

SAUSALITO PLANNING COMMISSION
Wednesday, June 16, 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
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 Janius 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. NEW BUSINESS

A. Review and Recommendation for City Council Approval of Draft Historic Context Statement for Sausalito

Consultant Christopher VerPlanck of VerPlanck Historic Preservation and Consulting provided a PowerPoint presentation.

Planning Commission questions to the consultant followed.

Planning Commission questions to staff followed.

Public Comments:

None.

Planning Commission questions to staff followed.

Planning Commission comments followed.

Commissioner Luxenberg moved and Vice Chair Graef seconded a motion to recommend City Council approval of the Draft Historic Context Statement for Sausalito, subject to the following recommendations.

- **The Marinship Plan shall be referenced as an addendum to the report through URL links throughout the electronic version with a statement explaining what the addendum is and how it can function in conjunction with the report, and with a forward before the introduction explaining the Draft Historic Context Statement for Sausalito and the Marinship Plan.**
- **The report shall be made a public resource on the City's website and perhaps a hard copy in the library.**
- **A table of contents shall be in the report.**
- **The City Council shall prioritize the city-wide inventory and any funding and/or grant funding that is required to achieve that.**

The motion passed 5-0.

5. PUBLIC HEARING¹

Declarations regarding Planning Commission Public Contacts

None.

Commissioner Luxenberg announced that he would recuse himself from participating in the public hearing for 118 Central Avenue because he lives within 500 feet of the subject site.

A. 118 CENTRAL AVENUE / TREE REMOVAL PERMIT / 2021-00116

SUMMARY: Homeowner/Applicant Tyler Hicks requests approval of a Tree Removal Permit to remove two coast live oaks (*Quercus agrifolia*) trees located at 118 Central Avenue (APN 065-202-22).

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.

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>

The applicant/owner Tyler Hicks 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.

Planning Commission comments followed.

Applicant comments followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

Chair Feller moved and Commissioner Junius seconded a motion to approve a Tree Removal Permit for 118 Central Avenue, subject to the following additional condition of approval.

- **The applicant shall replace the two coast live oaks and work with staff to identify appropriate species that comply with Southern Marin Fire recommended species.**

The motion passed 4-0 with Commissioner Luxenberg recused.²

The public hearing was closed.

6. COMMUNICATIONS

- Staff:
 - Community Development Director Whalen:
 - The Community Development Department has put together a temporary staffing plan to hold them over until a new senior planner is in place.
 - A community workshop regarding parklets in Sausalito is planned for June 30th at 6:00pm via Zoom. The focus of the workshop will be on three different areas of Sausalito's recovery from COVID with respect to outdoor activities and dining: 1) Temporary permits issued during COVID for outdoor activities; 2) Temporary permits issued for parklets during COVID; 3) Closure of Caledonia Street.
 - Commissioner Luxenberg:

² Resolution No. [2021-17](#)

- Requested the Commission receive an update on the north street steps at a future meeting.
 - Commission: Chair Feller:
 - Requested to add any follow up from the Commission's recommendations specific to Clipper regarding the EIR to the next meeting's agenda, and for the additional parties or stakeholders to receive a copy and advise if there is an extension.
- Staff:
 - Community Development Director Whalen:
 - In response to Chair Feller's request: The Community Development Department reviewed the recommended and additional entities that came in from the Commissioners and has put together a revised list of people to be notified. The extension date for comments will be circulated through the Planning Commission, the Council of Boards, and boards and commissions in nearby cities as well. The Planning Commission will be sent the revised list and the revised notice.

SUBCOMMITTEE REPORTS

Housing Element Advisory Committee

Commissioner Luxenberg

- The City is preparing an update on its Housing Element for the 2023-2031 cycle. On April 21st the City Council adopted a resolution establishing the roles and responsibilities of a Housing Element Advisory Committee (HEAC), which will be a seven to nine member committee to provide feedback and guidance throughout the Housing Element update process. The City has received an excellent response from members of the community wishing to apply for a position on the committee and will interview candidates and appoint members at its June 22nd meeting. De Novo Planning Group will assist the HEAC and Community Development Department in developing the Housing Element update. HEAC will hold public hearings and workshops and encourages the public to be involved in this process that will establish the City's housing policies for the next decade. Those interested should visit sausalito.gov/heac.

Ombudsman for Permitting Streamlining

Commissioner Saad

- She has spoken with staff, former members of the City Council, architects, and other members of the community. The overall EDAC report submitted on April 11th captures in the Problem Statement the difficulty in obtaining necessary permits. The term "ombudsman" is slightly misleading and is focused on being a person who takes complaints. A better title may be a "permit technician" to be a go between for the Department of Public Works and the Community Development Department and does not just focus on complaints, and also be a liaison to the City Council by answering its questions and sending it a quarterly report.

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Parklets Task Force

Vice Chair Graef

- He has looked at the different approaches to parklets taken by different jurisdictions in terms of setting them up and decorating them.

Objective Design and Development Standards

Commissioner Junius

- The ODDS had its first meeting on June 9th to discuss its approach in dealing with state mandated requirements of the Housing Accountability Act and considered some short-term goals and objectives and policies in anticipation of multi-family developments coming forward later in the year, then larger objective design standards later. The next meeting is June 24th.

Sea Level Rise Task Force

Chair Feller

- The task force meets every Monday and have been researching the collaborators around the area, including NOAA, One Tam, Bay Wave, and county and neighboring city initiatives, with one member taking on an initiative to do mapping in the area. The task force is pulling these data points together to form a full remit now being reviewed and edited prior to release to the public. A final report will be issued and presented to the City Council no later than December 1st.

Economic Development Advisory Committee

Chair Feller

- Chair of EDAC Tom Reilly gave the Planning Commission a presentation earlier this year containing a 34 point plan. Comments to EDAC from the Commission were focused less on permitting and more on enforcement, particularly related to Conditional Use Permits. Chair Feller appointed Commissioner Junius as liaison to this smaller enforcement task force within EDAC for that initiative.

7. ADJOURNMENT

Chair Feller moved and Commissioner Junius seconded a motion to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 8:20 p.m.



Submitted by
Lilly Whalen
Community Development Director



Approved by
Kristina Feller
Chair