

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, June 2, 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 Andrew Junius, Commissioner Jeffery Luxenberg,  
Commissioner Nastassya Saad

Absent: None.

Staff: Lilly Whalen, Community Development Director  
Larissa Alchin, Temporary Assistant 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**

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

**3. SPECIAL PRESENTATIONS**

**Honoring outgoing Planning Commissioner Morgan Pierce and welcoming incoming Planning Commissioner Andrew Junius.**

Chair Feller read a proclamation of the Sausalito Planning Commission recognizing the dedicated service and contributions of Morgan Pierce to the Sausalito community and best wishes in his new role as Vice President of Sausalito Beautiful.

**Public Comment**

None.

Former Planning Commission Pierce thanked the Sausalito Planning Commission, Community Development Department, and City Council and stated it has been his honor to serve the Sausalito community.

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

None.

#### 5. PUBLIC HEARING<sup>1</sup>

##### Declarations regarding Planning Commission Public Contacts

Commissioner Luxenberg disclosed with respect to Items 5.A., 195-197 Hi Vista Road, and Item 6.A., 310 Harbor Drive, that he visited both sites but spoke with no one.

Commissioner Saad disclosed with respect to Items 5.A., 195-197 Hi Vista Road, and Item 6.A., 310 Harbor Drive, that she visited both sites but spoke with no one.

Chair Feller disclosed with respect to Items 5.A., 195-197 Hi Vista Road, and Item 6.A., 310 Harbor Drive, that she visited both sites but spoke with no one. .

##### A. 195-197 HI VISTA ROAD – CONDOMINIUM CONVERSION PERMIT AND TENTATIVE MAP APPROVAL / Project ID 2019-00080 / APN 065-311-12

**DESCRIPTION:** Request for a Tentative Minor Subdivision Map and a Condominium Conversion Permit to convert an existing duplex at 195-197 Hi Vista Road into two single-family condominium units.

**STAFF RECOMMENDATION:** Approve, with conditions.

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, owners Warren Forster and Alifa Karachiwala, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

##### **Public Comments:**

Rob Cox

Maggie Cox

Lucinda Eubanks

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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>

Steven Woodside

Applicant rebuttal comments followed.

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

Planning Commission comments followed.

Planning Commission questions to the applicant followed.

**Commissioner Luxenberg moved and Vice Chair Graef seconded a motion to approve a Tentative Minor Subdivision Map and a Condominium Conversion Permit for 195-197 Hi Vista Road, subject to the following amended and additional conditions of approval:**

- **Condition of Approval 6-A shall be amended to add language where it now says, "maintenance of all common areas and payment of all assessments and taxes," to say, "maintenance of all common areas, including without limitation, that portion of Hi Vista Road that is part of the common area to not less than its current condition with respect to the applicants to the extent legally required." Applicant shall recognize that they are responsible for maintaining portions this private road, particularly on their property, and the retaining wall.**
- **Prior to reportation of the final map the applicant shall submit evidence satisfactory to the Director of Public Works or his designee showing Public Works and Community Development Department staff have reviewed the site and confirmed that there is no additional erosion caused by this particular site on the lower slope, and if there is erosion that adequate improvements have been made to address that concern. Community Development Director and Public Works shall handle the matter on a ministerial level.**

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

The public hearing was closed.

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<sup>2</sup> Resolution No. [2021-16](#)

## 6. STUDY SESSION

### A. 310 HARBOR DRIVE / DESIGN REVIEW PERMIT, CONDITION USE PERMIT, NON-CONFORMITY PERMIT / PROJECT ID DR/CUP/NC 2019-00096 / APNs 063-020-01; 063-010-16

**SUMMARY:** Workshop/Study Session for a Design Review Permit, Conditional Use Permit, and Non-Conformity Permit to remove and replace existing boat docks in the Clipper Yacht Harbor Basins 3 and 4. An Initial Study/Mitigated Negative Declaration is under review with the comment period ending June 21, 2021.

**STAFF RECOMMENDATION:** The purpose of the workshop/study session is to familiarize Commissioners and the public with the proposal and provide an opportunity to ask questions and provide comments. The meeting is open to the public and will include a public comment period. No decisions or actions on the requested entitlements will be taken at the June 2, 2021 meeting.

The public hearing was opened.

Contract Planner Stevens provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, KC Pederson, Vice President of Clipper Yacht Harbor, and Usmita Pakhrel, Bellingham Marine Industries, Inc., provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

#### **Public Comments:**

None.

The public testimony period was closed.

The public hearing was closed.

## 7. NEW BUSINESS

### A. Creation of, and appointments to, a subcommittee of the Planning Commission to assist with Objective Design and Development Standards.

**Chair Feller requested to appoint Commissioner Junius to a subcommittee of the Planning Commission to assist with Objective Design and Development Standards.**

**Commissioner Junius accepted the appointment.**

## **8. COMMUNICATIONS**

- Staff: Community Development Director Whalen:
  - Agenda items for the City Council June 8<sup>th</sup> meeting:
    - Selection of the consultant to work with the City on the update of the Housing Element;
    - Introduction to the machine shop in Sausalito and the fact that Veteran's Affairs has divested itself of it and the General Services Administration is taking it over and is surplussing the property.
    - Discuss COVID-19 permits and parklets, which will be in an upcoming community workshop forum.
  - Sausalito has a new City Manager who will start June 7<sup>th</sup>.
  - Senior Planner Christy Usher has left her position and the City is recruiting to fill that spot, first temporarily and then permanently.
- Commission: Commissioner Saad:
  - She is still interviewing for the ombudsman role.

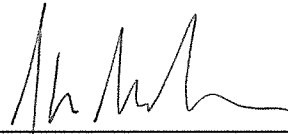
## **9. ADJOURNMENT**

**The meeting was adjourned by Planning Commission consensus.**

The meeting was adjourned at 10:12 p.m.

 for

Submitted by  
Lilly Whalen  
Community Development Director



Approved by  
Kristina Feller  
Chair