



**NOTICE OF CHANGES TO AN APPROVED  
ADMINISTRATIVE DESIGN REVIEW PERMIT APPLICATION AT 254  
SPENCER AVENUE  
PROJECT ID: 2025-00154 | APN: 065-181-39**

**PROJECT SUMMARY:** Applicant, Larry R. Tarter, on behalf of Owner, Mary Beth West, is requesting changes to prior Administrative Design Review Permit application 2023-00098, approved by the Community Development Department on August 29, 2023. The requested modifications include the enlargement of a first level deck and a second level deck, the relocation of an exterior stairway to these enlarged decks, replacement of an exterior doorway adjacent to an exterior elevator with a window, and replacing wood steps with stone steps at 254 Spencer Avenue (APN: 065-181-39). The project has been determined to be exempt from further environmental review under California Environmental Quality Act (CEQA) Section 15301(e).

**WHAT WILL HAPPEN:** The Community Development Department will consider all public comment submitted by the written comments deadline and decide whether the proposed changes are consistent with the required findings of SMC 10.50.180(B). You will only be notified of the official action if you submit written comments by the deadline (below).

**HOW TO COMMENT:** Any individual is welcome to comment on the project. You can comment on the project via email to the project contact (below).

**WRITTEN COMMENTS DEADLINE:** The deadline to submit written comments is by **5:00 p.m. on Friday, December 5, 2025.**

**DECISION DATE: Monday, December 8, 2025**

**PROJECT CONTACT:** Adam Blair, Associate Planner | (415) 289-4131 | Email: [ablair@sausalito.gov](mailto:ablair@sausalito.gov)

**FOR MORE INFORMATION:** Project materials are available for public review online at <https://saus-trk.aspgov.com/eTRAKiT> You can search using the project address, project ID number, or APN listed above.

NOTICE: If you challenge the project described in this notice in court, you may be limited to raising only those issues you or someone else raised in written correspondence delivered to the Community Development Department within ten (10) calendar days of the decision (Government Code §65009.b.2).