

SAUSALITO PLANNING COMMISSION
Wednesday, September 24, 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 24, 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 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.

4. APPROVAL OF PLANNING COMMISSION MINUTES

A. Draft Minutes – September 10, 2025

Commissioner Luxenberg moved and Vice Chair Junius seconded a motion to approve the Planning Commission Minutes of September 10, 2025 as amended. The motion passed 5-0.

5. COMMUNICATIONS

A. Communications

- **Staff:**
 - **Assistant City Manager Phipps:**

- On September 18th City staff brought a draft RFP for a Citywide Historic Resource Analysis before the Historic Preservation Commission as part of the Housing Element drafting process and as directed by City Council. Staff is currently working with a satellite Historic Preservation created working group to draft the next iteration of the RFP.
- The Community Development Department is working with ballot consultants to disseminate factual mailers regarding Ballot Measures J and K in the November 4th special election, both linked with the implementation of Sausalito's Housing Element and rezoning program.
- Commission: None.
- Subcommittees: None.

Public Comment:
None.

6. PUBLIC HEARING¹

Declarations Regarding Planning Commission Ex Parte Communications

Commissioner Luxenberg disclosed that 33 San Carlos Avenue is 500 feet from his residence, and from an abundance of caution he would recuse himself from participating in the public hearing.

A. 33 SAN CARLOS AVENUE / DESIGN REVIEW PERMIT WITH HEIGHTENED REVIEW FINDINGS / PROJECT ID: 2025-00105 / APN: 065-202-52 / MATTHEW MANDICH, PRINCIPAL 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 1,620 square feet of new floor area, a new one-car garage, a JADU, 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 continue the item to a date certain of October 8, 2025.

The public hearing was opened.
Principal Planner Mandich provided a brief presentation.

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>.

Planning Commission questions to staff followed.

The public testimony period was opened.

Public Comment:

Erik Lundquist

Leslie Schofferman

The public testimony period was closed.

Planning Commission questions to staff followed.

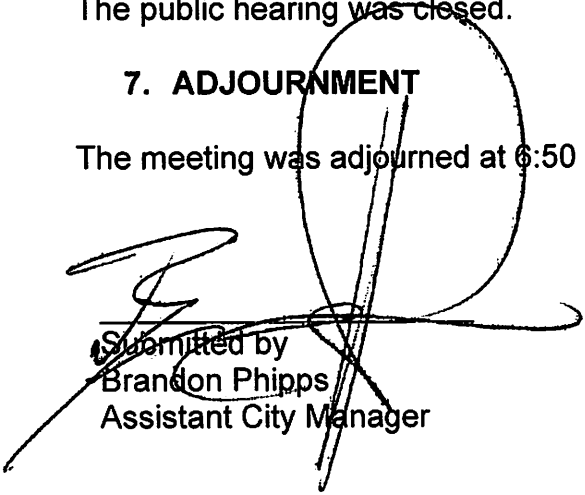
Vice Chair Junius moved and Commissioner Moore seconded a motion to continue the public hearing for 33 San Carlos Avenue to a date certain of October 8, 2025.

The motion passed 4-0 with Commissioner Luxenberg recused.

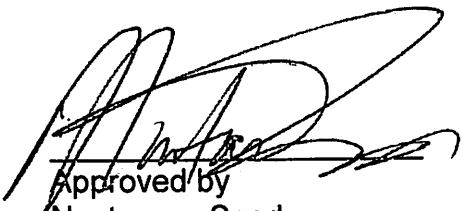
The public hearing was closed.

7. ADJOURNMENT

The meeting was adjourned at 6:50 p.m.



Submitted by
Brandon Phipps
Assistant City Manager



Approved by
Nastassya Saad
Chair