

SAUSALITO PLANNING COMMISSION
Wednesday, July 23, 2025
Final Action Minutes

1. CALL TO ORDER

Chair Saad called the meeting to order at 6:34 p.m.

Assistant City Manager Phipps reported that the regular meeting of the Planning Commission for July 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 Jeffery Luxenberg, Commissioner David Marlatt,
Commissioner Fred Moore

Absent: None.

Staff: Brandon Phipps, Assistant City Manager
Maria Hernandez, Administrative Aide
Matthew Mandich, Senior Planner
Katie Nelson, Associate Planner
Sergio Rudin, Attorney, BBK

2. APPROVAL OF AGENDA

Commissioner Marlatt moved and Vice Chair 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.

A. Public Comment: D. Johnson

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – July 9, 2025

Vice Chair Junius moved and Commissioner Moore seconded a motion to approve the Planning Commission Minutes of July 9, 2025 as presented. The motion passed 5-0.

5. COMMUNICATIONS

A. Communications

- Staff:
 - Assistant City Manager Phipps:
 - As part of Sausalito's certified Housing Element, the City has approved a program of rezoning, which accommodates the City RHNA goals of 724 units. As part of the rezoning, certain included sites are impacted by local voter initiatives: 1022, commercial districts; and 1128, public parks. In order for the City to adopt its Housing Element it must submit a ballot measure for a special election to amend each of those local voter initiatives. The City Council will consider the ballot measure submittal on August 5th.
- Commission:
 - Chair Saad:
 - Appointed Vice Chair Junius and Commissioner Marlatt to the newly formed Code Review Working Group, with the intent of going through parts of the code, provide edits, and bringing it to the Planning Commission.
- Subcommittees: None.

Public Comment:
None.

6. PUBLIC HEARING¹

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Luxenberg disclosed with respect to Item 6.A., 87 San Carlos Avenue, that the subject site is greater than 500 feet from his residence and less than 1,000 feet, but there is no materiality and pursuant to State Statute 18702.2 he would hear the item. Any decision on the item would not affect the development, income production, highest and best use, and character of his property by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels, or air quality, or affect the market value of the property.

A. 87 SAN CARLOS AVENUE / DESIGN REVIEW PERMIT WITH HEIGHTENED REVIEW FINDINGS, VARIANCE, AND ENCROACHMENT AGREEMENT / PROJECT ID: 2024-00208 / APN: 065-163-38 / KATIE NELSON, ASSOCIATE PLANNER

SUMMARY: The applicant, Scott Couture, on behalf of owner James C. Hormel, Jr., requests Planning Commission approval of a Design Review Permit and Variance with recommendation of approval to City Council for an Encroachment Agreement to convert an existing 380 square-foot parking deck into a 400 square-foot garage partially within

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>.

the public right-of-way, and to expand an existing 85 square-foot unconditioned storage space under the parking deck to 130 square feet. As the garage construction will result in a setback of two inches from the north property line, a Variance is required for the proposed project at 87 San Carlos Avenue (APN: 065-163-38). The project has been determined to be exempt from further environmental review under California Environmental Quality Act (CEQA) Sections 15301 and 15303.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application 2024-00208 for 87 San Carlos Avenue and adopt the attached draft resolution approving the requested Design Review Permit and Variance and recommending approval of the Encroachment Agreement to the City Council.

The public hearing was opened.

Associate Planner Nelson 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.

Planning Commission questions to the applicant followed.

Public Comment:

Kent Ainsworth

David Levinson

Brenda Hayes

The public testimony period was closed.

Applicant rebuttal comments followed.

Planning Commission comments followed.

Vice Chair Junius moved to approve a Design Review Permit with Heightened Review Findings, a Variance, and recommended City Council approval of an Encroachment Agreement for 87 San Carlos Avenue.

Planning Commission comments followed.

Commissioner Marlatt seconded the motion.

Commissioner Marlatt requested the motion be amended to also adopt the modifications to Condition of Approval #11.

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

Planning Commission questions to staff followed.

Attorney Rudin noted the applicant had requested the following language to modify Condition of Approval #11 to state, “No construction equipment, vehicles, dumpsters, or materials shall be left in the Sweet Briar right-of-way overnight or during non-work hours. Emergency vehicle access and access to adjacent properties shall be maintained throughout the duration of the project.” He also clarified that the applicant had requested the first sentence of Condition of Approval #11, “To the extent possible, construction related access shall occur from San Carlos Avenue frontage,” be struck, and noted if the Planning Commission were to accept the applicant’s request, that first sentence of Condition of Approval #11 would be eliminated.

Planning Commission questions to staff followed.

The motion passed 3-2 with Chair Saad and Commissioner Moore dissenting.

The public hearing was closed.

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Luxenberg disclosed with respect to Item 6.B., 33 San Carlos Avenue, that the subject site is approximately 580 feet from his residence, exceeding 500 feet but less than 1,000 feet, but there is no materiality. However, given that the Marin map shows it as 500 feet, he would recuse himself from participating in the public hearing out of an abundance of caution.

Chair Saad disclosed with respect to Item 6.B., 33 San Carlos Avenue, that she met with the owner of 25 San Carlos Avenue to take photos and look at the view, but they did not discuss any merits of the project.

B. 33 SAN CARLOS AVENUE / DESIGN REVIEW PERMIT WITH HEIGHTENED REVIEW FINDINGS / PROJECT ID: 2025-00105 / APN: 065- 202-52 / MATTHEW MANDICH, SENIOR PLANNER

SUMMARY: The applicant, Riyadh Ghannam, on behalf of owner, Kostas Kassaras, is requesting a Design Review Permit with Heightened Review to facilitate an interior and exterior remodel and add 1,683 square feet of new floor area, a new one-car garage, and an interior ADU to the existing single-family home at 33 San Carlos Avenue (APN: 065-202-52). The project has been determined to be exempt from further

environmental review under California Environmental Quality Act (CEQA) Sections 15301 and 15303.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application 2025-00105 for 33 San Carlos Avenue and adopt the attached draft resolution approving the requested Design Review Permit with Heightened Review findings.

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, architect Riyad Ghannam of RG-Architecture, and owners Katherine Kostas Kassaras and Constantine Kassaras Acosta, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Planning Commission questions to staff followed.

Planning Commission questions to the owners followed.

Public Comment:

Zach Abeles

Eric Cobb

Erik Lundquist

Vicki Abeles

Leslie Schofferman

Michelle Dumont

Tamara Ireland Stone

Burt Damner

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Marlatt moved to approve a Design Review Permit with Heightened Review Findings for 33 San Carlos Avenue, subject to the following additional conditions of approval:

- **The architect shall work with staff to reduce the third-floor glass square footage area to no more than 1,220 square feet.**
- **A tree protection plan shall be included per the City's requirements.**

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Marlatt withdrew the motion.

Planning Commission questions to staff followed.

Chair Saad moved and Vice Chair Junius seconded a motion to continue the public hearing for 33 San Carlos Avenue to a date certain of September 10, 2025, subject to the following directions to staff:

- **A tree protection plan shall be included per the City's requirements.**
- **An arborist report shall be included, specifically regarding the damaged tree, why it was damaged, and the tree's potential for survival.**
- **The architect shall work with staff to reduce the third-floor glass square footage area to no more than 1,220 square feet.**

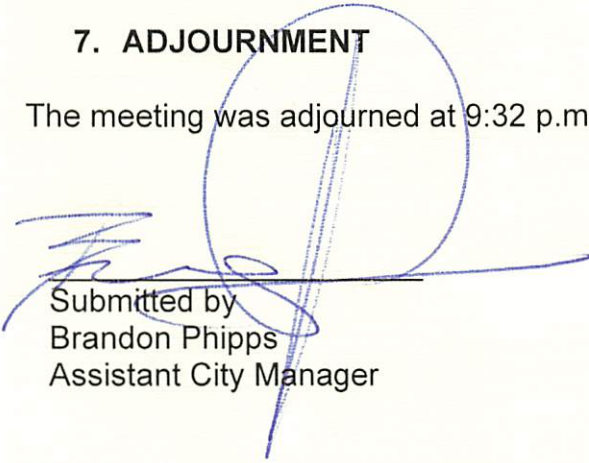
Planning Commission questions to staff followed.

The motion passed 4-0 with Commissioner Luxenberg recused.

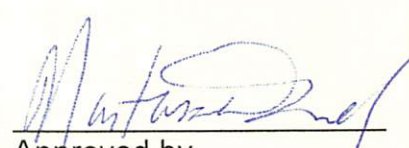
The public hearing was closed.

7. ADJOURNMENT

The meeting was adjourned at 9:32 p.m.



Submitted by
Brandon Phipps
Assistant City Manager



Approved by
Nastassya Saad
Chair