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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, November 7, 2018**  
**Approved Action Minutes<sup>1</sup>**

**1. CALL TO ORDER**

**Vice Chair Nichols 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 (via telephone), Vice Chair Vicki Nichols,  
Commissioner Laurie Fried, Commissioner Richard Graef,  
Commissioner Janelle Kellman

Absent: None.

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

**2. APPROVAL OF AGENDA**

**Commissioner Kellman moved and Commissioner Graef seconded a motion to approve the Planning Commission agenda, as presented. The motion passed 5-0.**

**3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**4. APPROVAL OF PLANNING COMMISSION MINUTES**

October 17, 2018

**Commissioner Graef moved and Commissioner Kellman seconded a motion to approve the draft minutes, as presented. The motion passed 5-0.**

**DECLARATION OF PLANNING COMMISSION PUBLIC CONTACTS**

**Commissioner Kellman disclosed with respect to Item 5.A (416 Napa Street) that she had returned to the subject site and met with the applicant and the architect again.**

**Vice Chair Nichols disclosed with respect to Item 5.A (416 Napa Street) that she had briefly spoken with the applicant.**

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

1 **5. PUBLIC HEARING**

2  
3 **A. 416 NAPA STREET (PROJECT ID: 2018-00198)**

4  
5 **SUMMARY:** An application has been filed requesting City approval of the  
6 following:

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- Design Review Permit, subject to Heightened Design Review, to remodel and construct a two-story western addition, an addition to the north (rear), and a covered deck to the south (front), for the existing single-family residence at 416 Napa Street, along with associated site improvements.
  - Nonconformity Permit to rebuild a single-car garage over the existing parking area.
  - Encroachment Agreement for garage, driveway, utilities, walls, landscaping, and stairs located in the public right-of-way.

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This project has been determined to be exempt from further environmental review under Section 15303 of the California Environmental Quality Act (CEQA). At the October 17, 2018 public hearing the Planning Commission directed City Staff to return with a Resolution of project denial, specifically citing the project's inability to meet Design Review Permit Findings #7 and #13 in accordance with Sausalito Municipal Code Section 10.54.050.D.

The public hearing was opened.

**Vice Chair Nichols indicated that the applicant had requested ten minutes to make a presentation to the Planning Commission. She reminded the Commission that staff had come back with a Resolution of Denial, as the Commission requested at the last hearing, but the applicant and architect had requested the Commission consider a redesign of the project. Vice Chair Nichols asked the Commission if it was willing to hear the presentation, or wished to vote on the Resolution of Denial.**

Planning Commission questions to staff followed.

The Planning Commission voted by consensus to hear the staff presentation and then decide whether to hear the applicant's presentation.

Senior Planner Chan provided a PowerPoint presentation.

**Vice Chair Nichols paused the public hearing for 416 Napa Street and indicated that she had two speaker cards for an item, Short-term Rentals, that had been removed from the agenda, but said the speakers could still address the Commission under Public Comments on Items Not On the Agenda.**

**Vice Chair Nichols reopened Public Comments on Items Not On the Agenda.**

1           **3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (Reopened)**  
2

3           **Public Comment**

4           Eoin Harrington  
5           Susan Mayer  
6

7           **Vice Chair Nichols reopened the public hearing for Item 5.A. (416 Napa Street).**  
8

9           **5. A. 416 NAPA STREET (PROJECT ID: 2018-00198) (Reopened)**  
10

11           The project applicant/architect, Michael Rex of Michael Rex Architects, and owner  
12           Kirstin Thomas provided a PowerPoint presentation.  
13

14           Planning Commission questions to the applicant followed.  
15

16           Planning Commission questions to staff followed.  
17

18           The public testimony period was opened.  
19

20           **Public Comments:**

21           Anonymous  
22           Skip Kleger  
23           Jerome Wong  
24           Mark Rushford  
25

26           The public testimony period was closed.  
27

28           Planning Commission discussion followed.  
29

30           **Commissioner Kellman moved and Commissioner Fried seconded a motion to**  
31           **continue the public hearing for 416 Napa Street to the meeting of December 5,**  
32           **2018. The motion passed 5-0.**  
33

34           The public hearing was closed.  
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36           **B. 2656 BRIDGEWAY (PROJECT ID: 2018-00148)**  
37

38           **SUMMARY:** An application has been filed requesting City approval of a Sign  
39           Permit application to install four wall signs, three window signs, and repainting an  
40           existing monument sign for the purposes of business identification at the  
41           Mariner's Landing commercial property. This project has been determined to be  
42           exempt from further environmental review under Section 15301 of the California  
43           Environmental Quality Act (CEQA). This item is being continued from the  
44           October 17, 2018 Planning Commission meeting.  
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46           **Commissioner Fried indicated that she would recuse herself from participating in**  
47           **the public hearing for 2656 Bridgeway.**  
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1 The public hearing was opened.

2  
3 Assistant Planner David Chursenoff provided a PowerPoint presentation.

4  
5 Planning Commission questions to staff followed.

6  
7 The public testimony period was opened.

8  
9 The applicant, Katie Wallace of Well Design, provided a presentation.

10  
11 Planning Commission questions to the applicant followed.

12  
13 **Public Comments**

14 None.

15  
16 The public testimony period was closed.

17  
18 Planning Commission comments followed.

19  
20 **Commissioner Kellman moved and Chair Pierce seconded a motion to approve a**  
21 **Sign Permit for 2656 Bridgeway, subject to the following additional conditions of**  
22 **approval:**

- 23  
24
  - The numbers shall be white to match the street signage.
  - A corrected elevation with the pergola and the correct signage placement shall be returned to staff.

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28 **The motion passed 4-0, with Commissioner Fried recused.**

29  
30 The public hearing was closed.

31  
32 **C. 33 SUNSHINE AVENUE (PROJECT ID: 2018-00319)**

33  
34 **SUMMARY:** An application has been filed requesting City approval of a Tree  
35 Removal Permit application to remove one protected Coast Live Oak at 33  
36 Sunshine Avenue. This project has been determined to be exempt from further  
37 environmental review under Section 15301 of the California Environmental  
38 Quality Act (CEQA).

39  
40 The public hearing was opened.

41  
42 Assistant Planner David Chursenoff provided a PowerPoint presentation.

43  
44 **City staff paused the presentation.**

45  
46 **Commissioner Fried returned to the meeting.**

47  
48 **The staff presentation was resumed.**

1 Planning Commission questions to staff followed.

2  
3 The public testimony period was opened.

4  
5 The applicant/owner, Alan Zatopa, provided a presentation.

6  
7 Planning Commission questions to the applicant followed.

8  
9 **Public Comments**

10 None.

11  
12 The public testimony period was closed.

13  
14 Planning Commission comments followed.

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16 Planning Commission questions to the applicant followed.

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18 **Chair Pierce moved and Commissioner Graef seconded a motion to approve a**  
19 **Tree Removal Permit for 33 Sunshine Avenue, subject to the following additional**  
20 **conditions approval:**

- 21
- 22 • **Replacement tree shall be five gallons or larger.**
  - 23 • **Staff shall be responsible for validating the appropriateness of the**
  - 24 **replacement tree location.**
  - 25 • **The applicant shall provide staff with photo-documentation of the**
  - 26 **replacement tree after planting to be put in the record.**
- 27

28 **The motion passed 5-0.**

29  
30 The public hearing was closed.

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32 **D. ACCESSORY DWELLING UNIT REGULATIONS (PROJECT ID: 2018-00368)**

33  
34 **SUMMARY:** Zoning Ordinance Amendments related to Accessory Dwelling Units  
35 to amend Table 10.22-1 and Section 10.44.080 of Title 10 to provide consistency  
36 with State law, a new Accessory Dwelling Units amnesty period, and a limited  
37 number of clarifications to existing regulations. Exempt from the California  
38 Environmental Quality Act ("CEQA") pursuant to the Public Resources Code  
39 Section 21080.17.

40  
41 **E. JUNIOR ACCESSORY DWELLING UNIT REGULATIONS (PROJECT ID: 2018-**  
42 **00369)**

43  
44 **SUMMARY:** Zoning Ordinance Amendments related to Junior Accessory  
45 Dwelling Units to amend Table 10.22-1 of Title 10 and add a new Section  
46 10.44.085 of the Sausalito Municipal Code to allow Junior Accessory Dwelling  
47 Units in residential neighborhoods.

48  
49 The public hearing was opened.

1 Associate Planner Katie Faulkner provided a PowerPoint presentation on agenda item  
2 5.D., ACCESSORY DWELLING UNIT REGULATIONS.

3  
4 Planning Commission questions to staff followed.

5  
6 Associate Planner Katie Faulkner provided a PowerPoint presentation on agenda item  
7 5.E, JUNIOR ACCESSORY DWELLING REGULATIONS.

8  
9 Planning Commission comments followed.

10  
11 Planning Commission questions to staff followed.

12  
13 Planning Commission comments followed.

14  
15 The public testimony period was opened.

16  
17 **Public Comments**

18 Susan Mayer

19  
20 The public testimony period was closed.

21  
22 Planning Commission comments followed.

23  
24 **Commissioner Graef moved and Vice Chair Nichols seconded a motion to**  
25 **continue the public hearing for Item 5.D, Accessory Dwelling Unit Regulations;**  
26 **and Item 5.E, Junior Accessory Dwelling Unit Regulations, to the meeting of**  
27 **December 5, 2018. The motion passed 5-0.**

28  
29 The public hearing was closed.

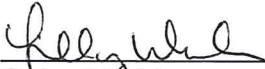
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32 **6. COMMUNICATIONS**

- 33 • Staff:
- 34 ○ The VA announced plans to work with local developer, Liberty Ship
  - 35 Partners, on the use of the historic Machine Shop site. Work has
  - 36 begun on weatherizing and stabilizing the building, and the VA will
  - 37 update the City Council in January 2019.
  - 38 ○ The City Council removed the topic of short-term rentals from their
  - 39 October 30, 2018 meeting agenda and continued it to a date uncertain.
  - 40 ○ The next General Plan Advisory Committee meeting is November 14,
  - 41 2018.
- 42 • Commission: None.

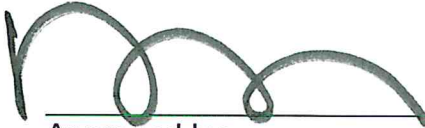
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44 **7. ADJOURNMENT**

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46 **Commissioner Kellman moved and Chair Pierce seconded a motion to adjourn**  
47 **the meeting. The motion passed 5-0.**

1 The meeting was adjourned at 9:35 p.m.  
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7 Submitted by  
8 Lilly Whalen  
9 Interim Community Development Director  
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Approved by  
Morgan Pierce  
Chair