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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, December 5, 2018**  
**Approved Action Minutes<sup>1</sup>**

**1. CALL TO ORDER**

**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.

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

**2. APPROVAL OF AGENDA**

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

**3. COMMUNICATIONS**

- Staff: Community Development Director Whalen indicated that she, along with Chair Pierce and Vice Chair Nichols, had attended Planning Commission Academy over the previous weekend and found it valuable, and advocated attending every year. .
- Commission: Vice Chair Nichols and Chair Pierce thanked the City for making it possible for them to attend the Planning Commission Academy.

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

None.

**5. APPROVAL OF MINUTES**

**A. November 7, 2018**

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

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

1           **6. PUBLIC HEARING**

2  
3           **Declarations regarding Planning Commission Public Contacts**

4  
5           **Vice Chair Nichols disclosed with respect to Item 6.A., 416 Napa Street, that she**  
6           **had done a site visit to view the story poles, but had not spoken with anyone.**

7  
8           **Commissioner Graef disclosed with respect to Item 6.A., 416 Napa Street, that he**  
9           **had had a brief conversation with the architect.**

10  
11           **Commissioner Kellman disclosed with respect to Item 6.A., 416 Napa Street, that**  
12           **she had sent an email to the applicants and viewed the site without meeting with**  
13           **them. She also met with the property owners of 418 Napa Street.**

14  
15           **Chair Pierce disclosed with respect to Item 6.A., 416 Napa Street, that he met with**  
16           **the applicant and architect earlier that day, and he had also met with the neighbor**  
17           **at 418 Napa Street.**

18  
19                   **A. 416 NAPA STREET (PROJECT ID: 2018-00198) – Continued Item from**  
20                   **November 7, 2018**

21  
22                   **SUMMARY:** An application has been filed requesting City approval of the  
23                   following:

- 24  
25                   ○ Design Review Permit, subject to Heightened Design Review, to  
26                   remodel and construct a two-story western addition to the north (rear),  
27                   and a covered deck to the south (front), for the existing single-family  
28                   residence at 416 Napa Street, along with associated site  
29                   improvements.  
30                   ○ Nonconformity Permit to rebuild a single-car garage over the existing  
31                   parking area.  
32                   ○ Encroachment Agreement for garage, driveway, utilities, walls,  
33                   landscaping, and stairs located in the public right-of-way.

34                   The project has been determined to be exempt from further environmental  
35                   review under Section 15303 of the California Environmental Quality Act  
36                   (CEQA).

37  
38           The public hearing was opened.

39  
40           Senior Planner Calvin Chan provided a PowerPoint presentation.

41  
42           Planning Commission questions to staff followed.

43  
44           The public testimony period was opened.

45  
46           The project applicants, co-owner Kirstin Thomas and architect Michael Rex of Michael  
47           Rex Architecture, provided a PowerPoint presentation.

48  
49           Planning Commission questions to the applicant followed.  
50

1 **Public Comments:**

2 Kevin Webb (applicant's team)

3 Mark Rushford

4 Anonymous

5 Skip Ledger

6  
7 Planning Commission questions to staff followed.

8  
9 Project applicant rebuttal comments followed.

10  
11 Planning Commission questions to the applicant followed.

12  
13 The public testimony period was closed.

14  
15 Planning Commission comments followed.

16  
17 The public testimony period was reopened.

18  
19 Planning Commission questions to the applicant followed.

20  
21 The public testimony period was closed.

22  
23 Planning Commission comments followed.

24  
25 The public testimony period was reopened.

26  
27 Planning Commission questions to the applicant followed.

28  
29 The public testimony period was closed.

30  
31 Planning Commission comments followed.

32  
33  
34 **Vice Chair Nichols moved and Commissioner Graef seconded a motion to**  
35 **approve a Design Review Permit, Nonconformity Permit, and Encroachment**  
36 **Agreement for 416 Napa Street, subject to the following additional and amended**  
37 **conditions of approval:**

- 38     ○ **The skylight trim shall be painted with a low-luster finish to minimize glare.**
- 39     ○ **The facet of the skylight facing the uphill neighbor at 418 Napa shall be**  
40       **coated with a matte film to also minimize glare.**
- 41     ○ **Condition 4 shall be amended to say the translucent privacy glazed**  
42       **windows shall not be on the entire upper level, but the only the west**  
43       **elevation.**

44  
45 **The motion passed 4-1, with Commissioner Kellman dissenting.**

46  
47 The public hearing was closed.

1                   **B. ACCESSORY DWELLING UNIT & JUNIOR ACCESSORY DWELLING**  
2                   **UNITS REGULATIONS (PROJECT ID: 2018-00368 & 2018-00369)**

3  
4                   **SUMMARY:** Zoning Ordinance Amendments related to Accessory Dwelling  
5                   Units and Junior Accessory Dwelling Units to add Sausalito Municipal Code  
6                   Section 10.44.085 and to amend Sausalito Municipal Code Section  
7                   10.44.080, Section 10.88.040, and Table 10.22-1. The purpose of these  
8                   Zoning Ordinance Amendments are to add Junior Accessory Dwelling Units  
9                   Regulations, bring the City's Code into compliance with recent changes to  
10                  State law, and to establish an amnesty period for existing unpermitted Junior  
11                  Accessory Dwelling Units and Accessory Dwelling Units. Exempt from the  
12                  California Environmental Quality Act ("CEQA") pursuant to Public Resources  
13                  Code section 21080.17. This item was continued from the Planning  
14                  Commission's November 7, 2018 hearing.

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16                  The public hearing was opened.

17  
18                  Associate Planner Katie Faulkner provided a PowerPoint presentation.

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20                  Planning Commission questions to staff followed.

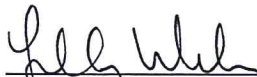
21  
22                  Planning Commission comments followed.

23  
24                  **Vice Chair Nichols moved and Commissioner Kellman seconded a motion to**  
25                  **adopt the proposed resolutions recommending City Council adoption of the**  
26                  **proposed Zoning Ordinance Amendments to the Sausalito Municipal Code**  
27                  **regarding Accessory Dwelling Units and Junior Accessory Dwelling Units, as per**  
28                  **discussion with staff and revisions made during the hearing. The motion passed**  
29                  **5-0.**

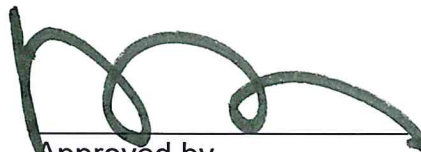
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32                   **7. ADJOURNMENT OF PLANNING COMMISSION**

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

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

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42                  Submitted by  
43                  Lilly Whalen  
44                  Community Development Director

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47                  

48                  Approved by  
49                  Morgan Pierce  
50                  Chair