

SAUSALITO PLANNING COMMISSION
Wednesday, September 10, 2025
Final Action Minutes

1. CALL TO ORDER

Chair Saad called the meeting to order at 6:31 p.m.

Assistant City Manager Phipps reported that the regular meeting of the Planning Commission for September 10, 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
Kylee Otto, Attorney, BBK

2. APPROVAL OF AGENDA

Commissioner Luxenberg 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

None.

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – July 23, 2025

Commissioner Luxenberg moved and Commissioner Marlatt seconded a motion to approve the Planning Commission Minutes of July 23, 2025 as presented. The motion passed 5-0.

5. COMMUNICATIONS

A. Communications

- Staff:
 - Assistant City Manager Phipps:
 - The City's recently adopted and certified its amended Housing Element, and as a part of that process the City has submitted two ballot measure to Marin County to assist in the implementation of Housing Program 4, the City's rezoning program. To educate voters, the City will distribute four mailers to registered voters in the months leading up to the November 4th election.
- Commission:
 - Chair Saad
 - Chair Saad requested Assistant City Manager Phipps ascertain from her fellow commissioners the feasibility of changing the Planning Commission meeting time from 6:30pm to 6:00pm.
- Subcommittees:
 - Code Review Working Group – Vice Chair Junius, Commissioner Marlatt.
 - The working group met earlier in the week to organize its initial approach to their responsibilities and think through some concepts.

Public Comment:

None.

6. PUBLIC HEARING¹

Declarations Regarding Planning Commission Ex Parte Communications

None.

A. 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, Riyad 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) Section 15301 and 15303.

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>.

STAFF RECOMMENDATION: Staff recommends the Planning Commission continue the item to a date certain of September 24, 2025.

The public hearing was opened.

Senior Planner Mandich indicated the item would not be heard, as the Applicant had requested the item be continued to a date certain of September 24, 2025 to allow more time to produce various project materials.

Public Comment:

Leslie Schofferman

Len Rifkind

Erik Lundquist

The public testimony period was closed.

Planning Commission questions to staff followed.

Commissioner Moore moved and Vice Chair Junius seconded a motion to continue the public hearing for 33 San Carlos Avenue to a date certain of September 24, 2025.

The motion passed 4-0 with Commissioner Luxenberg abstaining .

The public hearing was closed.

B. 16 GLEN DRIVE / ZONING PERMIT AND THREE VARIANCES / PROJECT ID: 2025-00031 / APN: 065-084-5 / MATTHEW MANDICH, SENIOR PLANNER

SUMMARY: The Applicant, Sean Condry, on behalf of the Owner, Justin Maguire, is requesting a Zoning Permit and Variances for setbacks, building coverage, and impervious surface coverage to remodel and expand an existing two-story rear deck by 25 square feet at the legal nonconforming single-family home at 16 Glen Drive (APN: 065-084-05).

STAFF RECOMMENDATION: Staff recommends the Planning Commission approve application 2025-00031 for 16 Glen Drive and adopt the attached draft resolution approving the requested Zoning Permit and three Variances.

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, Sean Condry, provided a PowerPoint presentation.

Planning Commission questions to the applicant followed.

Public Comment:

None.

The public testimony period was closed.

Planning Commission comments followed.

Planning Commission questions to staff followed.

The public testimony period was reopened.

Planning Commission questions to the applicant followed.

The public testimony period was closed.

Vice Chair Junius moved to approve a Zoning Permit and three Variances for 16 Glen Drive, with the notations and adjustments regarding the correct plan set as discussed at the meeting.

Commissioner Marlatt moved to approve the Variance application for the impervious surface and increase in building coverage, and not approve the Variance application for the side and rear yard setback.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Vice Chair Junius reiterated his motion to approve a Zoning Permit and three Variances for 16 Glen Drive, with the notations and adjustments regarding the correct plan set as discussed at the meeting.

Planning Commission comments followed.

Commissioner Moore seconded the motion.

Planning Commission comments followed.

Planning Commission questions to staff followed.

Commissioner Luxenberg requested the motion be amended to include language stating that in the set of plans received in August 2025 (Attachment 3), after “pursuant to SMC 10.50.180(b), the Community Development is authorized to administratively approve minor modifications to the approved plan,” add the

Final

sentence, "Any additional modifications to the decks shall require resubmittal to the Planning Commission."

The Maker of the Motion accepted the amendment to the motion.

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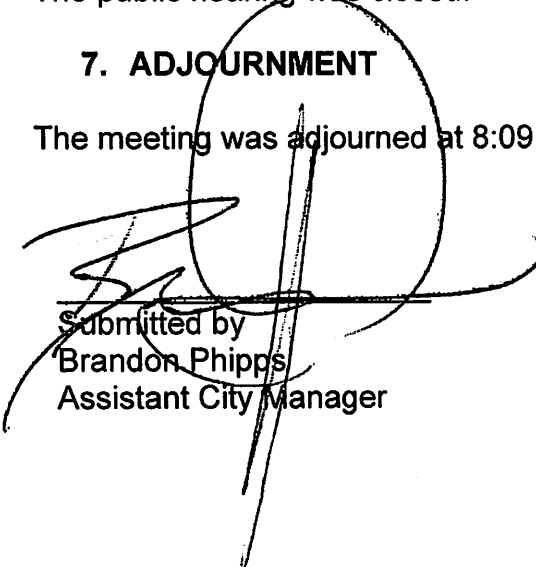
Planning Commission comments followed.

The motion passed 4-0 with Chair Saad dissenting.

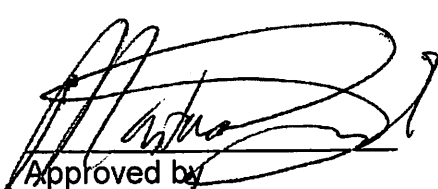
The public hearing was closed.

7. ADJOURNMENT

The meeting was adjourned at 8:09 p.m.



Submitted by
Brandon Phipps
Assistant City Manager



Approved by
Nastassya Saad
Chair