SAUSALITO PLANNING COMMISSION
Wednesday, June 14, 2023
Final Action Minutes[1]

1. CALL TO ORDER

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

Community and Economic Development Director Phipps reported that the regular meeting of the Planning Commission for June 14, 2023 was being held at the City of Sausalito Council Chambers at 420 Litho Street and was open to members of the public, and that members of the public could also access the meeting and provide public comment telephonically through Zoom.

Commissioner Feller confirmed that she was attending the meeting via Zoom pursuant to the AB 2449 emergency circumstance provision and stated the reason for the emergency was a business delegation, official delegation heads of state out of country, and stated there were no adults in the room with her.

Community & Economic Development Director Phipps called roll for the allowance of the emergency circumstance. The motion passed 4-0.

Planning Commission:

Present:	Chair Jeffery Luxenberg, Vice Chair Andrew Junius, Commissioner Kristina Feller, Commissioner Richard Graef, Commissioner Nastassya Saad
Absent:	None.
Staff:	Brandon Phipps, Community & Economic Development Director Neal Toft, Principal Planner Matthew Mandich, Assistant Planner Sergio Rudin, Attorney

City Attorney Rudin stated that emergency circumstances as defined in the statute means a physical or family medical emergency that prevents the member from attending in person and he did not believe the facts Commissioner Feller had mentioned qualified as emergency circumstances. He believed Commissioner Feller could attend potentially for just cause if she were providing child care or care giving to a family member, has a contagious illness, or has needs related to a physical or mental disability that are not being accommodated under state law, or is otherwise traveling on official business for the City of Sausalito. Otherwise she would not be permitted to attend remotely.

Commissioner Feller left the meeting.

---

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

2. APPROVAL OF AGENDA

Commissioner Saad moved and Commissioner Graef seconded a motion to approve the Planning Commission agenda as presented. The motion passed 4-0.

3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – April 26, 2023

Commissioner Saad moved and Vice Chair Junius seconded a motion to approve the draft minutes as presented. The motion passed 4-0.

5. COMMUNICATIONS

A. Communications

- Staff:
  - Community & Economic Development Director Phipps:
    - The City Council met on June 13th and authorized the city manager to enter into a professional services agreement with New City America, Inc. to retain a consultant for investigation and potential formation of a Sausalito business improvement district in and around the commercial downtown area. Final borders and area is being reviewed and is in progress.
    - HCD has found the City of Sausalito's Housing Element in substantial compliance with state Housing Element law. Director Phipps gave thanks to the Housing Element Advisory Committee, Planning Commission Working Group, consultant Beth Thompson of De Novo, City Attorney Sergio Rudin, and CDC staff. The City of Sausalito is the only city within San Mateo County that has an adopted and compliant Housing Element.
    - The Historic Preservation Commission will comment on the Ferry Landside Phase One project at it's meeting on June 15th. Following those comments the item will be brought to the Planning Commission.
  - City Attorney Rudin:
    - No comments.
- Subcommittees:
  - Objective Design and Development Standards Subcommittee / Vice Chair Junius, Commissioner Feller:
    - The subcommittee is waiting for the next steps in the Housing Element before working on the objective standards, because they are closely related.

- California Housing Legislation Working Group / Chair Luxenberg, Vice Chair Junius:
  - No update.
- Standard Conditions of Approval for Resolutions / Chair Luxenberg, Vice Chair Junius:
  - Staff will be working with Chair Luxenberg and Vice Chair Junius over the next several months.
- Ferry Landslide Working Group / Vice Chair Junius, Commissioner Feller:
  - Was updated in June and will be returning to the Planning Commission after going to HPC.
- Housing Element Working Group / Commissioner Saad, Commissioner Feller:
  - The Housing Element has been approved.
- Parklets Working Group / Chair Luxenberg, Commissioner Feller:
  - City Attorney Rudin anticipated receiving a draft for his review by the June 16th and will be working with staff the following week. The draft will be coming before the Planning Commission sometime in July, after which a working group meeting will be scheduled also in July.
- Master Plan Working Group / Commissioner Saad, Commissioner Feller:
  - The City put out an RFP for a consultant to prepare a citywide master plan and got zero responses. There are potential concerns with respect to whether or not a citywide master plan is an appropriate document in light of the fact that it would have to be secondary to a City General Plan.
  - A working group was created at the Council level. Director Phipps will clarify with the Council what the scope of that RFP might look like if the City does move forward.
- Landslide Task Force / Commissioner Feller:
  - No update.

6. PUBLIC HEARING[2]

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Saad disclosed with respect to Item 6.C., 145 Santa Rosa Avenue, that she visited the home to take photographs and review the story poles, but there were no ex parte communications.

Commissioner Graef disclosed with respect to Item 6.C., 145 Santa Rosa Avenue, that he visited the site and the applicants showed him around.

---

[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.

Chair Luxenberg disclosed with respect to Item 6.C., 145 Santa Rosa Avenue, that he visited the site and spoke with the applicant who granted him access to the rear and side yards, but there were no ex parte communications. He also met with Russel Zink at 155 Santa Rosa Avenue, one of the abutters to the property, but there were no ex parte communications.

A. 813-817 BRIDGEWAY / DESIGN REVIEW, TREE REMOVAL, ENCROACHMENT AGREEMENT, MINOR USE PERMIT / PROJECT ID: 2022-00184 / APN: 065-063-25 / NEAL TOFT, PRINCIPAL PLANNER

The public hearing was opened.

Director Phipps provided a brief staff memo recommending the Planning Commission continue the application to a date uncertain.

Vice Chair Junius moved and Commissioner Saad seconded a motion to continue the public hearing for 813-817 Bridgeway to a date uncertain.

Public Comments:
None.

The motion passed 4-0.

The public hearing was closed.

B. 388-390 SAUSALITO BOULEVARD / TREE REMOVAL / PROJECT ID: 2023-00066 / APN: 065-252-22 / MATTHEW MANDICH, ASSISTANT PLANNER

The public hearing was opened.

Assistant Planner Mandich provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant did not provide a presentation.

Public Comments:
None.

The public testimony period was closed.

Planning Commission comments followed.

Vice Chair Junius moved and Commissioner Graef seconded a motion to approve a Tree Removal Permit for 388-390 Sausalito Boulevard. The motion passed 4-0.

The public hearing was closed.

C. 145 SANTA ROSA AVENUE / DESIGN REVIEW / PROJECT ID: 2023-00206 / APN: 065-153-13 / NEAL TOFT, PRINCIPAL PLANNER

The public hearing was opened.

Principle Planner Toft provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant/co-owner, Heather Hensley, and architect Tom McElroy provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

Public Comments:
Unidentified Male, 144 Spencer Avenue
Russell Zink, 155 Santa Rosa Avenue
Tom Skunda, 141 Santa Rosa Avenue
Sean Callaway, 155 Santa Rosa Avenue
Allan Weidmer, 139 Santa Rosa Avenue

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

Vice Chair Junius moved and Commissioner Graef seconded a motion to approve a Design Review Permit for 145 Santa Rosa Avenue. The motion passed 4-0.

The public hearing was closed.

7. ADJOURNMENT

Chair Luxenberg moved and Commissioner Saad seconded a motion to adjourn the meeting. The motion passed 4-0.

The meeting was adjourned at 8:35 p.m.

Submitted by
Brandon Phipps
Community & Economic Development
Director

Approved by
Jeffery Luxenberg
Chair