SAUSALITO PLANNING COMMISSION
Wednesday, April 24, 2024
Final Action Minutes

1. CALL TO ORDER

Chair Luxenberg called the meeting to order at 6:30 p.m., and reported that he would participate in the meeting for just cause from Virginia via video and audio.

Community and Economic Development Director Phipps reported that the regular meeting of the Planning Commission for April 24, 2024 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 (remotely), Vice Chair Nastassya Saad, Commissioner Kristina Feller, Commissioner Andrew Junius, Commissioner David Marlatt
Absent:	None.
Staff:	Brandon Phipps, Community & Economic Development Director Adam Blair, Assistant Planner Anne Branham, BBK

2. APPROVAL OF AGENDA

Vice Chair Saad moved and Commissioner Feller 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 – April 10, 2024

Commissioner Junius moved and Vice Chair Saad seconded a motion to approve the Planning Commission Minutes of April 10, 2024 as presented. The motion passed 5-0.

5. COMMUNICATIONS

A. Objective Design and Development Standards (ODDS) – Update from Community Development Department Staff

Communications

- Staff:
  - Director Phipps:
    - City Council held a study session with CDD staff on the objective design standards at its March 19th meeting. Staff received feedback from on how to proceed with the development of the ODDS, such as developing Housing Element opportunity site overlays that are more specific than what is currently developed, drafting more comprehensive objective view preservation standards, looking in to both public and private view corridors, and developing additional architectural standards such as related to colors and materials.
    - Those standards may apply City-wide.
    - City Council has directed Staff to create and work with an ODDS peer review group that includes local design professionals. Staff is finalizing the membership of the group, and one of those participants will be Commissioner Marlatt, who is a local architect.
- Commission:
  - Commissioner Feller:
    - Commissioner Feller strongly urged staff to implore the City Council to approve this second phase, which is the ODDS that the Planning Commission reviewed, and said time is of the essence to approve this phase, because these standards are critical to the City of Sausalito.
    - Chair Luxenberg and Commissioners Junius and Marlatt echoed Commissioner Feller's comments.
- Subcommittees: None.

Public Comments:
None.

6. PUBLIC HEARING[1]

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Marlatt declared with respect to Item 6.A., 626 Main Street, that he had visited the property, but did not enter the property or speak with anyone.

[1] 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. 626 MAIN STREET / TREE REMOVAL PERMIT, ZONING PERMIT / PROJECT ID: 2024-00026 / APN: 065-231-27 / ADAM BLAIR, ASSISTANT PLANNER

SUMMARY: The Applicant, Donald Lingeman, on behalf of Owners, Jan and Elizabeth Schat, is requesting a Tree Removal Permit to remove one (1) Coast Live Oak tree, and a Zoning Permit for an 85 square foot residential addition at 626 Main Street.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application TRP/ZP 2024-00026 for 626 Main Street and adopt the attached draft resolution approving the Tree Removal Permit and Zoning Permit.

The public hearing was opened.

Assistant Planner Blair provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, Donald Lingeman of Lingeman Design, and the owner, Jan Schat, provided a presentation.

Planning Commission questions to the applicant followed.

Public Comments:
None.

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Feller moved and Commissioner Marlatt seconded a motion to approve a Tree Removal Permit and Zoning Permit for 626 Main Street, subject to the following additional conditions of approval:

- **Applicant is required to pay a tree replacement fee of $5,900. In lieu of the requirement to replant trees on this property the $5,900 value of the trees shall go to the City's Tree Fund.**
- **Add language stating, "Construction shall remain in substantial conformance with the project plans on file with the City of Sausalito under application 2024-00026 prepared by Lingeman Design entitled "(inaudible) #60626A, Addition/Remodel. Design Review for 262 Main Street, Sausalito."**

Commissioner Saad requested the motion be amended to reduce the value of the Coast Live Oak tree to $2,950 based on the possibility that the fungus in the tree base could be an aggressive pathogen, as outlined in the arborist report.

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

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

Commissioner Junius requested the motion be amended to condition the removal of the tree on issuance of the building permit.

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

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

Commissioner Feller restated the motion, as she understood it to be: Approve the Tree Removal Permit and Zoning Permit, with three additional conditions of approval:

1) **The record shall state very clearly the correct date of the drawings that were attached to the report and include the zoning chart with the file for that.**
2) **In lieu of replacement trees on the property the homeowner shall provide the value of that tree to the City's Tree Fund, the amount to be half the $5,900 value given in the arborist report, which is $2,950.**
3) **The Tree Removal Permit shall not be issued until the building permit for the construction and the construction go ahead has been issued.**

Commissioner Marlatt re-seconded the motion.

The motion passed 5-0.

7. **NEW BUSINESS**
   None.

8. **ADJOURNMENT**

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

The meeting was adjourned at 7:11 p.m.

Submitted by
Brandon Phipps
Community & Economic Development Director

Approved by
Jeffery Luxenberg
Chair