

Ordinance No. 135 ACTION NO. 13139

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT, GOVERNMENT AND MAINTENANCE OF A CITY PLANNING COMMISSION IN AND FOR THE TOWN OF SAN ANSELMO, AND PRESCRIBING ITS POWERS AND DUTIES.

The Board of Trustees of the Town of San Anselmo do ordain as follows:

Section 1.- A City Planning Commission is hereby established in and for said Town.

Section 2.- Said city planning commission shall consist of five members, to be appointed by the President of the Board of Trustees, by and with the consent of said Board, one of which shall be a member of said Board; and in addition thereto the City Attorney and City Engineer shall be ex-officio full members of said commission; and provided further that the President of the Board of Trustees shall also in addition thereto be an ex-officio member of said commission but without any right to vote in the deliberations thereof except in case of a tie. The five members of the first commission so appointed hereunder shall so classify themselves by lot that one of their number shall go out of office at the end of the current calendar year, two at the end of one year thereafter, and the other two at the end of two years thereafter. Vacancies for any unexpired term shall be filled by appointment as in the first instance. Non-residents shall be eligible to appointment on the city planning commission. Excepting the secretary hereinafter mentioned the members of the commission shall not receive any compensation for their services, but the Board of Trustees shall fix the amount of compensation, if any, to be paid to the secretary.

Section 3.- The members of the City Planning Commission shall meet at least once a month at such times and places as they may fix by resolution. They shall select one of their number as President and another as Secretary, and both shall serve for one year and until their successors are appointed; in case of their absence, the members of the commission shall select a President or Secretary pro tem, as the case may be. Special meetings may be called at any time by the President or three members, by written notice served upon each member of the commission at least three hours before the time specified for the proposed meeting. Four members of the commission shall constitute a quorum for the transaction of business. The Commission shall cause a proper record to be kept of its proceedings.

Section 4.- The City Planning Commission shall have power, except as otherwise provided by law:

First- To recommend to the proper officers of the municipality plans for the regulation of the future growth, development and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots.

Second- To recommend to the proper officer of the municipality plans, consistent with the future growth and development of the municipality in order to secure to the city and its inhabitants sanitation, proper service of all public utilities, harbor, shipping and transportation facilities;

Third- To make recommendations to any public authorities or any corporations or individuals of the Town with reference to the location of any proposed buildings, structures or works;

Fourth- To recommend to the proper officers of the municipality the approval or disapproval of maps or plats of subdivisions of lands. Every such map or plat shall, prior to its final approval or disapproval by the proper officers of the municipality be submitted to said commission for its recommendations thereon to such officers.

Fifth- To do and perform any and all other acts and things necessary or proper to carry out the provisions of this act.

Section 5.- The City planning commission shall make or cause to be made, at the direction of the Board of Trustees, a map or maps of the Town or any portion thereof, including the adjacent territory lying outside of the corporate boundaries thereof, showing the streets, highways and other natural or artificial features therein; also the locations or relocations proposed for any new Public Buildings, civic center, street, parkway, boulevard, park, playground, or other public ground or improvement; also any proposed widening, extension, closing, or relocation of any street or highway or any change in the plan of the Town that it may deem advisable. Said Commission may at its discretion, prepare such plans or maps as aforesaid for the purpose of making recommendations in connection therewith to the proper officers of such municipality having charge, superintendence or control of the matters set forth in such recommendations.

It shall make suggestions or recommendations to the Board of Trustees from time to time, concerning any of the matters and things aforesaid for action by the Board thereon, having due regard for the present conditions and the future needs and growth of the City, including the distribution and relative location of all public buildings, grounds, & open spaces devoted to public use; also the planning and laying out for urban uses of all private grounds brought into the market from time to time, and the division of the Town into zones or districts, for the purpose of conserving and protecting the public health, comfort and convenience.

Section 6.- Any officer or department whose duty it is to prepare ordinances or resolutions relative to the location of any public building of the Town, or location, extension, widening, enlargement, ornamentation, or parking of any street, boulevard, alley, parkway, park, playground, or other public grounds, or to the vacation of any street, or other alteration of the Town Plan of streets or highways, or the location of any bridge, tunnel or subway, or of any surface, underground or elevated railway or public utility, or ordinances relating to housing, building codes or zones, shall, prior to the submission to the proper board or officer of the municipality, of the ordinance or resolution required to be adopted before such proceedings are instituted, give notice to the commission of the pendency before the officer or department of proceedings with reference to any of the above matters.

Section 7.0 The Board of Trustees may, in making its annual tax levy and as a part thereof, levy and collect a tax for the purpose of defraying the lawful expenses incurred by the Town planning commission, not to exceed two (2) mills on the dollar of assessed valuation; provided however, that no expense of any kind shall be incurred by the commission unless first authorized and approved by the Board of Trustees

*R. Atthowe*  
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 President of the Board of Trustees  
 of the Town of San Anselmo.

I, the undersigned, hereby certify that the foregoing ordinance was introduced at an special meeting of the Board of Trustees of the Town of San Anselmo held on May 26th, 1915 and thereafter finally passed at a Regular meeting of said Board held Monday, June 7th, 1915, by the following vote, to-wit:

Ayes, Trustees Schrader, Hall and Atthowe,  
 Nocs, None.-Absent, Trustees Crisp and Kemp.

I further certify that on Tuesday, June 8th, 1915 I posted a copy of said ordinance in three public places within said Town as follows: one on the bulletin board in front of the Town Hall, one on the bulletin board at the entrance to Ross Valley Park and one on the bulletin board at the corner of Ross Avenue and the Red Hill and Ross Landing Road.

In Witness Whereof I have hereunto set my hand and affixed the seal of the Town of San Anselmo, this 8th day of June, 1915.

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 Town Clerk.