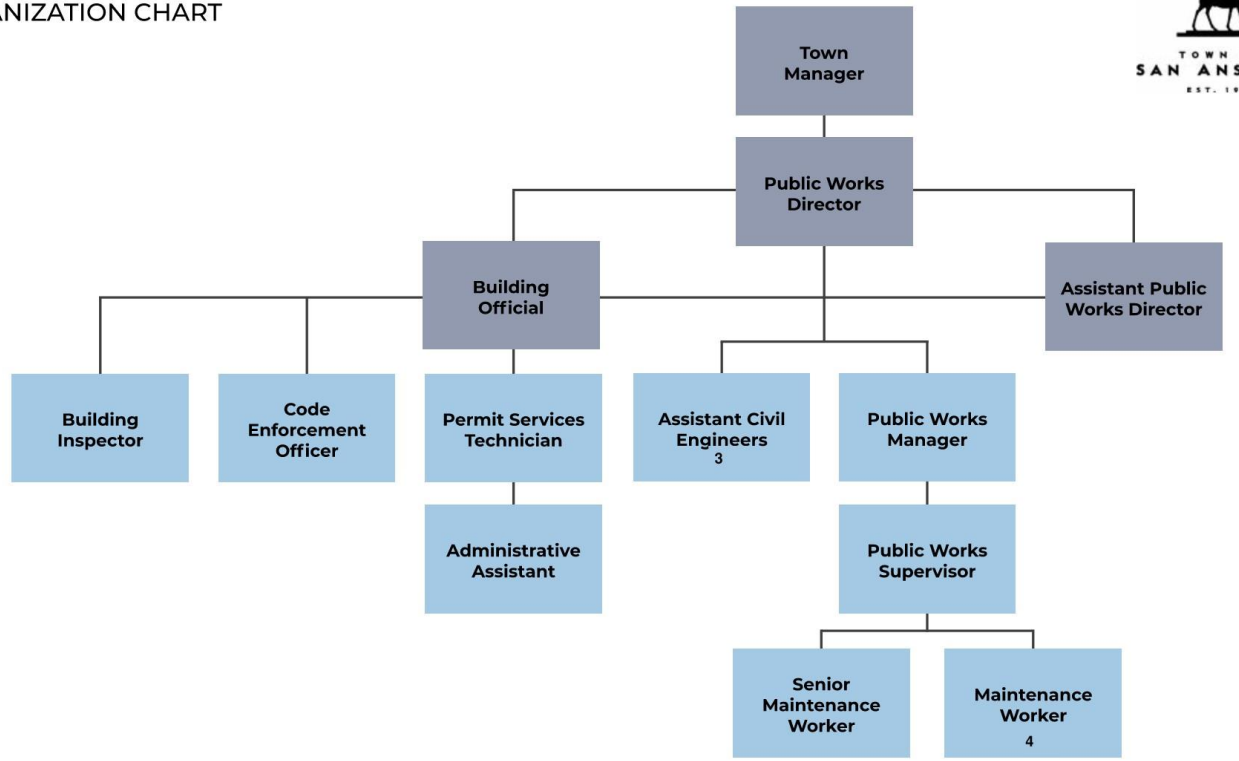
- TAM - Measure AA Safe Paths, Major Roads
- State Water Board – water quality
- Federal Gas Tax (HSIP/SRTS/HBP)
- Federal thru MTC (OBAG)
- Various Green Grants-BAAQMD, TAM, PG&E, DWR, SWRQCB, etc.

Town Budget
FY 2024/2025

Description	Estimated Amount
Road Maintenance (General Fund)	$450,000
Road Impact Fees	$459,000
SB1 state gas tax	$326,000
Measure A (Marin's ½ cent sales tax) - sunsetting	$11,000
Measure AA (½ cent sales tax - renewed)	$279,000
Measure D/J Infrastructure	$2,055,000
Measure B * For Active Trans. Only *comes every 5 years	($166,00)
TOTAL	$3,580,00/year

PUBLIC WORKS
ORGANIZATION CHART

TOWN OF SAN ANSELMO
EST. 1907



Public Works And Building Projects

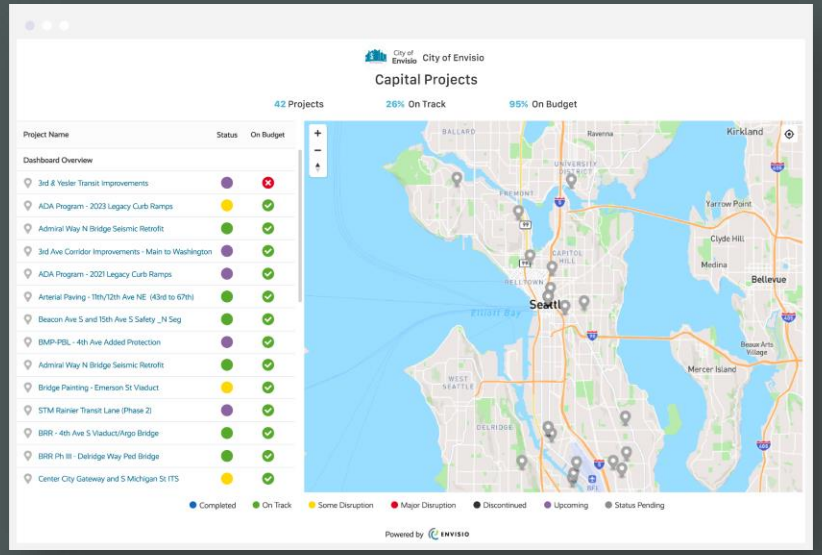
- Streets – Projects that improve public right-of-way infrastructure.
- Active Transportation – Projects that promote and improve active transportation for pedestrians and multi-model riders.
- Parks – Projects that involve or relate to the Town's park facilities
- Building – Various Building projects throughout Town
- Bridges – 20 Bridges in San Anselmo including pedestrian and vehicle bridges-4 Active large bridge replacement projects currently and 2 maintenance projects
- Stormwater/Flood – Trash capture, drainage improvements, etc.
- Climate – EV Charging, Resilience Hub, etc.
- Ongoing Programs – Various Programs

Envisio Project Management Software

Envisio provides a suite of project management tools to help the Town manage, deliver, and communicate projects.

- Internal project management:
  - Manage/assign tasks and sub tasks.
  - Update and access progress statuses.
  - Leverage Gantt views to visualize timelines, percentage indicators and dependencies.
  - Build reports with both qualitative and quantitative data.
- External facing project dashboards:
  - Keeps residents, elected officials and other community stakeholders updated on project progress and budgets.
  - Interactive mapping and dashboards that illustrate location and quantity of active projects.





Annual Street Resurfacing Project

- 2 Phases – Design and Construction
- Town uses Pavement Condition Index (PCI) and utility coordination to determine Project locations.
- Design process begins in the fall for the next summer's construction.
- Outreach to adjacent homeowners to repair sewer laterals affected by the project.
- Current San Anselmo PCI index: 74
- State Average PCI: 67



STREETS

Annual Street Slurry Seal Project

- 2 Phases – Design and Construction
- Used as an 'asset protection' mechanism to prolong the life of roads in good condition.
- List is finalized in the Spring for summer construction.
- Outreach to adjacent homeowners affected by the project (road closures).
- Current San Anselmo PCI index: 74
- State Average PCI: 67



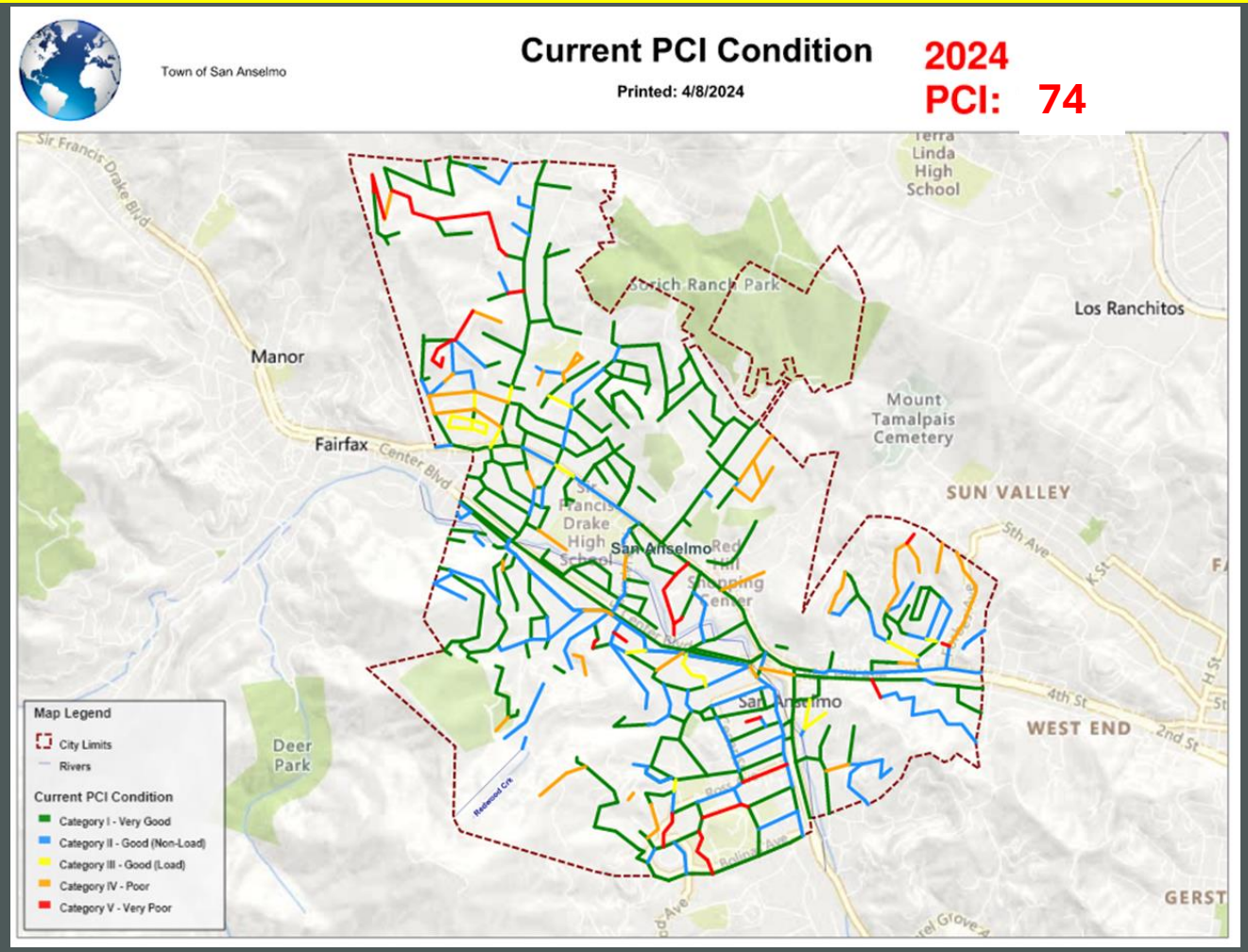
STREETS

Annual Street Crack Seal Project

- 2 Phases – Design and Construction
- Completed to prepare roads for slurry seal project – slurry sealing requires a solid, uncracked surface to be effective.
- Process typically takes one to three days with little traffic disruption.



Pavement Condition Index (PCI)



STREETS

Annual Traffic Signal Controller Upgrades

- Upgrades to the Town's 12 traffic signals include new controller hardware, battery back-up systems, detection cameras, larger signal lights, and software upgrades.
- One to two controllers upgraded per year
- Batteries typically last 4-5 years before replacement

Downtown Parking Study and Paid Parking

- Paid Parking was approved by Town Council in October 2023 on San Anselmo Avenue from San Rafael Avenue to Bolinas Avenue
- Future integration will be based upon changes found with the Downtown Bike and Ped Safety Study
- Mobile phone pay options will be available in addition to pay stations

STREETS

Unprogrammed Paving

- For road repairs that require emergency repairs / patch work
- Sometimes performed in tandem with concrete repairs



STREETS

Annual Concrete Street Repair

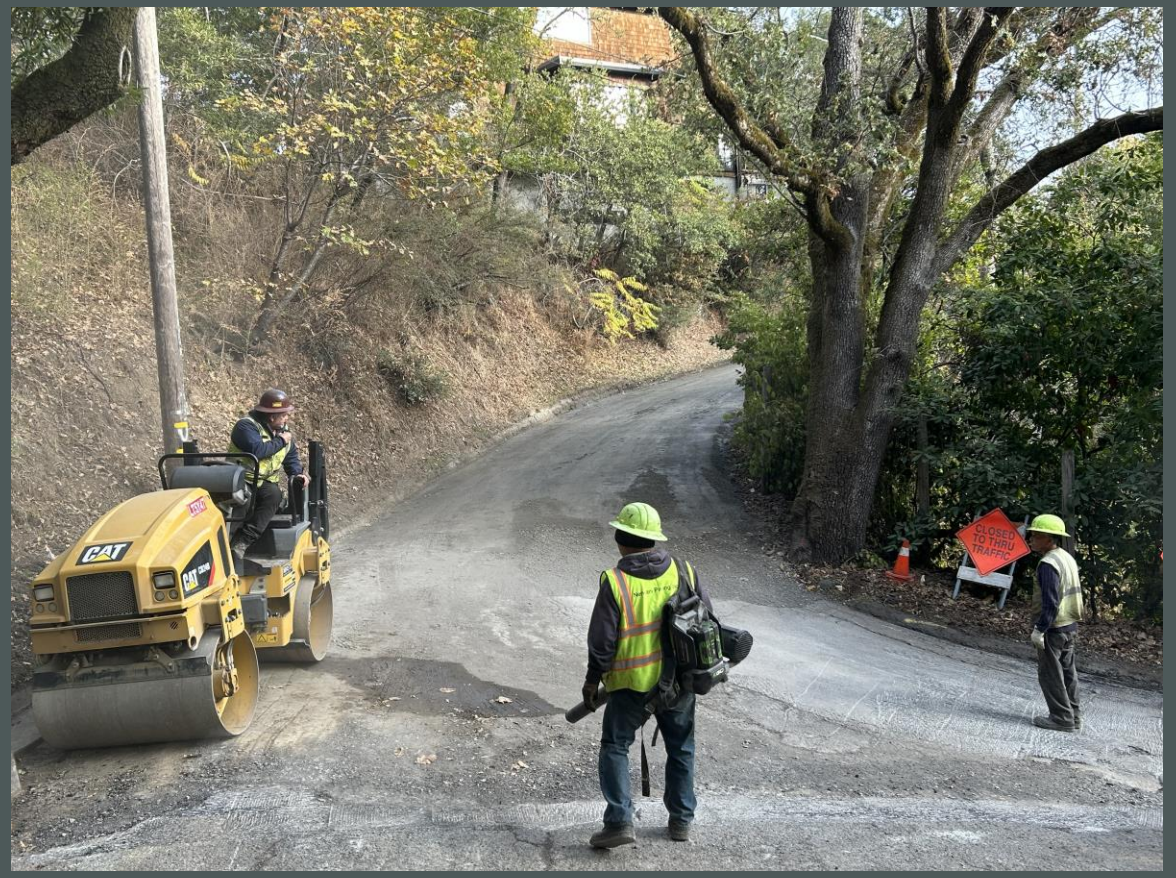
- Concrete Street repairs are performed annually on a need-to-repair basis
- Concrete is more expensive than asphalt which means large-scale concrete projects including roads require much more funding than asphalt



STREETS

Non-Town Maintained Road Assistance

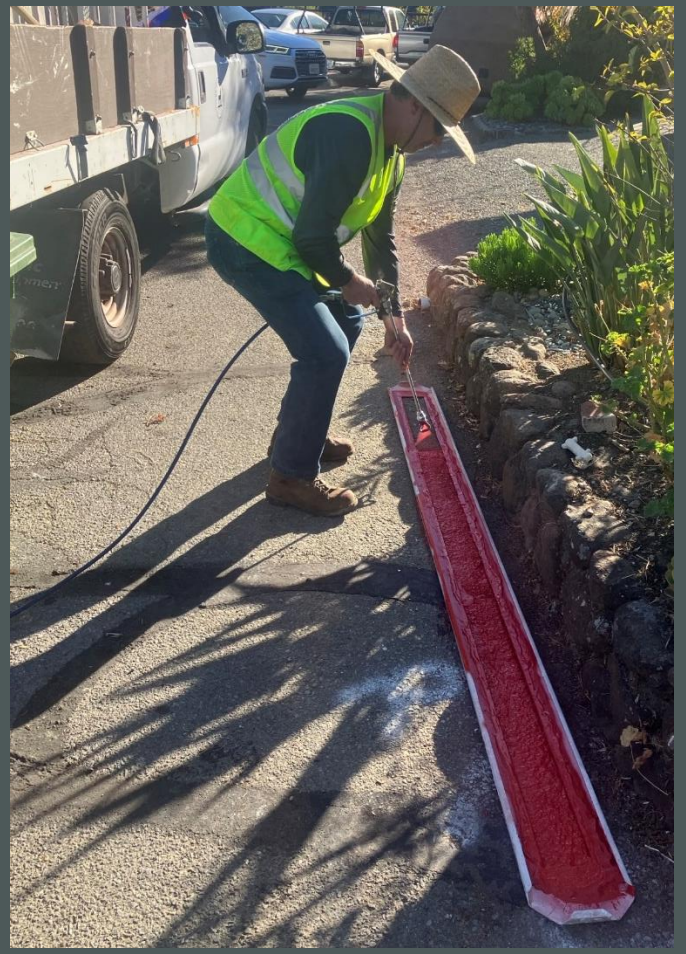
- Program to assist homeowners on non-town maintained roads with road maintenance and repairs.
- The Town normally funds 25% of paving costs.
- Homeowners are required to act as project managers but are offered assistance and consulting by Town engineers.



STREETS

Red Curb and Fire Lane Program

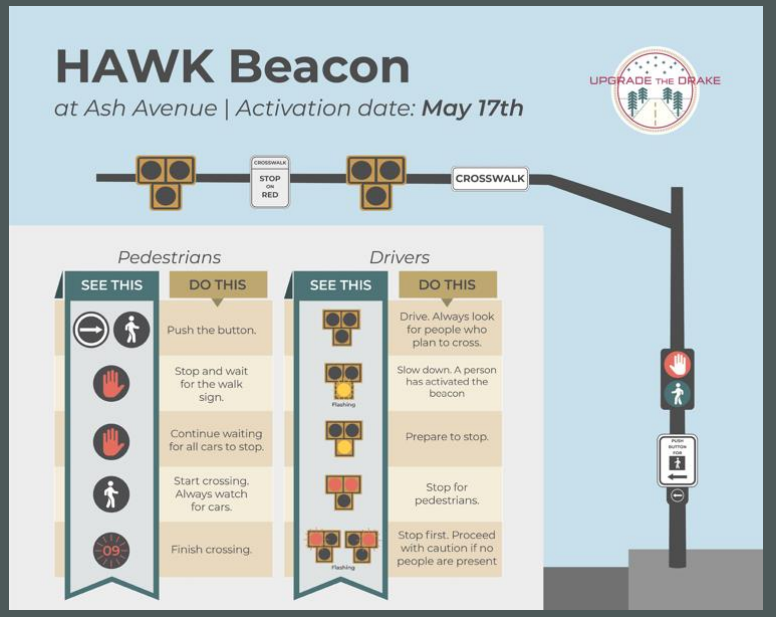
- Currently being processed based on inquiries and/or complaints.
- We will be creating a "Red Curb and/or Fire Lane submission request" form for record keeping and streamlining purposes.
- Public Works Department will send notices for any feedback from residents.
- Send final notice when Ross Valley Fire Department approves of the fire lane locations.



STREETS

HAWK Pedestrian Signal at Saunders Ave

- Grant from the Transportation Authority of Marin (TAM) to convert the existing Rapid Flash crosswalk to a Pedestrian Hybrid Beacon HAWK)
- New beacon will have red lights requiring traffic to stop to replace existing yellow lights requiring traffic to yield
- Construction in summer 2025



ACTIVE TRANSPORTATION

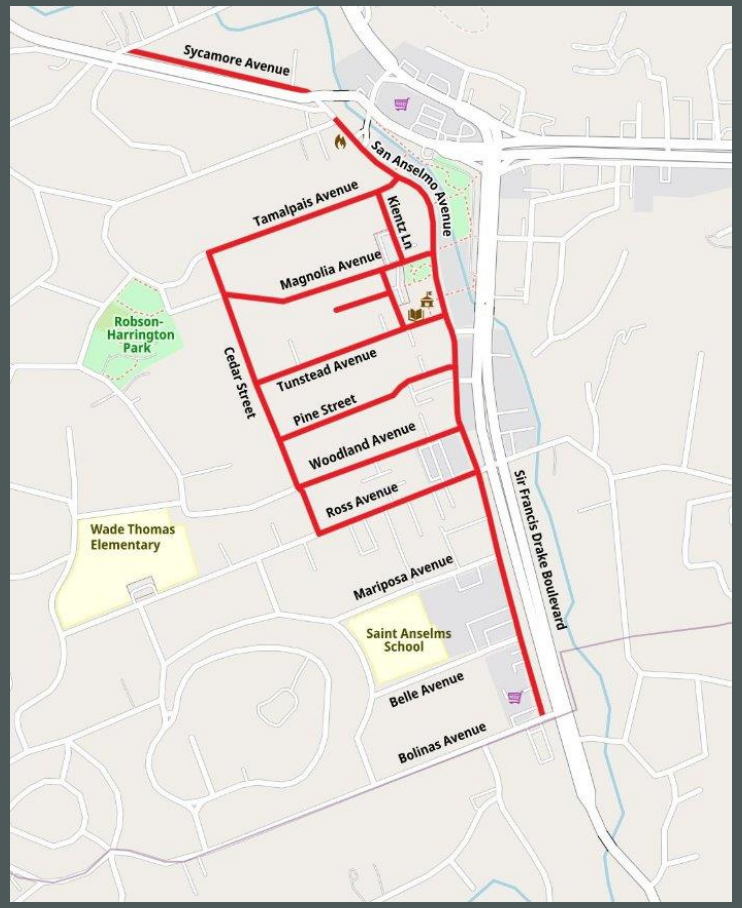
SFD/Broadmoor/Sierra Traffic Signal Phase Separation

- Current phasing has vehicles from Broadmoor Avenue and Sierra Avenue at the same time, creating conflicts in the offset intersection
- Separating the phases will remove confusion and conflicts
- Phasing will be similar to SFD/San Francisco Boulevard/Tamal Avenue
- Construction in winter/spring 2025



ACTIVE TRANSPORTATION

Downtown Bike & Ped Safety Study



- Three community meetings throughout 2024 were presented discussing analysis and conceptual developments
- Meetings and information regarding the study can be found on the Town Website
- In early 2025, staff will provide recommendations to Town Council based on study

ACTIVE TRANSPORTATION

SFD/Sais/Sunny Hills Traffic Signal Design & Construction

- Project was brought forth by the Bicycle, Pedestrian Advisory Committee.
- Still in the concept phase
- All options are still open.
- A design analysis will be required after the initial design.



ACTIVE TRANSPORTATION

Creek Park Contraflow Bike Lanes Design & Construction

- Grant from TAM for design of contraflow bike lane through the Creek Park parking lot from Bank Street to Bridge Avenue.
- Bike lane is in the Bicycle and Pedestrian Master Plan and the Hub Study
- Construction would occur following Reimagine Creek Park project
- Construction funding still needs to be identified

Brookmead Place Safe Routes Sidewalk

- Existing side path upgraded with paving and asphalt berm
- TAM grant for sidewalk gap closure to Brookmead Court
- Construction in summer 2025 when school is out



ACTIVE TRANSPORTATION

Pedestrian Bridge Repairs (Patterson Footbridge – Sais to Karl)

- The Patterson Bridge received a thorough condition assessment, with sections of supports and railing to be replaced, including full deck replacement.
- Work scheduled spring 2025





ACTIVE TRANSPORTATION

HUB Roundabout/Ped Flyover Initial Study

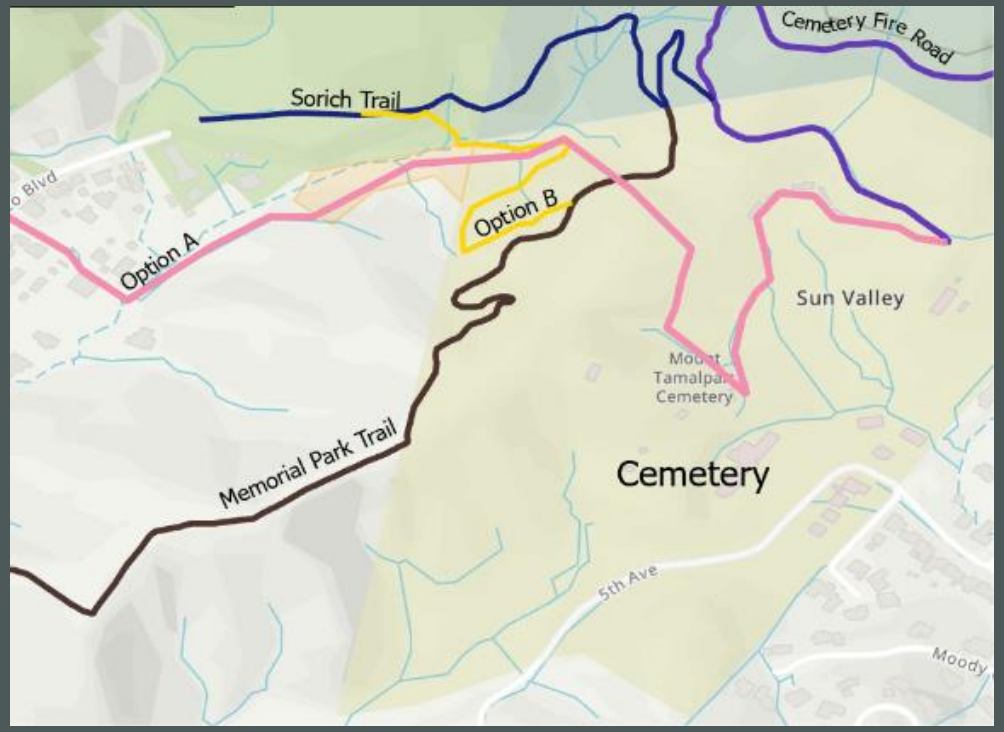
- Several options identified in the Hub Study
- Grants required for additional analysis to prepare for grant applications for design/construction
- Vehicular options include Modern Roundabout and Displaced T Intersection
- Active Transportation (bike/ped) options include a flyover bridge connecting Greenfield Avenue to Creek Park

ACTIVE TRANSPORTATION

HUB Adaptive Signal & HAWK Crossings

- Several short-term improvements identified in the Hub Study include traffic signal controller upgrades to improve traffic flow through the Hub, as well as pedestrian crossing improvements (Pedestrian Hybrid Beacons (HAWK) at Center Boulevard and on Red Hill Avenue at Essex Street
- Funding has not been identified

Sorich Park Trail Project



- Marin County Open Space has been notified of Town Council decision to allow Sorich Trail Multimodal conversion with condition to search for new trail paths
- Research to environmental impact will be done spring 2025
- Potential alternate trail paths are being searched for both hike-only and bike/ped

ACTIVE TRANSPORTATION

Butterfield Road Safe Routes Sidewalk – TAM Safepaths

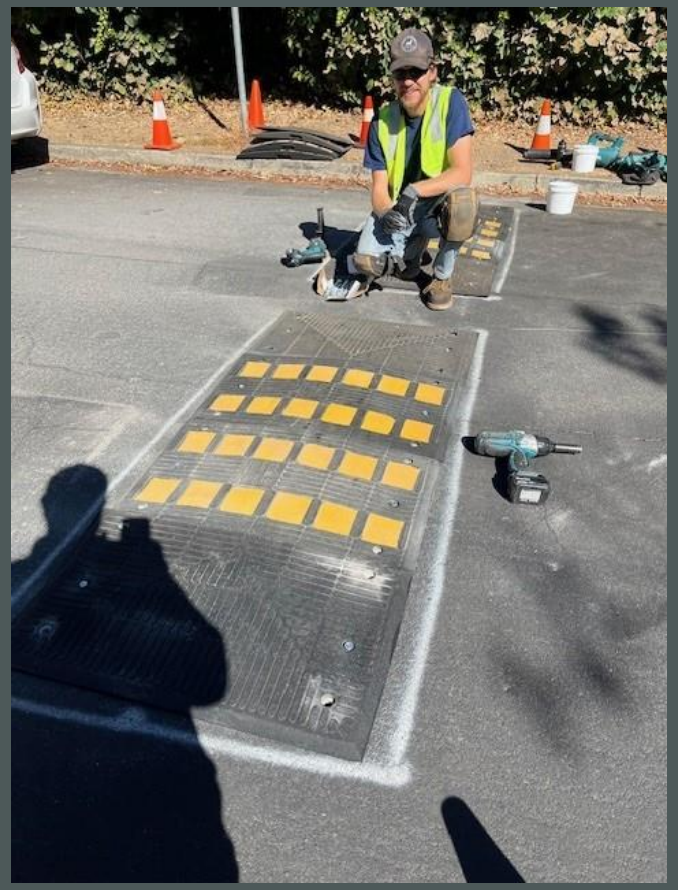
- Safe Pathways grant from TAM will cover the design and construction of the sidewalk gap closure project on Butterfield Road from Sir Francis Drake Boulevard to Rosemont Avenue (Phase 2).
- TAM is expected to award grant in March 2025
- Seeking funding for Phase 3 (Rosemont Avenue to Carlson Avenue).
- Design in 2025 for construction summer 2026

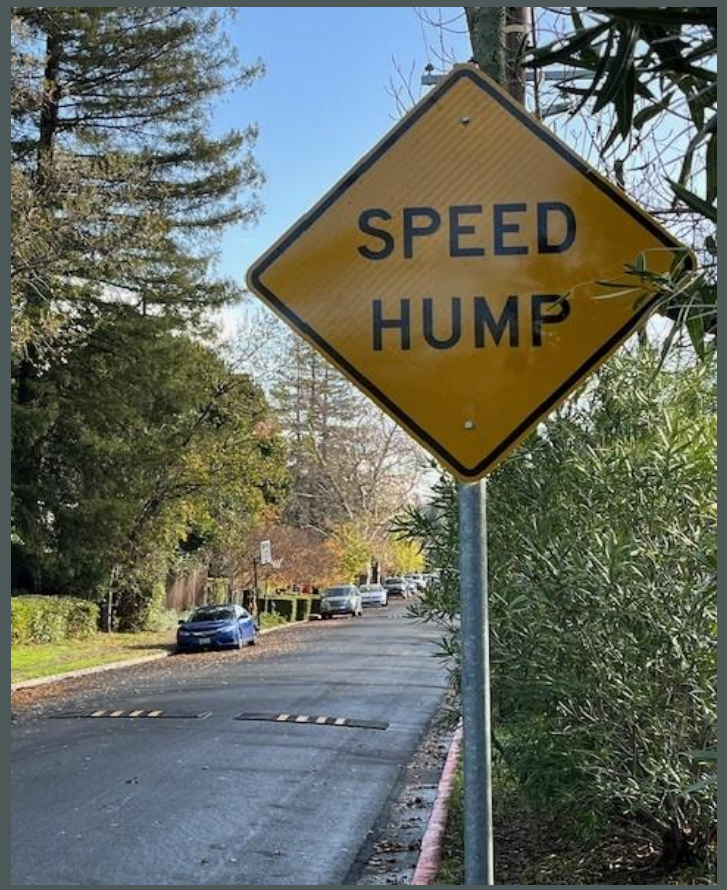
Annual Multimodal Design

- Funding available for design/analysis of multimodal improvements as project locations are identified throughout the year based on resident requests/complaints

Annual Traffic Calming Program

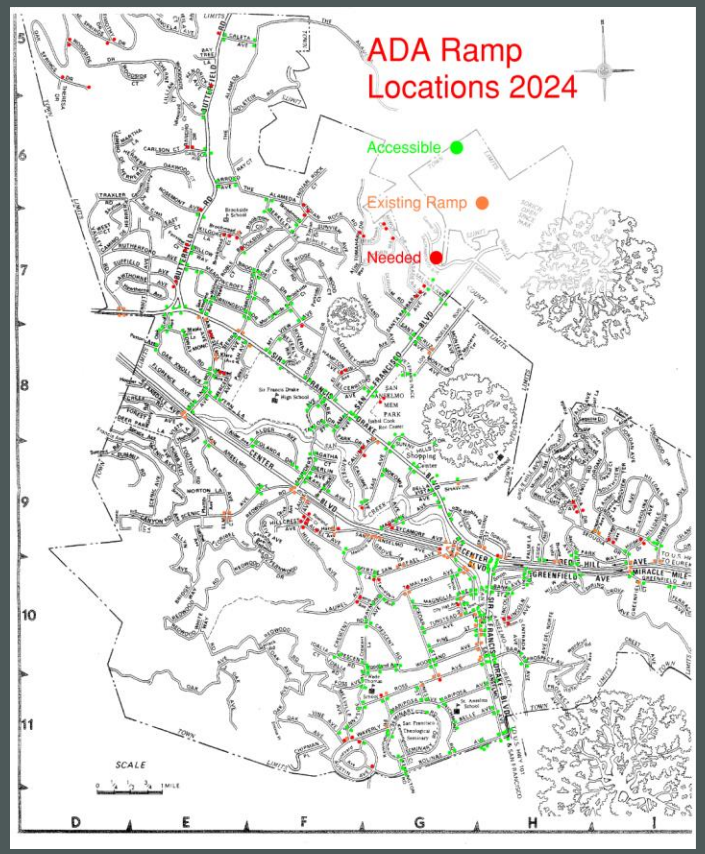
- List of locations based on neighborhood requests
- Following speed analysis and site visits, traffic calming measures are proposed – could include striping, signage, radar speed feedback signs, or speed humps.
- If speed humps are proposed, staff confirms layout with Ross Valley Fire prior to installation





ACTIVE TRANSPORTATION

ADA Curb Ramps



- The Town keeps a list of all its curb ramps to ensure accessibility for everyone across the Town
- New ramps are installed in conjunction with other capital projects

Concrete Sidewalk Repair Program

- Maintenance of sidewalks is the responsibility of the fronting property owner.
- Town has updated sidewalk trip hazard abatement forms.
- Town receives notice of a trip hazard through police report, resident complaints and staff.
- The Town gives residents option to sign an agreement and have PW manage the project and bill the homeowner afterwards.



ACTIVE TRANSPORTATION

Bike Racks/Lockers

- Still in the concept phase.
- Multiple potential locations throughout town.
- May be for Public use or rental option.
- The Bike Rack/Lockers Project may piggyback on another project to gauge public demand.



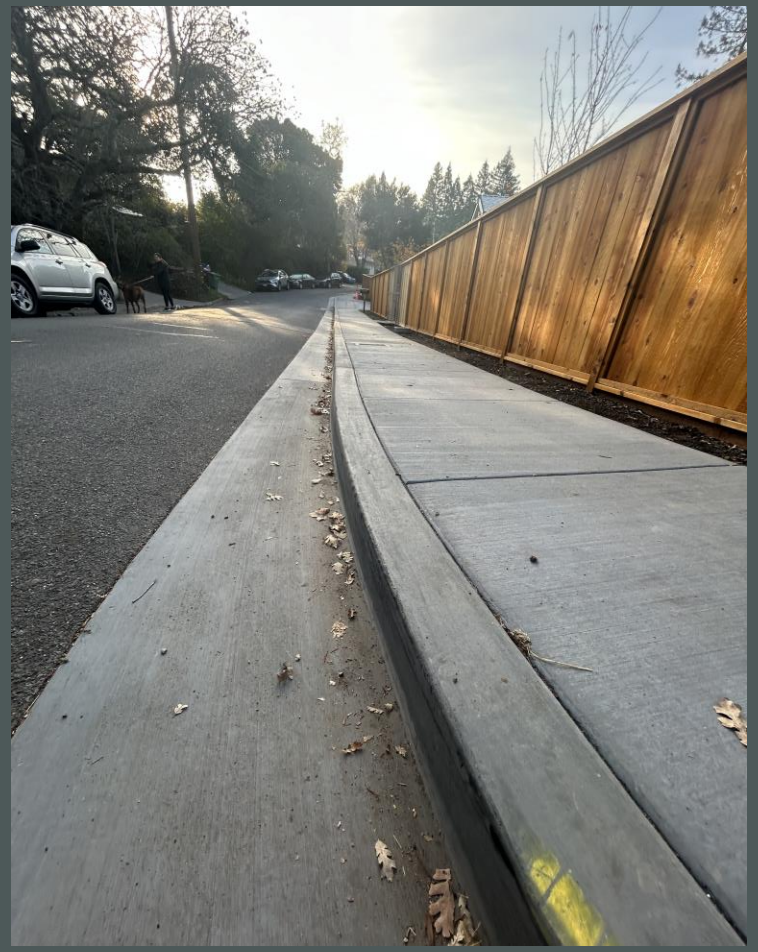
ACTIVE TRANSPORTATION

Safe Paths to School Sidewalk Gap Closure – TAM Safepaths

- Grants from TAM for sidewalk gap closures near elementary schools
- Design will be done in-house, with construction using informal bid process
- TAM will award grants in March 2025
- Construction will occur in spring/summer 2025

Annual Sidewalk Gap Closure Program

- Local funding available for sidewalk gap closure projects not eligible for TAM funding
- Construction in spring/summer 2025



ACTIVE TRANSPORTATION

Safe Routes Task Force

- Task Force consists of representatives from TAM, Safe Routes to Schools, law enforcement, school staff, parent volunteers, PW staff from County and Towns
- Meets quarterly to discuss SRTS education, safety issues, potential projects, funding

SAFE ROUTES TO SCHOOLS
MARIN COUNTY

TAM
Transportation Authority of Marin

Creekside Commons Park Design and Construction

- Currently design is at approximately 90% stage
- Constuction would follow the County Flood Control project to remove Building Bridge 2 (scheduled for summer/fall 2026)
- Construction funding is still being sought

PARKS

Building Bridge 2 Removal

- County Flood Control Zone 9 Project
- Project includes removal of Building Bridge 2, replacement of retaining wall (street side), and restoration of creek bank (park side)
- Project includes reimbursement for repairs to park lawn and irrigation, stage, and street-side plaza
- Construction June 2026 thru Spring 2027. Creekside Commons park construction follows

PARKS

Memorial Park Renovations

- Project includes improvements to south side of Memorial Park, including tennis courts/pickleball courts, skatepark, snack shack
- Design and construction funding not identified

PARKS

Millenium Playground Improvements

- Project includes
- Design/construction funding not identified

PARKS

Memorial Park Restroom Update

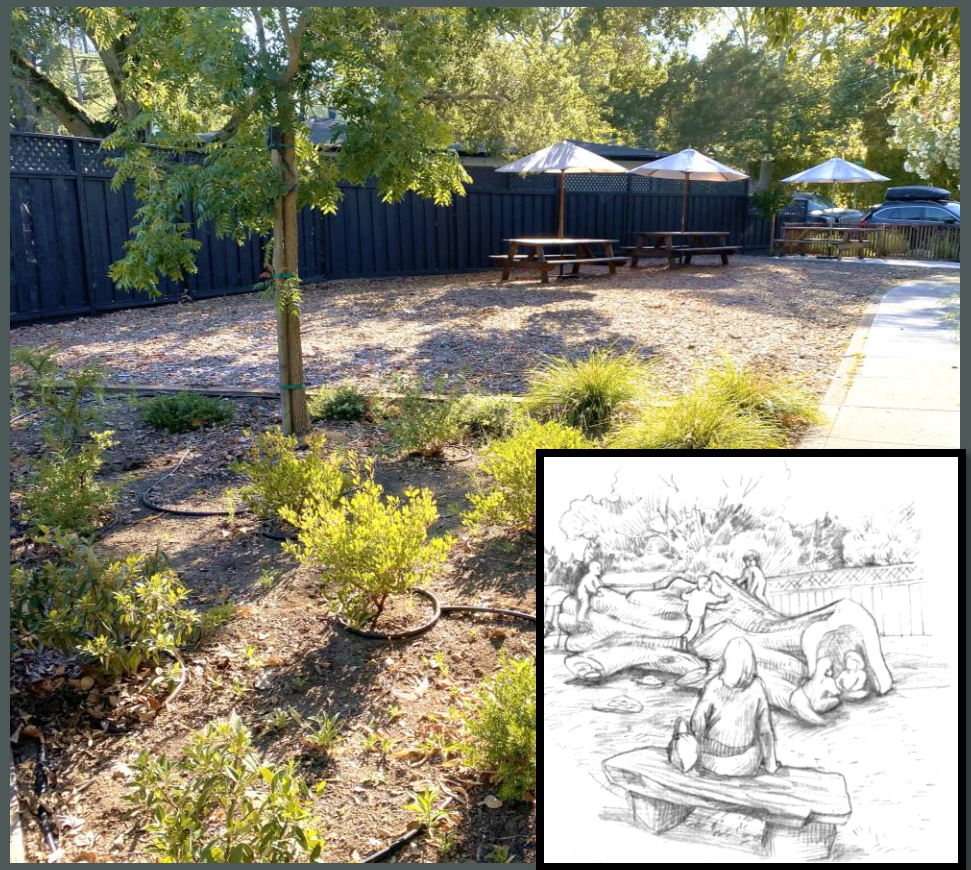
- Project includes new fixtures, tile, interior/exterior painting, signage and partitions.

- Currently unfunded

PARKS

Hilldale Pocket Park Phase 2 – Park Design

- Phase 1 of the Park's construction was completed to revitalize an underused area into a vibrant community asset.
- Phase 2 is underway: two community meetings have been held to solicit input on the park design and a fundraising committee has been formed to help fund the costs of new design elements.
- Elements include a large wooden play feature, rubber surface to access play feature, ADA accessible benches, and engineered wood fiber for the park's surface.



PARKS

Sorich Park Parking Lot

- Staff have been improving drainage ditch and regrading to prevent erosion across gravel parking lot
- May need to pave section for ADA parking

PARKS

Robson Carriage House Demolition

- Early concept phase.
- The project will require engaging with an architect for space planning.
- Public Works and Building coordinating with the Recreation Department.
- Currently, there are no physical plans and the project is unfunded.



BUILDINGS

Robson Outdoor Restrooms for public

- Early concept phase.
- The project will require engaging with an architect.
- Public Works and Building coordinating with the Recreation Department.
- Ensure ADA Accessibility.



BUILDINGS

Robson Indoor Restroom

- Accessible toilet and sink have already been constructed.
- Public Works and Building coordinating with the Recreation Department.
- Ensure ADA Accessibility for future improvements.



Robson Window/Door Replacement

- Select windows and doors on the 1st and 2nd floor have been replaced, fabricated to match existing.
- Sections of siding and dry rot framing were replaced, and matched in-kind.
- Paint is scheduled for June 2025.





BUILDINGS

Friends of Robson - Deck

- Early design phase.
- Work will consist of deck repairs and maintenance.
- Ensure minimal changes to Robson Aesthetic.
- Building and Public Works will include the Friends of Robson (FOR) during the design and construction phases.



BUILDINGS

Robson House ADA Improvements

- Adding accessibility to the rear entrance.
- Early design phase.
- May consist of a wheelchair elevator lift and ramp.
- Ensure minimal changes to Robson Aesthetic.
- Building and Public Works coordinating with the Recreation Department.



BUILDINGS

Robson House Painting

- Last known exterior paint was completed 25+ years ago.
- Public Works is working with the Recreation Dept. and a color consultant on replicating the original paint scheme
- Scaffolding and painting is schedule for June 2025.



ICC Repairs & Repainting

- Public Works is working with the Recreation Dept. and a color consultant on the paint palette.
- Selective doors and hardware will be replaced early 2025.
- Scaffolding and paint is schedule for Fall 2025.



BUILDINGS

ICC Roof Replacement

- The roof on the upper building housing the Gym/Preschool is past useful life and is need of full replacement.
- Roof Specifications are being developed, ready by January 2025.
- Roof replacement is scheduled for May 2025.



BUILDINGS

ICC Electrical Master Switch

- The electrical master switch for the Isabel Cook Community Center is currently inoperable and would be unable to be switched on once it is switched off
- Requires working with PG&E to approve new hardware
- Construction requires power shutoff for ICC as well as adjacent housing

Parkside Preschool Playground Improvements

- Joint project with Recreation Department and Public Works.
- Last remodel to the playground was in 2005.
- Expanded playground area to accommodate fall safety zone for new structure.
- New Roof Columns and foundation
- Sand Box addition.
- Improved Drainage.



BUILDINGS

Town Hall Roof and HVAC Replacement

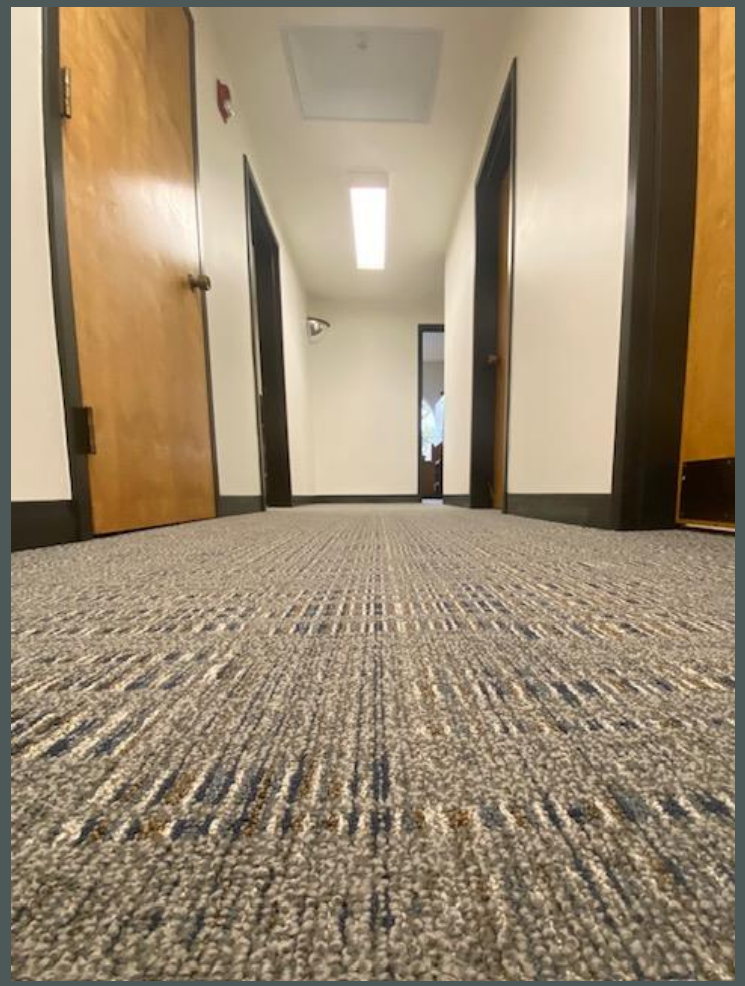
- The Town Hall flat roof has been replaced after a decade of leaks and triage repairs.
- A new electric heating, ventilation and air conditioning (HVAC) system was installed with individual temperature controls in each room.
- This new system became operational in September and will have significant energy savings and reduced greenhouse gas emissions.
- Funded with American Rescue Plan Act State & Local Fiscal Relief funds (ARPA).



BUILDINGS

Town Hall Remodel Phases I and II

- Phase I completed December 2024:
  - New carpet installed on 2nd floor
  - New baseboards installed on 2nd floor
  - A fresh coat of paint in hallway and on door frames of 2nd floor
- Phase II will include:
  - New ceiling tiles throughout the building
  - A remodel of the central lobby between Building and Administration
  - Timing of Phase II is TBD
- Tow Hall Remodel is being funded through the Building Maintenance fund.



BUILDINGS

Town Hall Roof Tile Repair

- Nesting birds damaged corner of building between Library and Town Hall.
- Scaffolding installed, roof tiles removed, roof repairs made and tiles reinstalled, along with bird exclusion netting.
- Project completed December 2024.

Library Roof and HVAC Replacement

- Project design is at 75% and will go to bid in the Spring of 2025
- Project includes installing energy efficient heating/cooling equipment in Library
- Project will replace temperamental boiler system and ensure a stable environment for the future of our library collection
- Design will maintain the historic building architecture that is consistent with original Carnegie design



BUILDINGS

Fire Station 19 Upgrades

- Repair to accessible shower
- Apparatus bay ridge vents
- EV charging



BUILDINGS

Fire Station 20 Renovation

- Originally built over 60 years ago.
- 2400 SF remodel which includes an 865 SF addition, all-electric appliances, and Wildland Urban Interface (WUI) exterior materials.
- The project received bids and the construction contract was awarded in December 2024.
- Construction scheduled for spring 2025 thru spring 2026.



BUILDINGS

Hub Transit Station Roof Replacement

- Project includes repair and re-roof of eastern transit hub shelter
- Construction should not impact use of shelter

Town Hall Flood Horn

- Project includes replacement of existing pnuematic horn with electronic horn
- New horn will match systems in other cities and the County of Marin
- New horn will have the ability to broadcast spoken messages and be controlled remotely

Bridge Replacement – Madrone Ave

- Funded through the federal Highway Bridge Program
- Currently in environmental approval stage
- Final design phase anticipated to begin in fall 2025, with construction starting summer 2026.
- To be constructed in parallel with the Nokomis Avenue Bridge Replacement Project

Bridge Replacement – Nokomis Ave

- Funded through the federal Highway Bridge Program
- Currently in the environmental approval stage
- Final design phase is anticipated to begin in fall 2025, with construction starting in summer 2026.
- To be constructed in parallel with the Madrone Avenue Bridge Replacement Project

Bridge Replacement – Bridge Avenue

- Funded through the federal Highway Bridge Program
- Currently in the preliminary engineering phase
- The environmental phase is anticipated to start in 2026, with the final design phase anticipated to begin in 2027, with construction starting in summer 2029.
- To be constructed in parallel with the Center Boulevard Bridge Replacement Project

Bridge Replacement – Center Boulevard

- Funded through the federal Highway Bridge Program
- Currently in the preliminary engineering phase
- The environmental phase is anticipated to start in 2026, with the final design phase anticipated to begin in 2027, with construction starting in summer 2029.
- To be constructed in parallel with the Bridge Avenue Bridge Replacement Project

Bridge Replacement – Saunders Ave

- Funded through the federal Highway Bridge Program
- Preliminary engineering phase anticipated to begin in 2026
- The environmental phase is anticipated to start in 2028, with the final design phase anticipated to begin in 2029, with construction starting in the summer 2030.
- The project will replace the existing fish ladder

Annual Bridge/Culvert/Ped Bridge Inspections

- Caltrans inspects the Town 12 brides on a bi-annual basis
- The Town is required to inspect smaller bridges, pedestrian bridges and culverts.

Bridge Preventative Maintenance Program

- Funded through the federal Highway Bridge Program
- Currently in the environmental phase
- Final design phase anticipated to start in 2025, with construction in summer 2026
- Project includes repairs to Barber Avenue Bridge and Sir Francis Drake Boulevard Bridge just north of Tunstead Avenue

Memorial Park Storm Drain Culvert Lining & Repair

- During the Memorial Park Athletic Field Replacement project, the existing storm drain from Alderney Road to Sunny Hills Drive was inspected
- Although the pipe is in good condition, it is vitrified clay pipe with cracking.
- A cure-in-place lining system will ensure that pipe condition is maintained

Suffield and SFD Storm Drain

- One of the projects listed in the 1985 Storm Drain Master Plan
- Project includes new storm drain on Suffield Avenue to Sir Francis Drake Boulevard to Pastori Avenue in Fairfax to replace an existing system that traverses the backyards of homes in San Anselmo and Fairfax
- Project is unfunded (approximately $2m)

Non-Town Maintained Drainage Assistance

- Program to assist homeowners with non-town maintained drainage maintenance/repairs.
- The Town normally funds 50% of drainage costs.
- Homeowners are required to act as project managers but are offered assistance and consulting by town engineers.



STORMWATER/FLOOD

Annual Unprogrammed Drainage

- Local funds identified for spot repairs to existing drainage infrastructure
- Work typically includes lining or replacing sections of storm drain piping, replacing old cast iron catch basin grates, or making modification to headwalls and trashracks



STORMWATER/FLOOD

Community Rating System (CRS) Program

- San Anselmo Community rating of 8 out of 9, with 1 being the best.
- Each Rating is a 5% discount on flood insurance, the Town is currently at 10%.
- The next project is to create a Program for Public Information (PPI), which would give the Town bonus point multipliers for previously established projects.



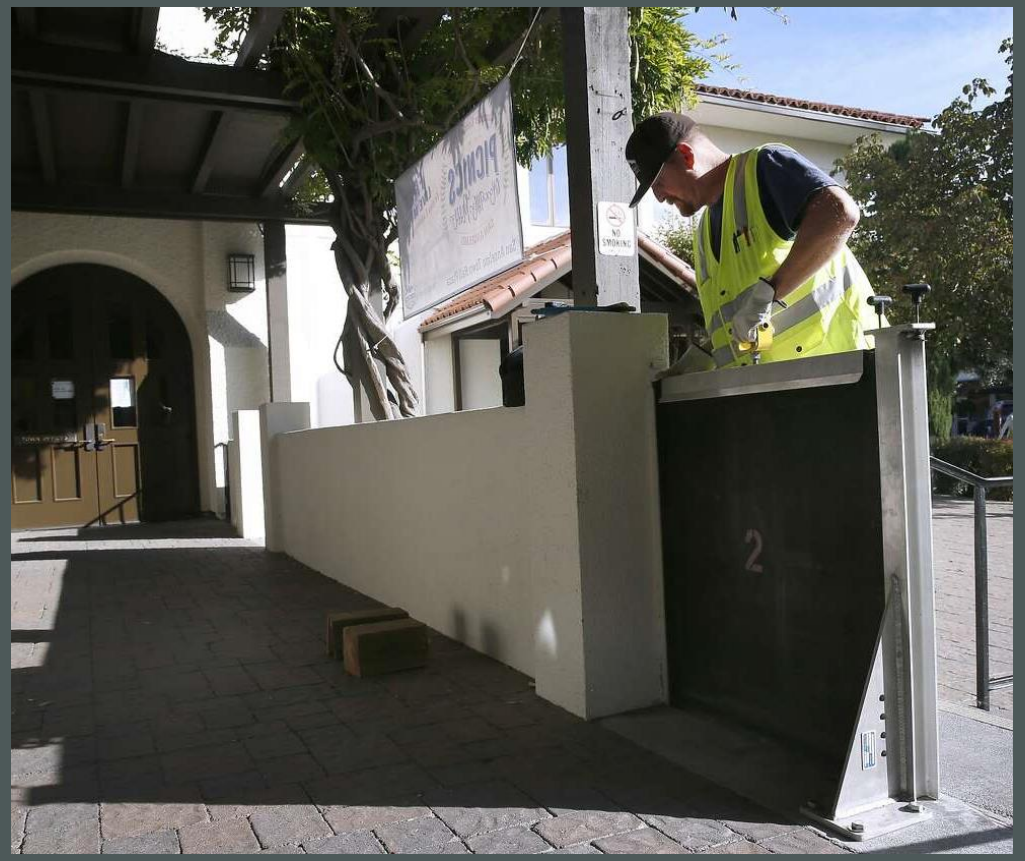


State Stormwater Permit Trash Regulations Program

- A New Stormwater Permit from the Regional Water Quality Control Board includes requirements to filter out objects larger than 5 millimeters from the storm drain system in commercial and high-density residential areas.
- Pilot installations have had problems with clogging from leaves
- All areas to be protected by 2030

Flood Gate Inspection Program

- San Anselmo has a history of flooding
- Ordinance passed in 2019 requiring all commercial properties in AE Flood Zone to have floodgates installed
- Flood Gates are inspected annually
- All commercial buildings within the AE Flood Zone / Floodway are reminded to submit self-certification that their flood gates are operable and staff trained to install



(AE Flood Zone based on 100-year Flood)

STORMWATER/FLOOD

Town Hall Resilience Hub

- The Resilience Hub will create a community gathering center for residents to access heating and cooling services, Wi-Fi, and charging capabilities.
- The purpose of the Resilience Hub is to supply “Green” resilient power to Town Hall, during extreme weather events and Public Safety Power Shutoffs.
- Project includes a solar carport, battery energy storage system, and EV chargers.
- The Resilience Hub is a “Microgrid” functioning independently from the local power grid.
- Council approved the Magnolia Parking Lot Array.
- Construction scheduled for Spring 2025





CLIMATE

Memorial Park Water Storage Tank

- The memorial Water Tank holds 8000 Gallons of well water.
- In 2023 the System was upgraded; adding an additional well, new well pumps, tank pump and controls.
- 3 wells feed the holding tank, which produce 330,000 gallons of ground water annually for irrigation.
- This makes up approximately 25% of the irrigation water required for Memorial Park.



Creek Well Improvements

- The Creek Well holds 2,500 ??? Gallons of well water.
- This system produces 850,000 Gallons of irrigation water annually.
- The Town has upgraded the filtration and the pumps to irrigate 4 areas: Town Hall grass, Imagination Park, Creek Park and the Red Hill Median.



CLIMATE

EV Charging – Fire Station 19

- One level 2, dual-headed charging station.
- Private RVFD use.
- Installation completed April, 2024.
- Grants from TAM and MCE, as well as Measure J funds.



CLIMATE

EV Charging – Memorial Park

- 5 Total Level 2 charging heads (two dual-headed stations, one single-headed)
- Public use.
- Estimated installation date January-February 2025
- Grants from TAM, MCE, and BAAQMD as well as Measure J funds.



CLIMATE

EV Charging – Creek Park

- 5 Total Level 2 charging heads (two dual-headed stations, one single-headed)
- Public use.
- Estimated installation date January 2026
- Grants from TAM, MCE, and BAAQMD as well as Measure J funds.



CLIMATE

EV Charging – Pine St Parking Lot

- 5 Total Level 2 charging heads (two dual-headed stations, one single-headed)
- Public use.
- Estimated installation date April 2025
- Grants from TAM, MCE, and BAAQMD as well as Measure J funds.



CLIMATE

EV Charging – Corp Yard

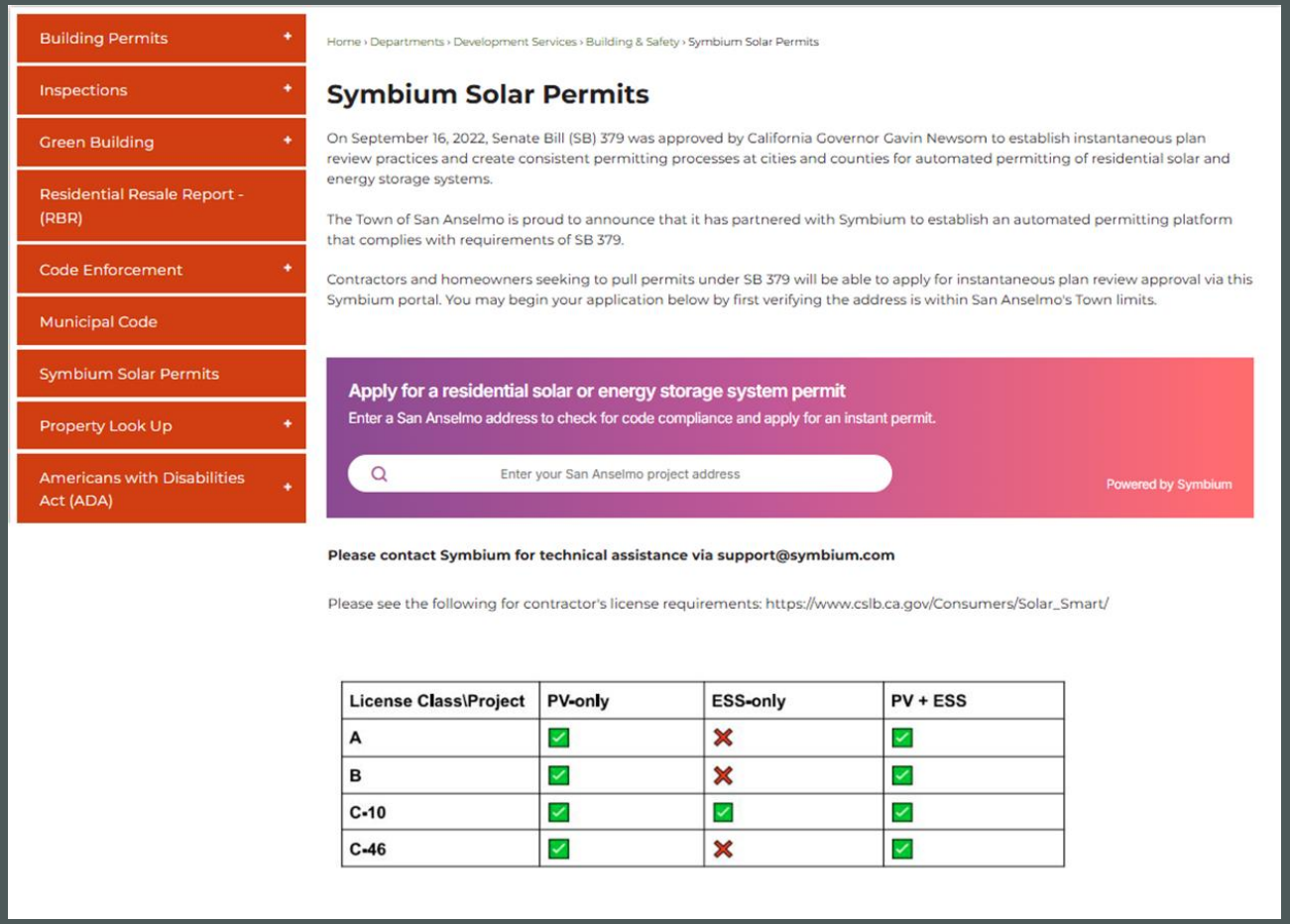
- One dual-headed, level 2 charging station.
- Private DPW use.
- Estimated installation date August 2025.
- Grants from TAM, MCE, and BAAQMD as well as Measure J funds.



CLIMATE

Symbium Solar Permits

- Automated code compliance plan check.
- Instant permitting.



CLIMATE

EV Charging Program

- One installation completed this fiscal year (Firehouse 19).
- Funding secured for four more projects:
  - Memorial Park
  - Creek Park
  - Pine St Parking Lot
  - Corp Yard
- Currently identifying future locations near multi-family housing.



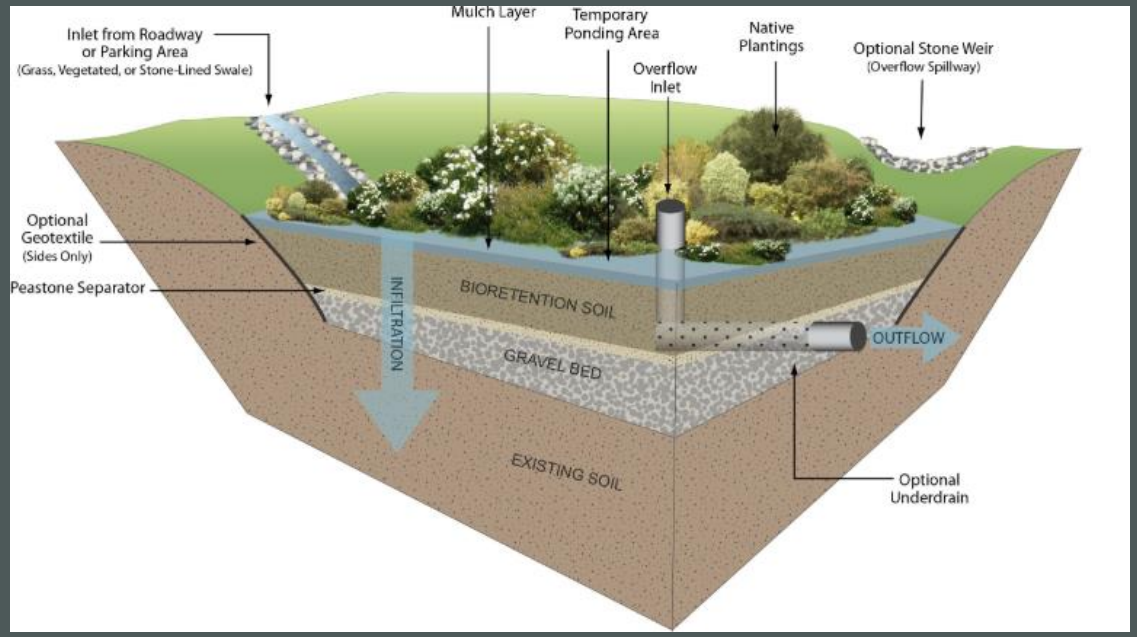
CLIMATE

Tree Permits and Hearings

- Tree Permits are required for removing or trimming over 25% for street trees and heritage trees
- If trees proposed for removal are not dead/dying/diseased/dangerous, then neighbors are notified of the request
- If neighbors object, a public tree hearing is scheduled. Appeals are heard by the Town Council

Public Works Plan Review

- Private development projects are reviewed by Public Works for drainage/bioretention, driveway sight-distance, fencing, and trees.



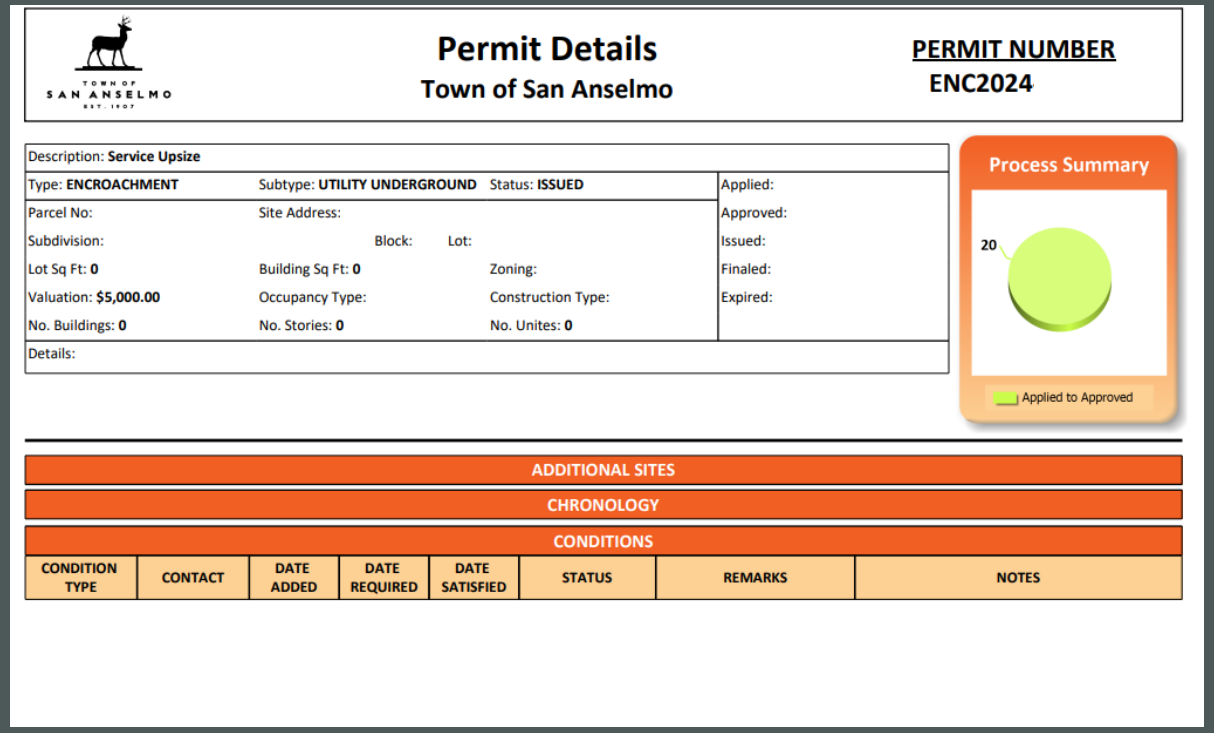
Parklet Program

- Parklets initially started after Covid-19 lockdowns
- Parklets require an annual review on February 1st
- Parklets are reviewed for building, safety, traffic, ADA, and fire requirements



Encroachment Permits

- An average of 32 permits per month were applied for in 2024 (388).
- 298 Permits were issued in 2024.
- Approval process can take up to 2-3 weeks
- Permits require, at minimum, a construction site map and traffic control plan.
- For extensive work, a preconstruction meeting is required



Permit Details
Town of San Anselmo

PERMIT NUMBER
ENC2024

Description: **Service Upsize**			
Type: **ENCROACHMENT**	Subtype: **UTILITY UNDERGROUND**	Status: **ISSUED**	Applied:
Parcel No:	Site Address:		Approved:
Subdivision:	Block: Lot:		Issued:
Lot Sq Ft: **0**	Building Sq Ft: **0**	Zoning:	Finaled:
Valuation: **$5,000.00**	Occupancy Type:	Construction Type:	Expired:
No. Buildings: **0**	No. Stories: **0**	No. Unites: **0**	
Details:			

Process Summary

20

Applied to Approved

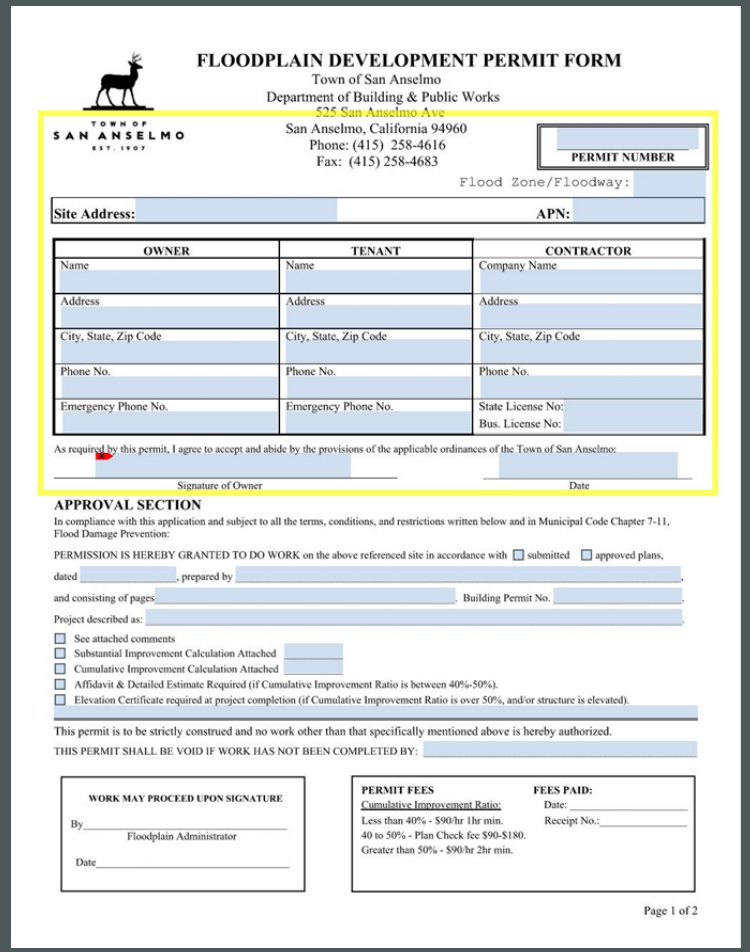
ADDITIONAL SITES

CHRONOLOGY

CONDITIONS

CONDITION TYPE	CONTACT	DATE ADDED	DATE REQUIRED	DATE SATISFIED	STATUS	REMARKS	NOTES

Floodplain Management



FLOODPLAIN DEVELOPMENT PERMIT FORM

Town of San Anselmo
Department of Building & Public Works
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-4683

TOWN OF SAN ANSELMO EST. 1907

PERMIT NUMBER

Flood Zone/Floodway:

Site Address: APN:

OWNER	TENANT	CONTRACTOR
Name	Name	Company Name
Address	Address	Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code
Phone No.	Phone No.	Phone No.
Emergency Phone No.	Emergency Phone No.	State License No: Bus. License No:

As required by this permit, I agree to accept and abide by the provisions of the applicable ordinances of the Town of San Anselmo:

Signature of Owner Date

APPROVAL SECTION

In compliance with this application and subject to all the terms, conditions, and restrictions written below and in Municipal Code Chapter 7-11, Flood Damage Prevention:

PERMISSION IS HEREBY GRANTED TO DO WORK on the above referenced site in accordance with ☐ submitted ☐ approved plans, dated _____, prepared by _____, and consisting of pages _____. Building Permit No. _____.

Project described as: _____.

- ☐ See attached comments
- ☐ Substantial Improvement Calculation Attached
- ☐ Cumulative Improvement Calculation Attached
- ☐ Affidavit & Detailed Estimate Required (if Cumulative Improvement Ratio is between 40%-50%).
- ☐ Elevation Certificate required at project completion (if Cumulative Improvement Ratio is over 50%, and/or structure is elevated).

This permit is to be strictly construed and no work other than that specifically mentioned above is hereby authorized.

THIS PERMIT SHALL BE VOID IF WORK HAS NOT BEEN COMPLETED BY: _____

WORK MAY PROCEED UPON SIGNATURE

By _____
Floodplain Administrator

Date _____

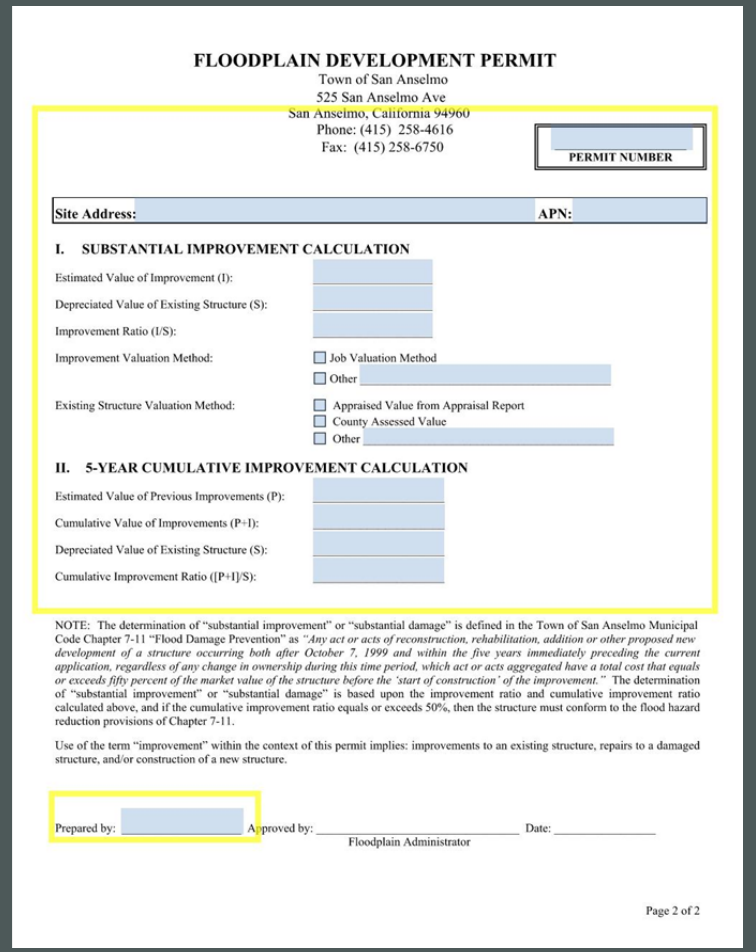
PERMIT FEES

Cumulative Improvement Ratio:
Less than 40% - $90/hr 1hr min.
40 to 50% - Plan Check fee $90-$180.
Greater than 50% - $90/hr 2hr min.

FEES PAID:

Date: _____
Receipt No.: _____

Page 1 of 2



FLOODPLAIN DEVELOPMENT PERMIT

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-6750

PERMIT NUMBER

Site Address: APN:

I. SUBSTANTIAL IMPROVEMENT CALCULATION

Estimated Value of Improvement (I): _____
Depreciated Value of Existing Structure (S): _____
Improvement Ratio (I/S): _____

Improvement Valuation Method:
- ☐ Job Valuation Method
- ☐ Other _____

Existing Structure Valuation Method:
- ☐ Appraised Value from Appraisal Report
- ☐ County Assessed Value
- ☐ Other _____

II. 5-YEAR CUMULATIVE IMPROVEMENT CALCULATION

Estimated Value of Previous Improvements (P): _____
Cumulative Value of Improvements (P+I): _____
Depreciated Value of Existing Structure (S): _____
Cumulative Improvement Ratio ([P+I]/S): _____

NOTE: The determination of "substantial improvement" or "substantial damage" is defined in the Town of San Anselmo Municipal Code Chapter 7-11 "Flood Damage Prevention" as *"Any act or acts of reconstruction, rehabilitation, addition or other proposed new development of a structure occurring both after October 7, 1999 and within the five years immediately preceding the current application, regardless of any change in ownership during this time period, which act or acts aggregated have a total cost that equals or exceeds fifty percent of the market value of the structure before the 'start of construction' of the improvement."* The determination of "substantial improvement" or "substantial damage" is based upon the improvement ratio and cumulative improvement ratio calculated above, and if the cumulative improvement ratio equals or exceeds 50%, then the structure must conform to the flood hazard reduction provisions of Chapter 7-11.

Use of the term "improvement" within the context of this permit implies: improvements to an existing structure, repairs to a damaged structure, and/or construction of a new structure.

Prepared by: _____ Approved by: _____ Date: _____
Floodplain Administrator

Page 2 of 2

- CRS
- Floodplain Development Permits

ONGOING PROGRAMS

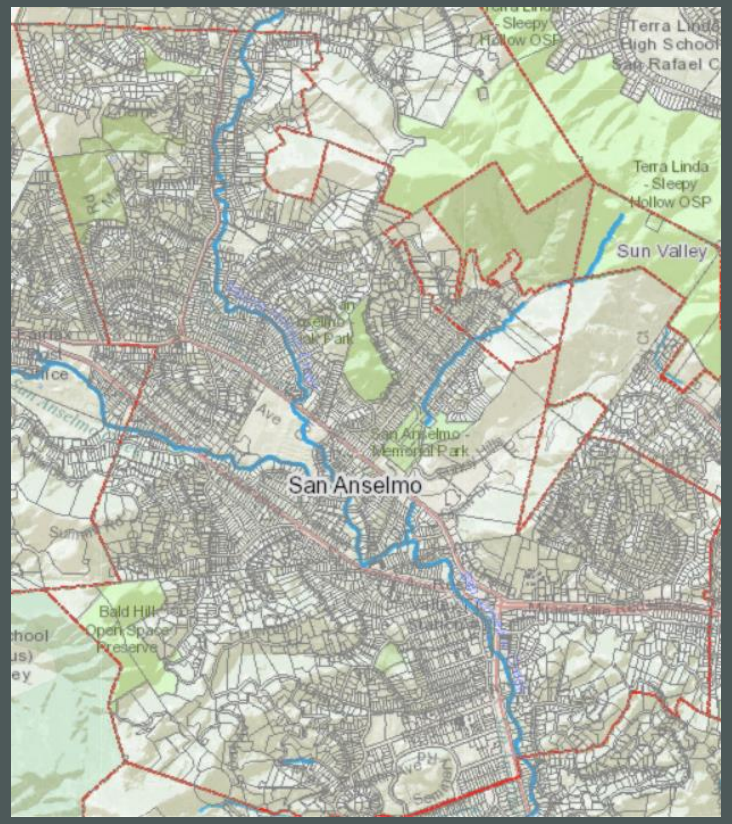
Nuisance Abatements

- Nuisance Abatements include violations of public works, buildings, and planning.
- The Town receives reports of nuisance abatements by residents.
- Staff will also observe and report nuisance.
- 202 Abatement cases opened in 2024.

Health & Safety – Single & 2-Family Residences



GPS Inventory



- The Public Works Department has acquired a surveying tool that can be used for simple data collection
- More accurate data will be uploaded / sent to MarinMap to give more precise data on trails

(e.g. trail paths, storm drains, transportation usage)

Fire Prevention (WFM/Goats/Biological Reports)

- In 2024, Sequoia Consulting was contracted by the Town to conduct a study at Sorich Park to assess the impacts of livestock-grazing.
- Pre survey April/May 2024
- Post survey August 2024
- No 'special status' plants were observed in the study area
- Study showed that the livestock grazed native and non-native plants at similar rates
- Certain species such as Coyote Brush and Poison Oak will have to be monitored to ensure overgrowth does not occur.



Resident Response

- The Town Works closely with Central Marin PD & local Utility providers, responding quickly to road closures, accidents and outages.
- Many of the crew live within Town, with inhouse respond within minutes.
- The Town website provides links for a quick re-sponse during events (Report a Concern).
- The Engineering and Building Departments have the resources available to quickly assess a structure to determine habitability after a catastrophic event.



Vehicle Replacement Program

- The Town recognizes they have an aging fleet, with a mandate to replace vehicles with carbon free.
- The Public Works Dept. has made the commitment, purchasing four Electric Vehicles.
- Public Works are continuing to search for Carbon free utility vehicles, which currently the car industry does not provide.



Annual Stormwater Report

- The Stormwater Permit from the Regional Water Quality Control Board requires an annual report on the previous year's activities.
- Marin County Stormwater Pollution Prevention Program assists cities and towns with recordkeeping, training, and reporting
- Upcoming new permit reauthorization will have increased requirements and costs

MERA Radios

- To maintain communication with the Marin County First Responders, MERA Radios have been upgraded.
- Hand-held and vehicle replacement units were delivered in Fall 2024.
- The San Anselmo Staff have been trained on the proper channel (A1), operation.

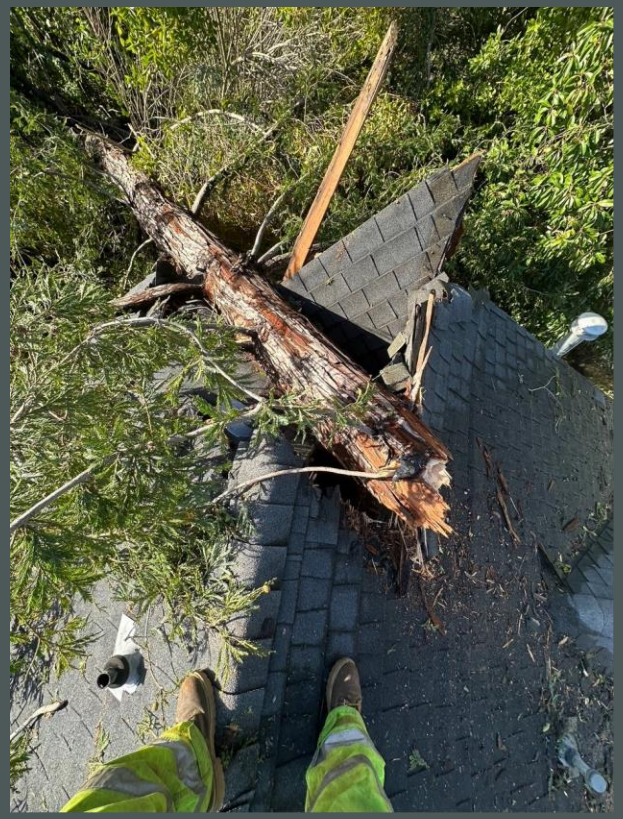




Emergency Response 24/7

- Public Works Responds to and addresses any emergency in the public right of way
  - Flooding
  - Downed trees
  - Landslides
  - Earthquakes
  - Toxic spills
  - Etc.





STAFF REPORT

TOWN OF SAN ANSELMO Item #: 2.3

MEETING DATE: January 28, 2025

AGENDA TITLE: Update on the Building Department and Permit Process

FROM: Sean Condry, P.E., Public Works Director
Erica Freeman, P.E., R.A., Building Official

RECOMMENDATION: That Council receives a report and provides the Building Department with feedback and direction on proposed improvements to the current permitting process, policies, and customer service.

BACKGROUND

The Town of San Anselmo issues an average of 1,900 construction permits per year, of which 1,300 are building-related permits. The Town receives an average of $810,656.50 in revenue annually from these permits. The Building Department maintains cost efficiency by operating with a lean and strategically sized staff to effectively manage key responsibilities such as permit processing, construction document reviews, quality assurance/quality control (QA/QC), inspections, abatements, after-the-fact (ATF) permitting, resale reports, code updates, and emergency response. (All averages are calculated from the previous three years: 2022, 2023, and 2024).

The Building Department comprises of a Public Works/Building Director, a Building Official, a full-time Building Inspector, a part-time Building Inspector, a Code Enforcement Officer, and two Permit Technicians.

The biggest hurdle the Building Department faced was the COVID-19 pandemic and California's lockdown starting in mid-March 2020. The department aimed to keep permit processing and inspections on track and not fall behind as many other jurisdictions did. Building Department staff decided (as a group) to continue to work in person when almost all jurisdictions worked remotely. Staff believed that the community would be best served by individuals who were present and could coordinate face-to-face meetings and inspections without delay.

Before the pandemic, staff fluctuated constantly, with the permit technicians having the most turnover. Over the last 15 years, there have been at least a dozen permit technicians and countless inspectors. Some of the turnover resulted from long commutes. In other cases, the permit technician's role was an entry-level position that was a first step to working in the public sector before moving on to other positions inside and outside the Town.

The building inspector position has been hard to fill with experienced inspectors who know the trades but more importantly also know the California codes, which are voluminous. Over the past couple of years, the Town has tried to hire a full-time inspector but was unable to find anyone until recently. However, the new inspector is entry-level so the learning curve will be steep.

DISCUSSION

Building Permit Process

Obtaining a permit in any jurisdiction can be complex and daunting. In the case of building permits, where there are competing concerns of timing, cost, and a myriad of applied codes, the process can seem confusing, unnecessary, and arduous. It is understandable that the customer can become emotional and frustrated. As most of the code requirements are out of the Town's control, staff absorb a great deal of resentment and frustration.

Concerns

It has been brought to staff's attention that there are some concerns regarding the following:

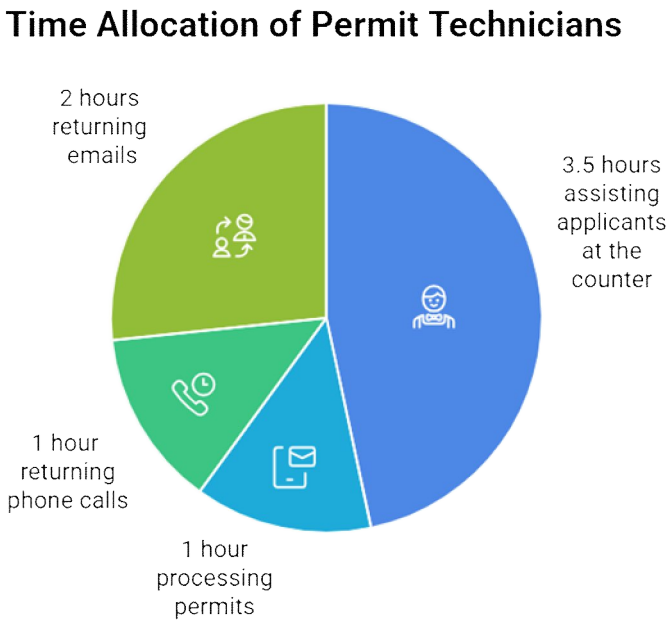
1. Staff are not getting back to inquiries.
2. There is a moving of goal posts during inspections.
3. Customer service needs improvement.

1. Responding to Inquiries

Based on feedback, communication is a key issue. Clear and consistent communication is crucial to ensure applicants are on the same page about expectations, requirements, and timelines. Staff receive many calls and emails from applicants asking questions and seeking updates. Staff set time aside daily to address these inquiries.

Staff response time to emails and phone calls can vary significantly depending on the time of year due to the number of permits being handled. In the winter, there are fewer projects, thus fewer emails and voicemails. Therefore, response time for email and voicemail is much quicker, within 24 hours for email and 24-48 hours for voicemail. While emails typically have a 24-48 hour response time in the spring and summertime, hundreds of phone calls and voicemails can take up to a week to get back to.

The Town has two full-time permit technicians, whose days are typically allocated as shown in the chart below. If the counter is busy, they only have about an hour per day to return hundreds of phone calls received during peak building permit season.



2. Shifting Goal Posts

Another concern heard is the moving of goal posts during inspections. This issue is complicated. The Town has not had a full-time consistent building inspector for several years because, until recently, the Town was unable to find a qualified building inspector after several attempts.

When multiple inspectors inspect a project, a problem arises when each building inspector (usually because of their experience and seniority in the inspection field) finds a new problem. The project contractor then feels that they will never be able to complete the list of requirements.

3. Customer Service

Customer service is something that staff are continually working on. There have been complaints that staff can sometimes be short with applicants, and while this can happen, staff try to work as a tag team, bringing in someone else when needed. There is never any excuse for not being courteous, but working at the counter can be very difficult at times when applicants are impatient or upset about a code or requirement. Additionally, the high turnover of permit staff (12 people over 15 years) has not helped with consistency and training for customer service. And the turnover is an indicator of

how stressful the position is. Often, staff tell applicants what they do not want to hear, such as:

1. Their valuation is too low.
2. They must underground their power and data lines due to a substantial remodel.
3. They must lift their home in the floodplain due to a substantial remodel.
4. They need to hire a professional architect or engineer.

Each of these directives can be very costly.

Remedies and Evaluation:

The Town is changing how it delivers its services at the permit counter to improve customer service and respond to staff complaints and concerns.

Communication Protocols: Due to the volume of emails and phone calls and customers' expectations, staff are exploring options to organize a system that could streamline these communications. Unfortunately, expecting someone to be available to pick up all phone calls is challenging, especially during counter-hours.

Staff will explore a combination of an appointment-based system for phone conversations, developing email protocols with assured response times, and exploring other process-related items. The Town is moving forward with the following to help with communication:

1. The Town will fully implement a new phone system in February. It will transcribe voicemails and send an email, which should reduce response time for voicemails and redundancies in voicemails to multiple members of staff.
2. With the recent hiring of a full-time building inspector, the inspector will have phone and counter hours. The phone times are 7:30-8:30 am and 3-4 pm Mon-Fri. Counter hours will be 8:30-9 on Monday and Tuesday and 8:30-9:30 on Wednesday and Thursday.

Consistent Inspection Outcomes: As stated above, staff has received feedback on the "moving of the goal posts" regarding inspection outcomes. This feedback concerns having an inspection, receiving comments on items needing to be completed, and having a follow-up inspection where additional items are identified. Staff believe some of these instances have been due to two part-time inspectors. Staff have recruited and hired a full-time Building Inspector who should help with this issue. In addition, better communication between the full-time and part-time inspector will be provided.

Customer Service Training: Staff have organized a Town-wide customer service training. This training focuses on developing skills to manage high-stress and highly emotional situations. It is designed to help staff and applicants develop better listening skills, identify concerns and emotions, and be solution-oriented. Staff hopes to

incorporate customer service training into its annual training series through the Lunch and Learn employee development program.

Customer Satisfaction Survey: The Town will begin sending out a customer satisfaction survey following the completion of each Planning or Building permit process. The results will provide valuable, ongoing data to help staff identify strengths and challenges. A copy of the survey is attached to the staff report. The method of delivering this is still being looked at.

Permit Technician Training: The Planning Director and Building Official have collaboratively worked with the Town's Permit Tech team regarding the permit process to ensure that all required forms and documents are complete before the application moves on to the respective departments for processing. A standardized process will help alleviate the frustrations that can arise when additional requests for information appear in comments during subsequent reviews. The "Completeness Check" process has been in place and is a helpful tool for staff working on multiple applications each week. The Planning Director and Building Official will continue to work towards identifying and implementing efficiencies.

Existing Kitchen and Bathroom Remodels: Permits for remodels of existing kitchens and bathrooms no longer require drawings to be approved if walls are not being removed or added ("like for like" kitchen and bathroom remodels). The Building Department implemented this change in the fall of 2024.

Over-the-Counter Permit Hours: Staff are developing an over "Over-the-Counter" permit process for small to medium sized projects where the Building, Fire, Public Works, and Planning Departments will be present to help expedite these permits. This program is scheduled for every other Thursday beginning in March.

Changing the Culture: Finally, staff have been working with the team at Partners in Public Innovation on a proposal that would provide a comprehensive analysis of our systems, data on similar organizations' processes and communications, permit turn-around times with jurisdictions that have similar staffing levels, and collaborative staff training to improve customer satisfaction and internal staff morale. Staff expects to bring additional information to Council later this spring.

Some other customer service improvements already underway are an automated Contractor State License Board (CSLB) verification module in eTrakit, a process for ADU pre-approval, and training Permit Technicians to review drawing submittals to ensure minimum standard compliance. Staff has additional improvement suggestions: to have separate staff for permit payment processing, to add more permit types to Symbium (the Town's automated permit approval system), to implement Qless (virtual wait lists) into the permit waiting area, to develop a Building Department Permit Cost Schedule, to redefine the criteria for the undergrounding requirement as well as its hardship, and to incorporate Acta (automated service to standardize permit process and response) into staff emails.

The Building Department will provide a presentation with an overview of staff roles and daily work and recommendations for improving service to the community. Some improvements may have cost implications. The Department is seeking the Council's feedback on proposed improvements to the current permitting process.

Building Department Other Duties

Code Enforcement

Code enforcement is another area that the Department oversees. Currently, there is one full-time Code Enforcement Officer. In 2024, there were approximately two hundred code enforcement cases that required subsequent phone calls, emails, and site inspections. Code enforcement cases include the following work without permits:

1. Excavation of hillsides and undermining of adjacent homes.
2. Building 1-2 story ADUs without permits.
3. Complete gut and remodels without permit.
4. Stormwater violations.
5. Removal of trees without permits.
6. Tenant improvements without permits.
7. Opening of new or existing businesses without permits being “finaled.”

Emergency Response

The Building Department responds to natural disasters and other emergencies on a 24/7 basis. Emergency response includes the following items and more:

1. Structure fires within homes and businesses.
2. Failed retaining walls, landslides, and other earth movements.
3. Trees falling into homes and/or businesses.
4. Earthquakes
5. Floods

In 2016/17, there were over thirty landslides throughout the Town, over a hundred trees down, and localized flooding. This past December, multiple homes were struck by trees in the middle of the night due to strong winds. Over the past year, several large commercial, residential, and vegetation fires have occurred. Building Department staff inspect each property to determine habitability, from a structural and life safety standpoint.

When a structure has a physical impact from a fire, a car, a fallen tree, a flood, a landslide, etc., the Building Official or Building Director inspects to determine the extent of damage. Each structure receives a green placard if it is safe, a yellow placard if it is safe in certain areas, or a red placard if the structure is completely compromised. Last December, five homes were evacuated by the Public Works and Building Department due to structural damage from a tree and the imminent threat from a structurally

compromised tree. Emergency response can occur any time of the year, day or night, and is a critical function of the Building Department.

Why do we have codes?

Building Codes are long-term investments that contribute to the resiliency and longevity of communities. They establish minimum standards for construction and design to ensure buildings are safe, durable, and able to withstand various hazards such as earthquakes, floods, hurricanes, or other natural disasters. These regulations help reduce the risk of damage, enhance public safety, and lower maintenance and repair costs over time. Less risk of damage also contributes to the circular carbon economy. Resources that homeowners or business owners would have otherwise spent on replacing materials or rebuilding entire structures can be used for other investments that promote long-term economic growth.

People are more inclined to buy homes in communities where the homes are well-built and adhere to established building codes. This gives potential buyers confidence that the property is safe in the short term and in the face of future risks. Well-built homes typically have longer lifespans, requiring fewer repairs and maintenance. Homes that comply with building codes are often seen as less risky by insurance companies, potentially leading to lower premiums. Implementing building codes can better prepare communities for future challenges and improve the overall quality of life. Furthermore, strong building codes can encourage sustainable development, promote energy efficiency, and improve environmental impacts, ensuring that infrastructure can continue to support communities for generations.

With the recent fires in Southern California, the impact of global warming is happening in real-time, causing devasting effects to entire communities, including the loss of homes, life, and limb. The only houses that survived the Palisades fire were built under the 2008 building code or later. The more modern construction standards adopted in the building codes helped to protect against fire destruction.

In 2022, the Building Department amended the Town's Municipal Code Title 9, Articles 1.214 – Exterior Fire Resistive Construction and 1.215 Outside Opening Protection. Staff revised the code for Exterior Fire Resistive Construction to include new requirements for non-combustible exterior siding on new buildings or additions and repairs to buildings located in a Wildland Urban Interface Area (WUI Area) when a certain percentage of exterior siding was repaired or replaced. Staff revised the code for Outside Opening Protection to require all houses regulated under the California Residential Code to protect exterior wall openings (usually ventilation and exhaust vents) with either WUI-approved vents or mesh with a maximum size opening that would prevent the infiltration of embers from a fire. Staff viewed these new requirements as low-cost, high-impact amendments that would benefit the individual homeowner and the community.

Conclusion

The California Building Codes are updated every three years to keep up with technology, the environment, and other related code improvements. However, code updates can add complexity, making the permit process even more difficult.

Providing good customer service while implementing Town and California Building codes is important to staff and the Town. Building codes are primarily designed to protect the safety of communities and homes by setting minimum standards for construction, ensuring structural integrity, and mitigating hazards like fire, electrical issues, and structural failures rather than meeting the needs of the individual property owner or applicant.

FISCAL IMPACT

The potential fiscal impact, if any, of the proposed changes above has not been determined at this time.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

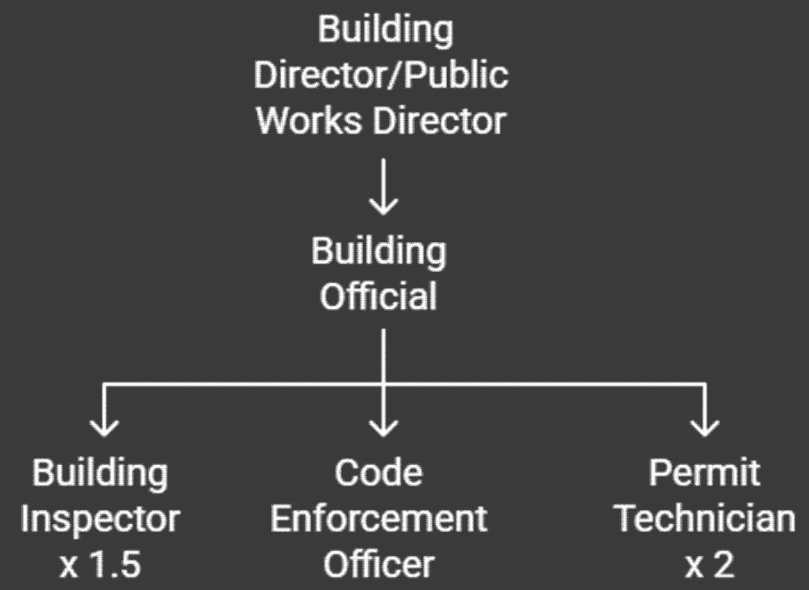
Receiving a presentation on the building permit process is not a “project” under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

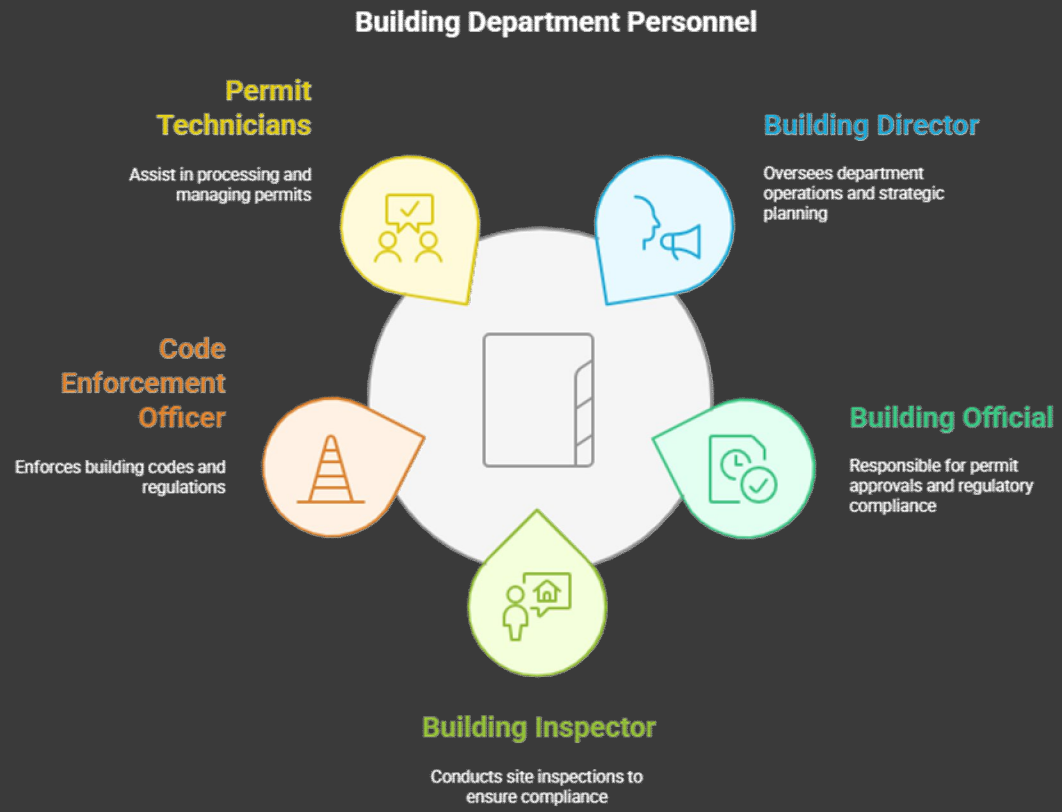
This is just a preliminary discussion and has no current impact on Climate Action.

ATTACHMENTS

Attachment 1- PowerPoint presentation (DRAFT that may change).
Attachment 2- 2025-01-22 Development Services Customer Satisfaction Survey

Building Department Overview

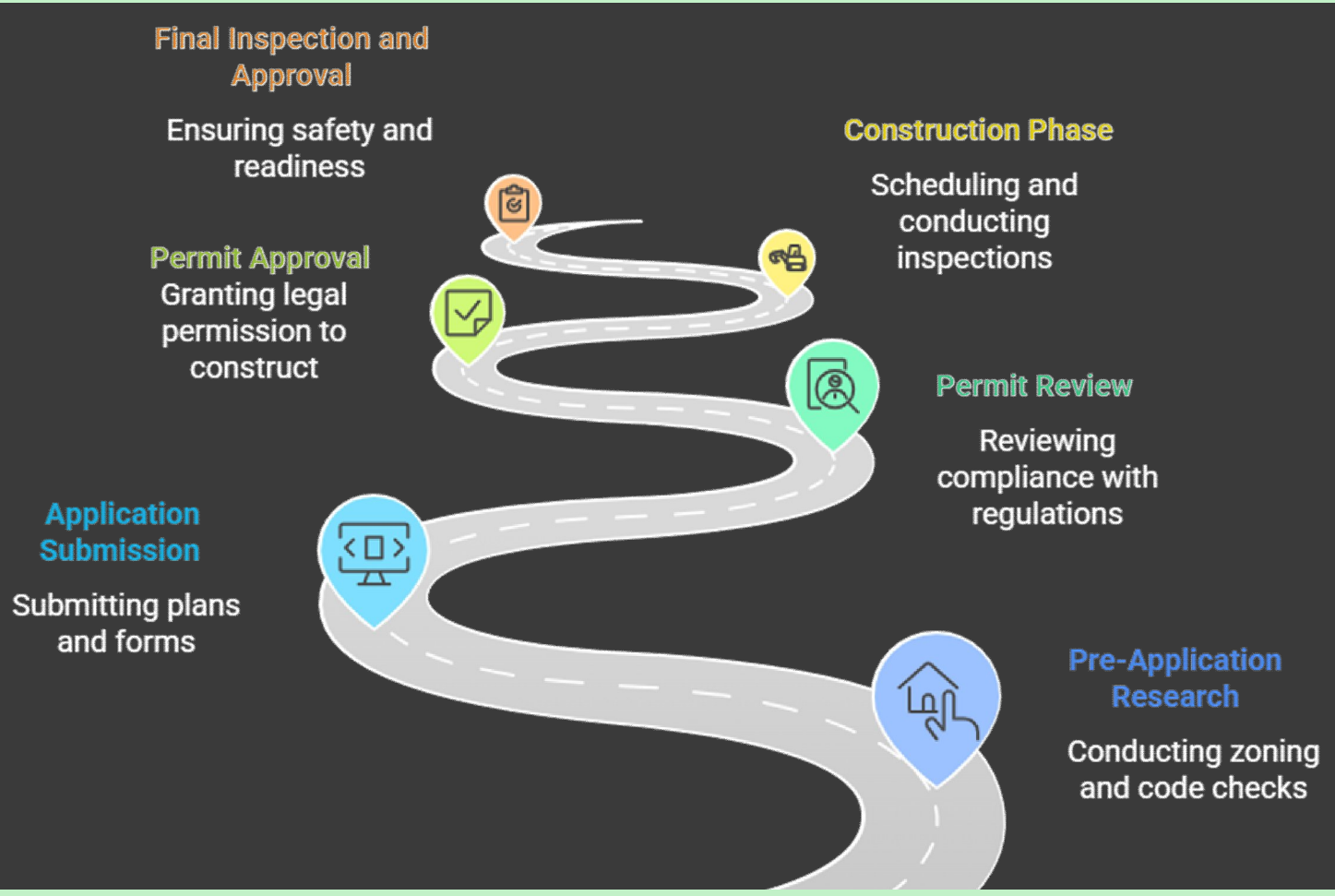




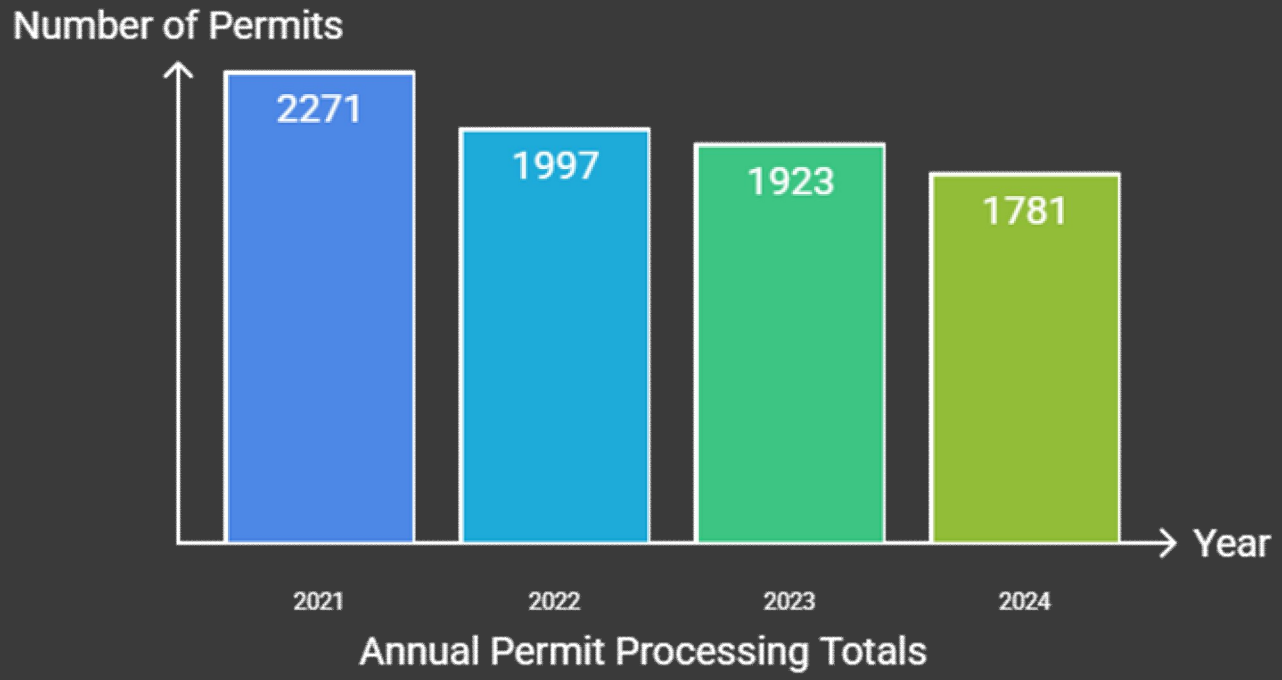
Building Department Hours

Building Counter Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Belvedere					
Corte Madera	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 12pm
Larkspur	9am-5pm		9am-5pm		
Marin County	8am - 4pm	8am - 4pm	8am - 4pm	8am - 4pm	8am- 12pm
Mill Valley		8am- 12pm		8am- 12pm	
Novato	9am-11am	9am-11am	9am-11am	9am-11am	
San Anselmo	8:30am-12pm	8:30am-12pm	8:30am-12pm	8:30am-12pm	
San Rafael	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 12:30pm
Sausalito			9am-12pm		
Tiburon	8am-10am	8am-10am	8am-10am	8am-10am	
Town of Ross	9am-12pm	9am-12pm	9am-12pm	9am-12pm	

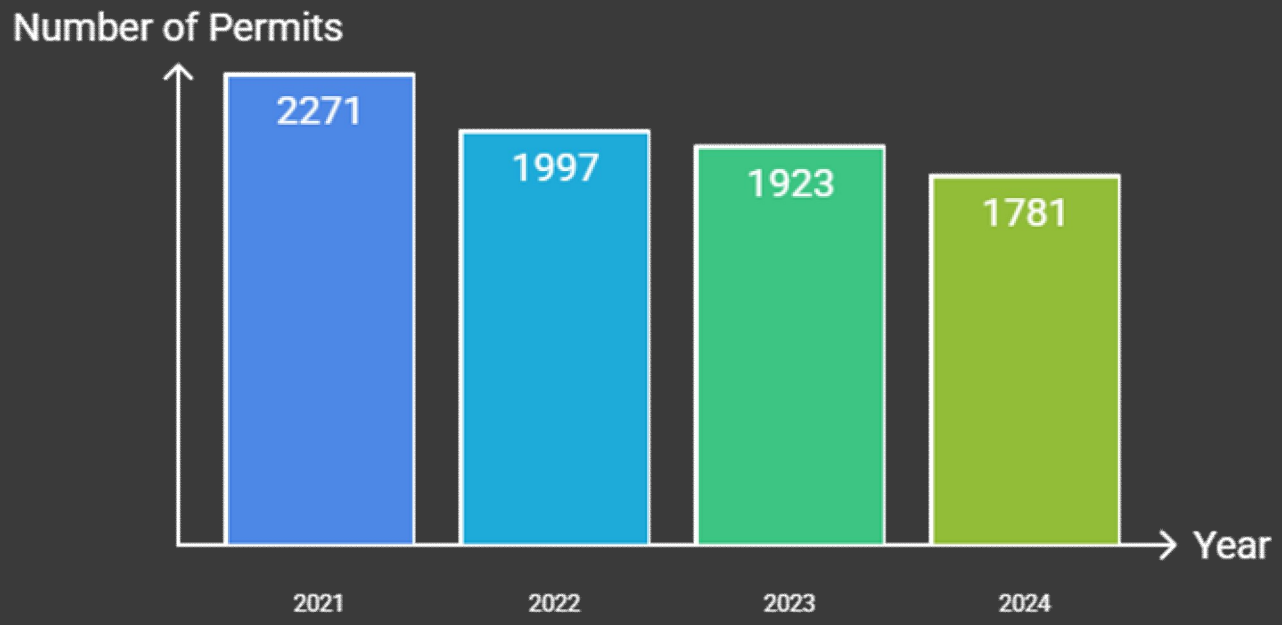
Permit Process



Permit Process



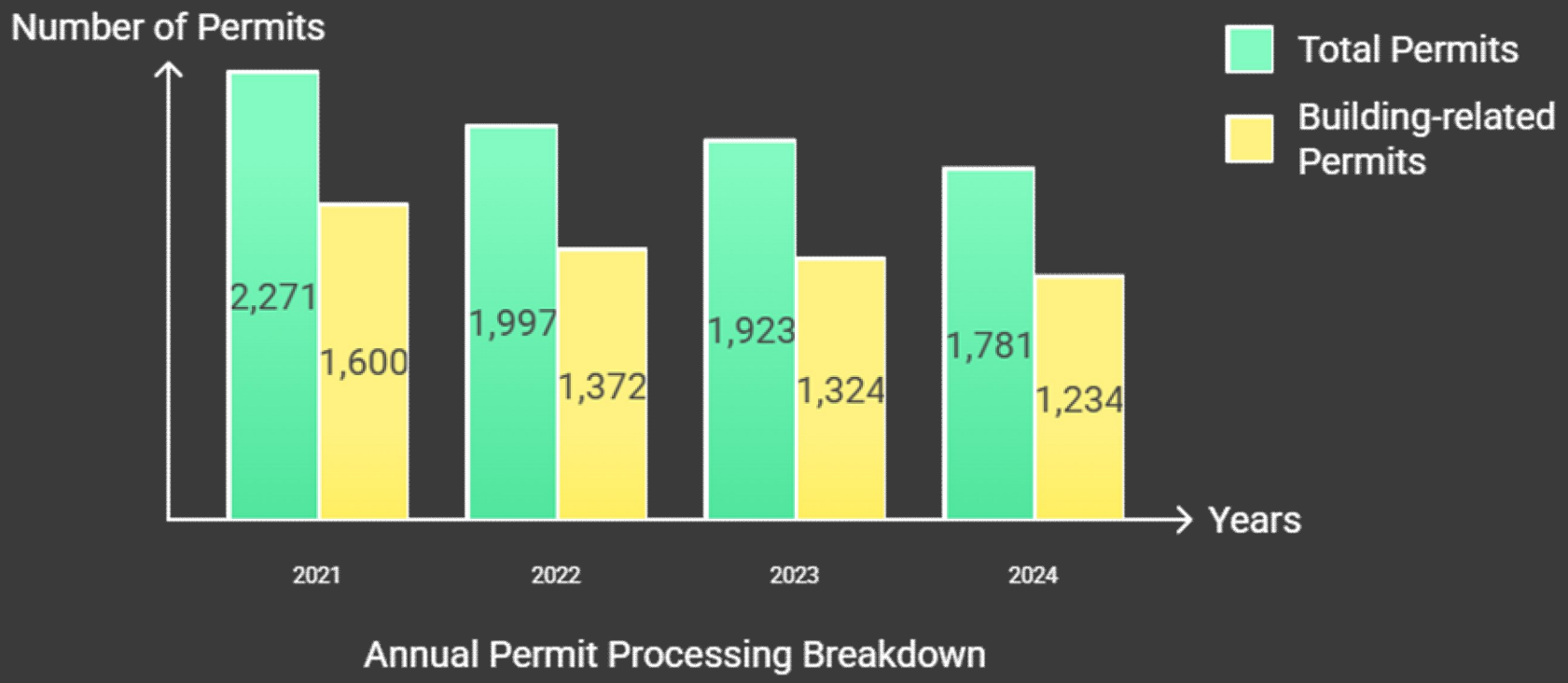
Permit Process



Annual Permit Processing Totals

Revenue of $824,951.19	Revenue of $729,852.01	Revenue of $899,179.95	Revenue of $802,937.54
2020-2021	2021-2022	2022-2023	2023-2024

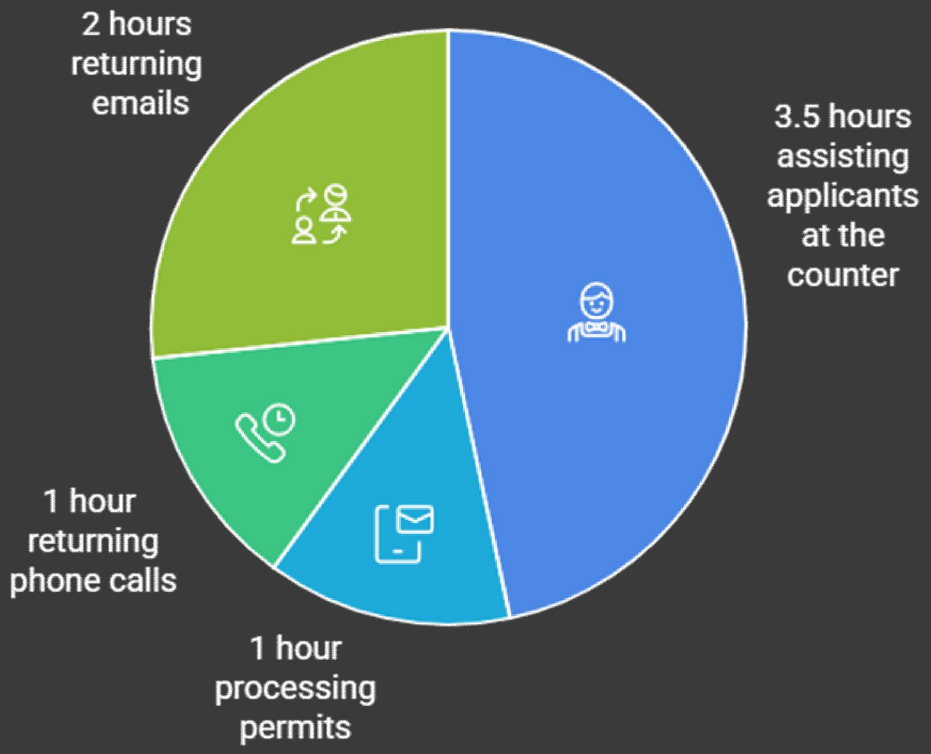
Permit Process



Annual Permit Processing Breakdown

Permit Process

Time Allocation of Permit Technicians



- Preparing and sending mass mailers to residents
- Updating the website
- Updating Building and Public Works forms
- Scheduling pre-construction meetings
- Scheduling pre-application meetings
- Recording documents with the County Assessor
- Preparing documents for Public Requests for Information
- Ordering office supplies

Concerns from applicants

1. Staff isn’t getting back to inquiries.
2. Moving goal posts with inspections.
3. Customer service can be improved.



Permit Process

Construction Permits

1. ADA Improvements
2. Bathroom remodel
3. Building (general)
4. Combination Kitchen/Bathroom
5. Demo only
6. Gate
7. Kitchen Remodel
8. New Construction
9. Pool
10. Remodel
11. Reroof
12. Shell Improvements
13. Spa
14. Tenant Improvements
15. Window or Door replacement
16. Window replacement

Utility Permits

17. Electrical
18. Furnace
19. Generator
20. Mechanical
21. Plumbing
22. Water heater

Energy Permits

23. Electrical EV Charging
24. Photovoltaic
25. Symbium PV

Sitework

26. Fence
27. Flatwork
28. Flood Development
29. Grading Hauling
30. Watercourse

Specialty

31. Pre-application
32. Resale

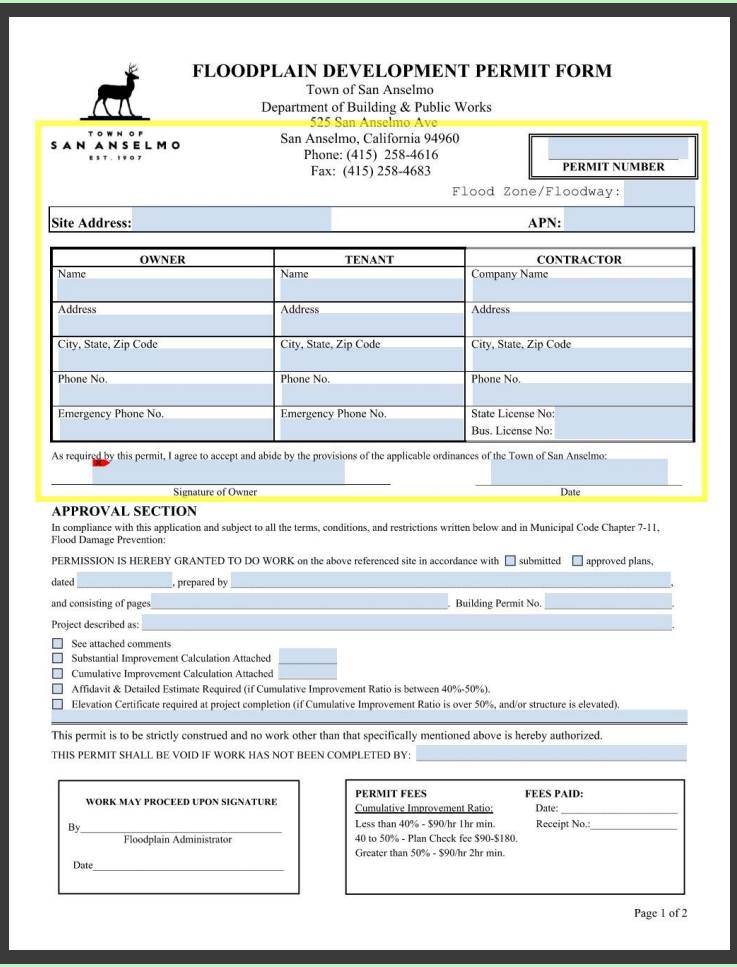
Numerous Permit Forms

1. AC Units, Condensers and Generator
2. Access Compliance Statement Form
3. Accessory Dwelling Units
4. Acknowledgment of Undergrounding Utility
5. ADA Compliance Info
6. Alternatives to Gas-Powered Generators
7. Bald Hill Construction Hours
8. Block Party Application
9. Building Permit Process
10. Business License Application and Info.
11. Construction Management Plan Requirements
12. Climate & Geographic
13. Design Criteria
14. Construction and Demolition form (C&D)
15. Cost Estimate Example
16. Decibel Level Calculator
17. Decks, Stairs, Handrails, Guardrails, & Landings
18. Disability Access Requirements and Resources
19. Electric Vehicle Charger Checklist
21. Expedited Third-Party Service
22. Existing Kitchen & Bath remodel
23. Fence permit requirements
24. Flood Gates: Conceptual Design
25. Floodplain Development Permit Form
26. Gas Pipe Line Sizing Information
27. Governing Construction Code
28. Green Building Resources and Forms
29. Grey Water Irrigation
30. Heat Pump Water Heater
31. Owner Builder Form
32. Photovoltaic (PV) Permit Requirements and Checklist
33. Plan Submittal Checklist
34. Qualified Green Building Professionals Requirements
35. Resale Inspection Application
36. Residential Seismic Strengthening
37. Retaining Walls Information
38. Re-Roof Form
39. Ross Valley School Fees Form - Residential
40. Ross Valley School Fees Form - Commercial

Numerous Permit Forms

41. Smoke Detector and Carbon Monoxide Alarm Certificate of Compliance
42. Special Inspections and Structural Observations
43. Stormwater & Erosion Control
44. Tree Questionnaire
45. Water Conserving Plumbing Fixture Self Verification Form
46. Watercourse Permit
47. Water Efficient Landscape Verification Form (MMWD form)
48. Water Heater and Furnace Permit info
49. New/Replacement Window Fenestration Guidelines
50. Window Design & Egress - Residential
51. When is a Licensed Design Professional Required

Permit Forms



FLOODPLAIN DEVELOPMENT PERMIT FORM

Town of San Anselmo
Department of Building & Public Works
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-4683

TOWN OF SAN ANSELMO EST. 1907

PERMIT NUMBER

Flood Zone/Floodway:

Site Address: **APN:**

OWNER	TENANT	CONTRACTOR
Name	Name	Company Name
Address	Address	Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code
Phone No.	Phone No.	Phone No.
Emergency Phone No.	Emergency Phone No.	State License No: Bus. License No:

As required by this permit, I agree to accept and abide by the provisions of the applicable ordinances of the Town of San Anselmo:

Signature of Owner Date

APPROVAL SECTION

In compliance with this application and subject to all the terms, conditions, and restrictions written below and in Municipal Code Chapter 7-11, Flood Damage Prevention:

PERMISSION IS HEREBY GRANTED TO DO WORK on the above referenced site in accordance with ☐ submitted ☐ approved plans, dated _____, prepared by _____, and consisting of pages _____. Building Permit No. _____. Project described as: _____.

- ☐ See attached comments
- ☐ Substantial Improvement Calculation Attached
- ☐ Cumulative Improvement Calculation Attached
- ☐ Affidavit & Detailed Estimate Required (if Cumulative Improvement Ratio is between 40%-50%).
- ☐ Elevation Certificate required at project completion (if Cumulative Improvement Ratio is over 50%, and/or structure is elevated).

This permit is to be strictly construed and no work other than that specifically mentioned above is hereby authorized.

THIS PERMIT SHALL BE VOID IF WORK HAS NOT BEEN COMPLETED BY:

WORK MAY PROCEED UPON SIGNATURE

By_____
Floodplain Administrator

Date_____

PERMIT FEES

Cumulative Improvement Ratio:
Less than 40% - $90/hr 1hr min.
40 to 50% - Plan Check fee $90-$180.
Greater than 50% - $90/hr 2hr min.

FEES PAID:

Date: _____
Receipt No.:_____

Page 1 of 2

FLOODPLAIN DEVELOPMENT PERMIT

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-6750

PERMIT NUMBER

Site Address: **APN:**

I. SUBSTANTIAL IMPROVEMENT CALCULATION

Estimated Value of Improvement (I):
Depreciated Value of Existing Structure (S):
Improvement Ratio (I/S):

Improvement Valuation Method:
- ☐ Job Valuation Method
- ☐ Other

Existing Structure Valuation Method:
- ☐ Appraised Value from Appraisal Report
- ☐ County Assessed Value
- ☐ Other

II. 5-YEAR CUMULATIVE IMPROVEMENT CALCULATION

Estimated Value of Previous Improvements (P):
Cumulative Value of Improvements (P+I):
Depreciated Value of Existing Structure (S):
Cumulative Improvement Ratio ([P+I]/S):

NOTE: The determination of "substantial improvement" or "substantial damage" is defined in the Town of San Anselmo Municipal Code Chapter 7-11 "Flood Damage Prevention" as *"Any act or acts of reconstruction, rehabilitation, addition or other proposed new development of a structure occurring both after October 7, 1999 and within the five years immediately preceding the current application, regardless of any change in ownership during this time period, which act or acts aggregated have a total cost that equals or exceeds fifty percent of the market value of the structure before the 'start of construction' of the improvement."* The determination of "substantial improvement" or "substantial damage" is based upon the improvement ratio and cumulative improvement ratio calculated above, and if the cumulative improvement ratio equals or exceeds 50%, then the structure must conform to the flood hazard reduction provisions of Chapter 7-11.

Use of the term "improvement" within the context of this permit implies: improvements to an existing structure, repairs to a damaged structure, and/or construction of a new structure.

Prepared by: _____ Approved by: _____ Date: _____
Floodplain Administrator

Page 2 of 2

Building Codes and Permits

- Earthquakes
- Floods
- Wildfires
- Structure Fires
- Landslides
- Falling Trees



Building Codes and Permits

The California Building Standards Code is updated every three years, with the most recent version being the **2022 California Building Standards Code** (effective January 1, 2023).

The codes are enforced by local building departments, which review and approve building plans and conduct inspections to ensure compliance.

+

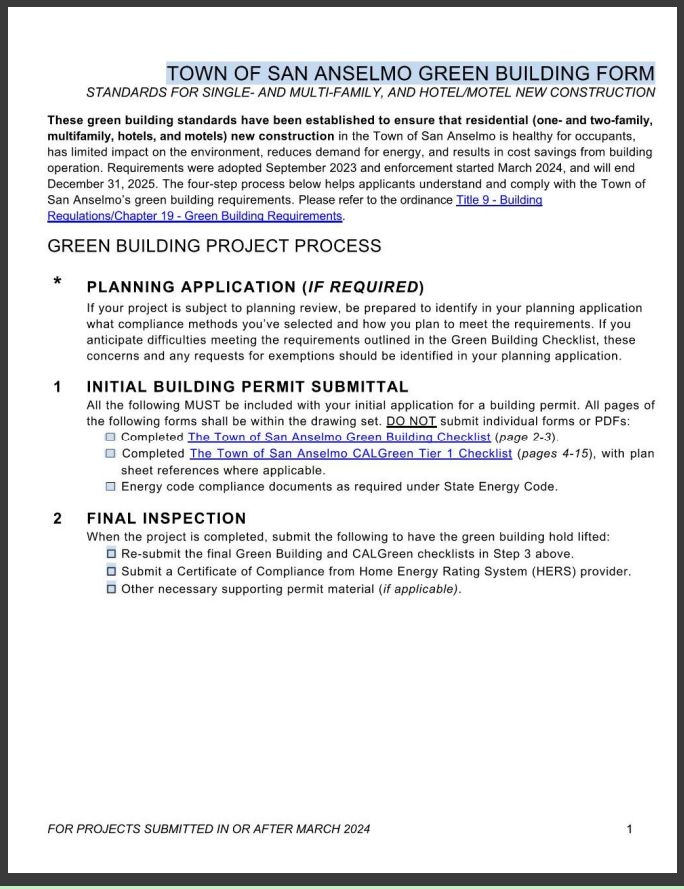
Town of San Anselmo Amendments



Building Codes and Permits

The more Codes created, the more time it takes for the applicant and staff.

1. Residential New Construction
2. Single Family Large Additions + Alterations (Greater than 750 SQ FT)
3. Single Family Small Additions + Alterations (Less than 750 SQ FT)
4. Multi-Family Large Additions + Alterations (Greater than 750 SQ FT)
5. Multi-Family Small Additions + Alterations (Less than 750 SQ FT)
6. Commercial New Construction
7. Large Additions + Alterations (Greater than 3000 SQ FT)
8. Small Additions + Alterations (Less than 3000 SQ FT)



TOWN OF SAN ANSELMO GREEN BUILDING FORM

STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

These green building standards have been established to ensure that residential (one- and two-family, multifamily, hotels, and motels) new construction in the Town of San Anselmo is healthy for occupants, has limited impact on the environment, reduces demand for energy, and results in cost savings from building operation. Requirements were adopted September 2023 and enforcement started March 2024, and will end December 31, 2025. The four-step process below helps applicants understand and comply with the Town of San Anselmo's green building requirements. Please refer to the ordinance Title 9 - Building Regulations/Chapter 19 - Green Building Requirements.

GREEN BUILDING PROJECT PROCESS

* **PLANNING APPLICATION (*IF REQUIRED*)**

If your project is subject to planning review, be prepared to identify in your planning application what compliance methods you've selected and how you plan to meet the requirements. If you anticipate difficulties meeting the requirements outlined in the Green Building Checklist, these concerns and any requests for exemptions should be identified in your planning application.

1 **INITIAL BUILDING PERMIT SUBMITTAL**

All the following MUST be included with your initial application for a building permit. All pages of the following forms shall be within the drawing set. DO NOT submit individual forms or PDFs:

- ☐ Completed The Town of San Anselmo Green Building Checklist (*page 2-3*).
- ☐ Completed The Town of San Anselmo CALGreen Tier 1 Checklist (*pages 4-15*), with plan sheet references where applicable.
- ☐ Energy code compliance documents as required under State Energy Code.

2 **FINAL INSPECTION**

When the project is completed, submit the following to have the green building hold lifted:

- ☐ Re-submit the final Green Building and CALGreen checklists in Step 3 above.
- ☐ Submit a Certificate of Compliance from Home Energy Rating System (HERS) provider.
- ☐ Other necessary supporting permit material (*if applicable*).

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024 1

Building Codes and Permits

TOWN OF SAN ANSELMO GREEN BUILDING CHECKLIST

STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

PROJECT ADDRESS: _____

APN: _____ APPLICANT NAME: _____

1. ELECTRIFICATION (REQUIRED FOR ALL NEW CONSTRUCTION PROJECTS)

Note: all projects must comply with mandatory requirements of Title 24, Part 6 (State Energy Code)

☐ **All Electric**, which includes:

- All electric end uses
- No natural gas or propane appliances
- No gas meters or propane infrastructure
- Compliance with energy efficiency standards required by the State

VERIFICATION: Attach Title 24 Energy Reports that complies with State minimum energy code

2. GREEN BUILDING AND EV READINESS

☐ Complete this Town of San Anselmo Green Building Checklist AND CALGreen Tier 1 Checklist: Standards for Residential New Construction.

VERIFICATION: The checklist must be signed by a qualified building professional, such as an architect, engineer, or a qualified green building professional, and attached to your application. DO NOT submit individual forms or PDFs.

3. PROJECT VERIFICATION

This form and all referenced forms herein have been completed by _____(name) of _____(company), the party responsible for this building permit application for the above listed project who affirms under penalty of perjury that it accurately represents the project plans. Applicant still must complete the CALGreen Tier 1 Checklist and Energy Checklist.

_____ _____

Signature Date

_____

Name (Please Print)

4. SUMMARIZING ENERGY END USE (CHECK BOXES AND INPUT VALUES):

☐ Total Conditioned Floor Area within the Project Scope _____ square feet

SELECT either the Performance or Prescriptive-based Compliance Pathway below and submit appropriate documentation as requested (Check One of the Following):

☐ For projects using the Performance Based Pathway to Compliance, submit data extract in .xml format from the 2022 Energy Code Compliance Software (CBECC or EnergyPro)

☐ For projects using the Prescriptive Based Pathway to Compliance (Check One of the Following):

- ☐ Submit data extract in .xml format from the 2022 Energy Code Compliance Software (CBECC or EnergyPro), OR
- ☐ If Energy Code Compliance Software was not used, please select the following measures planned for installation in Table 1 below, within the scope of your project (check all that apply):

Table 1. Measures and Appliances Installed

Check All That Apply	Measures Installed	Check All That Apply	Measures Installed
☐	Air Sealing	☐	Heat Pump Water Heater, High Efficiency, NEEA Tier 3
☐	Cool Roof	☐	Hot water pipe and tank insulation, low-flow fixtures
☐	Duct Sealing	☐	Induction Cooktop
☐	Exterior Photosensor	☐	LED lamp vs CFL
☐	Heat Pump Dryer	☐	New Ducts
☐	Heat Pump HVAC	☐	R-49 Attic Insulation
☐	Heat Pump HVAC, High Efficiency, SEER 21 or greater; HSPF 11 or greater	☐	Solar PV _____ kW DC
☐	Heat Pump Water Heater	☐	Battery (storage) _____ kWh
☐	Other (please describe): _____		

VERIFICATION: Compliance will be verified by 1) submitting 2022 Energy Code Compliance Software data extract (.xml) and attaching Title 24 Energy Reports that complies with State minimum energy code, OR 2) completing Table 1 above.

Building Codes and Permits

TOWN OF SAN ANSELMO GREEN BUILDING CHECKLIST

STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

This checklist is effective March 2024 for newly constructed single one- and two-family, multifamily, hotels, motels, lodging houses, dwellings, dormitories, condominiums, shelters, congregate residences, employee housing, factory-built housing and other types of dwellings containing sleeping accommodations with or without a common toilet or cooking facilities including accessory buildings, facilities and uses thereto. Existing sites and landscaping improvements that are not otherwise disturbed are not subject to CALGreen.

Submit this CALGreen Tier 1 checklist accompanied with the Town of San Anselmo Green Building Checklist (see pages 2-3 above) with your plans to demonstrate compliance with the green building ordinance. This checklist includes modifications specific to the Town of San Anselmo. For more information on the Town of San Anselmo's Green Building requirements, please visit Title 9 - Building Regulations/Chapter 19 - Green Building Requirements which requires (with amendments) CALGreen Chapters 4 and Appendix A4.

PROJECT DETAILS

Project Address _____ APN _____

Applicant Name (Please Print) _____

PROJECT VERIFICATION

The Green Building Rater, listed below, has reviewed the plans and certifies that the mandatory and elective measures listed above are hereby incorporated into the project plans and will be implemented into the project in accordance with the requirements set forth in the 2022 California Green Building Standards Code as amended by the Town of San Anselmo.

Signature _____ Date _____

Name (Please Print) _____

Green Building Certification[1] and License Number _____

[1] CALGreen Special Inspector, LEED AP, or Green Point Rater are acceptable certifications

DIVISION 4.1 PLANNING AND DESIGN

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as **(ELECTIVE)**, a minimum of TWO **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.106.2 (MANDATORY) A plan is developed and implemented to manage stormwater runoff from the construction activities through compliance with the Town of San Anselmo's Stormwater Runoff Pollution Prevention Ordinance.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.3 (MANDATORY) Construction plans shall indicate how site grading, or a drainage system will manage all surface water flows to keep water from entering buildings.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.2.3 (MANDATORY) Displaced topsoil shall be stockpiled for reuse in a designated area and covered or protected from erosion.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.4 (MANDATORY) Permeable paving is utilized for not less than 20 percent of the total parking, walking, or patio surfaces.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.5 (MANDATORY) Roofing materials shall have a minimum 3-year aged solar reflectance and thermal emittance or a minimum Solar Reflectance Index (SRI) equal to or greater than the values specified in the applicable tables. San Anselmo is in Climate Zone 2.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4 (MANDATORY) Electric vehicle charging. Residential construction shall comply with Section 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric Vehicle Supply Equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.

Exceptions:

1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one for more of the following conditions:
   1.1. Where there is no local utility power supply, or the local utility is unable to supply adequate power.
   1.2. Where there is evidence suitable to the local enforcing agency substantiation that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4 may adversely impact the construction cost of the project.

Building Codes and Permits

2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities and without electrical panel upgrade or new panel installation. Detached ADUs, attached ADUs, and JADUs without additional parking but with electrical panel upgrades or new panels must have reserved breaker and electrical capacity according to the requirements of A4.106.8.1.
3. Multifamily building projects that have approved entitlements before the code effective date.
4. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4.1.1 (MANDATORY) Electric vehicle charging. For new multi-family dwelling units with parking spaces, comply with EV Charging and parking space requirements as amended from CALGreen, in accordance with Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments, where:

1. 15 percent parking spaces are EV charging stations with Level 2 EV Ready (40 amperes)
2. 85 percent parking spaces are Low Power Level 2 EV Ready space (20 amperes)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4.2.1 (MANDATORY) Electric vehicle charging. For new hotels and motels with shared parking facilities, comply with EV Charging and parking space requirements as amended from CALGreen, in accordance with Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments, where:

1. 10 percent parking spaces are EV charging stations with Level 2 EV Ready (40 amperes)
2. 35 percent parking spaces are Low Power level 2 EV Ready space (20 amperes)
3. 10 percent parking spaces are Level 2 EV Capable (40 amperes)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4.4 (MANDATORY) Electric vehicle charging. If direct current fast charging stations (DCFC) are being installed, one DCFC may be substituted for up to five (5) EVCS and if ALMS is used comply with requirements as amended from CALGreen, in accordance with Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.8.1 (MANDATORY) Electric vehicle charging. For one- and two-family dwellings and townhouses with attached private garages, install a dedicated 208/240-volt branch circuit, including an overcurrent protective device rated at 40 amperes minimum per dwelling unit for future EV charging, in accordance with *CALGreen Measure A4.106.8.1 Tier 1 and Tier 2.*

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024 6

A4.106.9.2 (MANDATORY) Provide on-site bicycle parking for at least one bicycle per every one dwelling unit. Acceptable parking facilities shall be conveniently reached from the street, in accordance with *CALGreen Section A4.106.9.2,* and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored racks for bicycles.
2. Lockable bicycle rooms with permanently anchored racks.
3. Lockable, permanently anchored bicycle lockers.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.103.1 Site Selection (ELECTIVE) - A site which complies with at least one of the following characteristics (check at least one):

☐ Infill
☐ Greyfield
☐ EPA-recognized Brownfield

Plan sheet reference (if applicable): _____

A4.103.2 Site Selection (ELECTIVE) - Facilitate Community connectivity by locating w/in true walking distance of (check at least one):

☐ ¼ mile of at least 4 basic services
☐ ½ mile of at least 7 basic services
☐ Other methods increasing access to additional resources

Plan sheet reference (if applicable): _____

A4.104.1 Site Preservation (ELECTIVE) - An individual with oversight responsibility of the project has participated in an educational program promoting environmentally friendly design or development and has provided training or instruction to appropriate entities.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.105.2 Deconstruction and Reuse of Existing Materials (ELECTIVE) - Existing buildings are disassembled for reuse or recycling of building material. The proposed structure utilizes at least one of the following materials which can be easily reused (check at least one):

☐ Light fixtures
☐ Plumbing fixtures
☐ Doors and trim
☐ Masonry
☐ Electrical devices
☐ Appliances
☐ Foundations or portions of foundations

Plan sheet reference (if applicable): _____

A4.106.2.1 Site Development (ELECTIVE) – Soil analysis is performed by a license design professional and the findings utilized in the structural design of the building.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024 7

Building Codes and Permits

A4.106.2.2 Site Development (ELECTIVE) – Soil disturbance and erosion are minimized by using one of the following (check at least one):

- ☐ Natural drainage patterns are evaluated, and erosion controls are implemented to minimize erosion during construction and after occupancy.
- ☐ Site access is accomplished by minimizing the amount of cut and fill needed to install access roads and driveways.
- ☐ Underground construction activities are coordinated to utilize the same trench, minimize the amount of time the disturbed soil is exposed, and the soil is replaced using accepted compaction methods.

Plan sheet reference (if applicable): _____

A4.106.3 Site Development (ELECTIVE) – Postconstruction landscape designs accomplish one or more of the following (check at least one):

- ☐ Areas disrupted during construction are restored to be consistent with native vegetation species and patterns.
- ☐ Utilize 75 percent of native California or drought tolerant plant and tree species appropriate for the climate zone region.

Plan sheet reference (if applicable): _____

A4.106.6 Site Development (ELECTIVE) – Install a vegetated roof for at least 50 percent of roof area and shall comply with requirements for roof gardens and landscaped roofs in California Building Code, Chapter 15/16

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.7 Site Development (ELECTIVE) – Reduce nonroof heat islands for 50 percent of sidewalks, patios, driveways, or other paved areas by using one or more of the methods listed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.9 Site Development (ELECTIVE) – Provide bicycle parking facilities as noted below or meet a local ordinance as per section A4.106.9.1, A4.106.9.2, or A4.106.9.3.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.306.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.2 ENERGY EFFICIENCY

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.201.1 (MANDATORY) Building meets or exceeds the requirements of the California Building Energy Efficiency Standards.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as **(ELECTIVE)**, a minimum of TWO **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.303.1 Indoor Water Use (MANDATORY) Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) installed in residential buildings shall comply with the prescriptive requirements of Sections 4.303.1.1 through 4.303.1.4.5.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.303.1.4.3 Indoor Water Use (MANDATORY) – Metering faucets in residential buildings shall not deliver more than 0.2 gallons per cycle.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.303.2 Indoor Water Use (MANDATORY) – Submeters for multifamily building and dwelling units in mixed-use residential/commercial buildings. Submeters shall be installed to measure water usage of individual rental dwelling units in accordance with the *California Plumbing Code*.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.303.3 Indoor Water Use (MANDATORY) – Plumbing fixtures and fittings required in Section 4.303.1 shall be installed in accordance with the *California Plumbing Code* and shall meet the applicable referenced standards.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.304.1 Outdoor Water Use (MANDATORY) – Residential developments shall comply with local water efficient landscape ordinance or the current California Department of Water Resources Model Water Efficient Landscape Ordinance (MWELO), whichever is more stringent.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.305.1 Water Reuse Systems (MANDATORY) – Newly constructed residential developments, where disinfected tertiary recycled water is available from a municipal source to a construction site, may be required to have recycled water supply systems installed, allowing the use of recycled water for residential landscape irrigation systems.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.1 Indoor Water Use (ELECTIVE) – The maximum flow rate of kitchen faucets shall not exceed 1.5 gallons per minute at 60 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 60 psi and must default to a maximum flow rate of 1.5 gallons per minute at 60 psi. Note: Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.2 Indoor Water Use (ELECTIVE) – Alternate water sources for non-potable applications. Alternate non-potable water sources are used for indoor potable water reduction. Alternate non-potable water sources shall be installed in accordance with the *California Plumbing Code*.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Building Codes and Permits

A4.303.3 Indoor Water Use (ELECTIVE) – Install at least one qualified ENERGY STAR dishwasher or clothes washer.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.4 Indoor Water Use (ELECTIVE) – Non-water urinals and waterless toilets are installed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.5 Indoor Water Use (ELECTIVE) – One- and two-family dwellings shall be equipped with a demand hot water recirculation system.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.304.1 Outdoor Water Use (ELECTIVE) – A rainwater capture system is designed and installed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.304.2 Outdoor Water Use (ELECTIVE) – A landscape design is installed that eliminates the use of potable water.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.304.3 Outdoor Water Use (ELECTIVE) – For new water service connections, landscaped irrigated areas less than 5,000 square feet shall be provided with separate submeters or metering devices for outdoor potable water use.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.305.1 Water Reuse Systems (ELECTIVE) – Piping is installed to permit future use of a graywater irrigation system served by the clothes washer or other fixtures.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.305.2 Water Reuse Systems (ELECTIVE) – Recycled water piping is installed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.305.3 Water Reuse Systems (ELECTIVE) – Recycled water is used for landscape irrigation.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.306.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE) – Items that address innovative concepts or local environmental conditions.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.4 MATERIAL CONSERVATION & RESOURCE EFFICIENCY

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as (**ELECTIVE**), a minimum of TWO **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

A4.405.3 Material Sources (MANDATORY) – Post-consumer or pre-consumer recycled content value (RCV) materials are used on the project, not less than a 10 percent recycled content value.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.406.1 Enhanced Durability and Reduced Maintenance (MANDATORY) – Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry, or similar method acceptable to the enforcing agency.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.408.1 Construction Waste Reduction, Disposal and Recycling (MANDATORY) – Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with the reporting standards outlined by Zero Waste Marin.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.408.1 Construction Waste Reduction, Disposal and Recycling (MANDATORY) – Construction waste generated at the site is diverted to recycle or salvage in compliance with at least a 65 percent reduction. Any mixed recyclables that are sent to mixed-waste recycling facilities shall include a qualified third party verified facility average diversion rate. Verification of diversion rates shall meet minimum certification eligibility guidelines, acceptable to the local enforcing agency.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.410.1 Building Maintenance and Operation (MANDATORY) – An operation and maintenance manual shall be provided to the building occupant or owner.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.410.2 Building Maintenance and Operation (MANDATORY) – Where 5 or more multi-family dwelling units are constructed on a building site, provide readily accessible areas that serve all buildings on the site and is identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste, and metals or meet a lawfully enacted local recycling ordinance if more restrictive.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Building Codes and Permits

A4.403.1 Foundation Systems (ELECTIVE) - Frost protected foundation systems are designed and constructed.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.1 Efficient Framing Techniques (ELECTIVE) – Beams and headers and trimmers are the minimum size to adequately support the load.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.2 Efficient Framing Techniques (ELECTIVE) – Dimensions and layouts are designed to minimize waste.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.3 Efficient Framing Techniques (ELECTIVE) – Use premanufactured building systems to eliminate solid sawn lumber whenever possible.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.4 Efficient Framing Techniques (ELECTIVE) – Material lists are included in the plans which specify material quantity and provide direction for on-site cuts.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.405.1 Material Sources (ELECTIVE) – One or more of the following materials, that do not require additional resources for finishing are used (check at least one):

- ☐ Exterior trim not requiring paint or stain
- ☐ Windows not requiring paint or stain
- ☐ Siding or exterior wall coverings which do not require paint or stain

Plan sheet reference (if applicable): _____

A4.405.2 Material Sources (ELECTIVE) – Floors that do not require additional coverings are used including but not limited to stained, natural or stamped concrete floors.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.405.4 Material Sources (ELECTIVE) – Renewable source building products are used.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.1 Water Resistance and Moisture Management (ELECTIVE) – Install foundation and landscape drains.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.2 Water Resistance and Moisture Management (ELECTIVE) – Install gutter and downspout systems to route water at least 5 feet away from the foundation or connect to landscape drains which discharge to a dry well, sump, bioswale, rainwater capture system or other approved on-site location.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.3 Water Resistance and Moisture Management (ELECTIVE) – Provide flashing details on the building plans and comply with accepted industry standards or manufacturer's instructions.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.4 Water Resistance and Moisture Management (ELECTIVE) – Protect building materials delivered to the construction site from rain and other sources of moisture.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.6 Water Resistance and Moisture Management (ELECTIVE) – Exterior doors to the dwelling are protected to prevent water intrusion.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.7 Water Resistance and Moisture Management (ELECTIVE) – A permanent overhang or awning at least 2 feet in depth is provided.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.411.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.5 ENVIRONMENTAL QUALITY

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as (**ELECTIVE**), a minimum of ONE **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.503.1 Fireplaces (MANDATORY) – Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with the U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable and shall have a permanent label indicating they are certified to meet the emission limits. Woodstoves, pellet stoves, and fireplaces shall also comply with applicable local ordinances including Bay Area Air Quality Management District, BAAQMD.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.1 Pollutant Control (MANDATORY) – Duct openings and other related air distribution component openings shall be covered during construction.
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Building Codes and Permits

4.504.2.1 Pollutant Control (MANDATORY) – Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.2.2 Pollutant Control (MANDATORY) – Paints, stains and other coatings shall be compliant with VOC limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.2.3 Pollutant Control (MANDATORY) – Aerosol paints and coatings shall be compliant with product weighted MIR Limits for ROC and other toxic compounds.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.2.4 Pollutant Control (MANDATORY) – Documentation shall be provided to verify that compliant VOC limit finish materials have been used.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.3 Pollutant Control (MANDATORY) – Carpet and carpet systems shall be compliant with VOC limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.4 Pollutant Control (MANDATORY) – 80 percent of floor area receiving resilient flooring shall comply with specified VOC criteria.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.5 Pollutant Control (MANDATORY) – Particleboard, medium density fiberboard (MDF), and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.504.2 Pollutant Control (MANDATORY) – Install VOC compliant resilient flooring systems. Ninety (90) percent of floor area receiving resilient flooring shall comply with the VOC-emission limits established in section A4.504.2.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.504.3 Pollutant Control (MANDATORY) – Thermal insulation installed in the building shall be in compliance with VOC limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.505.2 Interior Moisture Control (MANDATORY) – Vapor retarder and capillary break is installed at slab on grade foundations.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.505.3 Interior Moisture Control (MANDATORY) – Moisture content of building materials used in wall and floor framing is checked before enclosure.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.506.1 Indoor Air Quality and Exhaust (MANDATORY) – Each bathroom shall be provided with the following:

1. ENERGY STAR fans ducted to terminate outside the building.
2. Fans must be controlled by a humidity control (Separate or built-in); OR functioning as a component of a whole-house ventilation system.
3. Humidity controls with manual or automatic means of adjustment, capable of adjustment between a relative humidity range of ≤ 50 percent to a maximum of 80 percent.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.507.2 Environmental Comfort (MANDATORY) – Duct systems are sized, designed, and equipment is selected using the following methods:

1. Establish heat loss and heat gain values according to ANSI/ACCA 2 Manual J-2016 or equivalent.
2. Size duct systems according to ANSI/ACCA 1 Manual D – 2016 or equivalent.
3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2014 or equivalent.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A5.5041. Pollutant Control (ELECTIVE) – Use composite wood products made with either California Air Resources Board approved no-added formaldehyde (NAF) resins or ultra-low emitting formaldehyde (ULEF) resins.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A5.506.2 Indoor Air Quality and Exhaust (ELECTIVE) – Provide filters on return air openings rated MERV 8 or higher during construction when it is necessary to use HVAC equipment

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A5.506.3 Indoor Air Quality and Exhaust (ELECTIVE) – Direct-vent appliances shall be used when equipment is located in conditioned space; or the equipment must be installed in an isolated mechanical room

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

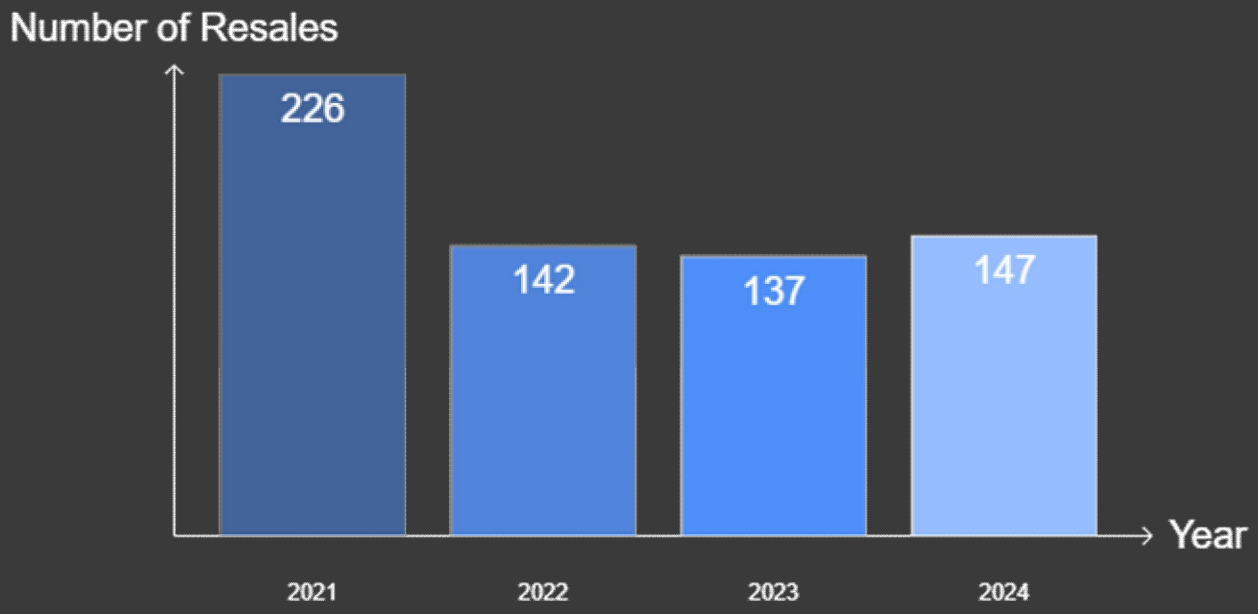
A5.509.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Code Enforcement Officer

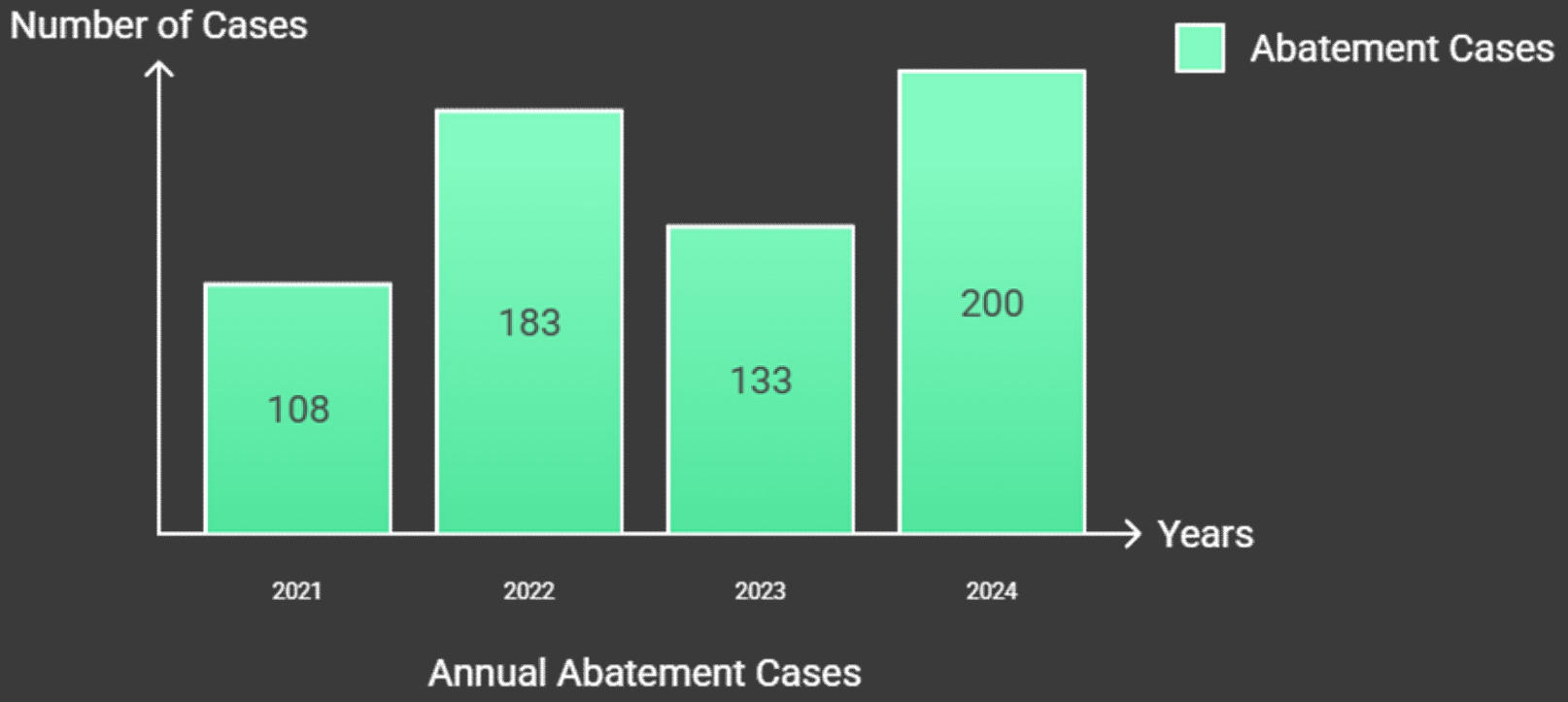


Code Enforcement Officer



Resales Over Four Years

Code Enforcement Officer



Code Enforcement Officer

Exterior siding permit.

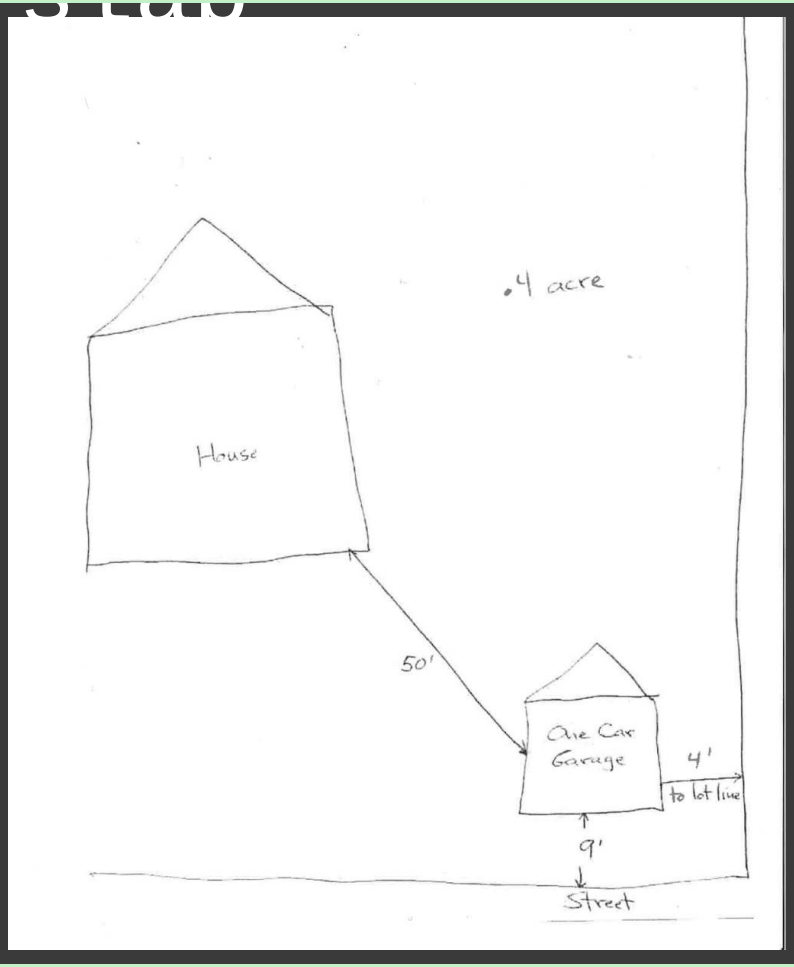


Code Enforcement Officer

No permits.

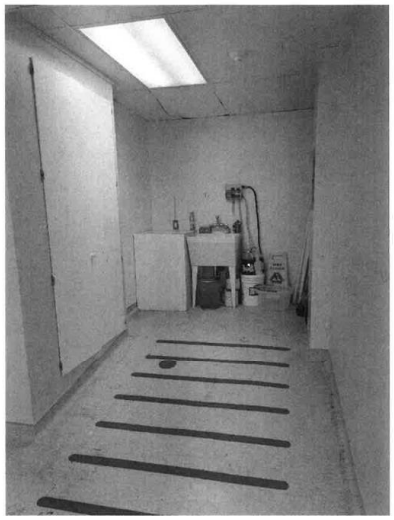


Permit review – new concrete slab

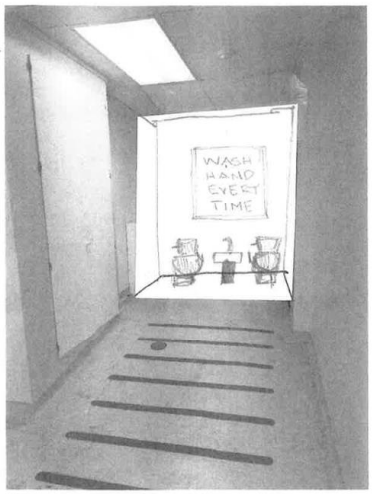


Permit review – new preschool

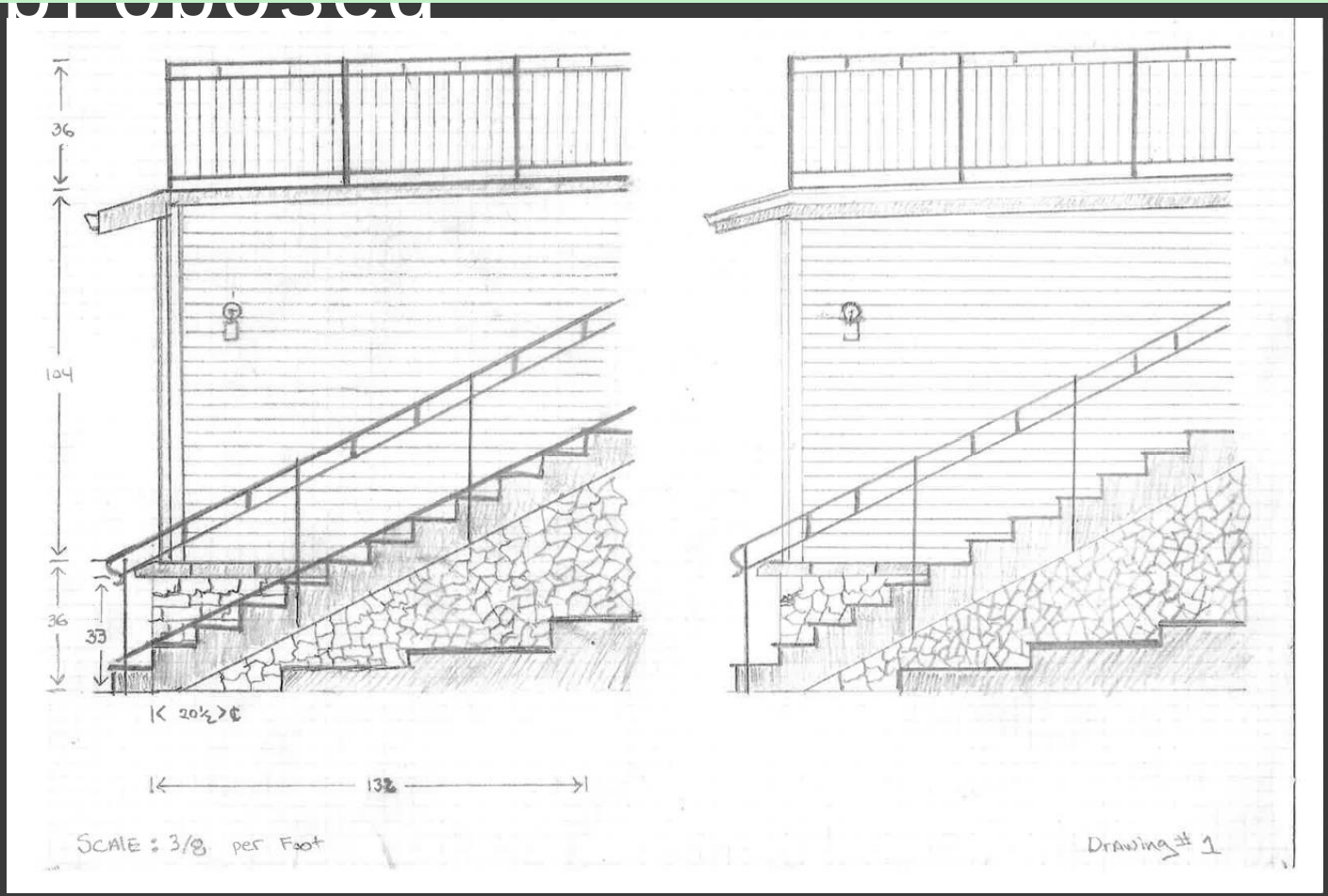
Before Installation



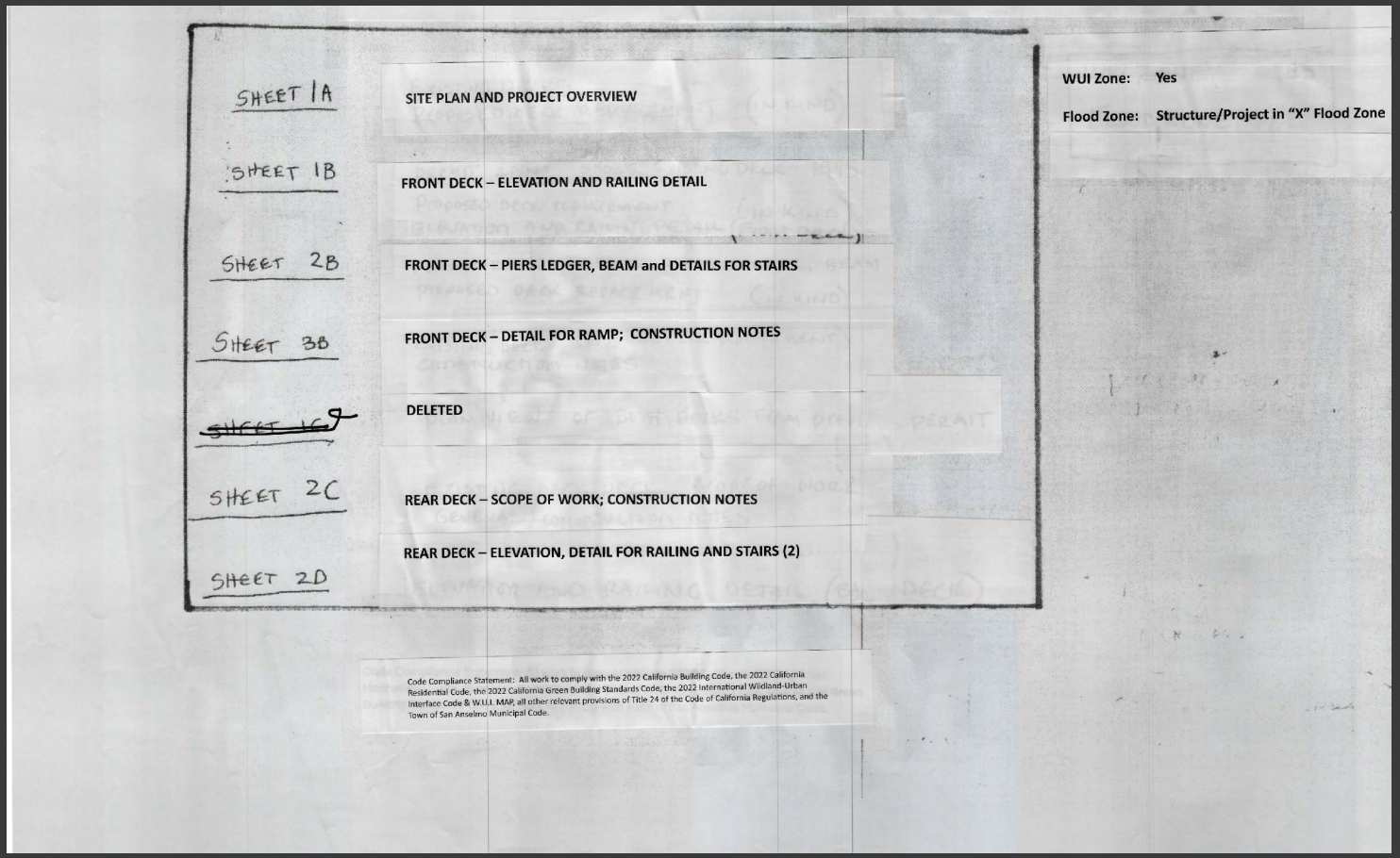
"AFTER INSTALL"



Permit review – existing and proposed



Permit review



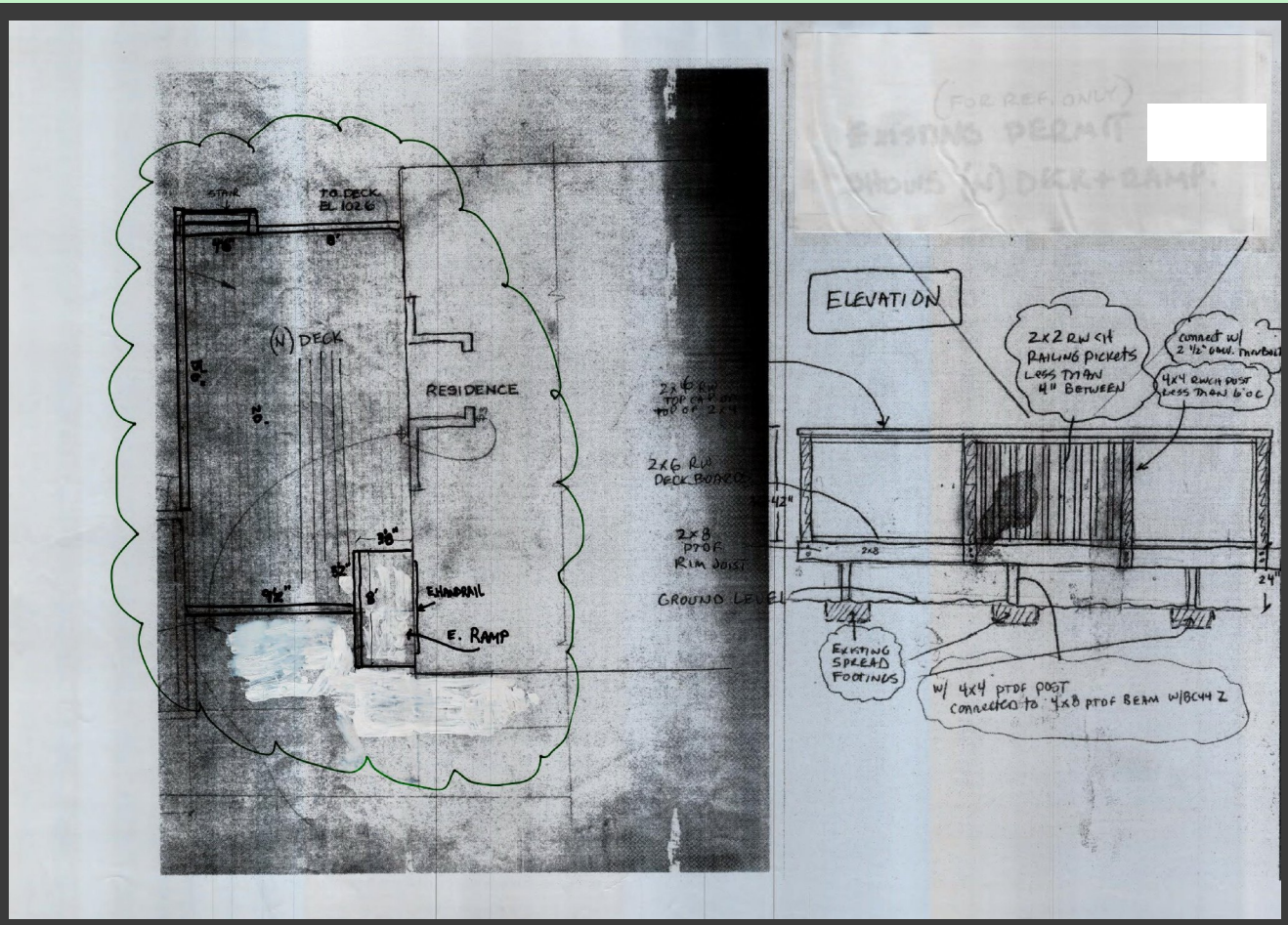
SHEET 1A	SITE PLAN AND PROJECT OVERVIEW
SHEET 1B	FRONT DECK – ELEVATION AND RAILING DETAIL
SHEET 2B	FRONT DECK – PIERS LEDGER, BEAM and DETAILS FOR STAIRS
SHEET 3B	FRONT DECK – DETAIL FOR RAMP; CONSTRUCTION NOTES
~~SHEET 1C~~	DELETED
SHEET 2C	REAR DECK – SCOPE OF WORK; CONSTRUCTION NOTES
SHEET 2D	REAR DECK – ELEVATION, DETAIL FOR RAILING AND STAIRS (2)

WUI Zone: Yes

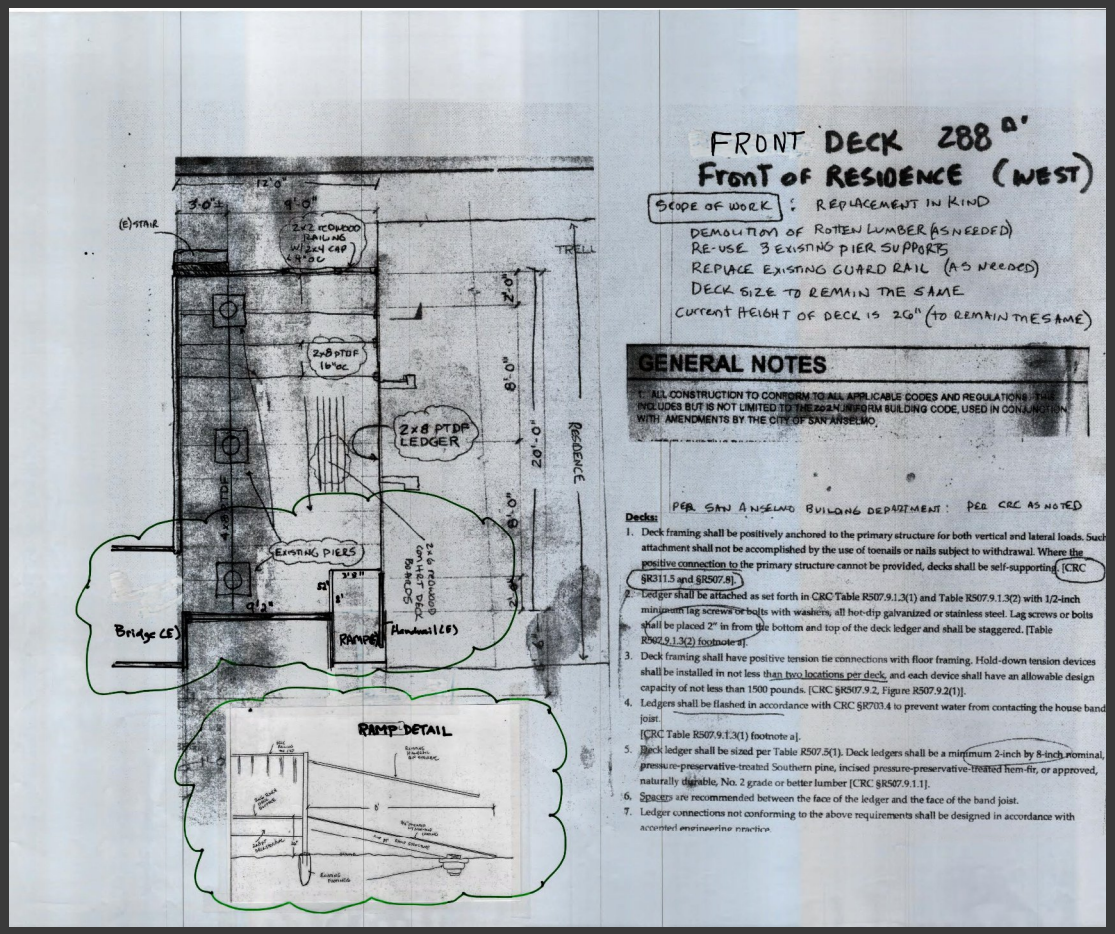
Flood Zone: Structure/Project in "X" Flood Zone

Code Compliance Statement: All work to comply with the 2022 California Building Code, the 2022 California Residential Code, the 2022 California Green Building Standards Code, the 2022 International Wildland-Urban Interface Code & W.U.I. MAP, all other relevant provisions of Title 24 of the Code of California Regulations, and the Town of San Anselmo Municipal Code.

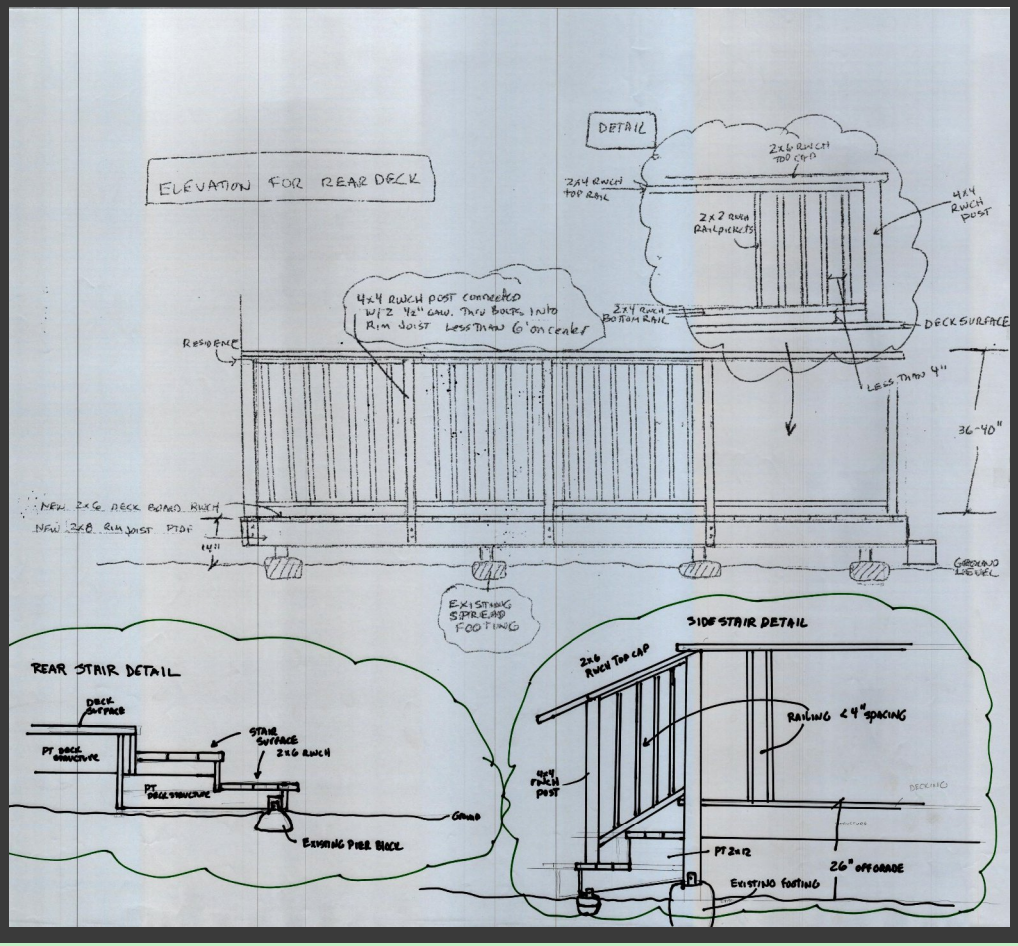
Permit review



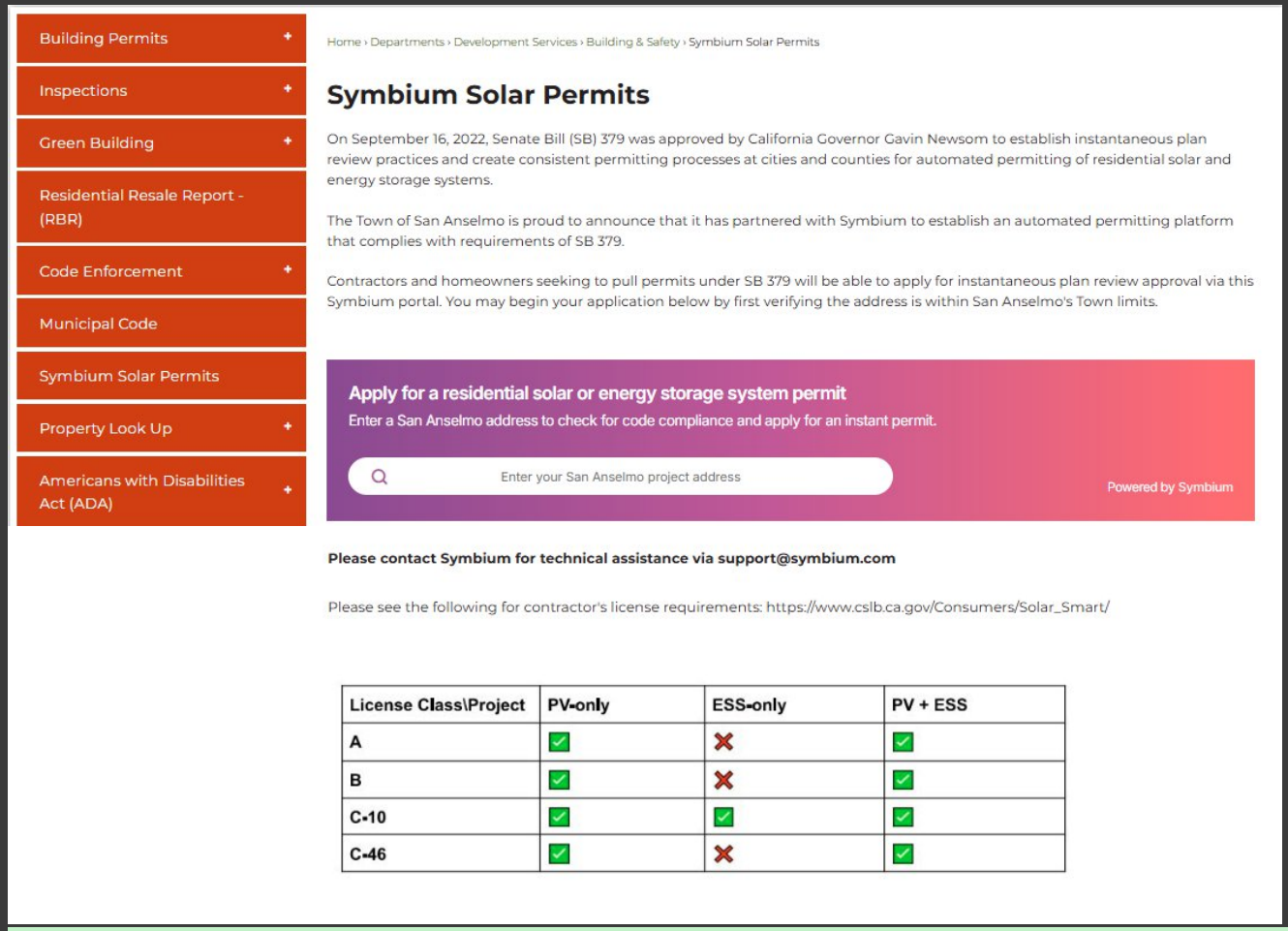
Permit review



Permit review



Symbium



- Building Permits +
- Inspections +
- Green Building +
- Residential Resale Report - (RBR)
- Code Enforcement +
- Municipal Code
- Symbium Solar Permits
- Property Look Up +
- Americans with Disabilities Act (ADA) +

Home › Departments › Development Services › Building & Safety › Symbium Solar Permits

Symbium Solar Permits

On September 16, 2022, Senate Bill (SB) 379 was approved by California Governor Gavin Newsom to establish instantaneous plan review practices and create consistent permitting processes at cities and counties for automated permitting of residential solar and energy storage systems.

The Town of San Anselmo is proud to announce that it has partnered with Symbium to establish an automated permitting platform that complies with requirements of SB 379.

Contractors and homeowners seeking to pull permits under SB 379 will be able to apply for instantaneous plan review approval via this Symbium portal. You may begin your application below by first verifying the address is within San Anselmo's Town limits.

Apply for a residential solar or energy storage system permit

Enter a San Anselmo address to check for code compliance and apply for an instant permit.

Enter your San Anselmo project address

Powered by Symbium

Please contact Symbium for technical assistance via support@symbium.com

Please see the following for contractor's license requirements: https://www.cslb.ca.gov/Consumers/Solar_Smart/

License Class\Project	PV-only	ESS-only	PV + ESS
A	✅	❌	✅
B	✅	❌	✅
C-10	✅	✅	✅
C-46	✅	❌	✅

Customer service improvement

Already underway

1. Like-for like kitchen and bathroom remodel process
2. Auto CSLB lookup
3. A process for ADU pre-approval
4. Training Permit Technicians

Improvement Suggestions

1. Separate staff for permit payment processing
2. Adding more permit types to Symbium
3. Qless
4. Developing a Building Department Permit Cost Schedule
5. Redefining the criteria for the Undergrounding requirement and hardship.
6. Acta
7. Over the counter days – two per month starting in March
8. Survey to be sent out with every completed permit



Building Department 2025 goals

1. Revise existing Municipal Building Codes (obsolete codes need to be removed).
2. Soft story program.



TOWN OF SAN ANSELMO

Development Services Customer Satisfaction Survey

The Town of San Anselmo values your feedback, and we want to hear from you!
To better serve you, kindly share your thoughts about your recent experience with your project. Whether you were satisfied or believe there were areas we could improve, your input is important to us. The Town is committed to enhancing services and improving your experience. The survey is anonymous and expected to take less than five minutes.

General Feedback

1. **Which of the following most accurately identifies you as a customer of the Town of San Anselmo?** *Please check all that apply.*
   - ☐ San Anselmo Resident (Homeowner or Renter)
   - ☐ Property Owner
   - ☐ Business Owner
   - ☐ Design Professional
   - ☐ Land Developer
   - ☐ Contractor
   - ☐ Other, please specify: _____

2. **What was the purpose of your recent interaction with the Town of San Anselmo?** *Please check all that apply.*
   - ☐ Building Permit or Inspection
   - ☐ Building Plan Check
   - ☐ Code Enforcement
   - ☐ Encroachment Permit or Public Works
   - ☐ General Inquiry
   - ☐ Record Request
   - ☐ Planning (e.g. design review, variance, conditional use permit)
   - ☐ Other, please specify: _____

3. **When did you last interact with the Town of San Anselmo Development Services Department?** *Please check all that apply.*
   - ☐ Within the week
   - ☐ This month
   - ☐ Within the last 6 months
   - ☐ More than 6 months ago

4. **How do you prefer to receive information from the Town of San Anselmo?** *Please check all that apply.*
   - ☐ Email
   - ☐ In-Person
   - ☐ Phone
   - ☐ Website
   - ☐ Text Message
   - ☐ Social Media
   - ☐ Mail

5. **May the Town contact you directly regarding your comments? (Optional)** *We may wish to follow up for further insight based on your responses. Providing your contact information is optional and will not affect your participation or the survey outcome.*

Name	
Email	
Phone	

Please complete this portion of the survey if you received services related to building permits, code compliance, or the maintenance and improvement of the town's infrastructure. For Planning, please provide your feedback in the next section.

Building & Public Works

Building & Public Works manages building permits, ensures code compliance for safe construction, and oversees the maintenance and improvement of the town's infrastructure, including streets, parks, and public buildings.

1. On a scale of 1-5, how would you rate the overall quality of your recent interaction with Building & Public Works?

Excellent	Good	Satisfactory	Fair	Needs Improvement
○	○	○	○	○
5	4	3	2	1

2. On a scale of 1-5, please rate your satisfaction in each of the areas.

Staff Accessibility & Availability				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Staff Courtesy & Professionalism				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Helpfulness of Information & Guidance Provided				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

_____

_____

_____

_____

_____

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

_____

_____

_____

_____

_____

Please complete this portion of the survey if you received Planning services, such as zoning, land use permits, or site planning. If you received services related to building permits or infrastructure, please provide your feedback in the previous section.

Planning

The Planning Department oversees land use, zoning, and development to ensure projects align with zoning regulations, Town policies, and the community's vision. Unlike the Building Department, which focuses on construction safety and code compliance, the Planning Department reviews development proposals before they reach the Building Department, ensuring alignment with federal, state, and local regulations, including the Town's General Plan and Zoning Code

1. **On a scale of 1-5, how would you rate the overall quality of your recent interaction with Planning?**

Excellent	Good	Satisfactory	Fair	Needs Improvement
○	○	○	○	○
5	4	3	2	1

2. **On a scale of 1-5, please rate your satisfaction in each of the areas.**

Staff Accessibility & Availability				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Staff Courtesy & Professionalism				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Helpfulness of Information & Guidance Provided				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**

○	○	○	○	○
5	4	3	2	1

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

_____

_____

_____

_____

_____

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

_____

_____

_____

_____

_____

TOWN OF
SAN ANSELMO
EST. 1907

Town of San Anselmo

Building Department Update and Customer Service

Building Department Update

Building Department Overview

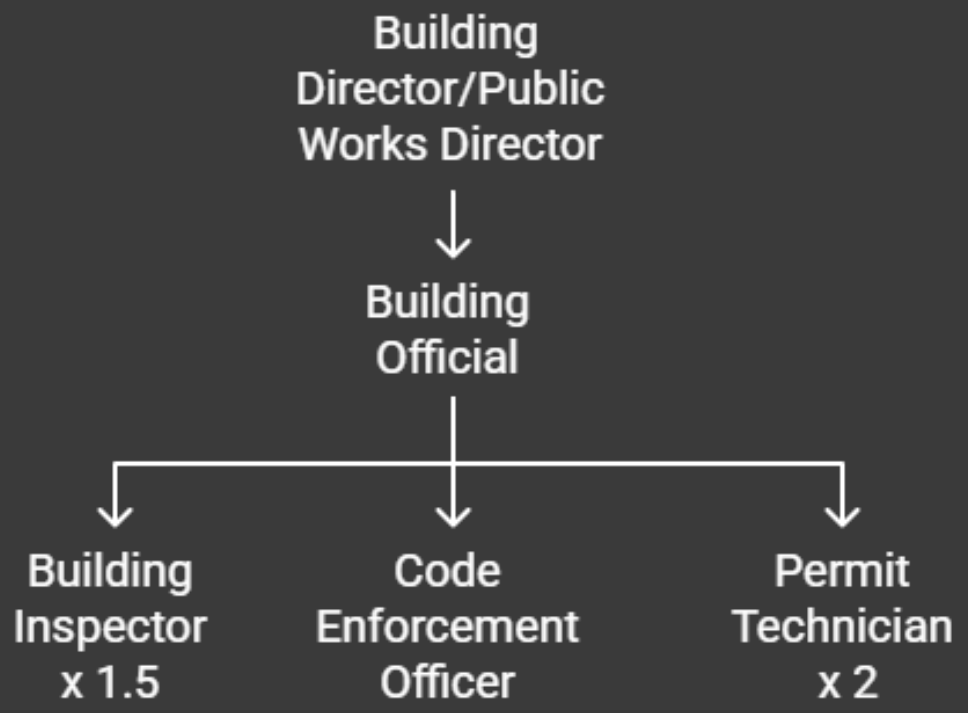
1. Staffing, Codes, and Permits
2. Permit Process
3. Inspections, Code Enforcement, Abatements and Emergency Response
4. Customer Service Concerns and Recommendations

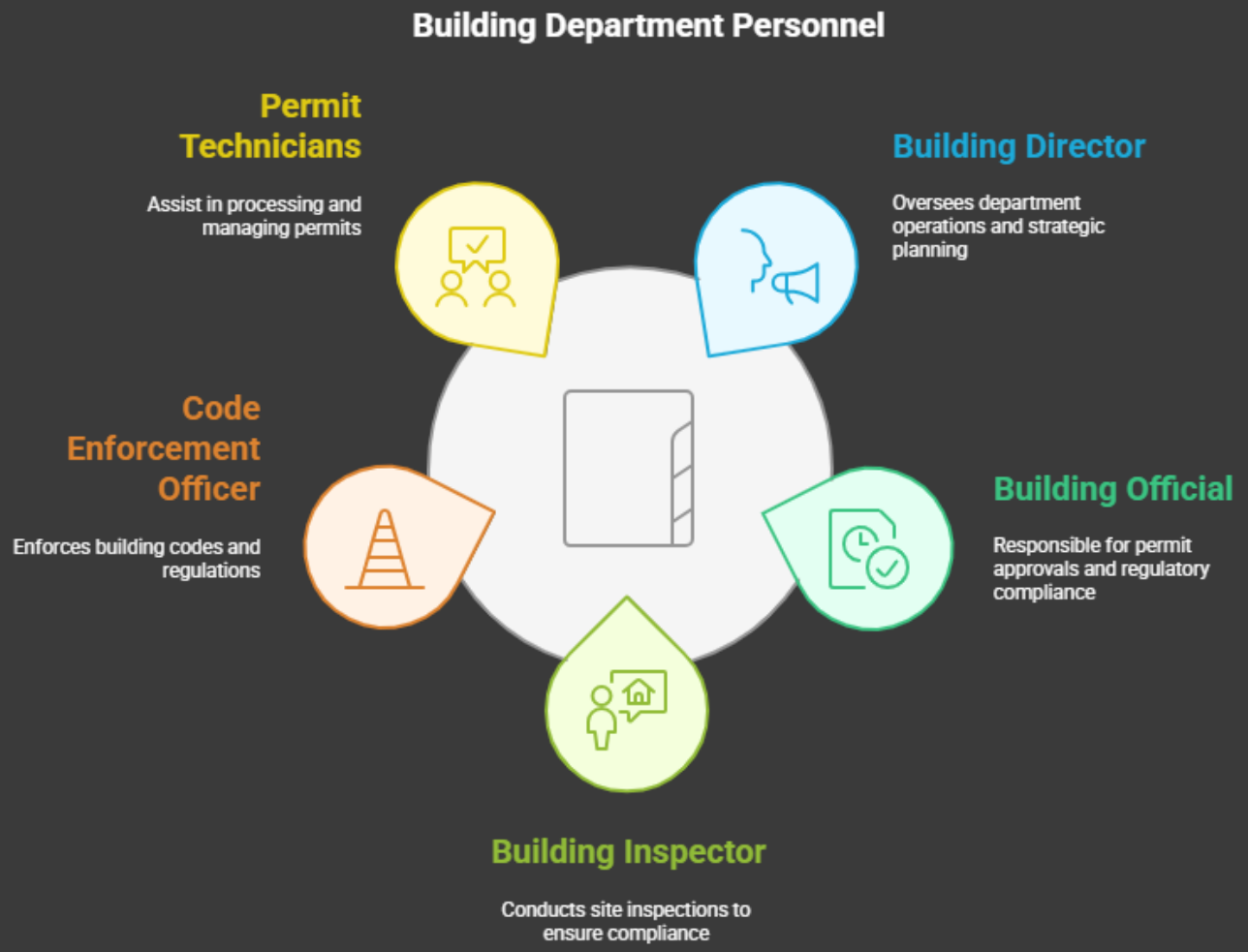
Building Department Update

Building Department Focus

- Ensure Safe Building Practices
- Protect the Safety, Health, and Welfare of People
- Provide Guidance Through The Process

Building Department Overview





Building Codes and Permits

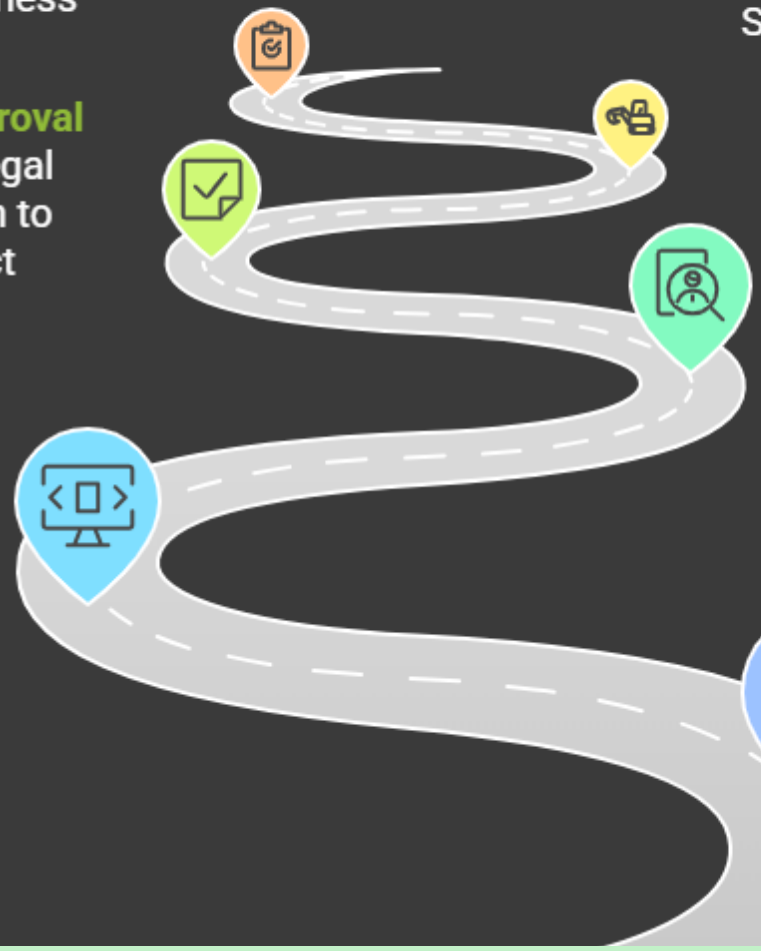
- Earthquakes
- Floods
- Wildfires
- Structure Fires
- Landslides
- Falling Trees



Building Department Hours

Building Counter Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Belvedere					
Corte Madera	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 12pm
Larkspur	9am-5pm		9am-5pm		
Marin County	8am - 4pm	8am - 4pm	8am - 4pm	8am - 4pm	8am- 12pm
Mill Valley		8am- 12pm		8am- 12pm	
Novato	9am- 11am	9am- 11am	9am- 11am	9am- 11am	
San Anselmo	8:30am- 12pm	8:30am- 12pm	8:30am- 12pm	8:30am- 12pm	
San Rafael	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 4pm	8:30am - 12:30pm
Sausalito			9am- 12pm		
Tiburon	8am- 10am	8am- 10am	8am- 10am	8am- 10am	
Town of Ross	9am- 12pm	9am- 12pm	9am- 12pm	9am- 12pm	

Permit Process



Final Inspection and Approval

Ensuring safety and readiness

Construction Phase

Scheduling and conducting inspections

Permit Approval

Granting legal permission to construct

Permit Review

Reviewing compliance with regulations

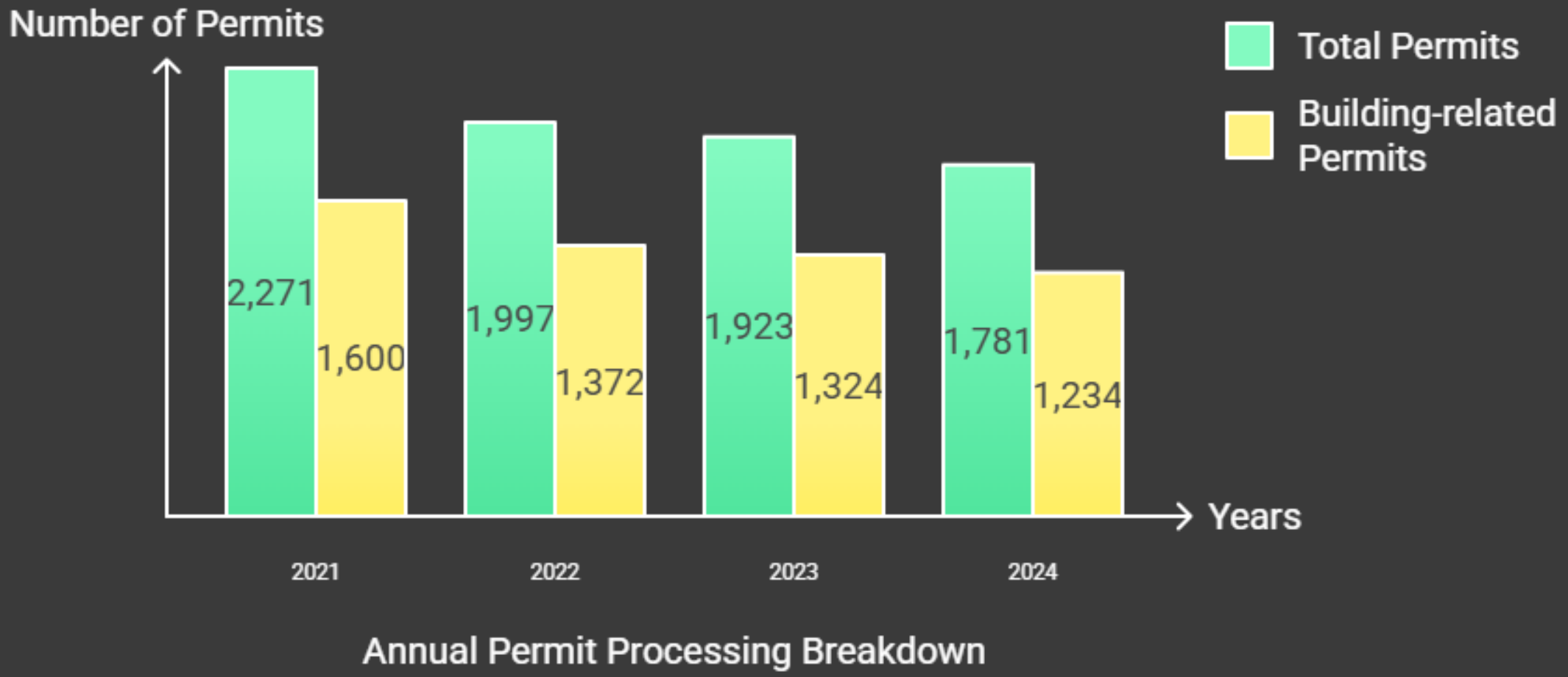
Application Submission

Submitting plans and forms

Pre-Application Research

Conducting zoning and code checks

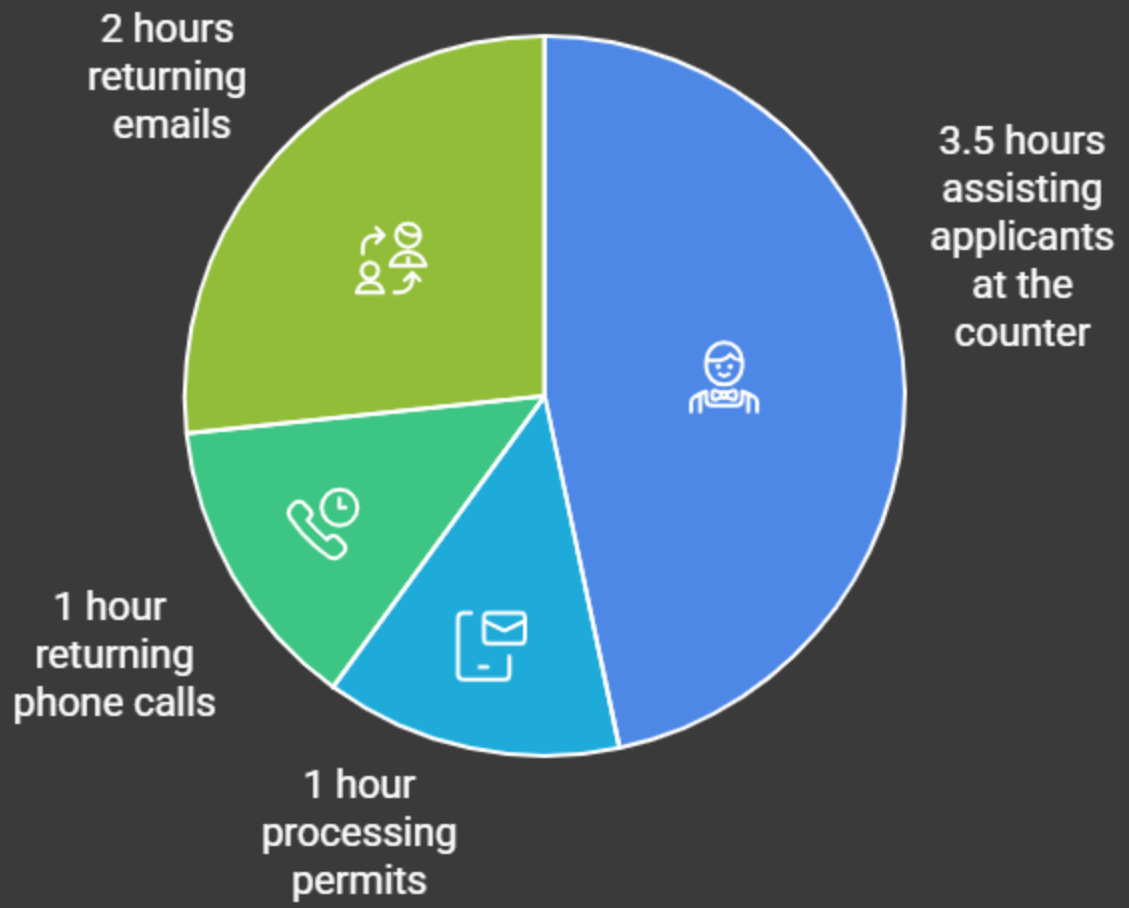
Number of Permits



Annual Permit Processing Breakdown

Permit Process

Time Allocation of Permit Technicians



- Preparing and sending mass mailers to residents
- Updating the website
- Updating Building and Public Works forms
- Scheduling pre-construction meetings
- Scheduling pre-application meetings
- Recording documents with the County Assessor
- Preparing documents for Public Record Requests
- Ordering office supplies
- Plan review and customer service training

Permit Process is complicated

Construction Permits

1. ADA Improvements
2. Bathroom remodel
3. Building (general)
4. Combination Kitchen/Bathroom
5. Demo only
6. Gate
7. Kitchen Remodel
8. New Construction
9. Pool
10. Remodel
11. Reroof
12. Shell Improvements
13. Spa
14. Tenant Improvements
15. Window or Door replacement
16. Window replacement

Utility Permits

17. Electrical
18. Furnace
19. Generator
20. Mechanical
21. Plumbing
22. Water heater

Energy Permits

23. Electrical EV Charging
24. Photovoltaic
25. Symbium PV

Sitework

26. Fence
27. Flatwork
28. Flood Development
29. Grading Hauling
30. Watercourse

Specialty

31. Pre-application
32. Resale

Do we have enough Permit Forms?

1. AC Units, Condensers and Generator
2. Access Compliance Statement Form
3. Accessory Dwelling Units
4. Acknowledgment of Undergrounding Utility
5. ADA Compliance Info
6. Alternatives to Gas-Powered Generators
7. Bald Hill Construction Hours
8. Block Party Application
9. Building Permit Process
10. Business License Application and Info.
11. Construction Management Plan Requirements
12. Climate & Geographic
13. Design Criteria
14. Construction and Demolition form (C&D)
15. Cost Estimate Example
16. Decibel Level Calculator
17. Decks, Stairs, Handrails, Guardrails, & Landings
18. Disability Access Requirements and Resources
19. Electric Vehicle Charger Checklist
20. Erosion Best Management Practices Oct. 15 - April 15
21. Expedited Third-Party Service
22. Existing Kitchen & Bath remodel
23. Fence permit requirements
24. Flood Gates: Conceptual Design
25. Floodplain Development Permit Form
26. Gas Pipe Line Sizing Information
27. Governing Construction Code
28. Green Building Resources and Forms
29. Grey Water Irrigation
30. Heat Pump Water Heater
31. Owner Builder Form
32. Photovoltaic (PV) Permit Requirements and Checklist
33. Plan Submittal Checklist
34. Qualified Green Building Professionals Requirements
35. Resale Inspection Application
36. Residential Seismic Strengthening
37. Retaining Walls Information
38. Re-Roof Form
39. Ross Valley School Fees Form - Residential
40. Ross Valley School Fees Form - Commercial

Do we have enough Permit Forms?

41. Smoke Detector and Carbon Monoxide Alarm Certificate of Compliance
42. Special Inspections and Structural Observations
43. Stormwater & Erosion Control
44. Tree Questionnaire
45. Water Conserving Plumbing Fixture Self Verification Form
46. Watercourse Permit
47. Water Efficient Landscape Verification Form (MMWD form)
48. Water Heater and Furnace Permit info
49. New/Replacement Window Fenestration Guidelines
50. Window Design & Egress - Residential
51. When is a Licensed Design Professional Required

Permit Form – Floodplain Development

FLOODPLAIN DEVELOPMENT PERMIT FORM

Town of San Anselmo
Department of Building & Public Works
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-4683

TOWN OF SAN ANSELMO EST. 1907

PERMIT NUMBER

Flood Zone/Floodway:

Site Address: **APN:**

OWNER	TENANT	CONTRACTOR
Name	Name	Company Name
Address	Address	Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code
Phone No.	Phone No.	Phone No.
Emergency Phone No.	Emergency Phone No.	State License No: Bus. License No:

As required by this permit, I agree to accept and abide by the provisions of the applicable ordinances of the Town of San Anselmo:

Signature of Owner Date

APPROVAL SECTION

In compliance with this application and subject to all the terms, conditions, and restrictions written below and in Municipal Code Chapter 7-11, Flood Damage Prevention:

PERMISSION IS HEREBY GRANTED TO DO WORK on the above referenced site in accordance with ☐ submitted ☐ approved plans, dated _____, prepared by _____, and consisting of pages _____. Building Permit No. _____. Project described as: _____.

- ☐ See attached comments
- ☐ Substantial Improvement Calculation Attached
- ☐ Cumulative Improvement Calculation Attached
- ☐ Affidavit & Detailed Estimate Required (if Cumulative Improvement Ratio is between 40%-50%).
- ☐ Elevation Certificate required at project completion (if Cumulative Improvement Ratio is over 50%, and/or structure is elevated).

This permit is to be strictly construed and no work other than that specifically mentioned above is hereby authorized.

THIS PERMIT SHALL BE VOID IF WORK HAS NOT BEEN COMPLETED BY: _____

WORK MAY PROCEED UPON SIGNATURE

By_____
Floodplain Administrator

Date_____

PERMIT FEES

Cumulative Improvement Ratio:
Less than 40% - $90/hr 1hr min.
40 to 50% - Plan Check fee $90-$180.
Greater than 50% - $90/hr 2hr min.

FEES PAID:

Date: _____
Receipt No.:_____

Page 1 of 2

FLOODPLAIN DEVELOPMENT PERMIT

Town of San Anselmo
525 San Anselmo Ave
San Anselmo, California 94960
Phone: (415) 258-4616
Fax: (415) 258-6750

PERMIT NUMBER

Site Address: **APN:**

I. SUBSTANTIAL IMPROVEMENT CALCULATION

Estimated Value of Improvement (I):
Depreciated Value of Existing Structure (S):
Improvement Ratio (I/S):

Improvement Valuation Method:
- ☐ Job Valuation Method
- ☐ Other

Existing Structure Valuation Method:
- ☐ Appraised Value from Appraisal Report
- ☐ County Assessed Value
- ☐ Other

II. 5-YEAR CUMULATIVE IMPROVEMENT CALCULATION

Estimated Value of Previous Improvements (P):
Cumulative Value of Improvements (P+I):
Depreciated Value of Existing Structure (S):
Cumulative Improvement Ratio ([P+I]/S):

NOTE: The determination of "substantial improvement" or "substantial damage" is defined in the Town of San Anselmo Municipal Code Chapter 7-11 "Flood Damage Prevention" as *"Any act or acts of reconstruction, rehabilitation, addition or other proposed new development of a structure occurring both after October 7, 1999 and within the five years immediately preceding the current application, regardless of any change in ownership during this time period, which act or acts aggregated have a total cost that equals or exceeds fifty percent of the market value of the structure before the 'start of construction' of the improvement."* The determination of "substantial improvement" or "substantial damage" is based upon the improvement ratio and cumulative improvement ratio calculated above, and if the cumulative improvement ratio equals or exceeds 50%, then the structure must conform to the flood hazard reduction provisions of Chapter 7-11.

Use of the term "improvement" within the context of this permit implies: improvements to an existing structure, repairs to a damaged structure, and/or construction of a new structure.

Prepared by: _____ Approved by: _____ Date: _____
Floodplain Administrator

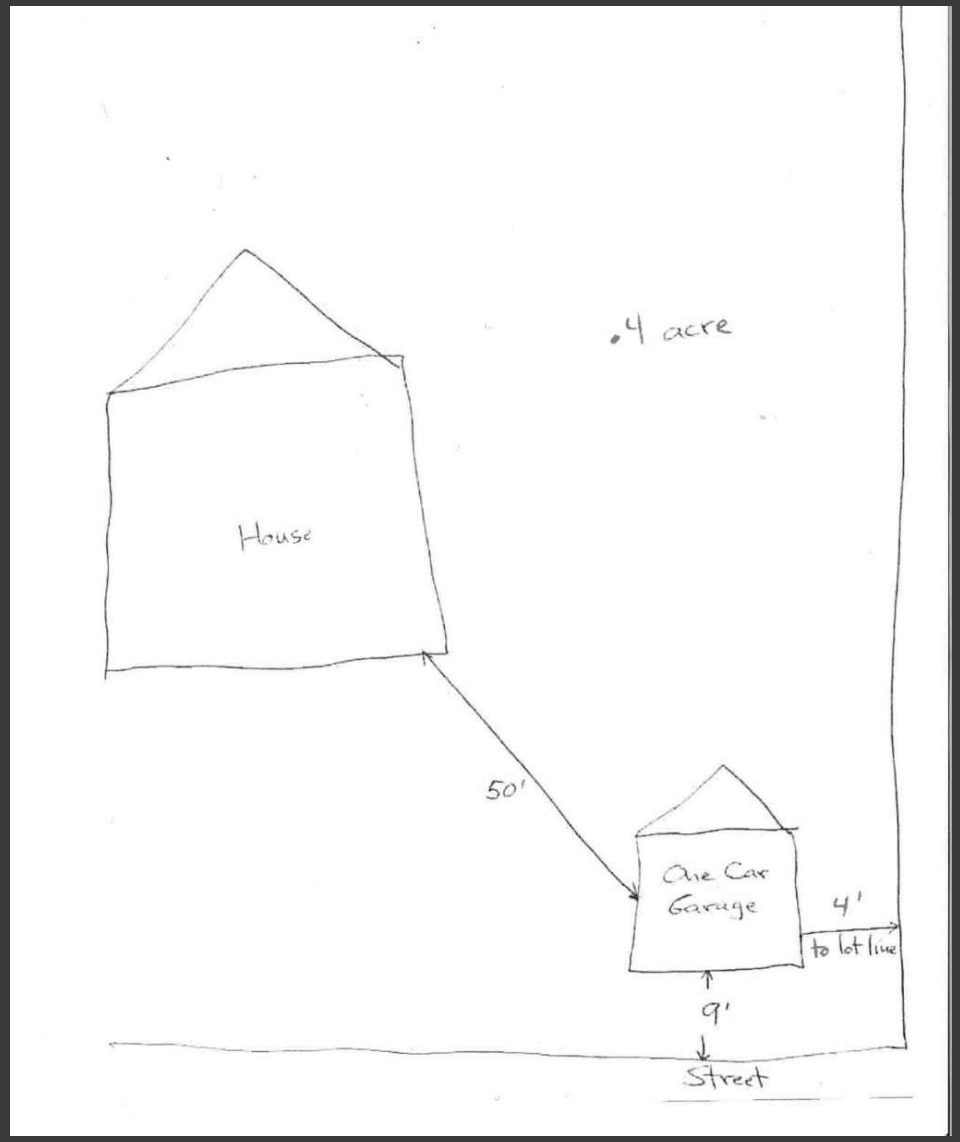
Page 2 of 2

Typical Permit Turnaround Time

	Time:
Completeness Check: Depending on the season, it can take up to a week.	1-3 days
Remodel and General Building permits: First review is 4 – 6 weeks and second review is 2-4 weeks.	4-6 weeks
Kitchen and bathrooms:	3-4 weeks
Like-for-life kitchen and bathrooms:	2-7 days
Photovoltaic/Electric Vehicle/ Energy Storage Systems:	5-10 days

Permit review – substandard drawings

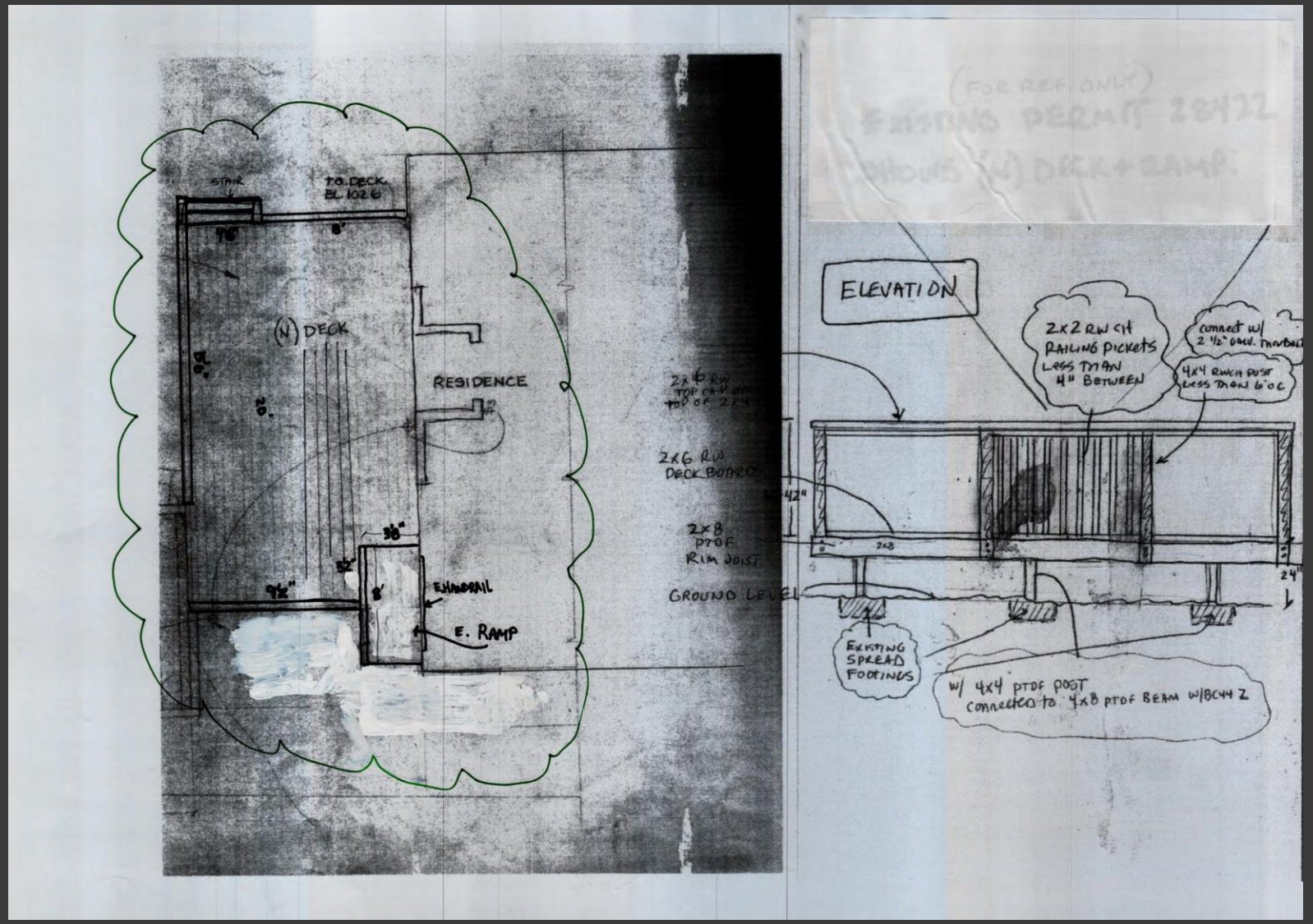
Substandard drawings cannot be plan-checked and should be rejected at the Counter before being processed. Permit Technicians are improving quality assurance/quality control (QA/QC) at the counter to improve permit processing time.



Permit review – substandard drawings

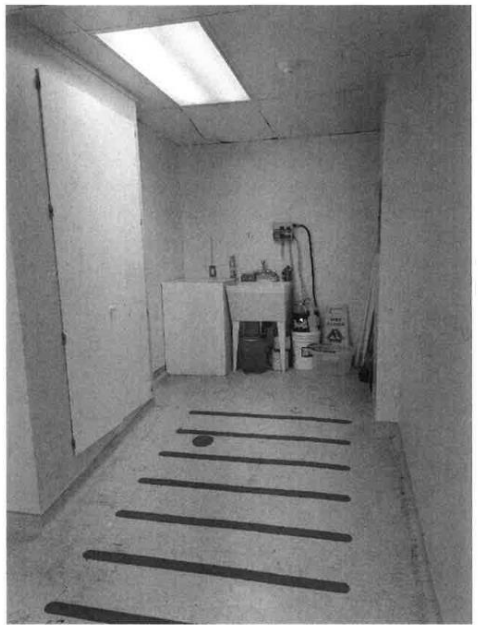
Staff made the mistake of allowing these through the front door and go through the process only to realize they were substandard.

New Permit Tech process should help eliminate this issue to some degree.

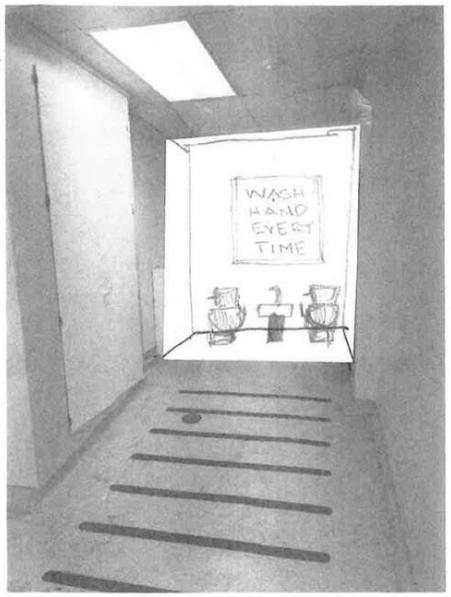


Permit review – new preschool

Before Installation



"AFTER INSTALL"



Permit review – existing and proposed



Drawings inform the contractor, the plan reviewer and inspector what and how things are built to meet code.

There is no information on these drawings on what is changing and how to build the stairs.

Building Codes and Permits

The California Building Standards Code is updated every three years, with the most recent version being the **2022 California Building Standards Code** (effective January 1, 2023).

The codes are enforced by local building departments, which review and approve building plans and conduct inspections to ensure compliance.

37.5 Inches of code-Ugh!

+

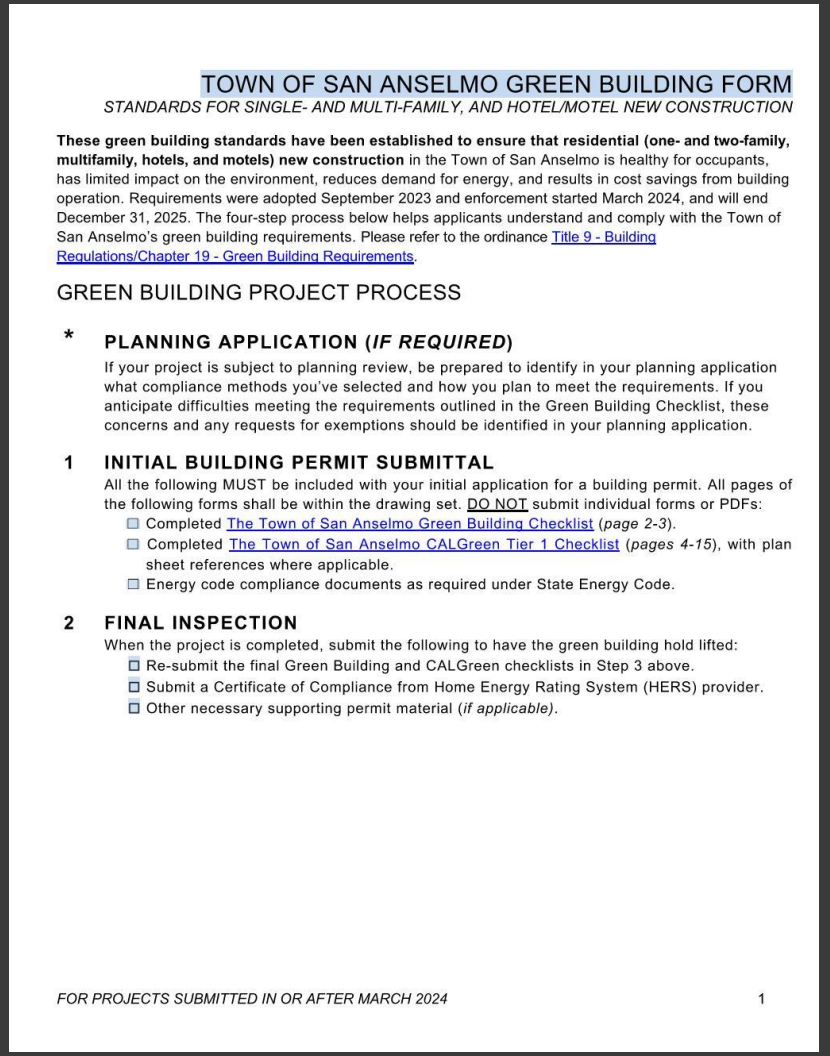
Town of San Anselmo Amendments



Green Building Codes

More requirements…

1. Residential New Construction
2. Single Family Large Additions + Alterations (Greater than 750 SQ FT)
3. Single Family Small Additions + Alterations (Less than 750 SQ FT)
4. Multi-Family Large Additions + Alterations (Greater than 750 SQ FT)
5. Multi-Family Small Additions + Alterations (Less than 750 SQ FT)
6. Commercial New Construction
7. Large Additions + Alterations (Greater than 3000 SQ FT)
8. Small Additions + Alterations (Less than 3000 SQ FT)



TOWN OF SAN ANSELMO GREEN BUILDING FORM

STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

These green building standards have been established to ensure that residential (one- and two-family, multifamily, hotels, and motels) new construction in the Town of San Anselmo is healthy for occupants, has limited impact on the environment, reduces demand for energy, and results in cost savings from building operation. Requirements were adopted September 2023 and enforcement started March 2024, and will end December 31, 2025. The four-step process below helps applicants understand and comply with the Town of San Anselmo's green building requirements. Please refer to the ordinance Title 9 - Building Regulations/Chapter 19 - Green Building Requirements.

GREEN BUILDING PROJECT PROCESS

* **PLANNING APPLICATION (*IF REQUIRED*)**

If your project is subject to planning review, be prepared to identify in your planning application what compliance methods you've selected and how you plan to meet the requirements. If you anticipate difficulties meeting the requirements outlined in the Green Building Checklist, these concerns and any requests for exemptions should be identified in your planning application.

1 **INITIAL BUILDING PERMIT SUBMITTAL**

All the following MUST be included with your initial application for a building permit. All pages of the following forms shall be within the drawing set. DO NOT submit individual forms or PDFs:

- ☐ Completed The Town of San Anselmo Green Building Checklist (*page 2-3*).
- ☐ Completed The Town of San Anselmo CALGreen Tier 1 Checklist (*pages 4-15*), with plan sheet references where applicable.
- ☐ Energy code compliance documents as required under State Energy Code.

2 **FINAL INSPECTION**

When the project is completed, submit the following to have the green building hold lifted:

- ☐ Re-submit the final Green Building and CALGreen checklists in Step 3 above.
- ☐ Submit a Certificate of Compliance from Home Energy Rating System (HERS) provider.
- ☐ Other necessary supporting permit material (*if applicable*).

FOR PROJECTS SUBMITTED IN OR AFTER MARCH 2024 1

Green Building Code Forms

TOWN OF SAN ANSELMO GREEN BUILDING CHECKLIST

STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

PROJECT ADDRESS: _____

APN: _____ APPLICANT NAME: _____

1. ELECTRIFICATION (REQUIRED FOR ALL NEW CONSTRUCTION PROJECTS)

Note: all projects must comply with mandatory requirements of Title 24, Part 6 (State Energy Code)

☐ **All Electric**, which includes:

- All electric end uses
- No natural gas or propane appliances
- No gas meters or propane infrastructure
- Compliance with energy efficiency standards required by the State

VERIFICATION: Attach Title 24 Energy Reports that complies with State minimum energy code

2. GREEN BUILDING AND EV READINESS

☐ Complete this Town of San Anselmo Green Building Checklist AND CALGreen Tier 1 Checklist: Standards for Residential New Construction.

VERIFICATION: The checklist must be signed by a qualified building professional, such as an architect, engineer, or a qualified green building professional, and attached to your application. DO NOT submit individual forms or PDFs.

3. PROJECT VERIFICATION

This form and all referenced forms herein have been completed by _____(name) of _____(company), the party responsible for this building permit application for the above listed project who affirms under penalty of perjury that it accurately represents the project plans. Applicant still must complete the CALGreen Tier 1 Checklist and Energy Checklist.

_____ _____

Signature Date

_____

Name (Please Print)

4. SUMMARIZING ENERGY END USE (CHECK BOXES AND INPUT VALUES):

☐ Total Conditioned Floor Area within the Project Scope _____ square feet

SELECT either the Performance or Prescriptive-based Compliance Pathway below and submit appropriate documentation as requested (Check One of the Following):

☐ For projects using the Performance Based Pathway to Compliance, submit data extract in .xml format from the 2022 Energy Code Compliance Software (CBECC or EnergyPro)

☐ For projects using the Prescriptive Based Pathway to Compliance (Check One of the Following):

- ☐ Submit data extract in .xml format from the 2022 Energy Code Compliance Software (CBECC or EnergyPro), OR
- ☐ If Energy Code Compliance Software was not used, please select the following measures planned for installation in Table 1 below, within the scope of your project (check all that apply):

Table 1. Measures and Appliances Installed

Check All That Apply	Measures Installed	Check All That Apply	Measures Installed
☐	Air Sealing	☐	Heat Pump Water Heater, High Efficiency, NEEA Tier 3
☐	Cool Roof	☐	Hot water pipe and tank insulation, low-flow fixtures
☐	Duct Sealing	☐	Induction Cooktop
☐	Exterior Photosensor	☐	LED lamp vs CFL
☐	Heat Pump Dryer	☐	New Ducts
☐	Heat Pump HVAC	☐	R-49 Attic Insulation
☐	Heat Pump HVAC, High Efficiency, SEER 21 or greater; HSPF 11 or greater	☐	Solar PV ____ kW DC
☐	Heat Pump Water Heater	☐	Battery (storage) ____ kWh
☐	Other (please describe): _____		

VERIFICATION: Compliance will be verified by 1) submitting 2022 Energy Code Compliance Software data extract (.xml) and attaching Title 24 Energy Reports that complies with State minimum energy code, OR 2) completing Table 1 above.

Green Building Code Forms

TOWN OF SAN ANSELMO GREEN BUILDING CHECKLIST

STANDARDS FOR SINGLE- AND MULTI-FAMILY, AND HOTEL/MOTEL NEW CONSTRUCTION

This checklist is effective March 2024 for newly constructed single one- and two-family, multifamily, hotels, motels, lodging houses, dwellings, dormitories, condominiums, shelters, congregate residences, employee housing, factory-built housing and other types of dwellings containing sleeping accommodations with or without a common toilet or cooking facilities including accessory buildings, facilities and uses thereto. Existing sites and landscaping improvements that are not otherwise disturbed are not subject to CALGreen.

Submit this CALGreen Tier 1 checklist accompanied with the Town of San Anselmo Green Building Checklist (see pages 2-3 above) with your plans to demonstrate compliance with the green building ordinance. This checklist includes modifications specific to the Town of San Anselmo. For more information on the Town of San Anselmo's Green Building requirements, please visit Title 9 - Building Regulations/Chapter 19 - Green Building Requirements which requires (with amendments) CALGreen Chapters 4 and Appendix A4.

PROJECT DETAILS

Project Address _____ APN _____

Applicant Name (Please Print) _____

PROJECT VERIFICATION

The Green Building Rater, listed below, has reviewed the plans and certifies that the mandatory and elective measures listed above are hereby incorporated into the project plans and will be implemented into the project in accordance with the requirements set forth in the 2022 California Green Building Standards Code as amended by the Town of San Anselmo.

Signature _____ Date _____

Name (Please Print) _____

Green Building Certification[1] and License Number _____

[1] CALGreen Special Inspector, LEED AP, or Green Point Rater are acceptable certifications

DIVISION 4.1 PLANNING AND DESIGN

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as (**ELECTIVE**), a minimum of TWO **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.106.2 (MANDATORY) A plan is developed and implemented to manage stormwater runoff from the construction activities through compliance with the Town of San Anselmo's Stormwater Runoff Pollution Prevention Ordinance.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.3 (MANDATORY) Construction plans shall indicate how site grading, or a drainage system will manage all surface water flows to keep water from entering buildings.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.2.3 (MANDATORY) Displaced topsoil shall be stockpiled for reuse in a designated area and covered or protected from erosion.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.4 (MANDATORY) Permeable paving is utilized for not less than 20 percent of the total parking, walking, or patio surfaces.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.5 (MANDATORY) Roofing materials shall have a minimum 3-year aged solar reflectance and thermal emittance or a minimum Solar Reflectance Index (SRI) equal to or greater than the values specified in the applicable tables. San Anselmo is in Climate Zone 2.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4 (MANDATORY) Electric vehicle charging. Residential construction shall comply with Section 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric Vehicle Supply Equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625. For EVCS signs, refer to Caltrans Traffic Operations Policy Directive 13-01 (Zero Emission Vehicle Signs and Pavement Markings) or its successor(s). Calculation for spaces shall be rounded up to the nearest whole number.

Exceptions:

1. On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one for more of the following conditions:
   1.1. Where there is no local utility power supply, or the local utility is unable to supply adequate power.
   1.2. Where there is evidence suitable to the local enforcing agency substantiation that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4 may adversely impact the construction cost of the project.

Green Building Code Forms

2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities and without electrical panel upgrade or new panel installation. Detached ADUs, attached ADUs, and JADUs without additional parking but with electrical panel upgrades or new panels must have reserved breaker and electrical capacity according to the requirements of A4.106.8.1.
3. Multifamily building projects that have approved entitlements before the code effective date.
4. Parking spaces accessible only by automated mechanical car parking systems are not required to comply with this code section.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4.1.1 (MANDATORY) Electric vehicle charging. For new multi-family dwelling units with parking spaces, comply with EV Charging and parking space requirements as amended from CALGreen, in accordance with Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments, where:

1. 15 percent parking spaces are EV charging stations with Level 2 EV Ready (40 amperes)
2. 85 percent parking spaces are Low Power Level 2 EV Ready space (20 amperes)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4.2.1 (MANDATORY) Electric vehicle charging. For new hotels and motels with shared parking facilities, comply with EV Charging and parking space requirements as amended from CALGreen, in accordance with Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments, where:

1. 10 percent parking spaces are EV charging stations with Level 2 EV Ready (40 amperes)
2. 35 percent parking spaces are Low Power level 2 EV Ready space (20 amperes)
3. 10 percent parking spaces are Level 2 EV Capable (40 amperes)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.106.4.4 (MANDATORY) Electric vehicle charging. If direct current fast charging stations (DCFC) are being installed, one DCFC may be substituted for up to five (5) EVCS and if ALMS is used comply with requirements as amended from CALGreen, in accordance with Title 9 - Building Regulations/Chapter 19 - Green Building Requirements/9-19.020 California Green Building Standards Code—Local Amendments.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.8.1 (MANDATORY) Electric vehicle charging. For one- and two-family dwellings and townhouses with attached private garages, install a dedicated 208/240-volt branch circuit, including an overcurrent protective device rated at 40 amperes minimum per dwelling unit for future EV charging, in accordance with *CALGreen Measure A4.106.8.1 Tier 1 and Tier 2.*

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.9.2 (MANDATORY) Provide on-site bicycle parking for at least one bicycle per every one dwelling unit. Acceptable parking facilities shall be conveniently reached from the street, in accordance with *CALGreen Section A4.106.9.2,* and may include, but not be limited to:

1. Covered, lockable enclosures with permanently anchored racks for bicycles.
2. Lockable bicycle rooms with permanently anchored racks.
3. Lockable, permanently anchored bicycle lockers.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.103.1 Site Selection (ELECTIVE) - A site which complies with at least one of the following characteristics (check at least one):

☐ Infill
☐ Greyfield
☐ EPA-recognized Brownfield

Plan sheet reference (if applicable): _____

A4.103.2 Site Selection (ELECTIVE) - Facilitate Community connectivity by locating w/in true walking distance of (check at least one):

☐ ¼ mile of at least 4 basic services
☐ ½ mile of at least 7 basic services
☐ Other methods increasing access to additional resources

Plan sheet reference (if applicable): _____

A4.104.1 Site Preservation (ELECTIVE) - An individual with oversight responsibility of the project has participated in an educational program promoting environmentally friendly design or development and has provided training or instruction to appropriate entities.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.105.2 Deconstruction and Reuse of Existing Materials (ELECTIVE) - Existing buildings are disassembled for reuse or recycling of building material. The proposed structure utilizes at least one of the following materials which can be easily reused (check at least one):

☐ Light fixtures
☐ Electrical devices
☐ Plumbing fixtures
☐ Appliances
☐ Doors and trim
☐ Foundations or portions of foundations
☐ Masonry

Plan sheet reference (if applicable): _____

A4.106.2.1 Site Development (ELECTIVE) – Soil analysis is performed by a license design professional and the findings utilized in the structural design of the building.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Green Building Code Forms

A4.106.2.2 Site Development (ELECTIVE) – Soil disturbance and erosion are minimized by using one of the following (check at least one):

- ☐ Natural drainage patterns are evaluated, and erosion controls are implemented to minimize erosion during construction and after occupancy.
- ☐ Site access is accomplished by minimizing the amount of cut and fill needed to install access roads and driveways.
- ☐ Underground construction activities are coordinated to utilize the same trench, minimize the amount of time the disturbed soil is exposed, and the soil is replaced using accepted compaction methods.

Plan sheet reference (if applicable): _____

A4.106.3 Site Development (ELECTIVE) – Postconstruction landscape designs accomplish one or more of the following (check at least one):

- ☐ Areas disrupted during construction are restored to be consistent with native vegetation species and patterns.
- ☐ Utilize 75 percent of native California or drought tolerant plant and tree species appropriate for the climate zone region.

Plan sheet reference (if applicable): _____

A4.106.6 Site Development (ELECTIVE) – Install a vegetated roof for at least 50 percent of roof area and shall comply with requirements for roof gardens and landscaped roofs in California Building Code, Chapter 15/16

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.7 Site Development (ELECTIVE) – Reduce nonroof heat islands for 50 percent of sidewalks, patios, driveways, or other paved areas by using one or more of the methods listed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.106.9 Site Development (ELECTIVE) – Provide bicycle parking facilities as noted below or meet a local ordinance as per section A4.106.9.1, A4.106.9.2, or A4.106.9.3.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.306.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.2 ENERGY EFFICIENCY

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.201.1 (MANDATORY) Building meets or exceeds the requirements of the California Building Energy Efficiency Standards.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as (**ELECTIVE**), a minimum of TWO **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.303.1 Indoor Water Use (MANDATORY) Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) installed in residential buildings shall comply with the prescriptive requirements of Sections 4.303.1.1 through 4.303.1.4.5.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.303.1.4.3 Indoor Water Use (MANDATORY) – Metering faucets in residential buildings shall not deliver more than 0.2 gallons per cycle.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.303.2 Indoor Water Use (MANDATORY) – Submeters for multifamily building and dwelling units in mixed-use residential/commercial buildings. Submeters shall be installed to measure water usage of individual rental dwelling units in accordance with the *California Plumbing Code*.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.303.3 Indoor Water Use (MANDATORY) – Plumbing fixtures and fittings required in Section 4.303.1 shall be installed in accordance with the *California Plumbing Code* and shall meet the applicable referenced standards.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.304.1 Outdoor Water Use (MANDATORY) – Residential developments shall comply with local water efficient landscape ordinance or the current California Department of Water Resources Model Water Efficient Landscape Ordinance (MWELO), whichever is more stringent.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.305.1 Water Reuse Systems (MANDATORY) – Newly constructed residential developments, where disinfected tertiary recycled water is available from a municipal source to a construction site, may be required to have recycled water supply systems installed, allowing the use of recycled water for residential landscape irrigation systems.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.1 Indoor Water Use (ELECTIVE) – The maximum flow rate of kitchen faucets shall not exceed 1.5 gallons per minute at 60 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 60 psi and must default to a maximum flow rate of 1.5 gallons per minute at 60 psi. Note: Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.2 Indoor Water Use (ELECTIVE) – Alternate water sources for non-potable applications. Alternate non-potable water sources are used for indoor potable water reduction. Alternate non-potable water sources shall be installed in accordance with the *California Plumbing Code*.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Green Building Code Forms

A4.303.3 Indoor Water Use (ELECTIVE) – Install at least one qualified ENERGY STAR dishwasher or clothes washer.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.4 Indoor Water Use (ELECTIVE) – Non-water urinals and waterless toilets are installed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.303.5 Indoor Water Use (ELECTIVE) – One- and two-family dwellings shall be equipped with a demand hot water recirculation system.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.304.1 Outdoor Water Use (ELECTIVE) – A rainwater capture system is designed and installed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.304.2 Outdoor Water Use (ELECTIVE) – A landscape design is installed that eliminates the use of potable water.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.304.3 Outdoor Water Use (ELECTIVE) – For new water service connections, landscaped irrigated areas less than 5,000 square feet shall be provided with separate submeters or metering devices for outdoor potable water use.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.305.1 Water Reuse Systems (ELECTIVE) – Piping is installed to permit future use of a graywater irrigation system served by the clothes washer or other fixtures.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.305.2 Water Reuse Systems (ELECTIVE) – Recycled water piping is installed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.305.3 Water Reuse Systems (ELECTIVE) – Recycled water is used for landscape irrigation.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.306.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE) – Items that address innovative concepts or local environmental conditions.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.4 MATERIAL CONSERVATION & RESOURCE EFFICIENCY

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as (**ELECTIVE**), a minimum of TWO **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

A4.405.3 Material Sources (MANDATORY) – Post-consumer or pre-consumer recycled content value (RCV) materials are used on the project, not less than a 10 percent recycled content value.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.406.1 Enhanced Durability and Reduced Maintenance (MANDATORY) – Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry, or similar method acceptable to the enforcing agency.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.408.1 Construction Waste Reduction, Disposal and Recycling (MANDATORY) – Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with the reporting standards outlined by Zero Waste Marin.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.408.1 Construction Waste Reduction, Disposal and Recycling (MANDATORY) – Construction waste generated at the site is diverted to recycle or salvage in compliance with at least a 65 percent reduction. Any mixed recyclables that are sent to mixed-waste recycling facilities shall include a qualified third party verified facility average diversion rate. Verification of diversion rates shall meet minimum certification eligibility guidelines, acceptable to the local enforcing agency.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.410.1 Building Maintenance and Operation (MANDATORY) – An operation and maintenance manual shall be provided to the building occupant or owner.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.410.2 Building Maintenance and Operation (MANDATORY) – Where 5 or more multi-family dwelling units are constructed on a building site, provide readily accessible areas that serve all buildings on the site and is identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste, and metals or meet a lawfully enacted local recycling ordinance if more restrictive.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Green Building Code Forms

A4.403.1 Foundation Systems (ELECTIVE) - Frost protected foundation systems are designed and constructed.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.1 Efficient Framing Techniques (ELECTIVE) – Beams and headers and trimmers are the minimum size to adequately support the load.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.2 Efficient Framing Techniques (ELECTIVE) – Dimensions and layouts are designed to minimize waste.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.3 Efficient Framing Techniques (ELECTIVE) – Use premanufactured building systems to eliminate solid sawn lumber whenever possible.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.404.4 Efficient Framing Techniques (ELECTIVE) – Material lists are included in the plans which specify material quantity and provide direction for on-site cuts.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.405.1 Material Sources (ELECTIVE) – One or more of the following materials, that do not require additional resources for finishing are used (check at least one):

- ☐ Exterior trim not requiring paint or stain
- ☐ Windows not requiring paint or stain
- ☐ Siding or exterior wall coverings which do not require paint or stain

Plan sheet reference (if applicable): _____

A4.405.2 Material Sources (ELECTIVE) – Floors that do not require additional coverings are used including but not limited to stained, natural or stamped concrete floors.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.405.4 Material Sources (ELECTIVE) – Renewable source building products are used.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.1 Water Resistance and Moisture Management (ELECTIVE) – Install foundation and landscape drains.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.2 Water Resistance and Moisture Management (ELECTIVE) – Install gutter and downspout systems to route water at least 5 feet away from the foundation or connect to landscape drains which discharge to a dry well, sump, bioswale, rainwater capture system or other approved on-site location.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.3 Water Resistance and Moisture Management (ELECTIVE) – Provide flashing details on the building plans and comply with accepted industry standards or manufacturer's instructions.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.4 Water Resistance and Moisture Management (ELECTIVE) – Protect building materials delivered to the construction site from rain and other sources of moisture.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.6 Water Resistance and Moisture Management (ELECTIVE) – Exterior doors to the dwelling are protected to prevent water intrusion.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.407.7 Water Resistance and Moisture Management (ELECTIVE) – A permanent overhang or awning at least 2 feet in depth is provided.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.411.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

DIVISION 4.5 ENVIRONMENTAL QUALITY

- ✓ *All measures marked as **(MANDATORY)** are required unless not in project scope.*
- ✓ *For all measures marked as (**ELECTIVE**), a minimum of ONE **ELECTIVE** measures must be selected.*
- ✓ *Use the Checkboxes (☒) to mark as Completed, Not Applicable (N/A), or the measure selected.*

4.503.1 Fireplaces (MANDATORY) – Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with the U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable and shall have a permanent label indicating they are certified to meet the emission limits. Woodstoves, pellet stoves, and fireplaces shall also comply with applicable local ordinances including Bay Area Air Quality Management District, BAAQMD.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.1 Pollutant Control (MANDATORY) – Duct openings and other related air distribution component openings shall be covered during construction.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Green Building Code Forms

4.504.2.1 Pollutant Control (MANDATORY) – Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.2.2 Pollutant Control (MANDATORY) – Paints, stains and other coatings shall be compliant with VOC limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.2.3 Pollutant Control (MANDATORY) – Aerosol paints and coatings shall be compliant with product weighted MIR Limits for ROC and other toxic compounds.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.2.4 Pollutant Control (MANDATORY) – Documentation shall be provided to verify that compliant VOC limit finish materials have been used.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.3 Pollutant Control (MANDATORY) – Carpet and carpet systems shall be compliant with VOC limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.4 Pollutant Control (MANDATORY) – 80 percent of floor area receiving resilient flooring shall comply with specified VOC criteria.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.504.5 Pollutant Control (MANDATORY) – Particleboard, medium density fiberboard (MDF), and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.504.2 Pollutant Control (MANDATORY) – Install VOC compliant resilient flooring systems. Ninety (90) percent of floor area receiving resilient flooring shall comply with the VOC-emission limits established in section A4.504.2.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A4.504.3 Pollutant Control (MANDATORY) – Thermal insulation installed in the building shall be in compliance with VOC limits.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.505.2 Interior Moisture Control (MANDATORY) – Vapor retarder and capillary break is installed at slab on grade foundations.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.505.3 Interior Moisture Control (MANDATORY) – Moisture content of building materials used in wall and floor framing is checked before enclosure.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.506.1 Indoor Air Quality and Exhaust (MANDATORY) – Each bathroom shall be provided with the following:

1. ENERGY STAR fans ducted to terminate outside the building.
2. Fans must be controlled by a humidity control (Separate or built-in); OR functioning as a component of a whole-house ventilation system.
3. Humidity controls with manual or automatic means of adjustment, capable of adjustment between a relative humidity range of ≤ 50 percent to a maximum of 80 percent.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

4.507.2 Environmental Comfort (MANDATORY) – Duct systems are sized, designed, and equipment is selected using the following methods:

1. Establish heat loss and heat gain values according to ANSI/ACCA 2 Manual J-2016 or equivalent.
2. Size duct systems according to ANSI/ACCA 1 Manual D – 2016 or equivalent.
3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2014 or equivalent.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A5.5041. Pollutant Control (ELECTIVE) – Use composite wood products made with either California Air Resources Board approved no-added formaldehyde (NAF) resins or ultra-low emitting formaldehyde (ULEF) resins.

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A5.506.2 Indoor Air Quality and Exhaust (ELECTIVE) – Provide filters on return air openings rated MERV 8 or higher during construction when it is necessary to use HVAC equipment

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

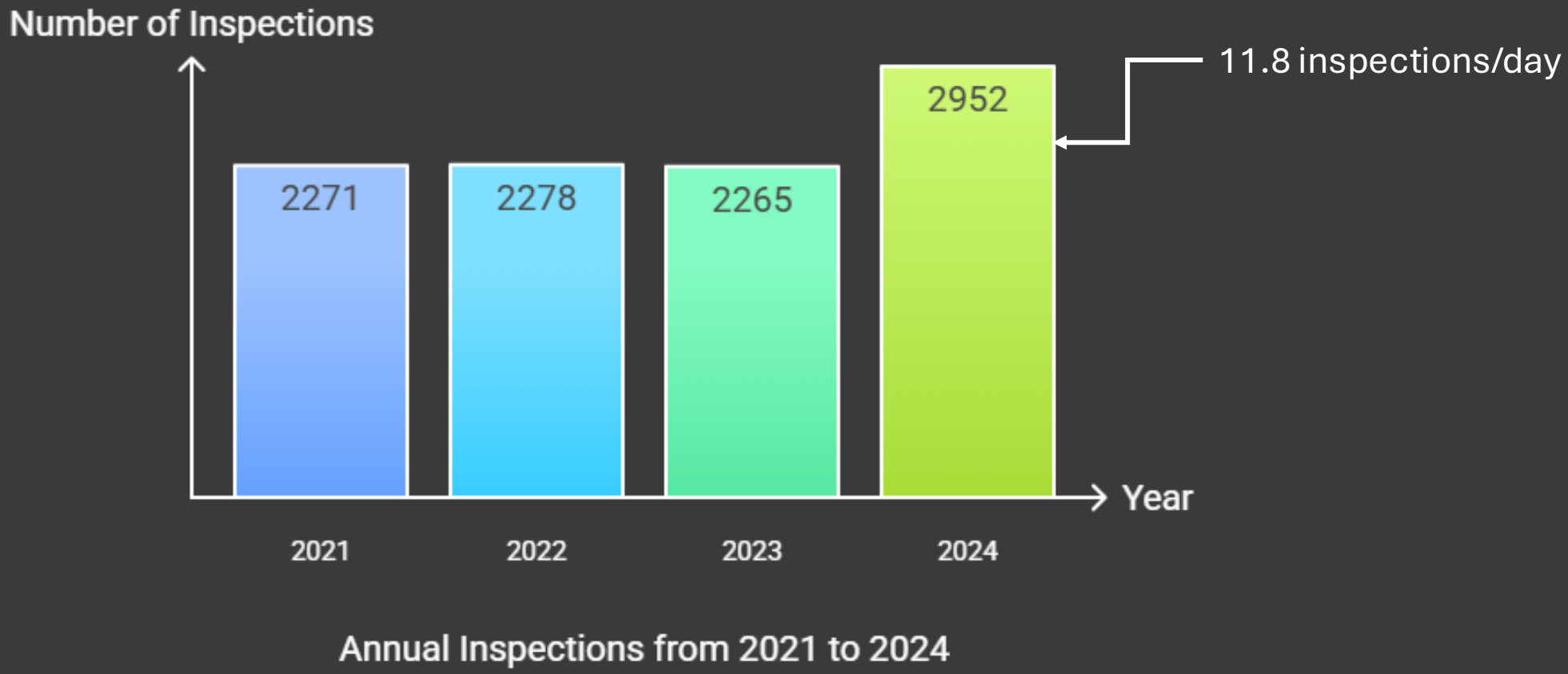
A5.506.3 Indoor Air Quality and Exhaust (ELECTIVE) – Direct-vent appliances shall be used when equipment is located in conditioned space; or the equipment must be installed in an isolated mechanical room

Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

A5.509.1 Innovative Concepts and Local Environmental Conditions (ELECTIVE)

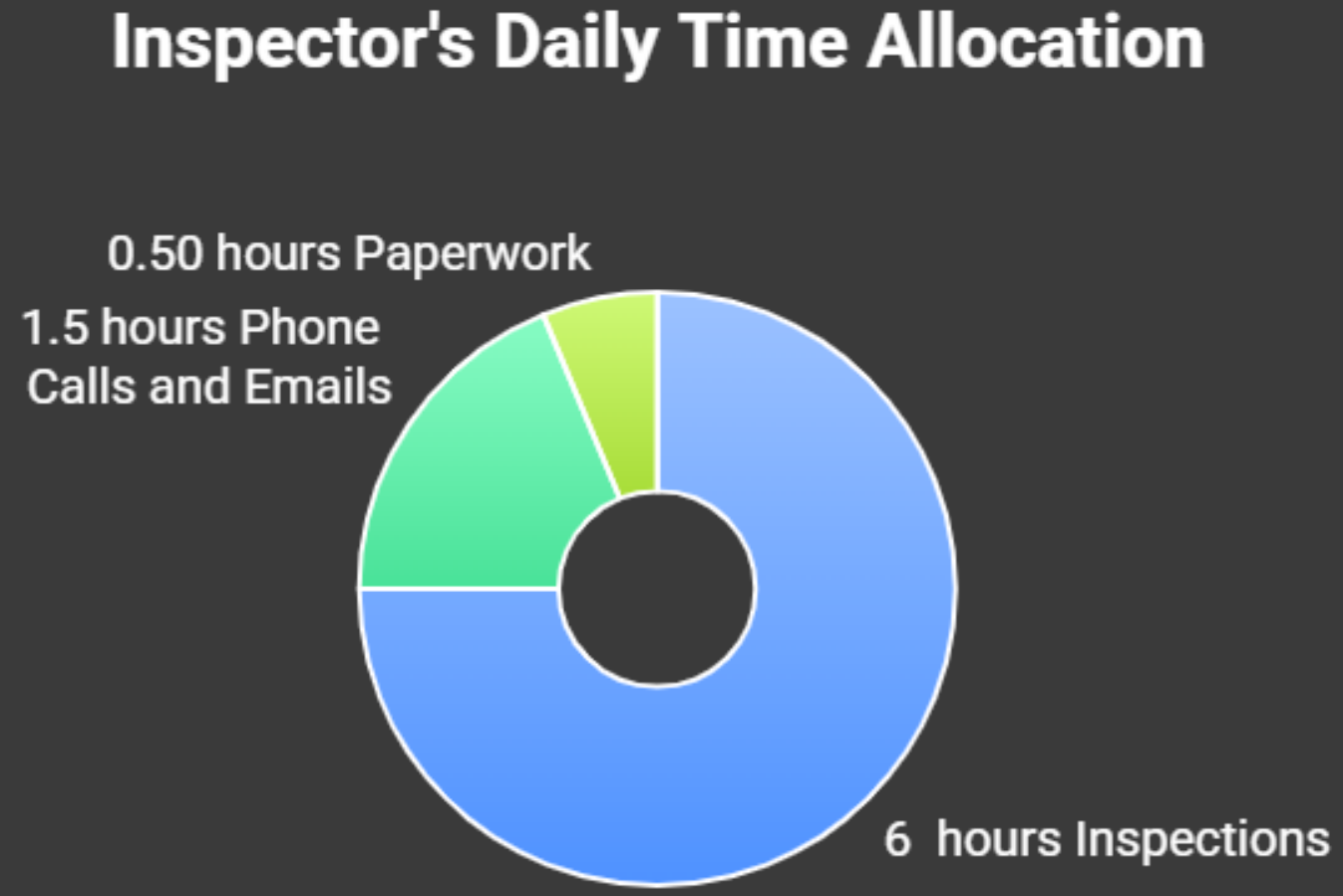
Completed ☐ N/A ☐ *Plan sheet reference (if applicable):* _____

Building Inspections



Annual Inspections from 2021 to 2024

Building Inspections



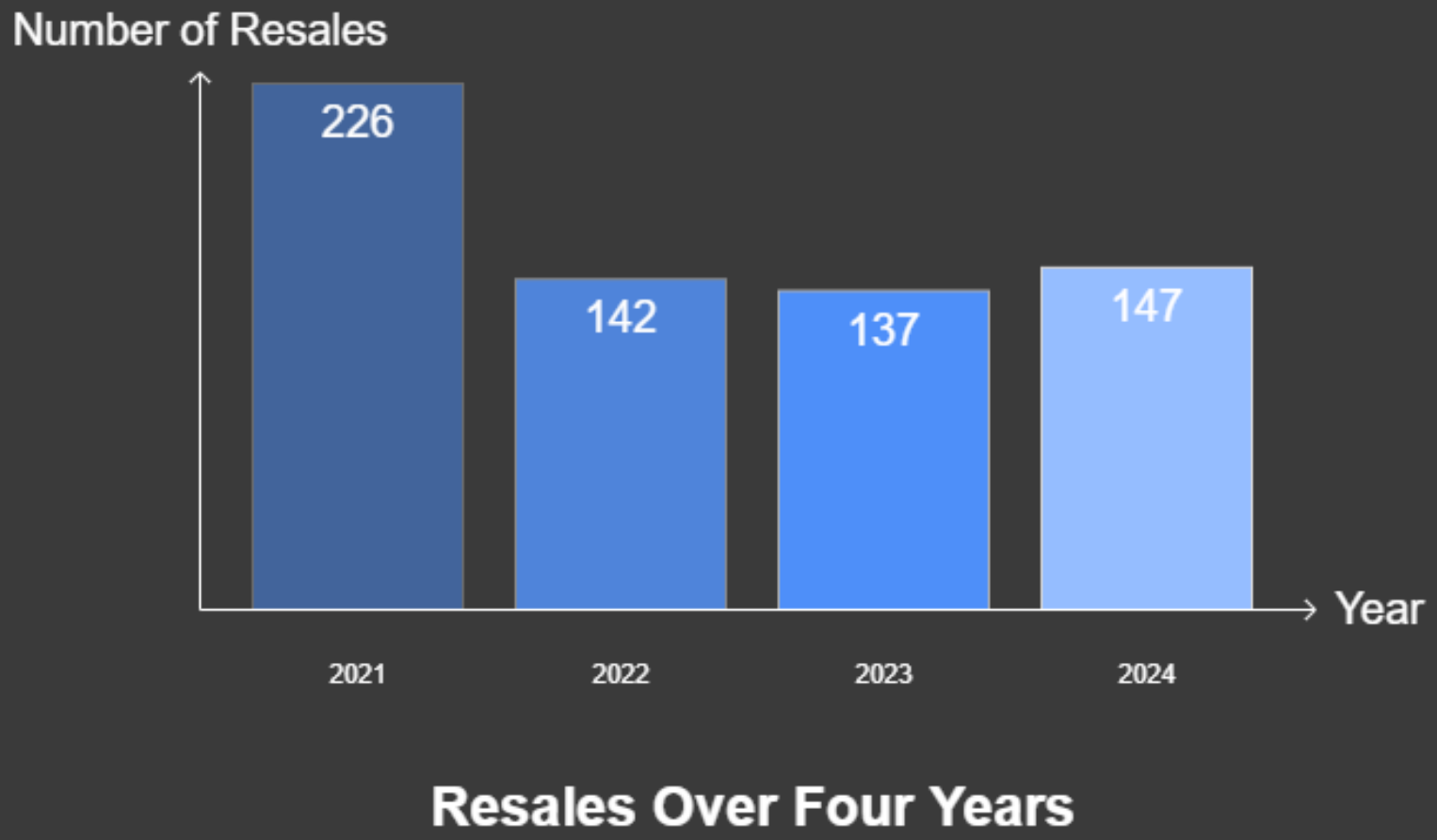


Code Enforcement Officer

Overview of Code Enforcement Officer Activities

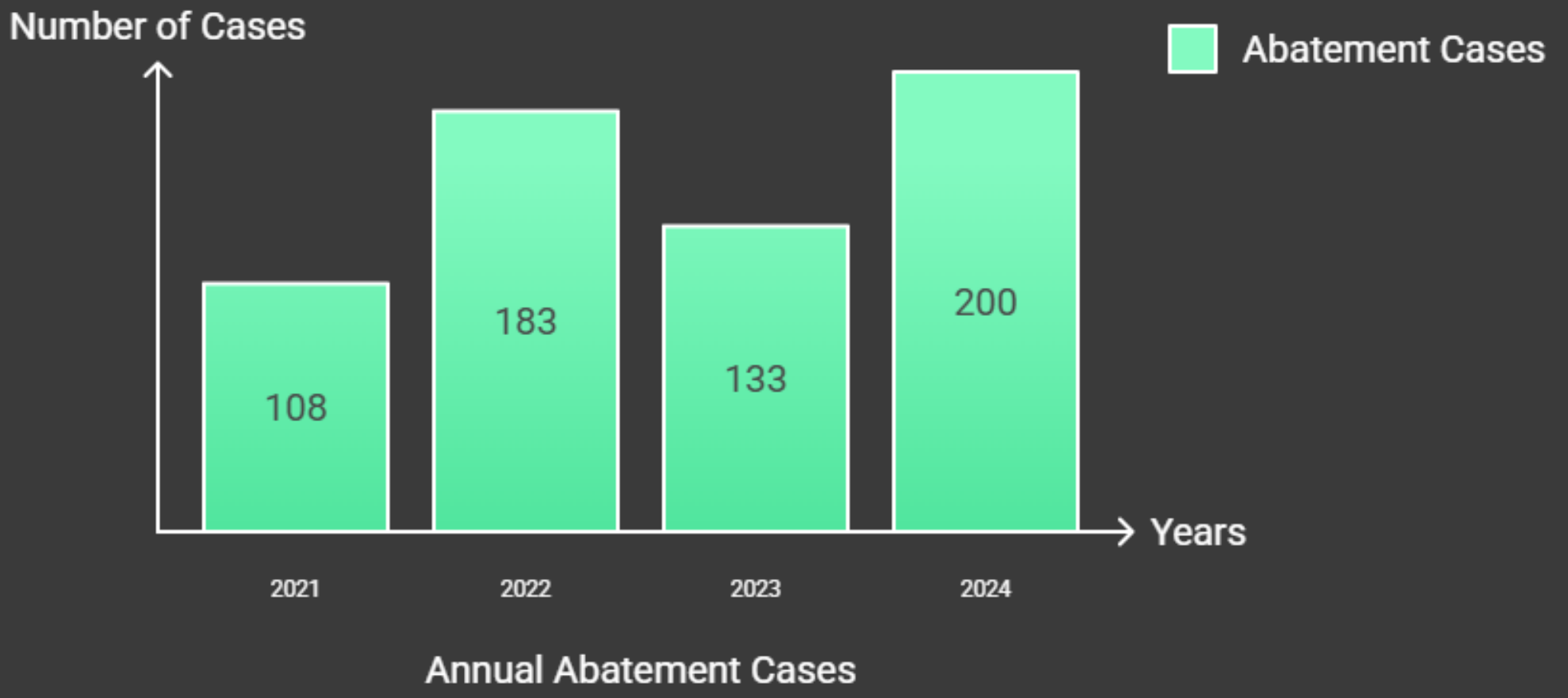


Code Enforcement Officer



Resales Over Four Years

Code Enforcement Officer



Abatement Case

Siding replacement permit.

Complete interior demolition of single-family dwelling and detached garage.



Abatement Case

No permit.

Extensive excavation potentially undermining adjacent property.



Abatement Case

Two story Accessory Dwelling Unit (ADU) built without permits.

Many upset neighbors contacted the Town.



Health & Safety - Substandard Rental Housing

The Building Department does code enforcement for one and two family dwellings.

And for multifamily dwellings under the County's jurisdiction for Health & Safety.



Emergency Response

- The Building Department conducts emergency response inspections for impacts to structures and determines if they are safe or hazardous:
  - Fallen Trees
  - Fire Damage
  - Landslides
  - Earthquakes
  - Vehicule Impacts
  - Other



Customer Service and Concerns from Applicants

1. Staff not getting back to inquiries.
2. There is a moving of goal posts during inspections.
3. Customer Service needs improvement.

Concerns from applicants

1. Staff isn't getting back to inquiries

The number of emails and phone calls can vary significantly. During peak season there are over 100 voicemails a week.



Potential Improvements

- New phone system to transcribe voice-mails to emails.
- New full-time inspector phone and counter hours to alleviate some of the load of the permit techs and Building Official.

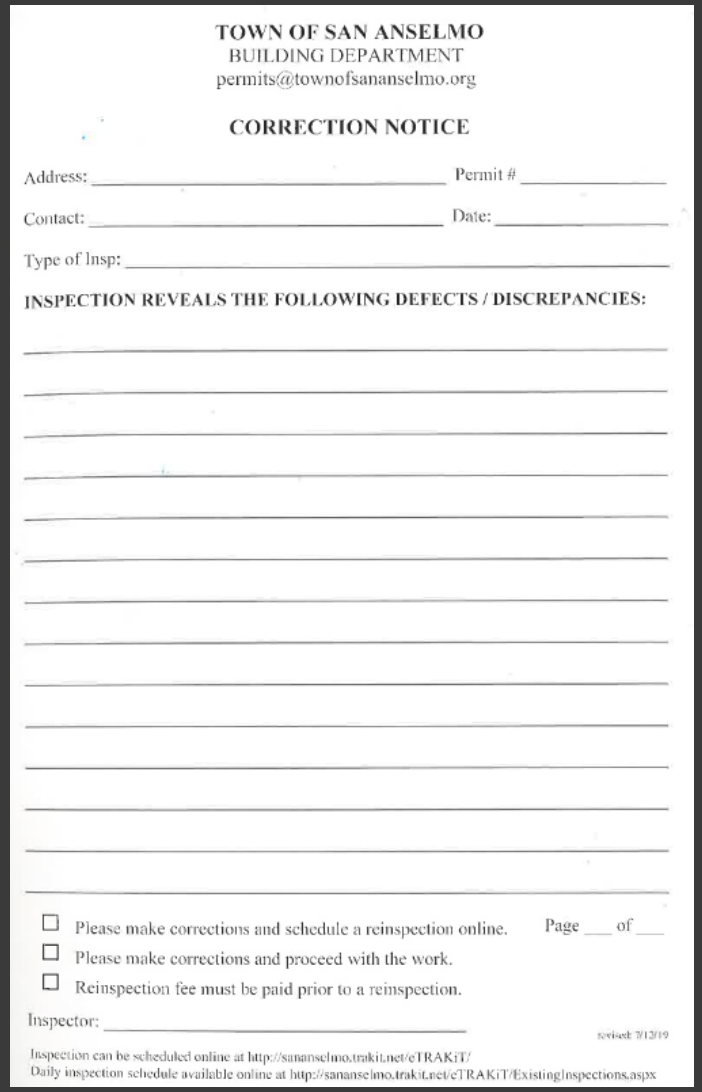
Concerns from applicants

2. Moving goal posts with inspections

Different inspectors may have a different set of corrections. This can happen from human error and changes based on previous corrections made. Life safety corrections need to be made.

Potential Improvements

- New full-time inspector hired after 5 years of part-time inspectors and inspector turnover.
- Better communication between full-time and part-time inspectors.



TOWN OF SAN ANSELMO
BUILDING DEPARTMENT
permits@townofsananselmo.org

CORRECTION NOTICE

Address: _____ Permit # _____

Contact: _____ Date: _____

Type of Insp: _____

INSPECTION REVEALS THE FOLLOWING DEFECTS / DISCREPANCIES:

☐ Please make corrections and schedule a reinspection online. Page ___ of ___

☐ Please make corrections and proceed with the work.

☐ Reinspection fee must be paid prior to a reinspection.

Inspector: _____

revised: 7/12/19

Inspection can be scheduled online at http://sananselmo.trakit.net/eTRAKiT/
Daily inspection schedule available online at http://sananselmo.trakit.net/eTRAKiT/ExistingInspections.aspx

Concerns from applicants

3. Customer service can be improved

Code requirements can be difficult, costly and arduous. Applicants can be frustrated with the process. How staff handles communication is critical. Often, we are telling applicants things that have cost implications that they don't want to hear:

- Their valuations are too low.
- They are required to underground.
- They must lift their home.
- They need to hire an engineer or architect.



Concerns from applicants

Potential Improvements:

- Customer Service Training is being implemented to improve listening skills, how to handle stressful situations etc.
- Customer Service Satisfaction Survey will be sent out following the completion of permit applications.



Concerns from applicants

Survey

TOWN OF SAN ANSELMO
Development Services Customer Satisfaction Survey

The Town of San Anselmo values your feedback, and we want to hear from you!
To better serve you, kindly share your thoughts about your recent experience with your project. Whether you were satisfied or believe there were areas we could improve, your input is important to us. The Town is committed to enhancing services and improving your experience. The survey is anonymous and expected to take less than five minutes.

General Feedback

1. **Which of the following most accurately identifies you as a customer of the Town of San Anselmo?** *Please check all that apply.*
   - ☐ San Anselmo Resident (Homeowner or Renter)
   - ☐ Property Owner
   - ☐ Business Owner
   - ☐ Design Professional
   - ☐ Land Developer
   - ☐ Contractor
   - ☐ Other, please specify: _____

2. **What was the purpose of your recent interaction with the Town of San Anselmo?** *Please check all that apply.*
   - ☐ Building Permit or Inspection
   - ☐ Building Plan Check
   - ☐ Code Enforcement
   - ☐ Encroachment Permit or Public Works
   - ☐ General Inquiry
   - ☐ Record Request
   - ☐ Planning (e.g. design review, variance, conditional use permit)
   - ☐ Other, please specify: _____

3. **When did you last interact with the Town of San Anselmo Development Services Department?** *Please check all that apply.*
   - ☐ Within the week
   - ☐ This month
   - ☐ Within the last 6 months
   - ☐ More than 6 months ago

4. **How do you prefer to receive information from the Town of San Anselmo?** *Please check all that apply.*
   - ☐ Email
   - ☐ In-Person
   - ☐ Phone
   - ☐ Website
   - ☐ Text Message
   - ☐ Social Media
   - ☐ Mail

5. **May the Town contact you directly regarding your comments? (Optional)** *We may wish to follow up for further insight based on your responses. Providing your contact information is optional and will not affect your participation or the survey outcome.*

Name	
Email	
Phone	

Please complete this portion of the survey if you received services related to building permits, code compliance, or the maintenance and improvement of the town's infrastructure. For Planning, please provide your feedback in the next section.

Building & Public Works

Building & Public Works manages building permits, ensures code compliance for safe construction, and oversees the maintenance and improvement of the town's infrastructure, including streets, parks, and public buildings.

1. **On a scale of 1-5, how would you rate the overall quality of your recent interaction with Building & Public Works?**

Excellent	Good	Satisfactory	Fair	Needs Improvement
○	○	○	○	○
5	4	3	2	1

2. **On a scale of 1-5, please rate your satisfaction in each of the areas.**

Staff Accessibility & Availability				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Staff Courtesy & Professionalism				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Helpfulness of Information & Guidance Provided				
Very Satisfied	**Satisfied**	**Neutral**	**Fair**	**Very Dissatisfied**
○	○	○	○	○
5	4	3	2	1

Concerns from applicants

Survey

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

Accuracy of Review Times Stated by Town				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

_____
_____
_____
_____
_____

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

_____
_____
_____
_____
_____

Please complete this portion of the survey if you received Planning services, such as zoning, land use permits, or site planning. If you received services related to building permits or infrastructure, please provide your feedback in the previous section.

Planning

The Planning Department oversees land use, zoning, and development to ensure projects align with zoning regulations, Town policies, and the community's vision. Unlike the Building Department, which focuses on construction safety and code compliance, the Planning Department reviews development proposals before they reach the Building Department, ensuring alignment with federal, state, and local regulations, including the Town's General Plan and Zoning Code

1. On a scale of 1-5, how would you rate the overall quality of your recent interaction with Planning?

Excellent	Good	Satisfactory	Fair	Needs Improvement
○	○	○	○	○
5	4	3	2	1

2. On a scale of 1-5, please rate your satisfaction in each of the areas.

Staff Accessibility & Availability				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

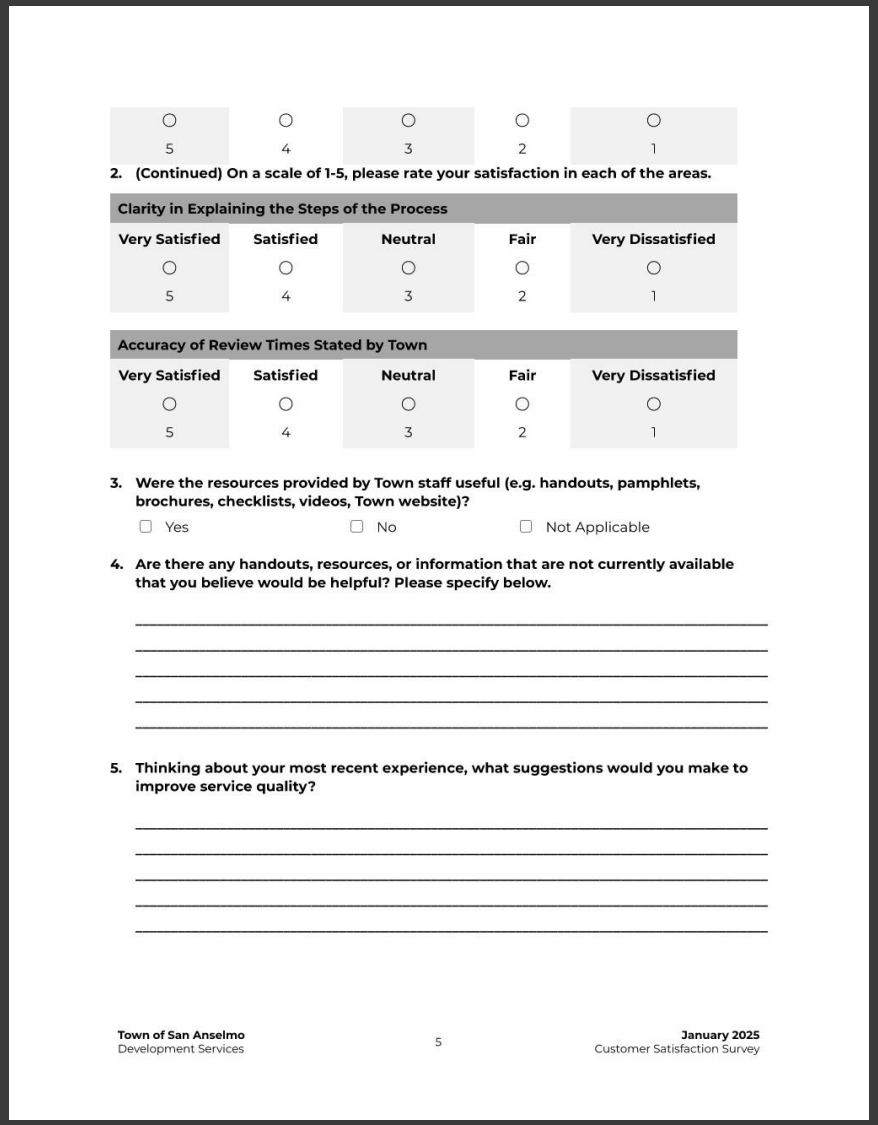
Staff Courtesy & Professionalism				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

Staff Knowledge & Clarity in Answering Questions				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

Helpfulness of Information & Guidance Provided				
Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied

Concerns from applicants

Survey



○	○	○	○	○
5	4	3	2	1

2. (Continued) On a scale of 1-5, please rate your satisfaction in each of the areas.

Clarity in Explaining the Steps of the Process

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

Accuracy of Review Times Stated by Town

Very Satisfied	Satisfied	Neutral	Fair	Very Dissatisfied
○	○	○	○	○
5	4	3	2	1

3. Were the resources provided by Town staff useful (e.g. handouts, pamphlets, brochures, checklists, videos, Town website)?

☐ Yes ☐ No ☐ Not Applicable

4. Are there any handouts, resources, or information that are not currently available that you believe would be helpful? Please specify below.

_____
_____
_____
_____
_____

5. Thinking about your most recent experience, what suggestions would you make to improve service quality?

_____
_____
_____
_____
_____

Town of San Anselmo
Development Services

5

January 2025
Customer Satisfaction Survey

Other Customer service improvement

Already underway:

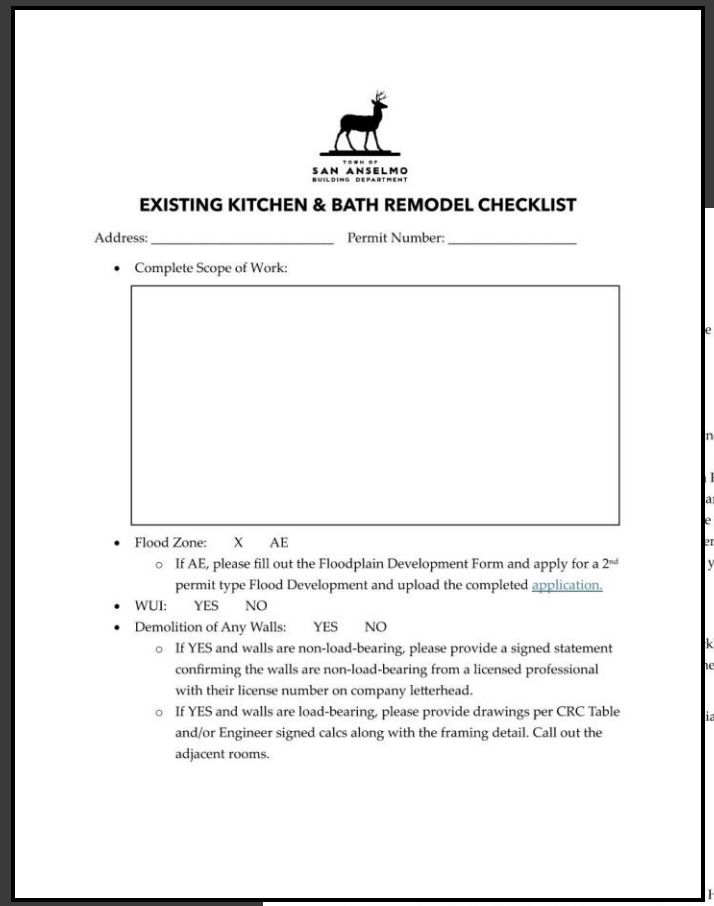
1. Like-for like kitchen and bathroom remodel process
2. Auto CSLB lookup
3. A process for ADU pre-approval
4. Training Permit Technicians



Improvement Suggestions:

1. Separate staff for permit payment processing
2. Adding more permit types to Symbium
3. Qless
4. Developing a Building Department Permit Cost Schedule
5. Redefining the criteria for the Undergrounding requirement and hardship.
6. Acta
7. Over the counter days – two per month starting in March
8. Survey to be sent out with every completed permit
9. Building Department Permit Process Open House 2x year

Underway - Like-for-like kitchen and bath permits



TOWN OF SAN ANSELMO BUILDING DEPARTMENT

EXISTING KITCHEN & BATH REMODEL CHECKLIST

Address: _____ Permit Number: _____

- Complete Scope of Work:

- Flood Zone: X AE
  - If AE, please fill out the Floodplain Development Form and apply for a 2nd permit type Flood Development and upload the completed application.
- WUI: YES NO
- Demolition of Any Walls: YES NO
  - If YES and walls are non-load-bearing, please provide a signed statement confirming the walls are non-load-bearing from a licensed professional with their license number on company letterhead.
  - If YES and walls are load-bearing, please provide drawings per CRC Table and/or Engineer signed calcs along with the framing detail. Call out the adjacent rooms.

e remodeled

nd materials for the project.

Remodel:
are foot
e foot
ement with a detailed cost
you will need to provide

klist and provided all
he best of my knowledge.

ia Residential Code

Homeowner or Contractor

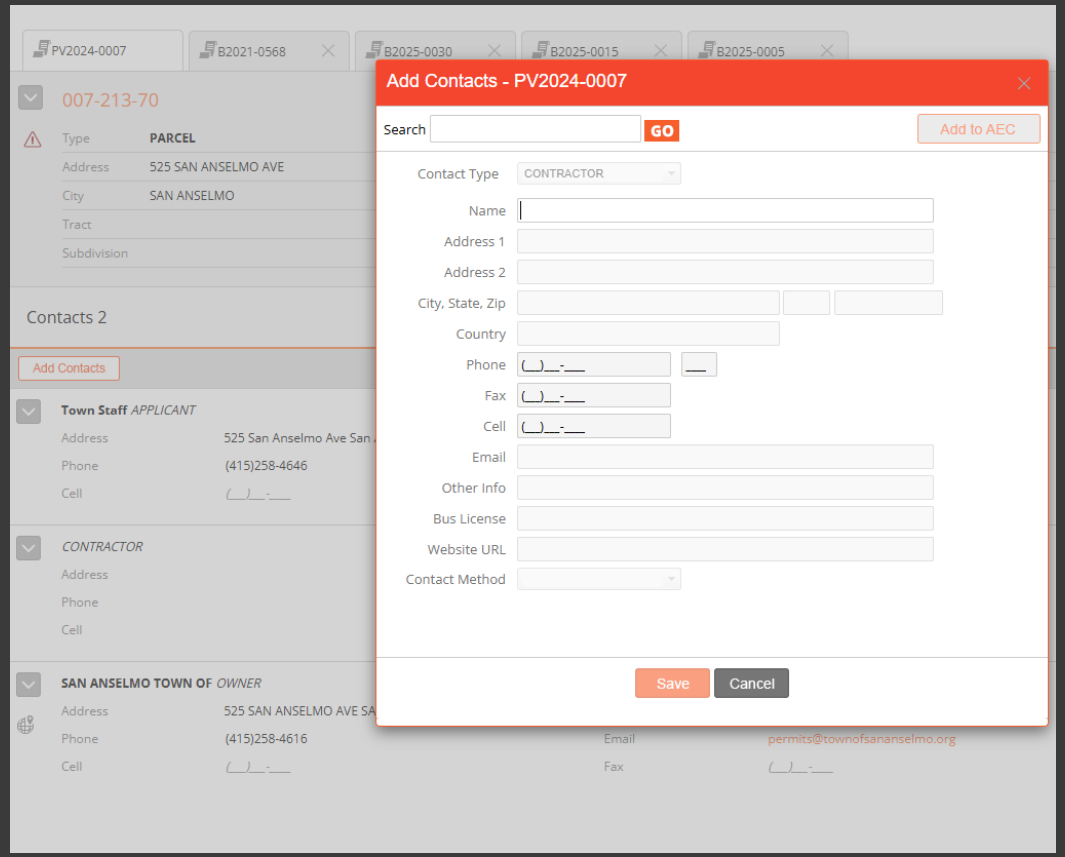
Provide CSLB# _____or the completed owner/builder form.

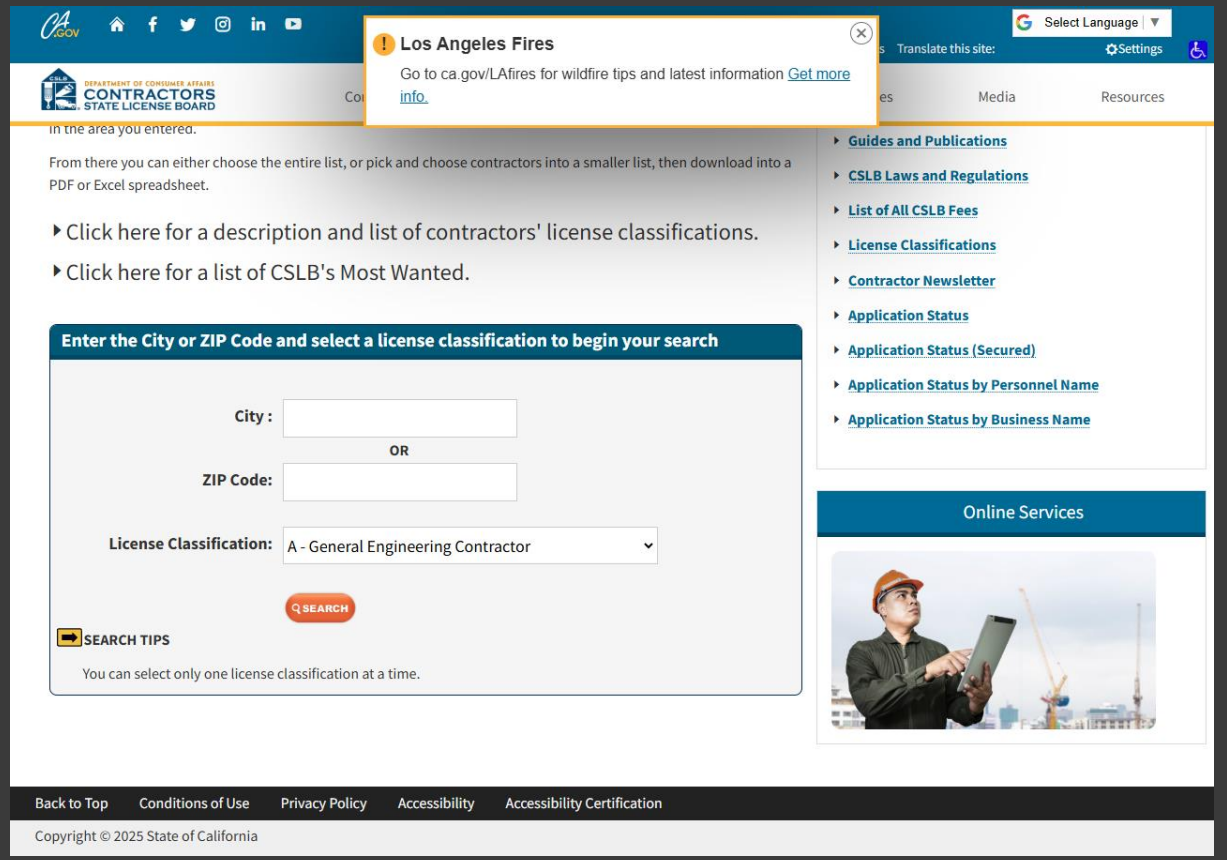
SIGNATURE: _____ DATE: _____



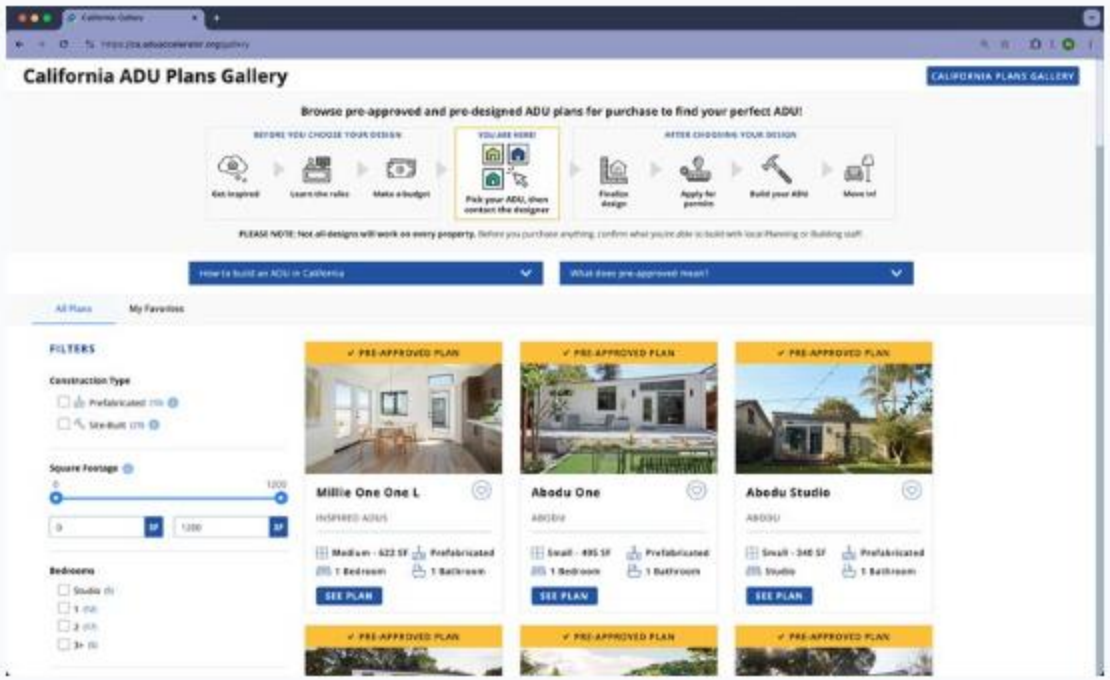
Underway - Contractor's State License verification

- Implementation of new module in eTrakit auto-verifies Contractor's State License.
- Eliminates this repetitive task.

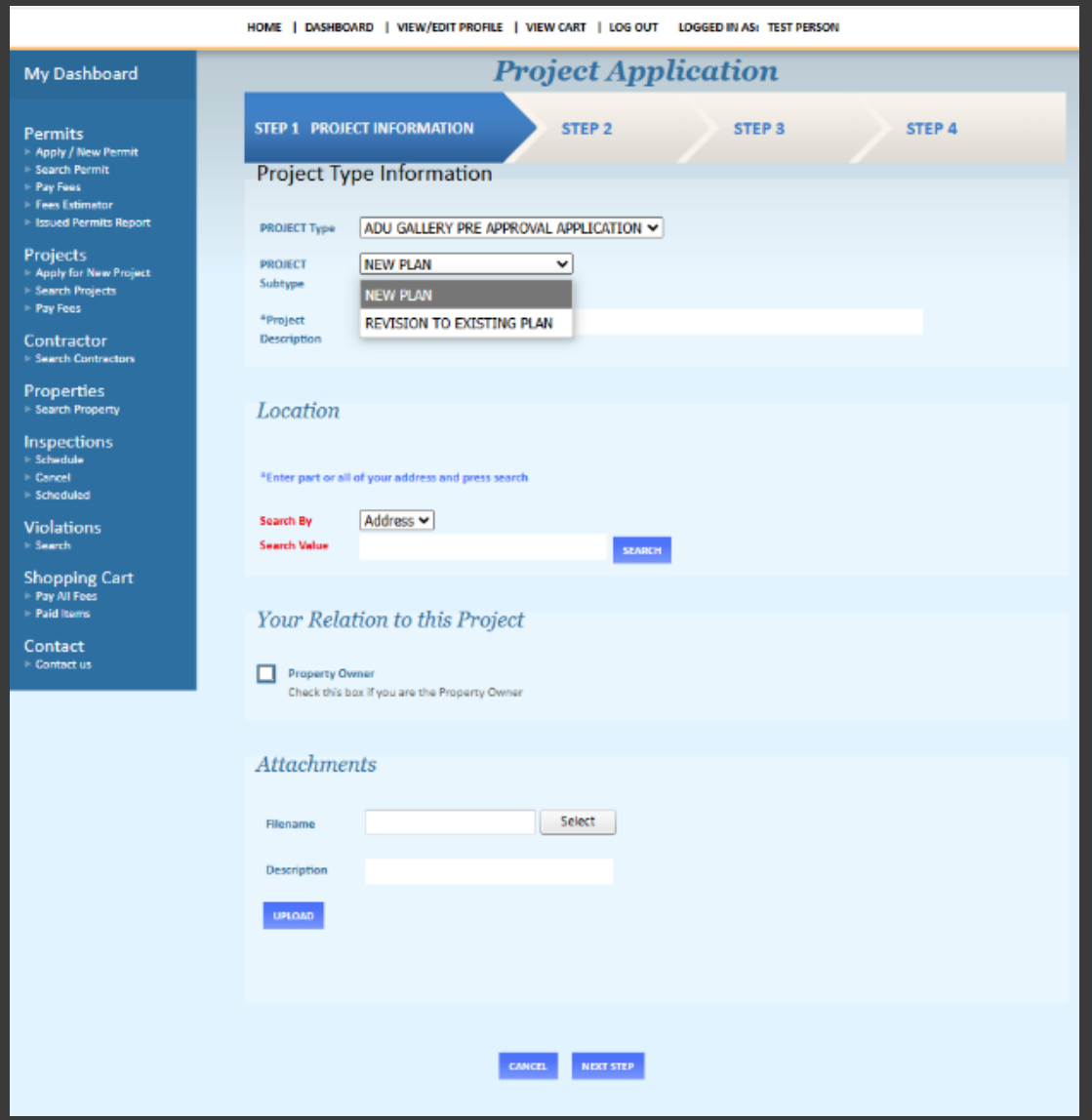




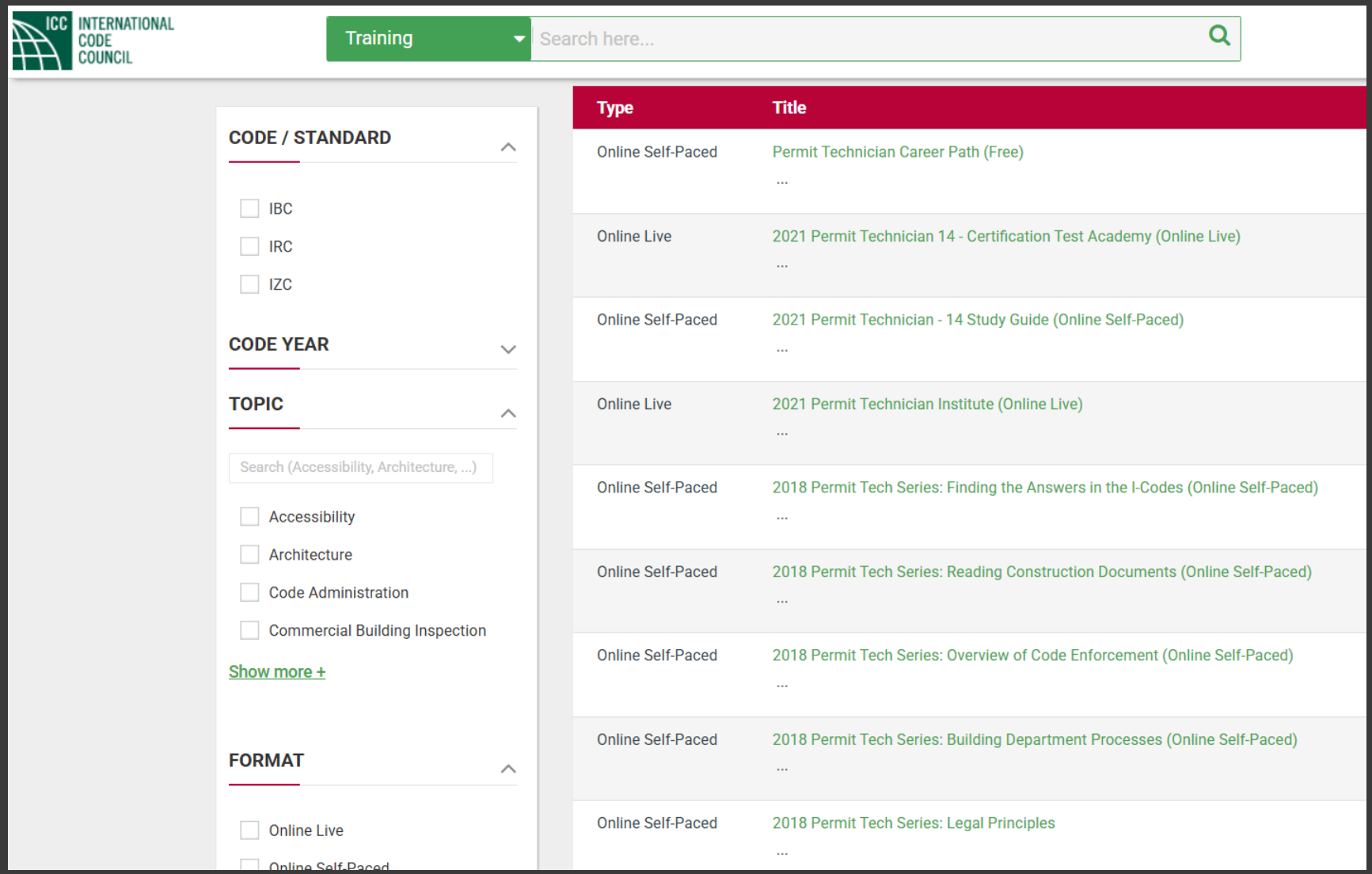
Underway - ADU Pre-Approved Plans



Demo Statewide Gallery Screenshot



Underway - Permit Technician Training



Suggestions – Separate staff for payments

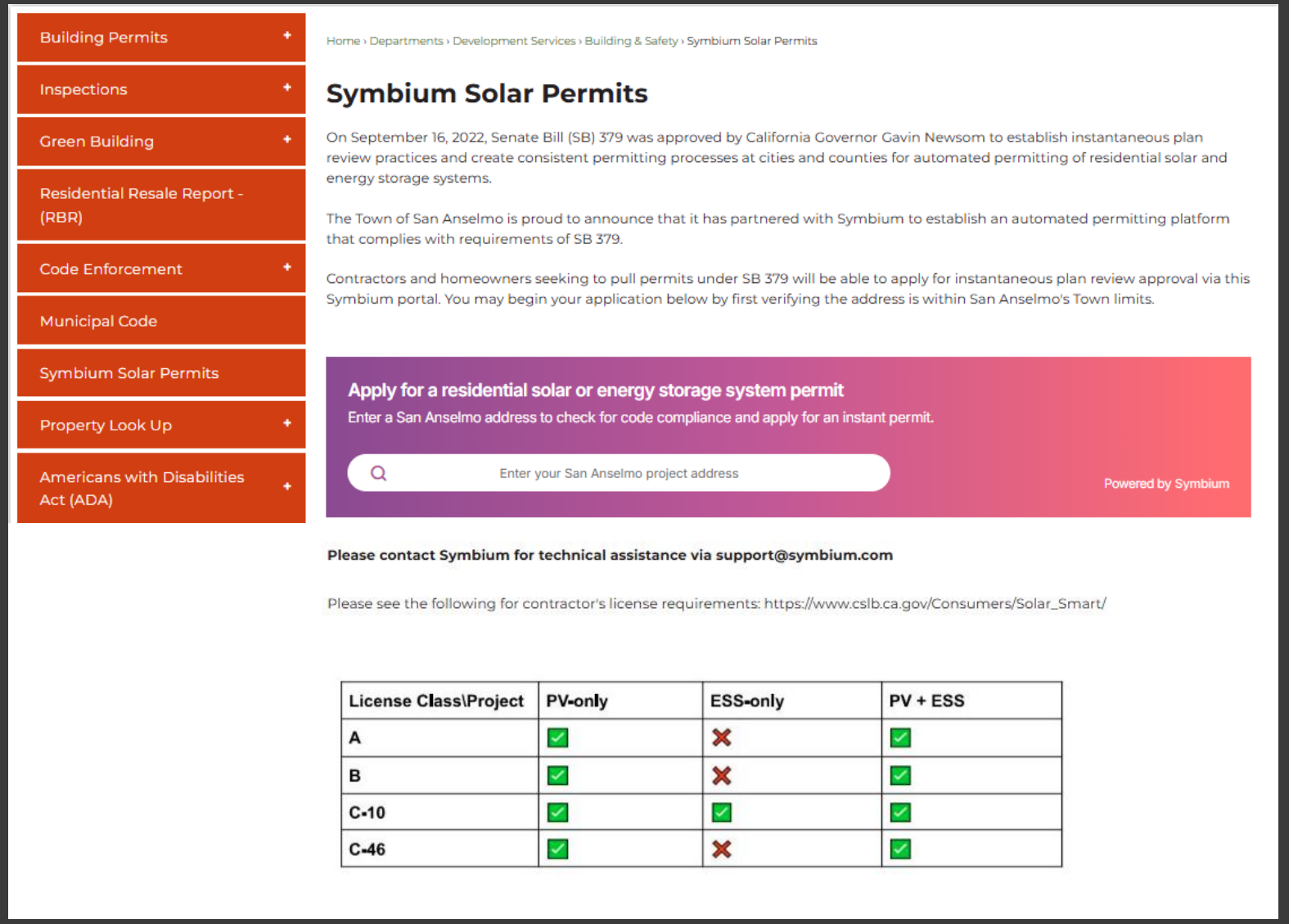
- Payments should be a repetitive process that anyone can perform thus freeing up time for permit staff.



Suggestions - Symbium –AI Powered Permitting

Town has this for solar panels and battery backup permits and wants to expand to other permit types:

1. Re-roofs
2. Water heaters
3. Minor Electrical
4. Minor Plumbing
5. Furnace
6. Window replacements



- Building Permits +
- Inspections +
- Green Building +
- Residential Resale Report - (RBR)
- Code Enforcement +
- Municipal Code
- Symbium Solar Permits
- Property Look Up +
- Americans with Disabilities Act (ADA) +

Home › Departments › Development Services › Building & Safety › Symbium Solar Permits

Symbium Solar Permits

On September 16, 2022, Senate Bill (SB) 379 was approved by California Governor Gavin Newsom to establish instantaneous plan review practices and create consistent permitting processes at cities and counties for automated permitting of residential solar and energy storage systems.

The Town of San Anselmo is proud to announce that it has partnered with Symbium to establish an automated permitting platform that complies with requirements of SB 379.

Contractors and homeowners seeking to pull permits under SB 379 will be able to apply for instantaneous plan review approval via this Symbium portal. You may begin your application below by first verifying the address is within San Anselmo's Town limits.

Apply for a residential solar or energy storage system permit

Enter a San Anselmo address to check for code compliance and apply for an instant permit.

Enter your San Anselmo project address

Powered by Symbium

Please contact Symbium for technical assistance via support@symbium.com

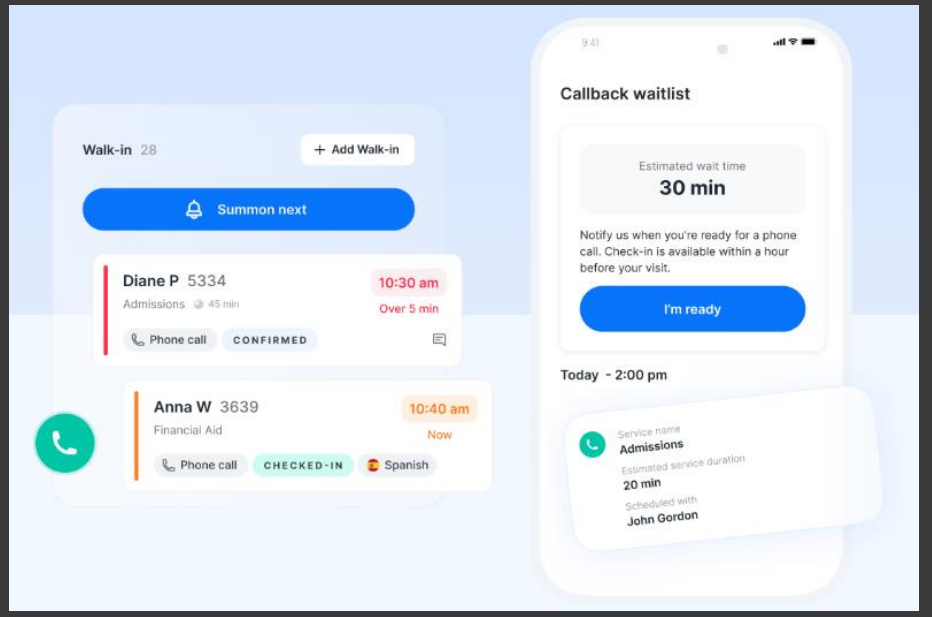
Please see the following for contractor's license requirements: https://www.cslb.ca.gov/Consumers/Solar_Smart/

License Class\Project	PV-only	ESS-only	PV + ESS
A	✓	✗	✓
B	✓	✗	✓
C-10	✓	✓	✓
C-46	✓	✗	✓

Suggestions – QLess Queuing App

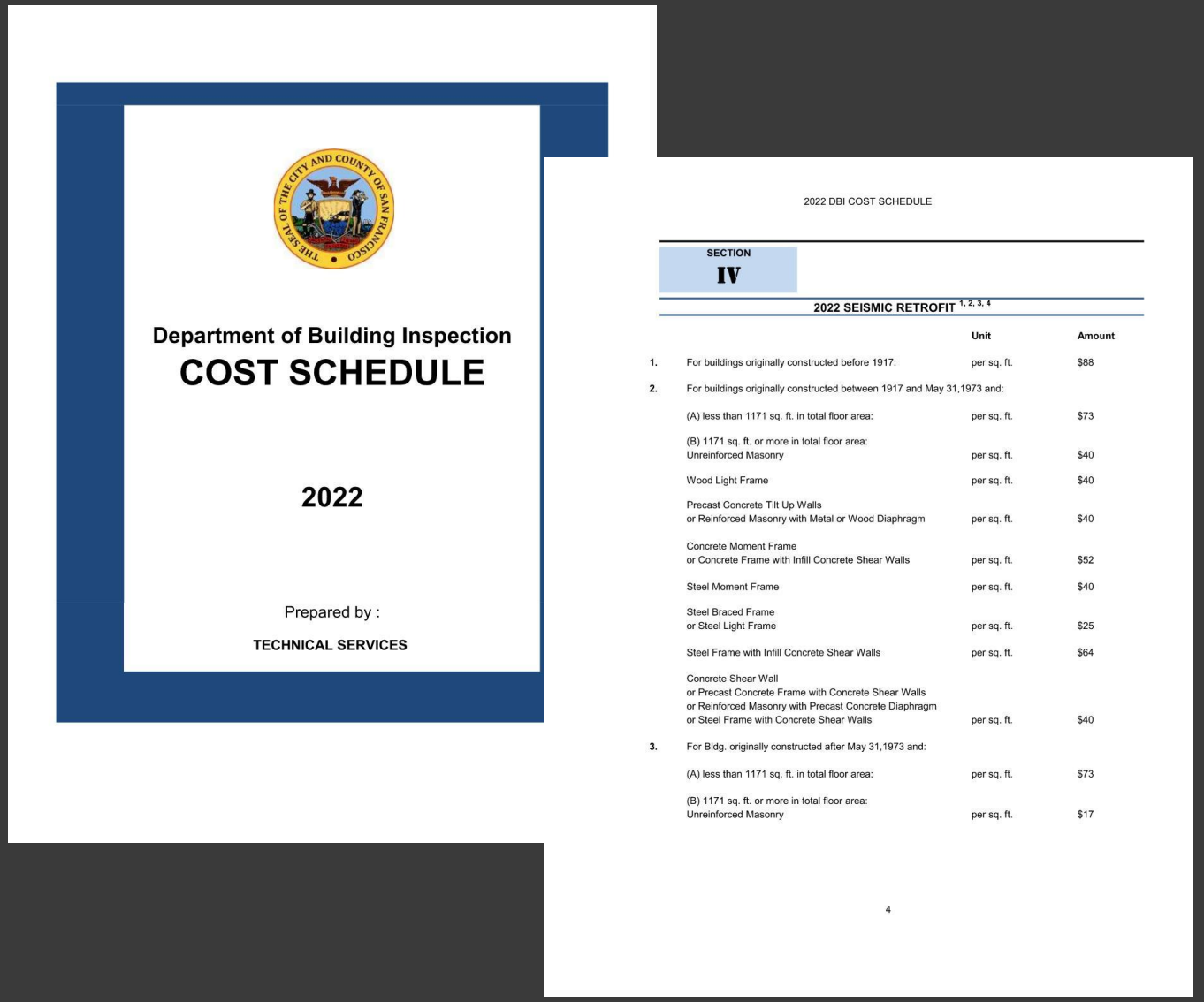
- Applicants waiting in line for 15 minutes can become very aggravated, even if their reason for coming to the counter is quickly resolved.





Suggestions – Develop a Cost Schedule for Valuations

- Standardized Building Permit Cost Schedule
- No back and forth with project valuations



Department of Building Inspection
COST SCHEDULE

2022

Prepared by :

TECHNICAL SERVICES

2022 DBI COST SCHEDULE

SECTION
IV

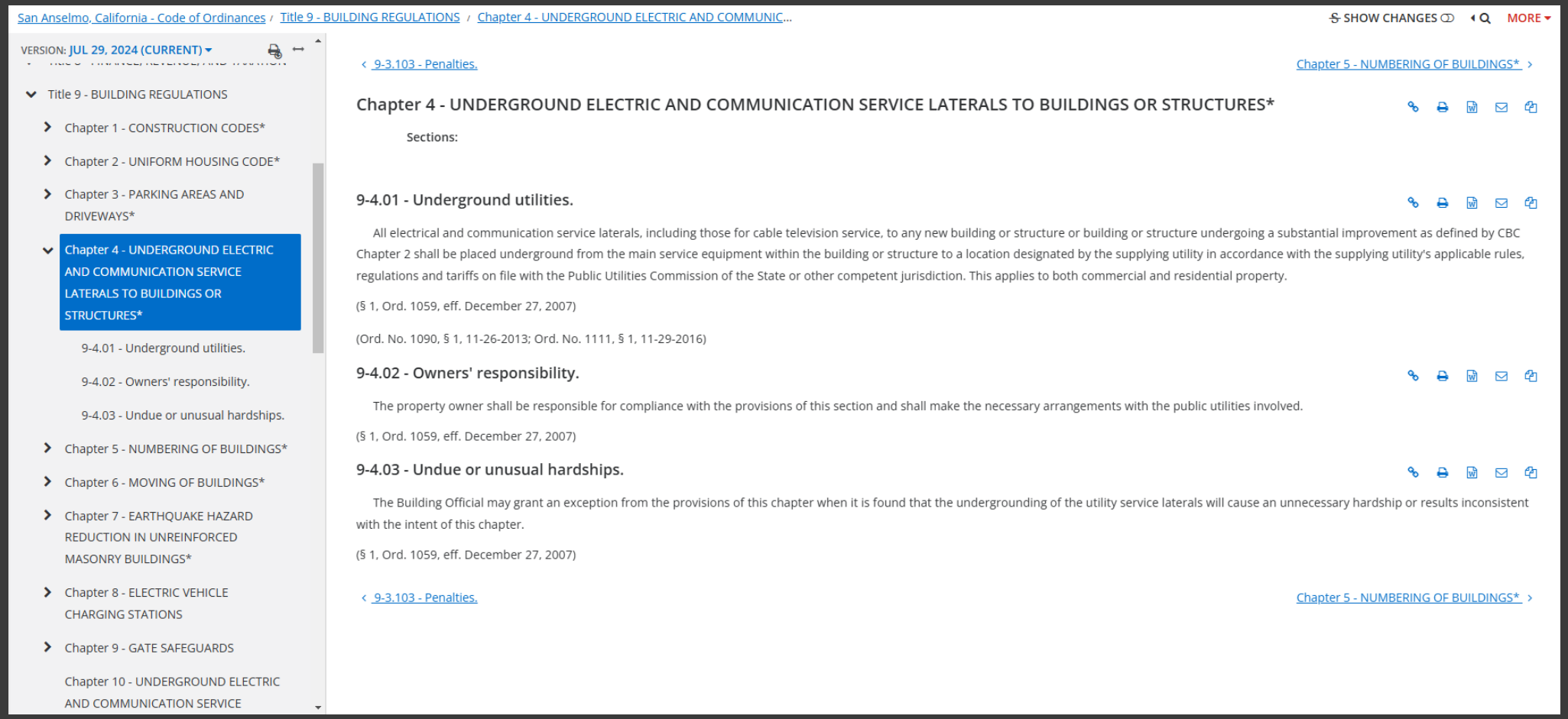
2022 SEISMIC RETROFIT [1, 2, 3, 4]

		Unit	Amount
1.	For buildings originally constructed before 1917:	per sq. ft.	$88
2.	For buildings originally constructed between 1917 and May 31,1973 and:		
	(A) less than 1171 sq. ft. in total floor area:	per sq. ft.	$73
	(B) 1171 sq. ft. or more in total floor area: Unreinforced Masonry	per sq. ft.	$40
	Wood Light Frame	per sq. ft.	$40
	Precast Concrete Tilt Up Walls or Reinforced Masonry with Metal or Wood Diaphragm	per sq. ft.	$40
	Concrete Moment Frame or Concrete Frame with Infill Concrete Shear Walls	per sq. ft.	$52
	Steel Moment Frame	per sq. ft.	$40
	Steel Braced Frame or Steel Light Frame	per sq. ft.	$25
	Steel Frame with Infill Concrete Shear Walls	per sq. ft.	$64
	Concrete Shear Wall or Precast Concrete Frame with Concrete Shear Walls or Reinforced Masonry with Precast Concrete Diaphragm or Steel Frame with Concrete Shear Walls	per sq. ft.	$40
3.	For Bldg. originally constructed after May 31,1973 and:		
	(A) less than 1171 sq. ft. in total floor area:	per sq. ft.	$73
	(B) 1171 sq. ft. or more in total floor area: Unreinforced Masonry	per sq. ft.	$17

4

Suggestions – Redefining Undergrounding Criteria

- Undergrounding requirements based on threshold square footage amount
- Hardship defined



San Anselmo, California - Code of Ordinances / Title 9 - BUILDING REGULATIONS / Chapter 4 - UNDERGROUND ELECTRIC AND COMMUNIC... SHOW CHANGES MORE

VERSION: JUL 29, 2024 (CURRENT)

- Title 9 - BUILDING REGULATIONS
  - Chapter 1 - CONSTRUCTION CODES*
  - Chapter 2 - UNIFORM HOUSING CODE*
  - Chapter 3 - PARKING AREAS AND DRIVEWAYS*
  - Chapter 4 - UNDERGROUND ELECTRIC AND COMMUNICATION SERVICE LATERALS TO BUILDINGS OR STRUCTURES*
    - 9-4.01 - Underground utilities.
    - 9-4.02 - Owners' responsibility.
    - 9-4.03 - Undue or unusual hardships.
  - Chapter 5 - NUMBERING OF BUILDINGS*
  - Chapter 6 - MOVING OF BUILDINGS*
  - Chapter 7 - EARTHQUAKE HAZARD REDUCTION IN UNREINFORCED MASONRY BUILDINGS*
  - Chapter 8 - ELECTRIC VEHICLE CHARGING STATIONS
  - Chapter 9 - GATE SAFEGUARDS
  - Chapter 10 - UNDERGROUND ELECTRIC AND COMMUNICATION SERVICE

‹ 9-3.103 - Penalties. Chapter 5 - NUMBERING OF BUILDINGS* ›

Chapter 4 - UNDERGROUND ELECTRIC AND COMMUNICATION SERVICE LATERALS TO BUILDINGS OR STRUCTURES*

Sections:

9-4.01 - Underground utilities.

All electrical and communication service laterals, including those for cable television service, to any new building or structure or building or structure undergoing a substantial improvement as defined by CBC Chapter 2 shall be placed underground from the main service equipment within the building or structure to a location designated by the supplying utility in accordance with the supplying utility's applicable rules, regulations and tariffs on file with the Public Utilities Commission of the State or other competent jurisdiction. This applies to both commercial and residential property.

(§ 1, Ord. 1059, eff. December 27, 2007)

(Ord. No. 1090, § 1, 11-26-2013; Ord. No. 1111, § 1, 11-29-2016)

9-4.02 - Owners' responsibility.

The property owner shall be responsible for compliance with the provisions of this section and shall make the necessary arrangements with the public utilities involved.

(§ 1, Ord. 1059, eff. December 27, 2007)

9-4.03 - Undue or unusual hardships.

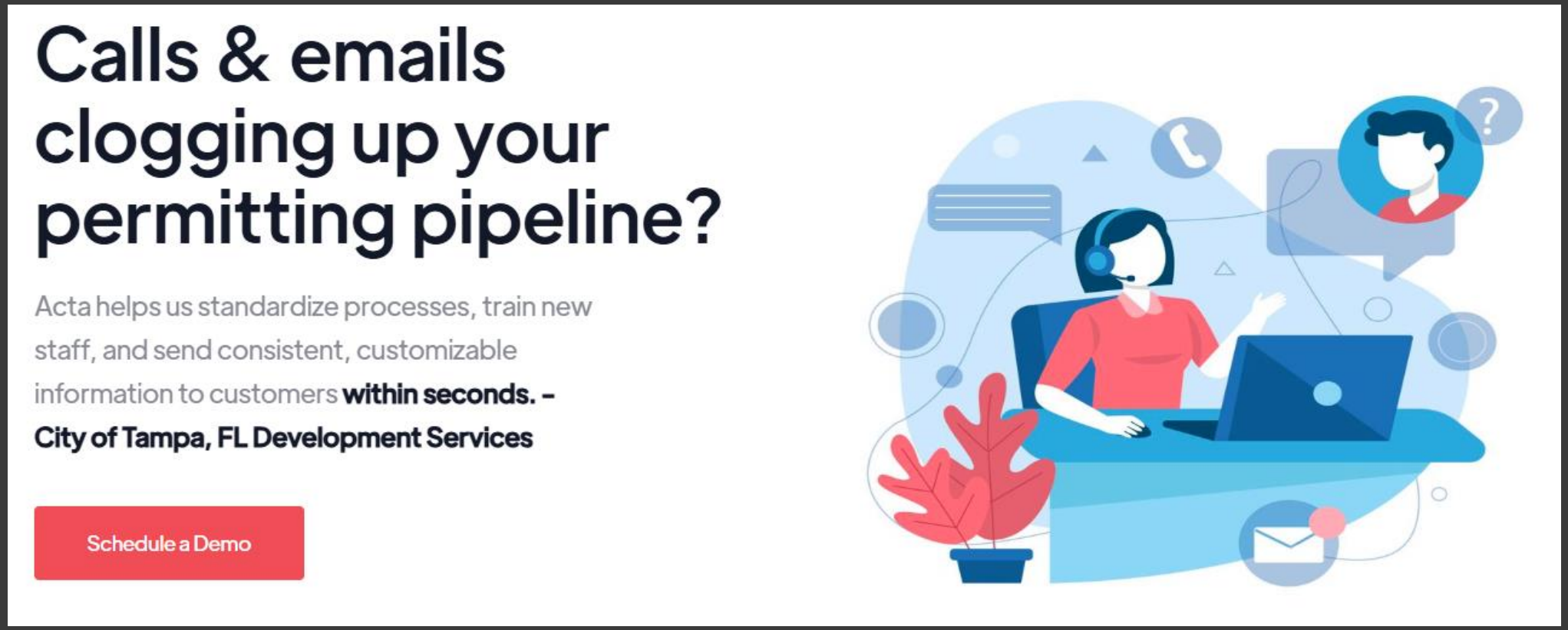
The Building Official may grant an exception from the provisions of this chapter when it is found that the undergrounding of the utility service laterals will cause an unnecessary hardship or results inconsistent with the intent of this chapter.

(§ 1, Ord. 1059, eff. December 27, 2007)

‹ 9-3.103 - Penalties. Chapter 5 - NUMBERING OF BUILDINGS* ›

Suggestions - Acta

- AI-generated responses to emails that include pertinent information and forms.
- Reducing time permit technicians spend on repeat tasks.



Suggestions – Over-the-Counter Days

- Two Thursdays monthly, all departments will provide over-the-counter in-person reviews for small to medium-sized projects during counter hours.

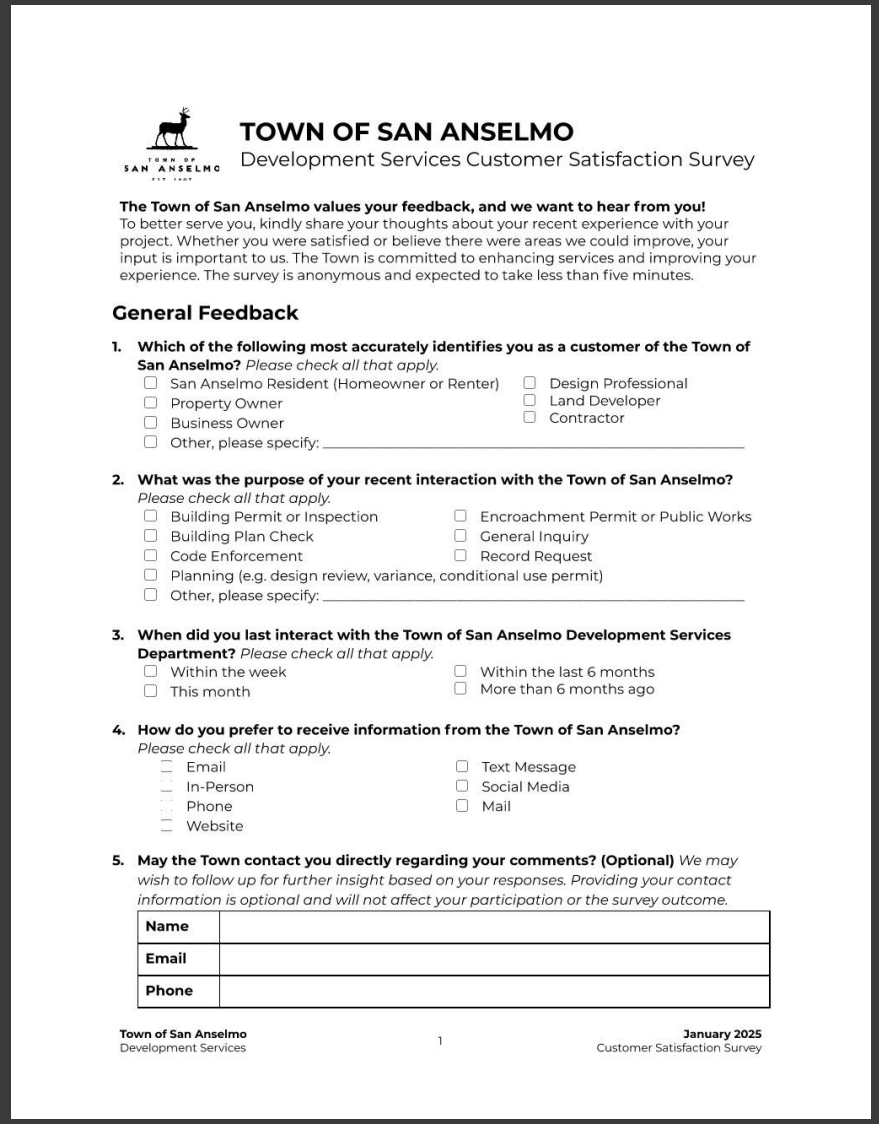
- Applications will pass a completeness check before review.

- Applicants will sign up for a time slot



Suggestions – Customer Service Survey

- Data can be collected on customer satisfaction.
- Staff can determine if other solutions can be implemented to creating a smoother permit process.



TOWN OF SAN ANSELMO
Development Services Customer Satisfaction Survey

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To better serve you, kindly share your thoughts about your recent experience with your project. Whether you were satisfied or believe there were areas we could improve, your input is important to us. The Town is committed to enhancing services and improving your experience. The survey is anonymous and expected to take less than five minutes.

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   - ☐ Property Owner
   - ☐ Business Owner
   - ☐ Design Professional
   - ☐ Land Developer
   - ☐ Contractor
   - ☐ Other, please specify: _____

2. **What was the purpose of your recent interaction with the Town of San Anselmo?** *Please check all that apply.*
   - ☐ Building Permit or Inspection
   - ☐ Building Plan Check
   - ☐ Code Enforcement
   - ☐ Encroachment Permit or Public Works
   - ☐ General Inquiry
   - ☐ Record Request
   - ☐ Planning (e.g. design review, variance, conditional use permit)
   - ☐ Other, please specify: _____

3. **When did you last interact with the Town of San Anselmo Development Services Department?** *Please check all that apply.*
   - ☐ Within the week
   - ☐ This month
   - ☐ Within the last 6 months
   - ☐ More than 6 months ago

4. **How do you prefer to receive information from the Town of San Anselmo?** *Please check all that apply.*
   - ☐ Email
   - ☐ In-Person
   - ☐ Phone
   - ☐ Website
   - ☐ Text Message
   - ☐ Social Media
   - ☐ Mail

5. **May the Town contact you directly regarding your comments? (Optional)** *We may wish to follow up for further insight based on your responses. Providing your contact information is optional and will not affect your participation or the survey outcome.*

Name	
Email	
Phone	

Town of San Anselmo
Development Services

1

January 2025
Customer Satisfaction Survey

Suggestions – Permit Process Open House

- Building Department staff to hold bi-annual informational sessions on the permit process.

- Staff can answer questions from the public.



Building Department 2025 Goals

1. Revise existing Municipal Building Codes (obsolete codes need to be removed).

2. Fall 2025 - 2025 California Building Standards Code Adoption

3. Soft story program.




Improving customer service is important while maintaining the safety, health, and welfare of the community.


QUESTIONS?