

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, October 6, 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, Commissioner Andrew Junius,  
Commissioner Jeffery Luxenberg, Commissioner Nastassya Saad

Absent: Vice Chair Richard Graef

Staff: Lilly Whalen, Community Development Director  
Jeffrey Graham, Interim Associate 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 and issued by Governor Newsom on March 17, 2020 and Executive Order N-08-21 issued by the Governor on June 11, 2021; 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 Luxenberg moved and Commissioner Junius seconded a motion to approve the Planning Commission agenda as presented. The motion passed 4-0-1 with Vice Chair Graef absent.**

**3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**4. APPROVAL OF PLANNING COMMISSION MINUTES**

**A. Draft Minutes – September 8, 2021 and September 22, 2021**

**Chair Feller moved and Commissioner Junius seconded a motion to approve the draft minutes for September 8, 2021 as presented. The motion passed 4-0-1 with Vice Chair Graef absent.**

**Chair Feller moved and Commissioner Junius seconded a motion to approve the draft minutes of September 22, 2021 as amended. The motion passed 3-0-2 with Commissioner Saad abstaining and Vice Chair Graef absent.**

**5. NEW BUSINESS**

## **A. Authorizing Teleconference Meetings in Compliance with AB 361**

City Attorney Wagner provided a presentation.

Planning Commission questions to staff followed.

### **Public Comments:**

None.

**Commissioner Saad moved and Commissioner Luxenberg seconded a motion to approve Resolution 2021-XX authorizing teleconference meetings in compliance with AB 361. The motion passed 4-0-1 with Vice Chair Graef absent.**

## **6. PUBLIC HEARING**

### **Declarations regarding Planning Commission Public Contacts**

None.

#### **A. 310 HARBOR DRIVE / 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 / PROJECT ID: DR/CUP/NC 2019-00096 / APNs: 063-020-01, 063-010-16 (TRICIA STEVENS, CONTRACT PLANNER)**

**SUMMARY:** A request for a Design Review Permit, Conditional Use Permit, and Non-Conformity Permit to remove and replace existing boat docks at the Clipper Yacht Harbor Basins 3 and 4. The boat docks are part of the 33.8-acre yacht harbor located in the Waterfront (W) zoning district and are designated for Waterfront uses in the General Plan and Marinship Specific Plan. The Non-Conformity Permit is required to recognize the existing nonconforming marina.

**STAFF RECOMMENDATION:** After accepting public comment continue the hearing to a date certain (October 20, 2021) without a staff presentation.

The public hearing was opened.

### **Public Comments:**

None.

**Commissioner Junius moved and Commissioner Saad seconded a motion to continue the public hearing for 310 Harbor Drive to a date certain of October 20, 2021. The motion passed 4-0-1 with Vice Chair Graef absent.**

The public hearing was closed.

**B. 234 WOODWARD AVENUE / DESIGN REVIEW PERMIT WITH HEIGHTENED DESIGN REVIEW, NONCONFORMITY PERMIT, VARIANCE, AND RECOMMENDATION TO THE CITY COUNCIL FOR APPROVAL OF AN ENCROACHMENT AGREEMENT / PROJECT ID: DR/EA/NP/VA 2018-00384 / APN: 064-134-08 (JEFFREY GRAHAM AND KEVIN LA, INTERIM PLANNERS)**

**SUMMARY:** A request for a Design Review Permit with Heightened Design Review for a 647 square foot addition, additional crawl space, and added stairwell; a Nonconformity Permit for the maintenance of the existing nonconformity of the building coverage and side-yard, variance for the relief from the strict application of the code for two off-street parking spaces; and recommendation to the City Council for approval of an Encroachment Agreement for existing Off-Street Parking Space located in the City's Right-of-Way.

**STAFF RECOMMENDATION:** Approval, subject to conditions.

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 Benjamin Farrell of Farrell Architecture and owner Chris Baker, 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.

Planning Commission questions to staff followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

**Commissioner Junius moved and Commissioner Luxenberg seconded a motion to approve a Design Review Permit with Heightened Design Review, a Nonconformity Permit, Variance, and recommendation to the City Council for approval of an Encroachment Agreement for 234 Woodward Avenue, subject to the following additional conditions of approval:**

- **Recital shall be added to the Resolution stating that whereas Sausalito Municipal Code Section 10.44.330(d) allows for one-time floor area exception to expand the residence and to accommodate one square foot of floor area above the maximum level floor area for any single unit per this code section.**
- **Additional language regarding fire sprinklers shall be added to the Resolution.**

**The motion passed 4-0-1 with Vice Chair Graef absent.**

The public hearing was closed.

## **7. BUSINESS, CONTINUED**

### **A. Report out on Highlights from the CDD Quarterly Report for Fourth Quarter of FY20/21 (April, May, June 2021)**

Community Development Director Whalen provided a presentation.

Planning Commission questions to the Community Development Director followed.

## **8. COMMUNICATIONS**

- **Staff: Community Development Director Whalen:**
  - Bid Sausalito a bittersweet goodbye after 13 years as she moves on to a new position and expressed appreciation for all that Sausalito has given her and her family.
  - Planning Commission 10/20/21 meeting agenda:
    - 310 Harbor Drive project that was continued to this meeting.
    - Study session for 70-74 Liberty Ship project.
    - Awning for the Sausalito Animal Hospital at 1309 Bridgeway.
    - Presentation from EDAC.
- **Commission:**
  - The Commission bid Director Whalen goodbye and thanked her for her hard work and commitment to the City of Sausalito.
- **Objective Design and Development Standards Subcommittee:**
  - Chair Feller and Commissioner Junius have met with the subcommittee.

- Objectifying the view analysis will be challenging but they will do their best and move ahead.
- Housing Element Advisory Committee:
  - Will be kicking off on October 21<sup>st</sup>.
  - There are five members of the public, two City Council members, as well as Chair Feller and Commissioner Junius on the committee.
- Parklet Subcommittee:
  - Was disbanded at the last Planning Commission meeting.
- Ombudsman:
  - Commissioner Saad is still working on that.
  - They have not met with the Mayor yet to finalize everything.
- Liaison to the Economic Development Advisory Committee Enforcement:
  - Chair Feller met with Director Whalen, soon to be Director Scoble, and EDAC Chair Tom Riley to discuss when EDAC will come before the Planning Commission to report on the business and retail strategy.
  - Chair Feller requested that staff work with EDAC or request from the City Manager that EDAC provide the information the Planning Commission has requested and begin moving on critical and time-sensitive initiatives.


## 9. ADJOURNMENT

**Commissioner Junius moved and Chair Feller seconded a motion to adjourn the meeting. The motion passed 4-0-1 with Vice Chair Graef absent.**

The meeting was adjourned at 8:25 p.m.

 for

Submitted by  
Heidi Scoble  
Interim Community Development Director

  
Approved by  
Kristina Feller