

SAUSALITO PLANNING COMMISSION
Wednesday, July 9, 2025
Final Action Minutes¹

1. CALL TO ORDER

Chair Saad called the meeting to order at 6:30 p.m.

Assistant City Manager Phipps reported that the regular meeting of the Planning Commission for July 9, 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
Adam Blair, Associate Planner
Sergio Rudin, Attorney, BBK

2. APPROVAL OF AGENDA

Vice Chair Junius moved and Commissioner Marlatt 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

Public Comment

John Diamante

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – August 6, 2024

Commissioner Luxenberg moved and Commissioner Marlatt seconded a motion to approve the Planning Commission Minutes of August 6, 2024 as presented. The motion passed 4-0 with Commissioner Moore Abstaining.

¹ A video recording of this meeting is available at: www.sausalito.gov.

Commissioner Luxenberg pointed out that the meeting of August 6, 2024 was not a Planning Commission meeting, but was a Draft EIR scoping meeting.

Assistant City Manager Phipps confirmed inclusion of the minutes of August 6, 2024 on the agenda was an administrative error and recommended the Commission not vote on the item. Attorney Rudin agreed with Assistant City Manager Phipps.

B. Draft Minutes – June 25, 2025

Commissioner Luxenberg moved and Commissioner Marlatt seconded a motion to approve the Planning Commission Minutes of June 25, 2025 as presented. The motion passed 5-0.

5. COMMUNICATIONS

A. Communications

- Staff: None.
- Commission: None.
- Subcommittees: None.

Public Comment:
None.

6. SPECIAL PRESENTATION

A. RECEIVE AND FILE A PRESENTATION FOR CODE ENFORCEMENT PROGRESS REPORT UPDATE / JUSTIN GOGER MALO, CODE ENFORCEMENT OFFICER

Code Enforcement Officer Goger Malo provided a PowerPoint presentation.

Planning Commission comments followed.

Planning Commission questions to Officer Goger Malo followed.

Public Comment
Babette McDougal

7. PUBLIC HEARING²

Commissioner Marlatt announced that he would recuse himself from participating in the public hearing for 324 Sausalito Boulevard as his firm, DNM Architecture, is the applicant/architect for the project.

² 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>.

Declarations Regarding Planning Commission Ex Parte Communications

Chair Saad declared that she had had a phone conversation with Sandra Bushmaker regarding general questions, but did not discuss the merits of the project.

A. 324 SAUSALITO BOULEVARD / DESIGN REVIEW PERMIT WITH HEIGHTENED REVIEW FINDINGS, VARIANCE, LOT LINE MERGER, AND ENCROACHMENT AGREEMENT / PROJECT ID: 2024-00195 / APN: 065-252-39 & 065-252-54 / ADAM BLAIR, ASSOCIATE 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 with Heightened Review Findings, Variance, and 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 relocated furnace; new siding; and remodeled kitchen and bathrooms at 324 Sausalito Boulevard (APN: 065-252-39). The application includes merging two 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 with Heightened Review Findings, Variance, Lot Line Merger, and recommending approval of the requested Encroachment Agreement.

The public hearing was opened.

Associate Planner Blair provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

The applicant, architect Karen Eloyan of DNM Architecture, and owner Patricia Glovsky provided a PowerPoint presentation.

Planning Commission questions to the applicant and owner followed.

Public Comment:

Babette McDougal
Miranda Mingus
Patrice Taylor
Tamara Fisher
Sandra Bushmaker
Denise Fafette

Applicant rebuttal comments followed.

The public testimony period was closed.

Planning Commission comments followed.

Vice Chair Junius moved and Commissioner Moore seconded a motion to approve a Design Review Permit with Heightened Review Findings, Variance, and Lot Line Merger, and recommend approval of an Encroachment Agreement to the City Council for 324 Sausalito Boulevard.

Commissioner Luxenberg moved an alternative motion to approve a Design Review Permit with Heightened Review Findings, Variance, and Lot Line Merger, and recommend approval of an Encroachment Agreement to the City Council for 324 Sausalito Boulevard, subject to the following:

- **Restrict the project to 2,850 square feet of space, which shall be verified at time of building permit.**
- **A construction management plan shall be required in Condition #14.**
- **The height exception shall not be approved.**
- **The garage shall be no greater than the 32-foot height limit. The garage shall be redesigned at the time of building permit.**

Planning Commission comments followed.

Vice Chair Junius withdrew his motion.

Planning Commission questions to staff followed.

Planning Commission comments followed.

Commissioner Luxenberg moved and Chair Saad seconded a motion to approve a Design Review Permit with Heightened Review Findings, Variance, and Lot Line Merger, and recommend approval of an Encroachment Agreement to the City Council for 324 Sausalito Boulevard, subject to the following:

- **A construction management plan shall be required in Condition #14.**
- **The FAR for this project shall not exceed 2,850 square feet and shall be certified by the architect in the building permit set.**
- **This approval specifically does not provide for the height exception, so the applicant must not exceed 32 feet height for the garage.**

Planning Commission comments followed.

The motion passed 4-0 with Commissioner Marlatt recused.

The public hearing was closed.

Commissioner Marlatt returned to the hearing.

Declarations Regarding Planning Commission Ex Parte Communications
None.

B. 715 BRIDGEWAY / DESIGN REVIEW PERMIT, VARIANCE, CONDITIONAL USE PERMIT (X3), MINOR USE PERMIT, SIGN PERMIT, CERTIFICATE OF APPROPRIATENESS / PROJECT ID: 2024-00147 / APN: 065-071-34 / MATTHEW MANDICH, SENIOR PLANNER

SUMMARY: The Applicant and Owner, Kent Ipsen, is requesting a Design Review Permit, a Variance, three Conditional Use Permits, a Minor Use Permit, and a Certificate of Appropriateness to convert a vacant historic bank building (formerly Wells Fargo) into a fine dining restaurant and three-room boutique hotel (Inn the Pocket) at 715 Bridgeway (APN: 065-071-34).

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve Application 2024-00147 for 715 Bridgeway and adopt the attached draft resolution approving the Design Review Permit, Variance, three Conditional Use Permits, Minor Use Permit, Sign Permit, and Certificate of Appropriateness.

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, Kent Ipsen, provided a presentation.

Planning Commission questions to the applicant followed.

Public Comment:

Babette McDougal

Carolyn Revelle

Wright Bass

Eric Lieb

Kathryn Strietmann

John Diamante

Branka Popowich
Paul Mowry
Chris Gatowski (phonetic)
Beth Schwerek (phonetic)
Anthony Cosio
Anna Welch
Sophia Collier
Robert Cann
Michelle Dumont
Denise Fafette
Adrian
Ron Albert
Lindsey
Jeffrey Stafford
Charles Melton

Applicant rebuttal comments followed.

Staff comments followed.

The public testimony period was closed.

Planning Commission comments followed.

Staff comments followed.

Commissioner Luxenberg moved and Commissioner Moore seconded a motion to approve a Design Review Permit, a Variance, three Conditional Use Permits, a Minor Use Permit, and a Certificate of Appropriateness for 715 Bridgeway, subject to the following:

- **Condition #2 regarding hotel use shall be modified to include guests of registered guests.**
- **Condition #6 regarding outdoor dining conditions of approval shall add a condition related to the outdoor dining component of the Inn the Pocket hours of operation to not exceed 11:00p.m. for only the outdoor dining uses.**
- **Condition #6 regarding outdoor dining shall include language requiring the applicant to maintain a minimum 5-foot path of travel for pedestrian flow.**
- **Condition #11 shall add a standard construction management plan.**

The motion passed 5-0.

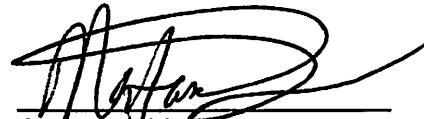
The public hearing was closed.

8. ADJOURNMENT

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



Submitted by
Brandon Phipps
Assistant City Manager



Approved by
Nastassya Saad
Chair