SAUSALITO PLANNING COMMISSION
Wednesday, September 6, 2017
Approved Action Minutes[1]

Call to Order

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

Present: Chair Susan Cleveland-Knowles, Vice-Chair Morgan Pierce, Commissioner Janelle Kellman, Commissioner Vicki Nichols, Commissioner Bill Werner

Absent: None.

Staff: Community Development Director Danny Castro, Senior Planner Calvin Chan, Assistant Planner David Chursenoff, City of Sausalito Business Manager Joshua Montemayor, Contract Planner Milan Nevajda, City Attorney Mary Wagner

Approval of Agenda

Commissioner Nichols moved and Vice Chair Pierce seconded a motion to approve the agenda. The motion passed 5-0.

Communications

- Staff: Community Development Director Castro reviewed agendas for upcoming City Council and General Plan Advisory Committee meetings.
- Commission: None.

Public Comments On Items Not on the Agenda

None.

Approval of Minutes

July 17, 2017

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

Public Hearings

Declarations of Planning Commissioner Public Contacts

Commissioner Kellman indicated that she would recuse herself from participating in the public hearing for Item 1, and disclosed with respect to Item 2 that she spoke to the applicant.

---

[1] A video recording of this meeting is available at: http://www.ci.sausalito.ca.us/.

Vice Chair Pierce disclosed with respect to Item 1 that he met the neighbors, indicated that he would recuse himself from participating in the public hearing for Item 2, and disclosed with respect to Item 3 that he met with the applicants and visited the site.

Chair Cleveland-Knowles disclosed with respect to Item 1 that she met with the neighbor, and with respect to Item 2 that she met with the applicant.

Commissioner Nichols disclosed with respect to Item 1 that she met with the neighbor, and with respect to Item 3 that she met with the owner and architect and project manager, but did not discuss the merits of the project.

Commissioner Werner indicated with respect to Item 3 that he visited the site; and with respect to Item 5 that he visited the site.

1. **CLAYTON RESIDENCE / 33 WRAY AVENUE**
   Staff: Milan Nevajda

   DESCRIPTION: Klopf Architecture, on behalf of the property owners Chris and Julie Clayton, is requesting a Design Review Permit, subject to Heightened Design Review, to demolish the existing residence and construct a single-family residence at 33 Wray Avenue. The proposed home is 3,055 square feet and features landscaping throughout the lot with a surface deck around the structure. The application includes an Encroachment Agreement to redesign an existing driveway, retaining wall, and install an at-grade entry-stair within the public right-of-way. The three 36"-box gingko biloba replacement trees are proposed in the rear yard. *The item is a continued project from July 1, 2017.*

   RECOMMENDATION: Approval, subject to conditions.

Commissioner Kellman left the meeting.

The public hearing was opened.

Contract Planner Nevajda provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, John Klopf of Klopf Architecture, and owner Julie Clayton, provided a presentation.

Public Comments:
None.

The public testimony period was closed.

Planning Commission comments followed.

Vice Chair Pierce moved and Commissioner Werner seconded a motion to approve a Design Review Permit and an Encroachment Agreement for 33 Wray Avenue. The motion passed 3-1 (No-Nichols).

The public hearing was closed.

Commissioner Kellman returned to the meeting.

Vice Chair Pierce left the meeting.

2. **NEW SINGLE-FAMILY RESIDENCE / 220 CURREY LANE / DR-EA-TRP 15-162**
   Staff: Calvin Chan

   DESCRIPTION: Jazz Builders, Inc., on behalf of the Robert and Josephine Moretto 2011 Living Trust, requests approval of the following items: Design Review Permit to construct a 3,969 square foot, three-level, single-family residence with attached two-car garage and associated improvements at 220 Currey Lane; Tree Removal Permit for the removal of five protected trees; and Encroachment Agreement recommendation to the City Council for driveway, walkways/on-grade stairs, retaining walls, and landscaping improvements in the public right-of-way. The project entails demolition of the existing 1,032 square foot, two-level, residential structure on the property. *This item is a continued project from June 28, 2017.*

   RECOMMENDATION: Approval, subject to conditions.

The public hearing was opened.

Senior Planner Chan provided a PowerPoint presentation.

The public testimony period was opened.

The applicant, Bruce Burman of Jazz Builders, Inc., provided a presentation.

Planning Commission questions to the applicant followed.

Public Comments
None.

The public testimony period was closed.

Planning Commission comments followed.

Commissioner Werner moved and Commissioner Nichols seconded a motion to approve a Design Review Permit, Tree Removal Permit, and recommendation to City Council for approval of an Encroachment Agreement for 220 Currey Lane. The motion passed 4-0.

The public hearing was closed.

Vice Chair Pierce returned to the meeting.

3. **86 SAN CARLOS AVENUE**
   Staff: David Chursenoff

   DESCRIPTION: Ted Horton, on behalf of property owner SASP, LLC is requesting approval of a Design Review Permit, subject to Heightened Design Review, at 86 San Carlos Avenue, a Noteworthy Structure listed on the Historic Resources Inventory, to add 1,761 square feet of subterranean floor area and 103 square feet of aboveground floor area; remodel the exterior with new doors, windows, cladding and skylight; and install an elevator shaft.

   RECOMMENDATION: Approval, subject to conditions.

The public hearing was opened.

Assistant Planner Chursenoff provided a PowerPoint presentation.

The public testimony period was opened.

The applicants, project manager Ted Horton, architect Janea Nakagawa, owner Tully Freidman, and garden designer Hoichi Kurisu, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Public Comments
None.

The public testimony period was closed.

Planning Commission comments followed.

Vice Chair Pierce moved and Commissioner Nichols seconded a motion to approve a Design Review Permit for 88 San Carlos Avenue. The motion passed 5-0.

The public hearing was closed.

4. **STUDY OF BANKS/FINANCIAL SERVICES, RETAIL USES IN THE COMMERCIAL RESIDENTIAL (CR) ZONE**
Staff: David Chursenoff

DESCRIPTION: The City Council adopted an interim urgency ordinance imposing a moratorium on the issuance of Occupancy Use Permits for "banks and financial services, retail" uses in the CR zone. The City Council has directed the Planning Commission to study the impacts of "banks and financial services, retail" uses in the CR zone, specifically if "banks and financial services, retail" uses should be removed as a permitted use, determine if the definition of "banks and financial services, retail" should be modified, determine if a Minor Use Permit or Conditional Use Permit should be required for such uses in the CR zone, consider a Zoning Ordinance Amendment, or any other recommendations. This study session will evaluate a draft Zoning Ordinance Amendment that has been based on guidance provided at the May 10, 2017 study session.

RECOMMENDATION: Approve a draft Amendment and forward to the City Council for review.

The public hearing was opened.

Assistant Planner Chursenoff provided a PowerPoint presentation.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Chair Cleveland-Knowles moved and Commissioner Kellman seconded a motion to approve the draft Amendment and forward to City Council for review, with the additional recommendation that CR Zoning wording be changed to remove the word "downtown," from the phrase, "provide a pedestrian oriented downtown experience for local residents." The motion passed 5-0.

The public hearing was closed.

5. **THE GABLES INN SAUSALITO / 52 PRINCESS STREET**
Staff: Joshua Montemayor

DESCRIPTION: Daniel Chador, on behalf of The Gables Inn Sausalito, LLC, requests approval of a Conditional Use Permit to allow conversion of upper-floor retail space into two new hotel rooms at the existing commercial building at 52 Princess Street. The two new hotel rooms will serve as additional rooms for the existing Gables Inn Sausalito, a bed and breakfast located at 40 and 62 Princess Street, increasing the number of hotel rooms from 15 to 17.

RECOMMENDATION: Approval, subject to conditions.

The public hearing was opened.

City of Sausalito Business Manager Joshua Montemayor provided a PowerPoint presentation.

The public testimony period was opened.

The applicant, owner/operator Daniel Chador, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Public Comments
None.

The public testimony period was closed.

Planning Commission comments followed.

Commissioner Werner moved and Vice Chair Pierce seconded a motion to approve a Conditional Use Permit for 52 Princess Street.

The motion passed 5-0.

Commissioner Nichols requested the motion be amended to include an advisory note stating that because this property is in the Historic District and historically significant, any exterior modifications shall comply with the Municipal Code stating that a Design Review Permit is required from the Historic Landmarks Board and the Planning Commission.

The maker of the motion accepted the amendment to the motion.

The seconder of the motion accepted the amendment to the motion.

The motion passed 5-0.

The public hearing was closed.

Old Business
None.

New Business
None.

Adjournment

Vice Chair Pierce moved and Commissioner Kellman seconded a motion to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 9:46 p.m.

Submitted by
Danny Castro
Community Development Director

Approved by
Susan Cleveland-Knowles
Chair