

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, March 17, 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  
Christy Usher, Senior Planner  
Larissa Alchin, Assistant Planner  
Justin Klaparda, Contract Planner  
Tricia Stevens, 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 Pierce moved and Vice Chair 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. PUBLIC HEARING<sup>1</sup>**

**Declarations regarding Planning Commission Public Contacts**

**Commissioner Saad disclosed with respect to Item 4.A., 2 Crecienta Drive, that she had reviewed the site from afar; with respect to Item 4.B., 1621 Bridgeway, that she had visited the site and further disclosed she lives within 1,000 feet of**

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<sup>1</sup> All Adopted Resolutions of the Planning Commission can be found on the City's website:  
<https://www.sausalito.gov/city-government/boards-and-commissions/planning-commission/document-archives/-folder-3195>

the site but after discussion with City staff it was determined she may continue with the discussion of that project; with respect to Item 4.C., 543 and 535/537 Easterby Street, that she had visited the site on 3/16/21 with the applicant to look at the view and take photographs but did not discuss the merits of the view claim; and with respect to Item 5.B., 70-74 Libertyship Way, that she had visited the site but spoke to no one.

Commissioner Pierce disclosed with respect to Item 4.C., 543 and 535/537 Easterby Street, that he had met with the applicant and viewed the impact from her home but they did not discuss the merits of the project.

Commissioner Luxenberg disclosed with respect to Item 4.A., 2 Crecienta Drive, that he had visited the site but spoke with no one, with respect to Item 4.B., 1621 Bridgeway, that he had visited the site but spoke to no one; with respect to Item 4.C., 543 and 535/537 Easterby Street, that he had visited the site and spoke with the owner but did not discuss the merits of the view claim; with respect to Item 5.A., 23 Wolfback Ridge Road, that he had visited the site and spoke with the contractor; and with respect to Item 5.B., 70-74 Libertyship Way, that he had visited the site inside the fences twice and walked by the site several other times but spoke with no one.

Vice Chair Graef had no ex parte communications to report but disclosed he lives next door to Item 5.B., 70-74 Libertyship Way and after discussion with City staff he will recuse himself from participating in the public hearing for that item.

Chair Feller had no ex parte communications to report but disclosed with respect to Item 4.A., 2 Crecienta Drive, that she had driven by the site; with respect to Item 4.C., 543 and 535/537 Easterby Street, that she had driven by the site; with respect to Item 5.A., 23 Wolfback Ridge Road, that she had driven up the site, and with respect to Item 5.B., 70-74 Libertyship Way, that she had walked around the site.

Chair Feller announced that Item 5.A., 23 Wolfback Ridge Road, had been continued and removed from the agenda but the Commission would be taking public comment at the hearing.

**A. 2 CRECIENTA DRIVE / BURK RESIDENCE MODIFICATIONS / CHANGES TO APPROVED DESIGN REVIEW AND VARIANCE / APN: 064-252-11 / PROJECT ID: 2021-00039**

**SUMMARY: Request for Approval of Changes to an Approved Design Review Permit and Variance (DR/VA 16-314) at 2 Crecienta Drive for the following items: (1) Sound Wall Modifications: Change of design of sound wall to approve its as-built design: stepping down in sections down the slope, and an increase in height from 8 feet to 10 feet and modification of materials from wood to PVC (materials change covered under administrative NOD 2018-00290); and (2) Rear Façade Window Alteration: Modification of the rear (south) façade with four sliding windows from the originally approved two sets of three casement**

**windows (per administrative NOD 2019-00059 which modified DR 16-314); and (3) New Retaining Wall: Construction of a new 6 foot high rear yard wood retaining wall not included in DR 16-31.**

**STAFF RECOMMENDATION: Approval of the requested Changes to an Approved Design Review Permit and Variance (DR/VA 16-314) at 2 Crecienta Drive.**

The public hearing was opened.

Contract Planner Klaparda provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant/owner, Ryan Burk, provided a presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

**Public Comments:**

Alison and Chantelle (phonetic)

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.

Planning Commission questions to staff followed.

**Chair Feller moved to approve the request for the structural retaining wall with the condition that all landscaping as originally presented and approved with the design review application is executed; and to approve the modification requested for the rear façade window alteration for 2 Crecienta Drive.**

Planning Commission comments followed.

**Commissioner Pierce seconded the motion.**

**The motion passed 5-0.**

Planning Commission comments followed.

Planning Commission questions to staff followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

The public testimony period was closed.

**Commissioner Pierce moved and Commissioner Saad seconded a motion to continue the public hearing for 2 Crecienta Drive, Item 1 (sound wall), to a special meeting on a date certain of March 31, 2021.**

**Commissioner Luxenberg requested the motion be amended to request the Community Development Department mail notice of the special meeting on March 31<sup>st</sup> to any abutter within 300 feet of the subject property that originally received notice, and email anyone on record as interested parties as well.**

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

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

**Commissioner Pierce listed the Planning Commission's directions to the applicant regarding items to submit at the special meeting on March 31<sup>st</sup>:**

- **Potential impacts of painting or other coatings on the acoustical properties of the wall.**
- **Adjusted plantings for taller plants to address the taller height of the wall on the landscape plan.**
- **Decibel reading of the wall as currently constructed.**
- **Outreach from the prior engagements from the applicant's perspective and emails from the public received by staff.**

**The motion passed 5-0.<sup>2</sup>**

The public hearing was closed.

**B. 1621 BRIDGEWAY / CLOUDBREAK YOGA STUDIO / CONDITIONAL USE  
PERMIT AND SIGN PERMIT / APN: 064-161-06) / PROJECT ID: 2021-  
00040**

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<sup>2</sup> Resolution No. [2021-07](#)  
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**SUMMARY: Request for Approval of a Conditional Use Permit to allow a yoga studio use and a Sign Permit for associated business signage at 1621 Bridgeway.**

**STAFF RECOMMENDATION: Approval of the Conditional Use Permit and Sign Permit, with conditions.**

The public hearing was opened.

Senior Planner Usher provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, Katherine Ibrahim, provided a presentation.

Planning Commission questions to the applicant followed.

**Public Comments:**

Bob Woodrum

Shaun Naughton

Fataneh Scampa

Katie Houke (phonetic)

Natasha Washum (phonetic)

Teri Lang

Tom Hoover

The public testimony period was closed.

Planning Commission comments followed.

**Commissioner Pierce moved and Vice Chair Graef seconded a motion to approve a Conditional Use Permit and Sign Permit for 1621 Bridgeway. The motion passed 5-0.<sup>3</sup>**

The public hearing was closed.

**C. 543 and 535/537 EASTERBY STREET / HUGHES/CHEUNG VIEW CLAIM / PROJECT ID: 2021-00006 / APNs: 064-193-22 and 064-193-17**

**SUMMARY: A request for a fact-finding meeting for the purpose of making an Advisory Decision regarding the restoration of views from 543 Easterby Street by four trees located on nearby property at 535/537 Easterby Street.**

**STAFF RECOMMENDATION: Issue an Advisory Decision advising that the three Monterey cypress and one coast live oak identified in the**

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<sup>3</sup> Resolution No. [2021-05](#)  
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**arborist report be reduced in height using heading cuts as recommended in the arborist report.**

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 claimant, Karina Hughes of 543 Easterby Street, provided a PowerPoint presentation.

The tree owners, Mian Cheung and Kwok Cheung of 535/537 Easterby Street, provided a presentation.

Planning Commission questions to the claimant and tree owners followed.

**Public Comments:**

None.

The public testimony period was closed.

The claimant, Karina Hughes, provided rebuttal comments.

The tree owners, Mian Cheung and Kwok Cheung, provided rebuttal comments.

Planning Commission comments followed.

**Commissioner Luxenberg moved and Commissioner Saad seconded a motion to make an Advisory Decision regarding the restoration of views from 543 Easterby Street by one coast live oak and three Monterey cypress located at 535/537 Easterby Street.**

- **Add requirements that those heights indicated in the arborist report shall be maintained.**
- **Work to maintain the heights shall be evenly split between the two parties.**
- **Original work and future work will be as outlined in the draft resolution with the exception that multiple bids must be obtained rather than three.**
- **The two parties shall evenly split the cost of the work outlined in the draft resolution and the arborist on record shall be on site while work is performed.**

**The motion passed 5-0.<sup>4</sup>**

The public hearing was closed.

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<sup>4</sup> Resolution No. [2021-06](#)  
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## 5. STUDY SESSION

### A. 23 WOLFBACK RIDGE ROAD / DESIGN REVIEW PERMIT AND VARIANCE / APN: 200-240-02 / PROJECT ID: 2020-00173

**SUMMARY:** Planning Commission Study Session for review of a Design Review Permit for the proposed addition to an existing single-family residence which will increase the floor area on site from 2,833 square feet to 3,248 square feet, including construction of a new detached, split-level structure consisting of a 282 square foot one-car garage with storage space and a 133 square foot home office with a powder room; and a Variance request to locate 75 square feet of the new structure within the side yard setback.

**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.

#### **Public Comments:**

None.

The public testimony period was closed.

The public hearing was closed.

### B. 70-74 LIBERTYSHIP WAY / DESIGN REVIEW PERMIT AND CONDITIONAL USE PERMIT / APN: 063-080-06 / PROJECT ID: 17-285

**SUMMARY:** Workshop/Study Session for a Design Review Permit and Conditional Use Permit to redevelop a 3.9-acre site and construct new three two-story buildings. An Initial Study/Mitigated Negative Declaration is under review with the comment period ending March 19, 2021.

**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.

**Vice Chair Graef indicated that he would recuse himself from participating in the public hearing for 70-74 Libertyship Way as he lives next-door to the subject site.**

Contract Planner Stevens provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, architect Brent McDonald of Ondarosa Architects, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

**Public Comments:**

Vicki Nichols

Tom Hoover

Diane Poslosky

Doreen Gounard

Craig Marlese (phonetic)

John DiRe

Raylene Gorum

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions of staff followed.

The public testimony was reopened.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

The public hearing was closed.

**6. COMMUNICATIONS**

- Staff:
  - Community Development Director Whalen:
    - Outlined upcoming items for April Planning Commission meetings.
    - The RFP was released for the Housing Element update with a response deadline of April 5<sup>th</sup>.
    - The City received investigated an inquiry regarding construction going on at Marina Plaza. It was determined replacement of an existing equipment screen did not have permits issued.
- Commission:
  - Commissioner Luxenberg inquired regarding the Planning Commission seeing what has been sent to the City Council regarding zoning amendments.
  - Chair Feller inquired regarding the Planning Commission being copied on Planning's quarterly report to the City Council.



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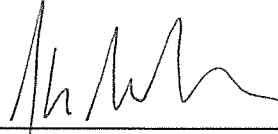
## 7. ADJOURNMENT

**Commissioner Pierce moved and Commissioner Luxenberg seconded a motion to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 1:19 a.m.



Submitted by  
Lilly Whalen  
Community Development Director



Approved by  
Kristina Feller  
Chair