

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, July 15, 2020**  
**Approved Action Minutes<sup>1</sup>**

**1. CALL TO ORDER**

Chair Kellman called the meeting to order at 6:30 p.m.

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.

Planning Commission:

Present: Chair Janelle Kellman, Vice Chair Kristina Feller,  
Commissioner Richard Graef, Commissioner Vicki Nichols,  
Commissioner Morgan Pierce

Absent: None.

Staff: Community Development Director Lilly Whalen  
Contract Senior Planner Brad Evanson  
Assistant Planner Ian Connolly  
City Attorney Mary Wagner

**A. Public Participation Guide for Zoom Meetings**

**2. APPROVAL OF AGENDA**

Commissioner Pierce moved and Vice Chair Feller 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**

**Public Comments**

Donna Stern  
Russ Jaycox, Systems Technician, City of Sausalito

**4. APPROVAL OF PLANNING COMMISSION MINUTES**

**A. Approval of Draft Minutes – 6/17/20**

Commissioner Pierce moved and Vice Chair Feller seconded a motion to approve the draft minutes, as amended. The motion passed 5-0.

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<sup>1</sup> A video recording of this meeting is available at: [www.sausalito.gov](http://www.sausalito.gov).

## 5. PUBLIC HEARING

### Declarations regarding Planning Commission Public Contacts

None.

#### **A. 74, 76, 78 CENTRAL AVENUE – DESIGN REVIEW PERMIT, ENCROACHMENT AGREEMENT, VARIANCE AND NONCONFORMITY PERMIT (APN: 065-202-04; PROJECT ID: 2020-00052)**

**SUMMARY:** A Design Review Permit has been requested for the proposed exterior refurbishment of the existing structure and reconfigured interior space, replacement of the exterior stucco finish and windows, and updated seismic and energy performance per modern codes; an Encroachment Agreement has been requested for a new off-street parking space to be located in the public right-of-way on the east side of the existing structure; a Variance has been requested to enclose a crawl space located partially in the west setback; and a Nonconformity Permit has been requested to shift the existing legal-non-conforming floor area on the parcel from among different levels of the structure, maintain the legal non-conforming triplex use in a single-family residential neighborhood and shift building coverage on the site. Heightened Design Review has also been requested as the site exceeds 80-percent of the maximum allowed floor area and building coverage. The public hearing for this project was continued from the June 24, 2020 Planning Commission meeting.

**RECOMMENDATION:** Approve the draft resolution approving the Design Review Permit, Variance and Non-Conformity Permit and recommend City Council approval of the Encroachment Agreement.

The public hearing was opened.

Assistant Planner Connolly provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicants, attorney Riley Hurd of Ragghianti Freitas and architect Gregory Miller, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

#### **Public Comments:**

Jim Schuricht, 72 Central Avenue  
Gregory Miller, Applicant

The public testimony period was closed.

Planning Commission questions to staff followed.

Planning Commission comments followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

Planning Commission comments followed.

**Commissioner Pierce moved and Commissioner Graef seconded a motion to approve a Design Review Permit, Variance, and Nonconformity Permit and to recommend City Council approval of an Encroachment Agreement for 74, 76, 78 Central Avenue, subject to the following additional conditions of approval:**

- **Design Review Permit:** The condensing unit shall be moved to the south side of the building corner and not in the side yard. Applicant shall work with staff to increase the amount and height of screening.
- **Heightened Review:** Only mechanical equipment shall be located in the crawl space, which shall have an unfinished floor. Modify Heightened Design Review Finding F to address the curb cut elimination and the on-street parking that provides the additional non-exclusive parking.
- **Variance:** Explicitly state that only mechanical equipment shall be located in the crawl space, which shall have an unfinished floor.
- **Nonconformity Permit:** A Whereas clause shall capture that the intent was to convert living space to living space.
- **Encroachment Agreement:** Existing curb cut shall be eliminated to provide additional non-exclusive on-street parking space.

**The motion passed 5-0.**

The public hearing was closed.

**B. 215 SAUSALITO BLVD. – TREE REMOVAL PERMIT (APN: 065-263-10; PROJECT ID: 2020-00047)**

**SUMMARY:** A Tree Removal Permit has been requested for the removal of one California Bay Laurel on the subject property.

**RECOMMENDATION:** Consider the request and adopt either the draft resolution of approval or the draft resolution of denial.

The public hearing was opened.

Contract Planner Brad Evanson provided a PowerPoint presentation.

Planning Commission questions to staff followed.

Planning Commission comments followed.

The public testimony period was opened.

The applicant, Stacy Kray, provided a 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.

**Public Comments:**

Chris Sullivan

Planning Commission questions to the applicant followed.

The public testimony period was closed.

Planning Commission comments followed.

**Commissioner Pierce moved and Commissioner Nichols seconded a motion to approve a Tree Removal Permit for 215 Sausalito Boulevard, subject to the following additional conditions of approval:**

- **Language regarding views shall be added: “Granting this tree removal/alteration permit does not establish a new view for the applicant in the event a view claim is filed in the future in accordance to Municipal Code Section 11.12.040C.3.A.3, This shall be the view that existed at the time the applicant purchased the property.”**
- **The Planning Commission prefers the replacement tree be placed on the applicant’s property unless there is an arborist’s opinion that that would be ecologically infeasible, in which case the donation of a City tree for planting on municipal property would be required and the applicant would work with staff and Public Works to determine location and species.**

**The motion passed 5-0.**

The public hearing was closed.

## 6. COMMUNICATIONS

- Staff: Community Development Director Whalen:
  - Introduced the new City Senior Planner, Christy Usher.
  - Indicated that two Commission meetings had been erroneously scheduled in August, the month the Commission is typically in recess. The Planning Commission elected to cancel the meetings of August 12<sup>th</sup> and 26<sup>th</sup>.
  - Stated the public comment period on the Draft Environmental Impact Report ends on August 5<sup>th</sup> and that the Planning Commission would see the General Plan again at its September 16<sup>th</sup> meeting, however, the revised public draft would be released in mid-August. The draft was revised pursuant to Council direction given at its July 7<sup>th</sup> meeting. The Commission will review the General Plan again at its September 30<sup>th</sup> meeting and the Council will hold adoption hearings in October.
- Commission: Chair Kellman:
  - Stated that at its July 7<sup>th</sup> meeting the City Council rejected 4-1 language in the Draft General Plan stating there would be no land-based housing in the Marinship under General Plan Section LU-1.19 despite the fact that the General Plan Working Group voted 3-1, the General Plan Advisory Committee voted by majority vote, and the Planning Commission voted 5-0 to remove land-based housing in the Marinship from the General Plan.

## ADJOURNMENT

**Commissioner Graef moved and Commissioner Pierce seconded a motion to adjourn the meeting. The motion passed 5-0.**

The meeting was adjourned at 10:30 p.m.

  
Submitted by  
Lilly Whalen  
Community Development Director

  
Approved by  
Janelle Kellman  
Chair