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

**Call to Order**

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

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

**Absent:** Chair Bill Werner

**Staff:** Community Development Director Danny Castro  
Administrative Analyst Lilly Schinsing, Associate Planner Calvin Chan,  
Assistant Planner Rebecca Walters, City Attorney Mary Wagner

**Approval of Agenda**

**Commissioner Nichols moved and Commissioner Pierce seconded a motion to approve the agenda. The motion passed 4-0.**

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

None.

**Approval of Minutes**

October 28, 2015

**Commissioner Nichols moved and Commissioner Pierce seconded a motion to approve the draft minutes, as presented. The motion passed 4-0.**

**Declarations of Planning Commissioner Public Contacts regarding Item 1**

**Commissioner Cox disclosed she had received email correspondence, to which she did not respond and that she forwarded to staff.**

**Commissioner Pierce disclosed he had received email correspondence, to which he did not respond, and they are part of the meeting's packet.**

**Public Hearings**

- 1. McCOY ARCHITECTURE / 105 BUCHANAN DRIVE (DR 15-216)**  
McCoy Architecture (Applicant)  
Staff: Rebecca Walters

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

1           **DESCRIPTION:** A Design Review Permit is requested for a 423 square foot  
2 addition to include: 123 square feet to enclose an entry stair and 300 square feet  
3 to build out the crawl space to accommodate a new family room and powder  
4 room for the property located at 105 Buchanan Drive. A new 50 square foot deck  
5 will be added to the upper floor on the eastern façade of the residence.  
6

7           **RECOMMENDTION:** Approval, subject to conditions.  
8

9 The public hearing was opened.  
10

11 Associate Planner Walters provided a PowerPoint presentation.  
12

13 Planning Commission questions for staff followed.  
14

15 The public testimony period was opened.  
16

17 The applicant, John McCoy of McCoy Architecture, Inc. provided a presentation.  
18

19 Planning Commission questions for the applicant followed.  
20

21 **Public Comments:**

22 Bethanie Murguia  
23

24 The public testimony period was closed.  
25

26 Planning Commission questions for staff followed.  
27

28 Planning Commission comments followed.  
29

30  
31 **Commissioner Nichols moved and Commissioner Pierce seconded a motion to**  
32 **approve a Design Review Permit for 105 Buchanan Drive.**  
33

34 **The motion passed 3-1 (No – Cox).**  
35

36 The public hearing was closed.  
37

38 **Declarations of Planning Commissioner Public Contacts regarding Item 2**

39 None.  
40

41 **2. FOTSCH RESIDENCE / 2 ALEXANDER AVENUE (ADR-VA 13-310)**

42 Mid-Cal Construction, Inc. (Applicant)

43 Staff: Calvin Chan  
44

45 **DESCRIPTION:** An appeal of a Zoning Administrator decision approving an  
46 Administrative Design Review Permit and a Variance to allow for the construction  
47 of a 1,116 square foot residential pier and deck/boat lift that would extend into  
48 the San Francisco Bay. The pier and deck/boat lift would extend beyond the  
49 parcel's rear property line and onto City property, subject to City Council approval  
50 of a lease agreement.

1  
2           **RECOMMENDATION:** Deny the appeal and uphold the Zoning Administrator  
3 decision.  
4

5 The public hearing was opened.  
6

7 The public testimony period was opened.  
8

9 Riley Hurd, attorney for the appellant, provided a presentation.  
10

11 Planning Commission questions for Mr. Hurd followed.  
12

13 William Ziegler, attorney for the applicant, and Edward Fotsch, the applicant, provided a  
14 presentation.  
15

16 **Public Comments**

17 Ann Watson

18 Cherie Sinclair

19 Janeane Moody

20 Mr. Dillard

21 Robert Johnson

22 Forest Basket  
23

24 The public testimony period was closed.  
25

26 Planning Commission comments followed.  
27

28 Planning Commission questions for staff followed.  
29

30 **Commissioner Nichols moved and Commissioner Pierce seconded a motion to**  
31 **continue the public hearing for 2 Alexander Avenue to the meeting of December**  
32 **9, 2015.**  
33

34 **The motion passed 4-0.**  
35

36 The public hearing was closed.  
37

38 **Declarations of Planning Commissioner Public Contacts regarding Item 3**  
39

40 **Commissioner Cox disclosed she received email correspondence from adjacent**  
41 **neighbor Amy Wilson, to which she responded.**  
42

43 **Commissioner Nichols disclosed she had met with the applicant's architect and**  
44 **project manager and with Amy Wilson.**  
45

46 **Vice Chair Cleveland-Knowles disclosed that she had met with the applicant's**  
47 **architect and with Amy Wilson.**  
48  
49  
50

1       **3. VANDERLINDEN RESIDENCE / 206 THIRD STREET (DR-TRP 15-156)**  
2       Michael Heacock Architects, Inc. (Applicant)  
3       Staff: Calvin Chan  
4

5       **DESCRIPTION:** A Design Review Permit is requested to demolish an existing  
6       two-level, single-family residence with basement and construct a new,  
7       approximately 1,738 square foot, two-level, single-family residence with  
8       basement on the property located at 206 Third Street. A Tree Removal Permit is  
9       requested for the removal of one tree at the rear of the property.  
10

11       **RECOMMENDATION:** Approval, subject to conditions.  
12

13       The public hearing was opened.  
14

15       Associate Planner Chan provided a PowerPoint presentation.  
16

17       Planning Commission questions for staff followed.  
18

19       The public testimony period was opened.  
20

21       The applicant, Chris Skelton, provided a PowerPoint presentation.  
22

23       **Public Comments**

24       Jerry Taylor  
25       Amy Wilson  
26       Chris Gronbeck  
27       Jennie Wasser  
28       John Sundsmo  
29       Lee Daily  
30       Gerard Cunningham  
31       Michael Rex  
32

33       The applicant, Chris Skelton, provided rebuttal comments.  
34

35       Planning Commission questions for the applicant followed.  
36

37       The public testimony period was closed.  
38

39       Planning Commission questions for staff followed.  
40

41       Planning Commission comments followed.  
42

43       The public testimony period was reopened.  
44

45       **Public Comments**

46       Chris Gronbeck  
47       Gerard Cunningham  
48  
49  
50

1 The public testimony period was closed.

2  
3 Planning Commission questions for staff followed.

4  
5 **Commissioner Cox moved and Commissioner Nichols seconded a motion to**  
6 **approve a Design Review Permit and Tree Removal Permit for 206 Third Street,**  
7 **subject to the following amended Conditions of Approval:**

- 8 • **Condition of Approval 1: The requirement for a replacement tree shall be**  
9 **waived.**
- 10 • **Condition of Approval 3: The phrase “shoring plans” shall be inserted after**  
11 **the words “erosion control plans.”**
- 12 • **Condition of Approval 10: New Condition of Approval 10 shall be added to**  
13 **require that the fence be modified from 6 feet, as reflected on the plans, to**  
14 **a replacement in kind fence at a height of 4.5 feet, not accounting for the**  
15 **shrubbery.**
- 16 • **Condition of Approval 11: The last sentence shall be deleted.**
- 17 • **Condition of Approval 20: The first line shall be modified to insert the**  
18 **phrase, “or another form of security acceptable to the City,” after the word**  
19 **“bonds.” The fifth line shall have the phrase, “costs to make the site safe**  
20 **from landslide and other geologic and natural risk factors,” deleted.**

21  
22  
23 **The motion passed 4-0.**

24  
25 The public hearing was closed.

26  
27 **Old Business**

28 None.

29  
30 **New Business**

31 None.

32  
33 **Commissioner Cox left the meeting.**

34  
35 **Communications**

- 36 • **Staff: Community Development Director Castro reviewed items on the City**  
37 **Council and Planning Commission’s upcoming meeting agendas.**
- 38 • **Commission: Vice Chair Cleveland-Knowles requested that staff alert the**  
39 **Commission in advance of upcoming projects that have neighbor opposition. She**  
40 **also requested the Commission’s meeting information packets be sent earlier,**  
41 **the possible implementation of a late correspondence deadline, and that staff use**  
42 **half-size drawings in the information packets.**

43  
44  
45 **Adjournment**

46  
47 **Commissioner Pierce moved and Commissioner Nichols seconded a motion to**  
48 **adjourn the meeting.**

49  
50 **The motion passed 3-0.**

1  
2 The meeting was adjourned at 9:37 p.m.

3  
4 Danny Castro

5 Submitted by  
6 Danny Castro  
7 Community Development Director  
8  
9

10 Bill Werner

11 Approved by  
12 Bill Werner  
13 Chair  
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