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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, September 4, 2019**  
**Approved Action Minutes<sup>1</sup>**

**1. CALL TO ORDER**

**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 Vicki Nichols, Vice Chair Janelle Kellman,  
Commissioner Kristina Feller, Commissioner Richard Graef,  
Commissioner Morgan Pierce

Absent: None.

Staff: Interim Community Development Director Steve Flint  
Associate Planner Katie Faulkner  
Contract Planner Brad Evanson  
City Attorney Mary Wagner

**2. APPROVAL OF AGENDA**

**Commissioner Pierce moved and Commissioner Feller 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**

**A. Draft Minutes 7/31/19**

**Commissioner Pierce moved and Vice Chair Kellman seconded a motion to approve the draft minutes, as amended. The motion passed 5-0.**

**5. NEW BUSINESS**

**A. Annual White Paper with Goals and Objectives (Request from Mayor Burns)**

Planning Commission comments followed.

Planning Commission questions to staff followed.

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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 Public Contacts**

4  
5           Commissioner Feller said with respect to Item 6.A., 224 Bulkley Avenue, that she lives  
6           within 1,000 feet of the subject property and prior to becoming a commissioner she  
7           signed a letter of support for the intent to include a lift on the property. She does not  
8           know the residents of 224 Bulkley personally. The City Attorney has determined there is  
9           no conflict with her ability to be impartial as she has not seen any design intent  
10          whatsoever.

11  
12          Chair Nichols said with respect to Item 6.A., 224 Bulkley Avenue, that she relied on  
13          materials and drove by the site but did not have any public discourse with the  
14          applicants.

15  
16                **A. 224 BULKLEY AVENUE – BRAYTON RESIDENCE**  
17                **(Project ID: 2019-00062)**

18  
19                **SUMMARY:** An Encroachment Agreement and Reasonable Accommodation  
20                is requested for accessibility improvements at 224 Bulkley Avenue (APN 065-  
21                063-36). The improvements include the construction of a new hydraulic lift  
22                and wood access deck, new wood ADA-compliant access ramp and the  
23                replacement of existing two stairways.  
24

25                **RECOMMENDATION:** Approve the draft resolution recommending City  
26                Council approval of the Encroachment Agreement and Reasonable  
27                Accommodation for accessibility improvements at 224 Bulkley Avenue.  
28

29          The public hearing was opened.

30  
31          Associate Planner Katie Faulkner provided a PowerPoint presentation.

32  
33          Planning Commission questions to staff followed.

34  
35          The public testimony period was opened.

36  
37          Owner Richard Brayton provided a presentation.

38  
39          Landscape Architect Scott Lewis of Scott Lewis Landscape Architecture provided a  
40          presentation.

41  
42          Planning Commission questions to the applicant followed.  
43

44  
45                **Public Comments**

46                None.

47  
48          The public testimony period was closed.  
49  
50

1 Planning Commission comments followed.

2  
3 **Vice Chair Kellman moved and Commissioner Pierce seconded a motion to**  
4 **recommend City Council approval of an Encroachment Agreement and**  
5 **Reasonable Accommodation for 224 Bulkley Avenue. The motion passed 5-0.**  
6

7 The public hearing was closed.  
8

9 **B. 107 CALEDONIA STREET | TREE REMOVAL PERMIT TRP 2019-00205 |**  
10 **APN: 065-054-23**  
11

12 **SUMMARY:** A Tree Removal Permit is requested for the removal of three  
13 Alder Trees located in the rear parking lot of 107 Caledonia Street (065-054-  
14 23). The project has been determined to be exempt from further  
15 environmental review under Section 15304 (Minor Alterations to Land) of the  
16 California Environmental Quality Act (CEQA).  
17

18 **RECOMMENDATION:** Staff recommends the Planning Commission approve  
19 the attached resolution (Attachment 1) which makes the required  
20 determination for approval of a Tree Removal Permit to allow removal of  
21 these White Alder trees.  
22

23 The public hearing was opened.  
24

25 Associate Planner Katie Faulkner provided a PowerPoint presentation.  
26

27 **Chair Nichols disclosed that she lives within the constraints of this property on**  
28 **Caledonia Street but she has been in contact with the FPPC and it has been**  
29 **determined that she does not have a financial conflict and may opine on any**  
30 **property on Caledonia Street because she is a renter.**  
31

32 The public testimony period was opened.  
33

34 The applicant/owner did not make a presentation.  
35

36 **Public Comments**

37 None.  
38

39 The public testimony period was closed.  
40

41 Planning Commission comments followed.  
42

43 **Commissioner Pierce moved and Commissioner Graef seconded a motion to**  
44 **approve a Tree Removal Permit for 107 Caledonia Street, subject to the following**  
45 **modifications:**  
46

- 47 • **Trees to be removed shall be replaced one-for-one and shall be small scale**  
48 **street trees suitable in size for their spaces and that would only grow to a**  
49 **maximum height not to obstruct the uphill neighbors' view.**  
50

- Understory plantings are encouraged to enhance the landscaping.
- A landscaping plan, with trees and their locations specified and their sizes at planting and ultimate size shall be presented to the community development director for review.

The motion passed 5-0.

The public hearing was closed.

- C. 596 SAUSALITO BOULEVARD | TREE REMOVAL PERMIT TRP 2019-00231 | APN: 065-195-19
- 600 SAUSALITO BOULEVARD | TREE REMOVAL PERMIT TRP 2019-00232 | APN: 065-195-02
- 608 SAUSALITO BOULEVARD | TREE REMOVAL PERMIT TRP 2019-00233 | APN: 065-195-03

**SUMMARY:** A Tree Removal Permit is requested for the removal of six Coast Live Oak Trees including: two trees located in the rear yard of 596 Sausalito Boulevard (065-195-19); one tree located in the rear yard of 600 Sausalito Boulevard (065-195-02); and three trees located in the side yard of 608 Sausalito Boulevard (065-195-03). The project has been determined to be exempt from further environmental review under Section 15304 (Minor Alterations to Land) of the California Environmental Quality Act (CEQA).

**RECOMMENDATION:** Staff recommends the Planning Commission approve the attached resolution (Attachment 1) which makes the required determination for approval of a Tree Removal Permit to allow removal of six Coast Live Oaks trees.

The public hearing was opened.

Contract Planner Brad Evanson provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

608 Sausalito Boulevard owner Brian McCauley provided a presentation.

Planning Commission questions to the 608 Sausalito Boulevard owner followed.

The public testimony period was closed.

Planning Commission discussion followed.

**Vice Chair Kellman moved and Commissioner Pierce seconded a motion to approve a Tree Removal Permit for 596, 600, and 608 Sausalito Boulevard, subject to the following additional conditions of approval:**

- Applicant and/or its arborist shall provide a best management practices plan for removal of the trees within state and federal guidelines for infested wood.
- A landscape plan shall be submitted showing a minimum of four but up to six replacement trees and shall indicate that the stumps of the removed trees shall remain.
- Tree 4 shall have only specific stems removed and is the only tree that shall not be entirely removed.

The public testimony period was reopened.

### Public Comments

Brian McCauley

The public testimony period was closed.

Commissioner Pierce requested the motion be amended to include a caveat in the conditions of approval that the landscape plan does not need to be submitted prior to removal of the trees.

The Maker of the Motion accepted the amendment to the motion.

The motion passed 5-0.

The public hearing was closed.

### D. 134 EDWARDS AVENUE | TREE REMOVAL PERMIT TRP 2019-00072 | APN: 065-293-14

**SUMMARY:** Randy Resch with Treemasters, on behalf of property owner Monica Heredia, requests approval of a Tree Removal Permit to remove a protected tree located adjacent to the parking deck at 134 Edwards Avenue (APN 065-293-14).

**RECOMMENDATION:** Staff recommends the Planning Commission approve the attached resolution (Attachment 1) which makes the required determinations for approval of a Tree Removal Permit to allow removal of one California Bay Laurel tree.

Alternatively, the Planning Commission may: Approve the Tree Removal Permit with modifications; Continue consideration of the item for additional information; or Deny the Tree Removal Permit and identify one or more of the Findings for Denial listed in Sausalito Municipal Code Section 11.12.030.B.3.

The public hearing was opened.

Contract Planner Brad Evanson provided a PowerPoint presentation.

1 Planning Commission questions to staff followed.

2  
3 The public testimony period was opened.

4  
5 The owner, Monica Heredia provided a presentation.

6  
7 **Public Comments**

8 None.

9  
10 The public testimony period was closed.

11  
12 Planning Commission comments followed.

13  
14 **Commissioner Pierce moved and Commissioner Feller seconded a motion to**  
15 **approve a Tree Removal Permit for 134 Edwards Avenue. The motion passed 5-0.**

16  
17 The public hearing was closed.

18  
19  
20 **E. 61 WOLFBACK RIDGE ROAD | McIVER RESIDENCE | MODIFICATION TO**  
21 **APPROVED DESIGN REVIEW PERMIT DR 2019-00159**

22  
23 **SUMMARY:** Applicant Ted Sanders, on behalf of Sandra McIver, Trustee et  
24 al, property owners, requests approval of a modification to previously  
25 approved Design Review Permit (VA/DR/TP 05-044). The modification would  
26 substitute a Class A metal roof for the approved native grass green roof at 61  
27 Wolfback Ridge Road (APN 200-310-02 and 200-310-17).

28  
29 **RECOMMENDATION:** Staff recommends the Planning Commission approve  
30 the attached draft resolution (Attachment 1) approving the Design Review  
31 Permit to amend Design Review Permit 05-044 and replace the requirement  
32 to install a green roof consisting of various grasses with a requirement to  
33 install a Class A standing seam metal roof on the residence at 61 Wolfback  
34 Ridge Road.

35  
36 Alternatively, the Planning Commission may: Continue the hearing for  
37 additional information and/or project revisions; or Direct staff to prepare a  
38 resolution for denial, stating the specific reasons any one or more of the  
39 findings cannot be made.

40  
41 The public hearing was opened.

42  
43 Contract Planner Brad Evanson provided a PowerPoint presentation.

44  
45 Planning Commission questions to staff followed.

46  
47 The public testimony period was opened.

48  
49 The applicant, Ted Sanders, provided a presentation.

1 Planning Commission questions to the applicant followed.

2  
3 **Public Comments**

4 None.

5  
6 The public testimony period was closed.

7  
8 Planning Commission discussion followed.

9  
10 **Commissioner Feller moved and Commissioner Graef seconded a motion to**  
11 **approve a Modification to Approved Design Review Permit for 61 Wolfback Ridge**  
12 **Road, subject to the following additional conditions of approval:**

- 13 • **The color of the metal roof shall be determined with assistance from a**  
14 **subcommittee formed with Commissioners Graef and Pierce to work with**  
15 **the applicant to approve the color. The Planning Commission will then hold**  
16 **a noticed public hearing at the site to select a color.**
- 17 • **The approval for this Design Review Modification will expire in one year**  
18 **from the date of resolution adoption rather than five years.**

19  
20  
21 **The Maker of the Motion amended the motion to modify the second condition of**  
22 **approve to reflect that the approval for this Design Review Modification will**  
23 **expire two years from the date of resolution adoption if the property owner has**  
24 **not exercised the entitlements hereby granted.**

25  
26 **It was agreed by Commission consensus that the subcommittee formed with**  
27 **Commissioners Graef and Pierce would meet with staff and the applicant and**  
28 **make the final decision with respect to the roof color and shall be completed prior**  
29 **to any building permit submittal.**

30  
31 **The motion passed 5-0.**

32  
33 The public hearing was closed.

34  
35 **F. 70 GEORGE LANE | PAPPAS RESIDENCE | MODIFICATION TO**  
36 **APPROVED DESIGN REVIEW PERMIT DR/TRP 2019-00033 | APN: 064-**  
37 **254-43**

38  
39 **SUMMARY:** Owner and Applicant John Pappas requests approval of a  
40 Design Review Permit to construct a 362 square foot addition plus a detached  
41 two-car garage for an existing single-family residence, and a Tree Removal  
42 Permit to remove two (2) heritage trees and three (3) unprotected trees from  
43 the property at 70 George Lane (APN 064-254-43).

44  
45 **RECOMMENDATION:** Staff recommends the Planning Commission approve  
46 the attached draft resolution (Attachment 1) approving the Design Review  
47 Permit and Tree Removal Permit to construct a 362 square foot addition and  
48 a detached two-car garage, and to remove a Protected Coast Live Oak tree  
49  
50

1 and a Protected California Bay Laurel tree at the residence at 70 George  
2 Lane.

3  
4 Alternatively, the Planning Commission may: Continue the hearing for  
5 additional information and/or project revisions; or Direct staff to prepare a  
6 resolution for denial, stating the specific reasons any one or more of the  
7 findings cannot be made.  
8

9 The public hearing was opened.

10  
11 Contract Planner Brad Evanson provided a PowerPoint presentation.

12  
13 Planning Commission questions to staff followed.

14  
15 The public testimony period was opened.

16  
17 The owner/applicant, John Pappas, provided a presentation.

18  
19 Planning Commission questions to the applicant followed.  
20

21 **Public Comments**

22 None.

23  
24 The public testimony period was closed.

25  
26 Planning Commission questions to staff followed.

27  
28 Planning Commission comments followed.  
29

30  
31 **Vice Chair Kellman moved and Commissioner Graef seconded a motion to**  
32 **approve a Modification to Approved Design Review Permit for 70 George Lane,**  
33 **subject to the following additional conditions of approval:**

- 34 • **Applicant shall move forward with the tree replacement plan per arborist**  
35 **recommendation.**
- 36 • **Trees to be removed shall be replaced with no less than 24-inch box size**  
37 **tree.**
- 38 • **The landscape plan shall indicate where the replacement trees will be**  
39 **located.**
- 40 • **Best management practices for the removal of the trees shall be**  
41 **implemented.**
- 42 • **Replacement of the trees shall in conformance with the arborist report**  
43 **prepared for the project.**
- 44 • **Tree 1 shall be totally removed due to its proximity to the house.**  
45

46  
47 **The motion passed 5-0.**

48  
49 The public hearing was closed.  
50



1 **7. COMMUNICATIONS**

- 2 • Staff: Community Development Director Lilly Whalen gave birth to a baby  
3 boy.  
4 • Commission:  
5 ○ Vice Chair Kellman noted that the Marinship Workshop would be held  
6 on September 7, 2019.  
7 ○ Vice Chair Kellman reviewed highlights from the September 3<sup>rd</sup> GPAC  
8 meeting.  
9 ○ Chair Nichols requested that "GPAC Update" become a running item  
10 on future Planning Commission agendas.  
11 ○ Commissioner Pierce indicated he would be absent from the  
12 December 4<sup>th</sup> meeting but would be available by telephone.  
13 ○ Chair Nichols noted a new formula retail project, Equator Coffee, and a  
14 new brew house coming to the theater site had both advertised their  
15 presence in Sausalito before their project is approved.  
16 ○ Commissioner Graef said the Commission frequently does not receive  
17 good information regarding where a project location is, for example,  
18 the map is difficult to read.  
19

20 **8. ADJOURNMENT**

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

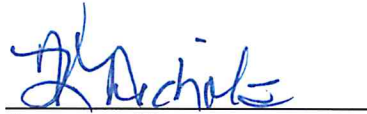
23  
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26 The meeting was adjourned at 10:19 p.m.  
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29 

30 Submitted by

31 Steve Flint

32 Interim Community Development Director  
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Approved by

Vicki Nichols

Chair