

Town Council/Park & Rec Joint Meeting:

**TOWN OF SAN ANSELMO
STAFF REPORT
*February 19, 2004***

TO: Parks and Recreation Commission

FROM: Dean Nyberg, Parks Director

RE: Proposed Bond Funding Project Plan Draft

Recommendation

That the Parks and Recreation Commission review the proposed bond funding project plan draft.

Background

The Town of San Anselmo has received \$402,827 in State Block Grants. Staff was directed to reserve \$100,000 of the grant funds for the Red Hill Community Park Project. This leaves \$302,827 to be spent on park and facility needs. Staff recommends \$265,000 be used for project allocation and \$37,000 (11½ %) be reserved for contingency and administrative costs.

The Town has an estimated \$3,927,000 in deferred park maintenance and facility needs. Starting with a project list of \$1,462,000 of the most immediate needs, Staff prioritized a draft of proposed projects totaling \$302,000 for the Parks and Recreation Commission's consideration. The Commissioners ranked each of the projects from the original project list (1-low, 5-high) so a tally of the very highest priority projects could be made. The results of the Commissioner's poll total \$408,000 in projects most needed. Staff is making recommendations for Commission consideration which would reduce this amount to the \$265,000 project goal. Staff and the Parks and Recreation Commission recommendations are outlined in the attached Bond Funding Project Plan Draft. The hard process of final decision making should be completed during the next few months. The Commission and Staff will then present their final recommendations to Council.

Respectfully submitted,

Dean Nyberg, Parks Director

AGENDA ITEM 1(b)

TOWN OF SAN ANSELMO

STAFF REPORT
March 3, 2003

For the Meeting of March 9, 2003

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Fair Housing Month

RECOMMENDATION

That Council proclaim April as Fair Housing Month.

BACKGROUND

In April 2004, Fair Housing of Marin will once again celebrate Fair Housing Month as a reminder that equal housing is not only state and national policy, but a fundamental human concept that the people of our County embrace.

Respectfully submitted,

Debra Stutsman
Town Administrator

**PROCLAMATION OF THE TOWN OF SAN ANSELMO
PROCLAIMING THE MONTH OF APRIL 2004 TO BE
FAIR HOUSING MONTH**

Whereas, the principle of fair housing is not only national law and national policy but a fundamental human concept and entitlement for all citizens; and

Whereas, discrimination based on race, national origin, gender, disability, familial status (exclusion of minor children), religion, marital status, and sexual orientation is illegal in California; and

Whereas, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors and ethnic backgrounds, religious traditions, etc; and

Whereas, during the month of April, interested parties from both the private and public sectors will participate in a national effort to promote fair housing;

Now therefore I, Paul Chignell, Mayor of the Town of San Anselmo do hereby proclaim the month of April 2004 to be

FAIR HOUSING MONTH

in the Town of San Anselmo and urge all residents of our community to personally adopt the spirit of equal housing opportunity and to adhere to the letter and spirit of the Fair Housing laws whenever possible.

In Witness Whereof I have hereunto set my hand and caused the seal of the Town of San Anselmo to be affixed this day of March 9, 2004.

Paul Chignell, Mayor

AGENDA ITEM 2

Belvedere: February 27, 2004
Bruce Sams

Corte Madera: **TO:** Marin City and Town Mayors, Councils Members, and Managers
Melissa Gill

County of Marin: **RE:** Feedback on the Draft Transportation Sales Tax Expenditure Plan and
Steve Kinsey Related Marin County Transportation Authority Actions

Dear Mayors, Council Members, and Managers:

Fairfax: Attached you will find the Release Draft of the Transportation Sales Tax
Lew Tremaine Expenditure Plan, which is currently scheduled for the November 2004 ballot.

Larkspur: As you know, a transportation sales tax is one of the few tools available to Marin
Joan Lundstrom County for generating local funds for transportation projects. Becoming a "self-help" county is a critical step towards increasing our share of regional, state, and federal funding, as well as helping the County to achieve its "transportation

Mill Valley:
Dick Swanson

independence.”

Novato:
Pat Eklund

Ross:
Tom Byrnes

San Anselmo:
Peter Breen

San Rafael:
Al Boro

Sausalito:
Amy Belser

Tiburon:
Alice Fredericks

This draft of the Transportation Sales Tax Expenditure Plan has been shaped by more than three years of planning and outreach, including two polls, conducted by a Joint Committee of the Board of Supervisors and the members of Congestion Management Agency and the Marin County Transit District, which include representation from each of the Cities and Towns in Marin. In 2003, the Joint Committee approved a Transportation Vision that identified the need for a local revenue source to fund the highest priority local transportation projects. We have since worked with Citizens Advisory Committees in each part of the County, representing the many diverse interests in Marin County.

The plan you have for review has a single goal and four simple implementation strategies for enhancing mobility in Marin County. A key consideration was providing as much specificity as possible, while retaining the flexibility needed to address changing demands over a 20-year period. Funds have been allocated to each of the four strategies as follows:

Goal of the Transportation Sales Tax Expenditure Plan

Enhance mobility for everyone who lives or works in Marin County by providing a variety of high quality transportation options designed to meet local needs.

Strategies

	%
	Est. 20-year revenue
1. Develop an excellent local transit system that serves community needs and enhances mobility.	60% \$165.0 M
2. Ensure timely completion of the Highway 101 HOV Lane Gap Closure Project through San Rafael.	9% \$24.75 M
3. Improve and maintain Marin County’s local transportation infrastructure, including roadways, bikeways and pathways.	22% \$60.5 M
4. Improve school access and reduce school-related congestion.	9% \$24.75 M
TOTAL	100% \$275 M

The transportation sales tax would be administered by a new Transportation Authority, which would also assume the responsibilities of the current Congestion Management Agency. The governing board would consist of the members of the Board of Supervisors and the entire Congestion Management Agency Board – 16 members in total.

Over the next month we will be meeting with each of the City and Town Councils to receive feedback on the draft expenditure plan and concurrence on the membership of the proposed Authority and designation of the Authority as the Congestion Management Agency for Marin. (I have attached a sample resolution to this letter for your councils to follow when you take necessary actions on issues related to formation of the new Transportation Authority.) We will also be conducting a public opinion poll and meeting with other stakeholder groups, in preparation for a final revision of the expenditure plan to be approved by the Joint Committee in April. This final revision will come back to your Council for review and approval at your May meeting, prior to be placed on the ballot. As you review the draft expenditure plan, please think about the following questions:

- Are these the right strategies for improving mobility in Marin County?
- Is the right emphasis given to each strategy?
- Is this the best structure for managing this program?

In discussing the draft at their February 26 meeting, members of the Joint Committee and the public spoke passionately about the need to increase funding to nearly all of the four strategies. There was also a recognition that the shifting transit policies of the Golden Gate Bridge District need to be carefully considered as we finalize the expenditure plan. While we can certainly shift emphasis from one strategy to another, it is clear that the sales tax alone will not be sufficient to completely solve the transportation needs in any area. As you review the expenditure plan, please recognize that adding emphasis in one area requires reducing funds to another.

Your input is very valuable in this formative phase. We will be incorporating your comments, along with the feedback from the poll at the Joint Committee meetings in April scheduled for the 8th and 22nd as we refine the plan.

If you have any questions or concerns about the draft plan or process, please contact me at (415) 499-6520 or ctackabery@co.marin.ca.us or Dean Powell at (415) 499-6520 or dpowell@co.marin.ca.us.

Respectfully Submitted,

Craig Tackabery
Executive Director

c: Board of Supervisors

Attachments:

1. Draft Transportation Sales Tax Expenditure Plan, February 27, 2004
2. Sample Resolution Concerning Necessary City/Town Actions Related to the Formation of a New Marin County Transportation Authority

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
CONCURRING ON THE MEMBERSHIP OF THE NEW
MARIN COUNTY TRANSPORTATION AUTHORITY
AND DESIGNATING THE AUTHORITY AS THE CONGESTION MANAGEMENT
AGENCY
FOR THE COUNTY OF MARIN

SECTION 1. FINDINGS

Whereas the Town Council of the Town of San Anselmo does hereby find and declare the following:

- I. As recommended by the Marin County Congestion Management Agency ("CMA") and pursuant to Section 180050 of the California Public Utilities Code, the Marin County Board of Supervisors ("Board of Supervisors") created the Marin County Transportation Authority ("Authority"), as described below, by Resolution No. 2004-____ adopted on March 2, 2004.
- II. The specific purposes of the Authority are:
 - A. To improve, construct, maintain, and operate transportation programs and projects set forth in a Transportation Sales Tax Expenditure Plan to be included in any ordinance imposing a retail transactions and use tax imposed by the Authority;
 - B. To submit to the voters ballot measures to authorize the imposition of a percent retail transactions and use tax, and to authorize issuance of limited tax bonds to finance the transportation programs and projects set forth in the Transportation Sales Tax Expenditure Plan; and
 - C. To prepare, adopt, implement, and administer the Congestion Management Program as the designated Congestion Management Agency for the County of Marin.
- III. Pursuant to California Public Utilities Code Section 180051(a) and subject to the final concurrence of a majority of the cities representing a majority of the incorporated population, the Board of Supervisors has determined that the Authority shall be composed of 16 members, which are elected officials of a local government entity within the County of Marin. Such 16 members, as of the creation of the Authority, shall consist of:

- A. The five member of the Board of Supervisors, and
 - B. One member from each Marin City and Town Council appointed by their respective councils (11 City and Town Council members total).
- IV. Pursuant to California Government Code Section 65089(a) and subject to the final concurrence of a majority of the cities representing a majority of the incorporated population, the Board of Supervisors has determined that the Authority shall be designated as the Congestion Management Agency for the County of Marin.
- V. The creation of a Marin County Transportation Authority and the implementation of a Transportation Sales Tax Expenditure Plan will benefit the citizens of Marin County.

SECTION 2. RESOLUTION

- I. Now, therefore, based on the findings contained in Section 1 above, the Town Council of the Town of San Anselmo does hereby resolve to concur that the newly created Transportation Authority shall be composed of 16 members, which are elected officials of a local governmental entity within the County of Marin. Such 16 members, as of the creation of the Authority, shall consist of:
- A. The five members of the Board of Supervisors, and
 - B. One member from each Marin City and Town Council appointed by their respective councils (11 City and Town Council members total).
- II. Further, the Town Council of the Town of San Anselmo does hereby resolve to approve that the newly created Transportation Authority shall be designated as the designated Congestion Management Agency for the County of Marin.

SECTION 3. VOTE

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo, State of California, held on the 9th day of March, 2004 by the following vote to-wit:

AYES:
NOES:
ABSENT:

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 3

TOWN OF SAN ANSELMO STAFF REPORT

March 3, 2004

TO: Town Council

FROM: Dean Nyberg, Parks Director
Ron Little, Recreation Director

RE: Commitment of Bond Grant Funds to Red Hill Community Park Project

Recommendation

That Council approve a commitment of \$100,000 in State Bond Grant funds to the Red Hill Community Park (RHCP) Project and approve the RHCP fundraising plan.

Background

At the RHCP JPA meeting of March 2, 2004, a discrepancy in fund allocations by the Town was brought to Staff's attention. The proposed fund raising plan included a line item of \$150,000 of committed funds to the project by the Town. The actual amount of bond funding under consideration by Staff and the Parks and Recreation Commission for the project has always been \$100,000. The \$150,000 figure was, unfortunately, recommended inadvertently in two separate Staff Reports. To date, Council has not approved any commitment of funds to this project. Council's only action is a resolution to enter into an agreement with the Tamalpais School District and the Ross Valley School District for the lease and improvement of Red Hill field. (See attached.)

Issues

1. The RHCP JPA Agreement requires that the RHCP fundraising plan be submitted to Council for review and approval.
2. The Red Hill Fundraising Committee requires an accurate figure for the Town's committed State bond grant funds for its fundraising plan.
3. The Town cannot afford to commit more than \$100,000 in State bond grant funds at this time.

Analysis

The Red Hill Fundraising Committee is presenting its plan to Council for approval. Staff requests that \$100,000 of State Bond Grant funds be committed to the RHCP project at this

time. The Parks & Recreation Commission endorses the RHCP project as the highest priority *vis-à-vis* the Recreation Master plan and concurs with the commitment of bond funds.

The Parks and Recreation Commission is currently prioritizing Town projects to be funded by State Bond Grants. The Town has approximately \$4 million in deferred maintenance and facility needs. The Town will receive \$402,827 in State bond grant funds. Setting aside \$100,000 for the RHCP project will leave \$302,827 to be applied towards those projects identified as the highest priorities.

Options

In addition to a commitment of grant funds, Council may also:

1. Consider making a commitment to donate Staff time, or a portion thereof, to the Red Hill Community Park Project.
2. Consider increasing the Town's contribution to the project as/if extra funds become available.

Conclusions

The Parks and Recreation Commission and Staff endorse the Red Hill Community Park plan as a project of "highest priority". The Red Hill Fundraising Committee requires approval of its plan prior to commencing fundraising efforts. Therefore, a commitment of grant funds to the project by Council appears appropriate at this time. Due to limited grant funds, the Town can afford to allocate \$100,000 to the RHCP project. Council may also consider providing additional support to the project in the form of staff time and/or future funding, as it deems appropriate.

Respectfully submitted,

Dean Nyberg, Parks Director

**Red Hill Community Park
Fundraising Campaign
as approved by the Joint Powers Authority 3/2/04**

Fundraising Committees

- Grant Writing
- In-Kind Donations
- Major Donors
- Public Campaign

Chair: Walter Kopp

Chair: Brock Greene
Co-Chairs: Reinhard Ludke & Peter Arnold
Co-Chairs: Ellen Prodromou & Ann Murphy
Chair: TBD

Identified Constituent Groups:

- Lacrosse organizations (& their members)
- Soccer Organizations (& their members)
- Tennis Organizations (& their members)
- Dog Supporters (including individuals and professional dog walkers)
- Businesses (national, regional & local)
- Community members (individuals, families, local teams, etc.)

Fundraising Breakdown

Total Cost of the Park \$2,300,000

<i>Committed Funding</i>	<i>Pledge</i>	<i>Goal</i>
Tam Unified School District	\$300,000	
Town of San Anselmo	\$100,000	
County of Marin	\$ 50,000	
County of Marin <i>pending</i>	\$ 50,000	
Marin Community Foundation	\$325,000	
		\$825,000
<i>In-Kind Construction</i>		\$325,000
<i>Local, State, & National Grants</i>		\$100,000
<i>Major Donor Fundraising</i>		\$400,000
<i>Naming of the Field</i>		\$500,000
<i>Public Fundraising</i>		\$150,000
Total Fundraising Effort		\$2,300,000

In-Kind Donations - Goal of \$325,000

Ross Valley is blessed with numerous individuals and businesses who have the ability to donate professional labor, equipment, machinery, tools, materials, and other materials that are necessary to design and build RHCP. The In-Kind Donations Committee will work with key community members to identify and secure these donations. This work will begin once the design has been approved by the JPA and the Ross Valley School District.

In-kind donors will be recognized in a way appropriate with the market value of their donation.

Grant Writing Campaign - Goal of \$100,000

The Grant Writing Committee will seek funding from corporations, municipal entities, and foundations that offer monies to cover the proposed activities of RHCP. The committee will coordinate the research and completion of grant proposals for these various charitable organizations and corporations.

Due to the lead-time required and the nature of the funding of grants, the grant writing process will be an ongoing activity throughout the entire fundraising campaign.

Major Donor Campaign- Goal of \$400,000

The major donor campaign will be an ongoing silent campaign soliciting prospective donors for amounts \$5,000 or greater. This silent segment of the overall fundraising efforts will continue until 50% of the fundraising goal is met through lead gifts. Once 50% of the goal is met, fundraising efforts will expand into the public campaign.

A. Steps and Timetables:

1. Ensure **organizational systems** are in place * complete by 3/1
2. Develop **CASE** statement and printed material * complete by 3/1
3. Develop **donor recognition plan** * approval 2/3
4. Identify and qualify **prospects** * complete by 3/15
5. Organize and train **solicitors** * complete by 3/15
6. Begin prospective donors **appointments** * begin 4/1

B. Ways to Contribute:

1. **Cash** donations, to include cash and credit cards
2. Gifts of **securities**
3. **Pledges**, with a maximum 3 year payment plan
4. **In-kind** services, to include materials and labor
5. Corporate **matching gifts**

C. Major Donor Donation Goals:

One donor	@	\$100,000
Two donors	@	\$ 50,000
Four donors	@	\$ 25,000
Five donors	@	\$ 10,000
Ten donors	@	\$ 5,000
Goal		\$400,000

D. Donor Recognition Plan

1. "*Partners in the Park*"
 - a. Platinum Partner \$100,000 and above
 - b. Gold Partner \$ 50,000 - \$99,999
 - c. Silver Partner \$ 25,000 - \$49,999
 - d. Bronze Partner \$ 10,000 - \$24,999
 - e. Copper Partner \$ 5,000 - \$ 9,999
2. Naming Opportunities
 - a. Name the field \$500,000
 - b. Name the dog park \$100,000
 - c. Name the tennis facility \$100,000
 - d. Name one tennis court \$ 50,000
 - e. Name the walking path \$ 50,000
 - f. Sponsor the scoreboard \$ 20,000
 - g. Sponsor the dog park \$ 10,000

- | | | |
|----|----------------------------|----------|
| | community message board | |
| g. | Name the drinking fountain | \$ 6,000 |
| h. | Plant a shade tree | \$ 3,000 |
| i. | Sponsor a bench | \$ 2,500 |

Donors would be allowed the ability to create other naming opportunities (flagpole area, gardens, etc.), with final approval by the JPA.

Naming of the Field – Goal of \$500,000

The key to funding Red Hill Community Park at a level of \$2,300,000, is to identify a donor who wishes to have the soccer/lacrosse field named after a family, a company, or another entity. The Major Donor Fundraising Committee, working closely with several community members and the JPA board, will seek to find such an individual or company. Any proposal for naming of the field will be submitted to the JPA for final approval.

Public Campaign- Goal of \$150,000

Once 50% of the money has been raised through lead gifts from major donors, the public campaign’s goal is to raise the balance of money needed to complete RHCP. This segment of the RHCP fundraising campaign will greatly expand once chairpeople are identified and begin planning the public campaign. Anticipated activities will include:

- A. Provide on-going **updates** on the progress of the park using all available methods, including Drake newsletters and mailings, RVSD and surrounding school’s newsletters and mailings, San Anselmo Recreation Department mailings, local newspaper articles, and the RHCP Web site: www.redhillpark.com.
- B. Plan and implement **direct mail campaigns** as needed.
- C. Plan and implement special community **fundraising events**.
- D. Design and market **fundraising programs** such as selling engraved bricks.

AGENDA ITEM 4 – Available in meetings section

AGENDA ITEM 5

**TOWN OF SAN ANSELMO
STAFF REPORT**

March 2, 2004

For the Meeting of March 9, 2004

TO: Town Council

FROM: Thomas Bell, Planning Director

SUBJECT: Appeal of Planning Commission's, approval of a Use Permit to allow exceptions to the standards for a residential second unit and Variance to construct a retaining wall in excess of 4' within 0' of the front property line, located within the R-1C zoning district. APN 6-261-06

RECOMMENDATION

Adopt the attached resolution subject to evidence and testimony upholding the Planning Commission's approval of the Use Permit and Variance requests, thereby approving a residential 2nd unit and denying the appeal.

APPELLANTS: Michael & Nancy Goldstein
94 Forbes Avenue.

APPLICANTS: Enrico & Monda Sbolci
100 Forbes Avenue

BACKGROUND: **October 20, 2003:** Planning Commission approved the Use Permit and Variance for a 2nd residential unit located at 100 Forbes Avenue (5-1).

DISCUSSION OF APPEAL

Eight issues are documented in the attached appeal from the Goldsteins. Following is staff's response to those issues:

1. **Consistency with state and local law.** The application is consistent with the new 2nd unit ordinance. The ordinance is consistent with state law. The "exception" provisions are authorized in section 10-6.207 of the SAMC.
2. **Why isn't 2nd unit closer to primary unit?** The Planning Commission was able to make affirmative findings based upon the proposed location. The hillside location adjacent to the primary unit would present potentially significant view and privacy issues.
3. **Precedence setting/(closer to primary unit).** Each discretionary application must be reviewed and determined on its own merits in accordance with ordinance requirements/findings. Therefore, no precedence is being set. See 2 above regarding "closer to primary unit".
4. **Traffic.** The addition of one unit is not considered significant; and this project is exempt from CEQA requirements. The addition of a parking space adjacent to the road is common along San Anselmo hillside roadways. The Public Works Director has reviewed the application and finds no particular hazard.

5. **Fire hazard.** The Ross Valley Fire District has reviewed the application and finds it acceptable.
6. **Land slippage** The Public Works Director has reviewed the project and finds no particular slide potential present. A detailed soils/drainage report will be required to be approved by the Director prior to the issuance of a building permit.
7. **CC&Rs (violation)** CC&Rs are private restrictions upon the property. The Town does not typically enforce private property restrictions.
8. **Not allowed to interact with applicant at meeting/applicant built deck without permits.** The Planning Commission conducted a public hearing and appellants were allowed to speak and provided testimony. Interaction between parties is at the discretion of Commission. The construction of an unpermitted deck is not relevant to this application.

In addition to the appeal filed by the Goldsteins, staff received the attached letter from the Griffis family (70 Forbes Avenue) on October 29, 2003 furthering the appeal. In the letter, 6 points of appeal are documented. Following is staff's response:

1. **Intrusion of Privacy.** The Planning Commission was able to make finding of non-detriment. The Griffis dwelling is more than 60' from the proposed 2nd unit. The Commission found that the proposed design was consistent with residential design review standards for primary residential dwellings with regard to color, materials, privacy, height and screening.
2. **The proposed structure is too massive and will block our access to light and air.** The proposed structure is less than 750 square feet and more than 60' from the Griffis dwelling. Although the project exceeds the ministerial standards of 500square feet and 18' in height, such standards represent **thresholds for non-discretionary** review. The Commission determined such exceptions do not result in detrimental effects.
3. **Fire and Safety risk.** The RVFD (Steve Fisher) reviewed the plans and advised staff that the proposed project would meet its standards.
4. **Unstable Hillside.** The Public Works Director has reviewed the plans and finds no particular slide potential present. Prior to the issuance of a building permit the Director will approve detailed soils and drainage reports as necessary in accordance with standard engineering practices.
5. **Contravenes Town's General Plan** The General Plan provides policies that allow development on hillsides. The Zoning Ordinance represents the implementation mechanism for such policies. This project is being processed under the provisions of the Zoning Ordinance.
6. **The Variance is Unnecessary** The Planning Commission made affirmative findings to support the requested wall height variance.

Details of the project are contained in the staff report (dated October 6, 2003) presented to the Planning Commission on October 20, 2003.

RECOMMENDATION

Conduct a Public Hearing, and thereafter subject to evidence and testimony received, adopt the attached resolution upholding the Planning Commission's approval of the application, subject to the conditions and findings therein.

Respectfully submitted,

Thomas Bell
Planning Director

Attachments:

1. Appeal from Goldstein Family
2. Appeal letter from Griffis Family
3. Planning Commission minutes and staff reports of October 20, 2003.
4. Letters from neighbors
5. Plans and application materials
6. Resolution upholding Planning Commission decision

c: applicants/appellants

AGENDA ITEM 6 – oral report