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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, October 18, 2017**  
**Approved Action Minutes<sup>1</sup>**

**Call to Order – Joint Meetings with Historic Landmarks Board**

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

**Planning Commission:**

**Present:** Chair Susan Cleveland-Knowles, Vice-Chair Morgan Pierce,  
Commissioner Janelle Kellman, Commissioner Vicki Nichols,  
Commissioner Bill Werner

**Absent:** None.

**Historic Landmarks Board:**

**Present:** Chair Ben Brown, Board Member David Neuman,  
Board Member Nastassya Saad, Board Member Melinda Sesto

**Staff:** Community Development Director Danny Castro,  
Senior Planner Calvin Chan, Associate Planner Katie Faulkner,  
Assistant Planner Joshua Montemayor, City Attorney Mary Wagner

**Approval of Agenda**

**HLB Chair Brown moved and Board Member Neuman seconded a motion to approve the agenda. The motion passed 4-0.**

**Commissioner Werner moved and Commissioner Nichols seconded a motion to approve the agenda. The motion passed 5-0.**

**Communications**

- **Staff:** Community Development Director Castro:
  - Reviewed the schedules for the upcoming outdoor outreach events for the General Plan Update, and the Planning Commission Conference conducted by Sonoma State University.
  - Informed the Commission that the Planning Commission approved sign permit for Firehouse Coffees & Teas was appealed by the applicant and will go to the City Council.
- **Commission:**
  - Commissioner Nichols encouraged fundraising efforts to benefit the victims of the North Bay fires.
  - Chair Cleveland-Knowles thanked the City's staff and first responders with respect to a fire across Highway 101.

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

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

2 None.

3  
4 **Approval of Minutes**

5 October 4, 2017

6  
7 **Commissioner Nichols moved and Vice Chair Pierce seconded a motion to**  
8 **approve the draft minutes, as presented. The motion passed 5-0.**

9  
10 **Public Hearings**

11  
12 **Declarations of Historic Landmarks Board Member Public Contacts**

13  
14 Board Member Sesto disclosed with respect to Item 1 that she uses the parklet area to  
15 have coffee, but she has had no discussions with anyone, nor does she know the  
16 owners.

17  
18 **Declarations of Planning Commissioner Public Contacts**

19  
20 Vice Chair Pierce disclosed with respect to Item 2 that he visited the site and met with  
21 the applicant, and with respect to Item 3 that he visited the site.

22  
23 Chair Cleveland-Knowles disclosed respect to Item 2 that she visited the site and met  
24 with the applicant, and with respect to Item 3 that she visited the site and met with the  
25 applicant, and that she is a social acquaintance of the owners and architect.

26  
27 Commissioner Werner disclosed with respect to Item 2 that he visited the site and met  
28 with the applicant, and with respect to Item 3 that he visited the site and met with the  
29 applicant.

30  
31 Commissioner Nichols disclosed with respect to Item 3 that she visited the site and did  
32 not meet with anyone.

33  
34 Commissioner Kellman disclosed with respect to Item 1 that she visited the site and did  
35 not meet with anyone, with respect to Item 2 that she visited the site and did not meet  
36 with anyone, and with respect to Item 3 that she visited the site and did not meet with  
37 anyone.

38  
39  
40 **1. BRIDGEWAY PARKLET / WEST SIDE OF BRIDGEWAY PUBLIC RIGHT-OF-**  
41 **WAY FRONTING 621-633 BRIDGEWAY / DR-EA 16-343**

42 Staff: Calvin Chan

43  
44 **DESCRIPTION:** Mike Monsef requests approval of a Design Review Permit and  
45 Encroachment Agreement to convert approximately 105 linear feet of four on-  
46 street public parking spaces into an outdoor seating area (“parklet”) with dining  
47 tables and chairs located in front of four food establishments at 621-633  
48 Bridgeway. The project proposes to maintain the parklet in the existing  
49 configuration and design with the primary improvements of replacing the existing  
50 wood surface area with a permanent concrete surface area.

1  
2           **RECOMMENDATION:** Approval, subject to conditions.  
3

4 The public hearing was opened.  
5

6 Senior Planner Chan provided a PowerPoint presentation.  
7

8 Planning Commission questions to staff followed.  
9

10 The public testimony period was opened.  
11

12 The applicant, Mike Monsef, provided a presentation.  
13

14 HLB questions to the applicant followed.  
15

16 Planning Commission questions to the applicant followed.  
17

18 Planning Commission questions to staff followed.  
19

20 **Public Comments:**

21 Arthur Giovara

22 Chris Hontalas  
23

24 Applicant rebuttal comments followed.  
25

26 The public testimony period was closed.  
27

28 HLB comments followed.  
29

30 Planning Commission comments followed.  
31

32 Planning Commission questions to staff followed.  
33

34 HLB questions to staff followed.  
35  
36

37 **Chair Cleveland-Knowles moved and Commissioner Werner seconded a motion**  
38 **to continue the public hearing for the Bridgeway Parklet to a date uncertain with**  
39 **the following direction provided:**

- 40       **1. The Community Development Department and the Public Works**
- 41       **Department to provide a recommendation/details on the organization and**
- 42       **any long-range plans for the subject space.**
- 43       **2. The project team to address the quality and design of the space to reflect a**
- 44       **high-quality aesthetic compatible to the Downtown Historic District.**
- 45       **3. The project team to address the seating arrangement of the space and the**
- 46       **balance between private and publicly accessible tables/chairs.**
- 47       **4. Staff to provide a basic revenue/benefit analysis and information regarding**
- 48       **the capacity and use of municipal lots in the Downtown.**

49 **The motion passed 5-0.**  
50

1 **HLB Chair Brown moved and Board Member Sesto seconded a motion to support**  
2 **the Planning Commission's motion to continue the public hearing for the**  
3 **Bridgeway Parklet to a date uncertain. The motion passed 4-0.**  
4

5 The public hearing was closed.  
6

7 **2. THE INN ABOVE TIDE / 30 EL PORTAL STREET / DR-CUP 17-346;**  
8 **MODIFICATION TO CUP 17-311**

9 Staff: Joshua Montemayor  
10

11 **DESCRIPTION:** Michael Rex Architects, on behalf of McDevitt Enterprises LP,  
12 requests approval of the following items concerning The Inn Above Tide hotel  
13 located at 30 El Portal Street within the Downtown Historic District:

- 14 • Design Review Permit for exterior modifications including removal of a  
15 chimney, modifications to windows, doors, railings, decking, and other  
16 associated improvements to support the interior remodel of guest suites  
17 on the south-east portion of the hotel; and
- 18 • Modification to Conditional Use Permit 11-311 for the conversion of an  
19 existing 1,987 square foot residential apartment on the first-level at the  
20 southern end of the hotel into two new hotel suites, increasing the total  
21 number of hotel rooms from 31 to 33.  
22

23 **RECOMMENDATION:** Approval, subject to conditions.  
24

25 The public hearing was opened.  
26

27 Assistant Planner Montemayor provided a PowerPoint presentation.  
28

29 Planning Commission questions to staff followed.  
30

31 The public testimony period was opened.  
32

33 The applicant, Michael Rex of Michael Rex Architects, provided a presentation.  
34

35 **Public Comments**

36 None.  
37

38 The public testimony period was closed.  
39

40 HLB comments followed.  
41

42 Planning Commission comments followed.  
43

44 **Commissioner Werner moved and Vice Chair Pierce seconded a motion to**  
45 **approve a Design Review Permit for 30 El Portal Street, subject to the following**  
46 **amendments to conditions of approval:**  
47

- 48 • **Condition 2 and Condition 8 shall be open for review by staff as to whether**  
49 **they are necessary, and language shall be added to the conditions that say**  
50

1 at the end, "To the extent applicable as determined by the Public Works  
2 director."

3  
4 **HLB Chair Brown moved and Board Member Neuman seconded a motion approve**  
5 **a Design Review Permit for 30 El Portal Street, subject to the following**  
6 **amendments to conditions of approval:**

- 7
  - 8 • **Condition 2 and Condition 8 shall be open for review by staff as to whether**  
9 **they are necessary, and language shall be added to the conditions that say**  
10 **at the end, "To the extent applicable as determined by the Public Works**  
11 **director."**

12 **The motion passed 4-0.**

13  
14 **The Planning Commission motion passed 5-0.**

15  
16 **Commissioner Werner moved and Commissioner Nichols seconded a motion to**  
17 **approve a Conditional Use Permit for 30 El Portal Street, subject to the following**  
18 **amendments to conditions of approval:**

- 19
  - 20 • **Condition 2 and Condition 8 shall be open for review by staff as to whether**  
21 **they are necessary, and language shall be added to the conditions that say**  
22 **at the end, "To the extent applicable as determined by the Public Works**  
23 **director."**

24  
25 **The motion passed 5-0.**

26  
27 The public hearing was closed.

28  
29 **HLB Chair Brown moved and Board Member Neuman seconded a motion to**  
30 **adjourn the Historic Landmarks Board portion of the joint meeting. The motion**  
31 **passed 4-0.**

32  
33 **3. TORNQVIST RESIDENCE / 539 EASTERBY STREET / DR-TM 15-079**

34 Staff: Katie Faulkner

35  
36 **DESCRIPTION:** Bob Brockob, on behalf of Tobias and Annika Tornqvist,  
37 requests approval of a Design Review Permit and Tentative Map to allow the  
38 construction of a 526 square foot two-story addition to an existing two-story  
39 condominium, and to expand the unit boundary to the extent of the existing and  
40 proposed decks on 539 Easterby Street.

41  
42 **RECOMMENDATION:** Approval, subject to conditions.

43  
44 The public hearing was opened.

45  
46 Associate Planner Faulkner provided a PowerPoint presentation.

47  
48 The public testimony period was opened.

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The applicant, architect Bob Brockob, and owners Tobias and Annika Tornqvist, provided a presentation.

Planning Commission questions to the applicant followed.

**Public Comments**

None.

The public testimony period was closed.

**Commissioner Werner moved and Vice Chair Pierce seconded a motion to approve a Design Review Permit and Tentative Map for 539 Easterby Street. The motion passed 5-0.**

Planning Commission comments followed.

The public hearing was closed.

**Old Business**

None.

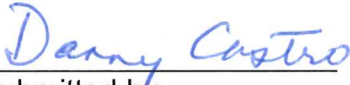
**New Business**


None.

**Adjournment**

**Vice Chair Pierce moved and Chair Cleveland-Knowles seconded a motion to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 9:19 p.m.

  
Submitted by  
Danny Castro  
Community Development Director

  
Approved by  
Susan Cleveland-Knowles  
Chair