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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, March 21, 2018**  
**Approved Action Minutes<sup>1</sup>**

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

**Chair Pierce 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 Morgan Pierce, Vice Chair Vicki Nichols, Commissioner Laurie Fried, Commissioner Richard Graef, Commissioner Janelle Kellman,

**Absent:** None.

**Historic Landmarks Board**

Vice Chair David Neuman, Board Member Nathaniel Berkowitz, Board Member Nastassya Saad, Board Member Heather Whiles

**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**

**The Historic Landmarks Board approved the agenda by consensus.**

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

**Communications**

- Staff: None.
- Historic Landmarks Board: Vice Chair Neuman:
  - Thanked Chair Ben Brown for his years of service to the HLB and Sausalito community and sent best wishes.
  - Welcomed two new HLB members, Nathaniel Berkowitz and Heather Whiles.
- Commission: Chair Pierce also recognized the work of HLB Chair Ben Brown.

**Adoption of 2018 Historic Landmarks Board Calendar**

**Board Member Saad moved and Board Member Whiles seconded a motion to adopt the 2018 Historic Landmarks Board Calendar. The motion passed 4-0.**

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<sup>1</sup> A video recording of this meeting is available at: [www.sausalito.gov](http://www.sausalito.gov).

1  
2 **Public Comments On Items Not on the Agenda**  
3 None.

4  
5 **Approval of Planning Commission Minutes**

6 March 7, 2018

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

10  
11 **Approval of Historic Landmarks Board Minutes**

12 January 25, 2018

13  
14 **The Historic Landmarks Board approved the minutes by consensus.**

15  
16 **Public Hearings**

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

19  
20 **Commissioner Kellman disclosed with respect to Item 2 that she met with the**  
21 **contractor; with respect to Item 3 that she met with the property owner; and with**  
22 **respect to Item 4 that she met with the property owner.**

23  
24 **Chair Pierce disclosed with respect to Item 3 that he ran into a neighbor, but they**  
25 **did not discuss the merits of the project.**

26  
27  
28 **1. HISTORIC PRESERVATION REGULATIONS UPDATE**  
29 **ZONING ORDINANCE AMENDMENT**

30 Planner: Calvin Chan  
31 Project ID: ZOA 11-070

32  
33 **DESCRIPTION:** An amendment of Sausalito Municipal Code Title 1  
34 (Administration and Personnel), Title 8 (Buildings and Construction), and Title 10  
35 (Zoning) to update the regulations for historic buildings and properties with the  
36 goal of making the basic requirements and processes easier to understand,  
37 create certainty, and provide clarity to the process for applicants, City Staff,  
38 decision makers, and all other interested individuals.

39  
40 **RECOMMENDATION:** Staff recommends that the Planning Commission and the  
41 Historic Landmarks Board recommend adoption of the Zoning Ordinance  
42 Amendment to the City Council.

43  
44 The public hearing was opened.

45  
46 Senior Planner Chan provided a PowerPoint presentation.

47  
48 Historic Landmarks Board questions to staff followed.

1 Planning Commission questions to staff followed.

2  
3 The public testimony period was opened.

4  
5 **Public Comments:**

6 Mike Monsef

7 John Lum

8  
9 The public testimony period was closed.

10  
11 Historic Landmarks Board comments followed.

12  
13 Planning Commission comments followed.

14  
15 Planning Commission questions to staff followed.

16  
17 **HLB Board Member Whiles moved and Board Member Saad seconded a motion to**  
18 **continue the public hearing regarding Historic Preservation Regulations**  
19 **Update/Zoning Ordinance Amendment to a special study session at a date**  
20 **uncertain. The motion passed 4-0.**

21  
22 **Commissioner Kellman moved and Vice Chair Nichols seconded a motion to**  
23 **continue the public hearing regarding Historic Preservation Regulations**  
24 **Update/Zoning Ordinance Amendment to a special study session at a date**  
25 **uncertain. The motion passed 5-0.**

26  
27 **HLB Board Member Saad moved and Board Member Whiles seconded a motion to**  
28 **adjourn the HLB portion of the joint meeting with the Planning Commission. The**  
29 **motion passed 4-0.**

30  
31 The public hearing was closed.

32  
33  
34 **2. 5 READE LANE**

35 Planner: David Chursenoff

36 Project ID: NP 17-347

37  
38 **DESCRIPTION:** Michael Morrison, on behalf of property owner Ed Brakeman,  
39 requests approval of a Nonconformity Permit to shift the location of  
40 nonconforming floor area, building coverage and impervious surface area for the  
41 remodel of an existing residence and accessory structure located at 5 Reade  
42 Lane.

43  
44 **RECOMMENDATION:** Approval, subject to conditions.

45  
46 The public hearing was opened.

47  
48 Assistant Planner Chursenoff provided a PowerPoint presentation.

1 Planning Commission questions to staff followed.

2  
3 The public testimony period was opened.

4  
5 The applicants, John Lum and Michael Morrison of Lum Architecture, provided a  
6 PowerPoint presentation.

7  
8 Planning Commission questions to the applicants followed.

9  
10 **Public Comments**

11 None.

12  
13 The public testimony period was closed.

14  
15 Planning Commission comments followed.

16  
17 **Commissioner Graef moved to approve a Nonconformity Permit for 5 Reade Lane.**

18  
19 **Vice Chair Nichols requested the motion be amended to include language that the**  
20 **Commission can make the findings that are conditioned for the Nonconformity**  
21 **Permit for the tree removal, et cetera.**

22  
23  
24 **The maker of the motion accepted the amendment to the motion.**

25  
26 **Commissioner Kellman seconded the motion.**

27  
28 **Commission comments followed.**

29  
30 **Vice Chair Nichols requested the motion be amended to include language that**  
31 **addresses the ADU issue.**

32  
33 **The maker of the motion did not accept the requested amendment to the motion.**

34  
35 **The motion passed 5-0.**

36  
37 The public hearing was closed.

38  
39 **3. 21 SUNSHINE AVENUE**

40 Planner: Katie Faulkner

41 Project ID: TRP 2018-0009

42  
43 **DESCRIPTION:** Mirelle Weber, on behalf of property owners Alisson &  
44 Christopher Keegan, requests approval of a Tree Removal Permit to remove five  
45 protected trees located at 21 Sunshine Avenue. The proposed tree removal is  
46 part of a larger landscaping project that includes planting 11 new trees.

47  
48 **RECOMMENDATION:** Approval, subject to conditions.

1 The public hearing was opened.

2  
3 Associate Planner Faulkner provided a PowerPoint presentation.

4  
5 The public testimony period was opened.

6  
7 The applicants, Alisson and Christopher Keegan, provided a presentation.

8  
9 Planning Commission questions to the applicants followed.

10  
11 **Public Comments**

12 None.

13  
14 The public testimony period was closed.

15  
16 Planning Commission comments followed.

17  
18 **Vice Chair Nichols moved to approve a Tree Removal Permit for 21 Sunshine**  
19 **Avenue.**

20  
21 Planning Commission comments followed.

22  
23 **Chair Pierce seconded the motion.**

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

26  
27 The public hearing was closed.

28  
29  
30 **4. 200 SAUSALITO BOULEVARD**

31 Planner: Calvin Chan  
32 Project ID: 2018-00059  
33

34 **DESCRIPTION:** Stephen Stroub, property owner, requests approval of a Design  
35 Review Permit subject, subject to Heightened Design Review, to demolish an  
36 existing detached garage and to construct an attached 412 square foot, two-car  
37 garage structure and 78 square foot addition to the existing two-unit dwelling,  
38 along with associated site improvements; Tree Removal Permit for the removal  
39 of two trees in the footprint of proposed garage; Encroachment Agreement for  
40 stairs, deck driveway, utility meters, and walled landscaping improvements in the  
41 public right-of-way, for the property located at 200 Sausalito Boulevard.

42  
43 **RECOMMENDATION:** Staff recommends project approval, subject to conditions.

44  
45 The public hearing was opened.

46  
47 Senior Planner Chan provided a PowerPoint presentation.

48  
49 Planning Commission questions to staff followed.

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The public testimony period was opened.

The applicant, Marshall Schneider of Schneider Design Associates, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

**Public Comments**

Hunter Hancock

The public testimony period was closed.

Planning Commission comments followed.

**Commissioner Fried moved and Vice Chair Nichols seconded a motion to approve a Design Review Permit subject to Heightened Design Review, a Tree Removal Permit, and an Encroachment Agreement for 200 Sausalito Boulevard. The motion passed 5-0.**

The public hearing was closed.

**New Business**

None.

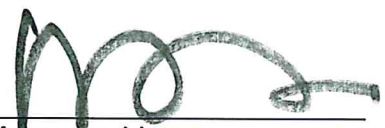
**Adjournment**

**Commissioner Kellman moved and Commissioner Graef seconded a motion to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 9:50 p.m.



Submitted by  
Danny Castro  
Community Development Director



Approved by  
Morgan Pierce  
Chair