SAUSALITO PLANNING COMMISSION
Wednesday, February 16, 2022
Final Action Minutes[1]

1. CALL TO ORDER

Chair Feller called the meeting to order at 6:30 p.m.
Planning Commission:
Present: Chair Kristina Feller, Vice Chair Andrew Junius, Commissioner Richard Graef, Commissioner Jeffery Luxenberg, Commissioner Nastassya Saad
Absent: None.
Staff: Jim Moore, Community Development Director
Rozalynn Thompson, Principle Planner
Adam East, Assistant Planner
Mary Wagner, City Attorney

Principle Planner Thompson 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

Community Development Director Moore recommended that Item 6.A., 240 Glen Drive, be continued to a date uncertain.

Chair Feller stated that because of a noticing issue the Commission would vote to approve the agenda as presented and pull the Item 6.A. from the agenda when it comes up.

Vice Chair Junius moved and Commissioner Graef seconded a motion to approve the Planning Commission agenda as presented. The motion passed 5-0.

3. COMMUNICATIONS

A. Communications

- Staff:
  - Director Moore:
    - A joint City Council/Planning Commission meeting will be held on March 8th.

[1] A video recording of this meeting is available at: www.sausalito.gov.

- City Attorney Wagner:
  - On February 15th the City Council heard a request to amend the Tree Ordinance to add the ability to have a tree replacement, and is working with the Director Moore regarding bringing the question back to the Planning Commission before bringing it back to the City Council for further discussion at its March 8th meeting.

- Commission:
  - Chair Feller:
    - Requested a presentation from the Southern Marin Fire Department discussing evacuation routes, preferred plantings, etc. with the opportunity for the community to listen in and ask questions.
    - The Planning Commission has asked the Economic Development Advisory Committee several times for a business and retail strategy presentation to highlight EDAC's vision for the commercial districts and mixed areas.
- Subcommittees:
  - Commissioner Saad / Housing Element Advisory Committee:
    - The next HEAC meeting will be held on February 28th at 6:00p.m.
  - Commissioner Luxenberg / Parklet Working Group:
    - The group continues its work.
  - Vice Chair Junius / Objective Standards Committee:
    - City has engaged Opticose, who put together the *Marin County Toolkit*, to work with the OSC to customize the toolkit for Sausalito's use. An administrative draft should be ready for review in approximately six weeks.
    - Responded to City Attorney Wager's comments regarding the Tree Ordinance with the strategy of putting the actual fee schedule in a resolution form.
  - Chair Feller / Sea Level Rise Task Force:
    - The SLRTF has given a presentation to the Economic Development Advisory Committee.
    - The City Council discussed grant funding at its February 15th meeting and requested the Planning Commission to hear the ideas again to assist the City Council with its prioritization.
    - The SLRTF has identified items needing prioritization, including updating and expanding the downtown parking study and updating the Sausalito Municipal Code.

Chair Feller assigned Vice Chair Junius to be liaison with staff to assist with further preparation for the tree fund.

Public Comment:
None.

4. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**
None.

5. **APPROVAL OF PLANNING COMMISSION MINUTES**

B. Draft Minutes – None.

6. **PUBLIC HEARING**[2]

Declarations regarding Planning Commission Public Contacts
None.

A. 240 GLEN DRIVE / DESIGN REVIEW PERMIT AND HEIGHTENED DESIGN REVIEW, VARIANCE, AND ENCROACHMENT AGREEMENT / PROJECT ID: 2021-00062 / APN: 065-141-44

SUMMARY: Design Review Permit with heightened design review for a 460 square foot detached garage, entry gate, and 62 square foot addition to the master suite; a Variance for relief from the 15-foot height limitation for accessory structures to allow the proposed garage to be 22 feet, 8 inches in height; and a recommendation to the City Council for approval of an Encroachment Agreement to allow a portion of the garage to occupy the right-of-way and to allow the installation of an entry gate.

STAFF RECOMMENDATION: Staff recommends that the Planning Commission approve the Design Review Permit with Heightened Design Review and Variance and recommend to the City Council approval of an Encroachment Agreement to allow a portion of the garage and entry gate in the City's right-of-way.

The public hearing was opened.

Principle Planner Thompson provided an introduction.

Assistant Planner East provided a presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

Planning Commission questions of the applicant followed.

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[2] 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.

Public Comments:
None.

The public testimony period was closed.

Vice Chair Graef moved to continue the public hearing for 240 Glen Drive to a date uncertain.

Commissioner Luxenberg requested the motion be amended to continue the hearing to a date certain of March 2, 2022.

Planning Commission comments followed.

Staff comments followed.

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

Vice Chair Junius seconded the motion.

The motion passed 5-0.

The public hearing was closed.

7. **STUDY SESSION**

   A. **813-817 BRIDGEWAY BOULEVARD / STUDY SESSION / APN: 065-063-25**

      SUMMARY: Study session for Changes to an Approve Project (DR-TRP 17-092), which proposes to modify the design for the front façade of the building and add either a parklet-type outdoor dining area in place of two existing parallel parking spaces or an "Outdoor Terrace" alternative, which would locate the dining area adjacent to the building and the sidewalk adjacent to the street.

      STAFF RECOMMENDATION: Conduct a study session on the applicant's design concepts, consider all public testimony, and offer input, observations, and comments on the project to the applicant.

The public hearing was opened.

Principle Planner Thompson provided a presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, Michael Rex of Michael Rex Architecture, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Staff comments followed.

Planning Commission comments 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.

The public testimony period was closed.

The public hearing was closed.

7. ADJOURNMENT

Chair Feller moved to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 7:31 p.m.

Submitted by
Jim Moore BY BRANDON PHIPPS
Community Development Director

Approved by
~~Kristina~~ Feller NATASSHA SAAD
Chair