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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, February 4, 2015**  
**Approved Action Minutes<sup>1</sup>**

**Call to Order**

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

**Present:** Chair Joan Cox, Vice-Chair Bill Werner, Commissioner Susan Cleveland-Knowles, Commissioner Vicki Nichols, Commissioner Morgan Pierce.

**Absent:** None.

**Staff:** Community Development Director Danny Castro  
Administrative Analyst Lilly Schinsing, Assistant Planner Calvin Chan,  
Contract Planner Jayni Allsep, Contract Planner Steve Flint,  
Contract Planner Nancy Kaufman,  
City Attorney Mary Wagner

**Approval of Agenda**

**Vice-Chair Werner moved and Commissioner Cleveland-Knowles seconded a motion to approve the agenda. The motion passed 5-0.**

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

David Suto

**Approval of Minutes**

None.

**Public Hearings**

**Declarations of Planning Commissioner Public Contacts**

**Commissioner Pierce disclosed that he had met with the applicant on 2/2/15 to tour the property regarding the Clipper Yacht Restroom Facility project (Item 1).**

**Chair Cox disclosed that she had met with the applicant to tour the property regarding the Clipper Yacht Restroom Facility project (Item 1).**

**1. CLIPPER YACHT RESTROOM FACILITY / 310 HARBOR DRIVE – DESIGN REVIEW PERMIT (DR 14-184).**

Staff: Flint

W.B. Clausen Structural Engineers, Inc. (Applicant)

Clipper Yacht Company (Owner)

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<sup>1</sup> A video recording of this meeting is available at: <http://www.ci.sausalito.ca.us/>.

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2       **DESCRIPTION:** W.B. Clausen Structural Engineers, Inc., on behalf of property  
3 owners Clipper Yacht Company, is requesting a Design Review Permit to allow  
4 the construction of a 512 square foot restroom facility at 310 Harbor Drive (APN  
5 063-020-01).

6  
7       **RECOMMENDATION:** Approval, subject to conditions.  
8

9 The public hearing was opened.  
10

11 Contract Planner Flint provided a PowerPoint presentation on the project.  
12

13 Planning Commission questions for staff followed.  
14

15 The public testimony period was opened.  
16

17 The applicants, Dale Hoover of Anza Environments and Ken Pederson of Clipper Yacht  
18 Company, provided a PowerPoint presentation.  
19

20 Planning Commission questions for the applicants followed.  
21

22 Planning Commission questions for staff followed.  
23

24 **Public Comments:**

25 Andy Davidson  
26

27 Planning Commission questions for Mr. Davidson followed.  
28

29 The public testimony period was closed.  
30

31 Planning Commission comments followed.  
32

33  
34 **Commissioner Cleveland-Knowles moved and Commissioner Nichols seconded a**  
35 **motion to approve a Design Review Permit for 310 Harbor Drive, subject to the**  
36 **following amended and additional conditions of approval:**

- 37       • **Additional finding as read into the record by staff.**  
38       • **Condition 3 shall include that the applicant shall provide a landscape plan**  
39       **prior to building permit that shall be consistent with drawings viewed by**  
40       **the Planning Commission and subject to the approval of the Community**  
41       **Development Director.**  
42

43 **The motion passed 5-0.**  
44

45 The public hearing was closed.  
46

47       **2. EMERGENCY [HOMELESS] SHELTER MODIFICATION / CITYWIDE –**  
48       **ZONING ORDINANCE TEXT AMENDMENT (ZOA 15-008)**  
49       **Staff: Schinsing**  
50

1                   **City of Sausalito (Applicant)**  
2

3                   **Description:** Zoning Ordinance Amendment to modify the Emergency Shelter  
4 provisions in Sausalito Municipal Code Section 10.28.080. Emergency  
5 [Homeless] Shelters are year-round facilities that provide housing with minimal  
6 supportive services for homeless persons. Homeless persons are limited to  
7 occupancy of six months or less in an Emergency [Homeless] Shelter. The  
8 specific amendments include (1) removing the requirement that the Management  
9 Plan be “approved” by the City, (2) clarifying that a shelter operator address the  
10 services listed in the management plan to the extent such services are required  
11 by the shelter, and (3) removing the requirement for a shelter operator to provide  
12 an annual report for compliance with conditions.  
13

14                   **RECOMMENDATION:** Recommend City Council Adoption of the Zoning  
15 Ordinance Test Amendment.  
16

17 The public hearing was opened.  
18

19 Administrative Analyst Schinsing provided a PowerPoint presentation on the project.  
20

21 Planning Commission questions for staff followed.  
22

23 The public testimony period was opened:  
24

25                   **Public Comments:**

26 John Durray (phonetic)  
27

28 Planning Commission questions for staff followed.  
29

30                   **Public Comments (continued):**

31 Karen Schellhorn  
32

33 Planning Commission questions for staff followed.  
34

35                   **Public Comments (continued):**

36 Andy Davidson  
37

38 David Suto  
39

40 Fay Rosenthal  
41

42 Planning Commission questions for staff followed.  
43

44                   **Public Comments (continued):**

45 Ogie Kashian (phonetic)  
46

47 Planning Commission questions for staff followed.  
48

49 The public testimony period was closed.  
50

1 Planning Commission comments followed.  
2

3 **Commissioner Cleveland-Knowles moved and Vice-Chair Werner seconded a**  
4 **motion to recommend City Council adoption of Emergency Homeless Shelter**  
5 **modification Zoning Ordinance Text Amendment, subject to the following**  
6 **modification:**

- 7 • **Shall include the modification, “The management plan shall address to the**  
8 **extent applicable.”**  
9

10 **The motion passed 5-0.**  
11

12 The public hearing was closed.  
13

#### 14 **New Business**

### 15 **3. 2015 PLANNING COMMISSION MEETING CALENDAR**

16 **DESCRIPTION:** Approval of the Planning Commission meeting calendar for  
17 2015.  
18

19 Community Development Director Castro provided a presentation.  
20

21 Planning Commission questions for staff followed.  
22

23 Planning Commission comments followed.  
24

25 The public testimony period was opened.  
26

27 The public did not make comments.  
28

29 The public testimony period was closed.  
30

31 Planning Commission comments followed.  
32

33 **Vice-Chair Werner moved and Commissioner Pierce seconded a motion to**  
34 **approve the Planning Commission meeting calendar for 2015.**  
35

36 **The motion passed 5-0.**  
37

#### 38 **Old Business**

39 None.  
40

#### 41 **Communications**

- 42 • **Commission:** Commissioner Nichols suggested that Declarations of Planning  
43 Commissioner Public Contacts be disclosed before each item rather than all at  
44 once at the beginning of the meeting. Chair Cox welcomed new Planning  
45 Commissioner Morgan Pierce.  
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- Staff: Community Development Director Castro reviewed the City Council's actions on January 27, 2015 and items on the Council's upcoming February 10, 2015 meeting.

**Adjournment**

**Commissioner Cleveland-Knowles moved and Commissioner Pierce seconded a motion to adjourn the meeting.**

**The motion passed 5-0.**

The meeting was adjourned at 8:25 p.m.

\_\_\_\_\_  
Submitted by  
Danny Castro  
Community Development Director

\_\_\_\_\_  
Approved by  
Joan Cox  
Chair

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