



Hybrid In Person Meeting at the Town Council Chambers located at 525 San Anselmo Avenue or Via Zoom
Click the below hyper link to access meeting:
<https://us02web.zoom.us/j/4152584636>.

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Planning Commission regular meeting will not be cancelled if any technical problems occur during the meeting.

Planning Commission Agenda

Monday, April 6, 2026

7:00 PM

1. CALL TO ORDER

Peter Strauss, Chair
Tim Heiman, Vice-Chair
Kim Pipkin
Jennifer Asselstine
Elizabeth Thomas
Jake Shemano
Tara Ticknor

2. OPEN TIME FOR PUBLIC EXPRESSION

This is the time for members of the public to address the Planning Commission regarding items Not on the agenda.

3. COMMUNITY DEVELOPMENT DEPARTMENT REPORT

4. APPROVAL OF MINUTES

4.A March 16, 2026, Draft Minutes
[March 16, 2026, Draft Minutes](#)

5. PUBLIC HEARINGS

The Planning Commission will follow this structured process for the agenda item:

1. Staff Presentation - Limited to 15 minutes.
2. Planning Commission Questions - Commissioners may ask clarifying questions of staff.

3. Applicant Presentation - Limited to 15 minutes.
4. Planning Commission Questions - Commissioners may ask clarifying questions of the applicant.
5. Public Comment - Open for public input. Comments limited to 3 minutes per speaker.
6. Close Public Comment - No further public input after closure.
7. Deliberation and Action - The Planning Commission will discuss and take action to approve, deny, or continue the project.

5.A Sign Permit and Review at 625 San Anselmo Avenue, APN 007-212-26, Project No. PRO2026-0018. Sign Permit to allow for an internally illuminated sign in the C-2 Zoning District. The project is categorically exempt from review under the California Environmental Quality Act under a Class 3 categorical exemption for “Existing Facilities” and a Class 11 categorical exemption for “Accessory Structures” pursuant to 14 CCR Sections 15301 and 15311(a).

[Staff Report](#)

[Attachment 1 - Draft Resolution](#)

[Attachment 2- Project Plans](#)

5.B Variance at 109 Tamalpais Avenue, APN 007-172-15, Project No. PRO2025-0079: A Variance to allow for a two-car garage to be located 13 feet from the front property line, where a 20-foot front setback is required, within the R-1 Zoning District. The Project is categorically exempt from review under the California Environmental Quality Act under a Class 3 categorical exemption for “New Construction or Conversion of Small Structures” pursuant to 14 CCR Section 15303.

[Staff Report](#)

[Attachment 1 - Draft Resolution, Findings and Conditions of Approval](#)

[Attachment 2 - Project Plans](#)

[Attachment 3 - Project Materials](#)

[Attachment 4 - Neighbor Acknowledgment Forms](#)

5.C Variances and Design Review at 109 Jordan Avenue, APN 006-143-01, Project No. PRO2025-0099: A Variance for a two-story addition to the existing residence, to be located six-feet-two-inches from the north (street side) property line, where a 12-foot street side setback is required, a parking Variance to provide only one on-site parking space where three are required, and Design Review, required for any second story addition, and for additions greater than five hundred square feet in size, within the R-1 Zoning District. The Project is categorically exempt from review under the California Environmental Quality Act under a Class 1 categorical exemption for “Existing Facilities,” pursuant to 14 CCR Sections 15301(e) (1).

[Staff Report](#)

[Attachment 1 - Draft Resolution, Findings and Conditions of Approval](#)

[Attachment 2 - Project Plans](#)

[Attachment 3 - Historic Resource Evaluation Compliance Form](#)

[Attachment 4 - Prescriptive Easement](#)

[Attachment 5 - Neighbor Acknowledgement Forms](#)

5.D Conditional Use Permit at 245 Sir Francis Drake Blvd, APN 006-102-31, Project No. PRO2026-0013: A Conditional Use Permit to allow a yoga studio, classified as a “Fitness Center, Classes as Primary Use” in the Town’s Land Use Regulations Table, in the C-2 Zoning District. The Project is categorically exempt from review under the California Environmental Quality Act under a Class 1 categorical exemption for “Existing Facilities,” pursuant to 14 CCR Section 15301.

[Staff Report](#)

[Attachment 1 - Draft Resolution, Findings, and Conditions of Approval](#)

[Attachment 2 - Project Narrative and Operational Characteristics](#)

6. BUSINESS ITEM- NONE

7. FUTURE AGENDA ITEMS AND PLANNING COMMISSIONER REPORTS

8. ADJOURN TO APRIL 20, 2026, REGULAR MEETING

Any writings or documents provided to the Planning Commission 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.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town staff at 415-258-4616. Notification at least 48 hours in advance will enable the Town to make reasonable accommodation to help ensure accessibility to this meeting.

Declaration of Posting

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