SAUSALITO PLANNING COMMISSION
Wednesday, May 8, 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 May 8, 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 (remotely), Commissioner Andrew Junius, Commissioner David Marlatt
Absent:	None.
Staff:	Brandon Phipps, Community & Economic Development Director Robert Busick, Senior Planner Matthew Mandich, Associate Planner Paul Van Hook, Code Enforcement Officer Anne Branham, Attorney

2. APPROVAL OF AGENDA

Vice Chair Saad moved and Commissioner Junius 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 24, 2024

Vice Chair Saad moved and Commissioner Junius seconded a motion to approve the Planning Commission Minutes of April 24, 2024 as amended. The motion passed 5-0.

5. COMMUNICATIONS

A. Communications

- Staff:
  - Community & Economic Development Director Phipps:
    - Staff held a kick-off meeting with the ODDS Peer Review Group, the first of six, at the direction of the City Council.
- Commission:
  - Commissioner Feller:
    - Requested clarity on whether the Planning Commission's ODDS Subcommittee has been disbanded, because ODDS has not been approved yet.
    - Was happy to see the Geological Hazard Abatement Study was brought to the City Council on May 7th, because it is an important initiative for Sausalito.
- Subcommittees: None.

Public Comments:
None.

6. CONSENT CALENDAR

A. Adopt a Resolution amending Resolution No. 2024-07 reducing the required Tree Replacement Fee contribution of $2,950 to $1,500 per City Council Resolution No. 6143 in connection with TRP/ZP 2024-00026 heard April 24, 2024 / Adam Blair, Assistant Planner

The Planning Commission unanimously voted to adopt Resolution No. 2024-07.

7. NEW BUSINESS

A. Summary Presentation: Brown Act and Rosenberg's Rules of Order / Anne Branham, Attorney

Attorney Branham provided a PowerPoint presentation.

Planning Commission questions to Attorney Branham followed.

The public testimony period was opened.

Public Comments:
Sandra Bushmaker

The public testimony period was closed.

Planning Commission questions to Attorney Branham followed.

Planning Commission comments followed.

8. PUBLIC HEARING[1]

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Marlatt reported with respect to Item 8.B, 27 Central Avenue, that he had visited the site but did not enter the property nor speak with anyone.

Chair Luxenberg reported with respect to Item 8.A, 241-253 Glen Drive, that he visited the site while the project architect was also there, but they did not have any ex parte communication. With respect to Item 8.B, 27 Central Avenue, he reported that his residence is within 1,000 feet of the subject site and he would recuse himself from participating in the public hearing for Item 8.

A. 241-253 GLEN DRIVE / DESIGN REVIEW PERMIT AND ENCROACHMENT AGREEMENT / PROJECT ID: 2023-00121 / APN: 064-242-31 AND 064-243-30 / ROBERT BUSICK, SENIOR PLANNER

SUMMARY: The Applicant, Couture Architecture, on behalf of owners Rich and Robin Levandov, is requesting a Design Review Permit and Encroachment Agreement to remove an existing 5-foot, 8-inch tall gate and replace with a 4-foot, 6-inch tall electronic gate with façade improvements for the existing driveway retaining wall including lighted address numbers, mailboxes, and a gate access box at 241-253 Glen Drive. The project has been determined to be exempt from further environmental review under California Environmental Quality Act (CEQA) Sections 15301 and 15302.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve the attached Draft Resolution, which approves the Design Review and Encroachment Agreement, as requested.

The public hearing was opened.

Senior Planner Busick provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, architect Scott Couture of Couture Architecture, provided a PowerPoint presentation.

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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.

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Vice Chair Saad moved and Commissioner Marlatt seconded a motion to approve a Design Review Permit and Encroachment Agreement for 241-253 Glen Drive.

Planning Commission comments followed.

The motion passed 5-0.

B. 27 CENTRAL AVENUE / DESIGN REVIEW PERMIT / PROJECT ID: 2024-00049 / CE 2018-0088 / APN: 065-231-02 / MATTHEW MANDICH, ASSOCIATE PLANNER / PAUL VAN HOOK, CODE ENFORCEMENT OFFICER

SUMMARY: The Applicant and Property Owner, Meike Stefani, is requesting a retroactive Design Review Permit for a 130 square foot deck extension and the addition of a roof cover to a second-floor deck on the east elevation of the existing residence at 27 Central Avenue.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application DR 2024-00049 for 27 Central Avenue and adopt the attached draft resolution approving the Design Review Permit that is subject to the attached Conditions of Approval.

Chair Luxenberg recused himself and left the meeting.

The public hearing was opened.

Associate Planner Mandich provided a presentation.

Code Enforcement Officer Van Hook provided a presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant/property owners, Meike and Joe Stefani, provided a presentation.

Planning Commission questions to the applicant followed.

Staff comments followed.

Public Comments:
Jack Carlson
Dr. Dillworth Cannon
Bob Leff
Sandra Bushmaker

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 Design Review Permit for 27 Central Avenue, subject to the conditions identified in the Draft Conditions of Approval.

Planning Commission questions to staff followed.

Planning Commission comments followed.

The motion passed 3-1, with Commissioner Junius dissenting and Chair Luxenberg recused.

The public hearing was closed.

9. ADJOURNMENT

The Planning Commission unanimously voted to adjourn the meeting.

The meeting was adjourned at 8:58 p.m.

Submitted by
Brandon Phipps
Community & Economic Development
Director

Approved by
Jeffery Luxenberg
Chair