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

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 July 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, Vice Chair Nastassya Saad, Commissioner Kristina Feller, Commissioner Andrew Junius, Commissioner David Marlatt
Absent:	None.
Staff:	Brandon Phipps, Community & Economic Development Director Matthew Mandich, Senior Planner Adam Blair, Assistant Planner Kylee Otto, Attorney, BBK

2. APPROVAL OF AGENDA

Commissioner Feller moved and Vice Chair 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 10, 2024

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

5. COMMUNICATIONS

A. Communications

- Staff:
  - Director Phipps
    - Attorney Kylee Otto of BBK will provide legal counsel to the Planning Commission at this meeting.
    - Associate Planner Matthew Mandich has been promoted to Senior Planner.
    - CDD has successful completed the hiring process for the associate planner position made vacant by Planner Mandich's promotion and is conducting a final background check on a preferred candidate.
    - The Planning Commission will not hold meetings during the month of August. The next Commission meeting will be held on September 11th.
- Commission: None.
- Subcommittees: None.

Public Comments:
None.

Declarations Regarding Planning Commission Ex Parte Communications

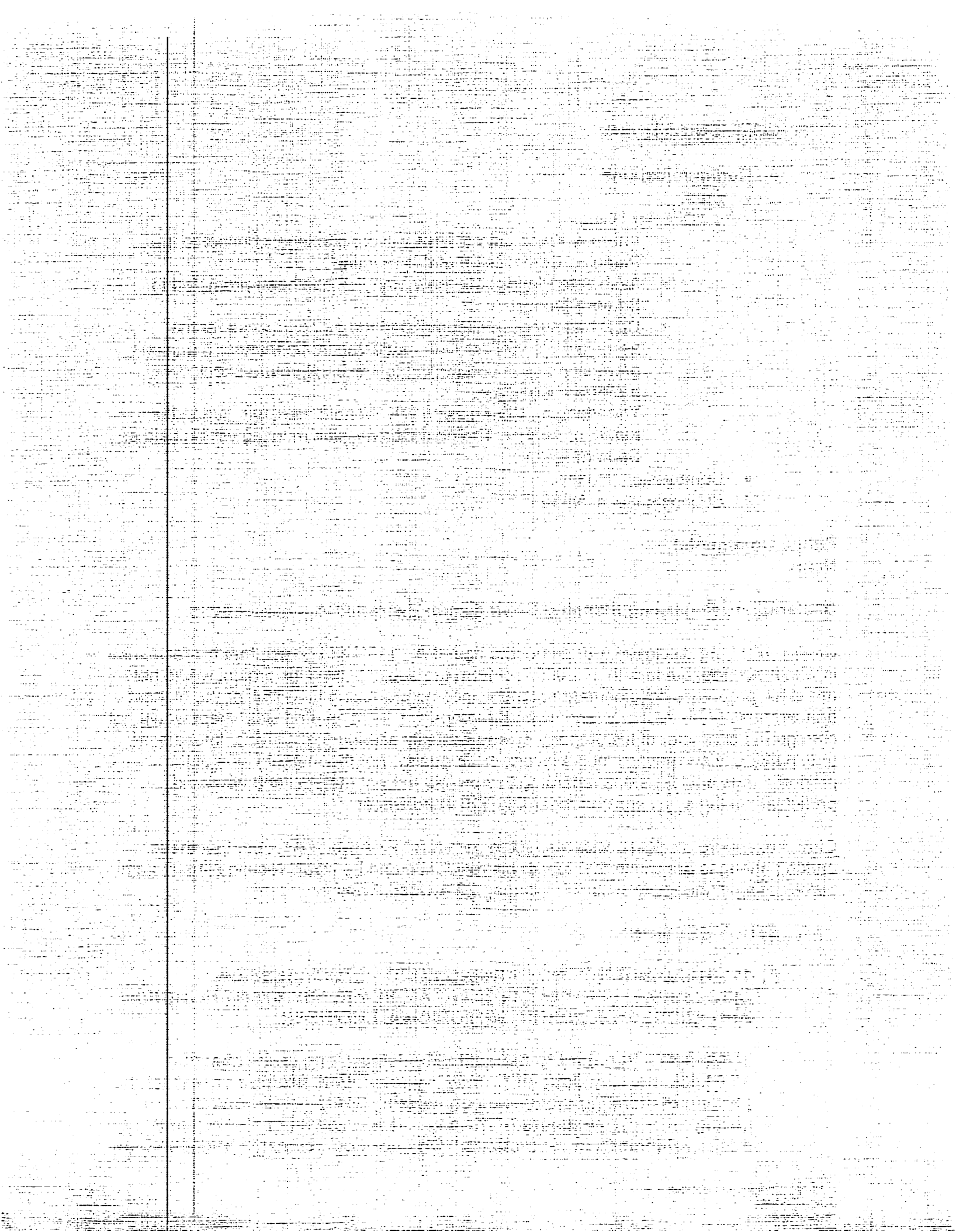
Chair Luxenberg disclosed with respect to Item 6.A., 115 Third Street, that his residence is within 500 feet but less than 1,000 feet from the subject site. This project would not affect his property's development potential, income producing potential, or the highest and best use of his property; and given the property's location off a side street would not change the character of his property by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels, or air quality; nor the market value of the property; thus any decisions regarding this project are not material and he would participate in the study session regarding 115 Third Street.

Chair Luxenberg disclosed with respect to Item 6.B., 22 Atwood Avenue, that these parking changes are within 500 feet of his residence and he would recuse himself from participating in the study session regarding 22 Atwood Avenue.

6. STUDY SESSION

A. 115 THIRD STREET / NO PARKING ZONE – STUDY SESSION DISCUSSION / APN: 065-264-28 / ADAM BLAIR, ASSISTANT PLANNER AND ANDREW DAVIDSON, SENIOR CIVIL ENGINEER

SUMMARY: Pursuant to Sausalito Municipal Code (SMC), Section 15.04.080, the City Council "...may, by resolution, prohibit or restrict the parking of standing of vehicles on certain streets or portions thereof during all or certain hours of the day... It is unlawful to disobey any such prohibitions or restrictions." On occasion, residents and members



of the public forward their concerns related to parking and traffic safety to various departments including Public Works and the Police. An internal Traffic Coordination Committee (TCC) composed of Police, Public Works, and sometimes the Southern Marin Fire Protection District meets approximately every quarter to review these requests and if deemed appropriate and reasonable bring items to the City Council for action. The Traffic Coordination Committee received, reviewed, and supports requests by property owners for restricting parking to improve access to driveways and garages at 115 Third Street, 22 Atwood Avenue, and 101 Prospect Avenue.

STAFF RECOMMENDATION: Staff recommends the Planning Commission provide a recommendation to City Council to approve the Amendment of Parking Regulations to establish a NO PARKING ZONE fronting 115 Third Street (APN 065-264-28), and opposite the driveways of 22 Atwood Avenue (APN 065-203-02) and 101 Prospect Avenue (APN 065-193-08), pursuant to Vehicle Code Section 22507 and Sausalito Municipal Code Section 15.04.080:

1. **Parking is prohibited for 18 feet to the south side of the 115 Third Street driveway curb cut.**
2. **Parking is prohibited 15 feet westerly of the driveway curb cut for 301 North Street and opposite the driveway and garage for 22 Atwood Avenue.**
3. **Parking is prohibited for 20 feet starting approximately 32 feet southerly of the driveway curb cut for 86 Prospect Avenue and opposite the driveway for 101 Prospect Avenue and along the 100 Prospect Avenue frontage.**
4. **The City Engineer shall specify and cause the pavement markings and/or regulatory signage necessarily to enforce the regulations made hereunder to be installed.**

The study session was opened.

Assistant Planner Blair and Senior Civil Engineer Davison provided a PowerPoint presentation.

Planning Commission questions to staff followed.

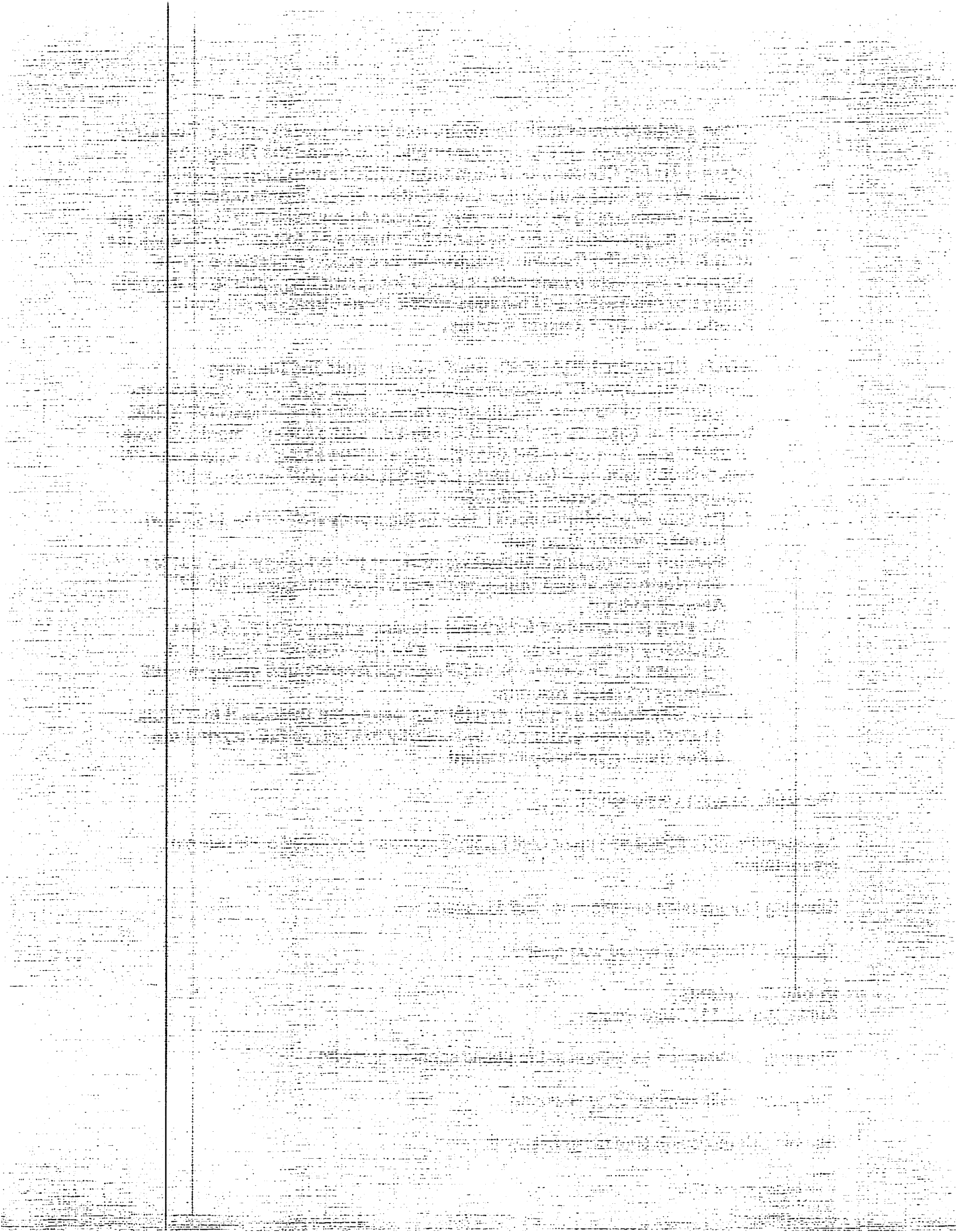
The public testimony period was opened.

Public Comments:
Annie Tsang, 115 Third Street

Planning Commission questions to the public speaker followed.

The public testimony period was closed.

Planning Commission comments followed.



Planning Commission questions to staff followed.

Commissioner Feller moved to recommend to City Council approval of the Amendment of Parking Regulations to Establish a NO PARKING ZONE fronting 115 Third Street; that the Traffic Coordinator Committee (TCC) meet more regularly; that a Planning Commission liaison be designated to assist discussion; and that TCC explore innovative ways to decommission parking spots and look at a reuse for perhaps a motorcycle so as to not lose 100% of the parking.

Planning Commission comments followed.

The motion passed 5-0.

Chair Luxenberg recused himself and left the meeting.

B. 22 ATWOOD AVENUE / NO PARKING ZONE – STUDY SESSION DISCUSSION / APN: 065-203-02 / ADAM BLAIR, ASSISTANT PLANNER AND ANDREW DAVIDSON, SENIOR CIVIL ENGINEER

SUMMARY: Pursuant to Sausalito Municipal Code (SMC), Section 15.04.080, the City Council "...may, by resolution, prohibit or restrict the parking of standing of vehicles on certain streets or portions thereof during all or certain hours of the day... It is unlawful to disobey any such prohibitions or restrictions." On occasion, residents and members of the public forward their concerns related to parking and traffic safety to various departments including Public Works and the Police. An internal Traffic Coordination Committee (TCC) composed of Police, Public Works, and sometimes the Southern Marin Fire Protection District meets approximately every quarter to review these requests and if deemed appropriate and reasonable bring items to the City Council for action. The Traffic Coordination Committee received, reviewed and supports requests by property owners for restricting parking to improve access to driveways and garages at 115 Third Street, 22 Atwood Avenue, and 101 Prospect Avenue.

STAFF RECOMMENDATION: Staff recommends the Planning Commission provide a recommendation to City Council to approve the Amendment of Parking Regulations to establish a NO PARKING ZONE front 115 Third Street (APN 065-264-28), and opposite the driveways of 22 Atwood Avenue (APN 065-203-02) and 101 Prospect Avenue (APN 065-193-08), pursuant to Vehicle Code Section 22507 and Sausalito Municipal Code Section 15.04.080:

1. **Parking is prohibited for 18 feet to the south side of the 115 Third Street driveway curb cut.**
2. **Parking is prohibited 15 feet westerly of the driveway curb cut for 301 North Street and opposite the driveway and garage for 22 Atwood Avenue.**
3. **Parking is prohibited for 20 feet starting approximately 32 feet southerly of the driveway curb cut for 86 Prospect Avenue and**

opposite the driveway for 101 Prospect Avenue and along the 100 Prospect Avenue frontage.

4. **The City Engineer shall specify and cause the pavement markings and/or regulatory signage necessarily to enforce the regulations made hereunder to be installed.**

The public hearing was opened.

Assistant Planner Blair and Senior Civil Engineer Davison provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

Public Comments:
Frederick O'Lewis, 22 Atwood

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Junius moved and Commissioner Feller seconded a motion to recommend to City Council approval of the Amendment of Parking Regulations to Establish a NO PARKING ZONE fronting at 22 Atwood Avenue.

Planning Commission comments followed.

The motion passed 3-0 with Commissioner Marlatt abstaining and Chair Luxenberg recused.

The public hearing was closed.

Chair Luxenberg returned to the meeting.

C. 101 PROSPECT AVENUE / NO PARKING ZONE – STUDY SESSION DISCUSSION / APN: 065-193-80 / ADAM BLAIR, ASSISTANT PLANNER

SUMMARY: Pursuant to Sausalito Municipal Code (SMC), Section 15.04.080, the City Council "...may, by resolution, prohibit or restrict the parking of standing of vehicles on certain streets or portions thereof during all or certain hours of the day... It is unlawful to disobey any such prohibitions or restrictions." On occasion, residents and members of the public forward their concerns related to parking and traffic safety to various departments including Public Works and the Police. An internal Traffic Coordination Committee (TCC) composed of Police, Public Works, and sometimes the Southern Marin Fire Protection

District meets approximately every quarter to review these requests and if deemed appropriate and reasonable bring items to the City Council for action. The Traffic Coordination Committee received, reviewed and supports requests by property owners for restricting parking to improve access to driveways and garages at 115 Third Street, 22 Atwood Avenue, and 101 Prospect Avenue.

STAFF RECOMMENDATION: Staff recommends the Planning Commission provide a recommendation to City Council to approve the Amendment of Parking Regulations to establish a NO PARKING ZONE front 115 Third Street (APN 065-264-28), and opposite the driveways of 22 Atwood Avenue (APN 065-203-02) and 101 Prospect Avenue (APN 065-193-08), pursuant to Vehicle Code Section 22507 and Sausalito Municipal Code Section 15.04.080:

1. **Parking is prohibited for 18 feet to the south side of the 115 Third Street driveway curb cut.**
2. **Parking is prohibited 15 feet westerly of the driveway curb cut for 301 North Street and opposite the driveway and garage for 22 Atwood Avenue.**
3. **Parking is prohibited for 20 feet starting approximately 32 feet southerly of the driveway curb cut for 86 Prospect Avenue and opposite the driveway for 101 Prospect Avenue and along the 100 Prospect Avenue frontage.**
4. **The City Engineer shall specify and cause the pavement markings and/or regulatory signage necessarily to enforce the regulations made hereunder to be installed.**

The public hearing was opened.

Assistant Planner Blair and Senior Civil Engineer Davison provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

Public Comments:
Bill Goldman, Channing Way

The public testimony period was closed.

Commissioner Feller moved and Vice Chair Saad seconded a motion to recommend City Council approval of the Amendment of Parking Regulations to Establish a NO PARKING ZONE fronting at 101 Prospect Avenue and to install the red curb to allow ingress and egress from 101 Prospect Avenue's garage.

The motion passed 4-0.

The public hearing was closed.

7. NEW BUSINESS

A. RECEIVE AND FILE A PRESENTATION FOR CODE ENFORCEMENT PROGRESS REPORT UPDATE/ PAUL VAN HOOK, CODE ENFORCEMENT OFFICER

Code Enforcement Officer Van Hook provided a PowerPoint presentation.

Planning Commission questions to Officer Van Hook followed.

8. PUBLIC HEARING[1]

A. 388-390 SAUSALITO BOULEVARD / ADMINISTRATIVE CITATION FOR UNAUTHORIZED TREE ALTERATION / PROJECT ID: 2024-00117 / APN: 065-252-22 / MATTHEW MANDICH, SENIOR PLANNER AND PAUL VAN HOOK, CODE ENFORCEMENT OFFICER

SUMMARY: Administrative Citation Hearing to consider all relevant information pertaining to unauthorized tree alterations on private property located at 388-390 Sausalito Boulevard, and to impose an administrative fine, remedial order, or both, as deemed necessary by the Planning Commission.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve a resolution imposing an administrative fine for the illegal alteration of the subject trees and impose a remedial order that requires the violator to mitigate any potential erosion and/or fire hazards on site at the violator's expense.

The public hearing was opened.

Senior Planner Mandich provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant/owner, William Pearson, provided a presentation.

Planning Commission questions to the applicant followed.

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[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.

Public Comments:
None.

Additional applicant comments followed.

The public testimony period was closed.

Commissioner Feller moved to approve a resolution imposing an administrative fine for unauthorized tree alterations for 388-390 Sausalito Boulevard.

The motion died due to lack of a second.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Feller moved and Commissioner Junius seconded a motion to approve a resolution imposing an administrative fine of $500.00 for unauthorized tree alterations for 388-390 Sausalito Boulevard.

Planning Commission comments followed.

The motion passed 5-0.

9. 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 8:55 p.m.

Submitted by
Brandon Phipps
Community & Economic Development Director

Approved by
Jeffery Luxenberg
Chair