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**SAUSALITO PLANNING COMMISSION**  
**Thursday, January 26, 2012**  
**Approved Summary Minutes**

**Call to Order**

Chair Keegin called the meeting to order at 3:07 p.m. in the EOC/Training Room of the Fire Station, 333 Caledonia Street, Sausalito.

Present: Chair Stafford Keegin, Vice-Chair Joan Cox (arrived at 3:10pm),  
Commissioner Richard Graef, Commissioner Bill Werner, Commissioner  
Stan Bair (arrived at 3:15pm)

Staff: Community Development Director Jeremy Graves  
Associate Planner Lilly Schinsing,  
City Attorney Mary Wagner  
M-Group Planning Consultant Geoff Bradley  
M-Group Planning Consultant Karen Hong  
M-Group Planning Consultant Heather Hines

**Approval of Agenda**

**Commissioner Werner moved and Vice-Chair Cox seconded a motion to approve the agenda. The motion passed 4-0.**

**Public Comments On Items Not on the Agenda**

None.

**New Business**

**Review Of Draft Housing Element**

M-Group staff made a presentation:

- Staff provided written comments in response to comments made at the January 23, 2012 joint City Council and Planning Commission meeting.
- Staff provided a more readable appendix G.
- Staff provided an overview of the sites analysis and provided specific examples.
- Staff would encourage comments from the Planning Commission to forward to the City Council on January 30, 2012.

Commission questions to staff:

- Can the City regulate the maximum number of beds for an emergency shelter?  
*Staff responded yes, but would recommend against including it in the regulations.*
- Can the emergency shelter be developed anywhere in the selected zone?  
Does the City have to buy the property? Is the use by-right? *Staff responded that the shelter could be developed anywhere in the zone, the City is not*

1           *obligated to buy any property and the use is by-right, not subject to a*  
2           *Conditional Use Permit.*

- 3           • Can the shelter use be limited to within a certain distance from a major artery?  
4           *Staff responded yes, if the argument could be made that the number of sites*  
5           *does not drop off significantly.*

6  
7 The public testimony period was opened.

8  
9 Comments were made by the public.

10  
11 Ray Withy indicated the following:

- 12           • The Housing Element Task Force voted 4-2-1 in favor of the Public Institutional  
13           (PI) Zoning District over the Industrial Marinship (IM) Zoning District, but this was  
14           before the consultants submitted a memorandum analyzing both districts.  
15           • The Planning Commission should keep the programs broad at this point and  
16           refine the programs later during implementation.

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18  
19 Michael Rex indicated the following:

- 20           • The draft Housing Element is a good document overall.  
21           • From experience, developers would rather pay in-lieu fees than build housing,  
22           and more weight and emphasis should be made on getting units built, not  
23           collecting fees.  
24           • Program 5 (Condo Conversion Regulations) is balanced, and he agrees with Mr.  
25           Withy that the document should be kept flexible, as details should be decided  
26           later.

27  
28 Keith Stoneking indicated the following:

- 29           • The post office may close in the near future and could be a potential site for an  
30           emergency shelter.  
31           • There are social issues to consider, and residents near the park area are  
32           sensitive due to past safety issues.  
33           • The Butte Street site needs environmental review.

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36 Mary Arnold indicated the following:

- 37           • The Butte Street site seems to have a large unit potential if considered with a  
38           density bonus (21 units total). Together with the emergency shelter, the northern  
39           community of Sausalito would be very impacted.

40  
41 Vicky Nichols indicated the following:

- 42           • The Planning Commission should have sufficient time to read the draft  
43           document.  
44           • Many residents could become upset if emergency shelters are considered in the  
45           CN-2 Zoning District.

46  
47 The public testimony period was closed.

1 By consensus, the Planning Commission recommended that the City Council authorize  
2 Staff to transmit the draft Housing Element to the State Department of Housing and  
3 Community Development with the following changes.

- 4 • **Program 12 – Affordable Housing Development Assistance:** “The following  
5 are among the types of incentives that ~~may be provided~~ will be considered upon  
6 request”, and “Density bonuses as described in Program 19 of this document”.  
7 Staff and consultants support these changes.
- 8
- 9
- 10 • **Program 21 – Multi-family Development in Multi-Family Zones:** “Develop  
11 standards within the Zoning Ordinance that ~~promote and incentivize~~ require the  
12 development of two-family and multi-family developments within the multi-family  
13 zoning districts.” Staff and consultants support this change.
- 14
- 15 • **Program 23 – Emergency Shelters:** Identify both the Public Institutional (PI)  
16 and Industrial-Marinship (IM) Zoning Districts for emergency shelters. Staff and  
17 consultants continue to recommend the Industrial-Marinship Zoning District.

18 Other points noted by the Commission regarding emergency shelters included:

- 19 ○ There are pros and cons to both the PI and IM Zoning Districts, however  
20 these districts are better options than the commercial zoning districts, or  
21 creating an overlay zoning district.
- 22 ○ The consultants stated that commercial districts are less viable as they are  
23 closely integrated with residential districts, and portions of the commercial  
24 districts may be too small to demonstrate sufficient capacity.
- 25 ○ Regulating the capacity of each shelter could be explored, but this detail  
26 should be decided later through the zoning amendment process.
- 27 ○ Creating an overlay district would cause issues, as residents would not want  
28 their properties to be near or in the overlay district.
- 29 ○ A portion of the IM zone (e.g., a defined distance from Bridgeway) could be  
30 identified as long as sufficient capacity can be demonstrated

- 31
- 32
- 33 • **Program 28 – Universal Design/Visitability:** “Visitability can be achieved at  
34 ~~little cost~~ in new construction by utilizing two simple design standards . . .” Staff  
35 and consultants support this change.
- 36

### 37 Other Discussion Topics

38 The Planning Commission also discussed the following topics and did not recommend  
39 any wording changes.

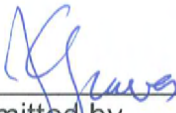
- 40 • **Program 5 Condominium Conversion Regulations:** The Commission  
41 acknowledged the extent of discussion and the history of changes made to this  
42 program by the Housing Element Task Force. They acknowledged that the  
43 program would evaluate strengthening the regulations. In general, the  
44 Commission felt the program had sufficient built-in flexibility and decisions on  
45 details would be made at the implementation stage with public hearings. Staff  
46 noted options would be explored to provide exemptions for small projects  
47 occupied by long-term homeowners.
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- 1 • **Program 17 – Inclusionary Housing:** The Commission discussed the effects of  
2 constraining the program to new residential developments greater than 5 units.  
3 The Commission decided not to pursue any modification, since the program only  
4 requires preparation of a nexus and fee study to evaluate the alternative  
5 strategies. In addition, the Commission noted the program had sufficient built-in  
6 flexibility, and decisions on details would be made at the implementation stage  
7 with public hearings.  
8

9 **Adjournment**

10  
11 **Commissioner Werner moved and Vice-Chair Cox seconded a motion to adjourn**  
12 **the meeting. The motion passed 5-0.**  
13

14 The meeting was adjourned at 5:10 p.m.

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18 Submitted by  
19 Jeremy Graves, AICP  
20 Community Development Director  
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23 \_\_\_\_\_  
24 Approved by  
25 Stafford Keegin  
26 Chair  
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