

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, March 3, 2021**  
**Approved Action Minutes**

**1. CALL TO ORDER**

**Chair Feller called the meeting to order at 6:30 p.m.**

Planning Commission:

Present: Chair Kristina Feller, Vice Chair Richard Graef,  
Commissioner Jeffery Luxenberg, Commissioner Morgan Pierce,  
Commissioner Nastassya Saad

Absent: None.

Staff: Lilly Whalen, Community Development Director  
Larissa Alchin, Temporary Assistant Planner  
Sheldon Ah Sing, Contract Planner  
Cecilia Jaroslowsky, Contract Planner  
Mary Wagner, City Attorney

**A. Public Participation Guide for Zoom Meetings**

**Community Development Director Whalen stated that the meeting was being held pursuant to Section 3 of Executive Order N-29-20 issued by Governor Newsom on March 17, 2020; all members had joined the meeting telephonically through Zoom; and the meeting was being broadcast live on the City of Sausalito website.**

**2. APPROVAL OF AGENDA**

**Commissioner Saad moved and Commissioner Pierce 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. PUBLIC HEARING**

**Declarations regarding Planning Commission Public Contacts**

**Commissioner Saad disclosed with respect to Item 4.A., 719-725 Bridgeway, Item 4.B., 21 Atwood Avenue, and Item 5.A., 110 Fourth Street, that she had visited the sites but had no external communications with homeowners or neighbors.**

**Commissioner Luxenberg disclosed with respect to Item 4.A., 719-725 Bridgeway, that he met with one of the applicants and their architect at the site on March 11<sup>th</sup>**

where he viewed the front and rear of the building, the story poles, and the slope to the rear. He did not answer any questions regarding the project.

Commissioner Luxenberg disclosed with respect to Item 4.B., 21 Atwood Avenue, that the property is located within 500 feet of his residence and he would recuse himself from participating in its hearing.

Commissioner Luxenberg disclosed with respect to Item 5.A., 110 Fourth Street, that he toured the external site on March 1<sup>st</sup> but did not meet with the applicant or the architect and did not view the interior of the house. Several abutting neighbors allowed him to view the story poles from their properties, including 107, 108, 111, and 115 Fourth Street, but did not discuss the project or answer questions.

Chair Feller disclosed with respect to Item 4.A., 719-725 Bridgeway, Item 4.B., 21 Atwood Avenue, and Item 5.A., 110 Fourth Street, that she had toured each of the sites by car and by foot during the previous weekend.

**A. 719-725 BRIDGEWAY/ LANGSAM BUILDING – INITIAL STUDY/MITIGATED NEGATIVE DECLARATION, DESIGN REVIEW PERMIT WITH HEIGHTENED DESIGN REVIEW, CONDITIONAL USE PERMITS, MINOR USE PERMIT, SIGN PERMIT, TREE REMOVAL PERMIT, TENTATIVE PARCEL MAP, ENCROACHMENT AGREEMENT – PROJECT ID: DR-CUP-EA-TM-TRP, SP 17-487 – APN: 065-071-21**

**SUMMARY: Adoption of an Initial Study/Mitigated Negative Declaration finding that a proposed project will not have a significant effect on the encroachment due to proposed mitigating measures to be followed by the project Applicant; and Approval of a Design Review Permit with Heightened Design Review to demolish the existing two-story mixed-use commercial/residential building and replace it with a new building of similar scale and mix of uses at 719-725 Bridgeway; the new building would consist of one ground floor retail/food service space measuring 2,587 square feet and three residential units on the second floor, one of which would be restricted for affordability at the low-income level; Approval of a Conditional Use Permit for establishment of a formula retail business (Napa Farms); Approval of a Conditional Use Permit for waiver of on-site parking requirements; Approval of a Minor Use Permit for outdoor sidewalk seating; Approval of a Sign Permit for seven signs on the building; Approval of a Tree Removal Permit to remove two street trees; Approval of a Tentative Parcel Map to create three residential condominiums and one commercial condominium; and Recommendation to the City Council for approval of an Encroachment Agreement for outdoor sidewalk seating fence, projecting overhead bay windows, and projecting signs in the City's right-of-way.**

**STAFF RECOMMENDATION: Adopt a Mitigated Negative Declaration and Mitigation Monitoring Program for the project and approve a Design Review Permit with Heightened Design Review, a Conditional Use Permit for Formula Retail, a Conditional Use Permit for a Parking Waiver, a Minor Use Permit for outdoor dining, a Sign Permit for seven signs, a Tentative Parcel Map to create one commercial condominium and three residential units, and recommend approval of an Encroachment Agreement for two projecting business identification signs, bay windows and outdoor dining area to City Council.**

The public hearing was opened.

Contract Planner Ah Sing provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicants, architect Michael Rex of Michael Rex Architects, and Attorney David Cincotta of Jeffer Mangels Butler & Mitchell LLP, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

**Public Comments:**

Robert Kahn

David Suto

Monica Finnegan

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

Planning Commission comments followed.

**Commissioner Pierce moved and Vice Chair Graef seconded a motion to continue the public hearing for 719-725 Bridgeway to a date certain of April 7, 2021.**

**Commissioner Luxenberg requested the motion be amended to include a requirement that the applicant submit the revised plans to the Community Development Department with adequate time for staff and consultants to review them. If the plans do not meet the Commission's directions they shall be sent back to the applicant for revision.**

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

**The Seconder of the Motion accepted the amendment to the motion.**

**The motion passed 5-0.**

The public hearing was closed.

**B. 21 ATWOOD AVENUE – TREE REMOVAL PERMIT – PROJECT ID: 2021-00028 – APN: 065-202-54**

**SUMMARY: A request for a Tree Removal Permit to remove two Eugenia (Eugenia Syzyglum) and one Beech (Fagus Sylvatica) tree planted near the residence causing damage to the foundation. In addition, the homeowners will remove one Live Oak (Quercus Agrifolia) identified in the Arborist report as located on the hillside which has died and fallen onto the back patio.**

**STAFF RECOMMENDATION: Approve the Tree Removal Permit to allow removal of four trees.**

**Commissioner Luxenberg recused himself and left the Zoom meeting.**

The public hearing was opened.

Assistant Planner Alchin provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The Applicant/Owner Jane Hook provided a presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

**Public Comments:**

None.

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

**Chair Feller moved and Commissioner Pierce seconded a motion to approve a Tree Removal Permit for 21 Atwood Avenue, subject to the following additional condition of approval:**

- **Replacement trees shall be planted on City property in lieu of 21 Atwood Avenue as directed by Public Works, with the species and value to be determined by City staff and the applicant. The motion passed 4-0 with Commissioner Luxenberg recused<sup>1</sup>.**

The public hearing was closed.

**Commissioner Luxenberg returned to the meeting.**

## **5. STUDY SESSION**

### **A. 110 FOURTH STREET – DESIGN REVIEW PERMIT AND LOT LINE ADJUSTMENT – APNs: 065-264-12 AND 065-264-23**

**SUMMARY: Study Session for a Design Review Permit with Heightened Review to renovate and expand an existing single-family home and construct a new detached single-family residence at 110 Fourth Street and a Lot Line Adjustment to merge two parcels.**

**STAFF RECOMMENDATION: Conduct a Study Session on the applicant's design concepts, consider all public testimony, and offer input, observations, and comments on the project to the applicant.**

The public hearing was opened.

Contract Planner Jaroslowsky provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The Applicant, Timothy Remple, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

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<sup>1</sup> [Resolution No. 2021-04](#)

The Applicant, Timothy Remple, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

**Public Comments:**

Karen Shelton  
Nick Duford  
Chris Park  
Martina Quinn  
Colleen Hovsepian  
Kathleen Andersen  
Lisa Lee

The public testimony period was closed.

Planning Commission comments followed.

The public hearing was closed.

**6. COMMUNICATIONS**

- Staff: Community Development Director Whalen.
  - The City Council has assigned a Proposal Review Committee to review incoming proposals regarding the Housing Element update, with Chair Feller and Commissioner Luxenberg providing Planning Commission representation.
  - The City Council is working formation of a Housing Element Advisory Committee to help with the Housing Element update.
  - The Economic Development Advisory Committee met 3/1/21; reviewed permitting streamlining ideas for the department and prioritized items for the City Council to consider.
- Commission: None.

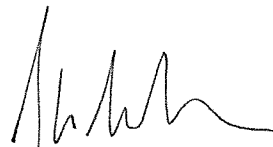
**7. ADJOURNMENT**

**The Planning Commission voted by consensus to adjourn the meeting.**

The meeting was adjourned at 11:32 p.m.



Submitted by  
Lilly Whalen  
Community Development Director



Approved by  
Kristina Feller  
Chair