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SAUSALITO PLANNING COMMISSION
Wednesday, July 25, 2012
Approved Summary Minutes

Call to Order

Vice-Chair Cox called the meeting to order at 6:30 p.m. in the Council Chambers of City Hall, 420 Litho Street, Sausalito.

Present: Vice Chair Joan Cox, Commissioner Richard Graef,
Commissioner Bill Werner

Absent: Chair Stafford Keegin, Commissioner Stan Bair

Staff: Community Development Director Jeremy Graves
Associate Planner Heidi Burns, Associate Planner Lilly Schinsing,
City Attorney Mary Wagner

Approval of Agenda

Commissioner Werner moved and Commissioner Graef seconded a motion to approve the agenda. The motion passed 3-0.

Public Comments On Items Not on the Agenda

None.

Approval of Minutes

July 11, 2012

Commissioner Werner moved and Commissioner Graef seconded a motion to approve the summary minutes, as submitted. The motion passed 3-0.

Public Hearings

Declarations of Planning Commissioner Public Contacts

Vice-Chair Cox disclosed that regarding Item 6 she spoke with John Flavin regarding his feedback on the Housing Element Update IES/ND.

1. **DR-EA 11-362, Design Review Permit, Encroachment Agreement, Bank of America, 750 Bridgeway.** Design Review Permit to allow exterior modifications to a commercial building and an Encroachment Agreement to allow for the removal of an existing trellis and installation of new awnings on public property abutting the Bank of America building at 750 Bridgeway (APN 065-073-04). Continued from the June 13, 2012 meeting.

Vice-Chair Cox indicated that because there were only three members of the Planning Commission present a unanimous vote would be required to approve or deny any of the matters on the agenda. A vote of 2-1 would be considered a non-action under the Municipal Code, requiring the item to be heard at a future meeting with more Planning Commission members present.

1
2 The continued public hearing was re-opened.

3
4 Associate Planner Burns presented the Staff Report.

- 5 • Since the writing of the Staff Report the applicant has proposed a new option,
6 Option C, which is the same as staff's suggestion of using Option A with the
7 exception of utilizing real Pacific Dogwood natural wood with semi-transparent
8 stain siding, as seen in Option B, instead of cementitious siding.
9

10 The public testimony period was opened.

11
12 The applicant did not make a presentation.

13
14 The public made no comments.

15
16 The public testimony period was closed.

17
18 Commission questions to Doug Wittnebel, the applicant:

- 19 • Will the semi-transparent stain on the Dogwood siding remain that same color
20 or weather? *Mr. Wittnebel responded it is a semi-transparent stain that will hold*
21 *the intention of the wood and will not fade into gray. It does however need to*
22 *be reapplied every three to five years.*
- 23 • Does the project contemplate the operation and maintenance costs for the
24 periodic reapplication of that semi-transparent stain? *Mr. Wittnebel responded*
25 *yes, the project does contemplate the full maintenance of the building.*
26
27

28 Commission comments:

- 29 • The Pacific Blue is preferable for the canopy color. The combination of Golden
30 Gate Red for the columns and Jockey Red for the canopy is irksome, but not
31 so much as to merit disapproval.
- 32 • Option C is the best option with the preferred natural Dogwood.
33

34 **Commissioner Werner moved and Vice-Chair Cox seconded a motion to approve**
35 **a Design Review Permit utilizing Option C. The motion passed 3-0.**
36

37 The public hearing was closed.

- 38
39 **2. CDD 12-163, Machine Shop, 25 Liberty Ship Way.** Listing of the Machine
40 Shop building on the Local Historic Register (APN 063-100-11).
41

42 The public hearing was opened.

43
44 Associate Planner Burns presented the Staff Report.

45
46 Commission questions to staff:

- 47 • Is there any movement to send this on through the process for the State or
48 National Register? *Staff responded, a member of the Historic Landmarks*
49 *Board has met with representatives of the Advisory Council on Historic*
50

1 *Preservation and the Preservation Officer for the VA. The VA representative*
2 *indicated that if the City moved forward with National Register nomination the*
3 *VA would possibly support it if the City provided funding for the application*
4 *documentation.*

- 5 • Most of that documentation is already in the record in terms of what the VA has
6 provided for the Section 106 review. It would make sense to pass this on to the
7 City Council for the Local Historic Register and also to suggest that they
8 pursue it for both the State and National Historic Registers. Is that reasonable?
9 *Staff responded yes.*

10
11 The public testimony period was opened.

12
13 Mary Arnold indicated the following:

- 14 • What the current owners can do with the property now and what if the building
15 is placed on Local Historic Register? *Staff responded the current owners would*
16 *be able to utilize the building for the same purposes for which they originally*
17 *acquired it, which would be a dry lab. The only criteria would be the VA would*
18 *need to demonstrate compliance with the Secretary of the Interior's Standards*
19 *for the Treatment of Historic Buildings, meaning they would need to rehabilitate*
20 *the building.*

21
22 The public testimony period was closed.

23
24 Commission comments:

- 25 • The Machine Shop should be given all the historic weight possible. This area
26 and the buildings should be kept as intact as can be.
- 27 • The VA has a history of disregarding the Section 106 reviews whenever they
28 can. Anything that can be done to remind them of the fact that they have a
29 responsibility under the National Environmental Quality Act to act responsibly
30 toward buildings that have historic significance.
- 31 • The Commission should not only approve the resolution recommending that
32 the City Council list on the Local Historic Register, but should also urge the
33 Council to proceed with registering the building on both the State and National
34 Registers.

35
36
37 **Commissioner Werner moved and Commissioner Graef seconded a motion to**
38 **forward a recommendation to City Council to list the Machine Shop on the Local**
39 **Historic Register and to direct staff to pursue having the building listed on both**
40 **the State and National Registers. The motion passed 3-0.**

41
42 The public hearing was closed.

- 43
44 **3. CUP 12-134, Conditional Use Permit, Harmonia Wellness Center, 2200**
45 **Bridgeway.** Conditional Use Permit to allow a cultural center for specialized
46 programs in personal growth and development, including fitness, nutrition and
47 health (APN 063-110-01).
48

49 The public hearing was opened.
50

1
2 Assistant Planner Schinsing presented the Staff Report.

- 3
- 4 • Staff has received three late mail correspondence items in support of the
5 project, which have been included in the Planning Commission's packet.

6 Commission questions to staff:

- 7
- 8 • Where in the Marinship Specific Plan are the words "cultural center" used?
9 *Staff responded the Specific Plan allows for general industrial uses, and under*
10 *the definition of general industrial, "business, professional, trade, and cultural*
11 *schools are allowed as a general industrial use."*
 - 12 • The phrase "cultural center" is concerning. If this is a school, why is not it being
13 called a specialized school rather than a cultural center? Calling it a cultural
14 center would be adding a new definition that does not exist in the Marinship
15 Specific Plan. *Staff responded the Zoning Ordinance gives a definition for,*
16 *"School, specialized education and training, which include facilities, institution,*
17 *and conference centers that offer specialized programs in personal growth and*
18 *development, including fitness, environmental awareness, arts,*
19 *communication, and management."*
 - 20 • That definition is in the Zoning Ordinance, but not in the Marinship Specific
21 Plan? *Staff responded that is correct.*
 - 22 • So it is not a defined permitted or conditional use in the Specific Plan criteria
23 for uses? *Staff responded a business, professional, and cultural school is*
24 *permitted with a Conditional Use Permit in the Specific Plan, however the*
25 *Specific Plan does not provide a definition for that type of use. The closest*
26 *definition is found in the Zoning Ordinance, which has slightly different*
27 *language. It does not say exactly business, professional, trade, and cultural.*
 - 28 • It is concerning that it is being defined and approved as a cultural center and
29 becomes a new definition for a use in the Marinship. *Staff responded if the*
30 *issue is the word "school" versus the word "center," it can be called a school.*

31
32 The public testimony period was opened.

33
34 Presentation by John McCoy and Steve Hamersley, the applicants.

- 35
- 36 • They would be amenable to naming the facility a school instead of a center.
 - 37 • There has been concern that Harmonia patrons might park in the Bay Model
38 parking lot. They will do everything they can to mitigate the concern. He has
39 met with Chris Gallagher, the manager of the Bay Model, who told him she
40 does not mind if Harmonia's patrons park in the Bay Model lot before and after
41 the Bay Model's business hours.

42
43 Commission questions to Mr. McCoy and Mr. Hamersley:

- 44
- 45 • What is your typical class size? You have said 24 people on average, but most
46 people do not carpool to classes, so that could mean 24 vehicles in need of
47 parking space. *Mr. Hamersley responded that is concurrent students, so at any*
48 *point there could be as many as 24.*
 - 49 • How long do the classes last? *Mr. Hamersley responded they can last an hour*
50 *for classes, or if it is a workshop it could be a one to three days.*

- 1 • Is there any capacity for putting more parking on the Record Plant's property?
2 *Mr. McCoy responded yes, there is room for five more spaces and possibly*
3 *more.*
4 • So that would be 25 parking spots altogether? *Mr. McCoy responded it would*
5 *be 25 onsite, plus 24 spots in a public lot less than 200 feet away.*
6 • You say you are making no change to impervious surface, but the parking area
7 at the back has a six foot-plus high retaining wall and about 2,000 square feet
8 of new paving. Is that not more impervious area? *Mr. McCoy responded yes,*
9 *that would be additional impervious surface and was an error on his part to not*
10 *indicate it.*
11 • Will there also be 30 cubic yards or more of cut that has to be done in order to
12 accomplish that in the hillside, because you are going into that existing hill,
13 which is at least a six foot grade change for the whole length? *Mr. McCoy*
14 *responded yes, a maximum of six feet.*
15

16 Commission questions to staff:

- 17
- 18 • Did staff take the impervious surface issue into consideration? *Staff responded*
19 *the Development Standards do not regulate impervious surface for the*
20 *Marinship industrial area.*
 - 21 • Was the fact that they are cutting into the hillside looked at from a safety
22 standpoint? *Staff responded that would be looked at when the applicant*
23 *submits for a Building Permit for the tenant improvements.*
24

25 Commission question to Mr. McCoy:

- 26 • What is the intent of the childcare facility mentioned in the Staff Report? *Mr.*
27 *McCoy responded it is a free service to patrons while they participate in a*
28 *class. It is not an all day daycare while people drop off their children and pick*
29 *them up later, nor will there be any child education services offered.*
30

31 Commission question to staff:

- 32 • Is such a daycare service controlled by state law that requires a license? *Staff*
33 *responded they are not aware of any licensing requirement in that situation.*
34

35 Chris Gallagher indicated the following:

- 36 • She is the park manager for the Bay Model as well as the property owner.
37 • She has met with Mr. McCoy and does not have a problem with the project in
38 general. The parking however is an issue. When the Record Plant used the
39 facilities their patrons parked there mostly at night, but Harmonia's staff and
40 patrons will require daytime parking mainly between 6am - 8am and 5pm -
41 7pm. The evening parking is not as much of a concern as the morning. The
42 Bay Model has approximately 15 employees the require parking in addition to
43 its visitors. She does not want to spend her days monitoring the parking lot.
44

45 Commission questions to Mr. Hamersley:

- 46
- 47 • Is this a new venture or do you have other such facilities elsewhere? *Mr.*
48 *Hamersley responded this is a new venture.*
 - 49 • Is this the best location that you can think of to do this? *Mr. Hamersley*
50 *responded given the alternatives that are open in southern Marin County,*

1 *which is their target demographic, the answer is yes. There are very few*
2 *options available that offer the ambiance they desire.*

- 3 • Do you see any conflict with your facility and the recording studio? *Mr.*
4 *Hamersley responded no, in fact he sees collaboration opportunities, such as*
5 *the artists recording at the studio making use of Harmonia.*
- 6 • What is the ratio between Harmonia's services and classes? *Mr. Hamersley*
7 *responded on a given day there would be classes such as yoga with ten to*
8 *fifteen people participating while at the same time there may be a workshop for*
9 *yoga teachers. For now there will be two to three service oriented classes, but*
10 *over time the bulk of the activity and revenue will be generated from the sale of*
11 *educational services, i.e., workshops that last two to three days.*
- 12 • How many staff do you anticipate having at any one time? *Mr. Hamersley*
13 *responded probably three permanent staff members with another three to four*
14 *instructors.*

15
16
17 The public testimony period was closed.

18
19 Commission comments:

- 20 • This project seems to fit into the existing space without a lot of impact, except
21 for the parking problem.
- 22 • There is an issue of this project's compatibility with the industrial intent of the
23 Marinship. This project feels out of place. Even though the activities proposed
24 do fall under permitted uses it seems contrary to the intent of the Marinship
25 Specific Plan.
- 26 • There are serious infrastructure problems in the Marinship. The property
27 owners in the Marinship did a traffic analysis and their approach to solving the
28 traffic problem in the Marinship was to run a road right where the parking is
29 being proposed for this project. This project would cause the further erosion of
30 the one possible way to solve the Marinship's traffic problem. This is also the
31 area that the Marin County Bicycle Coalition had identified as where the north-
32 south bicycle path should go, which is contending for that road as well. Taking
33 that back portion into the hill of the eastern side of Bridgeway and carving it
34 away to use it for parking flies in the face of any possibility of solving the traffic
35 problems in the Marinship.
- 36 • Although this project as proposed meets the minimum parking requirements
37 the applicant is willing to increase the onsite parking. With that revision this
38 project could be approved.
- 39 • If this hearing is continued the Commission would like the applicant to review
40 the parking to seek other opportunities, review the business plan, and ensure
41 that the proposed uses are compatible with the Marinship industrial area
42 zoning. The Commission would also direct staff to seek better definition on the
43 childcare aspect to determine if there are requirements for modifications to be
44 made.

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47 **Vice-Chair Cox moved and Commissioner Werner seconded a motion to continue**
48 **the public hearing for 2200 Bridgeway to the meeting of September 19, 2012. The**
49 **motion passed 3-0.**
50

1 **4. CUP 12-178, Conditional Use Permit, Robin's Nest Preschool, 630 Nevada**
2 **Street.** Conditional Use Permit to allow a preschool serving 45 children ages two
3 to six at 630 Nevada Street (APN 064-332-01).
4

5 The public hearing was opened.
6

7 Assistant Planner Schinsing presented the Staff Report.
8

- 9 • Two late mail correspondences were received in support of the project, which
10 were given to the Planning Commission.

11 Commission questions to staff:
12

- 13 • This is a request for a permit to do work, but has that work already been done?
14 *Staff responded there is construction work being done on the site, but the*
15 *applicant's request for a Conditional Use Permit is independent of that work.*
- 16 • Was that work permitted at another time or did not require a permit? *Staff*
17 *responded the applicant has not received a permit from the City for that work.*
18 *Staff is in discussions with the applicant about the applicability of the City's*
19 *Building Code to this particular use on School District-owned property. Those*
20 *are administrative issues with the Building Code and the issue in front of the*
21 *Commission is the Conditional Use Permit.*
- 22 • Robin's Nest Preschool has poured concrete for the bicycle area, built a fence,
23 and is now painting their building, and one assumes work is being done on the
24 inside, all done without a permit or design review. Can the Planning
25 Commission choose to grant or not grant a Conditional Use Permit after they
26 have already spent money to do the work? *Staff responded that choosing to*
27 *proceed before getting a discretionary permit means the applicant is at risk in*
28 *terms of the Commission's ability to do design review of the onsite*
29 *improvements. The Planning Commission has full flexibility to determine the*
30 *use of the site, but not to determine the layout of the building's interior.*
- 31 • The general conditions in the area in terms of traffic, drop-offs, sidewalks,
32 crosswalks, etc., are not the safest for the neighborhood. This is important
33 enough to the neighborhood that the six-month review should come back to the
34 Planning Commission rather than be conducted administratively.
- 35 • The Staff Report's description of the neighborhood under-describes what is
36 going on at MLK when saying the commercial uses at the former MLK school
37 site will include the Lycee Francais school and a pre-kindergarten to eighth
38 grade school for 250 students currently in Corte Madera and reputed to have
39 150 cars coming in every day dropping children off. Since the City Council
40 asked for a traffic study for the impacts of the Lycee school, how does that
41 relate to the impacts of Robin's Nest Preschool, even though the roads are
42 probably not contiguous? *Staff responded the Lycee school's traffic study is*
43 *phrased in the lease as a site-specific study. Staff has been working with the*
44 *traffic consultants and the Lycee school to determine the scope of the study.*
45 *Staff does not yet know what it encompasses. The City will be hosting*
46 *neighborhood meetings on July 30th and August 2nd to review the plans for the*
47 *Lycee Francais school.*
48
49
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1 Presentation was made by Cindy Rowley, the applicant.

- 2 • The latest plans for the living fence were submitted to the Planning
3 Commission.
4

5 Commission questions to Ms. Rowley:

- 6 • An issue of concern for the Commission is the amount of work that has
7 proceeded without first seeking an application for this use at this site. Can you
8 explain how that occurred? *Ms. Rowley responded they were under the*
9 *impression that the Bayside School was under state regulations and they were*
10 *working under state jurisdiction, as was the case with their pre-schools in San*
11 *Anselmo and Mill Valley.*
12 • There is concern about the parking. Can you explain how you see the parking
13 and drop-off circulation? *The circulation is excellent with a very easy drop-off.*
14 *Children come and go as their parents' work schedules dictates, so they will*
15 *not all be dropped off and picked up at the same time. They will need parking*
16 *spaces for the five to six teachers and then four spaces for the drop-off.*
17 • How many children did you accommodate at your former Mill Valley site and
18 how many at your present San Anselmo site? *Ms. Rowley responded they*
19 *have 80-85 at San Anselmo and had 45 at Mill Valley.*
20

21 Lisa Kelly indicated the following:

- 22 • She lives in Sausalito. Her daughter has been attending Robin's Nest in Mill
23 Valley. Her plan is now for them to walk or ride bicycles to the MLK location.
24
25

26 Colleen Grey indicated the following:

- 27 • Her tenant has enrolled her child in Robin's Nest and has been hoping it will
28 open. She also hopes it will open because she does not want to lose her
29 tenant.
30 • The school is important to the school district because it will allow Sausalito to
31 have great people coming to and staying in Sausalito.
32 • Her stepdaughter lived across the street from the Robin's Nest in Mill Valley
33 and had positive things to say about it.
34

35 Mary Arnold, Buchanan Drive, indicated the following:

- 36 • She is excited about the improvement that is happening; however she is
37 concerned about safety for the children and drivers. As one turns in from
38 Nevada Street there is a steep incline that cannot be seen over. In the past
39 there have been children flying out on bicycles.
40

41 Carrie Hennington indicated the following:

- 42 • She is a parent and the Parent Council Chair at Willow Creek Academy in
43 Sausalito.
44

45 **(Recording ends.)**
46

47 **Old Business**

48 None.
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New Business

None.

Communications

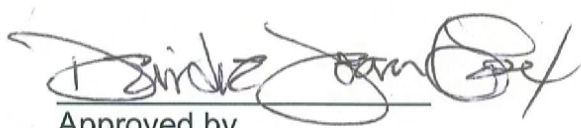
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Adjournment

The meeting was adjourned.



Submitted by
Jeremy Graves, AICP
Community Development Director



Approved by
Joan Cox
Vice-Chair

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