



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

Town Council Agenda

Tuesday, February 11, 2025

6:50 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/81750242908>

Or Telephone: +1 669 900 6833 | Webinar ID: 817 5024 2908

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 the Arts Commission - 6:50 PM

1 Interview by Time, Attachment No. and Applicant Name (10 Minutes)

[Staff Report \(DOC\)](#)

[6:50 PM Attachment 1- Tanya Henry- Arts Commission- 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- John Rushworth \(PDF\)](#)

[Public Comment- Johnson \(PDF\)](#)

[Public Comment- Wahlstrom \(PDF\)](#)

[Public Comment- Cerio \(PDF\)](#)

[Public Comment- Hogan \(PDF\)](#)

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** Approve a Resolution Accepting the Sidewalk Right-of-Way Easement and Authorizing the Town Manager to Execute a Certificate of Acceptance for 121 Sequoia Drive Sidewalk Easement

[Staff Report \(DOC\)](#)

[Attachment 1 - Resolution \(DOC\)](#)

- 1.2** Receive a Report of Checks Issued, January 2025

[Staff Report \(DOCX\)](#)

[Attachment 1 Check Report January 2025 \(PDF\)](#)

- 1.3** Accept the Resignation of Kathleen Gundry from the Climate Action Commission

[Staff Report \(DOC\)](#)

[Attachment 1- Resignation Letter \(PDF\)](#)

- 1.4** Receive the Recreation Fund Revenue and Expenditure Reports, January 2025

[Staff Report \(DOC\)](#)

[Attachment 1 - Group Summary \(PDF\)](#)

[Attachment 2 - Capital Outlay \(PDF\)](#)

- 1.5** Approve a Resolution Accepting the Sidewalk Right-of-Way Easement and Authorizing the Town Manager to Execute a Certificate of Acceptance for 115 Sequoia Drive Sidewalk Easement

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 \(PFD\)](#)

[Attachment 2 - Staff Report from 1.28.25 Meeting \(DOC\)](#)

[Attachment 3 - Merchant Letter \(DOC\)](#)

[Public Comment- Millar \(PDF\)](#)

[Public Comment- Nazari \(PDF\)](#)

- 2.2** Consider Making Appointments to the Arts Commission and the Open Space Committee. Appointment to serve on a committee is not a "project" under the California Environmental Quality Act (CEQA) because it does not involve an activity that has the potential to cause a direct or reasonably foreseeable physical change in the environment. (Cal. Pub. Res. Code Section 21065).

[Staff Report \(DOC\)](#)

[Attachment 1- Marc Cohen- Arts Commission- Application no Resume \(PDF\)](#)

[Attachment 2- Grace Angel- Arts Commission- Application no Resume \(PDF\)](#)

[Attachment 3- Tanya Henry- Arts Commission- Application w/Resume \(PDF\)](#)

[Attachment 4- Daniel \(Danny\) Krebs- Open Space Committee- Application no Resume \(PDF\)](#)

[Attachment 5- Rene Voss- Open Space Committee- Application w/Resume \(PDF\)](#)

[Attachment 6- Jaime Mackie- Open Space Committee- Application w/Resume \(PDF\)](#)

2.3

Consider to Approve a Resolution Amending the 2024-2025 Budget. The Council's discussion and acceptance of this item 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 \(DOCX\)](#)

[Attachment 1 2024-2025 Mid-Year Budget Revision Resolution \(DOCX\)](#)

[Exhibit 1 2024-2025 Mid-Year Budget Amendments \(PDF\)](#)

[Attachment 2 - 2024-2025 Overview of Funds \(PDF\)](#)

- 2.4** Receive an Update on the Building 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 \(Draft\) \(PDF\)](#)

[Attachment 2- 2025-01-22 Development Services Customer Satisfaction Survey \(PDF\)](#)

[Public Comment- Newman \(PDF\)](#)

[Public Comment- Burrell \(PDF\)](#)

[Public Comment- Arrieta \(PDF\)](#)

3. Public Hearing:

In general, the following procedural order applies to public hearing items:

- Staff Presentation
- Town Council Questions
- PUBLIC COMMENT – limited to 3 minutes/person
- Town Council discussion/action

- 3A.** Public Hearing to Consider Ordinance Amendments to Title 10 “Planning and Zoning”, Chapter 6 “Accessory Dwelling Units”; and associated CEQA Exemption Finding. The Ordinance Amendments are exempt from CEQA pursuant to Public Resources Code section 21080.17 and CEQA Guideline sections 15301 and 15061(b)(3).

[Staff Report \(PDF\)](#)

[Attachment 1 - Ordinance \(PDF\)](#)

[Attachment 2 - Resolution No. 2025-02 \(PDF\)](#)

[Attachment 3 - 2025 HCD ADU Handbook \(PDF\)](#)

[Attachment 4 - 2023 and 2024 State ADU Legislation \(PDF\)](#)

[Attachment 5 - Comment Letter - CalHDF \(PDF\)](#)

[Presentation](#)

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 25, 2025.

Administration Department
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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

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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.