SAUSALITO PLANNING COMMISSION
Wednesday, September 13 2023
Final Action Minutes[1]

1. CALL TO ORDER

Community & Economic Director Phipps 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 September 13, 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.

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 Kevin McGowan, Public Works Director Robert Busick, Senior Planner Sergio Rudin, City Attorney

2. APPROVAL OF AGENDA

Commissioner Feller moved and Commissioner Saad seconded a motion to approve the Planning Commission agenda as presented. The motion passed 5-0.

3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – July 26, 2023

Commissioner Saad moved and Commissioner Feller seconded a motion to approve the draft minutes as presented. The motion passed 5-0.

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

5. BUSINESS ITEMS

A. 446-448 SAUSALITO BOULEVARD AND 77 CRESCENT AVENUE / FINAL CERTIFICATION OF PARCEL MAP FOR RECORDATION /PM 2022-00171 / APN: 065-222-60 / ROBERT BUSICK, AICP, SENIOR PLANNER

The business item was opened.

Senior Planner Busick provided a presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

Public Comments:
None.

The public testimony period was closed.

Commissioner Feller moved and Commissioner Saad seconded a motion to approve a final certification of parcel map for recordation for 446-448 Sausalito Boulevard as presented.

The motion passed 5-0.

The public hearing was closed.

6. COMMUNICATIONS

- Staff:
  - Community & Economic Director Phipps:
    - Earlier in the week Director Phipps presented a CDD update to the Economic Development Advisory Committee, touching on past, present, and future actions, improvements, and identified priorities taken within CDD, with a focus on economic development, improvements to the department, and Council priorities for the coming year.
      - Eleven months ago there were over 90 outstanding Planning Project Permit applications, many associated with potentially impactful projects that required discretionary review. That number now stands at 31, with a two-thirds reduction in less than a year.
      - Other more general permits such as planning, building, and Public Works have been processed, with approximately 810 permits issued in the last 11 months, with a total project valuation of approximately $40 million, and the most common permits relating to residential buildings and encroachments.

- Director Phipps thanked the CD Planning and Administrative staff and the City Attorney for their hard work and commitment to improving the Community Development Department and the City of Sausalito, as well as the input and decision making abilities of the Planning Commission.

  - City Attorney Rudin
    - No communications.
- Subcommittees:
  - Ferry Landside Working Group / Vice Chair Junius, Commissioner Feller:
    - No communications.
  - Housing Element Working Group / Commissioner Saad, Commissioner Feller:
    - Director Phipps and the Community Development Department are working on the Environmental Impact Report.
    - There are two legislative laws in the process: AB 976, which eliminates the homeowner provision for ADUs; and AB 1033, which allows the sale of ADUs as condominiums.
  - Parklets / Chair Luxenberg, Commissioner Feller:
    - The working group will meet soon. Date to be determined.
  - Master Plan Working Group / Commissioner Saad, Commissioner Feller:
    - The working group requested moving forward with a meeting with Chair Luxenberg, Director Phipps, and City Attorney Rudin, as it is time sensitive and important.
  - Landslide Task Force / Commissioner Feller:
    - No communications.

7. PUBLIC HEARING[2]

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Saad disclosed with regard to Item 7.A., Ferry Landside Capital Improvement Project, that she met with Pat Zuch and John Flavin on August 21, 2023 to hear comments that are also on the public record, but did not discuss merits of the project. With respect to Item 7.B., 46 Currey Avenue, she walked by the site but had no conversations with the property owner.

Chair Luxenberg disclosed with regard to Item 7.A., Ferry Landside Capital Improvement Project, that he met with Pat Zuch and John Flavin and listened to comments, and only repeated comments he had made at the previous Planning Commission meeting. With respect to Item 7.B., 46 Currey Avenue, he walked by the site but had no interactions with anyone during that visit.

[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.

A. FERRY LANDSIDE / CAPITAL IMPROVEMENT PROJECT, DESIGN REVIEW / PROJECT ID: DPW 03.01.001 / APN: 065-073-03 / KEVIN McGOWAN, DIRECTOR OF PUBLIC WORKS

SUMMARY: The project includes the expansion of the Ferry Plaza area by 5,400 square feet, replacement of sidewalk and the installation of a bicycle queuing area on the east side of Parking Lot 1. The project reduces the overall parking area in Lot 1 by 8,550 square feet to accommodate the expanded plaza as well as additional pedestrian and bicycle circulation paths to and from the plaza. The project also includes the installation of stormwater retention basins on the area between Gabrielson Park and Parking Lot 1 as well as microsealing Parking Lot 1. Installation of trees, benches and other amenities are being included with the project. Relocation of the existing ticket kiosk with two new ticket kiosks is required for the project. Expansion of the drop off area for ferry patrons within the Parking Lot 1 is also anticipated along with restriping of the parking lot.

STAFF RECOMMENDATION: Based on this review, staff recommends that the Planning Commission adopt the attached resolution approving the design review permit based on the attached findings and subject to the conditions of approval imposed by the Commission, if any.

The public hearing was opened.

Public Works Director McGowan provided a presentation.

Becky Dower, BKF Engineers, provided a PowerPoint presentation.

Planning Commission questions to staff and the consultant followed.

The public testimony period was opened.

Public Comments:
Jacques Ullman
Kass Green
Michael Rex
Alice Merrill
John Flavin
Sandra Bushmaker
Vicki Nichols
Teresa Ancona

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff and the consultant followed.

Commissioner Feller moved and Chair Luxenberg seconded a motion to approve a Ferry Landside Capital Improvement Project and Design Review for the Ferry Plaza, subject to the following additional conditions of approval:

- **Parking spot loss shall be limited to a maximum of 14 lost spaces in the lot.**
- **Trees at Gabrielson Park in the area around the bioswale shall be removed and replaced with low-level planting in that area.**
- **Staff shall implement a wayfinding signage program to the sidewalk area outside of the Yacht Club towards Gabrielson Park to encourage pedestrians or those walking their bikes away from the ferry to use that walkway.**
- **The City shall encourage the use of El Portal as a potential second drop-off location.**

The motion passed 3-2 with Vice Chair Junius and Commissioner Graef dissenting

The public hearing was closed.

B. 46 CURREY AVENUE / DESIGN REVIEW, ENCROACHMENT AGREEMENT / PROJECT ID: 2023-00003 / APN: 064-213-17 / MATTHEW MANDICH, ASSISTANT PLANNER

SUMMARY: The Applicant, Steve Maskulka, on behalf of Property Owner, Drew Freeman, is requesting a Design Review Permit and a recommendation to City Council for approval of an Encroachment Agreement to allow construction of exterior entry improvements in front of the single-family residence at 46 Currey Avenue. These improvements include the replacement of an existing 300 square foot parking deck that extends from the paved edge of Currey Avenue to the garage, the replacement of a failing wooden entry staircase with a new metal staircase complete with landing and railings, the replacement and expansion of an existing paved entry courtyard, the construction of a new six-foot tall privacy fence on the westerly front and northerly property lines, and a new 32 square foot trash enclosure to be built on a deck integrated into the new fence at the front of the property.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application DR/EA 2023-00003 Currey Avenue based on the findings and conditions of approval provided in the staff report.

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/owner, Drew Freeman, provided a presentation.

Public Comments:
None.

The public testimony period was closed.

Planning Commission comments followed.

Vice Chair Junius moved and Commissioner Saad seconded a motion to approve a Design Review Permit and recommendation of City Council approval of an Encroachment Agreement for 46 Currey Avenue. The motion passed 5-0.

The public hearing was closed.

7. ADJOURNMENT

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

The meeting was adjourned at 9:53 p.m.

Submitted by
Brandon Phipps
Community & Economic Development
Director

Approved by
Jeffery Luxenberg
Chair