



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, January 12, 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 October 20, 2025, Draft Minutes (Strauss, Heiman, Thomas, Shemano)
[October 20, 2025, Draft Minutes \(Word\)](#)

4.B November 17, 2025, Draft Minutes (Strauss, Asselstine, Pipkin, Thomas, Shemano)
[November 17, 2025, Draft \(Word\)](#)

4.C December 1, 2026, Draft Minutes (Stauss, Heiman, Asselstine, Pipkin, Thomas)
[December 1, 2025, 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** Variances, Minor Exception, and Design Review at 97 Spring Grove Avenue, APN 006-212-54, Project No. PRO2025-0076: Variances to allow development encroaching 13 feet 11 inches into the 20-foot front setback and six feet three inches into the eight-foot interior side setback; a Minor Exception to allow a deck exceeding three feet, but not more than five feet, in height above the ground surface within the 20-foot front setback; and Design Review for a 135-square-foot second-story covered deck addition. 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 - Neighbor Acknowledgments](#)

[Late Mail Public Comment- Jackson](#)

- 5.B** Adoption of Resolution recommending Town Council Amendment to Title 10 “Planning and Zoning”, Section 10-3.302 “Land Use Regulation Table” and Section 10-3.1702 “Definitions” to Limit Live Entertainment in Restaurants to 10:00 p.m. and Require a Conditional Use Permit for Live Entertainment After 10:00 p.m. The Ordinance Amendment is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guideline section 15061(b)(3) (the “common sense” exemption).

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

[Attachment 1- Draft Resolution \(Word\)](#)

[Attachment 2- Public Comment- Pieri \(Pdf\)](#)

- 6. BUSINESS ITEM- None**
- 7. FUTURE AGENDA ITEMS AND PLANNING COMMISSIONER REPORTS**
- 8. ADJOURN to FEBRUARY 2, 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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