SAUSALITO PLANNING COMMISSION
Wednesday, March 2, 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
Adam East, Assistant Planner
Mary Wagner, City Attorney

Director Moore 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 Saad seconded a motion to approve the Planning Commission agenda as presented. The motion passed 5-0.

3. COMMUNICATIONS

A. Communications

- Staff:
  - Director Moore:
    - The Housing Element Advisory Committee will meet on February 28th. HEAC will receive meeting protocols from the Town Attorney and will do site visits in the next few weeks.
    - The SB 9 Draft Ordinance will come before the Planning Commission at its March 16th meeting.
    - Former Interim Community Development Director Heidi Scoble will be joining the Community Development Department full time.

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

        - The City's new Code Enforcement Officer will begin on March 8th.
        - Recruitment will soon begin for a full-time City building official.
        - A Joint Planning Commission/City Council meeting is scheduled for March 31st.
        - Planning Commissioners should begin thinking about what their priorities for funding are.
        - The San Francisco Planning and Urban Research Association (SPUR) will hold an event regarding SB 9 on March 3rd from 12:30-1:30pm.
    - City Attorney Wagner:
        - Provided an update on the tree fee. The City Council will do a second reading of that ordinance on March 8th. The tree fee itself will go before the City Council on March 22nd. Thanks to Vice Chair Junius and Sausalito Beautiful for working on establishing the fee.
- Subcommittees:
    - Commissioner Luxenberg / Parklet Working Group:
        - The group has meet at a number of parklets to test out the requirements they are developing to submit to the City Council.
    - Commissioner Saad / Housing Element Advisory Committee:
        - HEAC met on February 28th, with the next meeting scheduled on March 28th. In between the two meetings HEAC will begin doing site visits.
        - Commissioner Saad urged the public to look at the list of proposed sites and give input to HEAC at its next meeting.
        - The community survey has been completed and should be going out soon.
    - Vice Chair Junius / Objective Standards Committee
        - The City's consultant, Bob Brown, has produced a report.
    - Chair Feller
        - Southern Marin Fire District is offering free fire inspections and prevention feedback as the County goes into fire season with below average rainfall.
        - The ombudsman position role was completed and information issued to the City.
        - The Planning Commission liaison to the Economic Development Advisory Committee has been rescinded.

Public Comments:
None.

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

5. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – February 9, 2022, Joint Planning Commission and Historic Preservation Commission Special Meeting Minutes

B. Draft Minutes – February 16, 2022, Regular Meeting Minutes

Commissioner Luxenberg moved and Commissioner Saad seconded a motion to approve the draft minutes for February 9, 2022 as presented. The motion passed 5-0.

Commissioner Graef moved and Vice Chair Junius seconded a motion to approve the draft minutes for February 16, 2022 as presented. The motion passed 5-0.

6. PUBLIC HEARING[2]

Declarations regarding Planning Commission Public Contacts

Vice Chair Junius disclosed with respect to Item 2, 240 Glen Drive, that he had communications with the applicant.

A. 38 ALEXANDER AVENUE / TREE REMOVAL PERMIT / PROJECT ID: 2021-00329 / APN: 065-303-27 (ADAM EAST, ASSISTANT PLANNER)

SUMMARY: Tree Removal Permit to remove a Cook pine tree approximately 16 inches diameter at breast height (DBH).

STAFF RECOMMENDATION: Staff recommends that the Planning Commission approve the Tree Removal Permit.

The public hearing was opened.

Assistant Planner East provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, Diana Green, representing owner Steven Tran, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Public Comments:
None.

The public testimony period was closed.

[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.

Planning Commission comments followed.

Chair Feller moved and Vice Chair Junius seconded a motion to deny a Tree Removal Permit for 38 Alexander Avenue.

Planning Commission comments followed.

Commissioner Graef moved and Commissioner Saad seconded a motion to continue the public hearing for 38 Alexander Avenue to a date certain, and request additional information be provided regarding the health of the tree and the associated risks if it should fail.

Commissioner Luxenberg requested the motion be amended to allow the Planning Commission access to view the tree closer than the driveway.

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

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

The public testimony period was reopened.

Planning Commission questions of the applicant followed.

The public testimony period was closed.

Chair Feller requested the motion be amended to include a continuance date of April 6, 2022.

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.

B. 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 City's 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.

Assistant Planner East provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, Roger Hartley of Hartley Architectural Engineering, and owners Richard Dodder and Suzanne Lempke, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Public Comments:
Nicole Back
Scott Jampol
Scott Couture
Jim Deremer

The public testimony period was closed.

Planning Commission comments followed.

The public testimony period was reopened.

Planning Commission questions of the applicants followed.

Planning Commission comments followed.

The public testimony period was closed.

Planning Commission comments followed.

Chair Feller moved to approve a Design Review Permit with Heightened Design Review, Variance, and to recommend to City Council approval of an Encroachment Agreement for 240 Glen Drive, subject to the following additional conditions of approval:

- **The plate height shall be lowered one foot from 9 feet to 8 feet, and the pitch shall be reduced to 5:12 from 6:12.**
- **The window on the south elevation of the storage unit below the garage shall be eliminated.**

- **The storage space shall be used only for storage or the continued use as a potting shed, and the garage shall be used specifically for vehicles.**

Planning Commission comments followed.

The maker of the motion amended the motion to remove the condition that the garage shall be used for vehicles specifically.

Vice Chair Junius seconded the motion.

The motion passed 5-0.

The public hearing was closed.

7. ADJOURNMENT

Chair Feller moved and Vice Chair Junius seconded a motion to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 8:49 p.m.

Submitted by
Jim Moore
Community Development Director

Approved by
Kristina Feller
Chair