

MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Thursday, June 23, 2022
This meeting was conducted via Zoom.

Commissioners Present: Chair Thomas Tunny
Jennifer Asselstine
Tim Heiman
Danny Krebs

Commissioners Absent: Gary Smith

Staff Present: Planning Director Heidi Scoble
Town Attorney Emily Longfellow

1. Call to Order

Chair Tunny opened the Special Meeting at 11:30 a.m.

2. Business Items

2A. Appoint Planning Commissioner to the Housing Element Advisory Committee

Planning Director Scoble presented a staff report. She noted the Town Council established the Housing Element Advisory Committee and appointed Mayor Fineman and Councilmember Burke. The Council is looking for appointment of one Planning Commissioner to the committee and will confirm that appointment at its June 28th Council meeting. Staff would like to get something to the Housing and Community Development Department (HCD) by November.

Commissioner Asselstine asked if it would be possible to have two Commissioners or an alternate Commissioner on the committee given the timeline and the challenges of summer schedules. Planning Director Scoble stated the Council direction was for appointment of one Planning Commissioner. The committee meetings will be open to the public.

Commissioner Heiman asked about the time commitment that might be expected above and beyond the meeting attendance. Planning Director Scoble stated the most critical part of the process will be identifying the housing opportunity sites. These sites need to be established by the end of August. Staff and the consultant will be doing the “heavy lifting” in this area. The months of July and August will be the busiest and would require a commitment of ten to fifteen hours during this two month period.

Chair Tunny opened the meeting to public comments.

There were no attendees.

Chair Tunny closed the meeting to public comments.

Chair Tunny and Commissioner Asselstine stated they were interested in serving on the committee.

Commissioner Heiman stated he was willing to serve but had some travel plans for July.

M/s, Asselstine/Heiman, motion appoint Chair Tunny to the Housing Element Advisory Committee.

Ayes: Asselstine, Heiman, Krebs, Chair Tunny.

Absent: Smith

2B. Discuss Planning Commission Summer Meeting Schedule

Planning Director Scoble presented a staff report stating that it is challenging to schedule meetings during the summer due to the holidays and vacations. She suggested cancelling the July 4th, August 1st, and September 5th (Labor Day) Commission meetings.

Chair Tunny opened the meeting to public comments.

There were no attendees.

Chair Tunny closed the meeting to public comments.

Commissioner Krebs stated the schedule makes sense.

M/s, Krebs/Heiman, motion to cancel the July 4th, August 1st, and September 5th (Labor Day) Commission meetings.

Ayes: Asselstine, Heiman, Krebs, Chair Tunny

Absent: Smith

3. Adjournment- Chair Tunny adjourned the meeting at 11:50 a.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary