

SAUSALITO PLANNING COMMISSION
Wednesday, May 5, 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
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. APPROVAL OF PLANNING COMMISSION MINUTES

**A. Draft Minutes – January 6, 2021
January 20, 2021
February 17, 2021
February 24, 2021
March 3, 2021**

Commissioner Luxenberg moved and Commissioner Pierce seconded a motion to approve the draft minutes of January 6, 2021, January 20, 2021, February 17, 2021, February 24, 2021, and March 3, 2021 as amended. The motion passed 5-0.

5. PUBLIC HEARING¹

Declarations regarding Planning Commission Public Contacts

Commissioner Pierce disclosed with respect to Item 5.B., 2-8 Princess Street, that he had met with the applicant and toured the site but did not discuss the merits of the project.

Commissioner Saad disclosed with respect to Item 5.A., 37-39 Crescent Avenue, and Item 5.B., 2-8 Princess Street, that she had visited both sites on her own but did not meet or have correspondence with anyone regarding the projects.

Commissioner Luxenberg disclosed with respect to Item 5.A., 37-39 Crescent Avenue, and Item 5.B., 2-8 Princess Street, that he had visited both sites but did not meet with anyone regarding the projects.

Vice Chair Graef had no ex parte communications to disclose.

Chair Feller disclosed with respect to Item 5.A., 37-39 Crescent Avenue, that she had visited the site, and with respect to Item 5.B., 2-8 Princess Street, that she had visited the site on May 4th and met with the applicant who showed her into the back area and discussed the project but they did not discuss its merits.

A. 37-39 CRESCENT AVENUE / CONDO CONVERSION PERMIT, TENTATIVE MAP, ENCROACHMENT AGREEMENT, DESIGN REVIEW PERMIT / PROJECT ID: TM/CCP/EA/DR 2018-00364 / APN: 065-252-64 (CHRISTY USHER, SENIOR PLANNER, 6:45PM)

SUMMARY: A request for approval of a Tentative Minor Subdivision Map and a Condominium Conversion Permit to convert an existing duplex at 37-39 Crescent Avenue into two single-family condominium units; and approval of a Design Review Permit for an existing retaining wall located in the public right-of-way; and recommendation to the City Council approving an Encroachment Agreement for an existing retaining wall located in public right-of-way.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve the Tentative Minor Subdivision Map, Condominium Conversion Permit and Design Review Permit and recommend the City Council approve an Encroachment Agreement by adopting the draft resolution of approval.

The public hearing was opened.

¹ 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>

Senior Planner Usher provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, D.J. Puffert, provided a presentation.

Planning Commission questions to the applicant followed.

Public Comments:

None.

Applicant comments followed.

The public testimony period was closed.

Planning Commission comments followed.

Commissioner Luxenberg moved and Commissioner Saad seconded a motion to approve a Tentative Minor Subdivision Map, a Condominium Conversion Permit, a Design Review Permit, and a recommendation of City Council approval of an Encroachment Agreement for 37-39 Crescent Avenue, subject to the following amended and additional conditions of approval:

- **Condition of Approval 2 shall be amended to correct the name of the unnamed road.**
- **Additional condition of approval to update the Tentative Minor Subdivision Map to reflect a three-level structure on the right side of the property rather than a four-level structure as presented.**

The motion passed 5-0.²

The public hearing was closed.

B. 2-8 PRINCESS STREET / SIGN PROGRAM AND DESIGN REVIEW PERMIT / PROJECT ID: 2021-00043 / APN: 065-131-09 CONSTRUCT BUILDING (CHRISTY USHER, SENIOR PLANNER: 7:45PM)

SUMMARY: A request for approval of a Signage Permit Program and Design Review Permit to allow signage and building modifications at 2-8 Princess Street.

STAFF RECOMMENDATION: 1. Adopt the attached draft resolution (Attachment 1) which approves: a Design Review Permit and Sign Program Permit (excluding Schnell's House and "1878" date signage) on

² Resolution No. [2021-14](#)

an existing mixed use commercial building located in the City's Historic Overlay District at 2-8 Princess Street, and 2. Refer the wall signage back to the Historic Preservation Commission for further consideration.

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, architect Michael Rex of Michael Rex Architects, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

The owner, Lloyd Silverstein, provided a presentation.

Public Comments:

Tom Theodores

Tricia Smith

The public testimony period was closed.

Planning Commission comments followed.

Commissioner Luxenberg moved and Vice Chair Graef seconded a motion to remove the following language from paragraph 3.i. of the draft resolution as an amendment to the approval: "If the Excluded Features are approved and included in the issued Sign Permit, the penalty fee of \$2,675.00 for installing signage without a permit shall be due within 30 days of the effective date of either the Historic Preservation Commission's action or the Planning Commission's action on the Excluded Features, unless the City Council waives the penalty fee through a waiver request submitted by the applicant within 15 days of the effective date of the action on the Excluded Features. A Building Permit for signage will not be issued until the required fees are paid or they are waived by the City Council." The motion failed 3-2 with Chair Feller, Commissioner Pierce, and Commissioner Saad dissenting.

Commissioner Pierce moved and Commissioner Saad seconded a motion to approve a Sign Permit and Design Review Permit for 2-8 Princess, subject to the amended conditions of approval as outlined. The motion passed 5-0.³

The public hearing was closed.

³ Resolution No. [2021-15](#)
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6. COMMUNICATIONS

- Staff: Community Development Director Whalen:
 - Outlined development review projects the Planning Commission will see throughout 2021:
 - Upcoming projects:
 - Liberty Ship project.
 - 110 Fourth Street duplex project.
 - 19-unit condo project on Bridgeway at Filbert Avenue.
 - Projects on Gate 5 Road of single-family houses and an artist studio.
 - Clipper project realigning and replacing docks.
 - Long-range projects:
 - Housing Element update. City Council adopted a resolution forming the Housing Element Advisory Committee at its last hearing and will be recruiting for that committee soon.
 - Objective Design and Development Standards should come to the Commission during the summer.
 - General Plan implementation will begin in the summer.
 - The City is working on inclusionary for residential in lieu fees in collaboration with the county to come before the Planning Commission during the fall or winter.
 - An appeal of the Planning Commission's decision to approve the project at 99 Wolfback Ridge Road and will go to the City Council.
- Commission: Chair Feller:
 - The Mayor appointed the Sea Level Rise and Resiliency Task Force three weeks ago consisting of Chair Feller, Vice Mayor Kellman, and a group of experts from the community to look at sea level rise, subsidence, and resiliency. The task force met recently on Zoom with Sausalito's three sister cities, (Vina del Mar, Chile; Sakaide, Japan; and Cascais, Portugal), to look at the issue from a more global perspective and learn what the sister cities are doing to address this issue. Other members of the community are welcome to join the task force.

7. ADJOURNMENT

The meeting was adjourned at 10:22 p.m.



Submitted by
Lilly Whalen
Community Development Director



Approved by
Kristina Feller
Chair