

TOWN OF SAN ANSELMO  
TOWN COUNCIL AGENDA  
August 26, 1997  
Town Hall – Council Chambers  
525 San Anselmo Avenue, San Anselmo

San Anselmo Town Council  
Packet  
FILES

6:30 p.m.

Closed session regarding pending litigation, pursuant to Government code section 54956.9(a), *Richard Schmidt v. Town of San Anselmo*; and regarding pending litigation, pursuant to Government Code Section 54956.9(a), *Town of San Anselmo v. Mullin, et al.*

8:00 p.m.

- Call to order.
  - Pledge of Allegiance
  - Announce action taken, if any, in closed session.
  - 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 may not be belligerent or slanderous out of respect for the community.
  - Council requests for future agenda items, questions and comments to staff; staff miscellaneous items.
1. Consent agenda: Items on the consent agenda may be removed and discussed separately. Otherwise, all the items may be approved with one action.
    - (a) Approve minutes: August 5, 1997.
    - (b) Appropriate \$500 for the Town's 90<sup>th</sup> Birthday Celebration
  2. Approve resolution regarding priority for Town Employees to receive consideration for Below Market Rate (BMR) Housing Units.
  3. Second six month review of the UNOCAL gas station Use Permit granted in 1995. The station is located at 930 Sir Francis Drake Blvd. next to the Red Hill Shopping Center.
  4. Adjourn.

—Te 8-

If you need an accommodation to attend or participate in this meeting due to a disability, please contact the Administration Department at Town Hall (258-4600)

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. Next regular meeting: September 9, 1997.

I certify that this agenda was posted on the Public Notice Bulletin Board on or before August 22, 1997.

Debbie Stutsman  
Debbie Stutsman, Town Clerk

**TOWN OF SAN ANSELMO**  
**Minutes of the Special Town Council Meeting of August 5, 1997**

Present: Breen, Chignell, Hodgens, Kroot, and Overberger  
Absent: None

7:30 p.m.

Mayor Kroot announced that a settlement has been reached in the Susan Nelson matter. A copy of the settlement is available for public perusal.

\* OPEN TIME FOR PUBLIC EXPRESSION:

Bill DeBisschop, Elm Avenue, said he got a ticket for parking in the police parking lot; he didn't use the handicapped parking spot because his car extended out into the street three feet when he used it.

Barbara Schmidt, Austin Avenue, said Bank of America has a disabled employee who uses the disabled spot all day long. She spoke with the Bank of America manager about this because she would like to be able to use the spot.

Glenn Smith, Austin Avenue, complained about a dog fight where one dog lost an eye.

Louise Mathews, Foothill Road, said she would like Council to address the issue of bicycle riding on sidewalks. If an ordinance is in place, perhaps notification to all residents is in order.

\* COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS, QUESTIONS AND COMMENTS TO STAFF; STAFF MISCELLANEOUS ITEMS.

Chignell said there is a burned out house at 111 Broadmoor that has been sitting boarded up for many months. He would like some action taken notifying the owner of this aesthetic and safety hazard.

Chignell said Kit Mosden sent a letter regarding damage to his vehicle as he was waved through some Measure G work. Chignell contacted Town Attorney Roth who said the Town could reimburse the claimant for the damage and then request reimbursement from the contractor. He would like this item put on the August 12 agenda. Town Administrator Pollard said she will look into this and see if it can be handled administratively.

Hodgens asked if there is signage on San Anselmo notifying people of the ban on bicycle riding on downtown sidewalks. She would like this signage put up.

1. APPEAL OF PLANNING COMMISSION APPROVAL OF A VARIANCE AND DESIGN REVIEW REQUEST FOR THE PROPERTY KNOWN AS 61 SAIS AVENUE IN SAN ANSELMO (APN 6-074-30). APPROVED PROJECT INCLUDES RAISING THE FIRST FLOOR ABOVE GRADE AND ADDITION OF A SECOND STORY BOTH WITHIN 12' OF THE FRONT PROPERTY LINE. APPELLANTS INCLUDE THE OWNERS/RESIDENTS OF THE FOLLOWING PROPERTIES: 55 SAIS, 58 SAIS, 29 NOKOMIS AND 31 NOKOMIS.

Planning Director Chaney said this item was continued to allow the interested groups to get together to discuss their differences. The participants agreed to some changes to the drainage plans, as well as future changes if there is still a drainage problem after the rains. A new resolution is presented incorporating the agreed-to changes. Regarding the pitch of the roof, the applicant wants to keep it at 5 and 12.

1(a)

Kroot asked if the drainage agreement is voluntary and whether it would be recorded against all participating properties. Public Works Director Bush said that as long as the agreement is recorded it would be in effect.

Chignell asked about the drainage plans. Bush said the slope of the driveway and the dispersion trench should be of significant help with drainage.

Jane Hall, 31 Nokomis, said the appellants are concerned that the language in the resolution is not strong enough, particularly since the property is likely to be sold. She would like to see subsequent drainage costs shared among all those affected.

Al Buchignani, Geotechnical Engineer, said the property owner at 61 Sais intends to eliminate a present drain at the rear of the property and move it elsewhere. This seems logical. It may be beneficial to put catchbasins on the other properties that would drain into the creek.

Overberger asked if this plan is likely to work. Buchignani said it could work, but during heavy rainfall may not.

John Pey, 29 Nokomis, said he is concerned with ambiguity, as this applicant will not be living in this property. Regarding drainage, his property is directly behind 61 Sais and he would like a little more structure and clarity in the language. He has a pool in this backyard which may interfere with the engineer's drainage idea. He is concerned with the roof pitch as it is so close to his home. He would prefer a 4 and 12 roof.

Gene Marksbury, 57 Sais, said he is concerned over the roof pitch. He would prefer a 4 and 12 roof to reduce the height of the home.

Michael Barber, Project Architect, said the roof slope change will only change the height 15". They have lowered the structure 2 feet 3 inches by making other changes. He enumerated the drainage improvements they have planned.

Kroot asked Barber if they have a problem entering into an agreement regarding drainage.

Niz Brown, Applicant, said she would be happy to address drainage from her property onto other properties. She feels the other property owners have the responsibility to put in drainage pipes on their own property if needed.

Chignell asked what assurances she can give the appellants that subsequent owners will participate in future drainage work, if needed.

Dan Goltz, 107 Holstein Road, said to turn the project down isn't going to solve the drainage problems.

Overberger abstained from the discussion as her home is in this neighborhood.

Hodgens asked if any resolution has been reached on the issues that were outstanding.

Kroot said the drainage work has been virtually agreed to. The roof issue is still unresolved.

Hodgens asked about the recordation requirements. Bush said the Town cannot mandate the routing of a watercourse. Bush said if all parties agreed, the issue would be moot. This would be a contingency plan if the agreed to changes don't work.

Breen said he feels satisfied that the neighbors have reached a good compromise on drainage. The applicant can be encouraged to pursue an agreement, to be forwarded to the Town, with costs to be shared proportionately. The Council will have to decide the roof pitch as the neighbors cannot agree.

Chignell said Ms Brown has compromised on a number of significant issues. Regarding the recordation of a drainage agreement, if agreement isn't reached where does this go? Roof pitch will have to be decided at the Council level.

Kroot agreed and said he likes the mandatory language in the resolution. Regarding roof slope, he agreed that Ms Brown has already compromised quite a lot. He doesn't feel the 5 and 12 pitch will be that noticeable.

M/s, Chignell/Breen, to approve Resolution No. 3397 and uphold Planning Commission approval of Variance and Design Review request for the property known as 61 Sais (APN 6-074-30). Approved project includes raising the first floor above grade and addition of a second story both within 12' of the front property line, with the following change: Page 4, item 3 of the resolution shall read as follows: "The applicant shall pursue a drainage agreement, in accordance with the conceptual solution submitted by Al Buchignani P.E. (dated 8/4/97), with all interested parties including the owners of 55 Sais, 61 Sais, 29 Nokomis and 31 Nokomis. When an agreement is reached it should be recorded and forwarded to the Town Planning Department for placement in all applicable property files. Ayes: All. Abstain: Overberger.

2. ADOPT URGENCY INTERIM ORDINANCE WHICH EXTENDS THE TIME PERIOD OF URGENCY INTERIM ORDINANCE NO. 985 ENACTING A MORATORIUM PROHIBITING THE CONSTRUCTION OR INSTALLATION OF WIRELESS COMMUNICATION FACILITIES PENDING REVIEW AND CONFORMANCE OF APPROPRIATE GUIDELINES TO THE PLANNING AND ZONING POLICIES.

Planning Director Chaney said the emergency ordinance already enacted will expire this week. This ordinance would extend it for an additional ten months and fifteen days. It would exempt pending projects and projects associated with safety needs. The County's guidelines should be finalized in August.

Hodgens asked why the first ordinance was only for 45 days and this one is ten months plus. Chaney said the state mandates the 45 days, from which point it must be extended by ordinance. This time frame is consistent with Fairfax' action but is an arbitrary date. This action can be rescinded at any time Council wants.

Overberger said she was a dissenting vote on this item originally. She doesn't feel the moratorium is the way to get more educated on antennas.

Kroot asked if antenna requests for public safety needs would come before the Town Council. Chaney said those kinds of facilities are exempt because they are for emergency purposes. Under normal circumstances they wouldn't come to Council.

Chignell said he would like to change the language on public safety to "may" to ensure that there is sufficient public input.

Hodgens asked if work around antennas is in the Planning Department's workplan. She would like a sense of the amount of staff time required to do this. Chaney said she visualizes that there would be a work study session with the Planning Commission and Town Council.

Breen said the intent is to get the information across in an economical fashion. This is a big issue for all Marin cities and towns, all of whom are represented on the Countywide Communications group.

M/s, Chignell/Hodgens, to adopt Urgency Ordinance No. 987 to extend the previously adopted Ordinance No. 985 for 120 days. Said ordinance imposes a moratorium on further processing of wireless communications facilities with certain exemptions. The language in Section 4, paragraph 2, shall read as follows: The following may be exempt from the provisions of this urgency interim ordinance: 2) Any facility or equipment used by police,

fire suppression and/or paramedic personnel to preserve public health safety and welfare.  
Ayes: All.

3. DISCUSSION OF A POSSIBLE UTILITY DISTRICT FOR UNDERGROUNDING OF UTILITY WIRES.

Planning Director Chaney said downtown utilities are underground from Magnolia Avenue to Ross Avenue. Money is available to the Town for further work through PG&E's Rule 20-A. She has investigated whether additional undergrounding could be done before San Anselmo Avenue is paved. It is possible and she would like guidance from Council on whether this should be pursued.

Overberger asked if the money is held by the state or PG&E and what the cost would be. Chaney said there would be a cost to the property owners who would have to transfer their connections underground. We don't know at this time what that cost would be.

Hodgens asked if PG&E pays for any repaving as a result of this work. Chaney said they replace sidewalk sections that they tear up.

Dan Goltz, Architect, said he understood the work was not done initially because of a substandard line from PG&E.

Drew McEachron, San Anselmo Avenue, said he would like Council to strongly consider this project as it would be very worthwhile.

Bill Hendrickson said it is hard to understand how the Town accumulated so much money and hasn't used any of it.

Louise Mathews, Foothill Road, said she understood this money was to be used where the overhead poles were an impediment. She is concerned that if all the money is spent downtown, areas where there is an essential need will be dismissed. She would like a portion of these funds set aside for the community at large. Regarding a Utility District, this would affect only property owners on San Anselmo Avenue. She wondered how Prop 218 affects this.

Kroot said he would like to see undergrounding pursued. Overberger agreed, and mentioned that she would like to ensure the funds are not lost. Breen agreed and suggested action on an upcoming agenda.

M/s. Overberger/Breen, to accept the staff recommendation to create an underground utility district, requesting that staff put together a specific plan within 30 days. Ayes: All.

4. PROPOSED 1997-98 BUDGET AND WORK PLAN. PUBLIC HEARING ON:

**Non-Departmental (Includes Community Investments)**

Town Administrator Pollard said this item includes all miscellaneous items. In the area of Community Investments, the Robson Stop-By program is proposed to move back to Non-Departmental from the Recreation Department. The budget amount is the same as the prior year. Also included is \$20,000 to complete the Town's transition plan for Americans with Disability Act compliance.

Chignell asked when the budget will be approved. Pollard said it was originally scheduled for August 12, but may need to be moved to the second meeting in September. Chignell asked if that timing might be a problem for the Police matters.

Town Administrator Pollard said the ERAF and COPS money may be lost which would affect planned expenditures.

Chignell wants the public to know that they will have an opportunity to comment on these expenditures.

Gayle Murs, Stop-by Supervisor, said they are very appreciative of the support given the program by the Council. Regarding attendance, approximately 35 families are involved. Some days there are only a few kids, some days 18-20, because it is a drop in program.

Chignell asked about the sign-in procedure. Ms. Murs said a supervisor goes over the sign-in sheet to ensure all the kids have signed in. The average attendance is 15 to 18 children.

Chignell asked about the Fairfax program. Ms. Murs said they have budget problems but everyone has been very supportive.

Hodgens asked what percentage of the budget this contribution represents. Pollard said it is about 2/3.

Hodgens asked about the sign-in sheet. Ms. Murs said the supervisor at the end of the day goes over the sign-in with a checklist to ensure everybody is checked in.

Hodgens asked about the possibility of a missing child. Ms. Murs said attendance is irregular so it would be impossible to know if someone intended to come but didn't. This is a drop in program not a day care center.

Lowell Dwyer, parent, said this program adds to the community of San Anselmo and is very important to a lot of parents.

Norine Castro, parent, said it is a nice transition for kids to become more independent in a safe way.

Breen said a small subcommittee of the Council is meeting with the Campaign people to plan for caring for the community's children, to build an inclusive program for all the children in the community.

Chignell said the most important thing is to support the Robson Program at this time because it is working very well.

Hodgens said the subcommittee work is ongoing and would be inappropriate to discuss here.

Kroot said he is supportive of these community investments.

Leo Dwyer, parent, said this program is working very well and he would hate to see it change.

Sarah Nome, Alder Avenue, said there is no money put aside for disabled people. The Town Hall Lobby should have a non-skid surface. She would like a small handrail at the front of the Council Chambers where there are two steps. There are no handicapped parking places along San Anselmo Avenue and there should be several. She would like the Council Chambers speaker system updated so people can hear what's going on.

Kroot said it is difficult to make handicapped spaces work on San Anselmo Avenue, but they are working on it.

#### **Library**

Town Administrator Pollard said the Library staff proposes to continue the Friday hours, at a cost of about \$15,000. Staff would also like to pursue the automation of the checkout system. A grant request has been submitted to pay for the capital costs of automation. The net cost to the Town would be about \$12,000 per year if a grant is approved..

Sara Loyster, Librarian, said they should know by September if they are successful with the grant. If not, they will keep trying with other grants. Regarding the Children's Librarian, they will be running the recruitment again and hope to have someone on board by November.

Chignell asked if there are holes in this budget where allocations should be changed.

Loyster said she is fairly content with the budget. The Friends have offered to put some money in the children's collection, which needs attention.

Louise Mathews, Foothill Road, asked if San Anselmo has asked Ross residents to contribute to the Library budget.

Town Administrator Pollard said the Library is required to give a Library card to any resident of California. A number of people from Ross do use the Library, and the Town would welcome contributions from them.

Sara Loyster, Librarian, said the automated system would give a better idea of where patrons come from.

Cynn timer Barrows, 265 Crescent Road, said she would like more money for book purchasing. Purchasing fell behind when the Library construction was underway.

#### **Engineering & Inspection**

Town Administrator Pollard said this budget is essentially unchanged. Recruitment for a Plan Check Engineer has not been successful to date.

#### **Streets**

Town Administrator Pollard said the Town is getting increasing pressure from the Water Quality Control people regarding stormwater pollution control mandates. \$4,000 is included for this.

Public Works Director Bush said San Anselmo is doing a lot for the program, particularly through the Volunteer Program, although some areas have been addressed in which San Anselmo is weak.

Louise Mathews, Foothill Road, asked about the gas tax funds. She figures that only about \$50,000 is actually going into pavement work. She is concerned that this gas tax money should not go into the general fund.

Town Administrator Pollard said a number of items are allowable through the gas tax funds. The Town is audited every year on this and has not had a problem with the audits.

Louise Mathews, Foothill Road, asked about a smaller pavement roller purchase, and whether the larger roller was sold. Public Works Director Bush said the roller has not been sold yet.

Kroot complemented Bush and the Street Crew on their hard work.

#### **Capital Reconstruction**

Town Administrator Pollard said the Town has received bad news regarding state ERAF and COPS moneys expected this year. The State has proposed a number of budget cuts to repay money to the state retirement systems, PERS. Money lost could be \$90,000 in anticipated funds. More will be learned later this week. In addition, \$122,000 anticipated from FEMA by verbal agreement is still uncertain as well. Funding for this budget is from general fund transfer and carryover from the previous year. Pollard recommends that the Town end the year with a positive or zero balance, rather than a negative balance as we had this year. Two major projects are Halperin Park and the Corporation Yard building. It is anticipated that \$100,000 will be needed for Halperin Park this year. Regarding the Corporation Yard, the Council has designated funds for this



project in previous fiscal years. The designated cash has had to be used for other projects. Remaining unfunded for this project would be \$105,000, which she anticipates could be funded in the next fiscal year.

Breen asked if it is possible to fund the Corporation Yard out of reserves from the LAIF account. Pollard said she could look at the figures, but would recommend that there also be a plan for replenishing the funds.

Hodgens said she is concerned about the funds for the Corporation Yard. She would like to find a way to fund this at the beginning so the work can actually get done. This is a serious liability for the Town. She would like to see a spreadsheet on how this can be done, perhaps by cutting out a lot of other projects.

Dan Goltz, Architect, asked about the costs of the Corporation Yard. He suggested the Corporation Yard be done in phases, perhaps for less money.

Chignell said the regarding the Barber Avenue bridge he'd like a community effort on the lighting. Under unfunded projects, he would like to see Parks find a way to fix up the landscaping in front of Isabel Cook.

Hodgens said she feels the Isabel Cook utility and maintenance costs should be more fairly allocated between tenants and the Recreation Department.

Breen asked about the estimate to refurbish the Council lobby from Dan Peterson. Town Administrator Pollard said the estimate is \$9,000 to put in a security gate. This will be brought back to Council at a later date.

Dan Goltz, Chamber of Commerce, said the Chamber would like to have this area secured. The Chamber had to remove their furnishings until the security gate is installed. If there will be no gate, they would like to see the outside doors locked at 4:30 or 5:00 p.m. each evening.

Louise Mathews, Foothill Road, asked about the FEMA allocation on Barber bridge and silt removal there.

Bush said this hasn't been a high priority and he hasn't been able to get to it as yet.

M/s, Hodgens/Chignell, to continue this discussion to the meeting of August 12, due to the lateness of the hour. Ayes: All.

5. APPOINT COUNCIL SUBCOMMITTEE REGARDING POTENTIAL HAWTHORNE CANYON OPEN SPACE.

M/s, Breen/Hodgens, to appoint Kroot and Chignell to the Hawthorne Canyon Open Space subcommittee. Ayes: All.

6. ADJOURNMENT.

The meeting was adjourned at 10:40 p.m.

Debbie Stutsman



**TOWN OF SAN ANSELMO**  
**Town Council Staff Report**

For the meeting of August 26, 1997

**To: Town Council**

**From: Kay Coleman**

**RE: San Anselmo's 90th Birthday Celebration**

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**Recommendation:**

That the Council contribute \$500 toward the Ice Cream Social & Town Picnic which will be held at Memorial Park on September 20, in celebration of San Anselmo's 90th Birthday.

**Background:**

The San Anselmo Volunteer Effort, in cooperation with various Town departments, businesses and citizens is sponsoring an afternoon of "community" events in order to celebrate our 90th Birthday. We will be featuring a 16 piece "Big Band," playing the music of the 40's and 50's to entertain the picnic-ers, and games for all ages (donated by the Recreation Department). In addition we have secured corporate sponsorship of the evening's Ice Cream Social and volunteers to staff, set-up, take down and assist with the event—so we have great participation from many areas, and are seeking a small amount of monetary help from the Town.

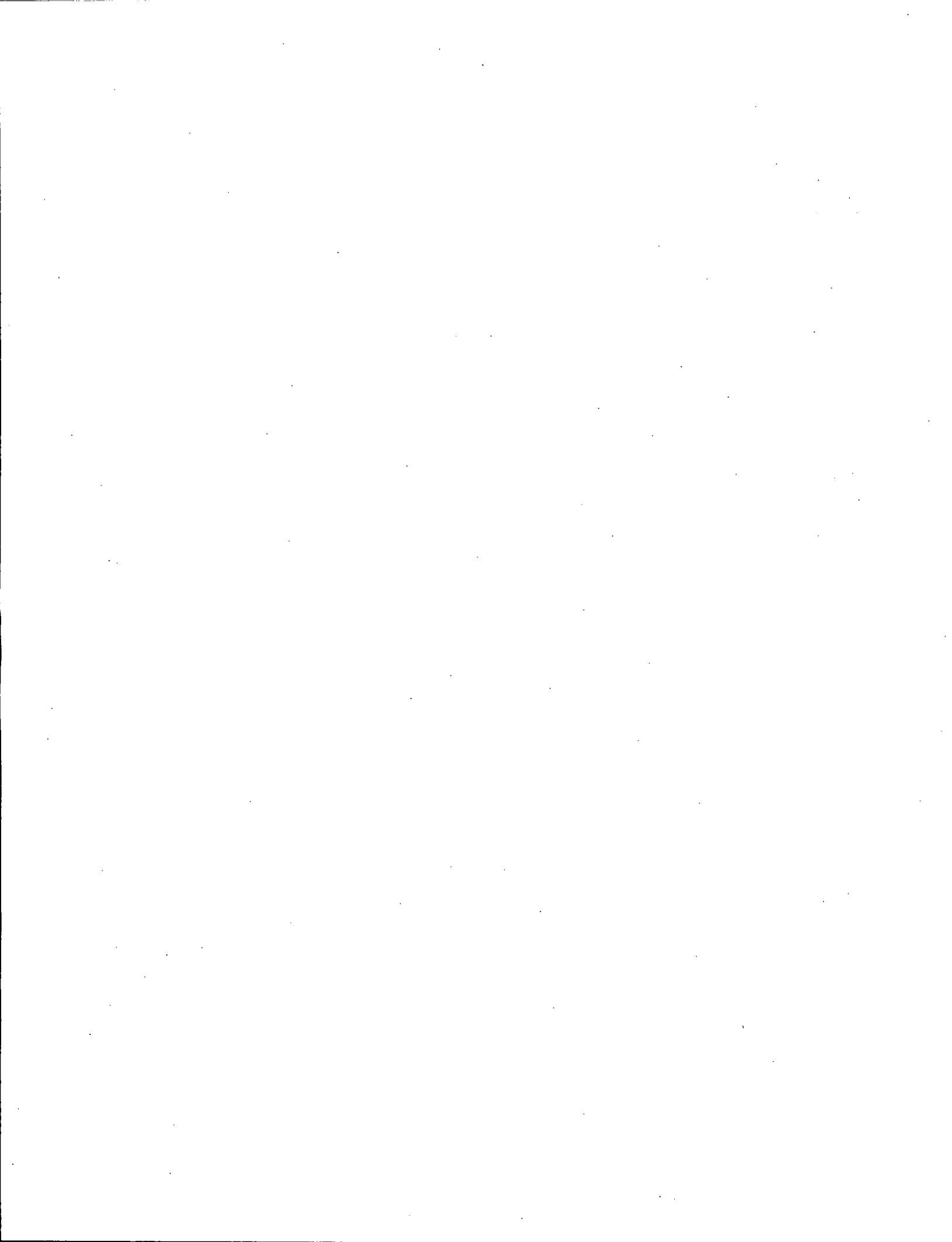
**Anticipated expenses approximately \$2200**

Orchestra \$1000  
Dance Floor \$500  
Equimental rental \$300  
Printing \$100  
Supplies and décorations \$250  
etc. \$50

**Anticipated Donations \$2225**

\$500 Frank Howard Allen  
\$500 Hal Brown's Office, Co. of Marin  
\$100 Elan  
\$100 Carla Overberger  
\$100 K. Crowley  
\$250 SAVE  
\$500 Town of San Anselmo  
\$100 Pensionalysis  
\$ 75 Daggett Plumbing

MIKE-RVR 332-8714



August 21, 1997

**TOWN OF SAN ANSELMO  
TOWN COUNCIL STAFF REPORT**

For the meeting of August 26, 1997

To: Town Council

From: Ann Chaney, Planning Director

Subject: **Policy Resolution - Priority for Town Employees to receive consideration for Below Market Rate (BMR) Housing Units**

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Approve the attached policy resolution.

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**BACKGROUND**

Several Town Council members have raised the possibility of the Council adopting a policy that gives eligible Town employees priority in competing for scarce affordable housing in San Anselmo. The purpose of this policy is to encourage Town employees, particularly public safety employees, to live in the area. This is particularly important in the event of a major emergency.

Currently no priority system exists for San Anselmo. The Marin Housing Authority (MHA) retains a list of eligible persons who qualify for the for-sale ownership program. Because the number of eligible persons outweighs the number of for-sale below market rate (BMR) units, the Housing Authority has developed a system whereby the eligible names are randomly drawn when a BMR unit becomes available. Eligibility is based on income and family size.

San Rafael, Mill Valley, Corte Madera, and Larkspur have policies whereby their town employees are given priority consideration by MHA for BMR units. As staff understands the process, MHA would draw names of eligible town employees in the priority category – first. These would be drawn at random. Then they draw for all others.

## ISSUE

The issue faced by many communities is whether this policy should apply only to public safety employees or all eligible Town employees. Based on preliminary conversations with the City of Larkspur, for example, it appears their policy relates to all Town employees, however, they have an internal policy that public safety employees (i.e., police, fire, public works) have first priority. If an eligible public safety employee is not interested, then all other eligible Town employees are considered.

Attached is a draft resolution for Town Council consideration that requests Marin Housing Authority to give eligible Town employees priority when a for-sale below market rate unit becomes available.

## Attachment

Draft resolution

Letter from Wesley Huss dated August 12, 1997

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING A POLICY WHEREBY TOWN EMPLOYEES ARE RECEIVE PRIORITY CONSIDERATION FOR BELOW MARKET RATE FOR-SALE HOUSING BUILT IN THE TOWN OF SAN ANSELMO**

**WHEREAS**, affordable housing is limited within the Town of San Anselmo and the County of Marin; and

**WHEREAS**, many Town of San Anselmo employees, including public safety employees, live outside Marin County due to the high cost of housing; and

**WHEREAS**, these employees, particularly ~~public safety employees (i.e., police, fire, and public works)~~, are vital to the Town's well-being in the event of a major emergency; and

**WHEREAS**, the Marin Housing Authority regulates the affordability of certain affordable for-sale properties throughout the County to ensure that these properties continue to be available to low and moderate income families and individuals; and

**WHEREAS**, because number of persons desirous of affordable for-sale housing outweighs the number of housing units, the Marin Housing Authority has established a random system whereby the name(s) of eligible persons are randomly drawn when an affordable unit(s) becomes available; and

**WHEREAS**, a number of Marin communities have adopted policies requesting Marin Housing Authority to give priority to town employees who qualify for for-sale ownership housing.

**NOW THEREFORE**, the Town Council of the Town of San Anselmo does hereby:

1. Request that the Marin Housing Authority give priority to eligible Town of San Anselmo employees regarding the for-sale ownership program.

X

Town priority shall be given to public safety employees (i.e., police, fire, public works) first, and with other eligible town employees receiving priority thereafter.

**FINDINGS:**

This policy is supported by the following findings:

1. Promotes the health, safety, and general welfare of the Town, in that public safety employees will be encouraged to live in San Anselmo thereby increasing their availability in the event of a major emergency.
2. Encourages qualified employees, who live outside the county due to housing costs, to have greater accessibility to affordable housing in San Anselmo and thereby are encouraged to remain in the Town's employ, rather than leaving for jobs closer to their current residence.
3. Discourages long commutes that adversely impact traffic and air quality conditions in Marin County and surrounding counties.

**PASSED AND ADOPTED** by the Town Council of the Town of San Anselmo at a regular meeting on August 26, 1997, by the following vote:

AYES:

NOES:

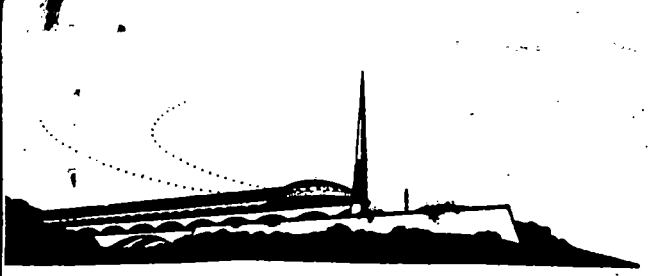
ABSENT:

\_\_\_\_\_  
Jeff Kroot, Mayor

ATTEST:

\_\_\_\_\_  
Debbie Stutsman, Town Clerk





**CIVIL GRAND JURY OF MARIN COUNTY**  
HALL OF JUSTICE - CIVIC CENTER  
SAN RAFAEL, CALIFORNIA 94903

August 12, 1997

Beth Pollard, Town Manager  
Town of San Anselmo  
525 San Anselmo Ave  
San Anselmo, Ca 94960

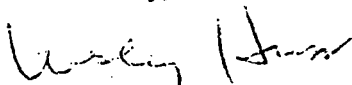
Dear Ms Pollard:

The Grand Jury is studying the availability of housing in Marin for local employees. We are particularly interested in housing for the local work force such as police, fire, city, school and healthcare employees. We want to identify policy initiatives that will remove impediments to or provide encouragement for the availability in the housing market of suitable housing for such employees.

Please provide us a current copy of the housing element of your general plan. Also, please advise us whether you have a policy of "in lieu" fees for developers. If so what are such policies, what funds have been collected in the last five years and how have they been expended?

Suggestions from you or your planning director of policies to further our objective are solicited. Please respond promptly and by September 4 if at all possible.

Yours truly,



Wesley Huss, Chair  
Health and Human Services Committee

**RECEIVED**  
AUG 14 1997

Town of San Anselmo



## MEMORANDUM

For the Town Council meeting of August 26, 1997

To: Town Council

From: Ann Chaney, Planning Director

Subject: **Second, Six-Month Review - UNOCAL Station at 930 Sir Francis Drake Boulevard**

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### Recommendation

That the applicant be required to:

1. Reduce the intensity of the internally illuminated orange tubes located on the canopy and building. Plans and actual implementation to dim these lights are subject to the review and approval of the Planning Director.
2. Check the condition of the opaque material used along the edge of the lights, report the result to the Planning Director, and replace the material if they are showing signs of deterioration.

Note: No further six month reviews are recommended. However, any violation of the Use Permit could result in the reevaluation of the Use Permit.

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### Background

On June 25, 1996, the Town Council conducted a six month review of the UNOCAL service station in order to evaluate conformance with its Use Permit. During that review, the Town Council voted to conditionally approve the six month review with the understanding that in another six months there will be one more review. The Council's motion went on to state that "In the meantime, dimmable lighting should be investigated for the orange tubes and its feasibility will be discussed."

### Dimming of Orange Tube Lights

Internally illuminated orange tube lights are located on the canopy and the building. Based on Council action, staff contacted the construction manager, in Sacramento, who is in charge of construction items for this site. Staff explained the issue and asked that he look into the possibility of dimming the orange tube lights. In the meantime, staff contacted a lighting expert who is a San Anselmo resident and has assisted staff in the past on such matters. After describing the current lighting system, as shown on building plans, he said that dimming the lights could occur by changing the ballast. There would be no change in the wiring system and it is akin to changing an on/off switch to a dimmer switch. By

making this change, the light intensity could be dimmed by 35-50% from the current high position. He indicated that making such a change is not particularly difficult or costly.

Staff has since talked with the Unocal construction manager and he indicated that the change in the ballast, etc. was feasible and could be done if the Town wanted the change.

### Under Canopy Lights

Staff has heard some concerns about the under canopy lights and has chosen to address that issue as well.

The original project approval required that: "Any pole or under canopy light covers shall be flush with the luminaire housing (box) such that light is not seen from the sides." When the canopy structure was built, the light covers were not flush but, instead, dropped below the canopy. Dennis DeCota, station owner, suggested that an opaque material be cut to fit along the edge of the lights thereby eliminating illumination from the sides. Staff agreed with this compromise and issued the occupancy permit.

It appears that light is being emitted from the sides. This could be a result of some deterioration of the opaque material. According to the construction manager, the under canopy lights use a standard 400 watt bulb. To reduce the intensity would mean changing the light and ballast in each of the 16 to 18 lights. Staff suggests that the condition of the opaque material used along the edge of the lights be checked and replaced if they are showing signs of deterioration.

### Alcohol Sales

According to the Police Department, no complaints or problems have arisen since the station reopened in December 1995. It appears that the Use Permit conditions on the sale of alcohol are being adhered to and that the station is operating well.

### Noise

A neighbor across the street raises complaints from time to time about noise. As the Council may be aware, a sound absorption material was placed around the equipment enclosure to reduce potential noise. The Noise Ordinance allows up to 60 dBA in a commercial zone during day time hours, except if it involves a steady sound, in which case, 55 dBA at the property line cannot be exceeded. Evening hours and early morning hours require lower noise standards.

cc: Dennis DeCota, station owner