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**SAUSALITO PLANNING COMMISSION**  
**Wednesday, January 19, 2011**  
**Approved Minutes**

**Call to Order**

Chair Bair called the meeting to order at 6:30 p.m. in the Council Chambers of City Hall, 420 Litho Street, Sausalito.

Present: Chair Stan Bair, Vice Chair Stafford Keegin,  
Commissioner Joan Cox, Commissioner Richard Graef,

Absent: Commissioner Bill Werner

Staff: Community Development Director Jeremy Graves  
Assistant Planner Alison Thornberry, City Attorney Mary Wagner

**Approval of Agenda**

**Chair Bair moved and Commissioner Cox seconded a motion to approve the agenda. The motion passed 4-0.**

**Approval of Minutes**

November 17, 2010                      December 15, 2010

**Chair Bair moved and Vice Chair Keegin seconded a motion to approve the Minutes of November 17, 2010 and December 15, 2010. The motion passed 4-0.**

**Public Comments**

None.

**Public Hearings**

1. **DR/EA 10-391, Design Review Permit, Encroachment Agreement, Roby, 40 Cable Roadway.** Design Review Permit to allow the reconstruction of a damaged car driveway deck within the Cable Roadway public right-of-way fronting 40 Cable Roadway, and a garage door on the property at 40 Cable Roadway. Recommendation for City Council approval of an Encroachment Agreement for the reconstruction of a damaged driveway deck that encroaches into the public right-of-way at 40 Cable Roadway.

The public hearing was opened. Assistant Planner Thornberry presented the Staff Report.

Commission question to staff:

- Why does this little reconstruction require approval from the Planning Commission? Is it the encroachment aspect that triggered that? *Staff responded yes. The existing driveway deck was constructed in 1940 and therefore there is no previous Encroachment Agreement with the City. When*

1                    *an Encroachment Agreement is required the Zoning Ordinance also requires*  
2                    *Design Review at the same time.*

3  
4 **Vice Chair Keegin indicated he had met with the owners.**

5  
6 **Vice-Chair Keegin moved and Commissioner Cox seconded a motion to approve**  
7 **a Design Review Permit and Encroachment Agreement for 40 Cable Roadway.**  
8 **The motion passed 4-0.**

- 9  
10                    **2. TRP 10-144, Tree Removal Permit, Withy-McDonald, 99 Miller Lane.** Tree  
11                    Removal Permit to allow the removal of one protected Heritage two-trunk Big  
12                    Leaf Maple with a cumulative circumference breast height of 89.5 inches (40.8  
13                    inches and 48.7 inches) located approximately 12 feet east from the front  
14                    entrance of the residence located at 99 Miller Lane (APN 065-151-41).

15  
16 **Vice Chair Keegin indicated he would recuse himself because he lives within 500**  
17 **feet of the subject property.**

18  
19 **Vice Chair Bair indicated that because there are now three Commissioners in**  
20 **attendance that unanimous approval would be required to approve the Tree**  
21 **Removal Permit. Any non-unanimous vote would be considered a non-action.**

22  
23 The public hearing was opened. Presentation was made by Director of Community  
24 Development Graves.

25  
26 The public comment period was opened. Being none, the public comment period was  
27 closed.

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29  
30 **Commissioner Graef moved and Commissioner Cox seconded a motion to**  
31 **approve a Tree Removal Permit for 99 Miller Lane. The motion passed 3-0.**

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33 **Old Business**

34 None.

35  
36 **New Business**

37 None.

38  
39 **Staff Communications**

- 40                    • At this time there are no items scheduled for the Commission's February 2<sup>nd</sup>  
41                    meeting. Staff recommends tentative cancelation of that meeting.  
42                    • At the last City Council meeting there was an update on the Housing Element  
43                    Committee, which will hold its next meeting on January 31<sup>st</sup> to discuss the work  
44                    program for the HEC and topics that would be discussed at the first HEC public  
45                    workshop. On February 1<sup>st</sup> staff will bring those recommendations from the HEC  
46                    to the City Council meeting for the Council's concurrence on the date and  
47                    agenda of the workshop.  
48                    • At the last City Council meeting staff provided a staff report on Plaza Vina del  
49                    Mar. Staff has contracted with a historical resources consultant to prepare an  
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analysis of the two alternatives for providing Americans with Disability Acts accessibility to the landing behind the sidewalk and Staff expects to get a report in approximately two to two-and-a-half months. Staff will bring that item back to the City Council as the property owner of Plaza Vina del Mar, along with a couple of other analyses that the Council had requested. Staff anticipates the Council will give direction to staff to file an application for a Design Review Permit that would require a joint hearing by the Planning Commission and the Historic Landmarks Board where they can take action on that Design Review Permit, which would be the final action on this matter unless an appeal is filed, in which case it will move on to the City Council.


- At the upcoming City Council meeting staff will provide an update on the Veteran’s Administration’s plans for the machine shop building at 25 Liberty Ship Way. Staff has had positive responses to letters it sent to a variety of private non-profits that advocate for preservation of historic resources, as well as several state and federal agencies involved in historic resources, soliciting their support in encouraging the Veteran’s Administration to ensure that they follow the federal guidelines and procedures for protection of historic resources. Staff has contacted local federal representatives to solicit their support also. A petition in support of protection of this facility has gathered over 350 signatures from the community. The first report on that petition was submitted to the City Council and impressed some of the federal representatives.

**Adjournment**

The meeting was adjourned at 6:54 p.m.



Submitted by  
Jeremy Graves, AICP  
Community Development Director



Approved by  
Stan Bair  
Chair

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