TOWN OF
SAN ANSELMO
EST. 1907

Hybrid In Person Meeting at the Town Council Chambers located at 525 San Anselmo Avenue or Via Zoom at: https://us02web.zoom.us/j/4152584636.

Economic Development Committee

Agenda

Tuesday, June 9, 2026 **9:00 AM**

1. CALL TO ORDER

Co-Chair Rich Burns
Co-Chair Javier Fernandez
Benedetto Cico
Frank Gomez
Ryan Olson
Michael Fine
Gabe Turner
Mark Jeffery
Council Liaison Steve Burdo
Council Liaison VACANT

2. OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the Commission on matters not on the agenda. Pursuant to Government Code Sec. 54954.2, the Committee is not permitted to act on any matter not on the agenda, unless it determines that an emergency exists, or that the need to take action arose following posting of the agenda. Each speaker is limited to 3 minutes.

3. SPECIAL PRESENTATIONS- BUSINESS SPOTLIGHT

Presentations from New and Upcoming Restaurants in San Anselmo

4. STAFF ITEMS/UPDATES

4.A Community Development Department Commercial Permit and Projects Metrics Update (July 2025 – March 2026)
Staff Memo (PDF)
Attachment 1- Aging for Building Permits (PDF)
Attachment 2- Aging for Planning Projects (PDF)

5. REQUEST FOR FUTURE AGENDA ITEMS AND EDC MEMBER UPDATES

6. ADJOURN TO SEPTEMBER 8, 2026, REGULAR MEETING

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town staff at 415-258-4626. 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
This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the Town of San Anselmo website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

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TOWN OF SAN ANSELMO
ECONOMIC DEVELOPMENT COMMITTEE

For the meeting of June 9, 2026

Date: June 9, 2026

To: Economic Development Committee

From: Heidi Scoble, Community Development Director

Subject: Community Development Department Commercial Permit and Projects Metrics Update (July 2025 – March 2026)

Recommendation

Receive an update regarding Community Development Department permitting activity, including building permits, planning applications, and business license zoning clearances for the first three quarters of Fiscal Year 2025-26 (July 1, 2025 through March 31, 2026).

Background/Discussion

At previous meetings, the Economic Development Committee (EDC) expressed interest in receiving periodic updates regarding permitting activity and processing timelines within the Community Development Department. In response, staff has compiled permit metrics related to commercial building permits, planning applications, and business license zoning clearances.

The attached reports provide information regarding permit and project types, application dates, approval dates, and permit aging for the period of July 1, 2025, through March 31, 2026**.** These reports are intended to provide a snapshot of permitting activity and processing timelines and assist the EDC in understanding current development and business activity within the community.

Community Development Department Operations

Since the merger of the Planning and Building Departments into the Community Development Department, staff has been focused on improving coordination between divisions, streamlining internal workflows, reducing redundancies, and improving customer service.

The Department continues to evaluate opportunities to improve permit processing times while ensuring projects comply with applicable building, zoning, environmental, and public safety

requirements. Staff regularly reviews permit aging reports, application workflows, and review procedures to identify opportunities for continuous improvement.

Building Permit Activity
The attached Building Permit Aging Report summarizes commercial building permit activity during the period of July 1, 2025, through March 31, 2026**,** including application dates, permit issuance dates, permit types, and permit aging metrics. The Building Permit Aging Report also includes the permit processing times for the project 647 San Anselmo Avenue (Woods) and Pretti Platters even though it is outside of the reporting period. During the reporting period, the Town processed a variety of commercial permits, including tenant improvements, restaurant remodels, signage permits, office improvements, telecommunications projects, and other commercial investments.

Recent commercial projects include improvements associated with Café Reveille, Tu Tap, Hilda's, Maison Nico, Pretti Platters, and other local businesses. These projects represent continued investment in San Anselmo's commercial districts and demonstrate ongoing interest in business expansion, tenant improvements, and adaptive reuse of commercial spaces. Permit processing times vary depending on project complexity, application completeness, required plan revisions, outside agency review, and coordination with Fire, Public Works, and other reviewing agencies. Staff continues to work with applicants to facilitate efficient permit processing while ensuring compliance with applicable regulations.

Planning Application Activity
The attached Planning Project Aging Report summarizes planning application activity during the period of July 1, 2025, through March 31, 2026**,** including project type, application date, approval date, and project aging metrics. During the reporting period, Planning staff processed a range of applications, including Design Review Permits, Conditional Use Permits, and Sign Permits.

Projects reviewed included new business establishments, restaurant improvements, signage programs, tenant improvements, building upgrades, and other commercial improvements. While processing times vary based on project complexity and permit requirements, many applications were reviewed and approved within a matter of days or weeks. More complex projects requiring discretionary review, public hearings, or additional analysis generally require longer processing times.

Business License Zoning Clearances
The Town contracts with HdL Companies to administer the Town's business license program.

As part of the business license review process, the Planning Division provides zoning clearances to verify that proposed business activities are consistent with the Town's zoning regulations and to identify any permits or approvals that may be required prior to operation.

Between July 1, 2025, and March 31, 2026, the Planning Division completed zoning clearances for 24 commercial business license applications. During that period, zoning clearances were generally completed within one to three business days of receipt from HdL.

This review process allows staff to identify zoning issues early, provide guidance to prospective business owners, and help facilitate the establishment of new businesses in appropriate locations throughout town.

Observations and Continuous Improvement
The attached metrics demonstrate continued commercial investment throughout San Anselmo, including restaurant renovations, new business establishments, tenant improvements, signage upgrades, office improvements, and other commercial projects.

Staff recognizes that timely and predictable permitting is an important component of economic vitality. The Community Development Department remains committed to improving customer service, refining internal processes, and identifying opportunities to streamline permit review while maintaining compliance with state law, public safety requirements, and the Town's adopted regulations.

Attachment
Attachment 1- Building Permit Aging Report
Attachment 2- Planning Project Aging Report

Attachment 1- Building Permit Aging (July 1, 2026 through March 31, 2026)

PERMIT_NO	APPLIED	APPROVED	AGING	PERMITTYPE	DESCRIPTION	ADDRESS
B2023-0198	4/25/2023	4/11/2024	253	COMMERCIAL	Remodel to covert retail building into a restaurant for Woods	647 SAN ANSELMO AVE
B2025-0206	5/12/2025	1/22/2026	184	COMMERCIAL	Tenant improvements to convert Java Hut into a new restaurant- Café Reveille	60 GREENFIELD AVE
B2025-0306	7/14/2025	8/22/2025	39	COMMERCIAL	Description: In-kind repairs due to vehicle impact damage.	400 RED HILL AVE
B2025-0339	7/31/2025	1/5/2026	113	COMMERCIAL	Tenant Improvements for updated restauarant- Pretti Platters	810 SIR FRANCIS DRAKE BLVD
B2025-0404	9/4/2025	12/23/2025	110	COMMERCIAL	Description: Interior remodel -Food Mart/bakery- Maison Nicco	121 TUNSTEAD AVE
B2025-0495	10/22/2025	11/7/2025	16	COMMERCIAL	Description: INSTALLATION OF LED ILLUM. INDIVIDUAL CHANNEL LETTERS- Nail Salon	805 SIR FRANCIS DRAKE BLVD
B2025-0494	10/22/2025	10/28/2025	6	COMMERCIAL	Description: Exploratory demo to inform construction scope_ Hilda's	639 SAN ANSELMO AVE
B2025-0408	10/23/2025	1/29/2026	98	COMMERCIAL	Description: Section 6409 EFR: Modify (E) antennas and screening.	1509 SIR FRANCIS DRAKE BLVD
B2025-0536	11/20/2025	1/8/2026	49	COMMERCIAL	Description: NEW PARTITION WALLS IN EXISTING 2ND FLOOR SUITE (522 SAA)- 2nd Floor Office	522 SAN ANSELMO AVE
B2025-0578	12/18/2025	2/2/2026	46	COMMERCIAL	Description: REMODEL EXISTING RESTAURANT Hilda's	639 SAN ANSELMO AVE
B2025-0585	12/23/2025	4/22/2026	120	COMMERCIAL	Description: Tenant Improvement for new restaurant- Tu Tap	625 SAN ANSELMO AVE
B2025-0587	12/24/2025	1/5/2026	12	COMMERCIAL	Description: Partial foundation and underfloor DWV permit for new restaurant- Hilda's	639 SAN ANSELMO
B2026-0030	1/26/2026	1/26/2026	0	COMMERCIAL	Description: Interior Demo + First Level Front Elevation Work- Tu Tap	625 SAN ANSELMO AVE
B2026-0061	2/15/2026	4/15/2026	59	COMMERCIAL	Description: TENANT IMPROVEMENT TO CONVERT EXISTING RETAIL TO A PET GROOM	115 TUNSTEAD AVE
B2026-0067	2/22/2026	2/24/2026	2	COMMERCIAL	Description: New Panel Sign for Pretti Platters	810 SIR FRANCIS DRAKE BLVD
B2026-0103	3/19/2026	5/26/2026	68	COMMERCIAL	Description: Install of back-up generator on an existing building roof	850 SIR FRANCIS DRAKE BLVD
B2026-0155	4/16/2026	4/21/2026	5	COMMERCIAL	Description: At will voluntary upgrades to existing restrooms.	850 SIR FRANCIS DRAKE BLVD

Attachment 2- Planning Project Aging (July 1, 2026 through March 31, 2026)

PROJECT TYPE	PROJECT NUMBER	ADDRESS	DESCRIPTION	APPLIED	APPROVED	AGING
DESIGN REVIEW	PRO2025-0081	566 San Anselmo Ave	Repaint Building	10/8/2025	10/8/2025	0
CONDITIONAL USE PERMIT	PRO2025-0090	790 SFD	CUP for Physical Therapy in the C-L	10/21/2025	11/10/2025	20
CONDITIONAL USE PERMIT	PRO2025-0082	520 San Anselmo Ave	Temporary CUP for office space on ground floor in C-2 Zone	10/9/2025	11/12/2025	34
DESIGN REVIEW	PRO2025-0103	1111 San Anselmo Ave	New Paint + 2x lights + wood trim + downspout removal	12/1/2025	12/5/2025	4
DESIGN REVIEW	PRO2025-0110	625 San Anselmo Ave	Tu Tap Restaurant	12/19/2025	1/9/2026	21
CONDITIONAL USE PERMIT	PRO2025-0087	115 Tunstead Ave	pet grooming and retail business	10/27/2025	2/2/2026	98
DESIGN REVIEW	PRO2026-0004	894 SFD	Install of back-up generator on an existing building roof	1/12/2026	2/19/2026	38
SIGN PERMIT	PRO2026-0008	805 SFD	Signage for Nail Salon	2/6/2026	2/19/2026	13
DESIGN REVIEW	PRO2026-0007	128 Greenfield Ave	Addition of 2 (N) windows at existing 2nd floor residential	2/4/2026	3/19/2026	43
CONDITIONAL USE PERMIT	PRO2026-0013	245 SFD	Bhava Yoga 245 Sir Francis Drake Bl.	3/3/2026	4/6/2026	34
SIGN PERMIT	PRO2026-0018	625 San Anselmo Ave	Signage for Tu Tap	3/16/2026	4/6/2026	21