



# CITY OF SAUSALITO

Tom Theodores, Mayor

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March 24, 2015

Michael N. Conneran, Esq.  
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**Subject: *Proposed Sausalito Ferry Landing Major Alterations/Improvements; Lease of Public Tides and Submerged Lands between the City of Sausalito ("City") and the Golden Gate Bridge Highway and Transportation District ("District") dated December 1, 1995 (the "Lease")***

Dear Mr. Conneran:

Section 5.4 b. of the Lease requires that the District submit to the City in written form, with proposed *detailed plans*, a request that the City consent to any major alterations, improvements, additions or utility installations. With respect to the proposed Ferry Landing major alterations/improvements the City has been very clear in its communications with the District about the number, size and level of detail in the plans that the City requires from the District as evidenced by the following chronology:

- On February 17th Lilly Schinsing, Administrative Analyst, sent the submittal checklist to John Eberle which clearly indicated the requirement for 13 full size sets of plans (24"x36"), of black or blue line on white stock, folded to a maximum size of 9"x14" with the title block displayed clearly indicated of a scale not less than 1/8" =1'-0" and 1 set of 11"x17". The submittal checklist also clearly identifies the type of plans which must be included in the plan set. Lilly did not receive a response regarding the checklist and/or the submittal requirements.
- Lilly checked in with John on February 24th asking to set up a time to talk about the project as a follow up to the February 17th email with the submittal checklist. Lilly did not receive a response regarding the checklist and/or submittal requirements.
- On March 4th Lilly sent an email to John indicating that the submittal for the March 11th study session with the Planning Commission and Historic Landmarks Board (HLB) could be half sized sheets and reminding John that "the formal submittal will need to be full sized on 24"x36" paper, per the checklist." John asked in a phone call if Lilly could resend the submittal checklist.
- On March 5th Lilly re-sent the submittal checklist to John per his request. Lilly did not receive any response.

- On March 12th Lilly sent an email to John, and again asked to talk about the checklist so that she could answer any questions that John might have. Lilly did not receive a response.
- On March 16th Lilly followed up with an email and voice message to John regarding her request to talk about the checklist. Lilly did not receive a response.
- On March 17th Lilly sent another email and voice message to John offering to discuss the submittal requirements.
- On March 17th Lilly and Danny Castro, Community Development Director, had a telephone call with John and Bo Jensen regarding the submittal requirements. The District asked if the submittal in fact did have to include full sized plans and the City clearly reiterated the requirement that the submittal must include 13 full sized sets (24"x36") to scale.
- Just yesterday, on March 23rd, one day before the deadline for the complete submittal which is required in order to meet the agenda deadline for the joint Planning Commission/HLB hearing scheduled for Wednesday, April 1st, John called Lilly and indicated that the District would **not** be submitting the 13 required full size plan sets which they had known about for over a month but would instead be submitting half sized sets of plans which would not include an accurate scale - he indicated that anyone looking at the plans would "have to cut the stated scale in half."
  - Lilly reminded John of the requirement for full sized plans and asked if the District would submit the required 13 full sized sets of only the items that are required on the checklist (site plan, elevations, demolition plan and some sections). The District refused.
  - Lilly asked John if the District could change the scale on the half size set of sheets so that it is accurate and that the reviewer wouldn't have to manipulate the scale. The District refused.
  - The District stated that they would submit two full sized sets and 11 half sized sets and have a note added to the half sized sets that they are half sized so that the scale would have to be cut in half.

The requirement to provide full sized sets of plans to scale is in place so that anyone reviewing the plans, including staff, the decision makers and the public, can get a clear understanding of what is proposed to be constructed. Plans which are not to scale are misleading. Thirteen sets of full sized plans are required so that each of the 5 Planning Commissioners and 5 HLB members receive a full size set (10 sets total) - the other three sets are for staff and made available to the public for review.

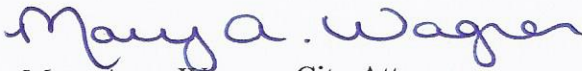
I understand that the District has refused to provide the number of required full sized plan sets of plans. City staff is willing to accept the 2 full sized sets that the District has indicated it will submit along with 11 sets of 11"x17" plans as the "detailed plans" required under the Lease but if

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and only if the correct and accurate scale is clearly indicated on every page of the 11"x17" plan sets - the full sized plan sets must of course also include an accurate scale. It is unacceptable to state that the reviewer needs to just know to cut the scale in half - and a note to that effect is not acceptable to the City. The correct and accurate scale for the 11"x17" plan sets can be manually handwritten on each of the sheets if they have already been printed, or electronically put on the sheets if they haven't been printed, or they could be reprinted with the correct scale. Alternatively the District could submit the 13 sets of full sized plans with an accurate scale as indicated on February 17th and reiterated numerous times since. We must also reserve the right to require full size plans if requested by the Planning Commission and/or HLB members.

As you are aware today is the final day for a complete submittal from the District in order for staff to prepare the staff report and submit the agenda materials to the PC and the HLB for the April 1st meeting. If acceptable plans are not received today that meeting may have to be rescheduled for a later date and the remaining meetings rescheduled accordingly. The 45 day time period for the City's review under the Lease will not start until the City has received plans meeting the requirements set forth above.

Sincerely,  
**City of Sausalito**



Mary Anne Wagner, City Attorney

cc: Adam Politzer, City Manager  
Danny Castro, Community Development Director  
Lilly Schinsing, Administrative Analyst