

SAUSALITO PLANNING COMMISSION
Wednesday, June 11, 2025
Final Action Minutes

1. CALL TO ORDER

Chair Saad 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 June 11, 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, Community & Economic Development Director
Maria Hernandez, Administrative Aide
Adam Blair, Assistant Planner
Katie Nelson, Associate Planner
Kevin McGowan, Public Works Director

2. APPROVAL OF AGENDA

_____ moved and Commissioner Moore 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 – May 28, 2025

Commissioner Luxenberg moved and Commissioner Marlatt seconded a motion to approve the Planning Commission Minutes of May 28, 2025 as presented. The motion passed 5-0.

5. COMMUNICATIONS

A. Communications

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

Public Comment:

None.

6. NEW BUSINESS

A. REVIEW OF THE FY 25/26 CAPITAL IMPROVEMENT PROGRAM FOR CONSISTENCY WITH THE GENERAL PLAN

The New Business hearing was opened.

Director of Public Works McGowan provided a PowerPoint presentation.

Planning Commission questions to staff followed.

The public testimony period was opened.

Public Comment:

Carolyn Revelle

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Marlatt moved and Commissioner Moore seconded a motion to approve the draft resolution, as presented, finding the FY 25/26 Capital Improvement Program consistent with the General Plan.

The motion passed 5-0.

The New Business hearing was closed.

7. PUBLIC HEARING¹

Declarations Regarding Planning Commission Ex Parte Communications

None.

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>.

**A. 126 SAN CARLOS AVENUE / DESIGN REVIEW PERMIT / PROJECT ID:
2024-00193 / APN: 065-123-06 / KATIE NELSON, ASSOCIATE PLANNER**

SUMMARY: The Applicant, Sean McArdle, on behalf of Owner Patrick Spellman, requests Planning Commission approval of a Design Review Permit to expand an existing detached garage by 950 square feet and to construct a new 256 square foot detached workshop at 126 San Carlos Avenue (APN: 065-123-06). The project has been determined to be exempt from further environmental review under California Environmental Quality Act (CEQA) Sections 15303 and 15304.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve Application 2024-00193 for 126 San Carlos Avenue and adopt the attached draft resolution approving the requested Design Review Permit.

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 Sean McArdle of MCARDLE design, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Public Comment:

None.

The public testimony period was closed.

Planning Commission comments followed.

Commissioner Luxenberg moved and Commissioner Marlatt seconded a motion to approve a Design Review Permit for 126 San Carlos Avenue, subject to the following additional condition of approval:

- **At the time of building permit application, the applicant shall include a construction management plan with a set of construction drawings. Said construction management plan shall include contact information for the general contractor and site superintendent, phasing, staging areas for equipment and materials, flagging/road closure procedures where employees will park so as to not overwhelm the surrounding neighborhood, and any other information as requested by the Community Development Director.**

Planning Commission comments followed.

Planning Commission questions to staff followed.

The motion passed 5-0.

The public hearing was closed.

**B. 74 CLOUD VIEW ROAD / VARIANCE AND ZONING PERMIT / PROJECT
ID: 2024-00185 / APN: 065-182-01 / ADAM BLAIR, ASSISTANT PLANNER**

SUMMARY: The Applicant, Bruno Kanter, on behalf of Owners, Sarah and Tim Hoffman, requests Planning Commission approval of a Variance and a Zoning Permit to permit the conversion of approximately 214 square feet of interior lower-level crawlspace into a bathroom and finished storage area at 74 Cloud View Road (APN: 065-182-01). The lower-level crawlspace was illegally converted into finished floor area at some point between 1999 and 2025; therefore, this application is to retroactively permit the conversion of this space into a bathroom and finished storage area. The project has been determined to be exempt from further environmental review under California Environmental Quality Act (CEQA) Section 15303.

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve Application VAR/ZP 2024-00185 for 74 Cloud View Road and adopt the attached draft resolution approving the requested Variance and Zoning Permit.

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 applicants, owner Sarah Hoffman, and architect Bruno Kanter of Reyes Architects, provided a PowerPoint presentation.

Public Comment:

Edward Davis

Anthony Hally (phonetic)

The public testimony period was closed.

Applicant rebuttal comments followed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

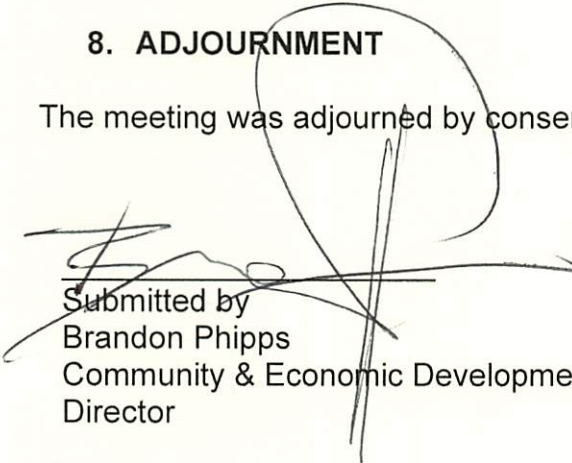
Vice Chair Junius moved and Commissioner Marlatt seconded a motion to approve a Variance and Zoning Permit for 74 Cloud View Road.

The motion passed 4-1 with Commissioner Luxenberg dissenting.

The public hearing was closed.

8. ADJOURNMENT

The meeting was adjourned by consensus at 7:56 p.m.



Submitted by
Brandon Phipps
Community & Economic Development
Director



Approved by
Nastassya Saad
Chair