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SAUSALITO PLANNING COMMISSION
Wednesday, January 17, 2018
Approved Action Minutes¹

Call to Order

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

Present: Acting Chair Morgan Pierce, Commissioner Janelle Kellman,
Commissioner Vicki Nichols, Commissioner Bill Werner

Absent: None.

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

Approval of Agenda

Commissioner Werner moved and Commissioner Nichols seconded a motion to hear Item 4 before Item 3, and to approve the amended agenda. The motion passed 4-0.

Communications

- Staff: Community Development Director Castro reviewed items from the January 9, 2018 City Council meeting; and the agenda of the upcoming Special Planning Commission meeting on January 24, 2018, the Planning Commission's regular meeting on February 7, 2018; and the City Council meeting on January 23, 2018.
- Commission: None.

Adoption of the 2018 Meeting Calendar

Commissioner Nichols moved and Commissioner Kellman seconded a motion to approve the 2018 Planning Commission Meeting Calendar, amended to exclude September 19th and November 21st, with the possibility of those dates being approved at a future date. The motion passed 4-0.

Election of Officers – Chair and Vice Chair

Commissioner Werner moved Commissioner Kellman seconded a motion to nominate Vice Chair Pierce as Chair of the Planning Commission.

Vice Chair Pierce moved and Commissioner Kellman seconded a motion to nominate Commissioner Nichols as Vice Chair.

¹ A video recording of this meeting is available at: www.sausalito.gov.

1
2 **Both motions passed 4-0.**

3
4 **Public Comments On Items Not on the Agenda**

5 None.

6
7 **Approval of Minutes**

8 December 20, 2017

9
10 **Vice Chair Nichols moved and Chair Pierce seconded a motion to approve the**
11 **draft minutes, as amended. The motion passed 4-0.**

12
13 **New Business**

14
15 **1. OVERVIEW OF REGULATIONS AND REVIEW PROCESS FOR TREES AND**
16 **VIEWS**

17 Staff: Katie Faulkner and David Chursenoff

18
19 **DESCRIPTION:** Presentation by Staff of an overview of the regulations and
20 review process for the alteration, removal, and preservation of trees and views
21 for trees located on private and public property. Staff will discuss the different
22 types of review standards and the scope of the role of the Planning Commission.
23

24 Associate Planner Faulkner provided a PowerPoint presentation.

25
26 Planning Commission questions to staff followed.

27
28 Assistant Planner Chursenoff provided a PowerPoint presentation.

29
30 Planning Commission questions to staff followed.

31
32 **Public Hearings**

33
34 **Commissioner Werner indicated that he would recuse himself from participating**
35 **in the public hearing for Item 1, 310 Second Street.**

36
37 **Declarations of Planning Commissioner Public Contacts**

38
39
40 **Vice Chair Nichols disclosed with respect to Item 1 that she is familiar with the**
41 **area and visits it frequently, but she did not have contact with the applicant; and**
42 **with respect to Item 2 that she had a telephone conversation with Alta Mira**
43 **property manager, and visited the site to look at the numbered trees germane to**
44 **the project.**

45
46 **Commissioner Kellman disclosed with respect to Item 2 that she had reviewed**
47 **the subject trees.**

1 Chair Pierce disclosed with respect to Item 2 that he had met with the claimant
2 and several of the neighbors, as well as representatives of Alta Mira; and with
3 respect to Items 1, 3, and 4 that he visited the sites, but had no contact.
4

5 **1. 310 SECOND STREET / TREE REMOVAL PERMIT**

6 Staff: Katie Faulkner
7

8 **DESCRIPTION:** Simone Wedell requests approval of a Tree Removal Permit to
9 remove one English Oak Tree (*Quercus rubur*) located on private property at 310
10 Second Street
11

12 **RECOMMENDATION:** Approval, subject to conditions.
13

14 The public hearing was opened.
15

16 Associate Planner Faulkner provided a PowerPoint presentation.
17

18 Planning Commission questions to staff followed.
19

20 Planning Commission questions to the applicant followed.
21

22 The public testimony period was opened.
23

24 The applicant, Simone Wedell, provided a statement that was read by Ms. Faulkner.
25

26 **Public Comments**

27 None.
28

29 The public testimony period was closed.
30

31 **Vice Chair Nichols moved and Commissioner Kellman seconded a motion to**
32 **approve a Tree Removal Permit for 310 Second Street.**
33

34 **Chair Pierce indicated that because there were only three Planning Commission**
35 **members present that approval or denial of the application would require a**
36 **unanimous vote.**
37

38 **The motion passed 3-0.**
39

40 The public hearing was closed.
41

42 **Commissioner Werner returned to the meeting.**
43

44 **2. 46 SANTA ROSE AVENUE / DESANTI TREE VIEW CLAIM**
45 **CONTINUED ITEM FROM DECEMBER 6, 2017**

46 Staff: David Chursenoff
47

48 **DESCRIPTION:** Michael P. DeSantis, property owner of 46 Santa Rosa Avenue,
49 submitted a request for a fact-finding and advisory decision regarding a view
50

1
2 **4. 209 WEST STREET / BURTON RESIDENCE**
3 **CONTINUED ITEM FROM JULY 5, 2017**

4 Staff: David Chursenoff
5

6 **DESCRIPTION:** Alejandra Gutzeit, on behalf of property owners Debra and John
7 Burton, is requesting approval of a Design Review Permit to demolish an existing
8 1,570 square foot duplex and detached two-car carport and to construct a 1,785
9 square foot duplex and detached two-car garage at 209 West Street.
10

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

13 The public hearing was opened.
14

15 Assistant Planner Chursenoff provided a PowerPoint presentation.
16

17 The public testimony period was opened.
18

19 The applicant, John Malick of John Malick & Associates, and co-owner Debra Burton,
20 provided a presentation.
21

22 Planning Commission questions to staff followed.
23

24 **Public Comments**

25 None.
26

27 The public testimony period was closed.
28

29 Planning Commission comments followed.
30

31 **Commissioner Werner moved and Commissioner Kellman seconded a motion to**
32 **approve a Design Review Permit for 209 West Street. The motion passed 4-0.**
33

34 The public hearing was closed.
35

36 **Commissioner Werner indicated that he would recuse himself from participating**
37 **in the public hearing for Item 3, 121 Third Street.**
38

39
40 **3. 121 THIRD STREET / EAGLEEYE WIGGINS RESIDENCE**
41 **CONTINUED ITEM FROM DECEMBER 20, 2017**

42 Staff: Calvin Chan
43

44 **DESCRIPTION:** McCoy Architecture, on behalf of James Wiggins and Laura
45 Eagleeye Wiggins, requests approval of a Design Review Permit, subject to
46 Heightened Design Review, for a second level addition and other associated
47 interior/exterior improvements to the existing single-family residence at 121 Third
48 Street. The second level addition would increase the height of the existing
49 structure from 9'-5" to 20'-6" and increase the floor area of the existing structure
50 from 1,005 square feet to 1,248 square feet.

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 co-owner, Laura Wiggins, and applicant, John McCoy of McCoy Architecture,
13 provided a presentation.
14

15 Planning Commission questions to the applicant and owner followed.
16

17 **Public Comments**

18 None.
19

20 The public testimony period was closed.
21

22 Planning Commission comments followed.
23

24 **Chair Pierce indicated that because there were only three Planning Commission**
25 **members present that approval or denial of the application would require a**
26 **unanimous vote.**
27

28 **Vice Chair Nichols moved and Commissioner Kellman seconded a motion to**
29 **approve a Design Review Permit for 121 Third Street. The motion passed 3-0;**
30 **Werner recused.**
31

32 The public hearing was closed.
33

34 **Old Business**

35 None.
36

37 **New Business**

38 None.
39

40 **Adjournment**

41 **Commissioner Kellman moved and Chair Pierce seconded a motion to adjourn**
42 **the meeting. The motion passed 3-0.**
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The meeting was adjourned at 9:32 p.m.

Danny Castro

Submitted by
Danny Castro
Community Development Director

Morgan Pierce

Approved by
Morgan Pierce
Chair