

**SAUSALITO PLANNING COMMISSION**  
**Wednesday, April 23, 2025**  
**Final Action Minutes**

**1. CALL TO ORDER**

**Senior Planner Matthew Mandich called the meeting to order at 6:30 p.m.**

**Senior Planner Mandich reported that the regular meeting of the Planning Commission for April 23, 2025 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 Nastassya Saad, Vice Chair Andrew Junius,  
Commissioner Kristina Feller, Commissioner Jeffery Luxenberg,  
Commissioner David Marlatt

**Absent:** None.

**Staff:** Matthew Mandich, Senior Planner  
Maria Hernandez, Administrative Aide  
Adam Blair, Assistant Planner  
Kylee Otto, Attorney, BBK

**2. APPROVAL OF AGENDA**

**Commissioner Feller moved and Commissioner Luxenberg 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 – March 12, 2025**

**Commissioner Feller moved and Commissioner Marlatt seconded a motion to approve the Planning Commission Minutes of March 12, 2025 as amended. The motion passed 5-0.**

## 5. COMMUNICATIONS

- Staff:
  - Acting Director Mandich:
    - The City hired a Code Enforcement Officer named Justin Goger Malo at the end of February. Mr. Malo is a former San Rafael Wildfire Mitigation Specialist.
- Commission:
  - Commissioner Feller:
    - This is her last Planning Commission meeting as she ends her term as a commissioner. Commissioner Feller thanked her fellow commissioners, Department of Public Works, members of the community who volunteer their time, and City Staff. She recalled the work they had all done during her past six years.
  - Planning Commissioners thanked Commissioner Feller for her years of service to the City of Sausalito.
- Subcommittees: None.

**Public Comment:**  
Sandra Bushmaker

## 6. PUBLIC HEARING<sup>1</sup>

**Commissioner Marlatt indicated that he would recuse himself from participating in the public hearing for 324 Sausalito Boulevard, as he is the applicant for that project.**

**Declarations Regarding Planning Commission Ex Parte Communications**  
None.

### **A. 324 SAUSALITO BOULEVARD / DESIGN REVIEW PERMIT, VARIANCE, LOT LINE MERGER, AND ENCROACHMENT AGREEMENT / PROJECT ID: 2024-00195 / APN: 065-252-39 & 065-252-54 / ADAM BLAIR, ASSISTANT PLANNER**

**SUMMARY:** The Applicant, David Marlatt with DNM Architecture, on behalf of Owners Patricia E. Glovsky and Robert Metzger, is requesting approval of a Design Review Permit, Variance, Lot Line Merger, as well as a recommendation of approval of an Encroachment Agreement to the City Council to facilitate an exterior and interior residential remodel which includes a new front stairway, guardrail, and entryway; a new elevated flat roof over the main residence; a new angled roof over the existing garage; new foundation and shear wall work; a related furnace; new siding; and remodeled kitchen and bathrooms at 324 Sausalito Boulevard (APN: 065-252-39). This application includes merging two

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<sup>1</sup> 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>.

**parcels (APN: 065-252-39 & 065-252-54) to facilitate the proposed project. The project has been determined to be exempt from further environmental review under California Environmental Quality Act (CEQA) Sections 15303, 15304, and 15305.**

**STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application DR/VAR/LLM/EA 2024-00195 for 324 Sausalito Boulevard and adopt the attached draft resolution approving the requested Design Review Permit, Variance, Lot Line Merger, and recommending approval of the requested Encroachment Agreement.**

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, architect Mathilde Manacorda of DNM Architecture, provided a PowerPoint presentation.

Planning Commission questions to the applicant and owner followed.

**Public Comment:**

Patrice Taylor  
Sandra Bushmaker

The public testimony period was closed.

Applicant and owner rebuttal comments followed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

**Commissioner Feller moved to continue the public hearing for 324 Sausalito Boulevard to a date uncertain, subject to additional Planning Commission comments.**

**Commissioner Luxenberg requested the motion be amended to a date certain.**

**The maker of the motion declined to amend the motion.**

**Commissioner Luxenberg seconded the motion, subject to the understanding that when the Commission receives information from the applicant as to when the meeting could be accommodated, that they could do it to a date certain.**

**The maker of the motion agreed with the seconder's condition.**

Planning Commission comments followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

**The Commission determined to keep the motion to continue the public hearing to a date uncertain.**

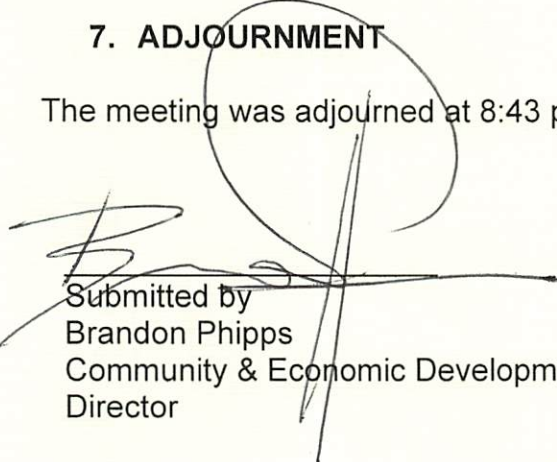
Planning Commission comments followed.

Planning Commission questions to staff followed.

**The motion passed 4-0 with Commissioner Marlatt recused.**

## **7. ADJOURNMENT**

The meeting was adjourned at 8:43 p.m.



Submitted by  
Brandon Phipps  
Community & Economic Development  
Director



Approved by  
Nastassya Saad  
Chair