

SAUSALITO PLANNING COMMISSION
Wednesday, September 8, 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
Jeffrey Graham, Interim Associate 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 Saad 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. Approval of Planning Commission Minutes:

April 7, 2021

May 19, 2021

June 2, 2021

June 16, 2021

July 7, 2021

July 21, 2021

Community Development Director Whalen called the roll to approve the draft minutes of April 7, 2021 as presented and May 19, 2021 as amended. The motion passed 4-0-1 with Commissioner Junius recusing.

Community Development Director Whalen called the roll to approve the draft minutes of June 2, 2021, June 16, 2021, and July 7, 2021 as presented and July 21, 2021 as amended. The motion passed 5-0.

5. SPECIAL PRESENTATION

A. Update from the Retention Subcommittee of EDAC on the Economic Development Advisory Committee's Retail and Business Retention Strategy

Community Development Director Whalen announced that the EDAC Special Presentation would be continued to the Planning Commission meeting of September 22, 2021.

6. PUBLIC HEARING¹

Declarations regarding Planning Commission Public Contacts

Commissioner Junius disclosed with respect to Item 6.B., 12 EL PORTAL/690 BRIDGEWAY, that he had met with property owner Peter Petrie and visited the site after he was appointed to the Planning Commission but before he was seated on the Commission.

Commissioner Luxenberg disclosed with respect to Item 6.B., 12 EL PORTAL/690 BRIDGEWAY, that he had visited the site but had no ex parte communications.

Commissioner Saad disclosed with respect to Item 6.B., 12 EL PORTAL/690 BRIDGEWAY, that she had visited the site but had no ex parte communications.

Vice Chair Graef disclosed with respect to Item 6.B., 12 EL PORTAL/690 BRIDGEWAY, that he had had no ex parte communications.

Chair Feller disclosed with respect to Item 6.B., 12 EL PORTAL/690 BRIDGEWAY, that she had had no ex parte communications.

A. 719-725 BRIDGEWAY / CONDITIONAL USE PERMIT, MINOR USE PERMIT, SIGN PERMIT, TENTATIVE PARCEL MAP, ENCROACHMENT AGREEMENT, TREE REMOVAL PERMIT, VARIANCE AND DESIGN REVIEW WITH HEIGHTENED DESIGN REVIEW TO DEMOLISH THE EXISTING BUILDING AND CONSTRUCT A NEW TWO-STORY MIXED-USE BUILDING OF SIMILAR SIZE; PROJECT ID: DR-CUP-EA-TM-TRP-SP 17-487 / APN: 065-071-21; (JEFFREY GRAHAM, CONTRACT PLANNER)

SUMMARY: A request for a Design Review Permit with Heightened Design Review, Conditional Use Permits for a formula retail use (Napa Farms Market) and

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>

onsite consumption of alcohol, a Minor Use Permit for sidewalk dining, Sign Permit for a variety of signage, an Encroachment Permit for a projecting sign and bay windows and fencing within the sidewalk, a Tentative Parcel Map to create three residential condominiums and a retail condominium parcel, Variance to allow additional height for the façade containing the building name and a Tree Removal Permit to demolish the existing building and construct a new two-story mixed-use building of similar size at 719-725 Bridgeway.

STAFF RECOMMENDATION: Continue the hearing to a date certain (September 22, 2021) at the applicant's request and without a staff presentation.

The public hearing was opened.

Community Development Director Whalen announced that the applicant for 719-725 Bridgeway had requested the application be continued to a date certain of September 22, 2021 without staff presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

Public Comments:

None.

The public testimony period was closed.

Commissioner Junius moved and Commissioner Luxenberg seconded a motion to continue the public hearing for 719-725 Bridgeway to a date certain of September 22, 2021. The motion passed 5-0.

The public hearing was closed.

B. 12 EL PORTAL/690 BRIDGEWAY / DESIGN REVIEW PERMIT, ENCROACHMENT AGREEMENT, AND MINOR USE PERMIT FOR EXTERIOR CHANGES TO THE STRUCTURE AND EXPANDED SIDEWALK DINING / PROJECT ID: 2021-00131 / APN: 065-133-17 (JEFFREY GRAHAM, CONTRACT PLANNER)

SUMMARY: A request for a Design Review Permit, Encroachment Agreement, and Minor Use Permit at 12 El Portal/690 Bridgeway for modifications to the exterior of the existing building storefronts, a new expanded outdoor sidewalk dining area for use by the restaurant.

STAFF RECOMMENDATION: Adopt the draft resolution (Attachment 1) approving the Design Review Permit for modifications to the exterior of the existing building storefronts, a Minor Use Permit for outdoor dining located within an expanded public sidewalk along El Portal; and recommend to the City Council for approval of an Encroachment Agreement for outdoor sidewalk seating, guardrail, projecting awnings, and freestanding planter boxes in the City's right-of-way.

The public hearing was opened.

Interim Associate Planner Graham 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.

Public Comments:

Vicki Nichols

Jody Harris

The public testimony period was closed.

Planning Commission comments followed.

The public testimony period was reopened.

Applicant comments followed.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

Commissioner Luxenberg moved and Commissioner Junius seconded a motion to approve a Design Review Permit and Minor Use Permit and recommend City Council approval of an Encroachment Agreement for 12 El Portal/690 Bridgeway, subject to the following additional conditions of approval:

- **Within three months of the effective approval date a Signage Plan for all commercial tenants at the subject site shall be developed and submitted for review and approval by the Historic Preservation Committee and Planning Commission. All Signage at the subject site shall be consistent with the approved Sign Program.**
- **The planter boxes and lighting shall go back to the Historic Preservation Committee.**

Planning Commission questions to staff followed.

The motion passed 5-0.²

The public hearing was closed.

7. COMMUNICATIONS

- Staff: Community Development Director Whalen:
 - The Planning Commission approval of 195-197 Hi Vista Road in July 2021 was appealed to the City Council on August 31, 2021. The City Council unanimously denied the appeal.
 - Housing Element Update: The first Housing Element Advisory Committee (HEAC) meeting will occur in October 2021.
 - Objective Design and Development Standards:
 - Phase 1 - City Council adopts a resolution listing the objective standards in the City's municipal code relating to multiple-family housing projects. Phase 1 has been completed.
 - Phase 2 – The subcommittee is working to objectify the City's more subjective standards. The next subcommittee meeting will occur at the end of September 2021.
 - This item will be brought to the Historic Preservation Committee and Planning Commission and then City Council for review.
 - The Community Development Department:
 - Is conducting interviews and making offers for three positions: Permit Services Coordinator, Assistant Planner, and Principle Planner and expects to bring those new hires on in the next month.
 - Is starting an intern program with Sonoma State with funds provided by the City Council.
 - Also initiated an internship with a high-school student who is assisting the department with sustainability items.
 - Historic Context Statement:
 - VerPlank Historic Preservation Consulting gave a presentation to the City Council on the Historic Context Statement on August 31st.
 - The City Council asked for additional enhancements to the report such as a diversity, equity and inclusion lens in Sausalito's history and building off of some of the policies and programs in Sausalito's newly adopted General Plan.
 - Modifications will be made pursuant to Council's direction.
 - North Street Stairs:
 - Soil removal is complete.
 - The next step is to install more of the railing than what is currently there to bring the project up to code, which is driving up the cost.
 - It is difficult to find a manufacturer to make the railings. The City has received a quote but revisions are needed.

² [Resolution No. 2021-23](#)

- There is no completion date yet.
 - Landslide Task Force recommendations: On September 14th the Director of Public Works will present a request to the City Council related to the development of a geologic hazard study for Sausalito.
 - The City's Code Enforcement Officer is investigating trees cut in the City without permits and is contacting the tree companies that performed the work to get information to ascertain if citations need to be issued.
- Commission:
 - Chair Feller:
 - Requested for future hearings that Commissioners additional work on subcommittees, tasks forces, committees, etc. continue to be agendized under Communications.
 - Economic Development Advisory Committee (EDAC) presentation.
 - Feedback the Commission gets from EDAC is helpful as the Commission looks at Conditional Use Permits and what is happening in the different districts so they can understand EDAC's larger vision and strategy for business and retail.
 - EDAC will make a presentation on enforcement on September 22nd.
 - Has requested a joint City Council/Planning Commission hearing with a focus on a presentation from South Marin Fire District on its revised evacuation routes and new standards regarding plantings and species, and communicating disaster preparedness information to all Sausalito residents.
 - Commissioner Saad:
 - Reported she would be absent from the next Planning Commission hearing on September 22nd.

6. ADJOURNMENT

Commissioner Junius moved to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 8:53 p.m.



Submitted by
Lilly Whalen
Community Development Director



Approved by
Kristina Feller
Chair