

**TOWN OF SAN ANSELMO  
STAFF REPORT**

For the Meeting of July 9, 2013

TO: Town Council  
FROM: Debra Stutsman, Town Manager  
SUBJECT: Quality of Life Commission

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**RECOMMENDATION**

That Council adopt the resolution re-establishing the parameters of the Quality of Life Commission.

**BACKGROUND**

The Town currently has a Quality of Life Commission that operates under a resolution that was prepared in 2003 and is outdated.

**DISCUSSION**

Staff is currently reviewing all guidelines for boards, commissions and committees for consistency and accuracy. Therefore, guidelines may be placed on future agendas as they are reviewed and/or revised for Council approval.

The original Quality of Life Commission resolution allowed for seven (7) members to serve on the committee. However, the committee has functioned with nine (9) members for several years under a temporary expansion. This resolution would officially expand the committee to nine (9) seats.

Also, this resolution outlines the parameters of the Quality of Life Commission, including the committee's charge, goal and purpose, objectives, organization, guidelines, and terms.

**CONCLUSION**

The attached revised resolution has been reviewed and approved by the Quality of Life Commission Chair; therefore, Staff recommends that Council adopt the resolution re-establishing the parameters of the Quality of Life Commission.

Respectfully submitted,

*Debra Stutsman*

Debra Stutsman  
Town Manager

Attachment No. 1      Quality of Life Commission Resolution

**Resolution NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO  
DEFINING THE FRAMEWORK FOR THE  
QUALITY OF LIFE COMMISSION**

WHEREAS, the residents of San Anselmo are concerned with securing a high quality of life, while ensuring fairness and equity to all persons, to other species and to future generations; and

WHEREAS, the world's economy, society and environment are interrelated, and we cannot consume resources faster than they can be renewed nor produce wastes faster than they can be absorbed; and

WHEREAS, San Anselmo has a rich history of citizen involvement and volunteerism, working successfully to enhance its quality of life; and

WHEREAS, the Quality of Life Commission has been in existence for many years and a need to update the guidelines for community service has been identified.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council re-establishes the parameters of the Quality of Life Commission, as follows:

1. Charge: The charge of the Commission is to promote sustainability by defining and enhancing opportunities for sustainable practices in San Anselmo, thereby moving toward ensuring that resources are not consumed faster than they can be renewed nor that wastes are produced faster than they can be absorbed.
2. Purpose: To secure a high quality of life for San Anselmo residents within the means of nature by simultaneously meeting environmental, economic and community needs.
3. Goals: While the specific scope of the Commission's will be established annually, the overall goals are:
  - a. Develop, integrate and support the implementation of a sustainability element for the Town's General Plan.
  - b. Facilitate Town involvement in efforts to achieve tangible improvements in global environmental and sustainable development conditions through local action.
4. Organization: Nine (9) members plus one (1) youth member appointed by the Town Council, and shall serve without pay. The Commission may include one Councilmember and a designated Town staff liaison.

5. Guidelines: The guidelines for the Commission are as follows:
  - a) The Commission will meet on a regular basis, as is determined by the Chairperson, who will be elected by the Commission members.
  - b) Members are expected to attend all meetings, unless prevented from doing so by a substantial reason. In the case of an absence, members shall notify the Chairperson at least twenty-four hours in advance of a meeting. Automatic removal will occur if more than three consecutive regular meetings are missed, or more than four regular meetings in six months are missed, without prior notice and substantial reason.
  - c) Members may not solicit employment or professional assignments relating directly or indirectly to the projects under study by the Commission.
  
6. Terms: Members will serve three (3) one-year terms, except when a member is appointed for a shorter period to fill the end of a vacated term. A goal is to stagger the appointment schedule so that no more than one-half of the seats shall expire in any one year.
  
7. Brown Act: All meetings of the Commission shall be public and noticed on the public notice bulletin board.

I hereby certify that the foregoing resolution was duly passed and adopted at the regular meeting of the San Anselmo Town Council on the 9th day of July, 2013, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Kay Coleman, Mayor

\_\_\_\_\_  
Town Clerk

**TOWN OF SAN ANSELMO**

Staff Report

July 2, 2013

For the meeting of July 9, 2013

TO: Town Council  
FROM: David P. Donery, Community Services Director  
SUBJECT: Special Event Application: Picnics on the Plaza

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**RECOMMENDATION**

That Council approve the application for Picnics on the Plaza events scheduled for Fridays, August 2nd through September 6th, 2013 from 5:00p.m. to 8:00 p.m.

**BACKGROUND**

The Picnics on the Plaza is an event that is coordinated by the Town of San Anselmo's Economic Development Committee. The subcommittee is comprised of two members of the Town Council, Town staff, and seven appointed members. The event concept was developed in 2010 as part of ongoing efforts by what was the Economic Development Subcommittee to bring more people to the downtown business district. The events have drawn hundreds of people, including many families with small children.

**DISCUSSION**

This event series has been purposefully designed to be relatively simple to produce. The primary concept is to provide a venue for town residents to socialize, dine together, and enjoy live entertainment.

Each of the six Friday night events will have a "host" organization that is responsible for selecting a theme, booking the entertainment, and coordinating the event, including all clean-up responsibilities. The Town provides outdoor tables with tablecloths, chairs, umbrellas, garbage and recycling receptacles, along with the road closure of Tunstead Avenue from San Anselmo Avenue to Library Place along with associated parking enforcement. The Town also hires part-time staff to work with the host organizations to coordinate the events and to manage the popular inflatable bounce house at each event.

Changes for 2013 include moving the starting date up two weeks to the beginning of August, which takes the event into early September. The reasoning behind this is that the July dates had been poorly attended and the dates in late August were being well attended. Staff attributes this to residents being back in town in late August because schools have reopened.

Another change for 2013 is the collaboration with the San Anselmo Community Foundation for the August 2<sup>nd</sup> event. On this night, the "Kid's Grand Opening" of Imagination Park will take place simultaneously to the Picnic on the Plaza activities on the Town Hall lawn. In addition to the regular entertainment at Town Hall, the new park will feature many fun children's activities. It is expected that the community will come enjoy both events as one fun night in downtown San Anselmo.

Finally, as part of the August 2<sup>nd</sup> event and as part of the August 30<sup>th</sup> Picnic on the Plaza event, this application requests the closure of Magnolia Avenue between San Anselmo Avenue and Kientz Lane from 4 to 9pm. These closures will be in addition to the regular closure of Tunstead Avenue for the Picnic events. The August 30th event is hosted by the San Anselmo Chamber of Commerce and the Pacific Sun newspaper and will have an America's Cup theme which will involve use of Imagination Park.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'David Donery', with a long horizontal flourish extending to the right.

David Donery  
Community Services Director

Attachment 1 – 2013 Picnics on the Plaza event application

**TOWN OF SAN ANSELMO**

1000 Sir Francis Drake Blvd.  
San Anselmo, CA 94960  
(415) 258-4640

**APPLICATION FOR COMMUNITY-BASED EVENTS**

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

**EVENT INFORMATION**

**Name of event:** Picnics on the Plaza Event Series

**Organization(s) presenting the event:** San Anselmo Economic Development Committee

**Other event sponsor(s), if any:**

**Contact Person:** David Donery **Phone Number:** (415)258-4661

**Address:** 525 San Anselmo Ave., San Anselmo, CA 94960 **email:** ddonery@townofsananselmo.org

**Event Date(s):** 8/2\*, 8/9, 8/16, 8/23. 8/30\*, 9/6/13

\*8/2 event held in conjunction with Kid-Oriented Grand Opening of Imagination Park

\*8/30 event held in conjunction with Imagination Park’s America’s Cup Night

**Start and end times:** 5:00p.m. to 8:00p.m.

**Number of attendees (estimate):** 100

**Location:** Town Hall Plaza & Tunstead Avenue\* \*(from SA Ave to Library Place)

**Will alcohol be served or sold?** Yes \_\_\_ No **X**

**Brief Description of Event:** Events are designed to offer a family-friendly activity in the downtown on Friday evenings during the summer. Each week’s event will be hosted and coordinated by a local organization or group of organizations. Each organization will develop the activities for their event. Events may include a theme, music and entertainment, and other activities depending on what the hosting group chooses. The Town will provide road closures and parking signage on Tunstead, garbage receptacles, and tables, chairs and umbrellas.

**Public space requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> Creek Park                | <input type="checkbox"/> Creek Park Parking Lot |
| <input type="checkbox"/> Pine Street Parking Lot   | <input type="checkbox"/> Magnolia Parking Lot   |
| <input checked="" type="checkbox"/> Town Hall Lawn | <input type="checkbox"/> Council Chambers       |
| <input type="checkbox"/> Other                     |   |

San Anselmo Avenue: from (cross streets) \_\_\_\_\_ to \_\_\_\_\_

Tunstead Avenue: from (cross streets) San Anselmo Avenue to Library Place

Other street(s): from (cross streets) For 8/2 & 8/30 events only, Magnolia from SA Ave to Kientz Lane

Other space use (e.g. parking spaces) \_\_\_\_\_

## Standards & Objectives

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

Does the event:

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

## CONDITIONS OF APPROVAL

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

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

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

Name: David Donery

Date: July 1, 2013



NAME OF EVENT: Picnics on the Plaza

DATE(S): Six Fridays, 8/2 thru 9/6/13

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	Requires compliance with all ADA regulations, including providing ADA-approved cord covers on all cords located on public right of way.	Sean Smith
FIRE	Town staff will coordinate with RVFD on emergency vehicle access on Tunstead Ave.	Rob Bastianon
RECREATION	No additional requirements	David Donery
PUBLIC WORKS	No additional requirements	Sean Condry
ADMINISTRATION	No additional requirements	Debbie Stutsman
TOWN COUNCIL		