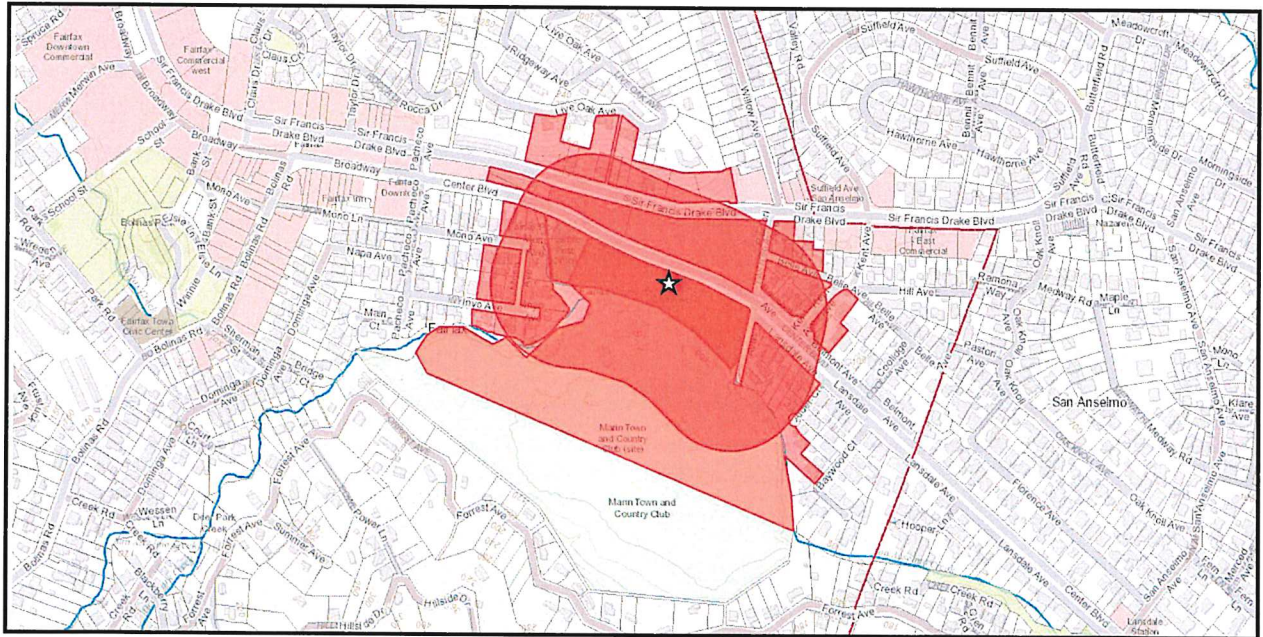


**TOWN OF FAIRFAX  
STAFF REPORT ADENDUM**  
Department of Planning and Building Services

**TO:** Planning Commission  
**DATE:** June 23, 2022  
**FROM:** Linda Neal, Principal Planner  
**LOCATION:** 769 B Center Blvd.; APN # 002-131-14  
**ZONING:** Highway Commercial CH Zone  
**PROJECT:** Installation of an automatic teller machine and maintenance room in an existing building at Fair-Anselm Plaza;  
**ACTION:** Design Review Permit; Application # 22-11  
**APPLICANT:** Jake Elliott, Architect  
**OWNER:** Fairfax Center Properties LLC  
**CEQA STATUS:** Categorically exempt, § 15301



**769 "B" CENTER BOULEVARD**

**RECOMMENDATION**

1. Open the public hearing and take testimony.
2. Move to approve Resolution No. 2022-15 setting forth the findings and the conditions for the project approval.

## **BACKGROUND**

The Fair Anselm Shopping Center was constructed in 1960 and consists of two, two-story, commercial buildings, each containing numerous commercial suites. The suite where the project is proposed was previously Avatar Community Business Center offering color copies, FAX send and receive, document binding, business cards, document scanning, laminating, large format printing, shipping (UPS, FedEx and DHL international shipping), private mailboxes, Notary Public, Office Supplies, Shredding, fine gifts, and stationery.

The space is currently being remodeled for use as UPS Store which will offer some of the services previously offered by Avatar, including private mailboxes.

## **DISCUSSION**

### **Project Description**

The proposed automated teller machine and approximately 105 square-foot ATM maintenance room will be created at the northeast corner of the suite, within the space that was the Avatar Business Center. The existing front double window will be replaced with a glass paneled access door and stationary glass side panel to match the materials of the existing glass double doors of what is to become the UPS Store.

The automated teller installation includes a thirty-four square foot surround consisting of a 6-inch aluminum frame painted red and the Bank of America name and logo in blue and red on a white background above the automated teller dispenser and silver colored, aluminum composite surround panel.

### **Design Review**

The project site is zoned Highway Commercial (CH). Town Code § 17.020.030(B) requires that a design review permit be obtained for any new construction in the Highway Commercial CH Zone. Town Code §17.020.040 sets forth the criteria to be used by the Planning Commission when reviewing and approving a design review permit application.

In accordance with the criteria:

The ATM installation, with its glass doors complimenting the existing glass doors at 769 Center Suite A, will create a well composed design that will relate harmoniously to the other facilities in the building and on the site.

The project design is of a quality and character that complements the surrounding commercial development and will serve to protect the value of private and public investments in the immediate area.

The shared adjacent parking lots for the Fair-Anselm Center will provide accessible parking for the ATM use.

The twelve-foot-wide private sidewalk that runs along the front of the building provides sufficient room for ATM users to queue without narrowing the required forty-eight-inch sidewalk width required to meet ADA accessibility requirements.

Landscaping in the area is controlled and maintained by the Fair-Anselm Center property owner and the proposed project proposes no changes to the existing conditions.

The proposed sign that is incorporated into the automatic teller surround design is in scale with the proposed improvement and space that will be used for the ATM maintenance room.

### **Sign Ordinance Exception**

Town Code § 17.064.020 defines the area of a sign as "The area in square-feet of the smallest rectangle enclosing the exterior surface of a sign having but one exposed exterior surface". Town Code § 17.064.0509(B) limits the number of signs per business to two as long as one of the two signs is projecting sign, Town Code §17.064.050(A)(1) limits the total sign square footage per building to one square-foot of sign for each linear foot of business building frontage. The proposed sign complies with all the aforementioned sign permit regulations. The proposed sign will be internally illuminated which requires an exception to Town Code 17.064.060(F) which prohibits internally illuminated signs.

Town Code § 17.064.100(A) gives the Planning Commission approval authority to grant exceptions to the sign ordinance regulations if it finds that the exception is consistent with the purpose and intent of the Sign Ordinance and that the strict adherence to the sign regulations may cause unnecessary hardship if one of the following exists:

1. Exceptional or extraordinary circumstances or conditions, no resulting from any act of the owner or applicant, apply to the location under consideration and not generally to other business or properties in the vicinity.
2. The exception is the minimum necessary to serve its intended use.
3. The application submitted is extraordinary and outstanding in design; or
4. The sign is of historical significance.

The suite to be created and designated 769 Center, Suite B, proposed for the ATM installation has fifteen linear feet of frontage. The project proposes one sign included in the ATM surround installation that is approximately 5.25 square-feet in size. Therefore,

the sign complies with the sign ordinance regulations with respect to the number and size of signs.

The internally illuminated sign portion of the ATM surround is set in the building wall, back from the edge of the large roof overhang twelve feet. The roof overhang will screen the sign illumination so that it will not result in excessive light protruding beyond the building envelope but will be visible to passing cars and pedestrians viewing the building from the Center Boulevard and the sidewalk across the street. The internal illumination will aid people trying to locate the machine in its sheltered location set back a considerable distance from the road. Therefore, the proposed sign and requested exception are the minimum necessary to serve the signs intended purpose and is consistent with the purpose section of the Sign Ordinance. The findings for the requested exception to the Sign Ordinance are contained in Attachment A, Resolution No. 2022-15.

### **Exterior Lighting**

The automated teller surround will have a red LED perimeter "halo" light band at the interior of the red aluminum surround frame. Eleven soffit lights will be installed along the exterior edge of the existing canopy roof (eight along the northern edge and three along the western edge adjacent to the parking lot) and two wall mount lights will be installed along the western roof to light the closest parking spaces to the ATM including an ADA compliant space. The lighting is the minimum required to meet Federal standards for ATM user safety (Attachment D – California Code Financial Code, Chapter 4. Lighting and "Shedding Light on ATM Compliance").

The project architect has verified that both fixtures to be used in the project are dark sky compliant (Attachment C, Emails dated 6/7/22 and 6/13/22 and an example of required ATM lighting).

### **OTHER AGENCY/DEPARTMENT COMMENTS/CONDITIONS**

No agencies or Town Departments commented or placed any conditions upon the project.

### **ATTACHMENTS**

- Attachment A – Resolution No. 2022-15
- Attachment B – Applicant's project description
- Attachment C – Applicant's emails addressing project lighting
- Attachment D – Lighting information

## RESOLUTION NO. 2022-15

### **A Resolution of the Fairfax Planning Commission Approving Application # 22-11 for a Design Review Permit and Sign Exception Permit for an Automatic Teller Machine (ATM) and ATM Maintenance Room at 759 "B" Center Boulevard for the Bank of America**

**WHEREAS**, the Town of Fairfax received an application from the Bank of America on May 24, 2022, to create an ATM and 105 square-foot ATM maintenance room at 769 "B" Center Boulevard; and

**WHEREAS**, the Planning Commission held a duly noticed Public Hearing on June 23, 2022, at which time all interested parties were given a full opportunity to be heard and to present evidence; and

**WHEREAS**, the Design Review Regulations Ordinance contains design review criteria to ensure that new construction complements existing development and does not negatively impact neighboring properties; and

**WHEREAS**, the proposed development will be designed to not be garish and to compliment the neighboring businesses and not detract from their exterior designs and signage while also being visible enough to be located by persons wanting to use the ATM services; and

**WHEREAS**, the Commission has determined that the proposed installation and maintenance room façade changes meet the design review criteria and findings can be made for the requested Sign Exception Permit as follows:

#### Design Review Criteria (Town Code § 17.020.040)

1. the ATM installation, with its glass doors complimenting the existing glass doors at 765 Center Suite A, will create a well composed design that will relate harmoniously to the other facilities in the building and on the site.
2. The project design is of a quality and character that complements the surrounding commercial development and will serve to protect the value of private and public investments in the immediate area.
3. The shared adjacent parking lots for the Fair-Anselm Center will provide accessible parking for the ATM use.
4. The twelve-foot-wide private sidewalk that runs along the front of the building provides sufficient room for ATM users to queue without narrowing the required forty-eight-inch sidewalk width required to meet ADA accessibility requirements.
5. Landscaping in the area is controlled and maintained by the Fair-Anselm Center property owner and the proposed project proposes no changes to the existing conditions.
6. The proposed sign that is incorporated into the automatic teller surround design is in scale with the proposed improvement and space that will be used for the ATM maintenance room.

Sign Exception Permit [Town Code 17.064.010 and 17.064.100(B)(2)]

1. The sign complies with the purpose and intent of the sign ordinance.
2. The sign is the minimum necessary to serve the sign intended use which is to alert potential users of the ATM machine to its location set beneath the expanded roof overhang.

**WHEREAS**, the applicant has met the burden of proof required to support the requested discretionary Design Review Permit and Sign Exception Permit exception to Town Code § 17.064.060(F), that prohibits internally illuminated signs, if the following conditions are complied with:

1. The applicant must obtain a building permit prior to the start of construction.
2. The applicants shall maintain the premises in a neat and attractive manner at all times. Such maintenance shall include, but not be limited to, exterior building materials, signage, windows, the ground, and the pavement surfaces.
3. The applicant shall comply with all applicable local, county, state and federal laws and regulations. Local ordinances which must be complied with include, but are not limited to: the Noise Ordinance, Chapter 8.20, Polystyrene Foam, Degradable and Recyclable Food Packaging, Chapter 8.16, Garbage and Rubbish Disposal, Chapter 8.08, Urban Runoff Pollution Prevention, Chapter 8.32, and the Americans with Disabilities Act.
4. Any other changes made to the exterior of the building, including but not limited to new lighting, new signs, planters, etc., shall comply with the design review regulations of the Town Code, Chapter 17.020, and be approved by the Fairfax Planning Commission or Planning Director as required.
5. The applicant and its heirs, successors, and assigns shall, at its sole cost and expense, defend with counsel selected by the Town, indemnify, protect, release, and hold harmless the Town of Fairfax and any agency or instrumentality thereof, including its agents, officers, commissions, and employees (the "Indemnitees") from any and all claims, actions, or proceedings arising out of or in any way relating to the processing and/or approval of the project as described herein, the purpose of which is to attack, set aside, void, or annul the approval of the project, and/or any environmental determination that accompanies it, by the Planning Commission, Town Council, Planning Director or any other department or agency of the Town. This indemnification shall include, but not be limited to, suits, damages, judgments, costs, expenses, liens, levies, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the applicant, third parties and the Indemnitees, arising out of or in connection with the approval of this project, whether or not there is concurrent, passive, or active negligence on the part of the Indemnitees. Nothing herein shall prohibit the Town from participating in the defense of any claim, action, or proceeding. The parties shall use best efforts, acting in good faith, to select mutually agreeable defense counsel. If the parties cannot reach agreement, the Town may select its own legal counsel and the applicant agrees to pay directly, or timely reimburse on a monthly basis, the Town for all such court costs,

attorney fees, and time referenced herein, provided, however, that the applicant's duty in this regard shall be subject to the Town's promptly.

6. The project final inspection shall not occur until all the building improvements have been completed.
7. All the exterior fixtures must be dark sky compliant (fully shielded and emit no light above the horizontal plane with no sag or drop lenses, side light panels or uplight panels) as well as compliance with color temperature to minimize blue rich lighting. The lighting plan shall be submitted with the building permit application and be approved by the Planning Department prior to issuance of the project building permit. The lighting shall not emit direct offsite illumination and shall be the minimum necessary for safety.

**NOW, THEREFORE**, the Planning Commission of the Town of Fairfax after careful consideration of the site plan, architectural drawings, color elevations and lighting plan hereby approves the Design Review Permit and Sign Ordinance Exception Permit for the proposed installation of the ATM dispenser, surround and maintenance room.

**PASSED AND ADOPTED** by the Town of Fairfax Planning Commission, State of California, this 23rd day of June 2022 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

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Norma Fragoso, Planning Commission Chair

ATTEST:

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Linda Neal, Principal Planner

# NORR

April 19, 2022

Town of Fairfax  
142 Bolinas Rd., Fairfax  
California 94930

**Attn.: Linda Neal**

**Re: Project Narrative  
JCSR21-0263  
New Fairfax Bank of America ATM**

Dear Town of Fairfax,

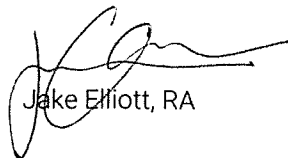
This letter describes the intent of the new automated teller machine (ATM) being proposed at 769B Center Blvd in Fairfax CA. The Bank of America's financial center located at 89 Broadway in Fairfax has permanently closed, leaving Bank of America customers in the Fairfax, San Anselmo, and West Marin communities without a way to access their bank.

This [REDACTED] business is necessary to provide financial services to multiple nearby communities. This location has been chosen for many reasons, but notably the central location, the proximity to the recently closed financial center, and the existing parking capacity at the building. The proposed through-wall ATM will not impact the village-like character of the Town, will complement the adjacent retail developments by providing residents with direct access to their bank, and avoid requiring residents to drive out of the Town for their shopping needs.

The proposed location for the new ATM will be a standalone ATM room built into an existing suite currently planned for a new UPS shop. The proposed ATM room would provide a maintenance access door, providing exterior access only, through the existing aluminum opening systems designed to match the existing anodized aluminum window assembly. The ATM room will be equipped with necessary mechanical equipment to keep the room at operable temperatures, and the mechanical equipment will be fully concealed on an existing roof behind an existing parapet--adjacent tenant's mechanical equipment is currently located near this location as well.

A photometric study has been completed by the Bank of America as part of a study for the proposed new ATM location. As such new light fixtures are proposed to meet minimum federal ATM illumination standard. Federal standards require minimum foot candles within a 50-foot radius of an ATM for user safety. The lighting study results, along with the proposed light fixtures, are included in the attached plans on sheet A1.02, which also shows the general context of the proposed ATM location

Sincerely,



Jake Elliott, RA



## Linda Neal

---

**From:** Jake Elliott <Jake.Elliott@norr.com>  
**Sent:** Monday, June 13, 2022 4:01 PM  
**To:** Linda Neal  
**Subject:** RE: Fairfax Bank of America ATM Project  
**Attachments:** RE: Fairfax Bank of America ATM Project

Ok great—I will let the client know that we are on the June calendar then.

Both lights have back light shielding. The soffit lights are certified dark sky, and the area edge lights have what's called "turtle friendly" certification. Evidently its similar to the dark sky certification, but provide a different spectrum of light that is more friendly to certain wildlife. I had honestly never heard of this, but some states actually require this extra certification, such as Florida. Note that the turtle friendly certification is by the same organization that certifies "dark sky" products.

Jake Elliott  
Architect

T 916 453 3805  
jake.elliott@norr.com  
1631 Alhambra Blvd., Suite 100, Sacramento, CA United States 95816  
norr.com

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**ATTACHMENT C**

Linda

**From:** Jake Elliott <Jake.Elliott@norr.com>  
**Sent:** Tuesday, June 7, 2022 11:27 AM  
**To:** Linda Neal <lneal@townoffairfax.org>  
**Subject:** RE: Fairfax Bank of America ATM Project

Hi Linda,

Following-up on our call a minute ago, I have confirmed that the two light fixtures mitigate light pollution. Below is more information. Also, the plan is a bit confusing, but we are only proposing a total of 13 new lights, 11 of which are soffit lights. The other "out of scope" lights are existing luminaires—we could have made that clearer on the plan, so let me know if you need us to make revisions. We could delete the five pages of lighting cutsheets if you think that will help with approval.

Light Types:

Cree CPY Series – (11) Soffit lights along the canopy. Here is the link to the product website, which shows the dark sky listing.

<https://www.creeighting.com/cpy250-series>

CREE Area Edge – (2) wall mounted area lights. These lights do not specifically call out "dark sky certified" on the website, however they include backlight shielding, which is used to mitigate light pollution in luminaires and is what dark sky products achieve.

Type III Medium with Partial Backlight Shield

Type IV Medium with Backlight Shield

503mm 4000K

BE File

21-05/2017

Approved Test Report 1 Spectra Color Data

21-05/2017

Jake Elliott



Bank of America

4801

NO PARKING

# 2010 California Code

## Financial Code

### Chapter 4. Lighting

#### FINANCIAL CODE

#### SECTION 13040-13041

13040. (a) Each operator of an automated teller machine installed on or after July 1, 1991, shall comply with Section 13041 commencing on the date the automated teller machine is installed. Compliance with Section 13041 by operators as to automated teller machines existing as of July 1, 1991, shall be optional until July 1, 1993, and mandatory thereafter. This subdivision shall apply to an operator of an automated teller machine only to the extent that the operator controls the access area or defined parking area to be lighted.

(b) If an access area or a defined parking area is not controlled by the operator of the automated teller machine, and if the person who leased the automated teller machine site to the operator controls the access area or defined parking area, the person who controls the access area or defined parking area shall comply with Section 13041 as to any automated teller machine installed on or after July 1, 1991, commencing on the date the automated teller machine is installed; and as to any automated teller machine existing as of July 1, 1991, no later than on July 1, 1993.

13041. The operator, owner, or other person responsible therefor, shall provide lighting during hours of darkness with respect to an open and operating automated teller machine and any defined parking area, access area, and the exterior of an enclosed automated teller machine installation according to the following standards:

(a) There shall be a minimum of 10 candlefoot power at the face of the automated teller machine and extending in an unobstructed direction outward five feet.

(b) There shall be a minimum of two candlefoot power within 50 feet from all unobstructed directions from the face of the automated teller machine. In the event the automated teller machine is located within 10 feet of the corner of the building and the automated teller machine is generally accessible from the adjacent side, there shall be minimum of two candlefoot power along the first 40 unobstructed feet of the adjacent side of the building.

(c) There shall be a minimum of two candlefoot power in that portion of the defined parking area within 60 feet of the automated teller machine.

**Disclaimer:** These codes may not be the most recent version. California may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or adequacy of the information contained on this site or the information linked to on the state site. Please check official sources.

**SHEDDING LIGHT ON AN ATM COMPLIANCE  
CONCERN THAT CAN HELP COMMUNITY BANKS  
AVOID LAWSUITS AND EVEN SAVE LIVES**



# ATM

## Lighting Audits

**B**URIED DEEP IN THE TEXAS FINANCE CODE is a major compliance requirement unknown to many bankers. Failure to comply can result in a nasty audit write-up or even a monetary fine. But these are small potatoes compared to the worst that could happen. The bank could lose millions in a lawsuit if a customer is robbed or assaulted at an ATM at night. The requirement reads:

**SUBCHAPTER D:**

**SAFETY AT UNMANNED TELLER MACHINES**

**Sec. 59.307: STANDARDS FOR LIGHTING**

The lighting must be at least:

- (1) 10 candlefoot power at the face of the unmanned teller machine and extending in an unobstructed direction outward 5 feet;
- (2) two candlefoot power within 50 feet from any unobstructed direction from the face of the machine;
- (3) if the machine is located within 10 feet of the corner of a building and is generally accessible from the adjacent side, two candlefoot power along the first 40 unobstructed feet of the adjacent side of the building;
- (4) two candlefoot power in the part of the defined parking area within 60 feet of the unmanned teller machine.

So what does all this regulatory jargon mean? Candlefoot power? Unobstructed direction? Defined parking area? *Seriously?* You're a banker, not a lighting engineer!

*By Paul Paris*

**A**

**N ATM MUST HAVE MINIMUM LIGHTING** within 50 feet surrounding it, with the brightest lighting within 5 feet of the machine. Candlefoot power refers to the amount of light at any particular point and is recorded by a light meter. A candlefoot reading of 10 equates to a significant amount of light in the immediate area where the customer makes his or her transactions. **Why do so many banks fail to meet the minimum lighting standards and put customers at increased risk?** **IMPROPER BUILDING DESIGN:** A surprising number of banks are out of compliance as soon as the branch opens its doors for business. Architects and builders often do not know the lighting code and fail to install the correct lights or lighting schemes; **LACK OF LIGHTING KNOWLEDGE BY THE BANKER:** The folks in the bank lend money, cash checks and open new accounts. They know little about the different kinds of lights and where to place them; and **IGNORANCE OF CODE STANDARDS.**

With more than 30,000 robberies at ATMs occurring every year, community banks must do everything possible to protect their customers. How is the landscaping? Are there large bushes or tall hedges for robbers to use as cover? What about concealment items such as dumpsters, dark building alcoves or fences near the ATM? The bad guys love these things.

A bank cannot prevent a robbery, but it can reduce the chances of one significantly by having the required lighting audit performed and avoid the potential of a costly lawsuit, not to mention a dangerous environment for your customers.

≡ **ATM LIGHTING STANDARDS** ≡

**I**n addition to complying with the Texas Finance Code, maintaining adequate lighting provides increased customer safety and the potential for financial losses due to litigation. But proper lighting

on the exterior of your bank also appeals to customers because it enhances the property's appearance.

**CUSTOMER SAFETY:** Consumers are becoming increasingly safety conscious when using ATMs, especially after dark. When a property is too dark or presents other safety concerns, customers will go elsewhere to transact their business. Customer safety is paramount, whether the bank is in a rural area or located in a large metropolitan city.

**LITIGATION LOSSES:** Litigants seeking millions of dollars may receive little or no monetary compensation when the lighting is in compliance with the Texas Finance Code. Courts tend to rule in favor of a financial institution if it has attempted to adhere to the state standard, exercised due diligence and used a disinterested third party to assess the bank environment through a professional audit.



AN UNTRIMMED TREE AND OVERGROWN BUSHES ARE TOO CLOSE TO THE ATM. THEY PRESENT AN ENTICING CONCEALMENT FOR ROBBERS AND OBSCURE THE MACHINE'S VIEW FROM THE STREET.





One very large national bank rarely allows its vegetation to exceed 24 inches within 50 feet, resulting in a very clean appearance at its locations.

- ▶ No vegetation taller than 36 inches is allowed between 10 feet and 50 feet of the ATM or night depository.
- ▶ Trees within 50 feet of the ATM or night depository should be trimmed to a minimum height of 6 feet above the ground. Be cautious and don't allow trees to block compliance lighting. Another sizable national bank requires its trees to be trimmed a minimum of 10 feet above the ground. This may be a little over-the-top, but certainly is a great safety feature.
- ▶ Consider this wording from the Louisiana Finance Code: No bushes or shrubbery exceeding 1 foot in height shall be planted within a 15-foot radius of the access facility.

**OBSTRUCTIONS:** Chances are you walk past obstructions on your bank's property every day and pay no attention to them. We grow accustomed to seeing dumpsters, large clothing donation boxes, fences, mail boxes and countless other obstructions that robbers love to use as cover. If you can't rid the prop-



**THE DUMPSTER AND FENCE PROVIDE ROBBERS WITH A PERFECT PLACE TO HIDE.**

erty of obstructions, at least install a light or two to prevent the bad guys from using them to rob your customers at night.

One major problem with the vast majority of banks is that no one looks at his or her branches at night. When the drive-through teller pulls the shade down at 6 p.m. and walks to her car, no bank employee comes back after dark to observe the property. If you haven't visited your bank property at night, you might be surprised or even shocked. Several key lights could be inoperative and previously undetected hiding places could be discovered more easily in darkness. Management must take an active role in evaluating nighttime security.

As a final check of your current ATM lighting set-up and the safety it should provide for customers, ask yourself the following questions:

- ▶ Do my customers feel safe at night?
- ▶ How often do I check the lights around the ATM?
- ▶ Do my customers want to use our ATM or do they choose another bank with better lighting?
- ▶ If one of my customers is robbed, assaulted or killed at my ATM, can I afford a lawsuit? ★

Paul Paris is the owner of Dallas-based ATM Compliance Lighting Consultants ([atmcompliancelighting.com](http://atmcompliancelighting.com)). The company's surveyors have performed more than 3,000 audits for major banks in 22 states. In Texas, they perform audits in compliance with the requirements of the Texas Finance Code. Contact Paris at 972/658-4667.

## Whitley Penn Understands...

Due to constant accounting and regulatory changes, community banks require an accounting firm that understands these complex issues. Whitley Penn understands the unique issues facing community banks. For more than 30 years our professionals have assisted community banks with complex accounting and business issues. Whitley Penn is committed to providing quality professional services to community banks throughout Texas and the Southwest.



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