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**SAUSALITO PLANNING COMMISSION
JOINT MEETING WITH HISTORIC LANDMARKS BOARD
Wednesday, June 20, 2018
Approved Action Minutes¹**

1. 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

Absent: Commissioner Janelle Kellman

Historic Landmarks Board:

Present: Vice Chair David Neuman, Board Member Nastassya Saad, Board Member Bill Werner, Board Member Heather Whiles

Absent: Board Member Nathaniel Berkowitz,

Staff: Community Development Director Danny Castro, Senior Planner Calvin Chan, City Attorney Mary Wagner

2. APPROVAL OF AGENDA

Chair Pierce moved and Vice Chair Nichols seconded a motion to continue Item 7A to the Planning Commission meeting of July 11, 2018, and to approve the agenda as amended. The motion passed 4-0.

3. COMMUNICATIONS

- Staff: Community Development Director Castro:
 - The City's pop-up General Plan Update outreach coincided with the Jazz and Blues by the Bay event on 6/15/18;
 - There will be an open house in the Spinnaker banquet room on June 23, 2018 from 9am to 12 pm to get community input on visioning for Sausalito.
 - This is Director Castro's last meeting with the Planning Commission and HLB, as he has accepted a job in Southern California.
 - Lilly Whalen, City Clerk/Assistant City Manager, will assume the role of Interim Community Development Director.
- Staff: Senior Planner Chan: California Preservation Foundation will hold an online historic preservation training webinar called "Advocates Boot Camp," a two-part series focusing on volunteer management, on June 26, 2018 from 12pm to 1pm.

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

- Commission: None.
- HLB: None.

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

5. APPROVAL OF MINUTES

A. May 30, 2018

B. June 6, 2018

Vice Chair Nichols moved and Commissioner Graef seconded a motion to approve the draft minutes of the May 30, 2018 Planning Commission/City Council meeting, as presented. The motion passed 4-0.

Board Member Whiles moved and Board Member Saad seconded a motion to approve the draft minutes of the June 6, 2018 Planning Commission/HLB meeting, as presented. The motion passed 4-0.

Commissioner Fried moved and Vice Chair Nichols seconded a motion to approve the draft minutes of the June 6, 2018 Planning Commission/HLB meeting, as presented. The motion passed 4-0.

6. PUBLIC HEARINGS

A. HISTORIC PRESERVATION REGULATIONS UPDATE / ZONING ORDINANCE AMENDMENT

Staff: Calvin Chan

REQUEST: Conduct a public hearing on a proposed Zoning Ordinance Amendment to update the regulations for historic buildings and properties with the goal of making the basic requirements and processes easier to understand, create certainty, and provide clarity to the process for applicants, City Staff, decision makers, and all other interested individuals.

The public hearing was opened.

Senior Planner Chan provided a PowerPoint presentation.

HLB questions to staff followed.

Planning Commission questions to staff followed.

HLB comments followed.

Planning Commission comments followed.

1 **Board Member Whiles moved and Board Member Saad seconded a motion to**
2 **approve the Draft Historic Preservation Regulations/Zoning Ordinance**
3 **Amendment. The motion passed 4-0.**

4
5 **Vice Chair Nichols moved and Commissioner Fried seconded a motion to**
6 **approve the Draft Historic Preservation Regulations/Zoning Ordinance**
7 **Amendment. The motion passed 4-0.**

8
9 Planning Commission comments followed.

10
11 HLB comments followed.

12
13 **ADJOURNMENT OF HISTORIC LANDMARKS BOARD**

14
15 **Board Member Werner moved and Board Member Saad seconded a motion to**
16 **adjourn the HLB portion of the joint hearing with the Planning Commission. The**
17 **motion passed 4-0.**

18
19 **B. 86 PROSPECT AVENUE – TREE REMOVAL PERMIT**

20 Staff: David Chursenoff

21
22 **DESCRIPTION:** George Markle requests approval of a Tree Removal Permit to
23 remove one Coast Live Oak Tree (*Quercus agrifolia*) located at 86 Prospect
24 Avenue. The project has been determined to be exempt from further
25 environmental review under Section 15301 of the California Environmental
26 Quality Act (CEQA).

27
28 **RECOMMENDATION:** Approval, subject to conditions.

29
30 The public hearing was opened.

31
32 Assistant Planner Chursenoff provided a PowerPoint presentation.

33
34 Planning Commission questions to staff followed.

35
36 The public testimony period was opened.

37
38 The applicant, property owner George Markle, provided a presentation.

39
40 **DECLARATIONS REGARDING PLANNING COMMISSION CONTACTS – ITEM 6B**

41
42 Commissioner Fried disclosed that she had visited the subject site that day.

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44 Commissioner Graef disclosed that he had visited the subject site that day.

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46 Planning Commission questions to the applicant followed.

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48 Planning Commission questions to staff followed.

1 Planning Commission comments followed.

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Public Comments

None.

The public testimony period was closed.

Vice Chair Nichols moved and Commissioner Graef seconded a motion to approve a Tree Removal Permit for 86 Prospect Avenue.

Planning Commission comments followed.

The motion passed 4-0.

The public hearing was closed.

7. NEW BUSINESS

***** THIS ITEM HAS BEEN CONTINUED TO THE PLANNING COMMISSION MEETING OF JULY 11, 2018. *****

A. STUDY SESSION: LATE MAIL POLICY

Staff: Katie Faulkner

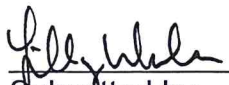
DESCRIPTION: Follow-up on the May 23, 2018 Planning Commission study session on the City's late mail policy and the possibilities for modification.

RECOMMENDATION: Receive report and provide direction.

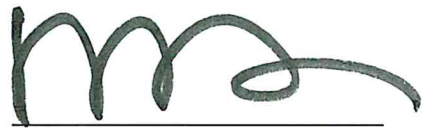
8. ADJOURNMENT OF PLANNING COMMISSION

Commissioner Fried moved and Commissioner Graef seconded a motion to adjourn the meeting. The motion passed 4-0.

The meeting was adjourned at 7:50 p.m.



Submitted by
Lilly Whalen
Interim Community Development Director



Approved by
Morgan Pierce
Chair