



City of San Leandro

Meeting Date: January 7, 2013

Minutes

File Number: 12-606

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.B.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: Not Applicable

TITLE: ACCEPT: Rules and Communications Committee Meeting Highlights of December 11, 2012

COMMITTEE RECOMMENDATION: The Committee recommends that staff develop draft regulations, incorporating the information presented by staff, with the following two changes: 1) reduction of minimum square footage from 6,000 to 4,500 for allowing a maximum of four chickens without a permit; and 2) reduction in setback requirement from 20' to 5' (or consistent with the setback requirement for an accessory structure).

COMMITTEE RECOMMENDATION: The Committee recommends that a community meeting be held in early 2013 to present the draft regulations pertaining to chickens and bees, and to elicit community input.

COMMITTEE RECOMMENDATION: The Committee recommends that the Municipal Code be amended to allow the appointment of a youth member to the Library-Historical Commission.

CITY OF SAN LEANDRO

CITY COUNCIL RULES AND COMMUNICATIONS COMMITTEE

December 11, 2012

4:30 - 5:30 p.m.

San Leandro City Hall
835 East 14th Street
San Leandro, California
(City Council Chambers)

HIGHLIGHTS

1. CALL TO ORDER

Mayor Cassidy called the meeting to order at 4:34 p.m.

1.A. Attendance

Committee Members present: Mayor Stephen Cassidy, Councilmember Jim Prola and Councilmember Diana Souza (arrived at 4:45 p.m.)

City Staff present: Marian Handa, City Clerk; Kristina Herrera, Community Services Officer; Theresa Mallon, Acting Library Services Manager; Lianne Marshall, Assistant City Manager; Richard Pio Roda, Assistant City Attorney; Mike Sobek, Acting Police Lieutenant; Sandra Spagnoli, Police Chief

1.B. Announcements

None.

2. DISCUSSION ITEMS

2.A. Continued Discussion Regarding Animal Control Ordinance (Includes Chickens and Bees)

Staff Presentation

Lianne Marshall, Assistant City Manager:

- Outlined the approach staff will take in this continued discussion
- Many of the comments from the Committee and public from last Committee meeting have been incorporated into the proposal presented today
- Discussion will focus on the issues involving chickens and bees, as well as the proposed Animal Fancier's Permit
- Animal Control Ordinance as a whole will be addressed later as resources become available

Sandra Spagnoli, Police Chief:

- Outlined staff's recommendations based on the direction given by Committee
- Humane treatment of animals is a priority
- Proposed regulations support urban farming in San Leandro
- Reported that the PD regularly receives complaints regarding the inhumane treatment of chickens by residents who are not urban farmers
- Reviewed the proposed regulations listed in her December 3rd memo, including the recommendation to review the ordinance after one year to determine if it meets the needs of the community
- Worked closely with farming experts and veterinarians, and consulted with other cities, to develop the proposed changes

- Four chickens per household would be allowed without a permit on a lot size of 6,000 sq. ft. or greater
- A Fancier's Permit could be obtained to allow the number of animals to exceed the limits or regulations of the Municipal Code
- Beekeeping would be allowed with a Beekeeping Permit
- Permits would be renewed annually
- Recommend a maximum limit of 10 animals per household, not including "household animals"
- R-O District would continue to be exempt from regulations
- One or two community meetings will be held to elicit input and comments on the proposals
- A draft ordinance will be presented to the City Council in early 2013

Committee Questions/Answers

Q: Why is the ordinance seemingly being made so complicated?

A: Since the Police Department handles animal control and enforcement, it has the expertise and expert contacts necessary to develop comprehensive animal care and control regulations.

Q: 6,000 sq. ft. lot size seems excessive. What was the rationale for determining the lot size?

A: The 6,000 sq. ft. minimum lot size is consistent with regulations established in Fremont, Union City, Newark and Hayward. Those cities require a permit regardless of lot size, while San Leandro's ordinance would allow up to four chickens without a permit on a minimum 6,000 sq. ft. lot. Chickens could be allowed on lots smaller than 6,000 sq. ft. with a permit.

Regarding bees, the experts that were consulted recommended a minimum lot size of one acre, and the proposed 6,000 sq. ft. minimum is consistent with what is allowed by other nearby cities. A maximum of three hives would be permitted per lot.

Q: Can the annual permit be renewed online?

A: No, but for those owners who practice responsible care of their animals, the permit renewal process will consist of a short site visit.

Q: Would a new adjacent neighbor need to consent to beekeeping next door?

A: Yes, consent would need to be obtained from the new neighbor.

Q: What would a permit cost?

A: The cost of a permit would be nominal, and based on staff time. Staff will present options for the Council to consider.

Q: What is the impact of "overpollination"?

A: Potential ruination of flowers and crops.

Public Comments

Scott Terry stated that he keeps bees and chickens, and considers himself an expert on beekeeping. He commented that he is not in favor of requiring neighbor approval; agrees with the 6,000 s.f. minimum lot size for beekeeping; and disagrees with the 20' setback requirement.

Mitch Huitema concurred with Mr. Terry's comments. She stated she is also a

beekeeper, and most of her neighbors are unaware she has bees. She commented that since bees are attracted to plants, and not people, individuals who are allergic to bees should be educated to know what not to plant in their yards, and that the 100' restriction from any dwelling unit is not relevant.

Janet Palma commented that she is interested in keeping chickens. She commented that the lot size requirement makes no sense in her situation, as her backyard is approximately 4,000 s.f. and abuts neighbors' backyards and not their living quarters. She agrees with: having a certain number of animals allowed per parcel, requiring a setback from residences, not allowing chickens indoors, and requiring that enclosures be in a fenced area in the rear yard.

Mia Ousley stated that she objects to the approach, and feels this is a zoning and planning issue, rather than an animal control issue. She commented on other cities that do not require setbacks, permits or pens, and allow the sale of eggs. She commented that the proposed regulations for San Leandro are too restrictive.

Committee Member Comments

Mayor Cassidy:

- Would like the next step to be an evening public meeting or workshop, possibly in January
 - Publicize the meeting, to obtain greater public input, be interactive
 - Can have both a staff recommendation, and public input recommendation
 - Have copies of ordinances from other cities
- Suggested looking into reducing the minimum lot size from 6,000 to 4,500 sq. ft. for allowing chickens without a permit
- For beekeeping, provide notice to adjacent neighbors, then have a process for neighbor objections upon permit renewal
- Supports reducing the setback requirement for bees

Councilmember Prola:

- Agrees with reducing minimum lot size to 4,500 sq. ft. for chickens
- Feels there should be approval by existing neighbors for an initial beekeeping permit
- Should require 20' setback for chickens, but reduce to 5' for bees
- Would like more expert information on whether a single bee hive could be allowed on a 4,500 s.f. lot

Councilmember Souza:

- Supports neighbor approval for beekeeping, and respect for those who are highly sensitive to bees
- Process should include obtaining the approval of neighbors, rather than requiring that they file an objection
- Would like to have a mechanism for disclosing neighbor's beekeeping to potential adjacent homebuyers
- Hold community meeting in a central location, and provide background on the issue and how community input has already affected the proposed regulations, to illustrate the importance of community involvement in the process

Committee Recommendation

The Committee recommends that staff develop draft regulations, incorporating the information presented by staff, with the following two changes: 1) reduction of minimum square footage from 6,000 to 4,500 for allowing a maximum of four chickens without a permit; and 2) reduction in setback requirement from 20' to 5' (or consistent with the setback requirement for an accessory structure).

The Committee recommends that a community meeting be held in early 2013 to present the draft regulations pertaining to chickens and bees, and to elicit community input.

2.B. Discussion Regarding Consideration for Adding Youth Members to Certain City Boards and Commissions

Staff Presentation

Theresa Mallon, Acting Library Services Manager:

- Council has expressed interest in the possibility of adding youth members to certain boards and commissions
- If there is interest in adding a youth member to the Library-Historical Commission (L-HC), it is requested that consideration be given to a member from the Library's Teen Advisory Group (TAG)
- The TAG was established in 2008, and members provide suggestions for teen and youth programs; make recommendations regarding materials to purchase; volunteer at the library; and act as ambassadors for the library among their peers
- Library staff would like to identify TAG members who are interested in serving on the L-HC, and suggest that the youth position rotate annually

Committee Questions/Answers

Q: Would the youth member be a full voting member?

A: The L-HC would support a youth member with full voting rights

Q: Do Youth Advisory Commission (YAC) members attend L-HC meetings?

A: Currently, YAC members do not attend L-HC meetings, but TAG members attend L-HC meetings, and many TAG members are YAC members as well

Q: Is there an issue with a TAG member also being a L-HC member?

A: No, it would give them an opportunity to serve as a commissioner.

Q: How many TAG members are there?

A: About 26

Q: Is this presentation based on the Council's desire to add youth members to boards and commissions, and the Library's suggestion for adding a member to the L-HC?

A: The Council's request was specific to the L-HC.

Public Comments

None

Committee Member Comments

Mayor Cassidy:

- Suggests the Library Director should appoint the youth member

Committee Recommendation

The Committee recommends that the Municipal Code be amended to allow the appointment of a youth member to the Library-Historical Commission.

3. Public Comments

None.

4. Committee Member Comments

Councilmember Prola stated that he welcomes comments from the public regarding the ordinance pertaining to chickens and bees.

5. Adjourn

The meeting was adjourned at 5:49 p.m.



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Meeting Agenda Rules & Communications Committee

Mayor Stephen H. Cassidy, Chair
Councilmember Jim Prola
Councilmember Diana M. Souza

Tuesday, December 11, 2012

4:30 PM

City Council Chambers

1. CALL TO ORDER

1.A. Attendance

1.B. Announcements

2. DISCUSSION ITEMS

2.A. [12-593](#) Continued Discussion Regarding Animal Control Ordinance (Includes Chickens and Bees)

Attachments: [Animal control v-5 Dec62012 FINAL](#)

2.B. [12-592](#) Discussion Regarding Consideration for Adding Youth Members to Certain City Boards and Commissions

Attachments: [Teen Advisory Group for San Leandro Library](#)

3. PUBLIC COMMENTS

4. COMMITTEE MEMBER COMMENTS

5. ADJOURN

CITY OF SAN LEANDRO

MEMORANDUM

DATE: December 3, 2012
TO: City Council Rules Committee
FROM: Police Chief Sandra Spagnoli
SUBJECT: **Animal Control Ordinance Update**

BACKGROUND:

The City Council Rules Committee directed staff to bring back for further committee and public discussion.

DISCUSSION:

The current San Leandro Animal Control Municipal Code is outdated and in need of significant revisions. In addition, the Council Rules Committee has directed staff to develop regulations to include the keeping of chickens and bees in residential neighborhoods. This memo is intended as a brief overview of the key issues and staff recommendations.

Staff proposes the following:

1. Regulations to allow chickens under certain circumstances without a permit.
2. Requirement of a special permit, the Animal Fancier's Permit (Permit), allowing residents to maintain animals including but not limited to birds and fowl, an exemption to the current municipal code. This option would allow residents to have more than the permitted number of animals, including chickens, through a special permit.
3. Establish beekeeping regulations separate from the Fanciers Permit and subject to certain requirements, which are intended to reduce issues (such as over-pollination, health hazards) that may otherwise be associated with beekeeping in populated areas.
4. Review ordinance after one year.

SAN LEANDRO MUNICIPAL CODE – ANIMAL CONTROL

PROPOSED CHANGES (December 2012)

DESCRIPTION	CURRENT	PROPOSED
Birds, fowl (RO district- Exempt) NO PERMIT REQUIRED	Prohibited	4 Chickens per household in an area of 6,000 sq. ft. or more, not to exceed 10 animals per household
Birds, fowl (RO district- Exempt) PERMIT REQUIRED	Prohibited	Allowed with an Animal Fancier’s Permit in an area of less than 6,000 sq. ft. (Number of animals and types of animals depends on sq. feet)
Animal Fanciers’ Permit	None	Required for animals exceeding the limits or regulations of the Municipal Code
Animal Fanciers’ Permit- Renewal	None	Annual renewal for permits with no-changes (New permit required for changes to the number or types of animals.)
Beekeeping- Beekeeping Permit required	Prohibited	Number of hives allowed dependent on size of lot (Minimum 6,000 sq. ft.) Not to exceed 3 hives on largest lot. Bee keeping requires adjacent neighbor approval.
Beekeeping Permit- Renewal	N/A	Annual renewal for permits with no-changes

* Currently, household animals are excluded from the Animal Control Ordinance. These animals such as mice, rats, guinea pigs, turtles, tropical fish, canaries, or birds of the psittacine family, and other similar animals commonly kept as household pets, may be kept so long as such animals do not constitute a nuisance and are afforded food, care and sanitary facilities.

RECOMMENDATION:

1. Provide direction to staff on the development of regulations for the Animal Fancier’s Permit,

Bee keeping permit, and requirements for chickens and bees.

2. Direct staff to create a new chapter in the City Ordinance, a new fee schedule for review and bring the proposed ordinance and fee schedule to City Council for review in 2013.
3. As staff resources are available, direct staff to modernize the City's existing animal control regulations in order to provide Animal Control Services the tools needed to effectively control and manage the City's growing animal population.

ATTACHMENT(S):

- 1. Proposed City Ordinance Changes (Chart)**
- 2. Animal Fancier Permit Recommendations**
- 3. Bee Keeper Recommendations**
- 4. Summary of Alameda County Ordinances on Chicken and Bees**

Animal Fanciers Permit Summary

I. Procedures:

1. Required for animals exceeding the limits or regulations of the Municipal Code including the 10 animal per household limit.
2. Application and fee submitted to Animal Services for review and premises inspection.
3. Approval determined on a case by case basis, evaluating the numbers of animals, space, and conditions of property (kept in a condition that would not impact the quality of life of the animal or neighbors)
4. Animal Services conducts follow up inspections, generally by complaint, or annually at renewal.
5. Permits may be revoked or suspended under certain conditions (e.g., falsification of information, failure to comply with the Municipal Code, complaint from neighbors which cannot be resolved).
6. Criteria for granting or denying an Animal Fancier's Permit. In order to grant the permit, the following findings must be made:
 - (a) The keeping of the animal at the location specified in the application will not violate any ordinance or other City or State regulations;
 - (b) The keeping and maintenance of the animal will not endanger the peace, health or safety of persons in the immediate vicinity or in the City as a whole and will not constitute a nuisance;
 - (c) The premises and housing where the animal is to be kept are in clean and sanitary condition, and the animal will not be subject to suffering, neglect, cruelty or abuse;

II. Inspection:

A. Before issuing a permit, inspection of the premises, where the animal(s) are to be maintained shall include, but not be limited to, a determination that:

- Adequate housing is provided to protect the animal(s) from the elements.
- Cages and enclosures are of sufficient size to provide ample space for exercise.
- Appropriate bedding for the animal(s) is provided.
- More restrictive fencing can be mandated as a prerequisite to Permit approval.
- When required for safety, cages are constructed of sufficient size and strength to prevent the animal(s) from escaping and protection from predators.
- Shelter, cages and enclosures are to be kept in good repair with no protrusions or devices on which the animal could injure itself.
- No roosters or turkeys.

B. Feeding and Watering

Feeding and watering shall be done daily in sufficient quantity and nutritional value, to meet the normal daily requirements for the conditions and size of the animal(s) except in such cases where hibernation, nature of the animal or its feeding habits dictate otherwise.

C. Treatment and Sanitation

- All animals maintained shall be handled in a humane manner and kept free from parasites, sickness and disease. When they are afflicted and or become unsightly, they shall be given immediate medical attention and treatment by a veterinarian licensed to practice in the State of California at the owner or keeper's expense.
- Animals in need of medical treatment, which the owner has failed to supply will be treated by a veterinarian upon order of the Animal Control Officer and such charges shall be made pursuant to Section 597f of the California Penal Code.
- All cages or other enclosures shall be cleaned regularly and their surroundings shall be kept in a sanitary condition, free from offensive odor. The animal feces shall be stored in a fly-proof container to be properly disposed of a minimum of once weekly.

D. Cages and enclosures

- Household pets are not required to be maintained in cages or enclosures, unless otherwise specified in the permit.
- When cages are required, the cages shall be of such strength and type of construction that the animal cannot escape, ample space for exercise is provided, the animal is adequately protected from predators, and overcrowding is avoided.
- Species requiring larger cages, special cages or holding facilities shall be accommodated according to recommendations of the Animal Control Officer.
- Each cage or enclosure shall be provided with a weatherproof shelter, bedding and perch when appropriate. A suitable shield for protection against the sun shall also be provided. Where the natural climate of the species of the animal differs from the climate of San Leandro, provisions must be made to adjust holding conditions to the natural habitat.
- Animals with a propensity to fight, or which are otherwise incompatible, shall be kept separated.
- Cages shall have tops to prevent escape by climbing or jumping.
- No cage or structure in which animals are fed, sheltered, or kept shall be located less than 5 feet from any side or rear lot line on which the primary use is residential and 20 feet from an adjacent dwelling. No cage or structure shall be

permitted in a required front or side yard setback area for the property under the Zoning Code.

- Total area of all coops or cages on a lot shall be no greater than 60 feet. No single or combination of coops or cages shall exceed 15 feet in height.
- Chickens shall be kept outside and in a fenced area. They may not roam in any area outside the fenced rear yard.

E. Mediation

Upon receipt of a nuisance complaint regarding the holder of an Animal Fancier's Permit, Animal Control Services may require the complainant(s) to mediate with the Animal Fancier Permit holder as a precondition of investigation, citation and abatement of the nuisance. Such cases may be referred to the Alameda County Mediation Program (www.seedsrc.org). If the Animal Control Director determines mediation is appropriate and the complainants agree to mediate but the alleged violator refuses, the Animal Control Director may proceed with investigation and any appropriate enforcement.

Beekeeping Permit Summary

I. Procedures

- Hives of bees on any lot or parcel of land require a Beekeeping Permit
- Beehives may be kept, maintained or allowed without the issuance of a Beekeeping Permit on lots or parcels of land located within an open space or agricultural hillside area, provided such bee hives are situated more than one hundred fifty feet from any existing dwelling or any proposed dwelling for which a building permit has been issued.
- Beekeeping permits will not be issued for lots under 6,000 square feet

II. Criteria for approval

- No more than three hives shall be maintained on any property, lot or parcel of land.
- No hive shall be kept or maintained on any property, lot or parcel of land of less than 6,000 square feet.
- The owner's name, address, and location of all such hives shall be registered with Animal Services.
- No hive shall be kept or maintained within twenty feet of any side property line on the property, lot or parcel of land upon which such hive is situated, or within one hundred feet of any dwelling unit other than that occupied by the person or persons maintaining the hive or hives or other persons residing on such property, lot or parcel of land.
- No hive shall be kept or maintained within any required front or side yard setback area for the zoning district designation for the property under the Zoning Code.
- All hives shall be oriented so that their entrances face a house or building on the premises and shall be surrounded by a solid fence not less than six feet in height or no more than

the height specifically approved with the Beekeeping Permit application, located no farther than thirty feet from such hives. Said fence may be open on the side facing a house or building on the premises.

- A constant and reliable water supply adequate to serve the needs of the hives located on the premises shall be maintained at all times on such premises.
- No hive shall be kept or maintained within two hundred feet of a dwelling occupied by any person systemically allergic to bee stings.
- No hive shall be kept or maintained on any property, lot or parcel of land that adjoins or abuts a property, lot or parcel of land that is occupied by a person who is systemically allergic to bee stings.
- Prior to considering an application for a Beekeeping Permit, Animal Services will provide notice of the application to all owners and tenants of property located adjacent to the property, lot or parcel of land where the hive(s) are to be located
- No unreasonable disturbance to the health, safety, peace, or comfort of residents occupying properties, lots or parcels of land adjoining the property, lot or parcel of land for which such Permit is issued.
- Permit shall be personal to the applicant and shall not run with the land.

Beekeeping Summary- Bay-Area:

- **State of California:** Beekeepers are required to register with their county.
- **San Francisco:** No specific permits required.
- **Palo Alto:** Beekeepers are required to acquire written permission from immediate neighbors
- **Yolo County (unincorporated):** It is illegal to have “exotic animals not used in circuses or carnivals.”
- **Foster City:** Beekeeping is prohibited.
- **San Jose:** Beekeepers must apply for a permit.
 - Code: <http://www.sanjoseanimals.com/pdf/SJMC7.09.pdf>
 - Fines: <http://www.sanjoseca.gov/Clerk/CouncilDocs/FinesSched.pdf>
- **Santa Clara County (unincorporated):** Apiaries must be 1,000 feet from any “residence, church, school, public building, and corral or water area.
- **Los Gatos:** Apiaries must be 1,000 feet from any “residence, church, school, public building, and corral or water area.
- **Marin County:** Beekeeping regulation can vary by street within the same town.
- **San Rafael:** Permit required.
- **Tiburon:** Permit required.
- **Fairfax:** Permit required.
- **Sausalito:** Permit required.
- **Novato:** Allows non-commercial backyard hives.
- **Mill Valley:** “Backyard Beekeeping” is prohibited.
- **Larkspur:** No beekeeping regulations.
- **San Anselmo:** No beekeeping regulations.
- **Corte Madera:** Beekeeping regulation varies by neighborhood.

CITY OF SAN LEANDRO

MEMORANDUM

DATE: December 3, 2012
TO: Lianne Marshall, Assistant City Manager
FROM: Theresa Mallon, Library Services Managers
SUBJECT: **Teen Advisory Group for San Leandro Library**

The purpose of this memorandum is to define the relationship between the San Leandro Public Library and the Teen Advisory Group (TAG).

TAG has been in existence since 2008. Their members offer valuable insight regarding programs that the San Leandro Library can offer the youth in our community. TAG is comprised of teens in grades 8 through 12 and assists the library in promoting library services to teens by:

- Suggesting and volunteering at library teen programs.
- Recommending materials (books, magazines, media, etc.) for the teen collection.
- Promoting library awareness in schools and the community.

Members of TAG must meet the following qualifications:

- Be a teen in grades 8 through 12 with a San Leandro Library Card.
- Be willing to commit to monthly TAG meetings.
- Be willing to commit to volunteering at two library events per year.
- Have an interest in planning and promoting the library's teen services.

The San Leandro Library would welcome the addition of a TAG member to serve on the Library-Historical Commission.